



Posted 8.31.2023 at 2:30pm by JAD

**SELECT BOARD
AGENDA
Tuesday, September 5, 2023
7:00pm**

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

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

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Sep 5, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86733125861?pwd=bzl3VXFwZkJeTEyU1l3ZlF5MGladz09>

Meeting ID: 867 3312 5861

Passcode: 762939

One tap mobile

+13052241968,,86733125861# US

+13092053325,,86733125861# US

Find your local number: <https://us02web.zoom.us/j/86733125861?pwd=bzl3VXFwZkJeTEyU1l3ZlF5MGladz09>

AGENDA ITEMS

- 1) Call meeting to order – Chair Rich Maiore
- 2) Appointment of Rosemary Ouellet and Mariah Sinkewicz to the 4th of July Committee (7:00)
- 3) Public Communication (7:10)
- 4) Approve minutes 8/8 & 8/22 (7:15)
- 5) Staff Report/Updates (7:20)
- 6) Action/Discussion Items: (7:30)
 - a) Review and discuss the Transfer Station Committee charge
 - b) Discuss MART response on possible shuttle service
 - c) Discuss local option room tax article for fall town meeting
 - d) Act on entertainment license for the Lions Club Fall Festival
 - e) Recognize resignations of Rich Marcello and Tim Schmoyer from the Cultural Council & John Mark Walker from Community Preservation Committee
- 7) Select Board Reports pertaining to the FY24 goals

**Next Regular Select Board Meeting
Tuesday, September 19, 2023
7:00pm**

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: August 31, 2023

Applicant Information:

Name: Mariah Sinkewicz

Address: 12 Mill Road, Harvard MA 01451

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

Email Address: mollysinkewicz@gmail.com

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

4th of July

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

No

Do you have any time restrictions? YES NO

Are you a registered voter? YES NO

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

Self-Employed, Mariana Enterprises, LLC

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

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

I have done some event planning and management in the past, and am interested in continuing to volunteer for the Fourth of July. I've lived in Harvard for almost 20 years and have always loved the Fourth. I have a background in tradeshow event planning and design, have organized large banquets, and have volunteered at a variety of fundraisers and events including 5K races, children's festivals, and animal adoption events.

Received by Town of Harvard

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

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: July 10, 2023

Applicant Information:

Name: Rosemary Ouellet

Address: 145 Depot Rd

Home/Work Phone # [REDACTED]

Mobile Phone# [REDACTED]

Email Address: rmouellet@gmail.com

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

Fourth of July

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:
Fourth of July committee in Harvard Volunteer Chair for 2023

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)
Database Coordinator for the Unitarian Universalist Association

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.

N/A

Received by Town of Harvard

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



Select Board Minutes Tuesday, August 8, 2023

7:00pm

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

Select Board participants:

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

Town Department participants:

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro, Assistant Julie Doucet, Town Clerk Rose Miranda

Additional participants:

Conservation Commission Chair Don Ritchie, Dog Officer Paul Willard, Libby Levison, Kris, Cody and Jennifer Rulka, Tree Warden JC Ferguson

Introduction of Town Clerk

Newly hired Town Clerk Rose Miranda outlined her twenty-one-year background in municipal government and expressed her excitement being hired as the Town Clerk for Harvard. The board members welcomed her to Harvard.

Conservation Commission appointment

Commission Chair Don Ritchie explained long time member Paul Willard has decided to step down from the commission. He asked resident John Lee to be appointed as his replacement. This will be effective August 16, 2023. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint John Lee as associate member on the Conservation Commission.

Public Communication

Stephanie Opalka, League of Women Votes, read a statement regarding the 4th of July parade. (Attachment A)

Pam Marston, 47 Madigan Lane and member of the Historic Commission, encouraged the Select Board to follow through with their intentions to sell the Bromfield House property once the lease with the Afghanistan family expires. She is aware they may vote to extend the lease through June of 2024.

Minutes

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to 7/14 and 7/18, as presented.

