



**SELECT BOARD
AGENDA
Tuesday, March 19, 2024
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: Mar 19, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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AGENDA ITEMS

- 1) Call meeting to order – Chair Rich Maiore
- 2) Discuss and decide on Town Administrator recruitment/hiring process (7:00)
- 3) Vote on support of Town Meeting articles and make assignments (7:30)
- 4) Discuss Bromfield House lead paint remediation & petitioning the court for another lease extension (7:50)
- 5) Public Communication (8:10)
- 6) Staff Report/Updates (8:15)
- 7) Action/Discussion Items: (8:25)
 - a) Appoint Bonnie Heudorfer to the Municipal Affordable Housing Trust
 - b) Discuss use of clickers by elected officials at the Annual Town Meeting
 - c) Act on One Stop grant letters for the DPW Director
 - d) Approve out of state travel for Fire Chief Sicard
 - e) Update Open Space Committee member composition
- 8) Select Board Reports

***Next Regular Select Board Meeting
Tuesday, April 2, 2024
7:00pm***

SUMMARY OF WARRANT ARTICLES

Article	Description	Amount
1	Annual Reports	
2	Pay Bills of Prior Fiscal Year	315
3	Network Security Risk Assessment	25,000
4	Master Plan Update	24,950
5	Voting Machines	5,800
6	Personnel Policies Update	15,000
7	OPEB Funding	25,000
8	Transfer Free Cash to Stabilization	TBD
9	Transfer Free Cash to Capital Stabilization	TBD
10	Omnibus Budget	33,988,354
11	Performance-Based Wage Adjustments	26,853
12	Capital Planning and Investment Committee Recommended Expenditures	1,467,704
13	Capital Planning and Investment Committee Debt Payment	161,738
14	Capital Planning and Investment Committee Debt Recommendations	9,894,200
15	Community Preservation Report	
16	Community Preservation Committee Recommended Expenditures	601,663
17	Transfer Station Enterprise Fund	
18	Water Enterprise Fund	
19	Enterprise Fund Budgets	
	Sewer	247,455
	Water	65,000
	Trash	267,772
	Ambulance	260,000
20	Revolving Funds	
21	Municipal Charges Lien Bylaw	
22	Multi-Family Overlay District Bylaw Amendment	
23	Grant of Easement to Town of Littleton	
24	Citizens' Petition	
25	Acceptance of Gifts of Property	
26	Acceptance of Highway Funds	

**WARRANT FOR THE 2024 TOWN OF HARVARD
ANNUAL TOWN MEETING AND ELECTION
COMMONWEALTH OF MASSACHUSETTS**

WORCESTER, ss.

To the Constable of the Town of Harvard:

Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town, who are qualified to vote in Town affairs, to meet in the Cronin Auditorium located in The Bromfield School on Saturday, the 6th day of April, 2024 at 12:00 p.m. by the clock to act on the following articles:

ARTICLE 1: ANNUAL REPORTS

To see if the Town will vote to hear the reports of the Select Board, School Committee, and any other officers or committees that may be ready to make a report and act thereon.

(Inserted by Select Board)

ARTICLE 2: PAY BILLS OF PRIOR FISCAL YEARS

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money to pay bills of Fiscal Year 2023, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the sum of \$314.82. be transferred from the General Stabilization Account, for the purpose of paying a prior year bill for the DPW and Select Board departments.

ARTICLE 3: NETWORK SECURITY RISK ASSESSMENT

To see if the Town will vote to transfer a sum of money from the General Stabilization Account to conduct a required network security risk assessment on the Town's network, with funds to be expended by the Finance Director, with the approval of the Town Administrator, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the sum of \$25,000. be transferred from the General Stabilization Account, for the purpose of conducting a required Network Security Risk Assessment of the Town's network.

ARTICLE 4: MASTER PLAN UPDATE

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Director of Planning, with the approval of the Planning Board, to update the Town's Master Plan, or pass any vote or votes in relation thereto.

(Inserted by Planning Board)

FINANCE COMMITTEE DOES NOT RECOMMEND – the passage of this article.

ARTICLE 5: VOTING MACHINES

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Town Clerk with the approval of the Town Administrator, for the purchase of a new voting machine, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk)

FINANCE COMMITTEE RECOMMENDS – the sum of \$5,800. be transferred from the General Stabilization Account, for the purpose of purchasing a new voting machine to be used in conjunction with the new voting machine for which a local resident donated funding.

ARTICLE 6: PERSONNEL POLICIES UPDATE

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Human Resources Director, with the approval of the Personnel Board, to update the Personnel Policies, or pass any vote or votes in relation thereto.

(Inserted by Personnel Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000. be transferred from the General Stabilization Account, for the purpose of contracting to update the Town’s Personnel Policies which have not been updated since the early 2000s.

ARTICLE 7: OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING

To see if the Town will vote to transfer a sum of money from the Fiscal Year 2023 Certified Free Cash, to be combined with the funds in the omnibus budget, and deposited into the Town’s OPEB account, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$25,000. be transferred from the Fiscal Year 2023 Certified Free Cash to be combined with the funds in the omnibus budget, and deposited into the Town’s OPEB account.

ARTICLE 8: TRANSFER FROM CERTIFIED FREE CASH TO THE STABILIZATION ACCOUNT

To see if the Town will vote to transfer a sum of money from Fiscal Year 2023 Certified Free Cash to the Stabilization Account, in accordance with the Town Code, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$_____. be transferred from the Fiscal Year 2023 Certified Free Cash to the Stabilization Account, in accordance with the Town Code.

