

Posted 1/18/2024 at 3:30pm by JAD



**SELECT BOARD
AGENDA
Tuesday, January 23, 2024
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: Jan 23, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81021638749?pwd=V0c2bFZpQmZpZnBjMGpLemV2aVJlQT09>

Meeting ID: 810 2163 8749

Passcode: 280910

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+19294362866,,81021638749# US (New York)

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AGENDA ITEMS

- 1) Call meeting to order – Chair Rich Maiore
- 2) Meet with Town Clerk to discuss the polling location change and to act on election officials (7:00)
- 3) Appointments: (7:15)
 - a) Peter Civilick – Park & Recreation Commission
 - b) Catherine Madigan – Commission on Disabilities
- 4) Budget update from the Finance Director, and discussion of override options (7:25)
- 5) Discussion with Victor Normand, Chair of DJFC on proposed warrant article re jurisdiction of Vicksburg Sq. (7:45)
- 6) Public Communication (8:00)
- 7) Discuss Master Plan next steps (8:05)
- 8) Approve minutes from 12/19 (8:15)
- 9) Staff Report/updates (8:20)
- 10) Action/Discussion Items: (8:30)
 - a) Act on revising the Harvard Climate Initiative Committee composition
 - b) Recognize resignation of Orville Dodson from the ZBA
- 11) Select Board Reports

***Next Regular Select Board Meeting
Tuesday, February 6, 2024
7:00pm***

Party	Last Name	First Name
D	Alpert	Abbe
D	Bagdonas	Meg
D	Ball	Audrey
D	Barton	Deb
D	Blackwell	Sydney
D	Bradley	Dennis
D	Helhowski	Joanne
D	Kaegebein	Debbie
D	Kemp	Barbara
D	Hughes	Bob
D	Schmidt	Joe
D	Sevigny	Marc
Party	Last Name	First Name
R	Cronin	Nancy
R	Cronin	Steven
R	Griffin	Maureen
R	Jarvis	Mary
R	Maiore	Frances
R	Wilhelm	Janet
Party	Last Name	First Name
U	Barber	Duane
U	Browse	Cary
U	Chernoff	Anton
U	Chernoff	Peggy
U	Dagdigian	Lisa
U	Holcomb	Susan
U	Holcomb	Bill
U	Jordan	Barry
U	Nigzus	Steve
U	Reedich	Susan



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: October 3, 2023

Name: Peter M Civilik

Home Address: 35 Lancaster County Rd 9-B
Harvard Ma, 01451

Mailing Address: 35 Lancaster County Rd 9-B
Harvard Ma, 01451

Phone Number(s): [REDACTED]

Current Occupation/Employer: Federal Bureau of Prisons

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: Currently the Recreation Supervisor at FMC Devens. Been employed at the federal prison for 23 years. Was also the Recreation Co-Ordinator at Hadley Assessment for the Dept of Youth Services. I have been active in the Community Relations Board for the prison. In addition I have vast experience in recreational activities. With an emphasis on scheduling and developing programs. Currently a licensed journeyman plumber. Married with two children who attend Hildreth Elementary School.

Board(s) / Committee(s): ___PARK & RECREATION COMMISSION



Town of Harvard

13 Ayer Road

Phone: (978) 456-4100

Volunteer Form

Good Government Starts with You

Date Submitted: October 30, 2023

Name: Catherine E Madigan

Home Address: 67 Warren Ave
01451

Mailing Address: 67 Warren Ave
01451

Phone Number(s): [REDACTED]

Current Occupation/Employer: Syndax Pharmaceuticals

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: I am a Harvard resident since 2014 with 3 children now at Bromfield who all have learning differences. I am a pediatric heme/onc physician who has been working in clinical research in the biotech / pharmaceutical field for ten years, following about 8 years in clinical practice . I have time for commitments that take place after business hours or on weekends up to 2 hrs a week.

