



Posted 9.30.2021 at 3:30pm by JAD

**SELECT BOARD
AGENDA
Tuesday, October 5, 2021
7:00pm**

The Select Board Regular Meeting is being held virtually in accordance with legislation S. 2475, an act relative to extending certain COVID-19 measures adopted during the Covid Pandemic state of emergency. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Oct 5, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81001142362?pwd=ZDARRG55eDIhbmdVQ2RUT2tWTlcxzd09>

Meeting ID: 810 0114 2362

Passcode: 859258

Find your local number: <https://us02web.zoom.us/j/81001142362?pwd=ZDARRG55eDIhbmdVQ2RUT2tWTlcxzd09>

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

Find your local number:

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,12390012# US (New York)

Agenda Items

- 1) Craftsman Village Underground storage tank public hearing – 361 Ayer Road (7:00)
- 2) Approve minutes from 9/14 & 9/21(7:25)
- 3) 204 Ayer Rd LLC (Bowling Lanes) Liquor License Public Hearing – Wine/Malt general on-premise (7:30)
- 4) Public Communication (8:00)
- 5) Staff Report/Updates (8:05)
- 6) Action/Discussion items: (8:15)
 - a) Discuss Halloween plans
 - b) Act on sign requests for Fairbank St, Littleton Rd and school zone signs for Still River Rd.
 - c) Review of CARES Act funds; town and school expenses
 - d) Discuss fines for handicapped parking violations
 - e) Finalize Adhoc Advisory Committee for Police Chief search
 - f) Review and discuss budget letter from the Finance Committee
 - g) Review and sign the October 16, 2021 Town Meeting warrant
- 7) Select Board Reports

***Next Regular Select Board Meeting
Tuesday, October 19, 2021
7:00pm***

All times are approximate besides scheduled public hearings.

Harvard Fire Department

13 Ayer Road
Harvard, Massachusetts 01451

Business Phone: (978) 456-3648
Fax: (978) 456-3381



September 1, 2021

To: Town of Harvard Selectboard
13 Ayer Road
Harvard, MA 01451

From: Chief Richard Sicard
Harvard Fire Department
13 Ayer Road
Harvard, MA 01451

Subject: Propane Storage License Application
0 Ayer Road aka "Craftsman Village"

Honorable Selectboard members,

Please accept this letter as endorsement for the issuance of a Liquid Propane Gas Storage License for the development known as "Craftsman Village" on Ayer Road. Osterman Propane LLC, has presented their plan to the Fire Department and has met all our requirements for issuance of this license. Each tank installed shall be done so in accordance with applicable Massachusetts Codes and NFPA Standards.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard Sicard", is written over a horizontal line.

Richard Sicard
Chief of Department



FP-002A
(Rev. 1.2018)

The Commonwealth of Massachusetts

City/Town of Harvard, MA.

Application For License

Massachusetts General Law, Chapter 148 §13

New License Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 0 Ayer Rd. Harvard, Ma. 01451
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Craftsman Village Harvard LLC.

Address of Land Owner: PO Box 250 Shresbury, MA 01545

Use and Occupancy of Buildings and Structures: Condominiums

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments
No

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums

Total quantity of all flammable liquids to be stored: _____

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____

List sizes and capacities of all aboveground containers used for storage: _____

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 9000

List sizes and capacities of all underground containers used for storage: Nine underground 1000 gallon storage tanks.

Total aggregate quantity of all LP-gas to be stored: 9000 gallons

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, Robert D. Roy Jr., hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Robert D. Roy Jr. Date 8/30/2021 Name Robert D. Roy Jr. / OSTERMAN Propane

Fire Department Use Only

I, RICK SICARD, Head of the HARNARD Fire Department endorse this application with my

Approval Disapproval

Rick Sicard
Signature of Head of the Fire Department

8-31-21
Date

Recommendations: _____



22 Legate Hill Rd.
Sterling, MA 01564
800-348-1812
978-422-0572 fax
ostermangas.com

August 30, 2021

Craftsman Village LLC
0 Ayer Rd.
Harvard, MA 01451

Tank one is 40' off street and 20' off the 3 condos it is servicing.
Tank two is 85' off street and 15' off the condos.
Tanks three, four, and five is 30' off the property line and 30' from the condos.
Tanks six and seven is 20' off the property line and 20' from the condos.

