



Posted 10.1.2020 at 3:45pm by JAD

**SELECT BOARD
AGENDA
Tuesday, October 6, 2020
7:00pm**

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

THVolGovt Pro is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Oct 6, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87869600706?pwd=cHppbkNsWXo0WS9JbHhVRIhmeFBjUT09>

Meeting ID: 878 6960 0706

Passcode: 584855

Find your local number: <https://us02web.zoom.us/j/kegkfp1e7o>

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

One tap mobile

+13126266799,,123906012# US (Chicago)

+19294362866,,123906012# US (New York)

Agenda Items

- 1) Update and next steps for the Ayer Road construction project (7:00)
- 2) Other Post-Employment Benefits (OPEB) Report (7:20)
- 3) Public Communication (7:30)
- 4) Approve minutes 9/15 (7:35)
- 5) Follow up from Town Meeting (7:45)
- 6) Town Administrator Report - miscellaneous issues & discussion items (8:00)
- 7) Action/Discussion items: (8:15)
 - a) Recognize resignation of Laura Bridges from the Commission on Disabilities
 - b) Review of budget calendar and finalize All Boards meeting date
 - c) Endorse Presidential Election Warrant
 - d) Review of fall goals
 - e) Discuss CPIC request for the old library roof
- 8) Select Board Reports

***Next Select Board Regular Meeting
Tuesday, October 20, 2020
7:00pm***

Select Board Minutes

Tuesday, September 15, 2020

7:00pm

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

Select Board participants:

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

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet, Police Chief Ed Denmark

Additional participants:

Refuge Complex Manager for the Eastern MA NWR Refuge Complex Linh Phu
Wildlife Officer Brian Willard

Discuss speeding on Still River Road & other concerns related to use of the Oxbow Wildlife Refuge at the end of Still River Depot Road

Board member Kara Minar invited Still River residents to talk about their concerns with traffic speeds and unwanted behavior in the Oxbow Wildlife Refuge. Refuge Manager Linh Phu and Wildlife Officer (enforcement) Brian Willard were present as well. Phu explained that the Refuge Complex is comprised of eight NWR Refuges, as far east as Monomoy and west as Oxbow which she must manage with a staff of ten. Minar explained these issues are impacting residents' quality of life and pose a threat to public safety. Police Chief Ed Denmark has attended neighborhood meetings where additional signage, thickly settled designation and increased police presence were discussed as possible measures to reduce speeding in the area. Wildlife Officer Brian Willard joined the discussion specific to issues within the Oxbow complex itself. He explained that there are only two officers assigned to cover the entire Refuge Complex whose primary responsibility is for safety and resource protection. He noted their federal powers are limited to the refuge however they do work closely with local law enforcement. Willard and Phu are aware of the increased popularity of this area which unfortunately has led to a rise in graffiti, trash and reckless behavior of local teens and many from surrounding communities. Willard and Phu are committed to assisting with local efforts to diminish the troublesome activities while continuing to encourage use of the refuge by residents as intended.

Public communication on this subject

John Anderson, 16 Still River-Depot Rd, notices more activity in late spring and afternoon/evenings in the summer. He would like to see more police presence during these times.

Arlene Genova, 3 Still River-Depot Rd, suggested speed bumps or speed tables as you enter the area and strategically spaced. She believes this will prevent speeding and allow more enjoyment of the village area.

Amy Cataudella, 24 Still River-Depot Rd, has two children in middle school and has lived in town for four years. She has witnessed tailgating, drag racing, teens sitting on window sill of vehicle while it is moving, profanity amongst other things. She indicated these activities happen at all hours of the night no matter the weather. She is afraid to let her children walk alone or be independent getting on and off the bus. Cataudella agrees something must be done before someone is hurt or killed.

Sharlene Tuttle, 203 Still River Road, appreciates the offer of this time to talk about ongoing issues in her neighborhood. She has personally experienced the loss of a pet and her vehicle being sideswiped due to excessive speed in the area. Tuttle said the concerns are long overdue.

Nick Browse, 201 Still River Rd, asked about drug dealing down at the Oxbow. Chief Denmark confirmed he has nothing concrete to report.