Board(s) / Committee(s): ___COMMISSION ON DISABILITIES

Town of Harvard - General Fund - 5 Year Budgeted Revenue / Expense Projection

	<i>Actual Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<u>Budgeted Revenues - Tax Levy (actual \$)</u>							
R.E. Tax Levy Limit from Prior Year	22,301,670	23,088,972	23,901,964	24,619,513	25,355,001	26,088,876	26,841,098
2.5% Increase	557,542	577,224	597,549	615,488	633,875	652,222	671,027
New Growth	229,760	235,768	120,000	120,000	100,000	100,000	100,000
Debt Exclusion - TH Renovations \$2.25M	153,188	149,738	146,288	142,838	139,388	137,088	134,788
Debt Exclusion - TH Renovations Reimb Prem	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)
Debt Exclusion - TH Renovations \$700K	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Debt Exclusion - TH Renovations Reimb CPA	(46,988)	(45,938)	(44,888)	(43,838)	(42,788)	(42,088)	(41,388)
Debt Exclusion - Sr Ctr/Hildreth Hse	96,350	93,750	91,150	83,550	81,150	78,750	76,950
Debt Exclusion - Public Library	136,925	129,375	126,563	-	-	-	-
Debt Exclusion - Fire Truck	30,000	29,250	28,500	27,750	27,000	26,500	26,000
Debt Exclusion - School - Bromfield Renov	331,975	320,725	308,813	-	-	-	-
Debt Exclusion - School Reimb Premiums	(2,200)	(2,200)	(2,200)	-	-	-	-
Debt Exclusion - Roads	58,500	57,000	55,500	54,000	52,500	41,500	25,700
Debt Exclusion - MWPAT	122,195	122,366	122,540	122,717	122,899	123,083	123,273
Debt Exclusion - MWPAT Reimb from Better	(59,179)	(59,262)	(59,346)	(59,432)	(59,520)	(59,610)	(59,701)
Debt Exclusion - Heavy Duty Dump Truck (2017)	12,250	11,750	11,250	10,750	10,250	-	-
Debt Exclusion - Bromfield Science Lab (2017)	7,475	7,225	6,975	6,725	6,475	6,225	5,975
Debt Exclusion - HES School Building Project	2,343,175	2,279,925	2,216,675	2,153,425	2,085,300	2,022,300	1,959,300
Debt Exclusion - HES Sch Bldg Reimb Cap Stab	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - HES Sch Bldg Reimb Devens	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - Ladder Truck	78,307	80,600	78,600	76,600	74,600	72,600	70,600
Debt Exclusion - Heavy Duty Dump Truck	28,921	31,300	30,300	29,300	28,300	27,300	21,300
Debt Exclusion - Ayer Rd Design	111,166	107,800	98,800	-	-	-	-
Debt Exclusion - Purchase of COA Bldg	215,401	213,400	208,200	203,000	197,800	192,600	187,400
Debt Exclusion - Old Library Roof	28,776	30,675	29,875	29,075	28,275	27,475	21,675
Debt Exclusion - Old Library Roof	39,122	40,375	39,375	38,375	37,375	36,375	35,375
Subtotal - Debt Exclusions	3,325,054	3,236,500	3,330,565	2,911,380	2,824,500	2,724,894	2,621,343
Subtotal - Budgeted Tax Revenue	26,414,026	27,138,464	27,950,079	28,266,382	28,913,376	29,565,992	30,233,468
<u>Budgeted Revenue-State Aid, Local Rec & Transf</u>							
State - Cherry Sheet Revenue	4,310,611	4,519,970	4,519,970	4,519,970	4,519,970	4,519,970	4,519,970
Estimated Local Receipts	1,661,862	1,684,514	1,508,127	1,508,327	1,453,527	1,453,527	1,453,527
Community Preservation for Debt	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Sewer Betterments for Debt	92,195	92,324	92,455	92,589	92,726	92,866	93,009
Capital Stabilization for Debt	269,388	-	-	-	-	-	-
School Devens Fund for Debt	200,000	200,000	100,000	-	-	-	-
Title V Septic Betterment for Debt	11,529	11,529	11,529	11,529	11,529	11,529	11,529
HCTV Fund	83,700	81,000	-	-	-	-	-
Library Trust Fund	5,000	5,000	-	-	-	-	-
Subtotal - Budgeted State Aid, Local Rec & Transf	6,681,272	6,640,275	6,276,969	6,176,253	6,120,540	6,119,980	6,119,423
<u>Budgeted Assessments</u>							
Library - Cherry Sheet Offset Item	(14,179)	(15,414)	(17,264)	(19,335)	(21,656)	(24,254)	(27,165)
School Choice - Cherry Sheet Offset Item	(326,022)	(298,407)	(334,216)	(374,322)	(419,240)	(469,549)	(525,895)
State - Cherry Sheet Assessments	(626,238)	(650,691)	(728,774)	(816,227)	(914,174)	(1,023,875)	(1,146,740)
Town - Estimated Overlay	(100,000)	(90,140)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Subtotal - Budgeted Assessments	(1,066,439)	(1,054,652)	(1,180,253)	(1,309,884)	(1,455,070)	(1,617,678)	(1,799,800)
NET BUDGETED REVENUES	32,028,859	32,724,087	33,046,794	33,132,751	33,578,846	34,068,294	34,553,092
	<i>Estimated Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<u>Budgeted Expenditures</u>							
Town Expenses	12,947,284	13,585,301	14,380,011	14,753,602	15,401,106	15,848,116	16,553,533
Local School Expenses	14,622,343	15,181,636	16,230,250	17,067,218	17,621,903	18,194,614	18,785,939
Debt Expense - Prin & Interest Due	4,016,882	3,659,468	3,751,764	3,422,314	3,333,877	3,233,177	3,128,641
R&A Article Expenses	231,058	21,129	47,653	125,000	125,000	125,000	125,000
Sewer Subsidy (Voted in Enterprise Fund)	-	105,000	115,000	115,000	115,000	115,000	115,000
TOTAL BUDGETED EXPENDITURES	31,817,567	32,552,534	34,524,678	35,483,135	36,596,886	37,515,907	38,708,113
<u>BUDGET SUMMARY</u>							
Net Budgeted Revenues	32,028,859	32,724,087	33,046,794	33,132,751	33,578,846	34,068,294	34,553,092
Budgeted Expenditures	(31,817,567)	(32,552,534)	(34,524,678)	(35,483,135)	(36,596,886)	(37,515,907)	(38,708,113)
Estimated Surplus / (Deficit)	211,291	171,553	(1,477,884)	(2,350,384)	(3,018,040)	(3,447,613)	(4,155,022)

