

## **Select Board Minutes**

**Tuesday, March 17, 2020 at 7:00pm**

**Town Hall Meeting Room, Harvard, MA**

The meeting was called to order at 7:00pm by Vice Chair Rich Maiore in the Town Hall Meeting Room. Select Board members Stu Sklar and Lucy Wallace were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet. Select Board member Kara Minar participated remotely and Chair Alice von Loesecke was absent.

### **Ayer Road Reconstruction Project**

DPW Director Tim Kilhart came to review the proposed Ayer Road Reconstruction Project. This project will repave the road and add a 10' wide multi-use pedestrian/bicycle path. He explained this project is not currently programmed in the regional Transportation Improvement Plan (TIP) but the Town is working diligently to get it approved as soon as feasible. The design for the project has commenced with the \$300,000 allocated by STM in 2019. The project is at the 10% design phase and will progress to 25%, 75%, and 100% as milestones are met. He reviewed the three options being considered and intends on holding a public meeting however due to the current COVID – 19 this has been put on hold. Kilhart is recommending option three outlined below:

- Widen Ayer Road on both sides to provide 11' travel lanes with 4' shoulders and a 10' shared use path with a buffer on the west side of Ayer Road.
- Realign Gebo Lane to intersect perpendicular with Ayer Road.
- Slight realignment of Poor Farm Road to improve sight distance.
- Close access at Lancaster County Road to/from Ayer Road.
- The shared use path will run north parallel to Gebo Lane then east along Lancaster County Road to bypass the constraint of the existing bridge.

Select Board members Stu Sklar and Kara Minar asked why a roundabout is not part of this project. They were both involved in the process when this concept was being considered as a road calming measure and were under the impression the Department of Transportation (DOT) was in favor. Kilhart did not have a specific reason as to why DOT is not agreeable to supporting a roundabout at this time. The board asked Kilhart to seek further guidance from DOT on this change. They realize the importance of public support for this project therefore they need to have all the answers. This project will require an official vote of the Select Board to decide which option the town will move forward with.

### **FY21 budget review**

Bragan reported the budget has not changed besides the Monty Tech estimate decreasing by \$2,000. The Select Board members decided to replenish the reduction for tree trimming with funds from their professional services. On a Wallace/Sklar motion, the board voted unanimously to move \$10,000 from Select Board professional services into the tree warden account.

Bragan said no decisions have been made yet on how to address the deficit if the override does not pass.

They discussed various options to address the funding issues with Transfer Station operations. The board members were reluctant to increase sticker or bag prices; however, Bragan warned necessary decisions on the future of the Transfer Station are imminent.

### **Annual Town Meeting (ATM) Warrant**

Bragan distributed the draft warrant for review. The ATM is scheduled for May 2<sup>nd</sup>.

On a Wallace/Sklar motion, the board unanimously to put article for old library request for additional funding on the warrant.

Sklar explained article 18 is necessary to correct language for the Senior Tax Exemption approved last year. On a Sklar/Minar motion, the board voted unanimously to include article 18 in the town warrant to correct mistake from last year.

Wallace requested moving the old library roof article prior the CPIC debt article. She thinks this place will offer the best chance for the request to be viewed as a priority. The board agreed to move it.

Bragan will finalize the warrant for their signatures.

### **Resignations**

On a Wallace/Sklar motion, the board voted unanimously to accept resignations from Joe Reynolds from Park & Recreation and Jared Wollaston from the Cultural Council.

### **Appointments**

On a Sklar/Wallace motion, the board voted unanimously to appoint Bob O'Shea and Darren Magan to the Park & Recreation Commission.

On a Sklar/Minar motion, the board voted unanimously to appoint Brian Wickman to the Commission on Disabilities.

### **Carlson Orchards Farmer Series Pouring Permit**

On a Wallace/Sklar motion, the board voted unanimously to issue the farmer winery pouring license with conditions to Carlson Orchards Inc. to be paid in the amount of \$1750.00

### **Covid-19 updates**

Bragan announced all public buildings will be closed beginning tomorrow until April 3rd. Town Hall staff will continue working remotely and staggered hours in the office. He will revisit this decision after the two weeks. Bragan announced how to contact Town Hall staff during the closing will be posted on the town website along with additional information for residents about Covid-19. Bragan said after discussion with the Town Clerk the town caucus set for Monday, March 23<sup>rd</sup> must be moved to Monday, May 11<sup>th</sup>. In addition they discussed moving the special state election scheduled for the end of March to May. He reported the legislation is also working on extending budget timeframes into June.

