



**Select Board  
Minutes  
Tuesday, October 2, 2018 at 7:00pm  
Town Hall Meeting Room, Harvard, MA**

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

**True West Brewing Company – one day liquor license hearing**

Fruitlands Event Manager Catherine Shortliffe described the license request as an additional element for the annual community bonfire event that is open to the public. This year they decided to have a beer tent and music. True West Brewing Director of Sales Michael Van Horn has been working with Executive Assistant Julie Doucet to provide all the necessary paperwork for the license request. True West is pleased to join the event at Fruitlands. Wallace confirmed the Police and Fire Chiefs have been informed about the event as well.

On a Sklar/von Loesecke motion, the board voted unanimously to close the one day liquor license hearing.

On a Sklar/von Loesecke motion, the board voted unanimously to grant a one day liquor license to True West Brewing for Nov. 3 at Fruitlands Museum from 5pm to 7pm.

**Introduction of Community and Economic Development Manager**

Planning Board Chair Erin McBee introduced Chris Ryan. Ryan comes to Harvard with a master's degree in planning and many years of professional experience in a varied number of communities. He is excited for the opportunity to work in Harvard. Ryan is familiar with the area and prepared to assist Harvard accomplish goals with respect to economic development keeping in mind the desire to maintain preservation. The board members welcomed Ryan and are looking forward to working with him. They are thrilled with the experience he brings.

**Permanent Building Committee (PBC)**

Members of the newly formed committee Cindy Russo, Corey Dufresne, Rick Maiore and Carl Sciple were present. They asked for clear direction on their role with respect to the old library front entrance project. It was decided the Old Library Accessibility Committee (OLAC) will shepherd that project to completion. The PBC will assume their role as outlined in their charge when the roof project begins. Sobalvarro spoke about capital request applications. Everyone agreed the PBC is not responsible to file applications for funding but could serve in an advisory role. They will begin work in the schematic phase and follow the projects through to completion. The board thanked the PBC members for coming and expressed their gratitude for their willingness to serve in this very important role.

**Police Department - Management & Operations Analysis**

Sarah Concannon from the UMass Collins Center for Public Management began with a brief introduction. Police Chief Ed Denmark was also present. Concannon explained the goals and methodology utilized for the assessment. The assessment included analysis of administration & financial management, human resources, public safety & community engagement and policies & procedures.



The following findings and recommendations were highlighted:

Administration & financial management

Recommendations: electronic time and attendance system, collections process & related policies, cruiser fee

Human Resources

Findings: Culture and morale, recruitment and retention, succession planning

Recommendations: Fill vacancies and recruitment, succession planning

Public Safety & Community Engagement

Findings: School involvement and security, Community engagement

Recommendations: Traffic enforcement and speeding

Policies & Procedures

Recommendations: Finalize and adopt policies to include social media, Mass Police Accreditation Program

Chief Denmark briefly spoke about the policy and steps he has taken to begin use of Tasers in the department. He explained why now is the right time to begin this practice.

In summary, Concannon noted Harvard is overall a very safe community. The philosophy of community policing and engagement that includes personal connections and being present has proven to be an effective way to create a positive environment along with protecting and serving the community. She noted the foundational philosophy stems from department leadership, personnel and aligns with values in town.

**Minutes**

On a von Loesecke/Sklar motion, the board voted unanimously to approve minutes of 9/13 and 9/18, as submitted.

**Town Administrator report**

Bragan reported on the following:

- Trichome Health will not continue their pursuit of a retail marijuana license in Harvard. The Select Board will need to decide at their next meeting if they will enter into an agreement with Coil Brothers.
- Announced list of current committee/board vacancies.
- Pole hearings are scheduled for the next meeting: Scott Rd, Candleberry Ln and Brown Road.
- MEMA has notified us there will be a national test of the wireless emergency alert system tomorrow.
- Ed Starzec from MassDevelopment will attend the next Select Board meeting to discuss Vicksburg Square plans.
- Open meeting law training on November 15<sup>th</sup>
- Home Rule legislation from the annual town meeting was not submitted. There was a communication error between Bragan and Town Counsel. This was corrected today and the legislation has not been delayed.
- With resignation of the Finance Director the Select Board has to decide what its hiring process will be as this remains the Select Board appointment under the Charter. He suggested the same process as before which included a screening committee and then 2 to 3 finalists for the board to interview. Bragan asked the board members to think about this position moving forward. Will the position remain a combined position (Finance Director/School Business Officer) or will it be Finance Director/Town Accountant. Alice von Loesecke volunteered to serve on the screening committee. A School Committee will also need to serve on the committee.

**Right of First Refusal – 6 Old Schoolhouse Road**

Bragan confirmed all required notices were delivered and there is no interest to purchase the property.

On a Sklar/von Loesecke motion, the board voted unanimously to forgo the right of first refusal on property located at 6 Old Schoolhouse Road.



### **Special Town Meeting Warrant**

The board reviewed the seven proposed articles. On a Minar/Sklar motion, the board voted unanimously to approve warrant subject to confirmation from school superintendent as to whether they need article 7.

### **State Election Warrant**

On a Sklar/von Loesecke motion, the board voted unanimously to endorse warrant for state election.

### **Out of State Travel request**

Bragan explained this request is from the Fire Chief for himself and two other officers to travel to Canada for the final inspection of the tanker truck. On a Sklar/von Loesecke motion, the board voted unanimously to approve the Fire Chief and two officers to do a final inspection for the new tanker truck in Toronto.

### **Select Board reports**

Minar reported the Municipal Vulnerability Preparedness subcommittee is underway. They interviewed three consultants and chose Harriman.

Von Loesecke said the school building committee has finalized exterior elements and is viewing interior designs. Wallace mentioned the recent public forum was not well attended or televised.

Sklar reported the War Monument Restoration Committee has completed their work on the World War II monument on the town common. The dedication ceremony is scheduled for November 11<sup>th</sup> at 11am.

Wallace reported the Harvard Devens Jurisdiction Committee will be sending requests to dept./boards/committees for their input.

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

(Sklar – Aye, Wallace – Aye, Minar – Aye, von Loesecke – Aye) to enter into executive session at 8:50pm, as authorized by Chapter 30A, Section 21. 6, to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Following the executive session, the Board will reconvene only to adjourn. \*\*\*\*

The meeting was adjourned at 10:20pm.

Documents referenced:

True West Brewing Company application – dated 9.17.2018

Police Dept. – Management & Operations Analysis – dated Sept 2018

Right of First Refusal – 6 Old Schoolhouse Road – dated 9.12.2018

Special Town Meeting warrant – dated 9.27.2018

State Election Warrant – dated 9.24.2018

Out of state travel request – dated 9.27.2018