Cathy Lucey, 14 Still River-Depot Rd, agrees with concerns expressed. She has seen up to 65 cars a day in the summer going up and down the roadway.

Jen Arner Welch, 207 Still River Rd, has experienced traffic to and from the Oxbow at all hours. She welcomes any help the Oxbow staff and local officials can provide.

Katharine Treadway, 30 Still River-Depot Rd, expressed her gratitude for this democracy at work and the willingness for compromise.

Craig Maxey, 3 Still River-Depot Rd, applauded his neighbors for coming together on this important issue.

David Fay, 222 Still River Rd, agrees the problems have increased over the past few years. He wondered if a gate would work considering the large parking area that would continue to be accessible.

They brainstormed the idea of a gate either manual or electronic and maybe closing the restrooms at the Oxbow along with targeted enforcement. Everyone was in agreement there is a real need to find a balance that will encourage good users, safety and discourage bad behavior. Lucy Wallace suggested Still River residents consider joining the Friends of the Oxbow National Wildlife Refuge if they wanted to improve use of the Refuge by the general public. Rich Maiore offered the idea of increasing fines for speeding in this area and adding signage on Still River-Depot Rd that states residents only from dusk till dawn.

Minar raised the need for greater speed enforcement in Still River Village and suggested signage at either end of Still River Road indicating it is a “Thickly Settled” area. She showed a map based on the assessors’ data that indicated the distance between houses met this standard. Chief Denmark explained the sign could advise a speed limit of 25 MPH, but that by law the enforceable speed limit in a “Thickly Settled” areas is 30 MPH. Von Loesecke suggested we look into the “Thickly Settled” signage and speed tables as ways to manage traffic speed.

Minutes

By a roll call vote, Wallace –aye, Minar – aye, Sklar – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to approve minutes of 8/27 as presented and 9/1 as amended.

Select Board goals for FY22

Von Loesecke shared the FY22 draft goals with assignments. The board made a few minor adjustments and assigned responsibilities.

Set parameters for the FY22 budget season

Tim Bragan has begun drafting a letter to the Finance Committee with recommendations for the upcoming budget season. Von Loesecke noted this budget season is slightly different than in years past due to the uncertainty of state funding levels due to the Covid 19 pandemic. In addition, Bragan reported there continues to be a push to change the funding formula for education which would likely have a negative impact on Harvard. The funding formula being proposed would provide increased funding to larger communities. Bragan agrees with von Loesecke that the best approach for this budget season is to recommend level funded. This approach allows the town to add back to budgets instead of having to cut them. Everyone agreed with this approach.

Town Administrator Report

- KOMAN government Solutions, LLC did the testing at the Ryan Land well for PFAS and we are expecting the results back at the end of September and the beginning of October.
- The License Agreement for National Grid Pole relocation was sent in and received by National Grid but they are unable to start the project as they have not yet received the Bromfield trust Easement.

- Background checks for Apple Guy Flowers, LLC are in process. When the Board meets with them you will have all of their information.
- Capital Planning and Investment Committee started its FY22 process. He asked the board members to inform him of any projects they want submitted.
- Bragan worked with the DPW and HR Directors to fill one of the DPW vacant positions with Blaine Washburne of Townsend, Massachusetts. Blaine will be starting on Monday, September 21, 2020. The second vacant position will not be filled until October 19, 2020 and will be filled with Alexander Page of Lunenburg, Massachusetts. Alex is starting in October so that he can learn his plow route before the snow flies and assist in getting ready for winter operations.
- The new police hires are slowly getting through the medical and background checks and I should have an announcement at our next meeting on these appointments.
- By way of a financial update the State revenue for July and August (after being adjusted for FY20 revenue) have come in ahead of last year's numbers by 4.3% and .3% respectively. Accordingly each of July and August revenues account for only 6.7% of the State's overall budget (see attached SHNS articles) The state has not come out with plans for the remainder of the FY2021 season and will either pass another interim budget or start work soon on finishing the Fy2021 budget. I believe the State is waiting for the Federal Government to provide additional aid which will not be forthcoming prior to the November elections. As for numbers we know now, local aid and Chapter 70 will be level funded for FY21, our Cherry Sheet Estimated Assessment and Charges are expected to increase by \$37,468 (see attached Cherry Sheet documents) which is predominantly related to Charter School Sending Tuition (\$392,561 for FY21 and \$423,966 for FY22)(note: we do not know what Charter Tuition Reimbursement account will provide at this time.) With respect to the future it is unknown but guaranteed to be fiscally rocky. I expect that Local Aid will be impacted but to what degree is not known at this time. There are items in the news that relate to wealthier communities and education aid (see attached SHNS article) that discusses the need to change the Education Funding Formula and moving those funds to communities where there is greater need. (Stay tuned)
- Coil Brothers LLC have been notified they were approved for a provisional license last Thursday. We have not heard anything officially from the State at this time.

