Select Board
Minutes
Tuesday, August 6, 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 Lucy Wallace and Stu Sklar were in attendance as well as Town Administrator Tim Bragan and Assistant Town Administrator Marie Sobalvarro. Board members Kara Minar and Rich Maiore were absent.

True West Brewing Company One-Day Liquor License Hearing
Von Loesecke opened the hearing and invited representatives from Fruitlands Museum to come forward. They explained True West was the vendor at their bonfire last year and they have asked them to return for the craft festival in September. Last year they had a different vendor for the event. Bragan confirmed all the necessary paperwork had been filed and the public safety department was made aware of the license request.
On a Wallace/Sklar motion, the board voted unanimously to approve the one-day license for True West Brewing.

Minutes
On a Wallace/Sklar motion, the board voted unanimously to approve the regular and executive session minutes from 7/16, as submitted.

Mass Works Infrastructure Grant Program
Von Loesecke described the project to be for installation of drainage and repaving of Slough Road.
On a Wallace/Sklar motion, the board voted unanimously to make application to Mass Works Infrastructure Grant Program for $750,000.

Cable Committee appointment
On Wallace/Sklar motion, the board voted unanimously to appoint Robert Curran to the Community Cable Access Committee.

Senior Means Tested Property Tax Program
Sklar spoke with the Assessing Department who will be administering the program. They are requesting the board vote to set a cap and change the application date. On a Sklar/Wallace motion, the board voted unanimously to set the cap at .5% of levy for the first year for the senior means tested property tax program and change the application due date for the next two years from January 31st to May 1st.

Public Communication
Eric Broadbent noticed the agenda item about vehicles idling on Prospect Hill Road. He has witnessed this often and has even asked people to consider turning their vehicles off. Some he said responded favorably however others did not. He though possibly Fruitlands could erect a sign asking people to please consider turning their engines off if they plan to be parked for any length of time.

Jennifer Finch, Codman Hill Rd, thanked the board for their support of the senior means tested tax program. Finch noted the school department has erected small signs that say no idling.

Town Administrator Report

- Tim Hooton from the ABCC notified us that all of the requirements for Carlson's permit have been met and he is doing a final review of the application and the citizens' petition. The likely next step will be a hearing at the ABCC on the citizens' petition.
- Bragan met with the Parks and Recreation Committee last night regarding the potential for a grant to make the beach house bathrooms accessible he will work with them on that.
- Looking at applying for hearing devices to be used at public meetings in Town Hall by individuals with hearing issues. They are called Assisted Listening Devices.
- The Permanent Building Committee has picked CBI to do the preliminary work and development of the specifications for the Old Library roof and top courses of brick.
- DAI will have a preliminary budget for the Hildreth house Phase II project on or about the 16th of August.
- The Town Vault project has been completed and it looks wonderful. The process of putting materials back into it has begun. This project has provided us with much needed space.
- Capital Committee FY2021 Capital budget packages went out to departments, boards and committees last week.
- The Cannabis Control Commission (CCC) is looking for public comment before August 14th on revisions that address fees; new license types, including delivery and social consumption; application, enforcement and administrative processes; operational issues, including cash handling procedures, transaction and potency limits, and energy and environmental issues, among other policy areas.
- The Assessor's office updated the application form for the Means Tested Senior Exemption program and has set Monday, September 16, 2019 as the deadline for applications.
- The State's final Cherry Sheet is attached and it shows a <$20,391> deficit compared to the Governor's budget and a net increase of $68,192 over the House Budget Proposal that had us at a <$88,583> deficit back in late April.
- The final revenue numbers are in and we finished the year with $146,115.31 in surplus. Our original estimate was $1,693,749.00 and we took in $1,839,864.31. Our Finance Director did a remarkable job closing out the year end and working with all of the other matters that she deals with on a daily basis. Kudos to Lori and her staff.
- DPW Director Tim Kilhart has provided his input on the best way to extend the hours at the transfer station. They are able to do the 6:30 AM on Wednesday and 7:00 AM on Saturday but not 4:00 PM on Saturday as the fall and winter times make it too dark for clean-up which takes an hour after the Transfer station closes. The additional cost of adding 3 more hours per week is $2,163.20.
- Bragan has not received any questions from the Moderator or Department Heads with respect to splitting the annual Town meeting into a Spring and Fall Session. Town Counsel has said we can do it and that when the Spring session ends you adjourn it to the date, time and place of the fall session rather than being dissolved and it is called under 2 warrants. Board members should send any questions they may have to Bragan so they can be answered before the All Boards meeting in September.
- Gabe Vellante has been appointed as the new Facilities Manager, Building Inspector/Commissioner and Zoning Enforcement Officer and is in the process of working out all of the details for his new position.

