

Posted 5.14.2020 at 2:30pm by JAD

**SELECT BOARD  
AGENDA  
Tuesday, May 19, 2020  
7:00pm**

**The Select Board Regular Meeting is being held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.**

Topic: Select Board

Time: May 19, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/84876272576?pwd=UmpxYWlzc1NlZncrU0FNWVJPUEdWUT09>

Meeting ID: 848 7627 2576

Password: 282470

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Meeting ID: 848 7627 2576

Find your local number: <https://us02web.zoom.us/u/kdbdGvOsX0>

**Agenda Items**

- 1) National Grid pole petition hearing – Old Littleton Road (7:00)
- 2) Approve minutes of 4/21 & 5/5 (7:10)
- 3) Introduction of Jeff Hayes who will fill the full time Building Commissioner position (7:15)
- 4) Recognize resignation of Libby Levison from the Transfer Station Committee and appoint Jane Biering to fill the vacancy (7:25)
- 5) Discuss planning for the June 20<sup>th</sup> Annual Town Meeting (7:30)
- 6) Report on the first meeting of the Budget Working Group (7:50)
- 7) Various Covid-19 updates (8:10)

***Next Regular Select Board Meeting  
Tuesday, June 2, 2020  
7:00pm***

**OFFICES OF THE  
SELECT BOARD  
TOWN ADMINISTRATOR**

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

[www.harvard.ma.us](http://www.harvard.ma.us)  
(978) 456-4107 fax

**NOTICE OF HEARING**

The Harvard Select Board will hold a Zoom (virtual) public hearing on **May 19, 2020** at 7:00pm to answer a 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:

**Old Littleton Road**

National Grid to install 1 JO Pole on Littleton Road beginning at a point approximately 40 feet west of the centerline of the intersection of Old Littleton Road and Whitney Road. Install 1 new JO pole for new customer service.

SELECT BOARD  
5.8.2020



April 24, 2020

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,

A handwritten signature in blue ink that reads "Pat Cody".

Patrick Cody  
Supervisor, Distribution Design

Enclosures

Questions contact – Autumn Kubiak 508-860-6446

**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:

Old Littleton Road - National Grid to install 1 JO Pole on Littleton Road beginning at a point approximately 40 feet west of the centerline of the intersection of Old Littleton Road & Whitney Road. Install 1 new JO pole for new customer service.

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 – Old Littleton Road - Harvard - Massachusetts.

No. 29626802 April 17, 2020

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  
BY Pat Cody  
Engineering Department

VERIZON NEW ENGLAND, INC.  
BY Albert C. Bessette  
Manager / Right of Way

NGRID

**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 17th day of  
April, 2020.

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 – Old Littleton Road - Harvard - Massachusetts.

No. 29626802 Dated April 17, 2020. 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:

Old Littleton Road - National Grid to install 1 JO Pole on Littleton Road beginning at a point  
approximately 40 feet west of the centerline of the intersection of Old Littleton Road & Whitney  
Road. Install 1 new JO pole for new customer service.

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.

.....  
.....  
.....  
.....

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

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.

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taxation) along the ways or parts of ways upon which the Company is permitted to erect  
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City/Town Clerk.

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Board or Council of Town or City, Massachusetts

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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



#61

WHITNEY RD

P23

P24




OLD LITTLETON RD

P23-50

#66

#62

LEGEND

-  EXISTING JO POLE
-  PROPOSED SO POLE
-  EXISTING OVERHEAD CABLE

### Petition Sketch

Date 4/16//2020

Designer: KUBIAA

Work Request 29626802

OLD LITTLETON RD HARVARD, MA

**Exhibit A - NOT TO SCALE**  
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.





**Select Board Minutes**  
**Tuesday, April 21, 2020**  
**7:00pm**

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

**Select Board participants:**

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace

**Town Staff participants:**

Town Administrator Tim Bragan, Meeting Host/Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet

**Additional participants:**

Energy Advisory Committee member David Fay

**Hildreth Elementary School Solar Project**

Energy Advisory Committee David Fay serves on the School Building Committee. Fay is learning how the town can enter into a Power Purchase Agreement (PPA) for the purchase of a solar array. This agreement allows for zero cost to the town and reduces electricity costs. The agreement offers lower electricity charges, lesser demand, and a fixed price for 20 years. In addition, this reduces the schools carbon footprint. Fay outlined the terms of the agreement the town would enter into with Solect Energy explaining this would include a maintenance agreement as well. He was able to interview four recent customers of Solect Energy. He discovered some installation issues however Solect Energy paid for repairs and besides that comments were generally positive. The Energy Advisory Committee and School Committee have voted in favor of the project. Fay asked the Select Board to do the same and endorse a letter of intent to move forward in the process. Bragan said the lease would require a vote at the annual town meeting. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, and the board voted unanimously to authorize the Town Administrator to sign letter of intent subject to amendment requiring vote at the Annual Town Meeting.

**Minutes**

By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, and the board voted unanimously to approve minutes for 3/17, 3/26 and 4/7, as presented.

**Sale of Bond Anticipation Notes (BANS)**

Von Loesecke explained the BANS are for short term borrowing in the amount of \$495,000 for a dump truck and the Ayer Rd Design Engineering Study. By a roll call vote, Wallace – aye, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke – aye, and the board voted unanimously in favor of the notice of sale as written.

**Pine Hill Village Marketing Plan**

The Pine Hill Village development of 23 units on Stow Road is due to begin construction this spring. The project includes 6 affordable units therefore a marketing plan is required and must be approved by the Select Board. The plan includes a local preference option for Harvard residents. Sudbury Housing Trust will serve as the lottery agent. They expect marketing to begin in late spring/early summer depending on when groundbreaking happens. By a roll call vote, Wallace – aye, Maiore – aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to approve the marketing plan for Pine Hill Village as submitted.

### **Town Caucus**

Bragan reported the traditional caucus cannot happen this year. Town Clerk Marlene Kenney has notified those up for reelection that nomination papers can be mailed in. A notice for all residents has also been posted on the town website.

### **Annual appointments**

Executive Assistant Julie Doucet reminded the Select Board that annual appointments are coming up in June. A list of all committee/board members up for reappointment along with all vacant positions were distributed for their review. Announcement of openings has also been posted on the town website.

### **COVID - 19 related topics**

Von Loesecke invited the Finance Committee and school department to participate in discussion on how best to address the upcoming override question in the event it does not pass. Finance Committee Chair Don Ludwig said the Finance Committee is proposing the school department consider assuming obligation for the deficit considering additional reductions from town departments would be very difficult. Bragan expects to have a better understanding of the economic forecast after an upcoming session with the state. Superintendent Linda Dwight appreciates the ability to work collaboratively with the town to determine the best approach. The school department does not agree they should endure responsibility for the entire shortfall. Everyone acknowledged further cuts will require reductions in personnel. Select Board member Lucy Wallace offered her ideas on other avenues to minimize cuts to services such as lower contribution to the OPEB fund or use of stabilization funds. They decided to form a budget working group with reps from the Select Board, Finance Committee, school department and town administration. This group will work together to brainstorm ideas on how to address the override. In addition, they will craft a narrative supporting the override or explanation as to why the override was avoided. The group will work under the premise that 70% of the budget is allocated to the school department and 30% to other town departments. Everyone agreed beginning the dialogue now allows enough time for thoughtful consideration on how best to proceed. Ludwig noted with the states rainy day fund hopefully the FY20 budget will be sustainable. School Committee member SusanMary Reddinger appreciates taking a holistic approach to determining what is best for the town.

Bragan commented on the announcement that schools will be closed for the rest of the school year. He is working with department heads on guidelines for reopening town public buildings utilizing a phased approach.

HR Director Marie Sobalvarro is following unemployment exposure for the town. The estimates are increasing.

Bragan reported Transfer Station stickers will be available for purchase online and through the mail. Senior citizens will have their free bags delivered to them in the month of July.

Bragan reported Town Hall staff continues working staggered shifts and remotely from home. He expects an increase in the need for public meetings in May.

Von Loesecke mentioned the maintenance work being done on the playing fields and with no activities it has provided an opportunity to rest the fields. She also noted the completion of the Town Hall landscaping and with the sidewalk project beginning the town center is coming along nicely.