Staff Report/Updates (Attachment B)

Act on one-day liquor license - Lions Club Fall Festival

Executive Assistant Julie Doucet confirmed all requirements have been met and there have been no issues with the event in previous years. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to grant one day liquor license to the Lions Club.

Items for surplus

Assistant Town Administrator Marie Sobalvarro described the items for surplus from the DPW, Ambulance, and Park & Recreation departments. By a roll call vote, McBee – aye, Minar – aye, Ludwig - aye, Oliver – aye, Maiore – aye, the board voted unanimously to surplus items as outlined in the packet to be sold as surplus and disposition as needed.

Dog Hearing

Chair Rich Maiore opened the hearing being conducted under Chapter 140 of the MGL's at 7:30pm by outlining the hearing process and noted a decision is not required this evening.

Rich Maiore read aloud the victim's statement. He then swore in complainant Libby Levison of 15 Old Shirley Road that all information and statements are the whole truth and nothing but the truth.

Dog Officer Report

Paul Willard reported he spoke with the dog owners. They cooperated immediately by restraining the dogs to their property as he requested. Paul Willard was asked about the breed of dogs and if he has any prior occurrences with these dogs. Dog owner Cody Osgood responded the dogs are both hound mixes. Willard responded he had not heard of the dogs until now.

Charles Oliver asked the owners if the dogs have any history of biting or other incidents in any other community. Cody Osgood and Jennifer Rulka answered no. Kara Minar noticed a discrepancy in the dog records related to them both being neutered. Cody Osgood confirmed they both are and will send along the paperwork to corroborate that.

Rich Maiore asked if Libby Levison had anything to add. She stated she walks this roadway each morning

Testimony of complainant

Libby Levison stated she included relevant information in her written statement but was open to any additional questions. She did indicate she walks this roadway each morning and these dogs have barked in the past and run along the inside of the fence but this morning they began barking sooner and then they were suddenly in a different part of the yard. She never left the roadway.

Erin McBee asked if Levison has made a change in her walking route due to this incident. She has shortened her route to not go past this house. McBee asked if she had gotten stitches. Levison answered for punctures she learned no stitches but antibiotics, tetanus shot and lots of bandages. She was bit on both thighs and forearms. Charles Oliver asked about medical bills incurred due to this incident and if the dog owners have offered to pay for those. Levison has been speaking with owner Jennifer Rulka about this. Jennifer Rulka confirmed they will pay for all Levison's medical bills and had encouraged Levison to go to urgent care or the hospital that day to be treated properly. Levison said the big learn for her from this was regardless of how strong and steady on your feet a person is, it is extremely difficult to fight off two dogs at once. Rich Maiore asked for the weight of both dogs. Owner Cody Osgood said Milo is 35 lbs. and Otis is 65 lbs. Don Ludwig asked if typically, when she walks by if there is a fence/gate locked? She was not certain how the dogs got out, but she has never seen them out before. Owner Cody Osgood said one of the entrance/exits was unfortunately left open. He said after the incident that day they moved the fence back and installed an automatic gate. Erin McBee asked when Levison finally felt safe. She said not until the dogs were locked in the house. Kara Minar asked in the past when Levison walked by the home if the dogs bark was more of an excited/interested bark or an aggressive bark? Levison felt the barking was not a friendly, happy barking but more of a defending my territory bark