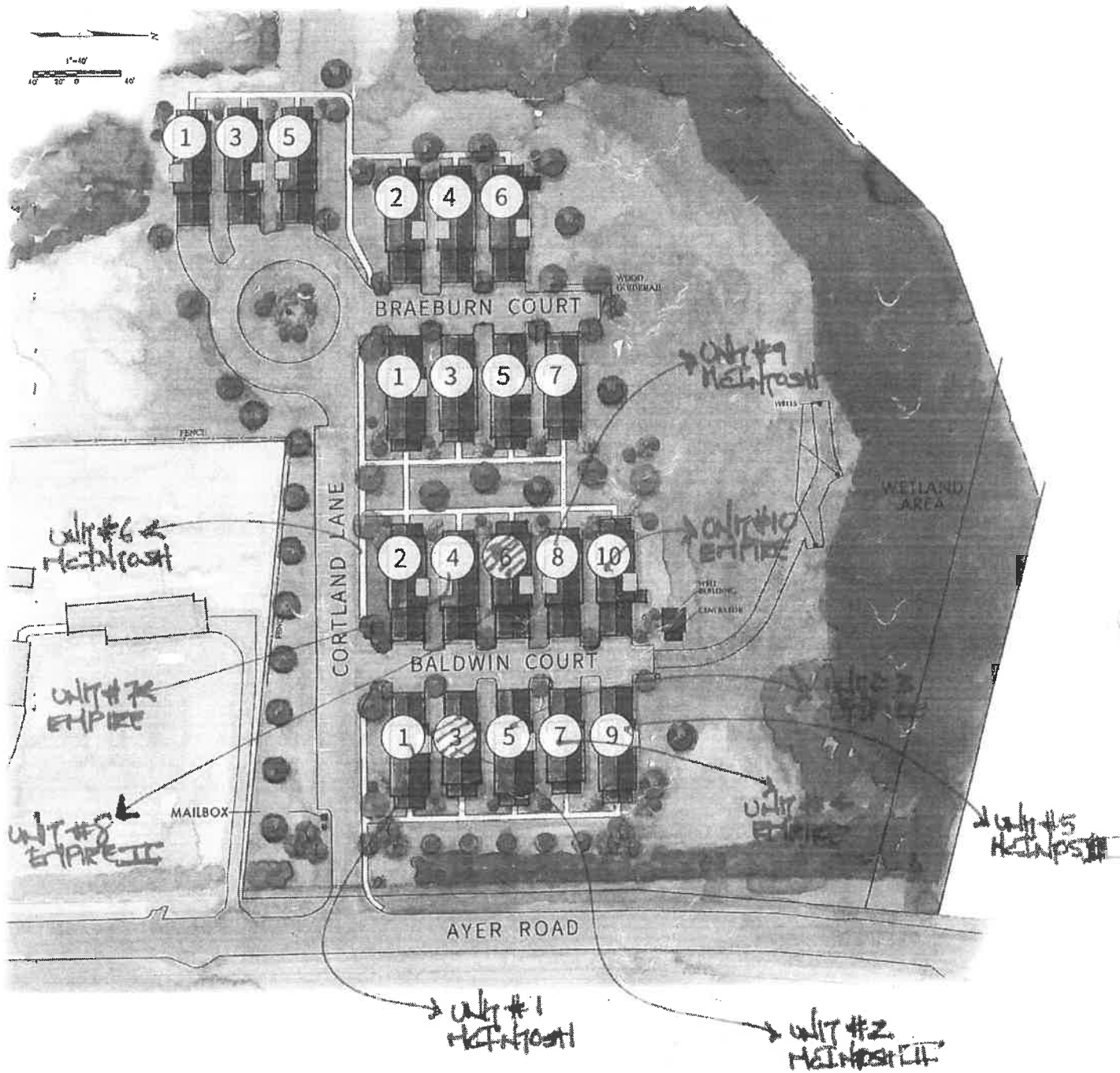
We would like to set the first two tanks on September 8th and once approved by the town go forward with the remaining tanks once the License to Store is finalized.

Sincerely,
Bobby Roy
Regional Energy Advisor
774-462-2747
broy@ostermangas.com

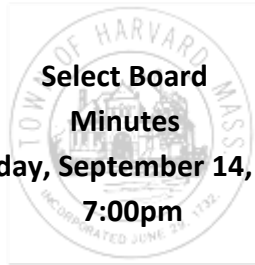
0 AYER RD / HARVARD, MA
C/YSI
Craftsman Village Harvard LLC

WESTON DEVELOPMENT GROUP, INC

SITE PLAN



The dimensions, size, configurations and other information contained on these plans are meant to be illustrative only and are subject to change without notice.



**Select Board
Minutes
Tuesday, September 14, 2021
7:00pm**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency and signed into law on June 16, 2021, this meeting was conducted via remote participation.

Select Board members present:

Stu Sklar, Alice von Loesecke, Kara Minar, Erin McBee, Rich Maiore

Town Department attendees:

Town Administrator Tim Bragan and Executive Assistant Julie Doucet

Additional participants:

CoA Chair Guy Oliva, Margaret Murphy, Lucy Wallace

Council on Aging appointment

CoA Chair Guy Oliva introduced Margaret Murphy for appointment. Murphy took a few moments to speak about her background and interest in volunteering on the CoA. By a roll call vote, Minar – aye, McBee – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to appoint Margaret Murphy to the Council on Aging.

Discuss home rule petition to address traffic concerns related to speeding

Stu Sklar invited members of the public to speak on this topic.

Peter Dorward, 78 Still River Rd, fully supports speed reduction efforts. He has noticed an increase in cut through traffic which creates safety issues. He highlighted roadways in town that the Select Board may want to reconsider; Madigan Lane, stretch from Prospect Hill Rd to Willow Rd and Still River from West Bare Hill Rd to the town center.

Davida Bagatelle, 62 West Bare Hill Rd, noted in the late 90s speed was problematic and was noticed immediately then. She recalls 25mph for many years but at some point, it was noticed the signs were not valid and were taken down. She agrees with Dorward that more cars use Harvard roadways as a cut through. She noticed Bolton Rd was not included and suggested it be added.

Jen Fraser, 60 Ayer Rd, is happy the Select Board is taking action on the issue of speed in town. She noted excessive speeds especially on Still River Rd, Mass Ave and Bolton Rd. She also proposed 35mph on the stretch from Route 2 to the Ayer town line.

Board members Kara Minar and Erin McBee worked together to gather information on Chapter 90 section 17c in an effort to better understand how the statute works. If the town accepts this section in at a town meeting, in the interests of public safety and without further authority, we can establish a speed limit of 25 miles per hour on any roadway inside a thickly settled or business district in the city or town on any way that is not a state highway. The limitation there is with the inside a thickly settled or business district.

