



Posted 10.12.2023 at 4:30pm by JAD

**SELECT BOARD  
AGENDA  
Tuesday, October 17, 2023  
7:00pm**

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

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

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Oct 17, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83408945077?pwd=RnNUa0JsM3ltMEFneTYrVnJKOEdKdz09>

Meeting ID: 834 0894 5077

Passcode: 357085

One tap mobile

+19294362866,,83408945077# US (New York)

+13017158592,,83408945077# US (Washington DC)

Dial by your location

Find your local number: <https://us02web.zoom.us/u/keaGpKO5lz>

**AGENDA ITEMS**

- 1) Call meeting to order – Chair Rich Maiore
- 2) Meet with the School Committee to interview & appoint resident to fill School Committee vacancy (7:00)
- 3) Revisit Personnel Board recommendation on the Cost-of-Living for town non-union employees (7:15)
- 4) Public Communication (7:30)
- 5) Update on the 4<sup>th</sup> of July Committee's parade code of conduct (7:35)
- 6) Approve minutes 9/19 (7:45)
- 7) Action/Discussion Items:
  - a) Act on request for no parking signs on Old Mill Rd
  - b) Act on request from the Board of Health to include an insert with property tax bills
  - c) Act on Eagle Scout proclamation
  - d) Review response from the Office of the Attorney General regarding article 24 from the spring town meeting; firearms and explosives
  - e) Act on the use of ARPA funds for the Harvard Park
  - f) Appoint Select Board members to the Transfer Station Committee
  - g) Vote on Town Meeting articles and make assignments
- 8) Select Board Reports

***Next Regular Select Board Meeting  
Tuesday, November 7, 2023  
7:00pm***

# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



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

**Date of Application:** September 20, 2023

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### Applicant Information:

**Name:** Liz Joyce

**Address:** 341 Ayer Road Harvard, MA 01451

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

**Mobile Phone#** [REDACTED]

**Email Address:** [REDACTED]

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

School Committee

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

No

**Do you have any time restrictions?**

YES

NO

I work a full time job outside of the home and am typically unable to join meetings or events between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

**Are you a registered voter?**

YES

NO

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

I am the School Counselor at Nashoba Brooks School.

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

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

I will submit a personal statement and my resumé to the School Committee, Select Board, and to Town Hall.

Received by Town of Harvard

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

Dear Neighbors,

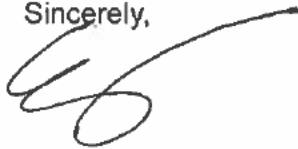
I am eagerly submitting my volunteer application for the School Committee's vacancy. As my enclosed resumé shows, I have spent my career working in schools; what might not come across is just how much I love schools and the people who make them run. Schools are remarkable institutions entrusted with our greatest gift—our children. Like many residents of Harvard, the reputation of our schools was what drew my family to the town, and we are grateful that our child gets to grow up in Hildreth and Bromfield.

I have always been interested in working with children, adolescents, and families. My education and training over the past 20+ years has honed my ability to connect with people of all ages and has turned me into a systems person so that I not only know how to listen, I also know how to work with the information I receive. When I am confused or seeking clarity, I ask questions. From there, I synthesize data from a systems perspective and assess processes to see what is working, what is not, and how to implement change that benefits the majority. What benefits most may not please all, and that is a truth I would carry into this specific position.

In the past year, I have been fortunate to contribute to our community more broadly as a member of the Hildreth School Council. In this experience I have become familiar with our district's mission, vision, and values; seen the dedication and expertise of teachers and administrators first hand; and listened to diverse perspectives that have expanded my understanding of how our schools are serving the children of Harvard. I have also weighed in with thoughts and suggestions which have been well received. I am eager to contribute my skills, experience, and passion to have an even bigger impact on the experience of students and families in the Harvard Public Schools.

Schools run well when there is clarity, collaboration, and communication. I believe my unique skill set and expertise can support these aspects of our school system. I look forward to the opportunity to talk more with you about my interest in our School Committee and welcome any questions you may have for me about my experience, approach, and priorities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Liz Joyce', written in a cursive style.