Dog owners' testimony

Dog owners Cody and Jennifer Rulka are temporarily living with Cody's father Kris Osgood. Cody Osgood began by expressing their sincere apologies for what happened. They are mortified and again committed to paying all medical costs Levison incurred from this incident. Jennifer Rulka was home when the attached happened. She ran over right away once she realized the dogs were not in the fenced in area. She said they have had the dogs for quite some time and have never experienced an incident like this. Cody added the dogs have been trained. They have now hired a specialized dog trainer to help determine why this may have happened since it is alarming to them as well. Jennifer wonders if due to their move maybe the change in location had something to do with why the dogs reacted the way they did. Jennifer confirmed Dog Officer Paul Willard along with his Assistant Ann Bamford came to the property to inspect the new fencing and automatic door locking system. Don Ludwig asked Dog Officer Paul Willard if he was satisfied with the enhanced fencing and gates. He said he was. Erin McBee asked about the fence height which is 4ft. Osgood and Rulka are confident they cannot jump the fence. McBee also asked if when Jennifer called for the dogs that day if they immediately responded. Jennifer said yes and they were ushered back to their cages in the house with help from Mrs. Osgood. Jennifer along with Kris Osgood went back outside to check on Levison. Jennifer explained she noticed the dogs were loose and started to run toward them and then realized what had happened. Kara Minar asked how long the dogs have been in town. Osgood and Rulka have been here since April. They are looking for a new home and are not planning to remain in Harvard permanently. Minar suggested an invisible (electric) fence as an additional method to secure the dogs. Jennifer said if this is required, they will comply. Cody and Jennifer are committed to doing whatever it takes to make the community feel safe in their neighborhood while they are here. Kara asked if there are any children living in their household and yes, they do have a one-year-old. Cody stated there have never been any issues with the dogs and the child.

Options outlined by Town Administrator

Town Administrator Tim Bragan explained options available to the Select Board related to this incident. He said the board has a wide range of options when it comes to dangerous dogs. They can require leashing, muzzling, restricting to property as well as fencing requirements amongst other options. They can also not allow the dogs back into town once they leave. He said the one option the board does not have is banishing the dogs from town.

Additional comments

Rich Maiore asked the owners if the dogs can be seen from the roadway. His concern is for people feeling intimidated or threatened when walking by. Don Ludwig would trust the set up as described before an electric fence. Erin McBee asked if the area in their yard for the dogs will be sufficient for them to get exercise/energy out and the owners believe it is. Kara Minar thought the invisible/electric fence maybe just be an extra level of protection. She recommends the dogs be leashed and muzzled when off the property and if remain in town after 6 months an invisible/electric fence be installed for extra protection. Minar did express concern over the level of aggression shown by the two dogs and if it can be cured. Charles Oliver shares concerns expressed by Minar regarding the level of aggression exhibited by the dogs. Rich Maiore also suggested fence screening, so the dogs are not able to see people walking by. Erin McBee added when off property always supervised.

Libby Levison is delighted with the steps taken thus far by the dog owners. She does not know how high a dog can jump or dig under a fence but leaves that to them to manage. She suggested when off property a 6 ft non-extendable leash with a muzzle and harness be required. In addition, she recommended with any dog training they include sensitize to high visible vests as this is the only variable, she can think of that may have been different from others walking by. Osgood and Rulka again expressed their sincere apologies for what occurred.

Chair Rich Maiore reiterated proposed restrictions:

- Dogs restricted to the property
- When off property dogs will be harnessed with a 6ft leash and muzzled
- Letter from trainer with specifics on the training

Jennifer said initially her response to run toward the dogs was fear they may be hit by a vehicle going by however once she saw Libby, she knew something more was happening.

Rich Maiore continued the dog hearing until August 22nd at which time they will render a decision. A draft decision will be distributed for consideration.

Request to remove diseased elm on small common

Tree Warden JC Ferguson requested permission to remove the diseased elm on the little common across from the old library. He gave an explanation as to why this is necessary. By a roll call vote, McBee -aye, Minar – aye, Ludwig – aye, Oliver – aye, the board voted unanimously to approve the recommendation of disposing of the diseased elm and planting of a new tree.

Town election date

The board members discussed their options and decided on Tuesday, April 9th for the town election.

Bromfield House lease

The board members discussed extending the lease through the end of the next school year. By a roll call vote, McBee -aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to extend the Bromfield House lease to June 30, 2024, for the Afghan refugees.

Discuss residency requirements for appointees to town committees and boards

The board members discussed allowing non-residents to serve on town committees and boards. Rich Maiore has been asked about this related to town employees being able to vote if they are serving on a board or committee already. Don Ludwig recommended this not be allowed for the Planning and Zoning boards. In addition, Charles Oliver mentioned the Finance and Capital Committees. Town Administrator Tim Bragan will work with Town Counsel on a draft policy for the board to consider at their next meeting.

