



**SELECT BOARD
AGENDA
Tuesday, May 21, 2024
7:00pm**

Rich Maiore, Kara McGuire Minar, Don Ludwig, Charles Oliver, SusanMary Redinger

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: May 21, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82548258444?pwd=bjFXSk16c0pxS2xxMFZEbno2K0lwdz09>

Meeting ID: 825 4825 8444

Passcode: 245780

One tap mobile

+13017158592,,82548258444# US (Washington DC)

+13052241968,,82548258444# US

Dial by your location

Meeting ID: 825 4825 8444

Find your local number: <https://us02web.zoom.us/u/kAOKF3drf>

AGENDA ITEMS

- 1) Meet with Police Chief James Babu to discuss his opioid fund requests (7:00)
- 2) Discuss Town Administration roles and timeline (7:20)
- 3) Public Communication (7:35)
- 4) Approve minutes from 4/24, 4/30 & 5/7 (7:40)
- 5) Staff Report/Updates (7:45)
- 6) Action/Discussion Items: (7:50)
 - a) Recognize Girl Scout Silver Award recipient
 - b) Board reorganization
- 7) Select Board Reports (8:00)
- 8) **Executive Session, per MGL Ch. 30A, s. 21(a)6:** (8:15)

To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. The Select Board will reconvene into open session only to vote on the Bromfield House lease.
- 9) Act on Bromfield House lease

***Next Regular Select Board Meeting
Tuesday, June 4, 2024
7:00pm***



Select Board Minutes
Wednesday, April 24, 2024
11:00am

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

Select Board participants:

Rich Maiore, Kara Minar, Don Ludwig, Charles Oliver, SusanMary Redinger

Town Department participants:

Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet and DPW Director Tim Kilhart

Additional participants:

Water/Sewer Commission Chair Cindy Russo and Board of Health member Libby Levison

Harvard Devens Water Project

Water/Sewer Commission Chair Cindy Russo gave an update on the project. She reported bids have come in much higher than expected. Russo explained the project was bid in two parts; pump station and then the water line. She said trying to bid again would not result in a different outcome. Russo reported the Water/Sewer Commission voted unanimously to ask the Select Board to file with the Dept of Revenue a request for determination regarding the scope of this debt exclusion. She explained this will allow Harvard to maintain the bids and our place in the state revolving fund (SRF) program. Acting TA Marie Sobalvarro explained the DOR implemented this process to address the impact high inflation is having on SFR projects.

The board members discussed the importance of the project and how best to inform the public of the high overage, how it can be addressed and why the town must move forward. Charles Oliver suggested a special town meeting. Sobalvarro was not certain this was necessary. She wondered if an information session was sufficient as a special town meeting requires proper posting as well as town staff and town moderator availability. They discussed if a ballot would be required as well.

Kara Minar made a motion seconded by SusanMary Redinger to submit request for determination to DOR and after their decision the board will decide on direction. By a roll call vote, Minar – aye, Redinger – aye, Maiore – aye, Oliver – aye, Ludwig – aye, the board voted unanimously in favor of the motion.

Sobalvarro expects a favorable and timely response from the state. Cindy Russo will find out if bidders are willing to extend their bids to accommodate a special town meeting.

Board of Health member Libby Levison said her board fully supports the connection to the Devens Water source. She reported the EPA has reduced their standards for PFAS therefore water treatment demands will only increase resulting in future prices increase as well.

Kara Minar made a motion seconded by SusanMary Redinger to hold a special town meeting on Monday May 9th at 7pm. By a roll call vote, Minar – aye, Redinger – aye, Maiore – aye, Oliver – aye, Ludwig – aye, the board voted unanimously in favor of the motion.

The meeting was adjourned at 12:00pm.



Select Board Minutes
Tuesday, April 30, 2024
7:00pm

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

Select Board participants:

Rich Maiore, Kara Minar, Don Ludwig, Charles Oliver, SusanMary Redinger

Town Department participants:

Acting Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet, Fire Chief Rick Sicard

Additional participants:

Collins Center Associate Stephen Foley, 4th of July Committee member Molly Sinkewicz

Fire Chief out of state travel

Chief Rick Sicard must travel to Ohio for a final inspection of the new tower truck. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Redinger – aye, Maiore – aye, the board voted unanimously to approve out of state travel for May 6th – 7th.