Bragan explained Chapter 90 section 18 allows the town to submit a home rule petition for a special law to set speed limits. This would allow the town to set specific speeds on specific roadways. He indicated a hearing is held where the Select Board as the legislative body can vote to set the speeds, then the legislation is submitted to the Department of Transportation for their review. We could consider using this regulation to amend speed limits on select roads where 25 mph is not desired or is not covered by a town wide limit (b/c not thickly settled). Bragan suggested the board consider taking a dual track. This will provide the advantage of expediting the process.

By a roll call vote, McBee – aye, Minar – aye, Maiore - aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to move forward to accept provisions of General Laws Chapter 90 Section 17c.

By a roll call vote, McBee – aye, Minar – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to move forward with home rule petition on warrant for speed limit changes in Harvard as listed amended to add Bolton Rd to 30mph.

Request for letter of support for the Forest Legacy Program

Nashua River Watershed Association president Lucy Wallace also serves on the Nashua, Squannacook, and Nissitissit Rivers Wild and Scenic Stewardship Council. She explained the Forest Legacy Program will provide forest service funding to preserve forest lands. By a roll call vote, Minar – aye, McBee – aye, Maiore – aye, von Loesecke – aye, Sklar -aye, the board voted unanimously to authorize the chair to sign letter in support of the Forest Legacy Program.

Public Communication

Marisa Carucci Khurana, Warren Ave, asked a few questions on behalf of local group Arm & Arm. She also serves in the school department as the equity/diversity coordinator.

1. What has happened in the process so far and what the timeframe is for the search and ultimate hiring?
2. Who is involved in the search/screening process? Who comprises your search/hiring committee?
3. How will the hiring committee measure a candidate's commitment to diversity, equity, inclusion and cultural sensitivity as discussed in the Town's Diversity Statement?
4. Given the level of importance this position holds, will you be seeking any public comment or allowing any type of involvement by the public?

Dan Daly, 15 Littleton Rd, commented on the athletic field maintenance meeting held earlier in the day. He made a point to thank the Select Board for their leadership and collaboration with the DPW to try and resolve issues. He was curious about the notion the DPW employees required more specifics on grounds keeping. What have they been doing? He thought maybe a liaison to the DPW could help. In addition, Daly noticed the recent article in the Harvard Press about DPW union negotiations and the departments need for more staff. He asked for clarity on the budget process to better understand how town departments receive the staff they require to fulfill their job duties.

Pam Marston, 47 Madigan Lane, asked the board to reconsider free or reduced transfer station stickers for seniors.

Discuss next steps in the Police Chief hiring process

Tim Bragan announced the application deadline is Friday, September 17th. Fourteen resumes have been submitted thus far. The board decided on an initial screening group to have a first pass review of the applications and will decide on a specific number of candidates to be interviewed. They will utilize a rating matrix (rubric) to determine which applicants meet the necessary requirements and experience. They will decide on the next steps at their meeting on October 5th.

By a roll call vote, Minar – aye, Maiore – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously the initial screening group for selection of the new Police Chief will be the Town Administrator Tim Bragan, HR Director Marie Sobalvarro, Select Board Chair Stu Sklar, Select Board member Rich Maiore and former Chief Ed Denmark.

Staff Report/Updates

Attachment A

All Boards meeting on September 21

Stu Sklar will meet with the School and Finance Committee Chairs prior to the meeting to discuss the format.

Discuss fall planning amid Covid pandemic

Tim Bragan explained questions are coming in already about Halloween and other fall events. It was decided when the letter from the public safety department is sent to residents in the town center it should include asking them their thoughts on the event for this year. Alice von Loesecke even suggested maybe we suggest masks be worn. The Select Board members seemed open to the traditional event this year but will seek guidance from the Board of Health and residents in the area before any decisions are made.

Discuss firefighter grant for aerial truck

Fire Chief Rick Sicard has applied for this grant the past three years. He is extremely pleased Harvard has been awarded this \$750,000 grant. He explained this grant is for the lease or purchase of a brand-new pumper/aerial truck. Payment does not start until the truck is delivered however the town will have to match the funds and vote on this at the town meeting in October. The board members thanked Chief Sicard for his efforts to offer the town this opportunity.

Special Town Election ballot question

The board members discussed a ballot question this fall to gain additional feedback from town residents on the appropriate next steps for the Bromfield House. Stu Sklar suggested this as a way to survey those residents who actually vote. Rich Maiore was a bit skeptical without a more concrete plan for the land. Kara Minar said clarity on how proceeds from this property can be used is still not clear and would be helpful. Alice von Loesecke recommended two specific questions to avoid confusion.

By a roll call vote, von Loesecke – aye, Minar – aye, McBee – aye, Maiore – aye, Sklar – aye, the board voted unanimously on ballot question: shall town sell only the structure at 39 Mass Ave and retain land for future use.

By a roll call vote, von Loesecke – aye, Maiore – aye, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously on ballot question: shall town sell both structure and land to a buyer to be used as a resident.

Discuss possible revision to the Town Charter

Stu Sklar reported the School Committee is requesting their elected terms begin on July 1 instead of right after the town election. They are requesting this change to have the elected positions better align with school department operations. Town Administrator Tim Bragan will seek guidance from Town Counsel on the process to make such a change. The board decided to not consider this for all elected positions at this time.

