



Posted 6.15.2023 at 4:00pm by JAD

**SELECT BOARD  
AGENDA  
Tuesday, June 20, 2023  
7:00pm**

*Rich Maiore, Erin McBee, Kara McGuire Minar, Don Ludwig, Charles Oliver*

Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Jun 20, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83341670833?pwd=Zm1jYXFqWXZ5OXJzZDBXNjIjFeG1lQT09>

Meeting ID: 833 4167 0833

Passcode: 394102

One tap mobile +19294362866,,83341670833# US (New York)

+13017158592,,83341670833# US (Washington DC)

Dial by your location

Find your local number: <https://us02web.zoom.us/u/kb2JskXfHS>

**AGENDA ITEMS**

- 1) Call meeting to order – Chair Rich Maiore
- 2) National Grid - Pole Petition Hearing – Fairbank Street (7:00)
- 3) Annual Appointments: (7:10)
  - a) Meet new volunteers
  - b) Act on appointments to various committees/boards/commissions
- 4) Meet with Finance Director Jared Mullane to discuss increasing revolving funds for the Fire SAFE fund and the 4<sup>th</sup> of July fund. (7:40)
- 5) Police Chief James Babu will present findings from a recent review completed under the Workplace Safety and Health Program. (7:45)
- 6) Public Communication (8:00)
- 7) Approve minutes from 5/23 (8:05)
- 8) Staff Report/Updates (8:10)
- 9) Action/Discussion Items: (8:20)
  - a) Act on change of manger for Carlson Orchards farmer series pouring permit
  - b) Revisit Open Space Committee charge
  - c) Act on letter requesting quotes from MART for possible shuttle service
  - d) Discuss co-sponsoring Devens Day
  - e) Act on Select Board officers for the coming year
- 10) Select Board Reports
- 11) **Executive Session:** per MGL Ch. 30A, s. 21(a)3: To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining of the public body and the chair so declares. The Select Board will reconvene into open session only to adjourn.

***Next Regular Select Board Meeting - Tuesday, July 18, 2023 - 7:00pm***

**OFFICES OF THE  
SELECT BOARD AND  
TOWN ADMINISTRATION**

13 Ayer Road, Harvard, Massachusetts 01451  
(978) 456-4100

harvard-ma.gov

**NOTICE OF HEARING**

The Harvard Select Board will hold a Zoom (virtual) public hearing on **Tuesday, June 20, 2023 at 7:00pm** to answer a pole petition from National Grid. The proposed petition would permit them to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across, the following public way:

**Fairbank Street:**

National Grid to relocate 2 JO poles on Fairbank Street beginning at a point approximately 100 feet south of the centerline of the intersection of Oak Hill Road and continuing approximately 125 feet in a southeast direction. Relocate pole #1 out of road to west side of street approximately 25'. Relocate pole #2 approximately 5' northwest.

Meeting participation instructions will be listed on the meeting agenda posted on the Town of Harvard's website at least 48-hours prior to this meeting. Any persons interested or wishing to be heard regarding this petition should appear at the designated time and place or may submit written comments, no later than 12:00pm on date listed above to [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov).

SELECT BOARD  
6.9.2023



May 9, 2023

Town of Harvard

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit please contact:

Please notify National Grid's Vincent LoGuidice of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above named Companies.

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845. Phone 978-725-1392.

Very truly yours,

Patrick Shea  
Supervisor, Distribution Design

Enclosures

Questions contact – Connor Reynolds

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To the Board of Selectmen  
Of Harvard, Massachusetts

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Fairbank St - National Grid to relocate 2 JO Poles on Fairbank St beginning at a point approximately 100 feet south of the centerline of the intersection of Oak Hill Rd and continuing approximately 125 feet in a southeast direction. Relocate Pole # 1 out of road to west side of street approximately 25'. Relocate Pole # 2 approximately 5' northwest.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Fairbank St - Harvard - Massachusetts.

No. 24519087 April 21, 2023

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a

NATIONAL GRID *Pat Shea*

BY \_\_\_\_\_

Engineering Department

VERIZON NEW ENGLAND, INC.

BY *Albert E. Bessette* \_\_\_\_\_

Manager / Right of Way

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Harvard, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 21st day of April, 2023.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Fairbank St - Harvard - Massachusetts.

No. 24519087 Dated April 21, 2023. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Fairbank St - National Grid to relocate 2 JO Poles on Fairbank St beginning at a point approximately 100 feet south of the centerline of the intersection of Oak Hill Rd and continuing approximately 125 feet in a southeast direction. Relocate Pole # 1 out of road to west side of street approximately 25'. Relocate Pole # 2 approximately 5' northwest.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Massachusetts City/Town Clerk. 20\_\_

Received and entered in the records of location orders of the City/Town of \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:

City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock, M  
at \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....  
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of  
Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and recorded with the  
records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:

City/Town Clerk

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Harvard, Massachusetts

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All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Fairbank St - Harvard - Massachusetts.

**No. 24519087** Dated April 21, 2023. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

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Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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\_\_\_\_\_  
Massachusetts City/Town Clerk.  
20\_\_ .

Received and entered in the records of location orders of the City/Town of \_\_\_\_\_  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:

City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock, M  
at \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....  
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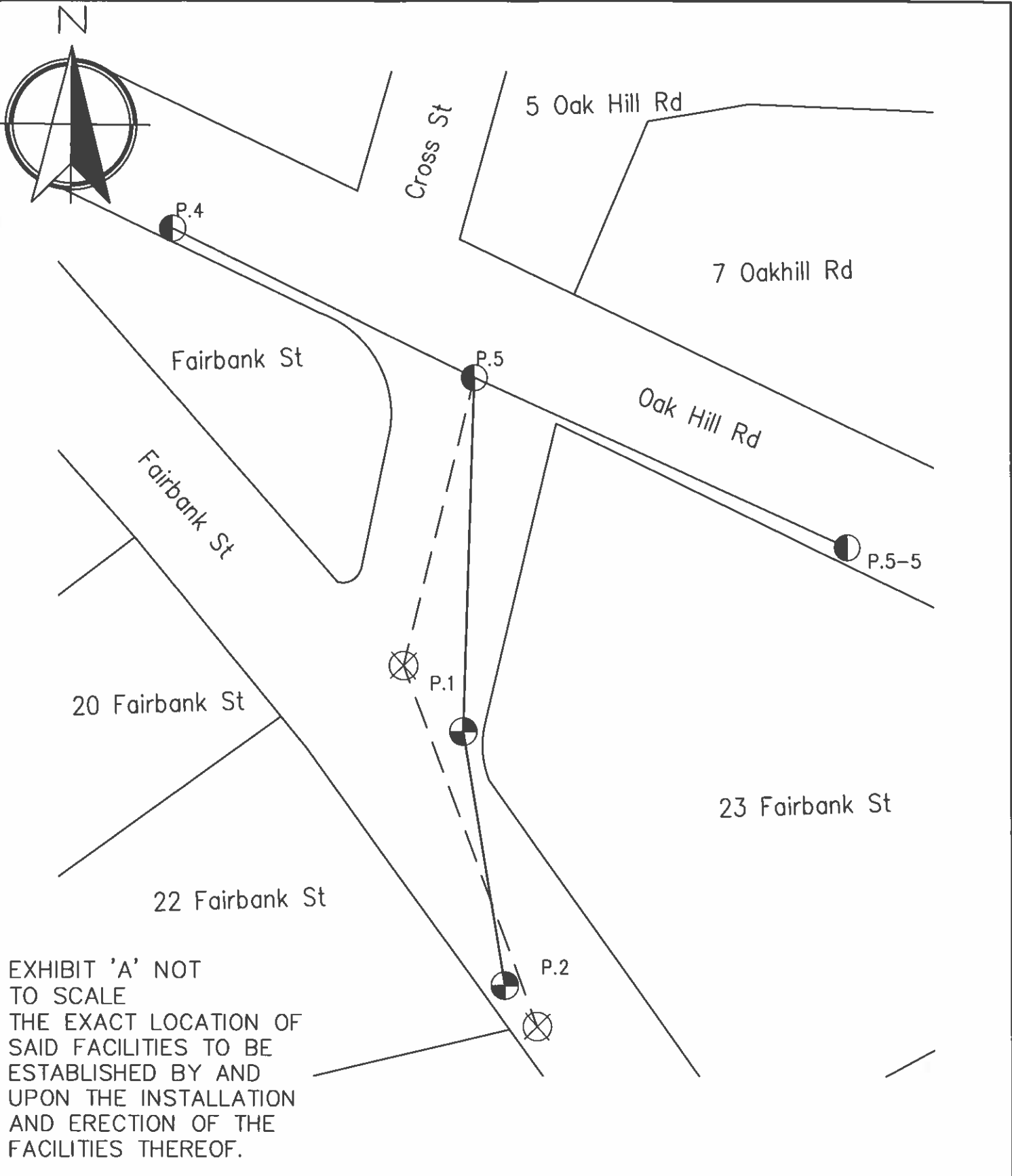
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of  
Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and recorded with the  
records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:  
City/Town Clerk