Fire/Ambulance merger – interim status/recommendation

Acting Town Administrator Marie Sobalvarro introduced Collins Center Associate Stephen Foley. Foley came to present their analysis of a potential department merger. He first complimented both departments for their efficiency and success providing a high level of service along with sustained recruitment/retainment.

Their preliminary analysis and recommendations:

- 1) Merge Fire and EMS operations
- 2) Implement a combined Harvard Fire-EMS organizational structure where all HAS personnel report to the Fire Chief including EMS Coordinator who will oversee day-to-day operations of ambulance service
- 3) Standardize/Equalize pay structure for Fire and EMS personnel
- 4) Standardize payroll process for both Fire and EMS
- 5) Further study on administrative support needs for Fire and EMS.

A final report will be completed by the end of June including billing data, rates and administrative needs. The Select Board members thanked Foley for this preliminary information. They decided to vote on the merger and officially making the Fire Chief Director for both at their next meeting.

Fire Department Training Burn in Still River

Fire Chief Rick Sicard reported the training will not include a live burn.

Update from the Town Administrator Search Committee

Committee Chair Bill Barton reported the committee has been meeting weekly for five weeks. He provided a draft charge for consideration. They have created a form for public interested in serving on the committee. They discussed holding a short meeting prior to the Special Town Meeting on May 14th to make additional appointments to the committee. Barton reported thirty-four resumes have been received. Kara Minar made a motion seconded by Charles Oliver to amend the committee composition to include two at large residents. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion. Charles Oliver suggested Executive Assistant Julie Doucet be added to the search committee as well. They agreed her input is valuable. Executive Assistant Julie Doucet was open to the opportunity however admitted her time is stretched with family commitments and evenings would be hard. It was agreed the committee can facilitate how best to include her. SusanMary Redinger made a motion seconded by Charles Oliver to add Executive Assistant Julie Doucet to the search committee. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion. Barton confirmed all committee members have signed a non-disclosure agreement to protect confidentiality in the process. SusanMary Redinger made a motion to Charter as amended. SusanMary Redinger made a motion to approve amended charter for TA Search Committee. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Minutes

Kara Minar made a motion to approve the minutes of 3/19 & 4/2, as amended. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to in favor of the motion.

Staff Report/Updates (Attachment A)

Public Communication

League of Women Voters President Stephanie Opalka expressed the league's continued concerns with the code of conduct included in the parade instructions/rules.

Special Town Meeting

Acting TA Marie Sobalvarro reported the Finance Committee voted unanimously in favor of moving the water connection project forward with the increased cost. May 14th is the soonest date feasible to hold the required Special Town Meeting. Kara Mina made a motion seconded by Charles Oliver to hold a Special Town Meeting on May 14th at 7pm in the Town Hall to approve cost increase for the Devens water connection. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to in favor of the motion. SusanMary Redinger made a motion seconded by Charles Oliver to close the warrant. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to in favor of the motion. The Select Board will include public comment specific for this topic at their meeting on May 7th.

4th of July parade participant instructions, rules and code of conduct

Acting TA Marie Sobalvarro confirmed the version in their packet was reviewed by Town Counsel and is legally permissible. The board members deliberated the document as written. They decided to remove code of conduct from the title and the first paragraph from the code of conduct section. 4th of July Committee member Moly Sinkewicz provided background on the development of the instructions/rules. Don Ludwig made a motion seconded by Kara Minar to approve the instructions/rules as amended by

removing code of conduct in the heading and the first paragraph in that section. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to in favor of the motion.

Grant of Easement Littleton County Road

Acting TA Marie Sobalvarro reminded the board this was passed at the annual town meeting. Don Ludwig made a motion seconded by SusanMary Redinger to approve the grant of easement for the water connection for Boxbough. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to in favor of the motion.

One-day liquor license request for Lost Shoe Brewing

Charles Oliver made a motion seconded by SusanMary Redinger to approve the one – day liquor license at the Alpaca Farm. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Discuss dates for Strategic Planning Session

The Select Board decided to hold their session on Wednesday, April 29th from 9am to 12pm on the Hildreth House porch.