Select Board Reports/Review of Goals

Kara Minar reported on the athletic field meeting and the issues Park & Recreation continues to have with maintenance. S

Alice von Loesecke has spoken with the Finance Director to attain information related to the structural deficit. She also reported the Bare Hill Pond Watershed Management Committee is exploring innovative ways to deal with the blue green algae bloom

Erin McBee reported the Conservation Commission and Planning Board continue bylaw review

Briefly, Stu Sklar reviewed the FY22 goals, noting the items that have been acted on. Bragan will share additional guidance with the board members on guidelines for use of ARPA funds.

By a roll call vote, Minar –aye, Maiore – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to enter into executive session at 9:45pm as per MGL 30A Sec. 21.2 to conduct strategy sessions in preparation for negotiations with non-union personnel and to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 10:00pm.

Documents referenced:

Murphy vol form – dated 6.18.2021

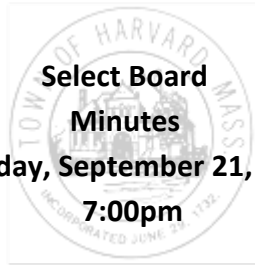
Speed limit memo/data – dated 9.14.2021

Forest legacy info – dated 2021

**Staff Report
September 14, 2021**

1. We were notified by Senator Warren's office and by FEMA, Assistance to Firefighters Grant folks, that the Fire Chief was successful in getting the grant for the new Quint (erial pumper) in the amount of \$761,904.76. This was an item the Chief had discussed previously and the grant requires the Town to come up with the remainder of funds. The Chief has started that process with Capital and Finance (see attached) and through the agenda item (7C) with the SB. As you can see from the attached documents the Town will have to come up with approximately \$900,000. The issue we are dealing with currently is that in the award needs to be accepted or declined within 30 days of the official notice, which was September 3rd. I have asked the Chief (today) to see if he could get an extension of that deadline.
2. Buildings:
 - a. IFB notice for the Old Library will be in the Press; is up on COMMBUYS and attached -- Subcontractor bids due 10/6, GC bids due 10/14.
 - b. CPIC Deadline (October 1st) is approaching and we were wondering if there are any Capital Items the SB would like us to pursue?
3. Health insurance:
 - a. Medicare Rates for CY2022 will be available in October of 2021 (which will also coincide with Open Enrollment).
 - b. MNHG's steering committee today discussed their tentative talks with BlueCross BlueShield of MA as a substitute for the Fallon plans. No rates for the BCBS Plans within MNHG were provided nor had been proposed; what was proposed was the possibility of subsidizing the BCBS rates -- much like how Fallon rates had been subsidized by enrollees in the Harvard and Tufts plans.
 - c. Rates for BCBS plans by leaving MNHG will be covered at the Town's Insurance Advisory Committee at their 9/21 meeting with representatives from BlueCross. The overall proposed rates for FY23 (the next FY) represent a 5.14% decrease over our (present) FY22 rates (attached is letter from MIIA representatives).
4. HR Director participated in the school new teacher orientation and so far moved 6 new staff into their health insurance plans (as well as having moved 6 retirees to their insurance plans).
5. OPEB: The Executive Summary of our OPEB valuation as of June 30, 2021 is attached. Interest rates are higher (which affected our liability in a beneficial way), yet inflation is also higher (which had a negative impact). The full report under separate cover from Marie.

6. ARPA planning and receiving ideas from departments, boards, and committees. Also, looking at "How to spend ARPA funds with an equity lens", per the attached article.
7. Draft Election Warrant prior to SB vote and before TC review. (This can be used for item 7D on the agenda.)
8. We will have a hearing for a beer and wine license for the bowling lanes on the 5th of October and we will also have an underground fuel storage permit (Propane) for Craftsman Village that same day.



**Select Board
Minutes
Tuesday, September 21, 2021
7:00pm**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency and signed into law on June 16, 2021, this meeting was conducted via remote participation.

Select Board members present:

Stu Sklar, Alice von Loesecke, Kara Minar, Erin McBee, Rich Maiore

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro and Executive Assistant Julie Doucet

Additional participants:

Former Police Chief Ed Denmark

Finance Committee new member

Tim Bragan announced the moderator has appointed Christina Williams as the new associate member on the Finance Committee.

Minutes

By a roll call vote, McBee – aye, Minar – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to approve minutes of 8/31, as amended.

Police Chief hiring process

Stu Sklar invited former Chief Ed Denmark to offer his recommendations. Denmark has served on various hiring committees over the years and has a tremendous amount of experience in this area.

He offered the following as proper steps to take in this process:

- 1) Form an Adhoc Advisory Committee (stakeholders in town) to establish qualities the town seeks as a whole in a Police Chief (Town Dept Heads, School Dept, Police Union, Board of Health, Arm/Arm, Business owner, Commission on Disabilities)
- 2) Create a rubric of desired qualities
- 3) Vetting of applications for basic requirements (Town Administrator/HR Director/Former Police Chief)
- 4) Once rubric is finalized; require written assignment to applicants with questions and a set deadline
- 5) Establish a Selection Committee to interview 5 to 6 candidates and then present 3 to 4 finalists to the Select Board.

HR Director Marie Sobalvarro reported twenty applications have been received.

By a roll call vote, Maiore – aye, von Loesecke – aye, McBee – aye, Minar – aye, Sklar – aye, the board voted unanimously to appoint Sergeant James Babu as acting chief until the town selects and employs a new one.

Alice von Loesecke announced members of the public should email Executive Assistant Julie Doucet with any input they may have on the hiring of the new Police Chief.

