Select Board
Minutes
Tuesday, July 16, 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 and Executive Assistant Julie Doucet.

Energy Advisory Committee (HEAC) update
Members Eric Broadbent and Brian Smith came to request a reduction in the membership to help with meeting quorum and to ask Paul Green be appointed as a voting member instead of an associate. They also asked the board to vote in favor of allowing associate members voting privileges if necessary. The Select Board members agreed with their requests. On a Minar/Sklar motion, the board voted unanimously to change composition of the committee to five members with two associates used as voting member to make quorum. On a Wallace/Minar motion, the board voted unanimously to appoint Paul Green as a full member to Energy Advisory Committee.

Environmental Forum - Review Form
Bare Hill Pond Watershed Management Committee member Bruce Leicher accompanied the HEAC members to discuss an idea that came from the recent environmental forum. Broadbent said they want to find a way to include more environmental focus when it comes to decision making in town. They drafted an Environmental/ Re-Use/Energy/Resiliency Review Form. Leicher explained this could be a document completed by the board/committee working on the project. They envision maybe the form being posted on the town website allowing members of the public the ability to view it. The board members offered input and asked them to come back in September. Energy Committee member Ellen Sachs Leicher added this document could be presented at a town meeting when the community is ready to vote on a project.

Old Library Accessibility Project update
Wallace explained initially the original scope of work included restoring the recessed alcove entryway with the existing tiles which had been covered by carpeting in the earlier library renovation. However, when the carpet was removed we found that many of the tiles were damaged and are now unable to be used again. She said the Historical Commission expected the original tiled entry to be restored as part of this project. The estimate to incorporate the old tiles with other granite tiles is quite expensive. The budget is very tight therefore they may not have enough funds to complete this part of the project. The Committee is also investigating having another contractor install the tile instead of the General Contractor to reduce the cost. The Board members were understanding to the dilemma. Sklar suggested use of funds from the Rantoul Trust account if necessary. On a Wallace/Sklar motion, the board voted unanimously to authorize up to $2,000 from the Rantoul Municipal Buildings account as needed to finish the project.

Old Library Accessibility Project payment request
On a von Loesecke/Wallace motion, the board voted unanimously to approve pay request to Rinaldi Inc. for $109,087.54 as outlined on application #7.

Minutes
On a Wallace/Maiore motion, the board voted unanimously to approve minutes of 6/25, as presented.

FY20 Goals
The board members made a few more adjustments before finalizing the goals for FY20.

Open meeting law complaint
Bragan announced an open meeting law complaint was filed against the Select Board with respect to the liquor license application filed by Carlson Orchards. Bragan drafted a response letter that was reviewed by Town Counsel and the Select Board members. Bragan spoke with Town Counsel who assured him the board acted in a correct and legal way. On a Wallace/Sklar motion, the board voted unanimously to authorize the Chair to sign response to the complaint as amended.

Town Administrator updates
Bragan reported the Department of Public Utilities (DPU) is continuing their review of our information for Community Aggregation has all the information necessary and the request is still under consideration.

Bragan reported the State budget has not been finalized.

Bragan was notified by the Department of Housing and Community Economic Development (DHCD) that the owners at 15 Littleton Rd Unit 1A (a LIP Local Initiative property) are interested in selling their unit. Bragan explained the town must vote to act on their right of first refusal or not. On a Wallace/Minar motion, the board voted unanimously to not exercise their right of first refusal on Unit 15 LIP unit first right of refusal.

Bragan reported the revenue projections have not yet been affected by the new SMART (Save Money and Reduce Trash) program.

Bragan explained the recent transfer of appropriations requires a vote of the board. On a Wallace/Minar motion, the board voted to approve transfers as listed dated July 16th.