Select Board Reports

Erin McBee reported the Planning Board continues work on their bylaws for the fall town meeting. Kara Minar reported the Transportation Advisory Committee received a response from MART on the shuttle service about MBTA funds possibility to fund. Topic for discussion at an upcoming meeting. Rich Maiore reported he is working with Board of Health Chair Chris Mitchell to finalize a Transfer Station charge.

Other items

Kara Minar talked about revisiting the Transfer Station Policy on the replacement sticker fee and had a few questions for town administration related to the old library building repairs and the new recreation director office at the old library.

The meeting was adjourned at 9:10pm.

Documents referenced:

Lions Club one day license request – dated 7.6.2023

Dog Hearing materials – dated 7.13.2023

John Lee vol form – dated July 2023

Surplus items – August 2023

Tree removal request – dated 8.8.2023



Select Board Minutes
Tuesday, August 22, 2023
7:00pm

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

Select Board participants:

Rich Maiore, Charles Oliver, Don Ludwig, Kara Minar
Erin McBee was absent.

Town Department participants:

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

Additional participants:

Melynda Gallagher, Matthew Varrell, Katherine & Steven Rines

One-Day Liquor Licensing Hearing – Lost Shoe Brewing

Harvard Alpaca Ranch owner Matthew Varrell is working with Melynda Gallagher from Lost Shoe Brewery for an event they are holding in September. Varrell said they have sold 30 tickets and will not be selling anymore. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the one-day license request for the Lost Shoe Brewing at the Alpaca Ranch on September 2nd.

Close the Dog Hearing & finalize the decision

Town Administrator Tim Bragan shared the draft decisions with edits from feedback he received. He highlighted the section on fencing for further discussion. Bragan confirmed both dogs were indeed neutered as that question came up during the hearing. Kara Minar read an email from resident Deborah Skauen suggesting a 6ft fence, fencing buried beneath to prevent the dogs from digging under, electric sheep fence placed inside the primary fence/turned on whenever the dogs are out, dogs may be out only when a responsible adult is on the property, dogs may be outside the fenced area only when muzzled, leashed, and must have its own handler. Minar agreed with the suggestions made. Bragan shared pictures of the current fencing and confirmed the dog officer was satisfied with the additional fencing. Charles Oliver supported the 6ft fencing assuming proper containment of the dogs will be in the best interest of the dog owners. Rich Maiore asked to include notification to the town within 6 months upon completion of dog behavior training. Complainant Libby Levison did not have any specifics to add to the decision. She asked if the fine was per offense or per dog. Bragan answered per offense.

By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the following order relative to dogs Milo and Otis located on Old Shirley Road owned by Cody Osgood and Jennifer Rulka, as amended. Libby Levison thanked everyone for their efforts and is hopeful this will never happen again. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to close the dog hearing.

By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the following order relative to dogs Milo and Otis located on Old Shirley Road owned by Cody Osgood and Jennifer Rulka, as amended. Libby Levison thanked everyone for their efforts and is hopeful this will never happen again. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to close the dog hearing.

Public Communication

Denis Bradley asked when the Select Board will revisit the letter sent from the ACLU regarding the 4th of July parade policy. Rich Maiore said legal counsel is working on this. He anticipates it will be on an upcoming agenda.

Minutes

By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve minutes from July 14th, as amended.

Staff Report/Updates (Attachment A)

Appointments

By a roll call vote, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Greg Newman as Constable.

By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to appoint Abbe Besse as School Dept Rep on the Open Space Committee. Maiore noted Linda Dwight will serve as a co-rep when Besse is unable to attend.

Act on request to install horse crossing signs on Bolton Road

Owners of Sheriffmuir Farm, Katherine, and Stephen Rines, proposed the installation of 30” diamond horse crossing signs on Bolton Road. They have spoken with Police Chief Babu. Given a recent incident the Rines believe installing these signs are a prudent step to take. They will alert drivers to the presence of horses and encourage them to exercise caution in the area. The Rines will pay for the installation of the signs. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the sign request.