Changes to the Town Charter

Tim Bragan shared the steps involved with making changes to the Town Charter. He noted the process is involved and requires votes at two town meetings.

Hildreth House future use

Stu Sklar included this topic as a brief discussion item for this evening. He noted the Permanent Building Committee (PBC) is suggesting the Council on Aging move to Lancaster County Rd location. Sklar knows questions on what will happen with the Hildreth House are imminent. He offered the idea of using the location to accommodate the land use offices or other town offices noting now that the building has been upgraded to meet code requirements it could work. Sklar said this is simply his idea nothing that has been vetted with others but more of a starting point. The board members agreed this will need to be discussed. Alice von Loesecke mentioned the office space available at the old library for office space. She said it is important we also consider how many buildings we are maintaining.

Special Town Election warrant

Tim Bragan presented the ballot questions for the Tuesday, November 2nd town election. By a roll call vote, McBee – aye, von Loesecke – aye, Maiore – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve the town election warrant.

The meeting was adjourned at 6:57pm.



BOARD OF HEALTH

13 Ayer Road
Harvard, MA 01451
Phone: 978) 456-4100, ext. 328
Email: boh@harvard-ma.gov
Website: www.harvard-ma.gov

MEMO

To: Select Board
From: Harvard Board of Health
Date: September 30, 2021
Re: Recommendations for a Safe Halloween

At the Harvard Board of Health (herein "BOH") meeting of September 28, 2021, the Members agreed on the following recommendations for a safe Halloween:

- 1) To minimize congestion at doorways, the BOH suggests that participating homes place a table with Trick or Treat items at the end of their walkways or driveways where they meet the sidewalk. The Harvard Schools PTO has volunteered to loan tables to homeowners for the evening.
- 2) All food items should be wrapped.
- 3) Social distancing should be encouraged between people from different households. The BOH suggests signage be placed marking a one-way flow of walking traffic around the Common.
- 4) The BOH encourages that everyone over the age of two wear a properly fitted mask consistent with the CDC's recommendation for use of masks in any public area where social distancing is difficult to maintain.
- 5) The BOH reminds residents that not every property owner will feel comfortable participating in Halloween/Trick or Treating this year, and asks that all be respectful of this decision.

Thank you.

Good Morning!

Attached to this email are what responses I received back from the letter I sent to the residents that participate in the Halloween festivities if you wish to read them. I sent out 42 letters and received 18 responses back. Eight of the responses say we should have Halloween, 3 said with masking, 2 are cautiously saying yes, 1 said no, 3 said find another way to trick or treat and 1 will not be home.

My personal feelings on this matter is that we request that masks be worn during trick or treating even though it is an outside gathering and it can be a crowded situation. Secondly, those that do not wish to participate should keep their lights off like last Halloween, when some of the center decided to have Halloween on their own. All this can be communicated through social media and the newspaper.

I look forward to hearing from you regarding the Halloween festivities.

Regards,

Trish Rouvel

Administrative Assistant,
Harvard Police & Fire Departments,
40 Ayer Road
Harvard, MA 01451
978~456~8276
prouvel@harvard-ma.gov



HARVARD POLICE DEPARTMENT

To: Tim Bragan, Town Administrator
From: Sergeant James Babu – Acting Chief
Date: 9/27/2021
Re: Recommendation for sign additions

In response to complaints from residents in regards to unsafe roads due to visibility and no current signs, I recommend the addition of the following signs to two separate area in town.

The first complaint we had, was from a resident at 2 Littleton Road. This residence is located next to the Verizon building, which is at the corner of Littleton Road and Fairbanks Street. The Verizon building has a white vinyl fence out front that limits the visibility for any vehicle backing out of 2 Littleton Road but also for vehicles that turn right unto Littleton Road. Those vehicles that complete the turn have difficulty observing a vehicle that is backing out of that driveway. I recommend the addition of a “blind driveway” sign to be placed on Littleton Road at a location before the driveway. That location can be determined by DPW Superintendent Kilhart.



SAMPLE SIGN

The second location that was reported as a traffic hazard. was on Old Schoolhouse Road for the sharp curve beyond 16 Old Schoolhouse Road, as you turn left towards Littleton County Road. This section of roadway has a very sharp left turn. The sharp curve has one warning sign by 9 Old Schoolhouse Road, advising drivers that there is a sharp left turn ahead. Drivers that are unfamiliar with the area drive at higher rates of speed and have a difficulty negotiating the sharp curve. In the past, we had a serious crash at above location where a vehicle went airborne and landed in the field below adjacent to Littleton County Road.



Current sign at 9 Old School House Road

I recommend that an advisory sign of 20 MPH be placed on the existing u-channel sign post. The speed exhibited on all advisory speed signs and plaques is the maximum comfortable and safe speed, rather than an actual speed limit, so the signs are designed with a black legend on a yellow background. Advisory speeds are not enforceable limits. Advisory speed signs and plaques may be installed by municipalities on any locally-owned street or highway without permission from Mass DOT as long as their use conforms to the MUTCD.



SAMPLE SIGN

Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Tim Kilhart <tkilhart@harvard-ma.gov>

Tue 9/28/2021 10:38 AM

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

Tim B,

Sgt. Babu and I have reviewed the two sign requests and approve of them and we will wait for SB approval to have them installed once they are ordered and delivered. We have also marked out the school zone signs for Still River Rd. and will install them also if approved by the SB.