Voting Machine discontinuation for Town Clerk

Rich Maiore made a motion seconded by Don Ludwig to accept/certify the new ImageCast Precinct Tabulators (ICP Tabulator). By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion. Charles Oliver made a motion seconded by SusanMary Redinger to discontinue/decertify the DS200 Tabulators for the use of elections in the Town of Harvard. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Board assignment of Vice Chair

Don Ludwig made a motion seconded by Rich Maiore to nominate Charles Oliver for vice chair. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Select Board Reports

SusanMary Redinger made known her interest in continuing on the Harvard Devens Jurisdiction Committee as the Select Board member now that she is unable to serve as a citizen at large.

Rich Maiore reported the Park & Recreation Commission is seeking public feedback on potential field plans for the land behind the Harvard Park. He expects more from the commission by late summer.

Kara Minar announced the commuter rail shuttle service will now have park and ride options with locations moved to Holy Trinity Church and the Sorrento's parking lot.

Charles Oliver reported the Commission on Disabilities is focused on Ministers Path to be included for required improvements.

The board members expressed their appreciation and congratulations to Acting TA Marie Sobalvarro as she has accepted a position in the Town of Bolton.

The meeting was adjourned at 9:00pm.

Documents referenced:

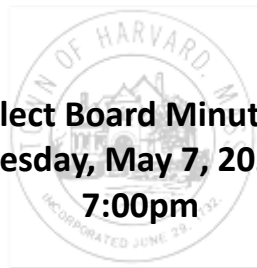
Collins Center memo – dated 4.23.2024

4th of July Parade Instructions/Rules – dated April 2024

Grant of Easement – Littleton Cnty Rd – dated April 2024

Lost Shoe Brewing - One-Day Liquor License Request – dated 4.1.2024

Voting machine request – dated 4.24.2024



**Select Board Minutes
Tuesday, May 7, 2024
7:00pm**

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

Select Board participants:

Rich Maiore, Kara Minar, Don Ludwig, Charles Oliver, SusanMary Redinger

Town Department participants:

Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet

Additional participants:

HCIC Chair Ellen Leicher, Pond Committee Chair Bruce Leicher, Bill Johnson, Firefighter/EMT Jason Cotting

Climate Initiative Committee update

Committee Chair Ellen Leicher gave an update on their accomplishments, efforts to attain additional grant funding, plans for 2024 and what the Select Board can do to help. She requested Stacia Donahue be moved into a full member position and current volunteer Mario Cardenas be appointed as associate. She asked for the Select Board's support on the adoption of the specialized stretch code, tree clearing erosion control bylaw and wetlands protections updated bylaw. She is working with Conservation Agent Liz Allard and the Conservation Commission on the tree clearing and wetlands protections. Leicher will share additional information on the specialized stretch code for further discussion with the Select Board. The HCIC supports including adoption of the specialized stretch code for the annual town meeting in the spring of 2025. The HCIC realizes more education on this code is necessary. SusanMary Redinger made a motion seconded by Don Ludwig to appoint Stacia Donahue as a full member and Mario Cardenas as an associate member. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Bare Hill Pond Watershed Management Committee update

Committee Chair Bruce Leicher gave an update on the progress made since last November when the pumphouse was inoperable, notice of intent was in question and there had been a resurgence of invasive species. The committee is working to have the pump repaired and diver assisted suction removal of invasives (DASH). They have been able to utilize ARPA funds for these projects. Leicher reported the committee is applying for a 319 grant to continue with DASH treatments in 2025.

Water Connection project public communication

Rich Maiore is drafting a consider this article for the Harvard Press with help from Water/Sewer Commission Chair Cindy Russo and Board of Health Chair Sharon McCarthy. They will focus on the importance of the water connection and attendance at the special town meeting. SusanMary Redinger has reached out to her liaison assignments. Executive Assistant Julie Doucet will send an email to her master distribution email list as a reminder.

Resident Wade Holtzman, Bolton Rd, had some questions about the cost for the pipeline to connect, contractual water supply cost from Devens and if there will be betterments assessed. Acting TA Marie Sobalvarro answered what she could but deferred to Town Administrator Tim Bragan as the appropriate person to answer these questions as he negotiated the contract.

Public Communication

Jason Cole, Warren Ave, as author of article 24 from the spring town meeting regarding the strong support for extending the Bromfield House lease to June of 2029.