Review and discuss non-resident appointment policy

The board members reviewed the draft policy. A few minor edits were made. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the policy, as amended.

Review and act on cell tower bid documents

Town Administrator Tim Bragan has been working with our consultant and resident Bill Johnson to refine the documents and prepare a pricing structure change. By a roll call vote, Minar – aye, Oliver – aye, Ludwig – aye, Maiore – aye, the board voted unanimously to approve the IFB.

Select Board Reports

Rich Maiore asked to have Gale Associates attend a meeting once they have gathered information for the Field Assessment RFP.

The board decided to meet on Tuesday, August 29th to discuss the Department of Transportation’s recent letter about bump outs included in the Ayer Road project.

Documents referenced:

Lost Shoe one day liquor license request – dated June 2023

Draft dog decision – dated 8.22.2023

Sign request – dated 8.8.2023

Draft Non-resident appointment policy – dated 8.15.2023

Cell tower bid docs – dated August 2023

The meeting was adjourned at 8:15pm.

**OFFICES OF THE
SELECT BOARD AND
TOWN ADMINISTRATION**

13 Ayer Road, Harvard, Massachusetts 01451
(978) 456-4100

harvard-ma.gov



June 21, 2023

George W. Kahale
Transit Logistics Analyst
Montachusett Regional Transit Authority
1427R Water Street
Fitchburg, MA 1420



Dear Mr. Kahale:

Thank you for providing information to the Harvard Transportation Advisory Committee about the process for requesting a quotation for MART services for connecting the Town of Harvard to the MBTA Rail Station at Littleton/495 Commuter Rail Stop.

On behalf of the Select Board, the Town of Harvard requests a quote for MART services for transportation to the MBTA commuter rail service in Littleton.

The outbound route would originate at one of two "Drop and Ride" locations within Harvard, the first is Town Hall, 13 Ayer Road, stop at the second is at the Harvard Senior Center, 16 Lancaster County Road, and then continue to the Littleton/495 Commuter Rail Stop. The inbound route would go in the reverse direction.

Please quote two routes in the morning to meet the 404 (7:01am) and the 406 (8:01am) trains and two routes in the evening to meet the 423 (5:27pm) and 425 (6:27pm) trains.

If you need any additional information, please feel free to contact me at 978-456-4100 ext. 313.

Sincerely,

Rich Maiore, Select Board Chair

Cc: Stacia Donahue, Planning Board
Gabriel Medjanis, Transportation Advisory Board



Bruno J Fisher, Administrator

Headquarters:

1427R Water Street, Fitchburg, MA 01420

(978) 345-7711 or 1-800-922-5636

July 18, 2023

Mr. Rich Maiore, Chair
Townsend Selectboard
13 Ayer Road
Harvard, MA 01451

Dear Mr. Maiore:

Thank you for providing MART with the request for a shuttle service between two “Drop and Ride” locations in Harvard and the Commuter Rail Station in Littleton for riders to connect with MBTA Commuter Rail services. As requested, I am providing Harvard with an estimate of the total costs for the shuttle service, as well as the portion of the total cost that would be borne by the Town of Harvard through the local assessment process.

The shuttle cost estimate is based on the train schedule information provided in your letter, as follows:

Route 1 AM (to Littleton Station)

First Stop - Drop & Ride Area behind Town Hall @ 13 Ayer Road, Harvard, MA.

Second Stop - Drop & Ride Area at Harvard Senior Center at 16 Lancaster County Road, Harvard, MA.

Destination - Littleton Commuter Rail Station at 261 Foster Street, Littleton, MA.

Starts at Harvard Town Hall at 6:35AM and proceeds to the Harvard Senior Center arriving at approximately 6:40AM and leaving at approximately 6:45AM, then proceeds to the Littleton Commuter Rail arriving at approximately 6:55AM to connect commuters w/ the 7:01AM Train (#404) in-bound to Boston North Station.

Route 2 AM (to Littleton Station)

First Stop - Drop & Ride Area behind Town Hall @ 13 Ayer Road, Harvard, MA.