LEGEND

- Existing JO Pole
- ⊕ Proposed JO Pole
- Existing OH Wire
- OH Wire to be removed
- ⊗ Pole to be removed

Petition Sketch

Fairbank St Harvard, MA

Date 4/18/2023  
 Designer: REYNOC3  
 WR 24519087



# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** May 9, 2023

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**Applicant Information:**

**Name:** Jessie Panek \_\_\_\_\_

**Address:** 16 W Bare Hill Rd. \_\_\_\_\_

**Home/Work:** \_\_\_\_\_  
\_\_\_\_\_

**Indicate below which Board(s) or Committee(s) are of interest to you:**

Conservation Commission

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**Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)?** If so, please list the Board name and your approximate dates of service:

no

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**Do you have any time restrictions?**

YES

NO

**Are you a registered voter?**

YES

NO

**Please list your present occupation and employer (you may also attach your résumé or CV)**

retired, volunteer

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**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict)** no

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**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

completed the certificate program at the Native Plant Trust and also the landscape design program at Radcliffe Seminars More recently have taught classes at the Native Plant Trust and have a strong interest in ecology specifically native plants and the ecosystem they support

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# TOWN OF HARVARD

## VOLUNTEER APPLICATION (12/02/2008)



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Date of Application: \_\_\_\_\_

### Applicant Information:

Name: IRA S. OKENE, MD  
Address: 24 FAIRBANK ST. HARVARD, MA 01451  
Home/Work Phone: [REDACTED]  
Email Address: [REDACTED]

Indicate below which HARVARD COUNCIL ON AGING (HCOA)

Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

OVER MANY YEARS AT UMASS MEDICAL CENTER - MANY ORGANIZATIONS  
Do you have any time restrictions? YES  NO  SEE BELOW

Are you a registered voter? YES  NO

Please list your present occupation and employer (you may also attach your résumé or CV)  
EMERITUS CARDIOLOGIST AT UMASS MEDICAL CENTER

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict)  
NO. IRA OKENE ALSO INVOLVED AT UMASS AND HERE IN GARDEN CLUB & WOMEN'S CLUB

Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.  
UMAASS CARDIOLOGIST FOR AT LEAST 50 YRS of studies and over 200 published papers on improved health, especially on older individuals both women & men. (SEE OTHER SIDE)

Have also given talks for both men & women groups, & especially a recent talk primarily for women, with the entire one hour talk & conversation now entirely on video.

### OTHER INFORMATION:

Will be age 72 on the nineteenth of this month. Have always been healthy. Neither Judy or myself have ever had covid of any type.

FBI, I recently returned from the Archer national pack in Moab Utah, climbing to delicate arches together with a daughter.

I would be most honored to work with the Harvard Council on aging. Found my hand writing!!

P.S. WAS CARDIOLOGIST IN THE ARMY, at FORT CARLSON COLORADO, TITLE OF MAJOR AND GIVEN AWARDS FOR CARE OF SOLDIERS.

ERN O'CRONE, MD, EMERITUS. DAVID & BARBARA MILLIKEN  
PROFESSOR OF PREVENTIVE CARDIOLOGY

# TOWN OF HARVARD

## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** May 10, 2023

### Applicant Information:

**Name:** Laura Sullivan

**Address:** 31 E. Bare Hill Rd., Harvard, MA 01451

**Home/Work Phone #** [REDACTED] **Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

**Indicate below which Board(s) or Committee(s) are of interest to you:**

Harvard Commission on Disabilities

**Have you previously been a member of a Board, Committee or Commission** (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

No

**Do you have any time restrictions?**

YES

NO

Yes, I work weekdays during the school year. I work school day hours.

**Are you a registered voter?**

YES

NO

**Please list your present occupation and employer** (you may also attach your résumé or CV)

School Nurse, Chelmsford High School

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict) No

**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

Education:

MA, Communication

BS, Nursing

Experience:

Registered Nurse at Seven Hills, Devens Day Hab - a day program for adults with disabilities

School Nurse - I have worked with and advocated for many students with disabilities

Personal: My son is intellectually and physically disabled as the result of a degenerative brain disease.

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov)

# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** February 25, 2023

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**Applicant Information:**

**Name:** James O'Shea

**Address:** 90 Prospect Hill Rd

**Home/Work Phone #** [REDACTED] **Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

**Indicate below which Board(s) or Committee(s) are of interest to you:**

Elm Commission

**Have you previously been a member of a Board, Committee or Commission** (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:  
No

**Do you have any time restrictions?**                       YES                       NO  
I work 8 - 3 as a high school teacher, no other substantial time restrictions

**Are you a registered voter?**    YES                       NO

**Please list your present occupation and employer** (you may also attach your résumé or CV)  
Biology Teacher, Concord Carlisle High School

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict) No

**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

I have a degree in Biology from Bowdoin College, with a concentration specifically in ecology and wildlife biology, having taken several plant biology courses as well. I am generally knowledgeable about all local plants and animals, with a solid background in, specifically, New England ecology.

NOTE: I am not currently a registered voter in town, but plan on changing that soon.

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov)

# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** March 22, 2023

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### Applicant Information:

**Name:** Rebecca Sewall

**Address:** 86 Mass. Ave.

**Home/Work Phone #** [REDACTED]

**Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

### Indicate below which Board(s) or Committee(s) are of interest to you:

Community Preservation Committee  
Historical Commission

**Have you previously been a member of a Board, Committee or Commission** (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

No

**Do you have any time restrictions?**

YES

NO

**Are you a registered voter?**

YES

NO

**Please list your present occupation and employer** (you may also attach your résumé or CV)

Please see the attached CV

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict) No

**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

Masters in Anthropology  
Ph.D. in Conflict Analysis and Resolution

Received by Town of Harvard

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# TOWN OF HARVARD

## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** May 2023

**Applicant Information:**

**Name:** Marijke Vallaeys-Oplines

**Address:** 101 So Shaker Rd.

**Home/Work Phone #** \_\_\_\_\_ **Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

**Indicate below which Board(s) or Committee(s) are of interest to you:**

Historical Commission

**Have you previously been a member of a Board, Committee or Commission (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:**

Cultural Council

**Do you have any time restrictions?**  YES  NO  
**Are you a registered voter?**  YES  NO

**Please list your present occupation and employer (you may also attach your résumé or CV)**

\_\_\_\_\_

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict)**

\_\_\_\_\_

**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

Law Degree

\_\_\_\_\_





# Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

## Volunteer Form

*Good Government Starts with You*

**Date Submitted:** May 15, 2023

**Name:** Angela Chang

**Home Address:** 22 Chance St  
Devens, MA 01434

**Mailing Address:**

**Phone Number(s):** [REDACTED]

**Email Address:** [REDACTED]

**Current Occupation/Employer:**

**Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?**No

*If yes, please list the Board name and your approximate dates of service:*

**Are you a registered voter?** Yes

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?**No

*If YES, please describe the possible conflict:*

**Narrative:**

**Board(s) / Committee(s):** \_\_\_MUNICIPAL AFFORDABLE HOUSING TRUST

# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:** June 08, 2023

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**Applicant Information:**

**Name:** Wendy Cote

**Address:** 10 Warren Avenue

**Home/Work Phone #** [REDACTED]

**Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

**Indicate below which Board(s) or Committee(s) are of interest to you:**

Harvard Historical Commission

**Have you previously been a member of a Board, Committee or Commission** (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:  
Harvard Commercial Design Guidelines & Old Library Accessibility Committee

**Do you have any time restrictions?**

YES

NO

**Are you a registered voter?**

YES

NO

**Please list your present occupation and employer** (you may also attach your résumé or CV)

Architect, self employed 2017-pres.  
Hecht and Assoc. Architects (1998-2017)

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict) NO

**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

Masters Degree in Architecture (graduated 1994)  
Registered Architect in Massachusetts  
LEED AP (Leadership in Energy and Environmental Design, advanced professional)  
Experience: urban planning, renovations to university buildings (mostly science) & dormitories and a wide range of residential design work (new construction, additions, renovations).