ARTICLE 9: TRANSFER FROM CERTIFIED FREE CASH TO THE CAPITAL STABILIZATION AND INVESTMENT FUND

To see if the Town will vote to transfer a sum of money from Fiscal Year 2023 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto. (Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$_____ be transferred from Fiscal Year 2023 Certified Free Cash to the Capital Stabilization and Investment Fund in conformance with the Town Code.

ARTICLE 10: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, such sums of money as may be necessary to defray expenses for the ensuing fiscal year, a portion of which appropriation shall be contingent upon the passage of a so-called Proposition Two and One-Half Levy Limit Override referendum ballot question (Question #2) at the Town Election to be held on April 9, 2024 or pass any vote or votes in relation thereto. (Inserted by Select Board and Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the total amount of the Omnibus Budget and Enterprise Budgets for Fiscal Year 2024 as voted by the Select Board and detailed on pages XX to XX.

ARTICLE 11: PERFORMANCE-BASED WAGE ADJUSTMENTS

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to supplement the amount appropriated under Article 10 of the Warrant for the 2024 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2025, or pass any vote or votes in relation thereto. (Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$26,853. be raised and appropriated to supplement the amount appropriated under Article 10 of the Warrant for the 2024 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2025.

ARTICLE 12: CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDED EXPENDITURES

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the following sums of money to be expended by the following boards and officials for the capital projects and acquisitions described and numbered below, each of which shall be a separate appropriation, and to provide for said appropriations from the funding sources, and that any funds remaining will be returned to their funding source, or pass any vote or votes in relation thereto: (Inserted by the Capital Planning and Investment Committee)

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>
1	F-550 Dump Truck	Director of Public Works, with Select Board approval	\$120,000
2	Mini-Excavator	Director of Public Works, with Select Board approval	\$70,000
3	Road Maintenance & Repairs	Director of Public Works, with Select Board approval	\$200,000
4	Library Mechanicals	Facilities Manager, with Select Board approval	\$200,000
5	Radio Replacements	Fire Chief, with Select Board approval	\$237,000
6	Beach House & Area Upgrades	Recreation Director, with Parks & Rec Commission approval	\$20,355
7	Field Upgrades	Recreation Director, with Parks & Rec Commission approval	\$26,523
8	UHF Radio Repeater	Police Chief, with Select Board approval	\$74,000
9	Athletic Equipment	Superintendent of Schools, with School Committee approval	\$53,215
10	HES Fencing	Superintendent of Schools, with School Committee approval	\$21,437
11	Plow Truck	Superintendent of Schools, with School Committee approval	\$65,000
12	Science Wing Restrooms	Superintendent of Schools, with School Committee approval	\$100,000
13	TBS Flooring	Superintendent of Schools, with School Committee approval	\$130,000
14	TBS Gym Shades & Speakers	Superintendent of Schools, with School Committee approval	\$25,174
15	TBS Retaining Wall, Ramp, and Rear Stairs	Superintendent of Schools, with School Committee approval	\$125,000

THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article, all of the items 1 through 15 totaling \$1,467,704., and be funded from the Capital Stabilization and Investment Fund.

ARTICLE 13: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT PAYMENT

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to be expended by the Town Treasurer, with the approval of the Select Board, to fund the Capital Planning and Investment Committee’s debt service for Fiscal Year 2025, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article, and the sum of \$161,738. be funded from the Capital Stabilization and Investment Fund.

ARTICLE 14: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT RECOMMENDATIONS

To see if the Town will vote to appropriate and borrow the following sums of money to be combined with funds (\$235,000) appropriated under Article 23 of the May 4, 2019 Annual Town Meeting (\$100,000) and appropriated under Article 14 of the May 15, 2021 Annual Town Meeting (\$135,000), for the design, construction, and renovations of the DPW facility, to be expended by the Director of Public Works, with the approval of the Select Board, and that such appropriation shall be contingent upon the passage of a so called Proposition Two and One-half debt exclusion ballot question at the April 9, 2024 Annual Town Election, or pass any vote or votes in relation thereto:

(Inserted by Capital Planning and Investment Committee, Finance Committee, and Select Board)

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Source</i>
1	Department of Public Works Building	Director of Public Works with Select Board Approval	\$9,894,200	Borrowing M.G.L. Ch. 44

FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article for design, construction and renovation of two structures at the DPW (the 1950s garage and the 1930 pole barn), and recommend that the sum of \$9,894,200 be funded through debt authorization.

ARTICLE 15: COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation budget as printed in the 2024 Finance Committee Report, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE 16: COMMUNITY PRESERVATION COMMITTEE

To see if the Town will vote to appropriate and transfer the following sums of money to be expended by the following boards and officials for the projects and purposes described and numbered below, each of which shall be a separate appropriation and transfer, and to provide for

said appropriations from the funding sources with expenditures to begin in Fiscal Year 2025, and that any funds remaining will be returned to their funding source, or pass any vote or votes in relation thereto:

(Inserted by the Community Preservation Committee)

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Source</i>
1	Stairs at McCurdy Track	Parks and Recreation Commission	\$25,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
2	Bromfield Outdoor Basketball Court Upgrade	Parks and Recreation Commission	\$40,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
3	Conservation Fund	Conservation Commission	\$200,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
4	Invasive Plant Management	Conservation Commission	\$50,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
5	Preservation of Town Hall documents	Town Clerk	\$31,275	Fiscal 2025 Community Preservation Fund Unspecified Reserves
6	Affordable Housing Reserves	Municipal Affordable Housing Trust	\$190,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
7	Debt Payment on Town Hall	Finance Director	\$44,888	Fiscal 2025 Community Preservation Fund Unspecified Reserves
8	Community Preservation Committee Administrative Expenses	Community Preservation Committee	\$20,500	Fiscal 2025 Community Preservation Fund Unspecified Reserves