Staff Report/Updates (Attachment A)

Lease of Land for Wireless Communications Tower

Acting Town Administrator Marie Sobalvarro worked with resident volunteer Bill Johnson to secure a bid for the lease of land to construct and operate a wireless facilities tower. She said the next step is for the Select Board to enter into a lease agreement with Wireless EDGE of Rhinebeck NY. She indicated this will be the first step in a long process. SusanMary Redinger had questions about the competing tower referenced in the material. Bill Johnson expects the coverage opportunities from the town site will be optimal. He indicated this vote allows the evaluation process to begin. Charles Oliver made a motion seconded by SusanMary Redinger to proceed down the prelease process with selected respondent Wireless Edge for the cell tower located behind Town Hall. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Act on the Fire/EMS department merger and appointment of Director

Charles Oliver asked if changes to the stipend schedule can be accommodated within the budget. Firefighter/EMT Jason Cotting said the ambulance accounts have unspent funds that can be utilized from the enterprise account. Don Ludwig made a motion seconded by SusanMary Redinger to approve the merger of EMS/Fire per plan laid out in the Collins Report effective FY25. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion. Don Ludwig made a motion seconded by SusanMary Redinger to appoint Chief Rick Sicard as Director of Harvard Fire EMS Department.

Act on opioid abatement fund projects

Town departments were instructed to submit proposals for use of the opioid funds being allocated to the Town of Harvard. The school, EMS and Police Departments submitted requests. The board decided to have Chief James Babu attend their next meeting to answer questions. Charles Oliver made a motion seconded by SusanMary Redinger to approve community EMS request for \$4,900 and public consulting school department request for \$9,300 from the opioid settlement funds. By a roll call vote, Redinger – aye, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously in favor of the motion.

Discuss open meeting law complaint

Rich Maiore addressed the recent open meeting law complaint filed on April 24th by John Osbourn regarding the appointment of two additional members to the Town Administrator Search Committee. The action requested in the complaint was for the Select board to discuss and vote on whether to add two residents to the committee. Maiore said with the vote taken earlier in this meeting the complaint has been addressed appropriately.

Prep for Strategic Planning Session

Topics for the meeting will be due no later than Tuesday, May 21st.

Bromfield House lease term extension

Acting Town Administrator Marie Sobalvarro added this item to the agenda seeking guidance from the Select Board on the term they will request for the lease extension. She will relay their intent to town counsel for inclusion in the petition to the court. The board members wondered if a five year non-educational temporary use would even be considered, could a timeframe agreeable be negotiated in real time and is support from the Bromfield Trustees necessary. Sobalvarro will consult with town counsel. The board will revisit at the May 21st meeting.

Select Board Reports

Don Ludwig and Kara Minar reported the TA Search Committee will have two citizen appointment recommendations for action at a posted SB meeting prior to the Special Town Meeting on May 14th.

SusanMary Redinger reported that the school department will be including a motion on the warrant for the next town meeting a request to transfer \$113,000 out of free cash and into the school's budget. The \$113,000 was awarded to the schools as a grant covering technology expenses incurred during the pandemic, but the check was made out to the Town of Harvard. Secondly, the schools will be going back to the Finance Committee with a request for an additional \$80k from the reserve fund to cover unforeseen special education expenses. Redinger noted that \$175,000 had traditionally been allocated for that purpose going back to 2010 until 2022 when the practice was discontinued without notice.

The meeting was adjourned at 9:00pm.

Documents referenced:

HCIC update – dated May 2024

BHPWMC update – dated 5.7.2024

Opioid requests – dated April 2024

Open meeting law complaint – dated 4.24.2024

Cell tower info – dated 5.7.2024

girlscouts
of central & western
massachusetts

April 2024

Town Administrator

13 Ayer Rd

Harvard, MA 01451

Dear Town Administrator,

I am writing on behalf of Girl Scouts of Central and Western Massachusetts, Inc. to ask you if you would please consider sending us a congratulatory message of commendation from you to the Girl Scouts who have earned the prestigious Girl Scout Silver Award.

The Silver Award is the highest achievement that a girl in grades 6-8th can earn in Girl Scouting. This is a significant accomplishment as earning the award requires many years of challenge and commitment to service, leadership, career exploration and take action projects. Recipients must demonstrate ability and skill in goal setting, planning, implementation, relating to others, and creating a project which will benefit the greater community.

We are proud to present for your consideration these Silver Award Girl Scouts on the attached sheet. The work of these young women is a lasting gift of service to their communities.