Appointments

By a roll call vote, Minar – aye, Wallace –aye, Sklar – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to appoint Gwen Leonard as the Planning Board representative on the Open Space Committee.

By a roll call vote, Minar – aye, Wallace –aye, Sklar – aye, Maiore – aye, von Loesecke – aye, the board voted unanimously to appoint Janet Vellante to the Insurance Advisory Committee.

Update on town fee review

Bragan has been working with Assistant Town Administrator Marie Sobalvarro to compile the data collected from other communities for the fee review. They are still in need of additional information. He asked the board members to review the data collected thus far and contact him with any questions.

Discuss Ayer Rd town portion issue

Bragan reported resident Cindy Russo brought this to his attention when she was reviewing the engineering plans for the Ayer Rd project. He reviewed this with DPW Director Tim Kihart who in turn shared this with the project engineers. It appears the project stops short about 100ft from the town line. They agree the project should include the full town portion. Bragan is trying to determine if Chapter 90 funds will be necessary to complete this section of the project.

Finalize Special Town Meeting warrant

Bragan provided the board with draft six of the Special Town Meeting Warrant.

By a roll call vote, Minar – aye, Maiore– aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to support articles 3 (Bromfield School Ramp) and 4 (Scada System upgrade).

Bragan has tasked the CoA Director Debbie Thompson and Community & Economic Development Director Chris Ryan to speak to article 5 (Emergency rental assistance program). By a roll call vote, Minar – aye, Maiore– aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to support article 5.

By a roll call vote, Minar – aye, Maiore– aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously to support articles 6,7 & 8. Von Loesecke will present them.

Planning Board liaison Rich Maiore is seeking questions and/or comments from his fellow board members to relay back to the Town Planner Chris Ryan and PB Chair Justin Brown on article 9 (Senior residential development). Maiore realizes this article is coming together quickly and his efforts are simply to support the Planning Board as best he can. Minar is skeptical the article will pass due to the length of the proposed bylaw and the short amount of time before the October 3rd town meeting. She acknowledged it is a complicated issue and applauded the Planning Board for their efforts. Lucy Wallace wondered how much of the design criteria could be incorporated into the bylaw. She suggested more detail in the regulations would make the bylaw simpler for the general public to understand. Maiore said the PB is not inclined to wait on this and he agrees finding a way to simplify the bylaw language is the better way to go. He asked that Board members send comments and edits to him by Friday, September 18th to share with the PB. Bragan will provide the Board with word versions of the bylaw for editing. The Select Board members will vote on this article the morning of the town meeting.

By a roll call vote, Wallace – aye, Maiore– aye, Sklar – aye, Minar – aye, von Loesecke – aye, the board voted unanimously to approve warrant version six.

Select Board Reports

Minar reported the Harvard public library is hosting author Paul Trembley. The link is on their website.

Minar was talking with the Board of Health about the reverse 911 calls that went out due to the issues at the pond. She was informed that some residents did not receive the call due to it being labeled as a robo call. She has been in contact with Fire Chief/Emergency Management Director Rick Sicard about this issue as well. Once information is provided it will be posted on the town website.

Minar said the Energy Advisory Committee has discussed applying for state incentives in the event there is additional capacity in the future.