ARTICLE 17: NEW TRANSFER STATION ENTERPRISE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53F ½ to establish the Town’s transfer station operations as an enterprise fund effective July 1, 2024, or take any other vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 18: NEW WATER ENTERPRISE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53F 1/2 to establish the Town’s water operations as an enterprise fund effective July 1, 2024, or take any other vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 19: FY2025 ENTERPRISE FUND BUDGETS

To see if the Town will vote to raise and appropriate or transfer from available funds sums of money to defray the regular expenses of both the Town Sewer, and Ambulance Enterprise Funds, in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53F 1/2 for Fiscal Year 2025, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 20: REVOLVING FUNDS

To see if the Town will vote to set the following limits on the amounts to be expended from the following revolving funds during Fiscal Year 2025, or pass any vote or votes in relation thereto:

(Inserted by Finance Committee)

Revolving Fund	Expenditure Limit
Council on Aging	\$ 35,000.
Fourth of July Committee	40,000.
Fire Department S.A.F.E. Program	30,000.
Application Review Advertising & Professional Service Cost	1,000.
Harvard Community Cable Access Committee	25,000.
Parks and Recreation Beach	140,000.
Parks and Recreation Field Maintenance	65,000.
HES EVCS Revolving Fund	20,000.
Parks and Recreation Revolving Fund	120,000.

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 21: MUNICIPAL CHARGES LIEN BYLAW

To see if the Town will vote to amend the Code of the Town of Harvard by adding thereto the following new chapter authorizing municipal charges liens, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

Chapter 58. Municipal Charges Lien

Section 1. Authority. This by-law is adopted pursuant to the provisions of M.G.L. c. 40, § 21 and c. 40, § 58. and any other relevant statutes and regulations.

Section 2. Purpose. The purpose of the establishment of a Municipal Charges Lien is to provide a cost-effective method of collecting a charge, fine, penalty and/or fee assessed against an owner of real property in the Town of Harvard who fails, and/or refuses to pay said charge or charges, fine or fines, penalty or penalties and/or fee or fees when due, by placing a lien upon real estate owned by the property owner.

Section 3. Charge and/or Fee. The Municipal Charges Lien shall apply to the following municipal charges and/or fees:

- a) Charges, penalties, fines or fees, including interest and all costs to record said lien(s) in the Worcester District Registry of Deeds, for violations of the Town of Harvard Protective Bylaw.
- b) Charges, penalties, fines or fees, including interest and all costs to record said lien(s) in the Worcester District Registry of Deeds, for violations of the Town of Harvard general bylaws relating to Alarm Systems, Alcoholic Beverages, Animal Control/Dogs, Bare Hill Pond, Canvassers and Solicitors, Firearms and Explosives, Historic Districts, House Numbering, Scenic Roads, Streets and Sidewalks, Stretch Energy Code, Water Usage and Wetlands Protection.

Section 4. Lien Establishment. The Municipal Charges Lien will take effect upon the recording of a statement of unpaid municipal charges, fines, penalties and fees, setting forth the amount due, including recording costs, the address(es) of the land to which the lien is to apply and the name of the assessed owner.

Section 5. Collection of the Lien.

- a) The Tax Collector shall be responsible for collecting the charges secured by the lien.
- b) The Tax Collector shall notify the Assessors of all unpaid municipal charges, fines, penalties and that have not been paid or appealed to the court at the end of each month.
- c) The Assessors shall prepare a statement of Municipal Charges Lien for each person from the list(s) received from the Town Clerk or person responsible for collecting the charge, fine or penalty and shall forward said statement of lien to the Tax Collector who shall cause said statement(s) to be recorded in the Worcester District Registry of Deeds.

Section 6. Unpaid Municipal Charges Liens.

- a) If a charge, fine, penalty or fee secured by the lien is unpaid when the Assessors are preparing the real estate tax list and warrant, the Tax Collector shall certify the charge or penalty to the Assessors' Department and the Assessors shall add the charge or fee to the next property tax bill to which it relates, and commit it with the warrant to the collector as part of the tax.
- b) If the property to which the charge, fine, penalty and/or fee relates is tax exempt, the charge or fee shall be committed as a tax on said property.

Section 7. Release of Lien. The Municipal Charges Lien may be discharged by filing a certificate from the Tax Collector that all municipal charges or fees constituting a lien, together with any interests and costs have been paid or legally abated. All costs of recording or discharging a lien under this section shall be borne by the owner of the property.

ARTICLE 22: AMEND CHAPTER 125, PROTECTIVE BYLAW, of the CODE of HARVARD by ADDING SECTION 125-60: MBTA COMMUNITIES MULTI-FAMILY OVERLAY DISTRICT

To see if the Town will vote to amend Chapter 125, Protective Bylaw, of the Town Code by adding the following section, 125-60: MBTA Communities Multi-Family Overlay District, or take any vote or votes in relation thereto.

(Inserted by Planning Board)

§ 125-60: MBTA Communities Multi-family Overlay District

A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

1. Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
2. Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services with reasonable proximity to a transit station;
3. Preserve open space and viable agricultural land in the community by locating new housing within or adjacent to existing developed areas and infrastructure;
4. Help implement Master Plan goals, the Housing Production Plan and the Ayer Road Vision Plan.

B. Establishment and Applicability

This MCMOD is an overlay district having a land area of approximately eight (8) acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.

1. Applicability of MCMOD. An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 125-60.

2. Underlying Zoning. The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, as well as for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in §125-60 are governed by the requirements of the underlying zoning district(s).