- Bragan reported the recent bond rating process and bond sale was a huge success. Our rating stayed at a "AAA" rating and the bond sales provided us with a net ~2.46% interest rate. This rate is after factoring in a ~$3.8 million bond premium. The rating document does outline a number of really positive points with respect to financial planning, operations and overall strengths of the Town. It also expresses some concerns regarding debt ratio and OPEB and pension liabilities. During the rating call there was also talk of not having a debt policy and having to firm up our reserves policy as well. All-in-all though the rating and subsequent borrowing are a big success for the Town.
- Electrical aggregation has been approved by DPU and we are proceeding with the next step in getting preliminary rate estimates on the 21st and executable numbers on the 28th of August. The Board will have to make a philosophical decision on the 27th as to whether or not the lower cost will be the primary plan and a more expensive one (greener option) is the opt up or if it is reversed. Generally 90% to 95 % of the folks do not check a box or make a call and are place in the primary plan. Once we get the estimated numbers the board can decide if it wishes to move forward or not depending on the potential cost savings to the consumers. Energy Advisory Committee member Eric Broadbent was present to explain details on the green power option.
- A draft of the new proposed Police contract will be ready for the next meeting to discuss in executive session.

2019 Bonds

On a Sklar/Wallace motion the board voted unanimously, that the sale of the $31,755,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated August 22, 2019 (the "Bonds") to Raymond James & Associates, Inc. at the price of $35,228,670.65 and accrued interest, if any, is hereby approved and confirmed.

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2020	$1,300,000	5.00%	2031	$1,270,000	4.00%
2021	1,285,000	5.00	2032	1,270,000	4.00
2022	1,285,000	5.00	2033	1,265,000	3.00
2023	1,285,000	5.00	2034	1,265,000	3.00
2024	1,285,000	5.00	2035	1,260,000	3.00
2025	1,285,000	5.00	2036	1,260,000	3.00
2026	1,280,000	5.00	2037	1,260,000	3.00
2027	1,270,000	5.00	2038	1,260,000	3.00
2028	1,270,000	5.00	2039	1,260,000	3.00
2029	1,270,000	5.00	2040	1,260,000	3.00
2030	1,270,000	4.00	2044	5,040,000	3.00

The Bonds shall be payable on August 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Term Bond due August 15, 2044

Year	Amount
2041	$1,260,000
2042	1,260,000
2043	1,260,000
2044*	1,260,000

Further Voted: that the Bonds maturing on August 15, 2044 (a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 23, 2019 and a final Official Statement dated July 30, 2019 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Old Library Project pay request
Wallace clarified the time period to be through July 31st. On a Wallace/Sklar motion, the board voted unanimously to pay requisition #8 to Rinaldi Inc. in the amount of $41,942.69 for the old library accessibility project.

Request from the Town of Ayer to install water/sewer lines
Bragan has spoken to the Ayer Town Administrator about the request from their DPW Director. He explained this approach is the safest and most convenient way to address work necessary in this area. He noted the Ayer Conservation Commission and Planning Board have not yet discussed the request. The Town of Ayer will do all the work there will be no cost to the Town of Harvard. Wallace asked about the impact to wetlands in the area and noted concerns raised by residents. She suggested waiting until all the board members are present to make a determination and possibly even until the subdivision approval. Developer Dan Aho spoke to give some clarification and noted there is only a 50 foot section of piping located in Harvard. He was hopeful a decision would be made sooner rather than later as this issue is holding up the project.

Resignations
Von Loesecke announced resignations of Deb Thomson from the Council on Aging and John Mark Walker from the Community Preservation Committee. Thank you letters will be sent.
On a Wallace/Sklar motion, the board accepted the resignations of Deb Thomson and John Mark Walker.

Idling vehicles on Prospect Hill Road
The Select Board members received correspondence expressing concerns about idling vehicles on Prospect Hill Road at the overlook. Von Loesecke was informed by Bragan that there is a state law which limits idling to 5 minutes. They also discussed vehicles idling at the General Store as well.
On a Sklar/Wallace motion, the board voted unanimously to post no idling in excess of five minutes signs on Prospect Hill Road and the General Store parking lot.

Select Board Reports
Wallace reported the Housing @ Hildreth House Committee is awaiting the fire department study. Sobalvarro said the traffic portion has been completed and they will now focus on the architect assessment.

Wallace reported the old library accessibility project is nearly complete. A date to turn the building back over to the town has not yet been finalized. Von Loesecke has received questions about the walkway and railing. Wallace confirmed the sloping and curve are all within ADA guidelines. Landscaping will help with this as well.

Wallace will attend the Council on Aging's Strategic Planning Session later this month.

Wallace said the Harvard Devens Jurisdiction Committee is on hiatus until September due to schedules.

Von Loesecke reported the Municipal Affordable Housing Trust has finalized a contract with Minuteman Advisory Group on Interlocal Coordination (MAJIC). The trust members agreed the Select Board should sign the contract and seek input from the trust and Planner Chris Ryan at the end of the fiscal year. The trust will fund the

contract.

The meeting was adjourned at 8:30pm.

Documents referenced:
True West Brewing Company application – dated 7.1.2019
Mass Works Grant Program – letters dated 8.6.2019
Curran vol form – dated 7.25.2019
Old Library pay requisition – dated 8.1.2019
Resignation letters – Thomson dated 6.29.2019 & Walker dated 7.29.2019