Second Stop - Drop & Ride Area at Harvard Senior Center at 16 Lancaster County Road, Harvard, MA.

Destination - Littleton Commuter Rail Station at 261 Foster Street, Littleton, MA.

Leaves Harvard Town Hall at 7:35AM and proceeds to the Harvard Senior Center arriving at approximately 7:40AM and leaving at approximately 7:45AM, then proceeds to the Littleton Commuter Rail arriving at approximately 7:55AM to connect commuters w/ the 8:01AM Train (#406) in-bound to Boston North Station.

Route 1 PM (to Harvard)

Origination - Littleton Commuter Rail Station at 261 Foster Street, Littleton, MA.

First Stop - Drop & Ride Area at Harvard Senior Center at 16 Lancaster County Road, Harvard, MA.

Second Stop - Drop & Ride Area behind Town Hall @ 13 Ayer Road, Harvard, MA.

Leaves Littleton Commuter Rail Station at approximately 5:27PM and proceeds to the Harvard Senior Center arriving at approximately 5:37PM, then proceeds to the Harvard Town Hall arriving at approximately 5:42PM, accommodating commuters on the #423 train from Boston.

Route 2 PM (to Harvard)

Origination - Littleton Commuter Rail Station at 261 Foster Street, Littleton, MA.

First Stop - Drop & Ride Area at Harvard Senior Center at 16 Lancaster County Road, Harvard, MA.

Second Stop - Drop & Ride Area behind Town Hall @ 13 Ayer Road, Harvard, MA.

Leaves Littleton Commuter Rail Station at approximately 6:27PM and proceeds to the Harvard Senior Center arriving at approximately 6:37PM, then proceeds to the Harvard Town Hall arriving at approximately 6:42PM, accommodating commuters on the #425 train from Boston.

COST ESTIMATE FOR HARVARD COMMUTER SHUTTLE

1. ANNUAL COST ESTIMATE

Approximately 3.6 hours per day

Cost per Day = \$45 per hour x 3.6 hours = \$162 per day

5 days cost = \$5 x \$162 per day = \$810 per week

Yearly cost = \$810 x 52 weeks = \$42,120

2. ANNUAL ASSESSMENT ESTIMATE

Estimated Total Annual Cost = \$42,120 (MART assumes minimum of 60% of the cost)

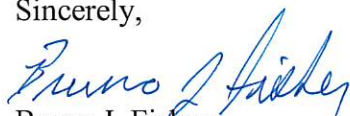
Estimated Local Assessment at 40% = \$16,848

- This estimated annual cost is based on the scheduled services requested by Harvard and does not account for any extended service costs resulting from delayed operating times incurred by late train services operated by the MBTA / Keolis. Vehicles providing services which are required to wait for delayed commuter rail trains will increase the cost of the shuttle services.

It is our understanding that the Town of Harvard has an MBTA assessment of \$27,682 in FY24 which can be allocated towards this operation and would be directed to MART instead of the MBTA. As Harvard's MBTA assessment exceeds Harvard's estimated portion of the MART shuttle operation cost noted above, there would be no local assessment to the Town of Harvard by MART.

Once you have had a chance to review this estimate, please feel free to contact me with any questions or if any clarifications or additional information is needed. We very much look forward to providing services to Harvard.

Sincerely,



Bruno J. Fisher
Administrator

C: Mayor Michael J. Nicholson, MART Advisory Board Chair
James Sluss, MART CFO
Melissa L'Ecuyer, MTS General Manager

Adopting Local Option Excise on the transfer of room occupancy MGL Chapter 64G

How does a municipality adopt the local option excise on the transfer of room occupancy?

Acceptance is by a majority vote of the municipal legislative body, subject to local charter. To accept excise the following or similar language may be used:

VOTED: That the city/town of _____ impose the local room occupancy excise under G.L. c. 64G, § 3A at the rate of _____ percent.

The following or similar language may be used to amend the local rate:

VOTED: That the city/town of _____ amend its local room occupancy excise under G.L. c. 64G, § 3A at the rate of _____ percent.