C. Definitions

For purposes of this §125-60, the following definitions shall apply.

1. Affordable unit. A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

2. Affordable housing. Housing that contains Affordable Units as defined by this § 125-60.

3. Applicant. A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

4. Area Median Income (AMI). The median family income for the metropolitan statistical region that includes the Town of Harvard as defined by the U.S. Department of Housing and Urban Development (HUD).

5. As of right. Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

6. Compliance Guidelines. Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act as further revised or amended from time to time.

7. EOHLC. The Massachusetts Executive Office of Housing and Livable Communities, or any successor agency.

8. Development standards. Provisions of § 125-60 G. General Development Standards made applicable to projects within the MCMOD.

9. Lot Coverage. The maximum area of a lot covered by impervious surfaces, including the footprint of buildings, parking, sidewalks, patios, and decks.

10. MBTA. Massachusetts Bay Transportation Authority.

11. Mixed-use development. Development containing a mix of residential uses and non-residential uses, including, commercial, institutional, industrial, or other uses.

12. Multi-family housing. A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

13. Multi-family zoning district. A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

14. Open space. Contiguous undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other within resources within a parcel boundary.

15. Parking, structured. A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight

feet below grade. Structured Parking does not include surface parking or carports, including solar carports.

16. Parking, surface. One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.

17. Residential dwelling unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

18. Section 3A. Section 3A of the Zoning Act.

19. Site plan review authority. Harvard Planning Board.

20. Special permit granting authority. (if it were mixed use) Harvard Planning Board

21. Subsidized Housing Inventory (SHI). A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

24. Transit station. The Ayer or Littleton MBTA commuter rail station.

D. Permitted Uses

1. Uses Permitted As of Right. As many as 120 units of multi-family housing is permitted as of right within the MCMOD.

2. Uses Permitted by Special Permit. The following uses require a Special Permit from the Harvard Planning Board:

a. Mixed-use development. Uses in a mixed-use development are as follows:

Ground Floor
125-12 Small Scale Commercial uses
125-13A Medical or Dental Office
125-13B Automated teller machine (not a drive-up facility)
125-13C Personal or business service including barber or beauty salon, shoe repair, tailoring, business or trade schools, photocopying, and locksmith
125-13G Dry cleaning and laundry pick-up station
125-13H Nursery school, Kindergarten or day-care center for preschool children
125-13L Catering service, delicatessen or other food market, or a permitted eating establishment

Ground Floor
125-13P Restaurant or other food service establishment whose principal business is the sale of prepared foods or beverages that are consumed on the premises or carried out by retail customers.
Pharmacy
Recreation, dance, or fitness facility
Grocery or farm products retail store with less than 10,000 square feet of gross floor area.
Any Floor
Residential (required component).

- b. Affordable Ownership Units. More than 120 units of which 25% of the additional units over 120 units must be affordable at 80% AMI;
- c. Affordable Rental Units. Any units in excess of 120 units may be allocated as rental units, of which 25% of the additional units over 120 units must be affordable at 80% AMI; A sufficient number of units above 120 units must be designated affordable such that at least 25% of rental units in the development shall be restricted to occupancy by Income Eligible Households, earning 80% or less of the area median income, and the window of affordable rent will be set at 30% of the 70% median income, to conform with 760 CMR 56.00. These restrictions will enable 100% of the rental units to be included in the Subsidized Housing Inventory.

3. Accessory Uses. The following uses are considered accessory as of right to any of the permitted uses in § 125-60 D.1:

- a. Parking, including surface parking and parking within a structure such as an above ground or underground parking garage, or other building on the same lot as the principal use.

E. Dimensional Standards

1. Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:

Standard	
Lot Size	
Minimum (SF)	40,000
Height	
Stories (Maximum)	3
Feet (Maximum)	45
Minimum Open Space	30%

2. Floor area and Maximum Lot Coverage

Standard	
Floor Area Ratio (FAR)	2.5
Maximum Lot Coverage	70%
Minimum Gross Density	15 per acre (-0% / +5%)

3. Frontage and Setbacks

Standard	
Minimum Frontage (ft)	50
Front Yard Setback	
Min to Max (ft)	10-40
Side Yard Setback	
Corner (ft)	10-40
Interior (ft)	10-40
Rear Yard Setback	
Min to Max (ft)	20-40

4. Multi-Building Lots. In the MCMOD, lots may have more than one principal building.

5. Exceptions. The limitation on height of buildings shall not apply to roof lines, chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building. Roof-top mechanicals shall be screened.

6. Renewable Energy Installations. The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in § 125-60 E. Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of

the building and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking

These parking requirements are applicable to development in the MCMOD.

1. Number of parking spaces. The following maximum numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Auto Parking Spaces	Bicycle Spaces
Multi-Family	1.5	1
Mixed Use (Non-Residential/Commercial)	Sum of uses computed separately (see 3 below)	1 for each 10 parking spaces, rounding up

2. Bicycle storage. For a multi-family development of [25] units or more, or a mixed-use development of [25,000] square feet or more, covered parking bicycle parking spaces may be integrated into the structure of the building(s).

3. Shared Parking within a Mixed-Use Development. Parking requirements for a mix of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.

4. Number of electric vehicle (EV) charging stations. For all uses within the MCMOD, electric charging stations are required with one EV space required for every [twenty (20)] parking spaces, rounded up to the next highest number of EV stations. (No EV charging stations allowed inside.)

G. General Development Standards

1. Development standards in the MCMOD are applicable to all multi-family development with more than [25] units or mixed-use development of more than [25,000] SF within the MCMOD. These standards are components of the Site Plan Review process in § 125-38.