Liz Joyce

# TOWN OF HARVARD

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## VOLUNTEER APPLICATION (12/02/2008)



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

**Date of Application:** September 21, 2023

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### Applicant Information:

**Name:** Robert Latzman

**Address:** 148 E Bare Hill Rd, Harvard, MA 01451

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

**Email Address:** [REDACTED]

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

School Committee

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

No

**Do you have any time restrictions?**  YES  NO

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

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

Director, Quantitative Sciences, Research & Development, Takeda

**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.**

- B.S. Human Development
- Ph.D. Clinical Psychology with postdoctoral specialization in child/pediatric neuropsychology
- Applied clinical experience working with children and families as well as with schools
- 11 years as tenured professor in psychology and neuropsychology
- Research scientist

<https://www.linkedin.com/in/robert-latzman/>

Received by Town of Harvard

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

To whom it may concern:

I am writing to express my interest in serving on the school committee. As a community member and parent of two children in the district (one at HES and the other at TBS), I have a vested interest in ensuring that our schools continue to provide the best possible education for our children - setting them up for success now and long after they graduate from the district. Our family moved into the district two years ago from a large, urban district - so I am able to bring a unique perspective, especially when it comes to policies and programs that can best meet the needs of youth with a range of abilities and backgrounds. I am further able to bring a unique perspective as a clinical neuropsychologist. As both a researcher and clinician, I have worked with children and families across inpatient, outpatient, and school settings. My day-to-day consists of working collaboratively with others to achieve common goals - an essential skill for school committee members.

Thank you for considering my interest in serving on the school committee. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Rob Latzman.



**Select Board Minutes**  
**Tuesday, September 19, 2023**  
**7:00pm**

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

**Select Board participants:**

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

**Town Department participants:**

Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet

**Additional participants:**

Sarah Tate, Meg Bagdonas, Margaret Murphy

**Appointments**

*Park & Recreation Commission*

Chair Sam Levine introduced Sarah Tate for appointment to the commission. Tate is excited to help and Levine said the commission is equally excited to have her. By a roll call vote, McBee – aye, Minar – Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to appoint Sarah Tate to the Park & Recreation Commission.

*Cultural Council*

Longtime residents Meg Bagdonas and Margaret Murphy gave their backgrounds and explanation of their interest in serving on the council. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Meg Bagdonas and Margaret Murphy to the Cultural Council.

**Preliminary review of the playing fields needs assessment**

Assistant Town Administrator Marie Sobalvarro shared the draft report. Sobalvarro worked with Park & Rec Commission members Marissa Steele, Bob O’Shea and Select Board members Don Ludwig and Rich Maiore. The comprehensive study began in June and encompassed the nine playing fields in town. She explained the focus was restricted to town versus other options due to cost constraints for the study. The Gale Associates study included data that a field should not be used more than 250 times per year and currently eight of the nine fields in town are consistently over used by that metric. They proposed two potential designs for a synthetic turf conversion that would address most of the deficiencies with field usage. Sobalvarro reported a Request for Proposals (RFP) has been advertised for the land behind Harvard Park. Proposals are due by October 10<sup>th</sup>. Kara Minar asked why other undevelopable lands in town were not investigated. Sobalvarro reiterated cost restricted the study to what we have now and how to maximize that. Once the assessment is finalized it will be shared more widely and the board will begin to plan the best path forward.

*Public Communication specific to fields*

Board of Health member Libby Levison requested they be involved in the next steps especially as it relates to artificial (turf) fields as this may affect public health.

HCIC member Ellen Leicher requested the Climate Initiative Committee be involved as well due to concerns about artificial (turf) fields.

Harvard Athletic Association President James O’Leary encouraged the process be approached as a town wide initiative that will benefit the entire community.

Rich Maiore reported the Open Space Committee continues to seek out potential properties in town. He is targeting action on this endeavor for the 2024 spring town meeting.

**Public communication**

Eve Wittenberg. Prospect Hill Road, came to follow up on a letter she sent requesting the Select Board consider implementing a bylaw requiring lease or voice control of all dogs in town when off private property.

**Minutes**

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve minutes from 8/29, as presented.

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

**Harvard Climate Initiative Committee appointment**

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Pat Natoli to the HCIC as an associate member.

