



**SELECT BOARD  
AGENDA  
Tuesday, October 8, 2019  
7:00pm  
Town Hall Meeting Room  
13 Ayer Road, Harvard, MA 01451**

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

- 1) Call Meeting to Order – Alice von Loesecke***
- 2) Appointment of Lynne Musto-Pesa to the Council on Aging (7:00)***
- 3) Discuss Hildreth House Phase II with the Permanent Building Committee and Hildreth House Phase II subcommittee (7:05)***
- 4) Update from the Housing @ Hildreth House Committee (7:25)***
- 5) Report from the Conservation Commission and their Deer Management Subcommittee (7:40)***
- 6) Public Communication/Soliciting input on splitting the Annual Town Meeting into two sessions Spring & Fall (7:55)***
- 7) Approve minutes 9/17 (8:10)***
- 8) Town Administrator report – miscellaneous issues & discussion items (8:15)***
- 9) Action/Discussion Items: (8:30)***
  - a) Appoint Dave McLellan to the Cultural Council***
  - b) Appoint Jackie Normand to the Board of Registrars***
  - c) Grant license to National Grid for Fire Department parking project***
  - d) Review Open Space Committee charge***
  - e) Act on Police Contract***
  - f) Finalize the October 28<sup>th</sup> Special Town Meeting warrant***

**NEXT SCHEDULED MEETING  
Town Hall Meeting Room  
October 22, 2019  
7:00pm**



## Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

### Volunteer Form

*Good Government Starts with You*

**Date Submitted:** July 16, 2019

**Name:** Lynne A Musto-Pesa

**Home Address:** 38 Glenview Drive  
HARVARD, MA 01451

**Mailing Address:** 38 Glenview Drive  
HARVARD, MA 01451

**Phone Number(s):** (978)-772-4378 - Home

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

**Current Occupation/Employer:** Site Director, Massachusetts Department of Mental Health

**Have you previously been a member of a Board, Committee or Commission (either in the Town of Harvard or elsewhere)?**No

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

**Are you a registered voter?** Yes

**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?**No

*If YES, please describe the possible conflict:*

**Narrative:** Evenings - please see attached resume for qualifications and skills. Thank-you.

**Board(s) / Committee(s):** \_\_\_ COUNCIL ON AGING



## **Select Board Minutes**

**Tuesday, September 17, 2019 at 7:00pm  
Town Hall Meeting Room, Harvard, MA**

The meeting was called to order at 7:00pm by Chair Alice von Loesecke in the Town Hall Meeting Room. Select Board members Kara Minar, Rich Maiore, Lucy Wallace and Stu Sklar were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet.

### **Protective Bylaw Amendments**

Planning Board Chair Erin McBee and Community & Economic Development Director Chris Ryan came to review their proposed amendments for the Special Town Meeting (STM) in October. They highlighting the overall goal and key elements. Ryan detailed the definitions being added (125-2) and updated the fire protection section to be inclusive of the entire town (125-39). Ryan revised the small, medium and large scale commercial uses in an effort to provide easier interpretation. He will eventually include performance standards. In section 125-52, Ayer Road Village Special Permit – Ryan explained he is trying to create opportunities for complementary building that coordinates with the community. This approach is the first step toward form based coding. He is interested in recreating a village center with mixed uses and more pedestrian ways connected by open space.

Ryan has also worked on the addition of a Rural Life Preservation Special Permit (section 125-58). He explained the intent is to insure the preservation of significant elements of rural and historical landscapes while allowing limited and appropriate types of commerce that are intended to facilitate that preservation and contribute to the economic base. This would allow opportunities for rural tourism where large parcels can be costly to maintain and are under threat of development.

The Select Board members offered input on the amendments. Maiore said perception and communication are the key elements to focus on for the Rural Life Preservation to be successful. Von Loesecke highly recommended the Planning Board finalize language to avoid handouts at the STM. The Planning Board is holding two information nights at the Harvard General Store on Friday, Sept 20<sup>th</sup> and Friday, Sept 27<sup>th</sup>.

### **Public Communication**

Jennifer Finch, Codman Hill Road, asked about the traffic signals not working in front of the school and where the mobile speed signs are.

### **Minutes**

On a Wallace/Maiore motion, the board voted unanimously to approve minutes of 8/27 & 9/3, as presented.

### **Town Administrator Report**

Bragan announced events being held at the Harvard Unitarian Universalist Church.

The Harvard Water Department had another failed test of well #5. Well #5 is off-line currently. One of the next steps is to bring in a company to super-chlorinate the well to see if it can kill the bacteria. This is being scheduled. If this does not work then we will find out from DEP what we will then have to do next.

Bragan announced 15 applications were received for the Means Tested Senior Exemption Program and are currently reviewing them.

The Moderator re-appointed Mark Buell to another three year term and promoted Raymond Marchica from an Associate position to a full member, replacing Charles Oliver, for three years. The Moderator is currently looking for two people to serve as Associate members on the Finance Committee.