2. Site Design.

a. Sidewalks. Sidewalks and walkways shall conform to the requirements in § 125-39G, and shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

b. Vehicular Access. Parking and loading shall conform to the requirements in § 125-39 A. Driveways shall conform to the requirements in § 125-39 B. Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

c. Open Space. Open spaces shall conform to the requirements in § 125-39 C.

d. Screening. Screening shall conform to the requirements in § 125-39 D.

e. Plantings. Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List and Invasive Plant List, as may be amended, shall be prohibited.

f. Lighting. Lighting shall conform to the requirements in § 125-40. Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.

g. Mechanicals. Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

h. Dumpsters. Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.

i. Stormwater management. Strategies that demonstrate compliance with the Local Harvard Bylaw of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines. Drainage shall conform to the requirements in § 125-39F.

j. Water supply. Any well must comply with MassDEP's well guidelines. These guidelines require a public water supply well if the well services were more than 24 people.

3. Buildings: General.

a. Entries. Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

4. Buildings: Multiple buildings on a lot.

a. For a mixed-use development, uses may be mixed within the buildings or in separate buildings.

b. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

c. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

d. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

e. The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

5. Buildings: Mixed-use development.

- a. In a mixed-use building, access to and egress from the residential component shall be clearly differentiated from access to other uses. Such differentiation may occur by using separate entrances or egresses from the building or within a lobby space shared among different uses.
- b. Paved pedestrian access from the residential component shall be provided to residential parking and amenities and to the public sidewalk, as applicable.
- c. Materials for non-residential uses shall be stored inside or under cover and shall not be accessible to residents of the development.
- d. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

6. Buildings: Shared Outdoor Space. Multi-family housing and mixed-use development shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

7. Buildings: Corner Lots. A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- a. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- b. Fire exits serving more than one story shall not be located on either of the street-facing façades.

8. Parking.

- a. **Surface parking** shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings or mixed-use development shall be subordinate in design and placement to the multi-family or mixed-use building(s) on the lot.

9. Waivers. Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive the requirements of this § 125-60 G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCMOD.

H. Affordability Requirements.

1. Purpose.

- a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

- b. Provide for a full range of housing choices for households of all incomes, ages, and sizes;
- c. Increase the production of affordable housing units to meet existing and anticipated housing needs; and
- d. Work to overcome economic segregation allowing Harvard to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

2. Applicability.

This requirement is applicable to all residential and mixed-use developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

3. Affordability requirements.

All units affordable to households earning 80% or less of AMI created in the MCMOD under this section must be eligible for listing on DHCD's Subsidized Housing Inventory.

4. Provision of Affordable Housing. not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

5. Development Standards. Affordable Units shall be:

- a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- b. Proportionately dispersed throughout the development with respect to location, unit type, quality and character, room size, and number and distribution of bedrooms, and in all respects shall be indistinguishable from the development's comparable market-rate dwelling units;
- c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- d. Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- e. Distributed proportionately across each phase of a phased development.
- f. The dimensional requirements that are set forth in Section E of these bylaws shall apply both to the development's affordable dwelling units and its market-rate dwelling units.

g. Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis. The last Occupancy permit issued shall be for a market-rate unit.

6 Administration.

a. The Zoning Enforcement Officer/Building Commissioner shall be responsible for administering and enforcing the requirements in this section.

b. Severability: if any provision of this bylaw were determined to be invalid by a court of competent jurisdiction, the remainder hereof shall not be affected but shall remain in full force and effect. The invalidity of any provision of this bylaw shall not affect the validity of the remainder of the bylaw.

ARTICLE 23: GRANT OF EASEMENT to TOWN of LITTLETON

To see if the Town will vote to authorize the Select Board to convey to the Town of Littleton an easement to construct, install, and maintain utilities for the supply of water in any portion of the public way in Harvard being a portion of Littleton County Road extending south from the Littleton Town Line to Beaver Brook Road in Boxborough, as shown on the plan set entitled “Town of Littleton, Massachusetts, Electric Light and Water Departments, Water Supply Main Extension Littleton / Boxborough DWSRF No. 12397”, dated October 2023, prepared by Weston & Sampson Engineers, Inc., a copy of which is on file with the Town Clerk, and as may be amended; and further to authorize the Select Board to enter into such agreements and execute such documents and instruments as may be necessary or convenient to effectuate the purposes of this article; or take any other action relative thereto.

(Inserted by Select Board)

ARTICLE 24: CITIZENS PETITION

To see if the Town will vote to request that the Select Board delay selling the parcel of land, with the building thereon, known and numbered as 39 Massachusetts Avenue, Harvard, Massachusetts and described in the deed dated June 2, 1982 and recorded with the Worcester District Registry of Deeds in Book 7501, Page 344 (“the Property”), and allow it to continue to be used as a residence for refugees, with utilities paid by tenants, in exchange for a monthly payment equal to the monthly cost of insurance for the Property and a fair and appropriate rent, for a period of at least five years, or pass any vote or votes in relation thereto.

(Inserted by Citizen Petition)

ARTICLE 25: ACCEPTANCE OF GIFTS OF PROPERTY

To see if the Town will vote to accept gifts of land or interests in land for any municipal purpose, and authorize the Select Board to acquire said parcels of land or interests therein so donated or purchased by eminent domain for the purpose of confirming and making clear the Town’s title to said parcels of land or interests therein, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE COMMENT -- We encourage residents to consider a tax-deductible donation of land to the Town. The Town gives thanks to those who have made such a donation.