Wallace announced Loaves and Fishes has reopened. They are in need of monetary donations and volunteers. The Council on Aging van will deliver basics to residents in Harvard.

The meeting was adjourned at 8:48pm.

Documents referenced:

HES Solar presentation – dated .21.2020

BAN - dated 4.21.2020

Pine Hill Village marketing plan – dated 1.23.2020

Annual appointments – FY21 listings

**Select Board Minutes**  
**Tuesday, May 5, 2020**  
**7:00pm**

**The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.**

**Select Board participants:**

**Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace**

**Town Staff participants:**

**Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro,  
Executive Assistant Julie Doucet**

**Announcements**

- A special meeting will be held on Tuesday, June 9<sup>th</sup> for Apple Guy Flowers, an adult use marijuana cultivation establishment, which is seeking approval to operate in Harvard. This will give them an opportunity to introduce their team and describe their plans.
- National Grid has submitted a pole petition request rfor a new service on Old Littleton Road. The hearing will be held at the May 19<sup>th</sup> meeting.

**COVID – 19 updates**

Bragan announced community most community events typically held in May are being moved to a virtual format, cancelled or rescheduled.

Bragan distributed guidelines for a phased reopening of the public buildings in town beginning with Town Hall, then the library and finally the Council on Aging. To facilitate safety for opening protective items such as plexiglass shields, hand sanitizer, thermometers and masks have been purchased. Access to Town Hall will remain limited with shorter hours to start, appointments required necessary and any services that can be provided without public entry to the building that will be encouraged. He asked the board members to provide him with any feedback or suggestions they may have.

Lucy Wallace asked if the take it or leave it area at the Transfer Station would be reopening. Bragan will continue working with the DPW Director on safe operations at the Transfer Station. Any changes or news will be communicated to the public.

Resident Paul Green confirmed the volunteers who organize the Town wide Cleanup have decided to cancel the event for this spring.

Bragan reported the newly formed Budget Working Group will hold their first meeting on Wednesday, May 13<sup>th</sup>. Assistant Town Administrator Marie Sobalvarro reported during a recent meeting she attended with state representatives assurances were made there will be no cuts to FY20 local aid. Wallace expressed the importance for cities and towns in the commonwealth to push for relief to states and municipalities from the federal government.

Bragan has begun planning for the Annual Town Meeting (ATM) set for June 20<sup>th</sup>. He said there has been no further guidance from the state that would allow ATMs to be held virtually. He realizes the Bromfield Auditorium is not an option any longer therefore focus has shifted to the gymnasium and ways to accommodate social distancing by possibly utilizing classrooms and their smartboards. Moderator Bill Barton expressed his concern about attendees being able to speak and vote without everyone in one area. Bragan plans to visit the gymnasium and measure out 6ft distances to get a sense of how this could work. They also discussed the possibility of holding the meeting outdoors. Fruitland's Museum was suggested as a possible venue.

Bragan reported the Town Clerk's office is publicizing the ability for voters to do mail in voting or absentee voting for the June elections. He asked the Select Board to consider a request from the Town Clerk to reduce the hours of the election to a five hour period. The board was agreeable to the request and decided on 3:00pm to 8:00pm.

### **Other Items**

Kara Minar asked if the new Building Inspector had started. Bragan said Gabe Vellante is working with Jeff Hayes during the transition period. Vellante has agreed to continue with the school building project. Wallace asked if Hayes could attend an upcoming meeting to be introduced.

Bragan reported the Assessing Dept. has decided to extend the application deadline for the senior tax work off program from May 1<sup>st</sup> to September 1<sup>st</sup>.

Bragan is working with the Park & Recreation Commission on opening guidelines for the town fields and the beach/pond.

Bragan reported the 4<sup>th</sup> of July Committee is meeting later this week and it is likely events will be cancelled for this year.

The meeting was adjourned at 7:50pm.

**Date:** March 24, 2020 at 12:25:14 PM EDT

**To:** Thomas Philippou <[tcphilipp@aol.com](mailto:tcphilipp@aol.com)>, "[avonloesecke@gmail.com](mailto:avonloesecke@gmail.com)"  
<[avonloesecke@gmail.com](mailto:avonloesecke@gmail.com)>

Tom, Alice,

Effective immediately, I am resigning from the Transfer Station Committee.