The Assistant Town Administrator, Marie Sobalvarro, has finished and submitted the application for the disabilities grant to get hearing enhancement system for the upper town hall meeting room. We will need to adopt MGL Chapter 40, section 8J (see attached) at the STM as well.

DPW Director Tim Kilhart and Bragan met with Alan Vadala from North Turf and discussed what needed to be done to finish the Ann Lees Field. Three quotes have been solicited and so far North Turf and New England Sports Turf have submitted quotes, more are expected. All contractors agreed that the project can be completed and ready for play by the spring season (March, 15, 2020). This will cost an estimated \$27, 560 and does not include getting the fencing done (raising the backstop and putting cages around the benches).

The Finance Committee met last week and made the necessary changes to their portion of the FY2021 budget document. They also reviewed the most recent recap sheet and determined that they would like to see the surplus funds (\$62,374) be put towards reducing the impact of the Means Tested Senior Exemption Program. This would be in line with their earlier stance when we just had the Governor's budget numbers and a surplus of \$69,064 back in February and early March.

Bragan referred to the document in the Select Board packets from the Economic Development Director, Christopher Ryan, summarizing the discussion at the Ayer Planning Board regarding the Ayer Open Space Subdivision (Previously Known as Pond View) along with his thoughts. On another matter Ryan has informed Bragan that Harvard received its MVP designation letter.

The Harvard Energy Advisory Committee (HEAC) along with Marie Sobalvarro are working with Colonial Power Group and Dynegy to roll out the Community Aggregation Program here in Harvard. They are working on public meeting dates, mailings and public information pieces. This should all be happening later this month and into October. Bragan announced residents will receive an official document in the mail that has the Town's seal (a drawing of Old Library) on it and you **will not** have someone come to their door or call them to sign them up. There are other companies that are trying to get people to sign up for other energy programs and this is causing confusion. He advised residents to not sign up for anything ahead of the town's mailing as it will make you ineligible for the town's program and pricing.

Bragan announced Free Cash has been certified by DOR and there is \$1,291,845 in the general fund and \$56, 823 in the Sewer Enterprise fund. This is the earliest we have had FC certified and it is completely due to our new Finance Director.

#### **Capital requests**

Bragan asked if the board members had any additional capital requests. The only item they discussed were possibly more portable speed signs however they asked for an update on the ones we currently have.

#### **Easement for Hildreth Elementary School project**

Bragan reported the School Committee has voted on the utility easement for the school project. On a Wallace/Maiore motion, the board voted unanimously to grant license for work to be done at the school. Bragan said the easement itself will be voted on at the Annual Town Meeting.

#### **Community Preservation Committee appointment**

On a Minar/Maiore motion, the board appointed Michelle Catalina to the Community Preservation Committee.

#### **Fiscal 2021 Budget Memorandum**

The board members made minor revisions to the document.

### **Ad hoc Committees**

Bragan suggested the board members consider disbanding ad hoc committees that have completed their charge such as the Old Library Accessibility Committee (OLAC) and Housing @ Hildreth House. He received push back on this from Wallace and Maiore. Wallace explained the OLAC members were under the impression they would follow the project through until the punch list items have been satisfied. Bragan said with most other town projects such as the Town Hall renovation town administration would take over at this point. With the Housing @ Hildreth House, Bragan understands it has been determined the site is not viable for this type of development. Wallace said the Chair Rick Maiore placed the committee on hiatus anticipating more information after the Fire Station study is completed. Sobalvarro noted the Fire Station is not even on the capital plan. Minar made a suggestion to consider changing the committee to simply senior housing instead of being tied to a specific site. Maiore prefers hearing from the committees before making any decisions. No action was taken.

### **Town of Ayer water/sewer request**

After receiving information from the Community & Economic Director Chris Ryan who attended a recent Ayer Planning Board meeting the board members agreed to send a letter. On a Maiore/Wallace motion, the board voted unanimously to have Chris Ryan draft a response to the Town of Ayer Planning Board including conducting a traffic impact study, elements from Ryan's email, impact on wetlands/conservation land and Shaker Village have letter reviewed by Tim Bragan before sending.

### **Energy Advisory Committee resignation**

On a von Loesecke/Minar motion, the board voted unanimously to accept resignation of Eric Broadbent and send letter of thanks. The board members acknowledged the incredible service Broadbent gave to the town which benefited the town as a whole.

### **Announcements**

Wallace announced a ribbon cutting ceremony will be held at the old library on Monday, October 7<sup>th</sup> at 5:30pm. public new front entry.

Minar announced the Energy Advisory Committee has received a \$150,000 grant through the Green Communities program.

\*\*\*\* On a Sklar motion, the Board voted unanimously by a roll call vote:

(Sklar – Aye, Wallace – Aye, Maiore – Aye, Minar – Aye, von Loesecke – Aye) to enter into executive session at 8:50pm, 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 adjourn at 9:05.