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov)

## Annual Appointments update

Committee/Board New Volunteers	Name	Term
Community Preservation Committee	Stu Sklar	3 Year
Community Preservation Committee	Dolores Lee	3 Year
Community Preservation Committee	Jane Biering	3 Year
Conservation Commission	Jessie Panek	3 Year
Council on Aging	Ira Okene	3 Year
Commission on Disabilities	Laura Sullivan	2 Year
Elm Commission	James O'Shea	2 Year
Historic Commission	Rebecca Sewall	3 Year
Historic Commission	Marijke Vallaey	3 Year
Historic Commission	Wendy Cote Magan	1 Year
Municipal Affordable Housing Trust	Angela Chang	2 Year

### Committee/board recommendations received thus far:

The Conservation Commission voted to recommend re-appointment of Janet Waldron, Jim Burns and Mark Shaw each to a three-year term. They also recommend the appointment of Paul Willard as the associate member and Jessie Panek to fill remainder of Paul's existing term (1 year) as a voting member.

The Historical Commission endorses the 3 candidates' new candidates - 2 are for commissioners and 1 is for an alternate.

*CPC has three open seats and five applicants; two incumbents Beth Williams and John Lee are interested in continuing.*

<b>Vacant Term Listing</b>	
<i>Beginning July 2023 based on responses thus far</i>	
<b>Board / Committee</b>	<b>Positions</b>
AGRICULTURAL ADVISORY COMMISSION	3 alternates /2 three-year terms
BARE HILL POND WATERSHED	1 three-year term
BOARD OF REGISTRARS	1 three-year term
COMMISSION ON DISABILITIES	2 one-year terms
COMMUNITY CABLE ACCESS COMMITTEE	1 three-year term
CULTURAL COUNCIL	1 three-year term
ELDERLY & DISABLED TAXATION AID COMMITTEE	2 one-year terms
FOURTH OF JULY COMMITTEE	2 one-year terms
HARVARD CLIMATE INITIATIVE COMMITTEE	1 associate
HARVARD ENERGY ADVISORY COMMITTEE	2 one-year terms
HISTORICAL COMMISSION	1 associate
MINUTEMAN HOME CARE CORP. REP.	1 one-year term
MUNICIPAL AFFORDABLE HOUSING TRUST	1 two-year terms
OPEN SPACE COMMITTEE	1 three-year term (Park & Rec)
PARK & RECREATION COMMISSION	2 three-year terms
TRANSPORTATION ADVISORY COMMITTEE	1 three-year term (Business Rep)

# ANNUAL APPOINTMENTS FOR FY24

## *Current members seeking reappointment*

Board / Committee	Current Member	Term	Current appointment expires	New appointment expires
AGRICULTURAL ADVISORY COMMISSION	Christiane Turnheim	3 Year	Jun 30, 2023	June 30, 2026
AGRICULTURAL ADVISORY COMMISSION	Matthew Varrell	3 Year	Jun 30, 2023	June 30, 2026
BARE HILL POND WATERSHED MGMT. COMMITTEE	Rainer Park	3 Year	Jun 30, 2023	June 30, 2026
BOARD OF ASSESSORS	David Manzello	3 Year	Jun 30, 2023	June 30, 2026
BOARD OF HEALTH	Christopher Mitchell	3 Year	Jun 30, 2023	June 30, 2026
CEMETERY COMMISSION	John W Lee	3 Year	Jun 30, 2023	June 30, 2026
COMMUNITY CABLE ACCESS COMMITTEE	David Henderson	3 Year	Jun 30, 2023	June 30, 2026
CONSERVATION COMMISSION	Janet Waldron	3 Year	Jun 30, 2023	June 30, 2026
CONSERVATION COMMISSION	Jim Burns	3 Year	Jun 30, 2023	June 30, 2026
CONSERVATION COMMISSION	Mark Shaw	3 Year	Jun 30, 2023	June 30, 2026
COUNCIL ON AGING	Kim Schwarz	3 Year	Jun 30, 2023	June 30, 2026
COUNCIL ON AGING	Kelene Blumstein	3 Year	Jan 02, 2023	June 30, 2026
ELDERLY & DISABLED TAXATION AID COMMITTEE	Barbara Kemp	1 Year	Jun 30, 2023	June 30, 2024
ELM COMMISSION	Matthew Sheilds	2 Year	Jun 30, 2023	June 30, 2025
FOURTH OF JULY COMMITTEE	Christopher Chalifoux	1 Year	Jun 30, 2023	June 30, 2024
HARBORMASTER	Bob O'Shea	1 Year	Jun 30, 2023	June 30, 2024
HARVARD CLIMATE INITIATIVE COMMITTEE	Janet Waldron	3 Year	Jun 30, 2023	June 30, 2026
HARVARD ENERGY ADVISORY COMMITTEE	Brian Smith	1 Year	Jun 30, 2023	June 30, 2024
HARVARD ENERGY ADVISORY COMMITTEE	David Fay	1 Year	Jun 30, 2023	June 30, 2024
HARVARD ENERGY ADVISORY COMMITTEE	Forrest Hodgkins	1 Year	Jun 30, 2023	June 30, 2024
HARVARD ENERGY ADVISORY COMMITTEE	Ellen Sachs Leicher	1 Year	Jun 30, 2023	June 30, 2024
HARVARD ENERGY ADVISORY COMMITTEE	Peter Kelly-Joseph	1 Year	Jun 30, 2023	June 30, 2024
HISTORICAL COMMISSION	Pamela Marston	3 Year	Jun 30, 2023	June 30, 2026
MBTA ADVISORY BOARD	Bruce Leicher	1 Year	Jun 30, 2023	June 30, 2024
<b>MONTACHUSETT REGIONAL PLANNING COMMITTEE</b>	<b>Kara Minar</b>	<b>1 Year</b>	<b>Jun 30, 2023</b>	<b>June 30, 2024</b>
<b>MONTACHUSETT VOCATIONAL TECHNICAL SCHOOL REP.</b>	<b>Jeanne Bartlet</b>	<b>1 Year</b>	<b>Jun 30, 2023</b>	<b>June 30, 2024</b>
MUNICIPAL AFFORDABLE HOUSING TRUST	Arielle Athey Jennings	2 Year	Jun 30, 2023	June 30, 2025
OPEN SPACE COMMITTEE	Rich D Maiore	3 Year	Jun 30, 2023	June 30, 2026
OPEN SPACE COMMITTEE	Jim Lee	3 Year	Jun 30, 2023	June 30, 2026
PERMANENT BUILDING COMMITTEE	Steve Moeser	3 Year	Jun 30, 2023	June 30, 2026
PERSONNEL BOARD	Victor Normand	3 Year	Jun 30, 2023	June 30, 2026
PERSONNEL BOARD	Liz Allard	1 Year	Jun 30, 2023	June 30, 2024
<b>PERSONNEL BOARD</b>	<b>Don Ludwig</b>	<b>1 Year</b>	<b>Jun 30, 2023</b>	<b>June 30, 2024</b>
PLANNING BOARD	Doug Thornton	3 Year	Jun 30, 2023	June 30, 2026

# ANNUAL APPOINTMENTS FOR FY24

## *Current members seeking reappointment*

<b>Board / Committee</b>	<b>Current Member</b>	<b>Term</b>	<b>Current appointment expires</b>	<b>New appointment expires</b>
PLANNING BOARD	John McCormack	1 Year	Jun 30, 2023	June 30, 2024
SEWER & WATER COMMISSION	Richard Maiore	3 Year	Jun 30, 2023	June 30, 2026
TREE WARDEN	JC Ferguson	1 Year	Jun 30, 2023	June 30, 2024
ZONING BOARD OF APPEALS, Associate	Orville Dodson	1 Year	Jun 30, 2023	June 30, 2024
ZONING BOARD OF APPEALS	Michael Lawton	3 Year	Jun 30, 2023	June 30, 2026
ZONING BOARD OF APPEALS, Associate	Ted Maxant	1 Year	Jun 30, 2023	June 30, 2024
ZONING BOARD OF APPEALS, Associate	Barbara L Romero	1 Year	Jun 30, 2023	June 30, 2024

\* **Bolded appointments are Select Board seats not able to confirm until SB liaison assignments are decided upon\***  
***Also no response from current Monty Tech representative.***



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS

MAURA HEALEY  
GOVERNOR

KIM DRISCOLL  
LIEUTENANT GOVERNOR

May 31, 2023

LAUREN E. JONES  
SECRETARY

MICHAEL FLANAGAN  
DIRECTOR

James Babu, Chief of Police  
Harvard Police Department  
40 Ayer Road  
Harvard, MA 01451

DLS File Number: **23S-15484**  
Request Number: **272514**  
Visit Number: **329003**

Dear Mr. Babu:

In response to your request, Justin Rizzo, Safety & Occupational Health Specialist, conducted an Initial limited-service Safety visit at your facility on May 23, 2023. The enclosed report provides hazard control recommendations and management practices to ensure ongoing systematic hazard prevention. In addition, specific program assistance and informal training and education were provided.