Timothy B. Kilhart
Harvard DPW Director
47 Depot Rd.
Harvard, MA 01451
978-456-4130 office
978-456-4125 fax
tkilhart@harvard-ma.gov

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

Sent: Monday, September 27, 2021 7:47 AM

To: Tim Kilhart <tkilhart@harvard-ma.gov>

Subject: Fw: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Timothy P. Bragan
Town Administrator
13 Ayer Road
Harvard, Massachusetts 01451

From: James Babu <jbabu@harvard-ma.gov>

Sent: Monday, September 27, 2021 1:27 AM

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

Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Hello Tim,

Attached you will find my recommendations for the two locations that changes were requested. Please let me know if you'd like any changes.

Jim

Acting Chief James D. Babu
Harvard Police Department
40 Ayer Road
Harvard, MA 01451
Tel. (978) 456-1212
Fax. (978) 456-8313

email: jbabu@harvard-ma.gov

From: James Babu <jbabu@harvard-ma.gov>
Sent: Friday, September 24, 2021 10:05 AM
To: Tim Bragan <tbragan@harvard-ma.gov>
Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Ok I'll type something up with my recommendation and send it right over.

Jim

Get [Outlook for iOS](#)

From: Tim Bragan <tbragan@harvard-ma.gov>
Sent: Friday, September 24, 2021 10:04:56 AM
To: James Babu <jbabu@harvard-ma.gov>
Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

They do not decide without input from Police and DPW. Will be on future agenda after we get the recommendation from Police and site location from Tim. Kilhart.

Timothy P. Bragan
Town Administrator
13 Ayer Road
Harvard, Massachusetts 01451

From: James Babu <jbabu@harvard-ma.gov>
Sent: Friday, September 24, 2021 10:02 AM
To: Tim Bragan <tbragan@harvard-ma.gov>
Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

My understanding was that the select board was going to discuss and then decide to approve the addition of the sign and then we would've notified.

Jim

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From: Tim Bragan <tbragan@harvard-ma.gov>
Sent: Friday, September 24, 2021 10:00:44 AM
To: James Babu <jbabu@harvard-ma.gov>
Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Did you confer with Tim Kilhart on location of the sign?

Timothy P. Bragan
Town Administrator
13 Ayer Road

Harvard, Massachusetts 01451

From: James Babu <jbabu@harvard-ma.gov>
Sent: Friday, September 24, 2021 9:59 AM
To: Tim Bragan <tbragan@harvard-ma.gov>
Subject: Re: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Good morning,

I did reach out to Mrs. Beauchemin by email and advised that a "Blind Driveway" sign might be one of the things that should be installed. The issue with her driveway is that she lives next door to the Verizon building. The Verizon building has a white vinyl fence that further blocks the visibility when you pull out of the driveway at her residence. Not only her visibility, but vehicles that just turned onto Littleton Road. Speed wise, I was there and don't see vehicles making that corner fast. The issue is the visibility. I also addressed with her the issue of vehicles driving down Ayer Road and turning left unto Littleon Road. When we do observe those violations, we pull them over and have issued citations for excluded way/do not enter. I think a sign warnong vehicles of limited visibility blind driveway might be a solution.

Jim

Acting Chief James D. Babu
Harvard Police Department
40 Ayer Road
Harvard, MA 01451
Tel. (978) 456-1212
Fax.(978) 456-8313
email: jbabu@harvard-ma.gov

From: Tim Bragan <tbragan@harvard-ma.gov>
Sent: Friday, September 24, 2021 9:46 AM
To: James Babu <jbabu@harvard-ma.gov>; Tim Kilhart <tkilhart@harvard-ma.gov>
Subject: Fw: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Where are we with this request?

Tim

Timothy P. Bragan
Town Administrator
13 Ayer Road
Harvard, Massachusetts 01451

From: Kara Minar <karaminar@gmail.com>
Sent: Monday, September 13, 2021 10:06 AM
To: Julie Doucet <jdoucet@harvard-ma.gov>; Tim Bragan <tbragan@harvard-ma.gov>; Stu Sklar <ssklar01451@gmail.com>
Subject: Fwd: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

FYI For the record for Tues 9/14 mtg.

Thanks!

Kara

Sent from my iPhone

Please excuse typos and grammatical errors.

Begin forwarded message:

From: Jessica Stone Beauchemin <jkbeauchemin@gmail.com>

Date: September 13, 2021 at 9:21:45 AM EDT

To: James Babu <jbabu@harvard.ma.us>, karaminar@gmail.com, rdmaiore@gmail.com, avonloesecke@gmail.com, EMcBee01451@gmail.com, ssklar01451@gmail.com

Subject: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Dear Harvard Select Board and Sgt. Babu,

I live at 2 Littleton Road, right on the corner of Fairbank Street and Littleton Road. I am writing to request exploring having a sign or signs put up to remind people taking that corner to go slow when they turn onto Littleton Road, as well as onto Fairbank Street. I've noticed in recent months that more and more people have been speeding at this location. As a mother of two school-aged children who enjoy bike riding, walking to see friends, and who also walk neighborhood dogs, I am especially concerned about the cars taking the corner quickly because they may hit the children and dogs. On any given day there are also families walking their babies in strollers or going for a stroll, other folks walking dogs, as well as many bicyclists of all ages. It can also be a challenge backing out of the driveway for me the other tenants in our building. Additionally I wanted to share that just this past weekend I witnessed someone turn left from Ayer Road onto Fairbank Street and head down Littleton Road; that was a first for me, but a neighbor shared that she's seen this occur before.

I'm sorry I won't be able to attend your meeting on 9/14/21 because it's Curriculum Night at Hildreth Elementary School, but I hope this summary is helpful. I also have a video of Eloise talking about the issue, but it appears that the file is too large to attach. Please feel free to contact me or Eloise with any questions.