### **Documents referenced:**

Draft Bylaw Amendments – dated Sept 2019

Easement of HES project – license dated 9.4.2019

CPC Catalina volunteer form – dated 9.4.2019

Draft budget memo – dated 10.15.2019

Town of Ayer request – Ryan email – dated 9.11.2019

Broadbent resignation letter – dated 9.12.2019

OFFICE OF THE  
**TOWN CLERK**

Marlene Kenney, Town Clerk

13 AYER ROAD · HARVARD, MASSACHUSETTS 01451-1458

(978)456-4100 ext. 316 \* FAX: (978)456-4113 \* [mkenney@harvard.ma.us](mailto:mkenney@harvard.ma.us)



To: Harvard Select Board

From: Marlene Kenney, Town Clerk

Date: September 26, 2019

Re: Appointment to the Board of Registrars

We respectfully request that the Select Board appoint Harvard voter and member of the Democratic Party, Jacqueline A. Normand, 214 Stow Road, Harvard as a Democratic member of the Harvard Board of Registrars.

Ms. Normand will be completing the term of Democratic Registrar, Nancy Reifenstein, who resigned her position effective June 30, 2019. Ms. Normand's term will run through June 30, 2021.

Sincerely,

Marlene Kenney  
Rosemary V. Theriault  
Barbara H. Weiss

Harvard Board of Registrars

# TOWN OF HARVARD

## 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:

9/11/19

Applicant Information:

Name:

Jacqueline A. Normand

Address:

214 Stow Rd.

Home/Work Phone #

Mobile Phone# 978 807-3310

Email Address:

janormand@aol.com

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

Board of Registrars

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:

Harvard Cable Committee 1996-2007

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)

Retired

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.

LWV - Board Member (2nd term)

Received by Town of Harvard

9/17/19

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email jdoucet@harvard.ma.us

# **Town of Harvard Open Space<sup>1</sup> Committee Proposal**

## **The Need**

Open space and recreational planning will help us preserve open space while allowing development to occur that is consistent with the character of the Town. Harvard's open space and park system is a valued and limited resource, which has been difficult to acquire and maintain, and needs to be protected and improved upon.

The local farms, open space, and our natural resources are key elements of our rural character -- and all are irreplaceable. Currently 58% of Harvard is open space, but only a half of that is permanently protected. The character of the town would be dramatically and permanently altered if all of the unprotected open space were to be developed. We need to identify key areas for future acquisition for passive and active recreation.

The Town needs to develop a stronger open space and recreation management program. This needs to incorporate region-wide solutions, where feasible, in order to meet the competing demands of the varied constituencies. Predicting the Town's needs would help us plan for funding, but we also recognize that more efforts to supplement Town resources will be needed.

A committee, representative of the varied interests, is needed to address these issues, and to provide the Town with the information and potential resources that can support the stated goals.

## **The Committee**

The Open Space Committee will consist of seven members who are appointed to 2-year terms by the Select Board. A member or designee of Select Board, a member of the Conservation Commission/Trust, a member of the Parks and Recreation Commission, a member of the School Department, an engineer along with two additional members at-large.

The Town's Land Use Administrator/Conservation Agent and Department of Public Works Director will participate as non-voting members.

## **The Goals**

- Create an Open Space and Recreation Master Plan, including a Five-Year Action Plan, for open space preservation and recreational needs that will help prioritize opportunities and demands. This plan will guide policy development as well as the delivery of services.
- Identify and evaluate undeveloped land for possible acquisition for open space and recreational use.

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<sup>1</sup> "The term 'open space' is often used to refer to conservation land, forested land, recreation land, agricultural land, corridor parks and amenities such as small parks, green buffers along roadways or any open area that is owned by an agency or organization dedicated to conservation. However, the term can also refer to undeveloped land with particular conservation or recreation interest. This includes vacant lots and brownfields that can be redeveloped into recreation areas. Some open space can be used for passive activities such as walking, hiking, and nature study while others are used for more active recreational uses including soccer, tennis, or baseball." (OPEN SPACE AND RECREATION PLANNER'S WORKBOOK, March 2008, March 2008 Revision, The Executive Office of Energy and Environmental Affairs, Division of Conservation Services, Robert O'Connor, Director Principal authors: Melissa Cryan, Division of Conservation Services and Janet Curtis, EOEEA)



- Advise the Town on land acquisition and open space protection by assessing the Town's right-of-first refusal on land coming out of Chapter 61, and evaluate any surplus land or tax-default properties that may come up.
- Provide guidance for future development, redevelopment, and maintenance of the Town's parks and recreation facilities, which also includes open space, trails, natural features and landscape.
- Develop and implement a capital improvement program for the protection and development of open space and recreation.
- Create a recreational facility and space needs assessment which uses accurate and objective data.
- Increase public awareness and support of open or recreational space through education and advocacy.
- Act as Town liaison with individuals and land protection advocacy groups working to protect open space or develop recreational facilities.
- Work with Town boards to identify private/non-profit funding sources.
- Identify State and Federal funding sources.
- Assist in updating the Open Space & Recreation Plan when required.
- Work with other Town Boards & Committees to implement the Goals and Objectives of the Town's Open Space and Recreation Plan.
- Submit semi- annual reports to the Select Board.