As a condition of the free voluntary consultation, the employer is required to correct conditions identified by the Department of Labor Standards (DLS) Workplace Safety and Health Program (WSHP) consultant that could cause a work-related injury or are not in compliance with Occupational Safety and Health Administration (OSHA) standards. Section 2 of this report contains the Employer's Obligations and Rights of using the consultation service. Furthermore, during the time you are working to correct the hazards, DLS WSHP will not conduct a scheduled enforcement inspection at your work site provided you are within the correction due date(s), interim protection is in place, and the List of Hazards is shared with affected employees. Should any of these conditions not be met, an inspection may be conducted.

If you wish any additional information or if we can help you further, we encourage you to contact us. Any questions about this report, please contact [adam.n.hartnett@mass.gov](mailto:adam.n.hartnett@mass.gov).

Thank you for your efforts to provide a safe workplace for your employees.

Approved by:

Adam Hartnett, CSP  
Staff Supervisor- Workplace Safety and Health Program for Public Employees

Enclosures

**Consultation Report**

**For**

**Harvard Police Department  
Hildreth Elementary School 27 Massachusetts Avenue  
Harvard, MA 01451**

**Consultation Date  
May 23, 2023**

**Request Number  
272514**

**Visit Number  
329003**

**Submitted By:**

**Commonwealth of Massachusetts  
Department of Labor Standards- Workplace Safety and Health Program  
Justin Rizzo  
(617) 626-6946  
justin.rizzo@mass.gov  
100 Cambridge Street, Suite 500  
Boston, MA 02114**

## Table of Contents

1. Executive Summary .....	4
2. Employer’s Obligations and Rights .....	4
3. Interim Protection for Employees .....	5
4. Evaluation of Safety and Health Management System.....	5
5. Other Findings and Recommendations .....	6
6. Explanation of Inspection Process .....	8
7. Appendices .....	9
Appendix A– Report of Hazards Found.....	9
Appendix B – Employer Report of Action Taken .....	10
Appendix C – Industrial Hygiene Monitoring Results .....	11
Appendix D – Safety and Health Assessment Worksheet.....	12
Appendix E – List of Hazards.....	18



## 1. Executive Summary

This report provides the results of the Initial limited-service Safety visit requested by Mr. James Babu, Chief of Police, for the company on April 25, 2023. The worksite occupies a located at Hildreth Elementary School. Equipment observed during the walk-through included: Crosswalk, Traffic Lights, Road Signage. This facility is in operation 2 shift(s) per day. The worksite had 0 employees on-site and 0 employees corporate-wide.

This visit was made to your facility on May 23, 2023. Justin Rizzo held an opening conference with Mr. Babu to discuss the purpose and scope of the visit. The correction of all identified serious hazards is required to ensure a safe worksite.

A worksite visit was conducted with Mr. Babu to identify safety and/or health hazards in the workplace along with recommended actions. The hazards found during the visit to your workplace are listed in **Appendix A - Report of Hazards Found**. Each hazard has been categorized by hazard type and described, and recommendations are given for its correction. Because the worksite did not have any employees who may be exposed to hazards, we have only made safety recommendations. Those can be found in **Section 5: Other Findings and Recommendations**.

A thorough review of OSHA 300 data and supporting documentation was not conducted with Mr. James Babu due to the scope of the consultation visit.

A closing conference was conducted on May 23, 2023 with Mr. Babu who was informed that a written report would be sent. The employer's contact was informed that the report includes **Appendix B - Employer Report of Action Taken** and you are required to complete and return it. Due to no hazards found during the site visit, Appendix B does not have to be completed.

## 2. Employer's Obligations and Rights

To use our services, employers must agree to abide by certain obligations. Employee participation is required on all on-site visits involving hazard identification. Requirements vary depending on whether the site has a recognized employee representative. Consultants do not issue citations or propose penalties. The employer must correct imminent danger situations immediately or remove employees from the danger area. Failure to remove employees from an imminent danger area will result in immediate referral to enforcement. The employer must correct all serious hazards in accordance with mutually agreed upon correction due dates and provide to Justin Rizzo documentation of the action taken to eliminate or control the hazards. Failure to do so will result in referral to enforcement. Employers should correct other-than-serious hazards in a timely manner but need not send verification of correction to Justin Rizzo, except for those employers wishing to participate in an exemption program like SHARP or Pre-SHARP.

The employer must agree to post the List of Hazards, as it was received from the Consultation Project, for a minimum of three working days, and it can only be removed once all hazards identified on the list are corrected. Agreed-upon modifications or extensions of correction due dates must also be posted. Posting must be in a prominent place where it is readily observable by all employees. While in most instances this will entail posting a hard copy of the List of Hazards, posting by electronic means is acceptable in cases where electronic transmission is the employer's normal means of providing notices to employees and each employee is equipped with an electronic communication device. Failure to post the List of Hazards will result in the termination of the Consultation "visit in progress" status.

### 3. Interim Protection for Employees

Where a serious hazard(s) is identified and is not immediately corrected in the presence of the consultant, the employer must provide interim protections for affected employees at the worksite while the identified hazard(s) are being corrected. Interim protections include but are not limited to the following:

**Engineering Controls** Engineering controls consist of, but not limited to, substitution, isolation, ventilation and equipment modification.

**Administrative Controls** Any procedure that significantly limits daily exposure by control or manipulation of the work schedule or manner in which work is performed is considered a means of administrative control. The use of personal protective equipment is not considered a means of administrative control.

**Work Practice Controls** Work practice controls are one type of administrative control in which the employer modifies the manner in which the employee performs assigned work. Such modification may result in a reduction of exposure through such methods as changing work procedures, improving sanitation and hygiene practices, or making other changes in the way the employee performs the job.

**Personal Protective Equipment and/or Clothing** Providing the proper personal protective equipment (PPE) to all affected employees and training affected employees in the proper selection, use and maintenance of the PPE.

The recommended abatement action and interim protection recommendations in this report are intended as advisory in nature, informational in content, and are intended to assist employers in identifying potential engineering controls, administrative controls, work practice controls and personnel protective equipment to reduce employee exposure to the hazard. It is the employer's responsibility to evaluate the workplace and the controls necessary for their particular operation in order to reduce employee exposure.

The Occupational Safety and Health Act requires employers to comply with hazard-specific safety and health standards. In addition, employers must provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm under Section 5(a)(1), the General Duty Clause of the Act. Employers can be cited for violating the General Duty Clause if there is a recognized hazard and they do not take steps to prevent or abate the hazard.

In the event of a DLS Enforcement inspection, it is important to remember that the Compliance Officer is not legally bound by the consultant's advice or by the consultant's failure to point out a specific hazard. You may, but are not required to, furnish a copy of this report to the Compliance Officer, who may use it to determine your good faith efforts toward safety and health and reduce any proposed penalties. You are, however, required to furnish any employee exposure data from this report as required by 29 CFR 1910.1020.

### 4. Evaluation of Safety and Health Management System

The following recommendations are provided as part of good standard work practices. Public sector employees are encouraged to develop a Safety and Health Management System which includes:

A safe and healthful workplace depends on an effective management system to ensure that hazards are identified, corrected, and that effective physical and administrative protection are established and maintained.

- **Management Leadership**
  - Establish a department and city-wide Safety & Health Policy.
  - Establish management and employee accountability.
  - Authorize a joint labor-management Safety Committee.
  - Set goals for safety.
  
- **Control Risk**
  - Establish written safety procedures for department tasks.
    - Sample safety programs are available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp)
  - Provide safe and adequate equipment to perform job tasks:
    - Operations equipment
    - Safety equipment
  - Inspect and maintain equipment on a preventive maintenance schedule.
  - Pre-plan job tasks.
  - Follow established industry standards for workplace safety.
  - Conduct periodic workplace inspections and control hazards.
  - Provide new hire and annual training regarding workplace safety.
  
- **Measures Performance:**
  - Monitor Department injury patterns and injury costs. A worksheet for determining injury patterns and injury costs in your city/town is available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).
  - Conduct accident investigations and determine preventative strategies.
  - Conduct periodic self-audits to evaluate safety conditions.
  - Compare performance to annual safety goals.

