Select Board
Minutes
Tuesday, June 19, 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 Hildreth House. Selectmen Ken Swanton, Kara Minar and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet. Stu Sklar was absent.

Minutes
Wallace suggested revising minutes to correct motions to read "issue" with respect to both the on and off premise licenses to the Harvard General Store once fees are paid. On a Swanton/Minar motion, the board voted unanimously to approve 6/5 minutes, as amended.

Patrol Officer Introduction
Chief Denmark introduced Matthew Callahan as the new patrol officer. Callahan comes with twenty years of experience in public safety. Denmark is pleased to be able to hire someone with this level of training, experience and with a good disposition.

Traffic Signs
Chief Denmark reported the new speed sign installations were delayed due to an issue with the poles that were delivered. They will be erected in July when replacement poles arrive.

Committee/Board annual appointments
On a Swanton/von Loesecke motion, the board voted unanimously to appoint those who indicated yes on page one. On a Swanton/Minar motion, the board voted unanimously to appoint those who indicated yes on page two. On a Swanton/Minar motion, the board voted unanimously to appoint those who indicated yes on page three.

New committee/board appointments
Community Cable Access Committee
Committee members Nick Browse and Hakan Sahin introduced Chris Jones for appointment to the committee. Sahin explained two members with terms expiring this year are not seeking re-appointment. Jones is a teacher at Bromfield and was approached by committee chair Bill Johnson. He is excited to join the committee. They are also requesting the appointment of HES teacher Amy Bassage to fill the other position. Bassage was not present. Hakan and Browse said she will be a terrific addition as well.
On a Swanton/Minar motion, the board voted unanimously to appoint Chris Jones and Amy Bassage to the Community Cable Access Committee.

Agricultural Advisory Committee
Resident and farm owner Kerri Green introduced herself for appointment. The commission also has a member who is not seeking re-appointment. Green married into the Westward Orchard family. She is excited to join the commission and help increase their collaboration with other boards/committees.

On a Swanton/Minar motion, the board voted unanimously to appoint Kerri Green to the Agricultural Advisory Commission.

Cultural Council
Council member Dave McClellan introduced Rich Marcello and Faith Cross for appointment to the council. Marcello is a local writer who has become involved with the Harvard Cultural Collaborative. Cross has been a resident for many years. She has been involved at Fruitlands Museum and currently serves on the Indian Hill Music Board. On a Minar/Swanton motion, the board voted unanimously to appoint Faith Cross and Rich Marcello to the Cultural Council.

Girl Scout book share shed proposal
Girl Scouts from Troop 30741 (Sophie Thompson, Rebecca Miller, Robin Miller, Camille Gomez) came before the board to explain their proposal to erect a small shed at the Transfer Station to be used for a free book exchange. They noticed many viable books being thrown away and decided to come up with better alternative. They met with DPW Director Tim Kilhart who gave them a tentative approval. The troop has raised $1000.00 which will cover costs to construct the shed. They plan to visit the shed each week to organize the book exchange. This area will be for gently used books only and not for text or encyclopedia type books. DPW Director Tim Kilhart expressed his support for the proposal on a trial basis for six months. After denial from the Town Administrator's office the Girl Scouts decided to approach the Select Board directly. The Select Board members liked the concept and initiative taken on behalf of the scouts. On a Swanton/Minar motion, the board voted unanimously to endorse Girl Scouts proposal for a book share program at the Transfer Station.

SMART (Save Money and Reduce Trash) program
Transfer Station Committee member Tom Philippou, Mass DEP Consultant Irene Congdon and DPW Director Tim Kilhart were present to give an update on their progress. They reviewed their goals, funding philosophy, grants they have applied for and expected implementation plan. They encouraged residents to contact them if they have any questions or ideas. The Board thanked them for the progress report and concurred with the goal of implementing the SMART program July 1, 2019.

Town Administrator Report
Bragan has been working with Town Counsel, Assistant Town Administrator Marie Sobalvarro, and the town's insurance carrier on the License Agreement for the proprietor of the General Store. He said the Select Board will need to determine a monthly or annual fee for the license and terms of the license. He recommended a nominal fee of $100/month (while in use) and that the license be coterminous with the proprietor's lease initially and then renewable after that. He outlined the limits required by our insurance provider. Bragan expressed his concern about a recent event (wine & cheese) that was held on the 3rd of June prior to the Select Board issuing the on premise consumption license. He is also concerned the separation of the spaces has not yet occurred. Bragan has contacted store owner Scott Hayward about this. The Select Board members questioned the liability amounts being required by our insurance company.