As a Board of Health member, I will try to finish one last task: to make the Recycling Tips an indexed document for easy reference.

We can talk about this at some point in the future when Covid-19 is not taking all of our time.

Thank you

Libby



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** February 11, 2020      updated 5.11.2020

**Name:** Jane E Biering

**Home Address:** 82 Littleton County Road  
Harvard, MA 01451

**Mailing Address:** 82 Littleton County Road  
Harvard, MA 01451

**Phone Number(s):** 5082593507 - Cell

**Email Address:** janebiering@charter.net

**Current Occupation/Employer:** Retired

**Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?** Yes

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

While NOT an official member, I volunteered with the Transfer Station Committee from Dec, 2018, through the launch of the SMART program, and until September, 2019.

**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:**

As you'll have noted from my resume, I retired quite some time ago, when the balancing act of a demanding job and a family had become too much. Now an empty nester, I am able to commit a reasonable amount of time to outside activities such as the Planning Board. Starting in late 2018, I volunteered with the Transfer Station Committee in the run-up to the kick-off of the SMART program, happy to do whatever needed to be done. I very much enjoyed working with Tom Philippou, Libby Levison, Tim Kilhart, and Stu Sklar on that project, and it inspired me to become more involved with Town activities in a way that I haven't in all the time I've lived here.

As to my qualifications and experience that may be applicable specifically to the work of the Planning Board, I will suggest these:

1) I've overseen the opening of a number of large distribution facilities and call centers across the US and Canada. This, of course, involved overseeing leases and contracts as well as building out the facilities to fit our needs and installing systems and equipment.

2) I've managed groups of associates of up to 3000. In overseeing these departments, I've had to coordinate activities with other departments, often in situations where the groups had conflicting needs. This experience may be relevant to the Planning Board and its need to work with other boards and commissions.



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

- 3) I spent a summer while in business school, working for real estate developer Rouse & Associates in Philadelphia. I was the project manager for the renovation of a 55,000 square foot textile mill into loft condominiums. My initial task was to figure out how to create affordable housing units in the building without relying on government grants. (The answer, by the way, was to create mixed-income units, a relatively novel idea at the time.) I assembled and managed a development team of architectural, general construction, and marketing firms and obtained preliminary commitments for construction and mortgage financing.
- 4) Finally, I've always been interested in real estate development and in the way development decisions can foster (or hamper) a feeling of community and the creation of more livable public spaces.

Thank you for your consideration.

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**Board(s) / Committee(s):**     PLANNING BOARD      Transfer Station Committee

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**JANE BIERING**  
**82 LITTLETON COUNTY ROAD**  
**HARVARD, MA 01451**  
**C: 508-259-3507**

### **Experience**

Senior executive with background in operations, strategy, process improvement, and systems and operational integration of acquired companies. Extensive experience in fast-paced environments of high-growth, multi-channel, and market-leading companies. Very effective interpersonal skills. Proven results in reducing costs and improving service by building interdepartmental groups of front-line associates and managers to unearth and resolve root causes of problems.

#### **STAPLES, INC.**

**FRAMINGHAM, MA**

1990 - 2004

*Held multiple senior-level positions at the office supply retailer during the heyday of its tremendous growth. Staples was a fledgling bricks-and-mortar chain with 50 stores in New England and California when I joined. By the time I retired, it had become a \$14B international business with 1400-store retail division and a delivery division that represented almost 50% of sales. My roles and responsibilities grew with the company and included:*

Senior Vice President, Distribution and Transportation, Contract and Commercial Division

Senior Vice President, Logistics Integration, Contract and Commercial Division

Senior Vice President, Operations, Catalog Division

Vice President, Call Centers

#### **BAIN & COMPANY**

**BOSTON, MA**

1986 - 1990

Consultant at international management consulting firm performing strategic analysis and implementation work for Fortune 500 clients.

### **Education**

#### **Harvard Graduate School of Business Administration**

Master of Business Administration degree, 1986

#### **Yale University**

Bachelor of Arts degree, *magna cum laude*, in Economics and Political Science, 1979