On a Sklar/Minar motion, the board voted unanimously to cancel Harvard Town Caucus on March 23<sup>rd</sup>.

On a Wallace/Sklar motion, the board voted unanimously to schedule the caucus for Monday, May 11<sup>th</sup>.

Bragan asked the board to vote in support of moving the State Special Election especially for the many election workers who are over the age of 60. The Town of Lunenburg has begun the process to petition the court to have the date moved and are asking other communities to join them in this effort.

On a Wallace/Sklar motion, the board voted unanimously to join Lunenburg in seeking a delay in Harvard holding the Special State Election.

Bragan said with legislation allowing virtual meetings the town is working with Zoom video conferencing to set up guidelines and procedures.

### **Declaration of Emergency (Attachment A)**

Bragan advised the board to declare an emergency in Harvard. He assured the town there is no emergency

currently however this declaration allows the town to utilize emergency procurement procedures and seek assistance through state and federal emergency agencies.

On a Sklar/Wallace motion, the board voted unanimously in favor of the declaration of emergency.

**ATM Warrant**

On a Wallace/Sklar motion, the board voted unanimously to approve ATM warrant with edits made.

The meeting was adjourned at 9:00pm.

Documents referenced:

FY21 budget and draft ATM Warrant – version 3

Wollaston resignation letter – dated 2.25.2020

Reynolds resignation letter – dated 3.9.2020

O'Shea vol form – dated 3.11.2020

Magan vol form – dated 3.4.2020

Wickman vol form – dated 1.30.2020

Carlson Orchards ABCC approval – dated 3.5.2020

**TOWN OF HARVARD, MASSACHUSETTS, SELECT BOARD  
DECLARATION OF EMERGENCY**

**WHEREAS**, a sudden, generally unexpected occurrence of circumstances demanding public action has arisen within the world, country, state and Town of Harvard due to the coronavirus pandemic and other illnesses; and

**WHEREAS**, the President of the United States has declared a national emergency due to this situation and has directed the agencies of the national government to take appropriate actions; and

**WHEREAS**, the Governor of the Commonwealth of Massachusetts declared a state of emergency and has directed the agencies of the state government to take appropriate actions; and

**WHEREAS**, The Select Board of the Town of Harvard, Massachusetts, upon advice from the Town Administrator and other advisors, or their designees, have determined that the situation poses a present, reasonable and imminent danger to public health, safety, or general welfare of the people of the Town of Harvard or their property so that it has become necessary for the Town Administrator, which such assistance and staff as he deems necessary, to utilize and coordinate the services, equipment, supplies, and facilities of existing departments, offices, and agencies or the community, both locally, regionally, statewide and nationally, if necessary, including the taking of ordinary and extraordinary actions for the purposes of emergency management and emergency functions to protect the public; and

**WHEREAS**, a Declaration of Emergency and immediate action is needed to prevent, minimize, or mitigate damage to public health, safety, or general welfare of the people of commonwealth and/or property which may otherwise result from the above described situation;

**NOW THEREFORE**, the Select Board of the Town of Harvard, Massachusetts, hereby declares that as of **March 17, 2020** a State of Emergency is declared to exist in Harvard, Massachusetts and hereby authorizes and directs, under the direction of the Town Administrator, all Town personnel and agents to take action appropriate to respond to this situation and ratifies, confirms and adopts any related action taken prior to the formal adoption of this Declaration. This Declaration of Emergency shall remain in effect until notice is given, pursuant to the Select Board's judgment, that the State of Emergency no longer exists.

**Town of Harvard Select Board**

Alice Von Loesecke, Chair

Kara Minar, Clerk

Richard D. Maiore, Vice-Chairman

Stuart Sklar, Member

March 17, 2020

Lucy B. Wallace, Member