



***Thursday, December 19, 2019 at 9:00am  
Town Hall Meeting Room, Harvard, MA***

The meeting was called to order at 9:00am by Chair Alice von Loesecke in the Town Hall Meeting Room. Select Board members Lucy Wallace, Rich Maiore and Kara Minar were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet. Board member Stu Sklar was absent.

**Annual license renewals**

Executive Assistant Julie Doucet prepared the annual licenses for approval. She confirmed all taxes were paid to date and all food establishments are in good standing per Board of Health regulations. Some licenses had additional items to provide therefore the board decided to approve licenses pending required information.

On a Wallace/Maiore motion, the board voted unanimously to approve annual licenses subject to each licensee completing what is required and fees paid by December 31, 2019 by 4pm.

**Minutes**

On a Wallace/Minar motion, the board voted unanimously to approve minutes of 11/19, as presented.

**Town Administrator Report**

Bragan reported on the following items:

- Proposed marijuana establishment at 92 South Shaker road will be for cultivation. The public outreach meeting is this evening Thursday, December 19, 2019 at Town Hall at 7PM. Resident Lucas Thayer is acting as the agent for the applicant for the grow site.
- Harvard received \$3,500 grant from the Municipal ADA Improvement Grant Program operated by the Massachusetts Office on Disability. This is the grant the Assistant Town Administrator applied for to have assisted listening devices here in the meeting room. Congratulations to Marie.
- Parking expansion project for the Fire Department has hit a roadblock in that the gas line is not where we originally thought it was but instead goes right through where we would be breaking or blasting ledge. The DPW Director, the Fire Chief, and Bragan will be meeting to see if there is another alternative.
- Last week Bragan was asked about the Old Library after he sent an email calling for the closure of the building. This was in direct response to the "urgent" notification that water was getting into the building at the site of the old side entrance, which is now an interior portion of the building. Members requested the flat roof be checked. Bragan said the issue is not the flat roof membrane. This is knowledge from personal experience (having an office in the building for a year); looking at the S.I. Services, Inc. estimate; and the Gale Report. The issue is the pitted gutter along with brick and mortar decay. This is not something that can be easily fixed and in fact if additional money is approved there is a timeline that must be followed. The reason he called to close the building was so the tenant would not have to deal with the issue. The DPW Director Tim Kilhart has since purchased a wet vacuum and has placed it at the old library.
- Old Library Accessibility project has been closed out and there is only ~\$5,951 left in the account. Fire Safety Testing is still necessary.
- The IT contract has been put out for responses. Project will move forward in February.
- CPIC has determined they will finalize their recommendations for funding on January 6<sup>th</sup> and make a presentation to the Select Board and Finance Committee on the 7<sup>th</sup> at the Select Board meeting.
- The Finance Committee will hold a meeting on Saturday, January 4, 2020 at 9AM to hear a presentation of the proposed School Budget. All are invited and encouraged to attend.

- Town Hall will close at 1:00pm on Christmas Eve Day, Tuesday December 24, 2019 and will be closed on Christmas Day, December 25, 2019 and will reopen at 10am on Thursday, December 26, 2019.
- Transfer Station Holiday Hours: The Transfer station will be closed on December 25<sup>th</sup> and January 1<sup>st</sup> but will be open on Thursday, December 26<sup>th</sup> and Thursday, January 2<sup>nd</sup> from 6:30am - 11:30am.
- Distributed Select Board Budgets for FY2021
- All small warrant articles are due to my office by January 15, 2020.
- Town reports are due to Julie by Monday, January 27, 2020.
- The Moderator is currently looking for two people to serve as Associate Members on the Finance Committee.

### **Review of Select Board Goals**

The board members reviewed their goals commenting on progress, brainstorming ideas, making clarifications and establishing additional action items.

- Rich Maiore requested time on the January 7<sup>th</sup> meeting to discuss the Master Plan Select Board action items.
- They decided to hold an All Boards Meeting in early February.
- Bragan said the process of hiring a full time Building Commissioner/Facilities Manager has proven to be more difficult than expected. A promising interview was held this week. A replacement in January is ideal.
- Von Loesecke suggested utilizing the Parent/Teacher Organization (PTO) with outreach for volunteers.
- Kara Minar will follow up with the Community & Economic Development Director Chris Ryan for the final traffic report on the roundabout on Ayer Road and commercial district vision.
- Maiore is gathering feedback and information in preparation for a communication plan.
- Hildreth House Phase II subcommittee has requested the project as submitted to capital be separate from any additional costs triggered by code compliance for an enclosed connection between buildings.
- Recreation Director Position is not feasible in this fiscal year.
- DPW union contract not settled due to change in personnel at AFSCME (union advocate).
- Wallace suggested updates on the Hildreth Elementary School (HES) building project be broadened to residents who are not connected to the school community.
- They will expand discussion on future plans for not only the Bromfield House but the old library as well.

Rich Maiore exited the meeting at 10:00am.

### **Senior Housing Committee charge**

Von Loesecke does not want the scope to be limited to only the town center and believes this committee may duplicate efforts of the Municipal Affordable Housing Trust (MAHT). They decided to share the draft with the Community & Economic Development Director Chris Ryan and the MAHT.

### **Department of Public Works Director contract**

On a Wallace/Minar motion, the board voted unanimously to approve contract for Tim Kilhart through 2022.

### **Appointments**

On a Minar/Wallace motion, the board voted unanimously to appoint Alice von Loesecke as liaison to the Permanent Building Committee and Lucy Wallace to the MVP subcommittee. On a Wallace/von Loesecke motion, the board voted unanimously to appoint Kara Minar to the MDI Committee.

**Disbanding of ad-hoc Committees**

*Transfer Station Committee:* continue through first full year of the new SMART program.

*Old Library Accessibility Committee:* Wallace will submit final report; then official disbanding of committee with thank letters sent to committee members.

**Select Board Reports**

Minar reported the Community Aggregation is going well.

They discussed how best to proceed with decisions on the Bromfield House and old library buildings.

The meeting was adjourned at 10:45am.

Documents referenced:

2020 annual license renewal checklist

FY20 Select Board Goals

Senior Housing Committee draft charge – dated 12.9.2019