Sklar reported the War Monument Restoration Committee is opening bids for the corner monument restoration.

By a roll call vote, Minar – aye, Maiore– aye, Sklar – aye, Wallace – aye, von Loesecke – aye, the board voted unanimously at 9:37pm to enter into executive session, as authorized by Chapter 30A, Section 21.3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 10:00pm.

Documents referenced:

Still River discussion – GIS map dated 9.15.2020

Draft FY22 goals

Town fee data spreadsheet – dated 9.15.2020

Town maps – dated 1950

----- Original Message -----

-
-
- Message Sun, Sep 20, 2020 2:13 PM
- From: Laura Bridges [REDACTED]
- To: Marie Sobalvarro
- Subject: Disability Commission
- Attachments: Attach0.html Uploaded File 3K

Dear Marie,

Sending part of an email originally sent to Davida, now sharing the gist with you.

I'm writing to offer my resignation.

Concerned about my inability to fully engage due to health issues. This developing commission deserves robust participation. Especially so when important matters/votes are on the table.

Resignation seems the best option. That doesn't mean I won't continue to care deeply, to support, to help.

My intent, no matter what, is to be the best citizen/participant possible -- committee membership or not. ☐

Best,

Laura Bridges

BUDGET CALENDAR for FY22



SB: Select Board

FC: Finance Committee

CPIC: Capital Planning and Investment Committee

October	1 st	CPIC submittals due to town Administrator no later than 3PM
	3 rd	Special Town Meeting
	6 th	CPIC Meeting Select Board Meeting.
	7 th	FinCom Meeting
	14 th	Budget Process Kick-off Meeting for all boards and committees
	19 th	Budget Documents distributed to Departments
	20 th	CPIC Meeting – Questions on Applicant Submissions finalized and sent to Departments. Select Board Meeting
	21 st	FinCom Meeting
November	2 nd	Answers from CPIC questions due back for distribution to CPIC
	3 rd	CPIC Meeting: Review applicant answers and schedule applicant meetings SB Meeting
	4 th	FC Meeting
	17 th	CPIC Meeting with applicants SB Meeting
	18 th	FC Meeting (If necessary)
December	1 st	Budgets due back to the Town Administrator's office by 2 p.m. CPIC Meeting: Rating request, deliberation, applicant meetings, preliminary capital plan SB meeting
	2 nd	FC Meeting: Budgets distributed to FC and SB by budget category (electronically)
	8 th	CPIC Meeting: Rating request, deliberation, applicant meetings, preliminary capital plan
	15 th	CPIC Meeting: Deliberation and finalize FY2022 Capital Plan SB Meeting: CPIC presents proposed FY21 Capital Budget. SB provide budget questions to be given to FC.
	16 th	FC Meeting: Finalize question for Departments.
	18 th	SB and FC questions re. FY21 budget distributed to Departments
	31 st	FC sends Initial Budget Roll-up to SB
	January	4 th
5 th		CPIC Meeting: (if necessary) SB Meeting: Budget answers distributed to the SB
6 th		FC Meeting: Budget answers distributed to the FC
13 th		FC Meeting: Meeting with Departments
19 th		SB Meeting
20 th		FC Meeting: Meeting with Departments
27 th		FC Meeting: Meeting with Departments
February	1 st	Financial Warrant Articles are due per bylaw.
	2 nd	SB Meeting
	3 rd	FC Meeting: Review Financial warrant Articles and Meet with Departments
	10 th	FC Meeting: Work on finalizing Budget

16th SB Meeting
(BUDGET CALENDAR for FY22 continued)

February	17 th	FC Meeting: Finalize Budget
	24 th	FC: Final Budget Ready to send to SB per bylaw
March	2 nd	SB Meeting
	3 rd	FC Meeting
	16 th	SB Meeting: Final Adjustments to Budget
	17 th	FC Meeting: Final FC Budget
	19 th	SB Meeting
	24 th	FC Meeting: Warrant Booklet Finalized
	30 th	FC Warrant Booklet (Budget Booklet) sent to printer
April	6 th	SB Meeting
	7 th	FC Meeting
	20 th	SB Meeting
	21 st	FC Meeting
May	1 st	Annual Town Meeting

DRAFT

COMMONWEALTH OF MASSACHUSETTS

WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR NOVEMBER 3, 2020 STATE ELECTION

WORCESTER, ss.