#### References for Safety and Health Program Management:

- ANSI Z10 “Occupational Health and Safety Management”
- OSHA: [https://www.osha.gov/shpguidelines/docs/OSHA\\_SHP\\_Recommended\\_Practices.pdf](https://www.osha.gov/shpguidelines/docs/OSHA_SHP_Recommended_Practices.pdf)
- OSHA: [https://www.osha.gov/leadingindicators/docs/OSHA\\_Leading\\_Indicators\\_Guidance-07-03-2019.pdf](https://www.osha.gov/leadingindicators/docs/OSHA_Leading_Indicators_Guidance-07-03-2019.pdf)
- OSHA: [https://www.osha.gov/shpguidelines/docs/SHP\\_Self-Evaluation\\_Tool.pdf](https://www.osha.gov/shpguidelines/docs/SHP_Self-Evaluation_Tool.pdf)

## 5. Other Findings and Recommendations

DLS recommends that The Harvard Police Department creates an effective procedure for tracking hazard correction for crossing guard locations. One example would be to develop a periodic inspection program where findings are reviewed and tracked for correction by senior leadership.

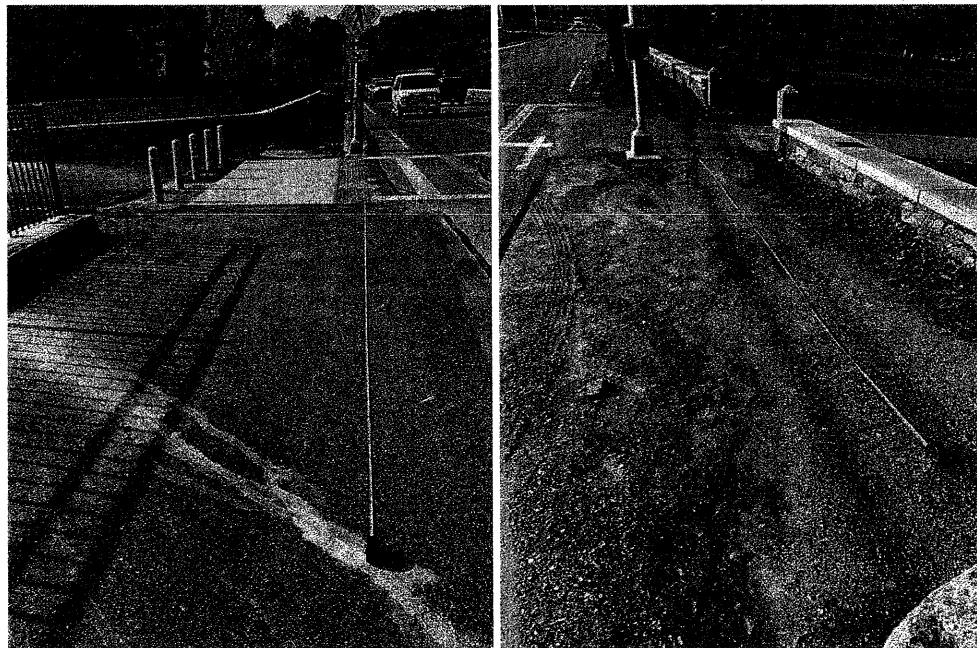
Since no crossing guard was present and no crossing guard is currently assigned to the crossing, DLS can only make recommendations to the Harvard Police Department. Based on the consultant’s observations during the site visit, DLS makes have made the following recommendations:

1. Maintain crosswalk paint markings to ensure markings are visible throughout the school year. Consider high visibility patterns described in MUTCD. Studies by the Federal Highway Administration indicate that crosswalk visibility enhancements can reduce vehicle-pedestrian crashes by 40%.  
<https://safety.fhwa.dot.gov/provencountermeasures/crosswalk-visibility.cfm>



**Figure 1: Crosswalk paint markings are faded and illegible.**

2. Prohibit parking adjacent to the crosswalk where a Crossing Guard would be located so that motorist's view of where the crosswalk meets the curb is not obstructed. Extend parking restriction to 20 feet before and after the crosswalk, if feasible, during hours that the Crossing Guard would be on duty.



**Figures 2 – 3: No signage or markings indicating no parking within 20 feet of crosswalk.**

3. DLS does not enforce whether a crossing guard is required at a crossing. We recommend the Town of Harvard conduct a traffic study to determine whether one is needed. The links below may assist in conducting the study and what to consider.
  - a. [https://www.njcrossingguards.org/wp-content/uploads/2014/08/Placement-and-Gap-Assessment\\_Margins-Formatted21.pdf](https://www.njcrossingguards.org/wp-content/uploads/2014/08/Placement-and-Gap-Assessment_Margins-Formatted21.pdf)
  - b. <https://www.mass.gov/info-details/safe-routes-to-school-evaluation>

## **Compliance Assistance Quick Start Guide**

A link to OSHA's Compliance Assistance Quick Start Guide can be found below:  
<https://www.osha.gov/complianceassistance/quickstarts/general-industry>

### **6. Explanation of Inspection Process**

**EXTENSION OF DUE DATES:** An extension of Correction Due Dates for a particular item may be requested in writing if the employer can demonstrate progress towards correction of the hazard and give assurance that interim safeguards are in use to protect employees from the hazard.

**VOLUNTARY CONSULTATION:** The Department of Labor Standards offers free technical assistance and audits to assist employers comply with OSHA standards and prevent work-related injury and illness. A condition of the voluntary consultation is that the employer agrees to correct conditions identified by the DLS inspector by the Correction Due Date. To encourage employers to request voluntary consultations, DLS does not issue fines or penalties as a result of voluntary inspections.

**RETALIATION:** 454 CMR 25.0 prohibits retaliation against employees. No person shall discharge or in any manner discriminate against any employee because the employee has: filed any complaint under or related to 454 CMR 25.00; instituted or caused to be instituted any proceeding under or related to 454 CMR 25.00; testified or is about to testify in any proceeding under or related to 454 CMR 25.00; or exercised on his or her behalf or on behalf of others any right afforded to 454 CMR 25.00.

**UNION PARTICIPATION:** It is the employer's responsibility to share the Conditions Requiring Corrective Action with employees and employee representatives.

**PUBLIC RECORDS REQUEST:** Requests for public records can be made by phone or using our online form. Please provide your email and phone in case we need more information to fulfill your request. 617-626-6975 or <https://www.mass.gov/forms/department-of-labor-standards-public-records-request>

## 7. Appendices

### Appendix A– Report of Hazards Found

Hazards noted from the consultation could be in any of the following hazard types:

**Imminent Dangers** are hazards that can reasonably be expected to cause death or serious physical harm immediately or before this written report is received. Any such hazards would have been corrected immediately, and no correction dates or space for correction method would appear in Appendix A-Report of Hazards Found.

**Serious Hazards** can cause an accident or health hazard exposure resulting in death or serious physical harm. Each such hazard has been assigned a mutually agreed upon date by which correction is to be completed.

**Other-Than-Serious Hazards** lack the potential for causing serious physical harm, but could have a direct impact on employee safety and health. We encourage you to correct these hazards and notify us of the action taken.

**Regulatory Hazards** reflect violations of OSHA posting requirements, recordkeeping requirements, and reporting requirements as found in 29 CFR 1903 and 1904. No correction dates have been set, but we request notification of their correction.

*DLS has determined no hazards were found. This determination was reached due to the lack of employee exposure at the crosswalk. Without an employee present or assigned, no violations can be found.*

**Appendix B – Employer Report of Action Taken**

From: Harvard Police Department  
Hildreth Elementary School 27 Massachusetts Avenue  
Harvard, MA 01451

Visit Activity: 329003

Opening Conference Date:

May 23, 2023

---

**Employer's Signature**

**Print Name**

**Date Signed**

**Appendix C – Industrial Hygiene Monitoring Results**

Industrial hygiene monitoring was not conducted during this survey.