We will be honoring the Silver Award Girl Scouts on Wednesday, June 12, 2024 with presentations and media hour at 5:00, and the ceremony at 6:00 pm at Mechanics Hall, 321 Main St, Worcester, MA. We would be honored to have you join us and recognize our amazing Girl Scouts; please call 508-365-0115 if you would like to attend by May 22.

Please mail commendations to **Girl Scouts of Central and Western Massachusetts, 115 Century Drive, Worcester, MA 01606, Attn. Tammy Breen by June 10**. Thank you very much for your time and consideration.

Sincerely,

**Holyoke Leadership
Center**

301 Kelly Way
Holyoke, MA 01040
P: 413-584-2602
F: 413-536-1383

**Worcester Leadership
Center**

115 Century Drive
Worcester, MA 01606
P: 508-365-0115

gscwm.org

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 facebook.com/gscwm

Girl Scouts of Central and Western Massachusetts

Class of 2024 Silver Award Girl Scouts

First Name	Last Name	Town	Project Title
Kaitlin	Dowds	Bolton	Stay Pawsitive
Kate	Grutchfield	Bolton	Silver Award: Bat Houses
Melanie	Mehling	Bolton	Silver Award: Bat Houses
Chloe	Beauregard	Charlton	Charlton Clean Up
Olivia	Fournier	Charlton	Charlton Clean Up
Lyla	Harrison	Charlton	Charlton Clean Up
Sarah	O'Donnell	Charlton	Save the Bees
Natalie	Malley	Douglas	Northbridge Middle School Bathroom Makeover
Olivia	Jordan	Grafton	Pedi and Puppy Packs and Blankets
Olivia	Sullivan	Grafton	PEDI/Puppy Packs and Blankets
Chloe	Wood	Grafton	Pedi and Puppy Packs
Violet	Thomas	Harvard	Silver Award: Bat Houses
Megan	Alley	Hopedale	Encouraging Young Women to Explore Careers in STEM
Alana	Obal	Hopedale	Educational Fun Kits
Evelyn	Piszc	Huntington	Rocks for Hope and Happiness
Felix	Schepis	Mendon	Proper Pronoun Use in the Classroom
Amira	Bettouche	Milford	Educational Fun Kits
Mila	Cales	Milford	Acceptance of All Religions Mural
Ella	Knapp	Milford	Acceptance of All Religions Mural
Chloe	Koopman	Northbridge	Bathroom Makeover
Rhiannah	Carvalho	Shrewsbury	Creating Garden in Lucy's Garden
Celia	Marichal	Shrewsbury	Puzzle Hub
Navyaa Shakthi	Ravi	Shrewsbury	Puzzle Hub
Addison	Sobiech	Shrewsbury	Creating Garden in Lucy's Garden
Riya	Vishwashankar	South Grafton	PEDI/Puppy Packs and Blankets
Zosha	Dimock	South Hadley	Trail Safety at Black Stevens Conservation Area
Anastasia	Nieuwenhoff	Southbridge	Save the Bees
Leah	Kozak	Spencer	Save the Bees
Ayla	Schotanus	Sutton	Bathroom Makeover
Julianna	Kay	Uxbridge	Beautify the Bathrooms
Isabella	Kay	Uxbridge	Beautify the Bathrooms
Addisyn	McCrohan	Uxbridge	Beautify the Bathrooms
Allison	Cerniglia	Westborough	The Costume Connection
Norah	Coyle	Westborough	Westborough Pet Food Pantry
Anoushka	Fernandes	Westborough	Managing Self Esteem
Hannah	Garland	Westborough	Managing Self Esteem
Ava	Hoffman	Westborough	Self Defense and Women's Empowerment
Andrea	Kaluthanthri	Westborough	Westborough Pet Food Pantry
Laeba	Majid	Westborough	Cultural Integration and Diversity in Elementary Schools
Brooke	Mathieu	Westborough	Managing Self Esteem
Elise	Preston	Westborough	Self Defense and Women's Empowerment

Angelina	Ruberti	Westborough	Managing Self Esteem
Juliana	Russo	Westborough	Free Pet Food Pantry
Kaitlyn	Zogg	Westborough	The Costume Connection
Lillian	Wickstrom	Whitinsville	Beautify the Bathrooms
Khloe	Kapinos	Worcester	Happy Paws
Melina	Lam	Worcester	Puzzle Hub