Original Allocation		(Over)/under	
	Allocation	Requests	Allocated Budgets
Town	7,833,616	8,219,991	(386,375)
School	15,138,740	16,230,250	(1,091,510)

Level Service		(Over)/under	
	Allocation	Requests	Allocated Budgets
Town	7,833,616	8,050,139	(216,523)
School	15,138,740	15,735,250	(596,510)

NOTE: Below is a copy of cuts submitted to FinCom for their review and has not yet been acted on or discussed at the time of the agenda packet being distributed to the SB

Level Service:

The Level Service Amount for the Town, not including Benefits/Ins. or Debt, equals \$7,475,134, which equals a reduction of \$169,852 from the \$7,644,986 that was originally requested. This reduction is 2% of the total requested and was made by making the following cuts:

35,000	Grant Writer
59,158	1 Police officer
2,100	Tree Warden
48,994	DPW Admin
8,100	BOH Additional Hours
5,000	Veterans
11,500	Beach Director
169,852	Total

Staffing modifications: Given the support for and commitment to the additional police officer last year, (which was removed at the last minute to fund the Parks and Recreation Director), and the continued commitment and need for the additional officer, we cut one of the Police Department's two requested police officer positions. We are sensitive to the fiscal hurdles in front of us, and view residents' safety and security as paramount. For this reason, we have removed all other new/expanded positions from our FY25 budget request.



Select Board Minutes
Tuesday, December 19, 2023
7:00pm

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

Select Board participants:

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

Town Department participants:

Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet, Firefighter/EMT Jason Cotting

Additional participants:

HCIC Chair Ellen Leicher, MAHT Chair Arielle Jennings, Bonnie Heudorfer, Amy Nutt

Climate Initiative Committee status report

Chair Ellen Leicher came to share Climate Action Plan implementation and educational highlights. She spoke about various grant opportunities that are available. Included in the report were ways the Select Board can assist in implementation of the Town Climate Resolution, HCIC membership structure, HCIC liaisons on other committees and support the adoption of the Specialized Stretch Code, tree learning erosion control code and wetlands protection update of the code. She will submit a specific request form the committee for a change in membership and at an upcoming Select Board meeting the specialized stretch code will be discussed in more detail.

Municipal Affordable Housing Trust presentation of the draft Housing Production Plan

MAHT Chair Arielle Jennings and volunteer Bonnie Heudorfer came to present the draft plan. They acknowledged the yearlong effort it took to complete this plan. They are confident the plan as drafted will strategically guide the town to develop low to moderate income housing. They expect the town can meet the 10% goal. The plan includes a summary of strategies that are especially important. By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the plan as amended.

Minutes

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the 11/21 minutes, as presented.

Staff Report/updates (Attachment A)

Annual license renewals

Executive Assistant Julie Doucet confirmed all license holders are in good standing for renewal. She reported a couple of license holders have remaining requirements to meet and Sorrento's Pizzeria has decided to forgo the ability to allow carry-in beer and wine for patrons. Charles Oliver By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – abstain, Maiore – aye, the board voted unanimously to approve all licenses but the General Store.

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – abstain, Maiore – aye, the board voted to approve license for the Harvard General Store. Oliver does business with the General Store therefore he did not vote on this motion.

Harvard Ambulance Service rates for Calendar Year 2024

Firefighter/EMT Jason Cotting came to request the accepting of the new rates for 2024.

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the new rates.

Memorials Policy

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the amended memorial policy.

Special Event Request from the Bromfield School PTO

PTO member Amy Nutt has been working with Sargent Callahan on the event details. All proceeds from the Running to Class Winter 1-Mile Fun Run and 5K will benefit the PTO's for Hildreth Elementary and Bromfield schools. She is hopeful this will become an annual event.

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve the special event permit with a weather date to be determined if necessary.