My community voted to accept the rooms occupancy excise. What's the next step?

Within 48 hours of the acceptance the city or town clerk must notify DLS by submitting this form: [Notification of Acceptance/Rescission – Room Occupancy](#). Email the notification of acceptance to databank@dor.state.ma.us.

What is local option tax rate available?

A municipality can choose to impose a rate up to 6% (6.5% in the city of Boston).

Can the rate adopted be amended?

Yes, a city or town adopting the rooms excise can choose to amend the adopted rate or even revoke it - but changes to the adopted rate can only happen once a year.

How will the excise be collected from the establishment?

Based on the effective date of the excise, DOR will collect the additional tax at the same time it collects the state tax on the room occupancy transfers.

When will DOR start collecting the excise?

The effective date is dependent on two things:

1. The wording of the article approved by the legislative body
2. The date DLS is notified of the adoption

Notification deadlines:

FY Quarter	Quarter Start Date	Local Action Deadline
Quarter 1	July 1 st	May 31 st
Quarter 2	October 1 st	August 31 st
Quarter 3	January 1 st	December 1 st
Quarter 4	April 1 st	March 1 st

For example, if a municipality votes on May 24th to adopt the local option excise effective July 1st the notification of acceptance must be received by DLS no later than May 31st. Delays in notifying DLS timely will change the effective date to the next quarter. Using this example, if DLS is notified on June 5th, the effective date will now be October 1st.

Is the local excise limited to hotels/motels?

No. Statutory changes to the room occupancy statute in 2019 expanded the definition of room occupancy transfers to include short-term rentals.

Can I request a list of all establishments registered with DOR as tax type room occupancy?

Yes. DLS can provide local officials with a list of registrations in their municipality. Email your request to databank@dor.state.ma.us.

When will we receive the local option excise collected?

DOR issues these payments quarterly. Quarterly payments are based on the taxes collected by DOR in the previous three months. For example, the September 30th local option excise distribution will be based on excise revenues received by DOR in June, July and August.

Can we request the amount of tax collected by establishment?

Unfortunately, we can't provide that detail due to DOR policy on taxpayer confidentiality. However, we can provide the revenue split between traditional lodging (hotel/motel) and short-term rentals. Email databank@dor.state.ma.us to request a report showing the revenue split.

Additional guidance is available from these sources:

- [Bulletin 2009-15B](#) Local Option Excise
- [DLS FAQs Short Term Rentals – Room Occupancy Amendments](#)
- <https://www.mass.gov/info-details/room-occupancy-excise-tax> (Mass DOR)



TOWN OF HARVARD

GENERAL LICENSE APPLICATION

Please check all boxes that apply:

- One Day Liquor License \$50.00
- Farmers Market License \$50.00
- Carry-In (BYOB) For Common Victualler \$100.00
- Common Victualler License \$50.00
- Entertainment License \$50.00
- Entertainment License \$100.00
With Carry-In (allows patrons to bring in beer and/or wine)

Michael Eldredge

September 16, 2023

Applicant

Date

Harvard Lions Club

Business Name

DBA (if different)

PO BOX 268

508-736-3498

michael.eldredge@primetals.c

Street Address/PO Box

Telephone

Email

Harvard

MA

01451

City/Town

State

Zip

The licensed premises, activity, or equipment shall be located at the following address:
(include what zoning district the business will be in)

4 Pond Road, field in front of library

This license is requested for the following expected hours of operation and days of the week.

Saturday, September 16, 2023 3:00 PM to 9:00 PM

Describe activity in the space below details of the license you're applying for (include any floor plan, if necessary):

Lions club Fall Festival where we will have live music and be serving beer, cider, and wine.