**Appendix D – Safety and Health Assessment Worksheet****Safety and Health Program Assessment Worksheet****Form 33**

<b>Request Number</b>	272514	<b>Visit Number</b>	329003	<b>Visit Date</b>	May 23, 2023
<b>Employer</b>	Harvard Police Department				
<b>Site Location</b>	Hildreth Elementary School 27 Massachusetts Avenue Harvard, MA 01451				
<b>Legend:</b> 0=No; 1=No, Needs major improvement; 2=Yes, Needs minor improvement; 3=Yes; NA= Not Applicable; NE= Not Evaluated; *=Stretch items Attribute of Excellence					
<b>Synthesis Item Score</b>					<b>Score</b>
Hazard Anticipation and Detection Score					0
Hazard Prevention and Control Score					0
Planning and Evaluation Score					0
Administration and Supervision Score					0
Safety and Health Training Score					0
Management Leadership Score					3
Employee Participation Score					0
Total Score					3
Average Score					3.00

<b>Hazard Anticipation and Detection</b>	<b>Score</b>
1. A comprehensive, baseline hazard survey has been conducted within the past five (5) years	NE
Comments:	
2. Effective safety and health self-inspections are performed regularly	NE
Comments:	
3. Effective surveillance of established hazard controls is conducted	NE
Comments:	
4. An effective hazard reporting system exists	NE

Comments:	
5. Change analysis is performed whenever a change in facilities, equipment, materials, or processes occurs	NE
Comments:	
6. Accidents are investigated for root causes	NE
Comments:	
7. Safety Data Sheets are used to reveal potential hazards associated with chemical products in the workplace	NE
Comments:	
8. Effective job hazard analysis is performed	NE
Comments:	
9. Expert hazard analysis is performed	NE
Comments:	
10. Incidents are investigated for root causes	NE
Comments:	
<b>Hazard Prevention and Control</b>	<b>Score</b>
11. Feasible engineering controls are in place	NE
Comments:	
12. Effective safety and health rules and work practices are in place	NE
Comments:	
13. Applicable OSHA-mandated programs are effectively in place	NE
Comments:	
14. Personal protective equipment is effectively used	NE
Comments:	
15. Housekeeping is properly maintained	NE
Comments:	
16. The organization is properly prepared for emergency situations	NE
Comments:	
17. The organization has an effective plan for providing competent emergency medical care to employees and others present at the site	NE
Comments:	
18. Effective preventive maintenance is performed	NE

Comments:	
19. An effective procedure for tracking hazard correction is in place	NE
Comments:	
<b>Planning and Evaluation</b>	<b>Score</b>
20. Workplace injury/illness data are effectively analyzed	NE
Comments:	
21. Hazard incidence data are effectively analyzed	NE
Comments:	
22. A safety and health goal and supporting objectives exist	NE
Comments:	
23. An action plan designed to accomplish the organizations safety and health objectives is in place	NE
Comments:	
24. A review of in-place OSHA-mandated programs is conducted at least annually	NE
Comments:	
25. A review of the overall safety and health management system is conducted at least annually	NE
Comments:	
<b>Administration and Supervision</b>	<b>Score</b>
26. Safety and health program tasks are each specifically assigned to a person or position for performance or coordination	NE
Comments:	
27. Each assignment of safety and health responsibility is clearly communicated	NE
Comments:	
28. An accountability mechanism is included with each assignment of safety and health responsibility	NE
Comments:	
29. Individuals with assigned safety and health responsibilities have the necessary knowledge, skills, and timely information to perform their duties	NE
Comments:	
30. Individuals with assigned safety and health responsibilities have the authority to perform their duties	NE
Comments:	
31. Individuals with assigned safety and health responsibilities have the resources to perform their duties	NE
Comments:	
32. Organizational policies promote the performance of safety and health responsibilities	NE

Comments:	
33. Organizational policies result in correction of non-performance of safety and health responsibilities	NE
Comments:	
<b>Safety and Health Training</b>	<b>Score</b>
34. Employees receive appropriate safety and health training	NE
Comments:	
35. New employee orientation includes applicable safety and health information	NE
Comments:	
36. Supervisors receive appropriate safety and health training	NE
Comments:	
37. Supervisors receive training that covers the supervisory aspects of their safety and health responsibilities	NE
Comments:	
38. Safety and health training is provided to managers	NE
Comments:	
39. Relevant safety and health aspects are integrated into management training	NE
Comments:	
<b>Management Leadership</b>	<b>Score</b>
40. Top management policy establishes clear priority for safety and health	3
Comments: Management requesting consultation services shows that safety is a priority	
41. Top management considers safety and health to be a line rather than a staff function	NE
Comments:	
42. Top management provides competent safety and health staff support to line managers and supervisors	NE
Comments:	
43. Managers personally follow safety and health rules	NE
Comments:	
44. Managers delegate the authority necessary for personnel to carry out their assigned safety and health responsibilities effectively	NE
Comments:	
45. Managers allocate the resources needed to properly support the organizations safety and health system	NE
Comments:	

46. Managers assure that appropriate safety and health training is provided	NE
Comments:	
47. Managers support fair and effective policies that promote safety and health performance	NE
Comments:	
48. Top management is involved in the planning and evaluation of safety and health performance	NE
Comments:	
49. Top management values employee involvement and participation in safety and health issues	NE
Comments:	
<b>Employee Participation</b>	<b>Score</b>
50. There is an effective process to involve employees in safety and health issues	NE
Comments:	
51. Employees are involved in organizational decision making in regard to safety and health policies	NE
Comments:	
52. Employees are involved in organizational decision making in regard to the allocation of safety and health resources	NE
Comments:	
53. Employees are involved in organizational decision making in regard to safety and health training	NE
Comments:	
54. Employees participate in hazard detection activities	NE
Comments:	
55. Employees participate in hazard prevention and control activities	NE
Comments:	
56. Employees participate in the safety and health training of co-workers	NE
Comments:	
57. Employees participate in safety and health planning activities	NE
Comments:	
58. Employees participate in the evaluation of safety and health performance	NE
Comments:	

**Paperwork Reduction Act Notice**

OMB Number: 1218-0110

Expiration Date: 02/28/2025

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. OSHA requires that all State On-site Consultants (Consultants) use the Revised Form 33 if they collect information in the course of their visit which would allow them to fill out a portion of the Form. When the Consultation Project Manager recommends an applicant for the OSHA Safety and Health Achievement Recognition Program (SHARP), which exempts the employer from an OSHA Enforcement inspection as long as the applicant remains a SHARP site, managers must complete all Revised Form 33 information. In accordance with 29 CFR 1908.6(h)(1) and (2), Consultants must preserve their confidentiality of information obtained as the result of a consultative visit which contains or must reveal a trade of secret of the employer. It is estimated that Consultants average 60 minutes to complete 12-18 entries on the form (for a general consultation visit) and Consultants average 5 hours to complete all 58 entries on the form (for a comprehensive consultation visit or SHARP evaluation), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing the form. The Form serves as a comprehensive evaluation tool. The information obtained from the form is used to evaluate an employer's safety and health management system. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Office of Small Business Assistance, Occupational Safety and Health Administration, Room N-3660, 200 Constitution Avenue, NW, Washington, DC 20210.

**Appendix E – List of Hazards**

**VISIT NUMBER: 329003**  
**VISIT DATE(S): May 23, 2023**

**Harvard Police Department**  
**Hildreth Elementary School 27 Massachusetts Avenue**  
**Harvard, MA 01451**

This is a notification of serious hazards identified during the consultation visit. This notification is not a citation. Harvard Police Department is a voluntary participant in the consultation program and has agreed to correct the hazards on this list within the correction due dates(s) specified. Harvard Police Department has also agreed to make information on other-than-serious hazards as well as corrective action proposed by the consultant available to employees upon request.

*DLS has determined no hazards were found. This determination was reached due to the lack of employee exposure at the crosswalk. Without an employee present or assigned, no violations can be found.*



**Select Board Minutes**  
**Tuesday, May 23, 2023**  
**7:00pm**

The Select Board Regular Meeting was held virtually in accordance with Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting was conducted via remote participation.

**Select Board participants:**

Rich Maiore, Erin McBee, Charles Oliver, Don Ludwig  
Kara Minar was absent.

**Town Department participants:**

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet, Fire Chief Rick Sicard

**Additional participants:**

HEAC Chair Brian Smith, HAS Director Will Stevenson, Bill Barton

**Energy Advisory Committee (HEAC) update (Attachment A)**

Chair Brian Smith reported on the status of their goals:

- Buildings electrification plan; assessments/energy reduction projects
- Vehicles; conversion to electric & charging stations
- Green Community program; obligations & maximize grants
- Renewable electricity; solar & energy supply

**Potential merger of Fire/Ambulance departments**

Fire Chief Rick Sicard and Ambulance Director Will Stevenson gave a presentation beginning with a brief history of the Harvard Ambulance Service and referenced the comprehensive [2016 Collins Report](#) that provided a detailed analysis of both departments. Their presentation included operational challenges, administrative challenges, and benefits to a department merger.

**Fire station facility - next steps**

Assistant Town Administrator Marie Sobalvarro reported the Permanent Building Committee discussed the importance of understanding the future operations to help determine the proper location. Chief Sicard shared the feasibility and space needs study done by Kaestle Boos Associates Inc. He reiterated the study findings that the facility as is will not meet the operational requirements for a modern Fire Station.

Fire Lieutenant Bill Barton confirmed the department supports a merger of the two departments thus necessitating an upgraded facility.

**Minutes**

By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve minutes from 4/26 & 4/29, as presented.

**Staff Report/Updates (Attachment B)**



### **Energy Advisory Committee appointment**

By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Guy Herman as associate on the Energy Advisory Committee.