Select Board Reports

Erin McBee reported the Planning Board is seeking guidance on the master plan next steps and would like to attend an upcoming Select Board meeting. She said the board has completed a first draft on the C district plan and are vetting feedback from the MBTA survey.

Don Ludwig reported the Finance Committee has met with all town departments and is currently waiting for response from the school department on their budget questions.

Executive Session

By a roll call vote, Minar–aye, Oliver – aye, McBee– aye, Ludwig – aye, Maiore – aye, the board voted unanimously to enter executive session at 8:50pm as per MGL 30A Sec. 21.2 To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

The meeting was adjourned at 9:30pm.

Documents referenced:

HCIC update – dated December 2023

Housing Production Plan – dated 2024-2028

Annual licenses – 2024

HAS rated – 2024

Prohibit Memorials Policy – dated December 2023

Special event application – dated 12.14.2023

To: Select Board

Subject: Follow-up to HCIC presentation on Dec. 19, 2023.

Addressing: HCIC membership, CPIC and CPC liaisons and HCIC checklist to evaluate climate impacts

This memo is in follow-up to our meeting with the Select Board on December 19, 2023. We had asked for a change in our committee's membership, the details of which are proposed below. We are also addressing how HCIC can better coordinate with CPC and CPIC and how climate change implications of projects, acquisitions and policies can be addressed.

HCIC Membership

We propose a change in our membership to allow us to recruit any Harvard resident to become a member of our committee. (Initial Committee membership: Select Board Minutes of 12.21.2021.)

The original membership was based on having members from other committees serve on HCIC which is important given our Climate Action Plan goals require the efforts of other committees. Having to serve on two committees has become unfeasible. HCIC instead decided to have our members serve as liaisons to other committees. Each of our members will meet with their assigned committee quarterly and assist them in their climate-related work. We request to formalize our membership based on this change and allow any citizen at large to join our committee.

Current Membership:

Committee Member	Committee Liaison for CAP
Staci Donahue - Associate	PB and TAC
Rich Marcello	
Sharon McCarthy	Board of Health
Pat Natoli – Associate	Public Safety
Deborah O'Rourke	Harvard Conservation Trust
Ellen Sachs Leicher	HEAC, School Committee, CPC
Christiane Turnheim	Agriculture
Lucy Wallace	Conservation Commission

Proposal:

Reduce HCIC membership to 7 with 2 Associates

We will work to recruit another citizen at large to the committee as an Associate and ask one of our Associates to take a permanent position.

CPC and CPIC Liaisons

HCIC suggests a stronger liaison role with these two committees.

CPC – In speaking with Stu Sklar, we came to an agreement that HCIC will not be a voting member of CPC but will play an important role in helping the organization assess the climate impact of their decisions.

As has been in place for several years, the CPC application form asks that the applicant contact HCIC regarding their application. HCIC reviews the applications and reaches out to applicants if there are questions in regards to climate impacts. HCIC will be invited to attend a meeting where HCIC input is an agenda item and to discuss with CPC members concerns HCIC may have about particular proposals. This approach will allow more dialog and ideas to address climate change than the current method of HCIC submitting written comments.

CPIC – We propose the same approach with CPIC that is outlined for CPC but, as of this writing, have not been able to discuss this with CPIC leadership.

HCIC Checklist to Evaluate Climate Impacts

The Town approved and adopted the Resolution on Climate which has an assessment as part of the resolution:

“Harvard commits to developing and requiring an environmental assessment process to review all purchases, public projects, planning processes and policies and to make this information readily available to town residents specifically on warrants requiring citizen approval.”

Based on research of climate screening tools and assessments, we propose for discussion, the attached draft form on items requiring town vote related to policies, plans, projects and purchases. This approach could be piloted with CPC applicants. We request to meet with the Select Board to review the tool and how it can be implemented.

From: Chris Tracey <ctracey01451@gmail.com>

Sent: Friday, January 12, 2024 09:16

To: Frank O'Connor <FOConnor@harvard-ma.gov>; Vittoria Konstantinidis <vkonstantinidis@harvard-ma.gov>

Subject: Orville Dodson Resignation

Good day!

I received the following communication from Orville.

Please be kind enough to pass this on to the other ZBA members, as well as to the Select Board (Julie) so that their records are accurate as well.

Thank you very much!

Chris

"Hi Chris,

I hope things are going well. My previous email was probably unclear. So here is what I meant to convey. I have enjoyed the ZBA and your leadership and the time I've spent on the board. I've been thinking about leaving the ZBA and now seems like the right time to do that. So I'd like to resign as alternate member of the ZBA. I have recently begun to have minor walking difficulties and I'm cutting back on my walking. (We all get older!) You are doing a professional job running the ZBA, a very good job at doing so, in my opinion. Send my regards to the ZBA board at your next meeting. Here's hoping you won't be getting many 40B's !

Orville"