Entertainment License Application
Pursuant to M.G.L. c. 140, §183A
(Only if you are applying for an entertainment license)

Please check all that apply:

Dancing: By Patrons _____ By Entertainers _____ No Dancing

Music: Recorded _____ Juke Box _____ Live Music

Amplification System No Music _____

Shows: Theatre _____ Movies _____ Floor Show _____

Light Show _____ No Shows

Admission Charges: Yes _____ No

If yes, how much (or submit an admission schedule) _____

Other (Indicate Quantity): Televisions _____ Video Games _____ Pool/Billiard Tables _____

Does the facility have a sprinkler system? Yes _____ No

Please fully describe the proposed entertainment (Type, dates, hours of operation, indoors/outdoors, number of maximum patrons/attendees, etc. You may also submit a separate narrative to answer this question in deeper detail if more space is required):

Two local bands will play during the event. The Barn Burners and The Wednesday Night Project.

In addition, please submit the required documentation as part of your application:

1. Floor Plan of the proposed licensed premises;
2. Proof of adequate liability insurance (including alcohol insurance for on-premises liquor licenses)
3. Proof of Worker's Compensation Insurance certificate;
4. Adequate TIPS certified documentation only for proposed Manager of on-premises liquor licenses).

I certify under pains of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes required under law, and that all the information in this application are to the best of my knowledge true and correct.

eSigned via SeamlessDocs.com
Michael J. Eldredge
Key: ab2a3b788fedcc874eada3630da3055b

Signature

07-06-2023

Date

Resignation for Harvard Cultural Council

Rich Marcello <rich.marcello@gmail.com>

Thu 8/10/2023 5:40 AM

To: Julie Doucet <jdoucet@harvard-ma.gov>; Rose Miranda <rmiranda@harvard-ma.gov>

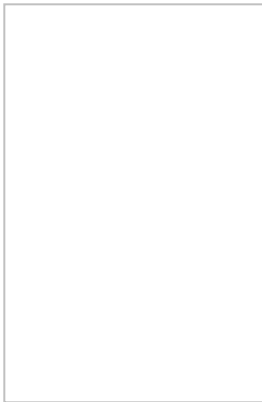
Hi Julie, Rose,

This note is to let you know I am stepping down from the Harvard Cultural Council, effective immediately, to focus more time on climate-related work in town.

Thanks,

Rich

--



www.richmarcello.com

To: Town Clerk

Please accept my resignation from the Cultural Council. Both the Chair and Co-Chair are aware of my intent to resign and approve.

Sincerely,



Tim Schmoyer
278 Stow Road
Harvard, MA 01451
845.238.1179

RECEIVED
HARVARD TOWN CLERK
2023 AUG 24 PM 3:12

My resignation from CPC

John Mark

Wed 8/23/2023 9:51 PM

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

Hi Julie,

I'm letting you know that I have resigned from the CPC, effective today, August 23, 2023.

Thanks,

John Mark Walker

20 Graniteview Ln, Harvard

Select Board Goals for FY24

Determine Future of Town Fire & EMT departments

- Review potential merger plan
- Gain input from residents, town departments and committees
- Determine whether to move forward with proposed merger

Increase Resident Engagement in Town Governance

- Increase attendance at Town Meetings
- Increase number and diversity of volunteers
- Research new ways to regularly communicate SB activity to residents

Improve Town's Future Financial Stability

- Explore new revenue sources
- Assess budget process
- Develop plan to update and collaborate with Town Depts and Committees on potential override in 2024

Improve & Increase Town Playing Fields

- Share and gain feedback from Needs Assessment report scheduled for completion by Sept 2023
- Identify specific parcels for potential development
- Determine potential costs and funding sources

Develop Vision for the future of Transfer Station

- Create ad hoc committee to research needs, gain resident input and provide recommended plan
- Develop recommendations to increase usage by residents

Ensure Harvard is a More Accessible Community

- In collaboration with Town Depts & relevant committees implement priority tasks from Committee on Disabilities 2023 plan

Increase Affordable Housing in Town

- Work with Municipal Affordable Housing Trust to communicate and implement 2023 Housing Production Plan
- Conduct outreach with state and local elected officials

Expand Town's Green Initiatives

- Support HEAC to identify potential future solar and EV opportunities
- Work with Town Depts and relevant committees to implement HCIC plan