### **Discuss asset cap for senior tax program**

The board decided to revisit this at their next meeting. Erin McBee asked for more time to determine the appropriate amount to use.

### **Ginny Thurston scholarship**

Don Ludwig and Charles Oliver reviewed the four applicants and were able to decide on recipient. Charles Oliver will attend the Senior Award night to present the scholarship. By a roll call vote, McBee- aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to grant the Ginny Thurston Scholarship.

### **Select Board Reports**

Rich Maiore is working on a draft charge for a transfer station committee for consideration at the June 6<sup>th</sup> meeting.

Erin McBee announced the Municipal Affordable Housing Trust is seeking input on the Housing Production Plan.

Rich Maiore offered congratulations to Harvard Press editor John Osbourn for his recent honor.

### **Executive Session per MGL Ch. 30A, s. 21(a)3**

By a roll call vote, McBee– aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to enter executive session at 8:40pm as per MGL 30A Sec. 21.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigating position. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 8:50pm

Documents referenced:

HEAC updated – dated 5.17.2023

Fire/Ambulance Dept merger presentation – dated 6.6.2023

Fire Headquarters Feasibility & Space Needs Study – Jan 2020

Herman vol form – dated May 2023

**Staff Report  
May 23, 2023**

1. Miscellaneous:

- a. The Vulnerable User Law regarding pedestrian, biking, roadside workers, wheelchairs, skateboards, horse riders, and others, requires at least 4 feet when passing. The State is providing signs, otherwise it would be unfunded mandate, and we have to maintain signs for two years. Board approve use of right of way and list of roads is attached (provided by Police Chief with Tim Kilhart input). Two roads, Bolton and Littleton County, cannot provide 4 feet of passage and had to be removed.
- b. The Board still needs to vote on the request from WRRS regarding a 2% increase for retirees. Attached is a spreadsheet showing responses that was put together by Westborough. At which meeting in June would the Select Board wish this to be on the agenda?
- c. The US Army Corps of Engineers put out the community fact sheet for the former Fort Devens regarding PFAS update.
- d. The Municipal Affordable Housing Trust received \$100,000 from the court settlement (Commonwealth v. Reyes, et al) regarding the lost affordable unit at Harvard Green. An additional \$40,000 will also be coming from the former owner.

2. State Fiscal Notes of Interest: (State House News Service)

- a. The Senate released its budget the day of the Board's last meeting. There are some differences from the House and Governor Budgets and there has already been over 1,000 amendments submitted to the Senate Ways and Means Committee. Included in the budget is a revival of the Immigrant Tuition issue.
- b. The senate also laid out their plan for spending the Income Surtax revenue and it includes funds for public higher education.
- c. The Senate opted to defer discussion on tax relief programs until a later date. The ranking Republican Senator on the Senate Ways and Means Committee said there is no urgency on tax relief in the Senate. He said the Senate is focused on advancing their annual budget bill. The Senate President, Karen Spilka, has suggested that the Senate is not ready on tax relief.
- d. Massachusetts growth is slowing and analysts are predicting a decline in the GDP in both the second and third quarters.

- e. The House and Senate Energy Committees are not working together and are holding separate hearings due to differences amongst the co-chairs and their members regarding process. This is also evident in other committees where House-Senate power struggles also exist.

### 3. Police Updates:

- a. The department responded and/or initiated service calls for 841 calls from April 25, 2023 until May 22, 2023. 676 calls of service were self-initiated service calls (i.e. radar assignments, business checks) and 165 were dispatched calls.
- b. Our officers are diligently engaged in ongoing training to enhance their skills. They have successfully completed all the required mandatory training and are currently pursuing additional continuing education opportunities. A notable achievement is Sergeant Callahan's completion of the instructor class on "Less-lethal Weapon" training. We are excited to announce that by July 1, after ensuring that all officers are trained and certified, these valuable tools will be deployed in all our vehicles.
- c. The Chief is delighted to announce the successful installation of the radar signs on Still River Road and Bolton Road. Despite some challenges with supplies and staffing, we persevered and managed to bring everything together. This achievement brings us great satisfaction as we anticipate the positive impact these radar signs will have on improving traffic issues within our community. These permanent additions will undoubtedly contribute to a safer and smoother traffic experience for all.
- d. The Harvard Police Department (HPD) has officially adopted the "Handle with Care" program, a trauma-informed initiative aimed at preventing children's exposure to violence and trauma, mitigating the negative effects children experience as a result of exposure to trauma, and increasing knowledge and awareness. The program was created in response to a national survey that found that 60% of American children have been exposed to violence, crime, or abuse. Prolonged exposure to trauma can have a serious impact on children's ability to learn, behave, and focus. It can also lead to school failure, truancy, suspension, or expulsion, dropping out, or involvement in the juvenile justice system. The "Handle With Care" model works by having HPD officers notify schools when they respond to an incident where a school-aged child may have been a victim or a witness.

- e. Detective Fortunato and Dusty the assistance Dog are continuing to do great things for the community. They attended the senior prom at Fruitlands this year which is a first and great showcase of SRO engagement with the schools and working together. She also hosted a R.A.D. class with the assistance of U-Mass Worcester PD, Ayer PD and Groton PD. We also hosted a class for students in regards to online crimes and safety. This class was instructed by our guests at the Massachusetts State Police.
- f. Finally, we would like to recognize Sergeant Callahan and Officer Cavanaugh for attending the National Police Week in DC and representing our department. We are grateful to Sergeant Callahan and Officer Cavanaugh for their service and sacrifice. We are also grateful that they were willing to pay for their own travel expenses to attend National Police Week. It is a testament to their dedication to our community that they would make such a personal sacrifice to represent us at this important event.

4. Building and Procurement:

- a. The COA's move, reported in the Press, is being pushed to mid-June, due to a confluence of factors (building/inspection/IT-related issues). Their ice cream social will be the first social event in their new digs at 16 Lancaster County.
- b. The Field Needs Assessment package is out, six vendors have inquired, and proposals are due back on May 31. The deadline for a completed assessment remains mid-August, to enable the Select Board and Park & Rec to incorporate the findings into proposed Capital and CPC submissions.

5. Personnel Related:

- a. The Personnel Board voted at their last meeting to adjust their process for determining the COLA for non-union non-contract staff members, moving from a 'point-in-time' measure to a 12-month rolling-average measure.
- b. Effective August 28, Anne McWaters will be assuming the role as Harvard's first full-time Recreation Director. Anne's extensive sports management experience, deep local knowledge, and boundless enthusiasm will be a great fit as we move into the fall. Likewise, kudos to Bob O'Shea who is serving as Interim Recreation Director and for enabling the Town to have a beach program at the pond this summer due to his sizeable efforts.

6. Notice, Reminders, and Updates:

- a. Memorial Day is May 29, 2023 and events will begin at 10AM at Town Hall. See attached sheet for what will be happening.
- b. People can sign up for Beach and Boating lessons now. See attached email and go to the Town website for more information.
- c. Strategic Planning Session is June 21, 2023 from 1 to 4 PM. Deadline for submitting your three topics is June 5<sup>th</sup>. Thank you for those that have submitted items already.
- d. Wednesdays in June from 6 to 7 PM there will be Yoga on the Common as a fundraiser for Loaves and Fishes or Nevins Farm (participants choice). (See attached)

JUN 10 REC'D

# Upton, Connell, & Devlin, LLP

112 Water Street, Suite 201

Boston, MA 02109

617-227-3277

Fax 617-227-3222

[episano@ucdlaw.com](mailto:episano@ucdlaw.com)

[jconnell@ucdlaw.com](mailto:jconnell@ucdlaw.com)

June 7, 2023

Town of Harvard - Select Board  
Town Hall  
13 Ayer Road  
Harvard, MA 01451

**Re: Carlson Orchards, Inc. at 115 Oak Hill Road, Harvard, MA 01451**  
**Application for a Change of Manager**

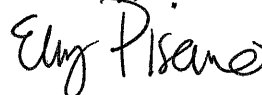
Dear Licensing Administrator:

With regard to the above mentioned application, please find enclosed the following documents:

- 1) ABCC Manager Application and Monetary Transmittal Form;
- 2) CORI Form;
- 3) Vote of the Entity; and
- 4) Proof of Citizenship for the Proposed Manager of Record.

Please let us know if there is any additional information you may require to schedule a hearing for this application. I can be reached directly at (860) 712-2799. Thank you for your time and attention to this matter.