Thank you for your consideration,
Jessica Beauchemin
617-512-0119

Fwd: For Select Board Consideration: Signs for Fairbank St/Littleton Rd

Kara Minar <karaminar@gmail.com>

Mon 9/13/2021 10:06 AM

To: Julie Doucet <jdoucet@harvard-ma.gov>; Tim Bragan <tbragan@harvard-ma.gov>; Stu Sklar <:ssklar01451@gmail.com>

FYI For the record for Tues 9/14 mtg.

Thanks!

Kara

Sent from my iPhone

Please excuse typos and grammatical errors.

Begin forwarded message:

From: Jessica Stone Beauchemin <jkbeauchemin@gmail.com>**Date:** September 13, 2021 at 9:21:45 AM EDT**To:** James Babu <jbabu@harvard.ma.us>, karaminar@gmail.com, rdmaiores@gmail.com, avonloesecke@gmail.com, EMcBee01451@gmail.com, ssklar01451@gmail.com**Subject: For Select Board Consideration: Signs for Fairbank St/Littleton Rd**

Dear Harvard Select Board and Sgt. Babu,

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Thank you for your consideration,
Jessica Beauchemin
617-512-0119

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 22G	FUNDS RECEIVED FROM FINES FOR HANDICAP PARKING VIOLATIONS; DEPOSITS IN ACCOUNT; EXPENDITURES

Section 22G. Any city or town which has accepted the provisions of section eight J is hereby authorized to allocate all funds received from fines assessed for violations of handicap parking in said city or town to the commission on disabilities.

Funds so received shall be deposited by the city or town treasurer in a separate account and shall be used solely for the benefit of persons with disabilities. Said account shall be established by the city or town treasurer and shall be kept separate and apart from all other monies. Expenditures from said account, including accrued interest, if any, shall be made upon the recommendation of the commission on disabilities in accordance with the accepted procedures of the city or town for the disbursement of funds, including the approval of the mayor and city council or the town manager or board of selectmen. The city or town accountant shall submit annually a report of said account to the mayor and city council or the town manager and board of selectmen for review and a copy of said report shall be forwarded to the bureau of accounts.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 8J	DISABILITY COMMISSION; POWERS AND DUTIES; MEMBERS; TERMS

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to

individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.

Fiscal Year 2023 Budget Memorandum

To Department Heads, Boards, Committees, and Commissions
From: Select Board and Finance Committee
Subject: FY 2023 Budget Request Submission Process
Date: October 22, 2021

This document provides direction for Fiscal Year 2023 budget request submissions, which are to be completed and returned by December 1, 2021 no later than noon.

The following are timeframes and deadlines for the FY 2023 budget process:

- Dec 1, 2021: Completed budget documents due to the Finance Director by noon.
- Dec. 15, 2021: Select Board and Finance Committee questions due.
- Jan. 4, 2021: Answers due back to the Town Administrator's office by noon.
- Jan. 5 - Feb. 2, 2022: Finance Committee and Select Board budget review meetings
- Feb. 11, 2022: All financial warrant articles are due to the Town Administrator by noon.
- Mar. 1, 2022: Finance Committee budget and recommendations due.
- Mar. 15 and 22, 2022: Select Board budget review.
- Apr. 6, 2022: Finance Committee finalizes budget recommendations.
- Apr. 19, 2022: Budget book sent to print.
- May 14, 2022: Annual Town Meeting.

Budget Goals

The goals for the FY 2023 budget are to:

- Ensure alignment with the Town's Charter, Master Plan, and the goals outlined by the Select Board.
- Enable the Town and its boards to best serve the community and maintain natural and physical resources through strategic use of available funds.
- Provide operating funds that support a long-term view of capital investment and economic development.
- Provide support for open space needs, recreation, conservation, opportunity for housing diversity, and economic development.
- Provide a budget that is supportive of our climate resiliency goals

These goals are intended to serve the town's short and long-term goals. As such, the complete Omnibus Budget and each budget submission will be evaluated in the context of these goals.

Financial Expectations

Each department is expected to submit a ***detailed budget narrative*** explaining how the budget supports the goals and what decisions have been made with regards to what services will be provided. Additionally, provide a prioritized list of the top additional spending opportunities with an explanation of the value created for the Town.

Specific Guidelines for Budget Development

The budget submission forms have been updated for this year. All budgets are required to use the following guidelines:

- Explain the goals and objectives of the budget, how this compares to prior year's goals, and how these address the overall budget goals.
- Explore any changes to service delivery that will realize savings. Can departmental costs be combined with other departments or communities to improve services and/or reduce costs? Are there new sources of revenue or grant funding that could reduce the net cost of operations?
- Provide a detailed report of all non-tax revenues anticipated or received in FY 2022 and anticipated in FY 2023. Include the dollar amounts received, what the money was/is used or intended for.
- All budget forms must be completed as directed and submitted electronically along with one (1) signed hard copy. Use the forms and format provided and include the narrative with this submission. Should any submissions not use the proper form or format, it will not be reviewed by the Finance Committee or Select Board.

Please direct questions regarding how to fill out these forms to Jared Mullane.