To the Constables of the Town of Harvard,

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Precinct 1

The Bromfield School, 14 Massachusetts Avenue, Harvard, Massachusetts,

on **TUESDAY, THE THIRD DAY OF NOVEMBER, 2020**, from 7:00 A.M. TO 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

ELECTORS OF PRESIDENT AND VICE PRESIDENTFOR THESE UNITED STATES
SENATOR IN CONGRESS FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS THIRD DISTRICT
COUNCILLOR..... THIRD DISTRICT
SENATOR IN GENERAL COURT..... MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT THIRTY-SEVENTH MIDDLESEX DISTRICT
REGISTER OF PROBATE WORCESTER COUNTY

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems — systems that collect and wirelessly transmit mechanical data to a remote server — with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle’s on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law’s requirements concerning access to the vehicle’s

mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

A YES VOTE would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

A NO VOTE would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would implement a voting system known as "ranked-choice voting," in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

A YES VOTE would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

A NO VOTE would make no change in the laws governing voting and how votes are counted.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of October, 2020.

SELECT BOARD of: The Town of Harvard

I hereby certify that I have posted three attested copies of the warrant for the November 3, 2020 State Election, one at Town Hall, one at the Post Office in Harvard, and one at the Post Office in Still River, as directed by the vote of the Town, seven days at least before the time of holding said election.

_____, 2020.
Constable Signature (Month and Day)

FY21 Select Board Goals/Action Items

Policies/Procedures

- Annual appointment process revised to: clarify reappointment, begin earlier in the year & set clear deadlines, and decide upon specific criteria blending institutional knowledge while encouraging new volunteers which will require more Select Board liaison involvement in the process. (Kara Minar) **November**
- Institute a policy requiring all committee/board/commission members to create an email account using Gmail specific for town business. (Kara Minar) **September**
Examples: nameSBHarvard@gmail.com (Select Board) / namePBHarvard@gmail.com (Planning Board)
- Development of policies about use of Free Cash and/or OPEB funds to assist with operating budget shortfalls during financial crisis. (SelectB) **September**

Delivery of Town Services (Transfer Station)

- Capability for residents to purchase punch cards at the Transfer Station
- Increase accessibility for purchase of trash bags **October**
- Full report on financial structure and future of the Transfer Station (Stu Sklar and Rich Maiore) **October**

Revenue Generation

- Review fees throughout town departments and adjust as needed (SB with Tim and Marie) **September**
- Create a subcommittee to brainstorm non-property tax opportunities (Rich Maiore) **December**

Planning

- Select Board members will work more closely with their liaison assignments to prioritize goals for coming year.
- Master Plan progress reports from boards **October**
- Address additional space necessary to provide Council on Aging services. (Lucy Wallace)
- Housing – improve zoning for diversity (senior/downsizing and first home buyers) **September**
- Select Board position on overall goal for Ayer Road commercial district (Alice von Loesecke & Lucy Wallace) **January**

Facilities

- Bromfield House disposition – sell or remove building, with land being kept for municipal purposes. **January**
- Old Library roof will be tarped, reassess future use of building and have market analysis for rental or possible sale of building. (Alice von Loesecke) **February**

Town of Harvard Capital Request Form Fiscal Years 2022 – 2026

Request/Project: Old Library Roof Amount: \$ \$830,000.00

Fiscal Year: 22

Requestor: Select Board Dept: Selectmen

Please use additional pages, if necessary, to provide complete information for items below

General Description of Project and Benefit to Town:

This project will address long-standing and worsening water infiltration issues resulting from the failure of the brick masonry, particularly beneath the roof eaves, deterioration of the gutters and downspouts, and the age of the 133 yr-old slat roof. The benefit to the Town will be the preservation of an iconic and historic building, a critical element of the Town's historic Town Common. The building has been successfully repurposed as a cultural/educational center, in compliance with the deed gifting the building to the Town.