Bragan explained recycling is no longer free. It costs the town $30/ton for glass disposal with a hauling cost of $375/load; $72/ton for plastic and cans with a $225/load hauling cost; and finally it costs us $275/load to haul paper and cardboard away with no per ton charge yet. He brought this up for two

reasons: first, the price of the transfer station stickers usually covered any costs associated with these items (we were getting paid for these at one point) and given the recent increases this coming year's stickers were not adjusted for these additional costs; and second, the Select Board policy is that a recycling stickers are free under current policies and procedures. The Select Board agreed with Bragan's suggestion that it charge a fee for recycling only.
On a von Loesecke/Minar motion, the board voted unanimously that recycle only stickers will cost $50 effective immediately.

Bragan distributed a list of employees he has appointed. He reminded the board about the Charter process now granting him the authority for appointment of a number of employees. He is working with the Ambulance Squad to finalize their roster which he is also tasked with officially appointing.

Bragan announced Westward Orchards has applied for a one-day liquor license. The hearing for a Farm to Table event will be conducted at the July 10th meeting. In addition, the Lions Club has submitted requests for entertainment and one-day liquor licenses for the Volksfest to be held in September. This request does not require a hearing, however the board will need to act on the requests.

Bragan reported the Finance Director has hit a stumbling block for the Bond Anticipation Notes (BANs) on the School Project which they had hoped would have been ready for approval at the July 10, 2018 meeting. However, the Town needs to have a Project Funding Agreement (PFA) in place prior to being able to execute the BANs and Bragan has been told by the OPM that could take 2 to 3 months for the PFA to be executed. This potentially poses problems for delaying the project and/or having the BANs cost more. Bragan and the Finance Director are working to resolve the problems quickly.

Bragan reported Sobalvarro is working with the Planning Board on the job description for the Economic Development Director position and will be bringing it to the Personnel Board for review and placement in our personnel system shortly. The Select Board members asked to review the job description. A draft will be distributed. A draft of the Facilities Manager position will also be sent to the board.

Bragan reported that Town Planner, Bill Scanlan, received a letter from Coil Brothers Concentrates, LLC who is intending on applying for a Cannabis Manufacturing/Processing permit in Harvard. Currently they are looking at the Appleworks Building but the Health Agent says there are issues with that location. Bragan will review cannabis control commission guidelines.

Bragan distributed a calendar incorporating all important dates for the upcoming budget season. He will share it electronically with the Select Board members.

Bragan said the employee appreciation cookout will be held on Wednesday, August 8, 2018 from 12:30 to 2:30 on the porch of the Hildreth House.

Historical Commission resignation
On a Swanton/Minar motion, the board voted unanimously to acknowledge Ben Guthro's resignation and send a letter of thanks. The board members were disappointed and concerned about the cause of the resignation.

Marijuana Community Host Agreement
Bragan provided a proposed draft = of a community host agreement, noting he did not receive comments from any of the Select Board members on the samples sent out previously. As board members began commenting on the draft he provided Bragan asked they send their feedback via email by Thursday, June 28th.

Building Committee charge
Minar felt strongly a member of the Energy Advisory Committee should be included as part of the membership. Discussion ensued and it was apparent the board members and Town Administrator had differing opinions on the membership outlined in the draft document. Bragan suggested the board members submit their feedback to him via email by June 28th for review at the next meeting.

Minutes from the Strategic Planning Session
On a Sklar/Minar motion, the board voted unanimously to approve minutes from 6/4, as amended.

Strategic Plan & FY 18 goals review & Master Plan tasks
The board reviewed their goals from FY18. Wallace will start a draft Strategic Plan. Wallace and Minar will review Master Plan tasks again.

The meeting was adjourned at 9:50pm

Documents referenced:
Appointments – FY19 re-appointment list
New appointments:
Green vol form dated – 5.15.2018
Bassage vol form dated – 5.26.2018
Jones vol form dated – f5.27.2018
Marcello vol form dated – 4.19.2018
Cross vol form dated – 4.9.2018
Girl Scout letter dated – 6.3.2018
SMART plan update – 6.12.2018
Guthro resignation letter – dated 6.7.2018
Marijuana Community Host Agreement - dated 6.12.2018
Building Committee charge – dated 6.12.2018