**Announce School Committee vacancy**

Rich Maiore announced the resignation of Sharlene Cronin from the School Committee and thanked her for her service. Anyone interested in being appointed to this vacancy through the next election is encouraged to submit a volunteer form by October 10<sup>th</sup>. The Select Board and School Committee will handle the joint appointment at the Select Board meeting on October 17<sup>th</sup>.

**Revised Open Space Committee Charter**

Rich Maiore explained the updated charge allows for two members from the School Committee with only one vote. This will assist with meeting quorum. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve charge as revised.

**Deer management on the Warilla property and on the gravel pit**

The Conservation Commission has asked the Select Board to approve the use of these lands for the deer management program. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve request to include the Warilla Land the town gravel pit on Stow Road into the Deer Management Program.

**Cost-of-living adjustment (COLA) recommendation from the Personnel Board**

HR Director Marie Sobalvarro reported the Personnel Board decided to utilize an average of the prior 12 months instead of simply a percentage decided on at one point in time. Based on this metric they recommend at 5.48% COLA increase for non-union and non-contract town employees. Charles Oliver was not convinced by the new approach and encouraged his fellow board members to delay voting until the September CPI. No vote was taken.

## **Review of warrant articles for the October 21<sup>st</sup> town meeting**

Sobalvarro reviewed the articles submitted to date:

1. DPW Contract
2. Planning OSC-PRD
3. Personnel
4. Police/Personnel Civilian Traffic Control Agent – create position
5. Update the bylaws allowing the Civilian Traffic Control Agent authority to direct traffic
6. CPIC/School amend # of vans from 1 to 2
7. CPIC/Emergency Generator Fire Department
8. Restrictions on access to public property during designated hours
9. Local option room occupancy article
10. Authority to negotiate via donation, eminent domain, or purchase, subject to a later appropriation to fund the takings and/or purchases for Ayer Road project.

The warrant will be finalized at the October 3<sup>rd</sup> meeting.

## **Recognition of Police Chief James Babu**

Rich Maiore publicly acknowledged a recent letter sent to the town recognizing the dedication Chief James Babu has when it comes to serving the public.

## **Select Board Reports**

Kara Minar reported the HCIC is interested in sending a letter regarding the Boxborough Beaver Brook Development with respect to the traffic impact in Harvard. She will share the letter.

Erin McBee announced the Permanent Building Committee needs volunteers after the resignations of Corey Dufresne and now Cindy Russo.

Charles Oliver reported the Municipal Affordable Housing Trust is working toward affordable units at Emerson Green in Devens.

The meeting was adjourned at 9:00pm

Documents referenced:

Tate vol form – dated 8.18.2023

Bagdonas vol form – dated 9.14.2023

Murphy vol form – dated 9.5.2023

School Com letter – dated 9.7.2023

OSC revised charge – dated Sept 2023

Con Com letter – dated 9.13.2023

CPI Doc – dated Sept 2023

Email letter from Todd Eldridge – dated Sept 2023





# HARVARD POLICE DEPARTMENT

40 AYER ROAD HARVARD MA 01451 – TEL. (978) 456-1212 - FAX (978) 456-8313

To: Zoning Board of Appeals  
From: James Babu, Chief of Police  
Subj: Old Mill Road “No Parking” Areas  
Date: 9/27/2023

Dear Members of the Zoning Board of Appeals,

Following our recent meeting and site inspection on 9/26/2023 with Mr. Tracey and Mr. O'Connor regarding the new 40B project on Old Mill Road, I have taken a comprehensive assessment of the surrounding infrastructure, especially in relation to the anticipated increase in vehicular and pedestrian traffic. Given the proximity of the new development to Ayer Road, a major thoroughfare, it is crucial that we take proactive measures to ensure the safety and fluidity of traffic. With that, I'd like to formally recommend the posting of "No Parking" signs in specific areas along Old Mill Road. Specifically:

**Westbound on Old Mill from Ayer Road up to Pole #4.**  
**Eastbound on Old Mill Road from Ayer Road up to Pole #3.**

Implementing these restrictions offers several benefits:

**Maintaining Roadway Width:** By restricting parking in these sections, we ensure that the roadway remains wide enough to accommodate two lanes of moving traffic without the obstruction of parked cars. This is especially vital during peak hours when traffic volume is high.