ARTICLE 26: ACCEPTANCE OF HIGHWAY FUNDS

To see if the Town will vote to accept State funds to be used for reconstruction and improvements of public ways, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

And furthermore, in the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town who are qualified to vote in Town affairs, to meet at The Bromfield School, 14 Massachusetts Avenue, on Tuesday, the 9th day of April, 2024, from 8 a.m. to 8 p.m., to cast their ballots for the following officers and questions:

Moderator, 1 position for 3 years; Select Board, 1 position for 3 years; Library Trustees, 2 positions for three years; School Committee, 2 positions for 3 years; Warner Free Lecture, 2 positions for 3 years.

QUESTION #1 – Department of Public Works Building Project

Shall the Town of Harvard be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the amounts required to pay for the bond issued in order to fund the costs of the design, construction, and renovation of the DPW facility, and for the payment of all other costs incidental and related thereto?

YES _____ NO _____

(Requires a majority vote for passage.)

Summary of ballot question: The Town previously appropriated funds for an analysis of the DPW facility. The subsequent phase further defined the components requiring code-compliant renovations, repairs, and improvements. Passage of this ballot question will allow the Town to borrow the funds (\$9,894,200, not including interest) appropriated at the April 6, 2024 Annual Town Meeting (Article 14) for the design, construction, project management and other incidental and related costs outside of the financial constraints of Proposition Two and One-half.

QUESTION #2 – General Override – 2 Tiers

(Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail.)

2A Shall the Town of Harvard be allowed to assess an additional \$423,902 in real estate and personal property taxes for the purpose of funding the operating budgets of both Municipal Departments (\$83,830) and Public Schools (\$340,072) for the fiscal year beginning July 1, 2024?

YES _____ NO _____

(Requires a majority vote for passage.)

2B Shall the Town of Harvard be allowed to assess an additional \$752,964 in real estate and personal property taxes [which includes the amounts in Question 2A (\$423,902)] for the purpose of funding the Administrative Assistant position for the DPW (\$48,994), additional hours for the Board of Health Administrative Assistant (\$20,800), a Special Education Teacher (\$95,000) and an Athletic Director (\$100,000) for the Public Schools, and accompanying Benefits (\$64,268) for the positions listed in this question (2B), for the fiscal year beginning July 1, 2024?

YES _____ NO _____

(Requires a majority vote for passage.)

Summary of ballot question: Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail. Question 2A provides for substantially the same services as provided in the current fiscal year (FY2024). Question 2B includes the level service in 2A plus allows the Town to add hours to one position and to fill another position, it allows the School Department to add two new positions, and it provides funding for the benefits for all of these positions.

(The polls will be open from 8:00 a.m. to 8:00 p.m.) And you are directed to serve this Warrant by posting three attested copies thereof, one at the Town Hall, one at the Post Office in Harvard, and one on the Town website, as directed by vote of the Town, seven days at least before the time of holding said meeting. Hereof fail not, and make due return of this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting.

Given under our hands this 5th day of March, Two Thousand and Twenty-Four.

Harvard Select Board:

Richard Maiore, Chair
Donald Ludwig
Erin McBee
Kara McGuire Minar
Charles Oliver

RE: Bromfield House

Tue 3/12/2024 4:50 PM

To: Tim Bragan <tbragan@harvard-ma.gov>

📎 1 attachments (76 KB)

BromfieldHouseTempLeaseDecree6-29-22..pdf;

Tim –

The Town needs to petition the Worcester Probate Court to allow another deviation from the purposes of the charitable gift made under the Will of Margaret Bromfield Blanchard. Notice needs to be given to the Bromfield Trust and Attorney General and their assents need to be sought. In the petition, the Town will seek a court decree allowing the SB to extend to lease of the Bromfield House from December 1, 2023 (retroactive) to whatever date the SB wishes. It will be the same procedure that was followed in 2022 that led to the attached decree.

No town meeting votes are needed because the SB has authorizations from to sell the property and leasing is a disposition of lesser property interest.

The SB must vote to extend and sign the lease.

Thank You,

Mark

From: Tim Bragan <tbragan@harvard-ma.gov>
Sent: Tuesday, March 12, 2024 1:20 PM
To: [REDACTED]
Subject: Bromfield House

Mark,

Please send me a document dealing with the steps the Select Board need to take in order to extend the lease on the Bromfield House. I know when we talked last week you said they had to go back to court.

Thank you.

Timothy P. Bragan
13 Ayer Road
Harvard, MA 01451

tbragan@harvard-ma.gov

DECREE AND ORDER OF GENERAL PROBATE/TRUST PETITION		Docket No. WO22P0987PO	Commonwealth of Massachusetts The Trial Court Probate and Family Court
Town of Harvard v. Trustees of the Bromfield School, Inc., et al <small>Case Name</small>		Worcester Division	
Date of Death/Appointment/Instrument: Testamentary Trust - 11/3/1871			

After hearing or on the uncontested General Probate Trust Petition filed on March 14, 2022
(Date)

THE COURT FINDS:

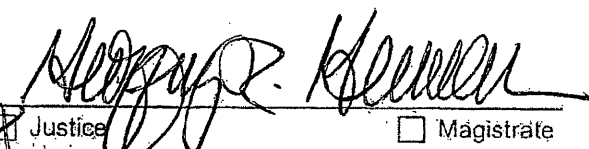
- 1.) All parties interested in said petition have been duly notified, no objection was received from the Trustees of the Bromfield School, Inc. or any other party and the Attorney General of the Commonwealth has assented to said petition; and
- 2.) The leasing or renting of the so-called Bromfield House property at 39 Massachusetts Avenue, Harvard, Massachusetts 01451 to Afghan refugees as a temporary residence is a reasonable deviation from the subordinate terms of the donation of said property as a charitable gift by Margaret Bromfield Blanchard pursuant to her last Will and Testament on November 3, 1871 and amended it on September 21, 1875.