All budgets are due to Jared Mullane no later than noon December 1, 2021

Finance Committee Recommendations

The Finance Committee will determine whether the total Town's FY 2023 budget:

- Maintains current levels of services to the townspeople while cutting non-value-added spending.
- Expands services or service quality through strategic application of budget principles.
- Provides sufficient funds for building and other infrastructure maintenance to ensure that capital facilities and equipment are properly maintained.
- Maintains adequate reserve and contingency funds for future expenses and unforeseen circumstances.
- Is supported by the Town's tax base and other revenue sources, without jeopardizing the Town's operations, credit ratings, and ability to service its debt in coming years.

Fiscal Year 2023 Budget Proposal

Area Name

Introduction

Please include any introductory information that will help provide context while reviewing the budget proposal.

Departmental Budget Goals

Explain the objectives of the budget, how this compares to prior years, and how these address the overall budget goals.

Opportunities for Cost Reduction

Are there opportunities for expenses to be combined with other departments or communities to improve services and/or reduce costs?

Are there sources of revenue or grant funding that could reduce the net cost of operations?

List all grants applied for and the status of the application.

Anticipated Revenues

Provide a detailed report of all non-tax revenues anticipated or received in FY 2022 and anticipated in FY 2023. Include the dollar amounts received, what the money was/is used or intended for.

Assumptions & Risks

What significant assumptions are this budget predicated on? Are there any notable risks that should be understood when reviewing this budget?

Additional Requests

Provide a prioritized list of potential service improvements/enhancements with an explanation of the anticipated costs and value created for the Town.

Submitted by (Printed Name & Title)	
Signature & Date	

BUDGET CALENDAR for FY23



SB: Select Board

FinCom: Finance Committee

CPIC: Capital Planning and Investment Committee

September	21 st	All Boards Meeting at 7PM	
	29 th	Finance Committee Meeting: Work on draft FY23 budget letter	
October	1 st	CPIC submittals due to town Administrator no later than 11am	
	5 th	Select Board Meeting	
	6 th	Finance Committee Meeting	
	7 th	CPIC Meeting to review submissions and develop questions.	
	16 th	Fall Town Meeting at 12 noon	
	19 th	Select Board Meeting	
	20 th	Finance Committee Meeting	
	21 st	CPIC Meeting – Questions on applicant submissions finalized and sent to Departments. Set schedule to meet with applicants	
	22 nd	Budget Documents distributed to departments, boards, and committees. Select Board Meeting	
November	1 st	CPIC answers due back from departments by 12 noon.	
	2 nd	Select Board Meeting Special Election	
	3 rd	Finance Committee Meeting	
	4 th	CPIC Meeting: Review applicant answers and meet with scheduled applicants.	
	16 th	Select Board Meeting	
	17 th	Finance Committee Meeting (If necessary)	
	18 th	CPIC Meeting; Review applicants answers and meet with selected applicants.	
December	1 st	Budgets due back to the Finance Director's office by 12 noon.	
	2 nd	CPIC Meeting: Rating request, deliberation, applicant meetings, preliminary capital plan	
	7 th	Budgets distributed to FC and SB by budget category (electronically) Select Board Meeting	
	8 th	Finance Committee Meeting: Work on budget questions for departments (SB invited to submit questions)	
	9 th	CPIC Meeting: Rating request, deliberation, and preliminary capital plan	
	15 th	Finance Committee Meeting: Work on budget questions for Departments. (SB invited to submit questions)	
	16 th	CPIC Meeting: Deliberation and finalize FY2022 Capital Plan	
		17 th	Budget Questions Submitted to Departments by 12noon
		21 st	Select Board Meeting CPIC presents proposed FY21 Capital Budget.
	30 th	Finance Committee sends Initial Budget Roll-up to SB	
January	4 th	Answers due back from Departments by 12 noon and distributed to Finance Committee and Select Board that afternoon and evening. Select Board Meeting	
	5 th	Finance Committee Meeting with departments (SB invited to attend)	
	6 th	CPIC Meeting to work on FinCom book submission	
	12 th	Finance Committee Meeting: Meeting with Departments (SB invited to attend)	

18th Select Board Meeting
(BUDGET CALENDAR for FY23 continued)

- 19th FC Meeting: Meeting with Departments (SB invited to attend)
- 20th CPIC Meeting to work on Finance Committee book submission.
- 26th Finance Committee Meeting: Meeting with Departments (SB invited to attend)

February

- 1st Select Board Meeting
- 2nd FC Meeting: Meeting with Departments (SB invited to attend)
- 3rd CPIC meeting to finalize submission for Finance Committee warrant book
- 9th Finance Committee Meeting: Work on Draft Budget
- 11th Financial Warrant Articles are due per bylaw.
- 15th Select Board Meeting
- 16th Finance Committee Meeting: Review Financial warrant Articles and work on Draft Budget
- 17th CPIC meeting to review final draft of warrant book submission
- 23rd FC: Work on Final Budget recommendation

March

- 1st Select Board Meeting: FC presents budget recommendations to SB
- 2nd Finance Committee Meeting: Work on Warrant Book
- 15th Select Board Meeting: Discuss Budget
- 16th Finance Committee Meeting: Address any budget questions SB has
- 22nd Select Board Meeting: Budget deliberations
- 23rd Finance Committee Meeting: Work on Warrant Booklet
- 30th Finance Committee Meeting: Work on Warrant Booklet

April

- 5th Select Board Meeting: Finalize Budget
- 6th Finance Committee Meeting: Work on Warrant Booklet
- 13th Finance Committee Meeting: Warrant Booklet Finalized
- 19th Warrant Booklet sent to printer
- 26th Select Board Meeting
- 27th Finance Committee Meeting

May

- 3rd Select Board Meeting
- 4th Finance Committee Meeting
- 14th Annual Town Meeting