Sincerely,



Elisabeth Pisano

## **Change of Manager**

- ✓ • Manager Application
- ✓ • CORI Authorization
- ✓ • Vote of the Entity
- ✓ • Proof of Citizenship (Manager must be U.S. citizen)
- ✓ • Payment Receipt

### Payment Confirmation

**YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT**

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: 77ab64ad-6711-4b58-b499-3137ea6f0d62**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	05488-PP-0500	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$4.70**

**Date Paid: 6/7/2023 10:40:23 AM EDT**

**Total Amount Paid: \$204.70**

**Payment On Behalf Of**

**License Number or Business Name:**  
05488-PP-0500

**Fee Type:**  
FILING FEES-RETAIL

**Billing Information**

**First Name:**  
Joseph

**Last Name:**  
Devlin

**Address:**  
112 Water Street, Suite 201

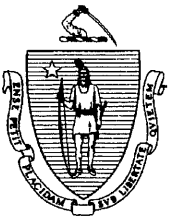
**City:**  
Boston

**State:**  
MA

**Zip Code:**  
02109

**Email Address:**  
cswartz@ucdlaw.com





The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change of Manager**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**AMENDMENT-Change of Manager**  **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Carlson Orchards, Inc.	Harvard	05488-PP-0500

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
John Connell	Attorney	jconnell@ucdlaw.com	617-227-3277

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Katherine Eleanor Chabot Carlson-Hardy	Date of Birth	07/22/1986	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	katiecarlson@carlsonorchards.com	Phone	[REDACTED]		
Please indicate how many hours per week you intend to be on the licensed premises	50+	Last-Approved License Manager	Franklyn Carlson		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
June 2012	Present	Retail manager	Carlson Orchards	Franklyn W. Carlson

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature		Date	5/31/2023
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**APPLICANT'S STATEMENT**

I, Bruce Carlson the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Carlson Orchards, Inc.  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: Bruce Carlson

Date: May 24/23

Title: Secretary



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: <small>(IF EXISTING LICENSES)</small>	05488-PP-0500	LICENSEE NAME:	Carlson Orchards, Inc.	CITY/TOWN:	Harvard
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**APPLICANT INFORMATION**

LAST NAME:	Carlson-Hardy	FIRST NAME:	Katherine	MIDDLE NAME:	Eleanor Chabot			
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Concord, MA					
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):				
MOTHER'S MAIDEN NAME:		DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	New Hampshire			
GENDER:	Female	HEIGHT:	5	2	WEIGHT:	172	EYE COLOR:	Blue
CURRENT ADDRESS:	[REDACTED]							
CITY/TOWN:	[REDACTED]	STATE:	MA	ZIP:	01473			
FORMER ADDRESS:	[REDACTED]							
CITY/TOWN:	[REDACTED]	STATE:	NH	ZIP:	03049			

**PRINT AND SIGN**

PRINTED NAME:	Katherine Eleanor Chabot Carlson-Hardy	APPLICANT/EMPLOYEE SIGNATURE:	<i>Katherine</i>
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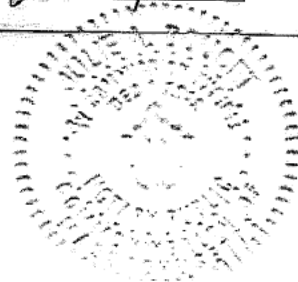
**NOTARY INFORMATION**

On this 5/24/23 before me, the undersigned notary public, personally appeared Katherine Eleanor Chabot Carlson-Hardy (name of document signer), proved to me through satisfactory evidence of identification, which were drivers license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

*Julie A. Doucet*  
NOTARY



**JULIE A. DOUCET**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
December 1, 2028



**DIVISION USE ONLY**

REQUESTED BY:	[REDACTED]
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE:	[REDACTED]

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.

**ENTITY VOTE**

The Board of Directors or LLC Managers of   
Entity Name  
duly voted to apply to the Licensing Authority of   
City/Town and the  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Change of Manager
- Other

"VOTED: To authorize   
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint   
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
Corporate Officer /LLC Manager Signature

Bruce E. Carlson  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

# Town of Harvard Open Space<sup>1</sup> Committee Charge

## The Need

Open space and recreational planning will help us preserve open space while allowing development to occur that is consistent with the character of the Town. Harvard's open space and park system is a valued and limited resource, which has been difficult to acquire and maintain, and needs to be protected and improved upon.

The local farms, open space, and our natural resources are key elements of our rural character -- and all are irreplaceable. Currently 58% of Harvard is open space, but only a half of that is permanently protected. The character of the town would be dramatically and permanently altered if all the unprotected open space were to be developed. We need to identify key areas for future acquisition for passive and active recreation.

The Town needs to develop a stronger open space and recreation management program. This need to incorporate region-wide solutions, where feasible, in order to meet the competing demands of the varied constituencies. Predicting the Town's needs would help us plan for funding, but we also recognize that more efforts to supplement Town resources will be needed.

A committee, representative of the varied interests, is needed to address these issues, and to provide the Town with the information and potential resources that can support the stated goals.

## The Committee

~~The Open Space Committee will consist of nine members who are appointed to 2-year terms by the Select Board comprised of a member or designee of the Select Board, Conservation Commission, Harvard Conservation Trust, Parks and Recreation Commission School Department, The Harvard Athletic Association, Planning Board, Agricultural Commission and one member at large. The Town's Land Use Administrator/Conservation Agent and/or Town Planner and Department of Public Works Director may participate as non-voting members on an as needed basis.~~

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<sup>1</sup> "The term 'open space' is often used to refer to conservation land, forested land, recreation land, agricultural land, corridor parks and amenities such as small parks, green buffers along roadways or any open area that is owned by an agency or organization dedicated to conservation. However, the term can also refer to undeveloped land with particular conservation or recreation interest. This includes vacant lots and brownfields that can be redeveloped into recreation areas. Some open space can be used for passive activities such as walking, hiking, and nature study while others are used for more active recreational uses including soccer, tennis, or baseball." (OPEN SPACE AND RECREATION PLANNER'S WORKBOOK, March 2008, March 2008 Revision, The Executive Office of Energy and Environmental Affairs, Division of Conservation Services, Robert O'Connor, Director Principal authors: Melissa Cryan, Division of Conservation Services and Janet Curtis, EOEEA)

## The Committee

-  
The Open Space Committee will consist of six members who are appointed to 3-year terms by the Select Board comprised of a member or designee: of the Select Board, Agricultural Commission, Conservation Commission, Harvard Conservation Trust, Parks and Recreation Commission and School Department who are appointed to 3-year terms by the Select Board

## **The Goals**

- Using the 2016 Open Space and Recreation Master Plan (“Plan”) as a starting point, develop a process for prioritizing lands for open space preservation and recreational needs based on current and anticipated future demand. In addition, the Committee will participate in periodic updates to the 2016 Master Plan.
- Possible acquisition for open space and recreational use.
- Advise the Town on land acquisition and open space protection by assessing the Town’s right-of-first refusal on land coming out of Chapter 61 and evaluate any surplus land or tax-default properties that may come up.
- Provide guidance for future development or redevelopment of the Town’s land for passive or active recreation, which also includes open space, trails, natural features, landscape and viewshed.
- Develop a capital improvement plan for the protection and development of open space and recreation.
- Act as Town liaison with individuals and land protection advocacy groups working to protect open space or develop recreational facilities.
- Work with Town boards to identify private/non-profit, State and Federal funding sources.
- Assist in updating the Open Space & Recreation Plan when required.
- Work with other Town Boards & Committees to implement the Goals and Objectives of the Town’s Open Space and Recreation Plan.
- Identify which group is responsible for maintenance of each property.
- Present a semi- annual report at a duly convened Select Board meeting.

June 21, 2023

George W. Kahale  
Transit Logistics Analyst  
Montachusett Regional Transit Authority  
1427R Water Street  
Fitchburg, MA 1420

Dear Mr. Kahale:

Thank you for providing information to the Harvard Transportation Advisory Committee about the process for requesting a quotation for MART services for connecting the Town of Harvard to the MBTA Rail Station at Littleton/495 Commuter Rail Stop.

On behalf of the Select Board, the Town of Harvard requests a quote for MART services for transportation to the MBTA commuter rail service in Littleton.

The outbound route would originate at one of two "Drop and Ride" locations within Harvard, the first is Town Hall, 13 Ayer Road, stop at the second is at the Harvard Senior Center, 16 Lancaster County Road, and then continue to the Littleton/495 Commuter Rail Stop. The inbound route would go in the reverse direction.

Please quote two routes in the morning to meet the 404 (7:01am) and the 406 (8:01am) trains and two routes in the evening to meet the 423 (5:27pm) and 425 (6:27pm) trains.

If you need any additional information, please feel free to contact me at 978-456-4100 ext. 313

Sincerely,

Tim Bragan  
Town Administrator

Cc: Stacia Donahue, Planning Board  
Gabriel Medjanis, Transportation Advisory Board