**Safety Near a Major Road:** Given the proximity to Ayer Road, vehicles coming off a major road could be traveling at higher speeds. Keeping Old Mill Road free from parked cars near this intersection reduces potential points of conflict and allows for a smoother transition from one road to the other.

**Anticipating Bus Traffic:** We must consider school buses and potentially other larger vehicles that might use this road. They require a broader turning radius and can find it challenging to navigate roads where cars are parked close to intersections.

**Pedestrian Safety**: With the new 40B project, we can expect an increase in pedestrian activity. Keeping the road free from parked cars, especially near intersections, provides better visibility for both drivers and pedestrians, minimizing the risk of accidents.

**Fluid Traffic Flow**: With an anticipated increase in residents and thus vehicles from the 40B project, it's vital that traffic on Old Mill Road flows without hindrance. Restricting parking in the mentioned zones will contribute significantly to this goal.

I trust that the ZBA will give this recommendation due consideration and make the formal request through the Select Board. It is in the best interest of both the current and future residents of the area, ensuring that as our community grows, it remains safe and accessible for all.

Thank you for your time and dedication to the betterment of our community. I am available for further discussion or clarification on this matter at your convenience.

Thank you,

*James Babu*

Chief of Police

## STABLE PERMIT REMINDER

Do you keep barn animals (e.g. horses, ponies, donkeys, cattle, sheep, goats, llamas, alpacas, or swine)? Mass. General Laws require the Board of Health to issue Stable Permits to ensure manure is handled correctly to help protect public health. A permit is not required for chickens or other fowl.



The Board of Health asks those with barn animals to fill out a free Stable permit application each year. The application is available in the Board of Health office. Or go to [www.harvard-ma.gov/board-health/pages/animals](http://www.harvard-ma.gov/board-health/pages/animals) or use the QR code on the reverse; then select “Stable permit application.”

Applications should be submitted by Feb. 28, 2024.

Please contact the Board of Health at [boh@harvard-ma.gov](mailto:boh@harvard-ma.gov) or 978-456-4100 x328 with questions.

Why is a stable permit important?

- Protect ground and surface water, including wells
- Keep nitrogen and phosphorous out of water bodies
- Minimize odors and flies
- Protect septic fields



The application is available in the Board of Health office. Or:

- Go to [www.harvard-ma.gov/board-health/pages/animals](http://www.harvard-ma.gov/board-health/pages/animals) or use the QR code above
- Select “Stable permit application.”

[Town of Harvard MA] Letter of Recognition for new Eagle Scout (Sent by Ralph Fehlberg, cougar6@mac.com)

Contact form at Town of Harvard MA

Mon 9/25/2023 5:09 PM

To: Julie Doucet <jdoucet@harvard-ma.gov>

Hello jdoucet,

Ralph Fehlberg ([cougar6@mac.com](mailto:cougar6@mac.com)) has sent you a message via your contact form (<https://www.harvard-ma.gov/user/46/contact>) at Town of Harvard MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.harvard-ma.gov/user/46/edit>.

Message:

Good afternoon,

I represent Troop 1 Harvard. We have our first new Eagle Scout this year, Noah Picariello. We are asking if the Harvard Board of Selectman could provide an official Harvard MA Letter of Recognition for this Scout.

Noah Picariello attained the rank of Eagle Scout on 12 August 2023. For his Eagle Project Noah worked with Northstar Family Services of Leominster, MA to plan, build and provide a sitting garden for the families that utilize the center. The project was his way to both honor the founder of the center as well as help the center provide for their clients. The project included the research, planning, coordinating, purchasing, construction, installation and completion of a sitting garden for the client's use.

I can be reached at the provided email, my cell phone, 425-891-4393, or at:

Ralph Fehlberg  
61 Elm Rd  
Devens, MA 01434

Thank you in advance!

Ralph Fehlberg  
Committee Chair  
Troop 1 Harvard  
Eagle Scout 1976

PS: We currently have another Scout nearing completion on his Eagle Project. I will let you know when he is complete.