THE COURT DECREES AND ORDERS:

The Town of Harvard, acting by and through its Select Board, is hereby authorized provide temporary housing for some Afghan refugees by leasing or renting the so-called Bromfield House property at 39 Massachusetts Avenue, Harvard, Massachusetts to them from June 1, 2022 through June 1, 2023, with optional agreed 30-day extensions to December 1, 2023, provided that any rental or lease payments received by the Town for such leasing or rental shall be used for the educational purposes set forth in the Trust established under the Will of Margaret Bromfield Blanchard November 3, 1871 and amended it on September 21, 1875.

Date

6/29/22


 Justice Magistrate



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KATHLEEN E. WALSH
Secretary

ROBERT GOLDSTEIN, MD, PhD
Commissioner

Tel: 617-624-6000
www.mass.gov/dph

03/05/2024

Town of Harvard
Marie Sobalvarro, Assistant Town Administrator
13 Ayer Rd
Harvard, MA 01451

Dear Town of Harvard, Marie Sobalvarro, Assistant Town Administrator:

I did a **Addendum - Full Inspection** at the home or apartment you own at: **39 MASSACHUSETTS AVE HARVARD.**

This inspection found lead in violation of the State Sanitary Code, 105 Code of Massachusetts Regulations (CMR) 410.750(J). This violation also constitutes a violation of the Lead Law, Massachusetts General Laws (MGL), chapter 111, section 197, and the Regulations for Lead Poisoning Prevention and Control, 105 CMR 460.000, set forth by the Massachusetts Department of Public Health. The law requires owners of homes or apartments built before 1978 to have lead violations delead for full compliance when a child under six years old lives there. **If you already have a Letter of Compliance for this property, please complete the last page of the Order to Correct and send it to me within 14 days.**

The Order to Correct that comes with this letter has important information telling you:

- what you need to do
- what deadlines to meet
- what documents you must send to this agency
- who can do the necessary deleading work
- what the penalties are for not meeting the requirements in the Order to Correct
- what your options are if the property has been previously delead

Please call me at **781-531-4063** as soon as possible to discuss this Order to Correct and how to meet the requirements. The following information explains the deleading process, if the property has not been delead previously.

Requirements for Doing Deleading Work

Hiring a Lead Inspector

Please refer to the first page of this letter and the enclosed report to determine if you need a comprehensive Lead Inspection. If the Code Enforcement Lead Inspector who sent you this package conducted a lead determination (a spot check for lead violations), you will need to hire a privately licensed lead inspector. To help you take the first step – getting a full inspection or risk assessment – a list of licensed private lead inspectors is enclosed. We recommend that you check references and make sure that the lead inspector is still licensed before hiring him or her. You can check on the license by calling the Massachusetts Department of Public Health’s Childhood Lead Poisoning Prevention Program (CLPPP) at 1-800-532-9571. CLPPP can also provide you with a list of licensed private risk assessors for interim control and other helpful materials, including brochures explaining the difference between deleading for full compliance and interim control. Again, you can get these by calling CLPPP at 1-800-532-9571 or by checking our website at www.state.ma.us/dph/clppp.

High-risk deleading: If you need to or choose to have high-risk deleading work done, such as having lead paint stripped or scraped, you must hire a *licensed* Deleading Contractor. A list of licensed Deleading Contractors is enclosed. We recommend that you check references and make sure the Deleading Contractor is still licensed before signing a contract. You can check license information by calling the Department of Labor Standards (DLS) at 617-626-6975 or by visiting their website at www.mass.gov/service-details/deleading.

Moderate-risk deleading: Before you or your agent can do moderate-risk deleading work, such as removing windows and woodwork, you must take a course, pass a test, and get an authorization number from the Massachusetts Childhood Lead Poisoning Prevention Program (CLPPP). These courses are given by a number of groups and organizations at various places, times and prices. For a list of approved moderate-risk deleading training providers, call CLPPP at 1-800-532-9571 or visit our website at www.mass.gov/orgs/childhood-lead-poisoning-prevention-program. Remember that you still have to meet the deadlines listed in the Order to Correct. If a course for owners and their agents to do moderate-risk deleading is not available at a convenient time or place for you to meet the deadlines of this Order to Correct, you won’t be able to do moderate-risk deleading work yourself. In that case, you will then have to use other methods to delead, or hire a *licensed* Deleading Contractor. The licensed Deleading Contractor license number will begin with a “DC.” Depending upon the kinds of hazards found and how you want to address them, you may also be able to hire a professional to do moderate-risk deleading. This person, called a Lead-Safe Renovator, must have completed the 8 hour Lead-Safe Renovator training **plus an additional 4 hour training on moderate-risk deleading**. His or her authorization number will begin with an “MR.” To get a list of these licensed professionals, or to check their license information, call DLS at 617-626-6975 or by visiting their website at www.mass.gov/service-details/deleading.

Low-risk deleading: Before you or your agent can do low-risk deleading work, such as covering surfaces, you must read the CLPPP low-risk deleading work booklet. After reading the booklet, you will take a self-corrected exam and mail it in to CLPPP. Once CLPPP receives the exam and reviews it, you will be assigned a low-risk deleading authorization number. If encapsulation is a suitable deleading method for your property, you must read CLPPP’s encapsulation booklet. After reading the booklet, you will take a self-corrected exam and send it in to CLPPP. Once CLPPP receives the exam and reviews it, you will be assigned an authorization number. To get a free copy of the low-risk deleading booklet, or the encapsulation training handbook, visit our website at www.mass.gov/orgs/childhood-lead-poisoning-prevention-program at the “Delead on My Own” quick link.