- Select Board Wages - This is due to a miscalculation in the wages during the budget process.
- Select Board Expenses - This is due in large part to the unexpected old library roof inspection and the hiring of an interim Finance Director to get us through David leaving and Lori arriving.
- Town Clerk Expenses - This overage is due to the codification of changes to the by-laws.
- Elections - This is due to the dual election in November last year.
- Land Use - This is a direct result of the expenses for the new Economic Development Director
- Public Building Personnel - This was a mistake in the budget for the janitor during the original budget process.
- Annual Town Report - The cost of producing the Town Report and FinCom Book and mailing the Book ran over what was allocated.
- Firefighter/EMT wages - The Fire Chief had a miscalculation in a formula within his budget, he had more firefighters, and more calls this past year.
- Building Inspector, Plumbing Inspector and Wire Inspector - All had more permits and this causes an annual shuffle of funds. This should cease for the Building Inspector but will continue for the other inspectors.
- Street Lighting - This account just exceeded the $6,500 that was appropriated.
- Veterans Services - Our Veterans Services Officer has been doing great work with our veterans and has made sure they receive the benefits they are entitled to and thus the greater expense. We do get reimbursed 75% of these costs next year.

Maiore asked for an update on the no picking sign in the scrape metal area at the Transfer Station. Bragan said the insurance company wants the no picking sign left.

Westward Orchards one – day liquor license request
Executive Assistant Julie Doucet confirmed all necessary paperwork and payment has been received. The request has also been shared with the Police Department. On a Minar/Maiore motion, the board voted unanimously to approve the one day license for Westward Orchards.

Lions Club one –day liquor & entertainment license request
Executive Assistant Julie Doucet confirmed all necessary paperwork and payment has been received. The request has also been shared with the Police Department. On a Minar/Maiore motion, the board voted unanimously to approve the one day liquor and Entertainment Licenses for Sept. 14th from 3-9pm.

Annual Re-Appointments
Doucet was able to confirm Brian McClain will continue on the Bare Hill Pond Watershed Management Committee and Paul Chiou on the Municipal Affordable Housing Trust. On a Wallace/Maiore motion, the board voted unanimously to reappointment Brian McClain and Paul Chiou to their respective committees.

Election officials
On a Wallace/Maiore motion, the board voted unanimously to appoint election officials as Town of Harvard republican, democrat and unenrolled as listed for September 1, 2019 – August 31, 2020.

Useful life of dump truck
On a Sklar/Wallace motion, the board voted that the maximum useful life of the DPW dump truck to be financed with the proceeds of the $195,000 borrowing authorized by the vote of the Town passed May 4, 2019 (Article 23-2) is hereby determined pursuant to G.L. c.44, §7(1) to be 10 years.

Assessing Services contract
On a Wallace/Sklar motion, the board voted unanimously to endorse contract dated July 11, 2019 with Regional Resource Group for a three year period as the town assessors.

Select board reports
Sklar reported 1900 Transfer Station stickers have been sold and they are currently within budget for the program. He stated the third compactor is in use. He thanked all the volunteers who have helped at Town Hall and at the Transfer Station.

Sklar reported the Park and Rec field sub-committee is fully staffed and they have begun delegating responsibilities.

Maiore reported the Planning Board is working on a rural life bylaw possible for the Fall Special Town Meeting. Ayer Road is also another priority for them. They continue to work on Master Plan tasks.

Wallace made a couple of announcements based on phone calls she received from members of the public asking about portable speed signs at post office, speed sign at Bolton Rd not working, road share signage and an antenna on the stop sign where Poor Farm and Ayer Rd meet. Bragan will investigate these items.

Bragan reported the turn from Fairbank onto Mass Ave has been widened in preparation of the HES building project.

Von Loesecke gave an update on the school project. She said trenching is underway, they have finalized the contract for value engineering items and are working with the General Contractor to reduce costs where possible.

Von Loesecke reported the Capital Planning & Investment Committee will be finalizing their timeline for applications in September.

Minar suggested von Loesecke reference the letter sent by the Fire Chief regarding the missing swimmer incident at the Town Beach. Chief Sicard gave an overview of how the situation was handled and commended the beach staff for their professionalism and efficient why they conducted themselves throughout the search. He said Harvard should be very proud of all their emergency responders.

**** 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 8:48pm, 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 adjourned at 9:20pm.

Documents referenced:
Energy Advisory Committee proposal – dated 7.10.2019
Rinaldi Inc. pay request – dated 7.11.2019
Open Meeting Law Complaint – dated 7.7.2019 – Response – dated 7.16.2019
Westward Orchards license request – dated 7.2.2019
Lions Club license request – dated 6.13.2019
Appointment of Election Officials – dated 7.10.2019
Useful life of Dump Truck vote – dated 7.11.2019
Assessing Services contract – dated 7.11.2019