1. Is this a: Replacement New or Expanded Program Study

2. Why is the Project being requested?

- Emergency or protection of public safety Legal Mandate
 Efficiency/Cost Savings Other (note & explain below)

Please explain why it fits into above category:

Delay in repair of the external shell of the building will result in continued water infiltration which will further damage the interior of the build and could, over time, lead to serious mold issues. With a cultural entity leasing the building, the Town is eligible for grant funds from the the Mass Cultural Council Capital Fund which could offset the cost of this project to the Town.

3. Please explain how this project is consistent with the Town's priorities (for example. helps achieve a Select Board goal, project need revealed by Town survey, consistent with Master Plan, or other).

The 2011 study of Municipal Facilities recommended reuse of the Old Library as a multi-generational community cultural center. Master Plans in both 2002 and 2016, as well as the 2005 Town Center Action Plan, have articulated the vision of a vibrant Town Center which would include multiple opportunities for community engagement and interaction. The Old Library is a key component of this vision. The Select Board continues to advocate for the care and maintenance of the Town's capital assets.

4. Is this project eligible for a grant or other alternative non-tax revenue funding? If so, what is the grant source, amount potentially available and the application timing?

If no, then why not?

The project would be eligible for funding through a Mass Cultural Council Capital Fund grant, an application for which will be submitted in January 2021. Awards are generally announced the following June. A letter of intent will be submitted once the grant application cycle for 2021 is announced (expected in November). Grants require a 1:1 match and range from \$225,000 to \$600,000.

5. If this is a cost savings show assumptions, savings, and payback (either ROI or years):

N/A

6. How will the cost savings be measured and reported?

N/A

7. If this is a replacement, can the current asset be repaired? What would the cost and life of the repair be? Why is it advantageous to replace?

Please see the attached report by Gale Associates. The Select Board reviewed the two options and in 2019 elected to pursue the replacement of gutters, repair of masonry and brick courses, and replacement of the roof as the most cost effective, long-term solution to the problem of water infiltration.

8. Will on-going annual budgets increase or decrease if this project is approved? Consider anticipated annual maintenance or other expenses required by this project: (eg – maintenance contract price, software upgrades if applicable, etc)

N/A

9. Environmental Considerations:

--Describe any potential environmental impacts or considerations associated with this project. What choices were made about seeking ways to reduce environmental impacts (e.g. alternative designs, locations, sharing resources etc.)?

--Describe any energy efficiency or green energy options you considered. What are their advantages and disadvantages?

The replacement of the roof with slate should assure a long life span (the current roof is over 130 years old) and, therefore, limit the need for a nearer term roof replacement. Also, slate is a greener option than asphalt roof shingles. Repair of the masonry and brick courses, and other work will in aid in the long-term viability of the current exterior.

10. What is the basis for the amount you are requesting? Include a quote or estimate and the source.

The request for \$830,000 is based on the following: an estimated project cost of \$1,310,000 based on the estimate of \$1,047,200 for construction/engineering provided by Gale Associates (attached) and estimated soft costs of \$262,800 (~25% of Gale estimate), less \$480,000 which was approved by the 2019 Annual Town Meeting for roof repair. This current project includes, in addition to roof replacement, replacement of gutters, repair of masonry and brick courses, and other work to eliminate water infiltration.

11. If approved, how many of the Town's residents will this project regularly serve:

--Over 50% of residents

--Between 25% and 50% of residents

--Project will be used intermittently or serve less than 25% of residents.

Please include your calculations and assumptions.

The current tenant, Fivesparks, estimates that approximately 20% of the residents participate in its programs (before the pandemic forced closure of the facility). However, given this is a Town building, an integral part of the Town Center, and incorporated into our Town seal, this project will serve and benefit all resident of the Town.

12. Detailed Project Description: include major elements, overall measurements, precise location of where project will be located and pictures, if available. (for current year requests only)

To include additional documentation with your request use the paperclip symbol in the left margin.

See the attached Gale Associates report.