Deleading work has to be done carefully to be safe. To protect the people who live in the home or apartment, you have to keep them out of the home or apartment, or area being worked on, in these ways:

- All people and pets have to be temporarily moved from the home or apartment for the whole

time that high- or moderate-risk deleading work is taking place inside the home or apartment.

You have to provide the residents with a reasonable alternative place to live for this period. People and pets who have been temporarily moved from their home or apartment can only come back after I have reinspected and determined it is appropriate for them to return. I will do this after reinspecting the home, including taking dust samples to assure that lead dust levels meet approved standards. This reinspection will be done at least three hours after deleading work is all done.

- People and pets have to stay out of the work area while you or your agent complete most low-risk deleading work, structural repairs, or cleaning of lead dust. They also have to stay out of the work area while any deleading work is being done in common areas outside the home or apartment. In this case, they must have another regular way (not a fire escape) to go in and out of the building and they can use the area once the work is done and the work area is cleaned up.
- People and pets have to stay out of the home or apartment for the workday while you or your agent apply encapsulants with an airless sprayer. They also have to stay out for the day during deleading in common areas when they do not have another regular way (not a fire escape) to go in and out of the building. When people and pets are out of their home or apartment for the day, it means they can come back to the home or apartment after cleanup at the end of the workday, and don't have to be out overnight.

All work for deleading has to be neatly and properly done, in a professional way, and the home or apartment has to be returned to a condition that meets the requirements of the State Sanitary Code, 105 CMR 410.000. **Deleded surfaces cannot be primed or repainted until after I have passed them at a reinspection.**

You have to give written notice about common area lead paint violations to all other residents of the building. The "Notice to Tenants of Lead Paint Hazards" is enclosed for that purpose.

You also have to send a copy of the lead inspection report and any reinspection reports to all mortgagees and lienholders of record.

If your property has been previously deleded, you may be eligible for a 30-day maintenance period. Please fill out the last page of the Order to Correct and **return it to me within 14 days** to take advantage of this option.

If you have questions about the Department of Public Health's Lead Poisoning Prevention and Control Regulations, 105 CMR 460.000, you can ask me, or call CLPPP at 1-800-532-9571. If you have questions about the DLS Deleading and Lead-Safe Renovation Regulations, 454 CMR 22.00, you can ask me, or call DLS at 617-626-6975.

Remember to refer to the attached Order to Correct for more information on what you have to do.

Sincerely,

Eric Fortier
Eric Fortier, CLPPP Inspector
Massachusetts Department of Public Health
Bureau of Climate and Environmental Health
Childhood Lead Poisoning Prevention Program
DPH/BEH/CLPPP

Telephone: **781-531-4063**

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: February 26, 2024

Applicant Information:

Name: Bonnie Heudorfer

Address: 338 Stow Road, Harvard, MA 01451

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

Email Address: Bsheud@gmail.com

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

Municipal Affordable Housing Trust

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:
Housing Partnership (190s-early 00s); 1988 Master Plan housing committee

Do you have any time restrictions?
Some, but can work around them

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 planning consultant

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.

40+ year career in affordable housing, community planning and development; master's degree in city planning

Received by Town of Harvard

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

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

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

www.harvard-ma.gov
(978) 456-4107 fax



March 19, 2024

Secretary Jay Ash
Executive Office of Housing and Economic Development
1 Ashburton Place
Boston, MA 02108

Dear Secretary Ash:

I, Marie Sobalvarro, hereby certify that I am duly authorized to submit this application on behalf of the Town of Harvard and to agree to implement the One Stop for Growth requirements on behalf of said municipality. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to make the One Stop for Growth grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby certify under the pains and penalties of perjury that the answers submitted in this application and the documentation submitted in support are accurate and complete.

Name	Title	Date
------	-------	------

Please return an original copy of the signed authorization letter to:

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

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

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

www.harvard-ma.gov
(978) 456-4107 fax



March 19, 2024

Secretary Jay Ash
Executive Office of Housing and Economic Development
1 Ashburton Place
Boston, MA 02108

Dear Secretary Ash:

I certify that at the Select Board meeting on March 19, 2024, the Board voted to submit the 2025 One Stop for Growth grant application for road safety improvements to Stow Rd. and to authorize the Chair of the Select Board to sign the "Certificate of Public Entity Authorization" form.

Sincerely,

Marie Sobalvarro
Assistant Town Administrator

From: Richard Sicard <rsicard@harvard-ma.gov>

Sent: Friday, March 8, 2024 1:31 PM

To: Tim Bragan <tbragan@harvard-ma.gov>; Marie Sobalvarro <msobalvarro@harvard-ma.gov>

Subject: FDIC

Hi Marie,

I have been invited by FCAM (Fire Chiefs Association of Mass) to attend this years FDIC International Conference in Indianapolis on April 15-20. Most of my expenses will be paid for by FCAM. I am looking for authorization to attend this conference.

Thanks,

Rick Sicard

Fire Chief/Emergency Management Director

Harvard Fire Department

13 Ayer Road

Harvard, MA 01451

(978) 391-5953

rsicard@harvard-ma.gov

Open Space Committee

Revised charge from last June had this:

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.

Should have been this:

The Committee

The Open Space Committee will consist of six members who are appointed to a 3-year term by the Select Board comprised of a member or designee: of the Select Board, Agricultural Commission, Conservation Commission, Harvard Conservation Trust, Parkes and Recreation Commission and School Department ~~who are appointed to a 3-year terms by the Select Board.~~ The Town Conservation Agent may participate as a non voting member on an as needed basis.