Select Board
Minutes
Tuesday, July 31, 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 Town Hall. Select Board members Kara Minar, Stu Sklar and Alice von Loesecke were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet.

Broadband Committee appointment and update
Committee Chair Noyan Kinayman first introduced Richard Jenson for appointment to the committee. Jenson moved to town recently and has been unhappy with Charter Communications service thus his interest in volunteering on the Broadband Committee. On a von Loesecke/Minar motion, the board voted unanimously to appoint Richard Jenson to the Broadband Committee. Kinayman noted committee members Chris Roy and Maribeth Marcello decided to not continue leaving more vacant seats on the committee.

Kinayman said the committee have not held meetings recently but he anticipates this to change in the fall. The committee will be focusing on understanding how the municipal light plant (MLP) financing works. They will be inviting Finance Director David Nalchajian to attend an upcoming meeting so they can discuss this further along with micro municipal bonds. The committee understands financing with as little impact to taxpayers is the optimal direction to take. The board suggested some contact names at Devens that may be of help on how fiber works for them. Town Administrator Tim Bragan said their MLP is managed by the town of Wellesley.

Minutes
On a von Loesecke/Sklar motion, the board voted unanimously to approve minutes of 7/10, as presented.

Harvard Ambulance Squad (HAS) update
Director Jason Cotting and member George Orsula have been tracking service delivery times since the Collins Center analysis was conducted. They have developed new policies and procedures along with an organizational chart to clarify roles and responsibilities.

Recommendations the squad has implemented from the Collins Report:

- Response data tracking and reported at monthly meetings
- HAS members have been encourage to create “full crews” on scheduling webpage
- HAS members encouraged to stay at Public Safety Building during their shifts
- Depending on the type of call they will respond to scene with minimum crew with other members meeting at the scene

They presented the following statics:

- % of calls when ambulance left building in under 5 minutes
- % of calls when ambulance response to scene was 10 minutes of less
- % of calls with first contact by ambulance or DTS of 10 minutes or less

Cotting and Orsula said HAS have made substantial improvements to their response times since the 2016 Collins Center audit. The board members congratulated them on their efforts.

Artificial Turf field discussion/update
President of the Harvard Athletic Association Edward Frackiewicz, parent Karen Strickland and Athletic Director David Boisvert attended the meeting as a follow up from the meeting they had with the Bare Hill Pond Watershed Management Committee. They had an opportunity to present their idea of installing an artificial turf on the Pond Road field however it was determined this site posed significant challenges and many objections. Bragan noted the Department of Environmental Protection (DEP) had also ruled this site unacceptable because of the proximity to Bare Hill Pond.

Frackiewicz and Strickland are concerned about the loss of two softball/soccer fields with the construction of the new school and the condition of the current fields. Their intent is to provide a long term vision that will make Harvard fields comparable to surrounding communities. Strickland gave a rundown of the condition of the current fields. They are seeking direction form the town on how the playing fields can be better maintained in the long term. Wallace asked if they had approached Devens about using their fields. Von Loesecke confirmed she had spoken to the Park & Rec Director at Devens who was perfectly willing to negotiate reasonable rates and a long term agreement. She highly encouraged HAA to approach them. All parties agreed a long term financial and maintenance plan is essential to providing proper sports fields in town. Sklar and von Loesecke will work on drafting a committee charge to address this issue.

Public communication
Darren Magan, 10 Warren Ave, expressed the need for action as soon as possible because the girls softball in town will have no field at all come this spring.

Sharon McCarthy, Board of Health (BOH), said back in March when the artificial turf field discussion happened at a BOH meeting they urged the group to investigate attaining grant funds as Martha's Vineyard did to establish a field fund. The BOH had concerns about well protection.

Rick Maiore, Water/Sewer Commissioner, asked for clarity on abandonment of Pond Road.

Bruce Leicher, Bare Hill Pond Watershed Management Committee (BHPWMC) Chair, confirmed Susan Connors from DEP determined the Pond Road field could not be used for an artificial turf field. The only reason this field can be used now is because it is not fertilized. Additionally, Leicher pointed out many concerns came up at the meeting about negative health affects these type of fields can cause.

Don Green, 90 Oak Hill Road, is shocked and disappointed at the recent decision made by the Town Moderator to not reappoint Steve Colwell to the Finance Committee after forty years serving. He is hopeful in the future those who have served the town have a chance to be recognized properly instead of told by phone call they have been passed over. He thanked Colwell publically.

Brian McClain, Pond Committee member, asked for a moratorium on the artificial turf idea until studies on the effects of the materials have been finalized. He understands the materials used are not healthy to breathe in.

Jennifer Finch, Codman Hill Road, also requested the town consider a moratorium on the artificial turf. She said the materials presented were limited to one company and she is interested in a comparison of materials used by other companies.

Town Administrator Report

Bragan reported on the following items:

- DPW Director Tim Kilhart is working with MassWorks grant people and TEC Engineering to go for everything the Complete Streets was looking for but for a higher dollar amount ($1,000,000 as opposed to $250,000).
- We are working with Guardian Technologies on our Community Compact project for the Transfer Station and Beach. This will help expand our abilities to transact business in these locations through the internet and with credit cards and/or Electronic Checks.
- Kilhart is working on attaining quotes for facility tracking software which will include an assessment of all Town owned buildings. This too is part of our Community Compact grant program.
- Assistant Assessor, Kelly Szocik gave her resignation in July. Interviews were conducted and Carol Dearborn will start on August 13th. She will be coming to us from Spencer and comes is highly recommended.
- The town has received the signed MSBA approved Project Funding Agreement (PFA) from the state. Standard and Poor will provide the town's new rating next week.
- Harvard Historical Commission approved a preservation restriction for the Houghton House at 204 West bare Hill Road.
- Community and Economic Development Director position has been advertised.
- Facilities Manager Position job description has been finalized and ready for advertisement.
- The Pond Committee held a meeting here in this room regarding the proposed "Turf Field" near the pond. It was determined that the water wells were the biggest priority and that the ecology of the pond was also of great importance.
- Lucy, Town Clerk Marlene Kenney, Dr. Dwight and Bragan met on the issue of the primary on September 4th at the school and are were working on possibly moving the primary or making changes to the flow of voters at the current location. The Town Clerk just heard back from the Secretary of State Office and they will not be able to get out here in time to assess the alternate voting location. This means we will be making changes to the current voting set-up.
- The Town Clerk has secured voting training for the registrars and election workers for the middle of August and has got the State to do a training an Open Meeting Law training here in Harvard on November 15th.
- We are working with the Coles on 184 Old Littleton Road with respect to laying pipes under the road to carry sewer and water lines across the street and this will be before you in the form of a permit similar to LD Russo on Ayer Road and the school down in Still River.
- Working with Axxess Energy to get bids for our electric energy supplier and we have locked in our rate of .10156/kwh with First Point Power starting at the end of December and running for two years.
- The DPW Director, the DPW Foreman, the Treasurer Collector, Executive Assistant, Assistant Town Administrator and Bragan met last week to discuss the issues at the transfer station and with the stickers. We are developing solutions, options and proposed changes that we will present to the board at either the meeting on the 14th of August or the 5th of September.
- The Board of Health has approved Coil Brothers, LLC (Marijuana Manufacturing) to locate at the AppleWorks building in the commercial district. I am working with Matthew Brace of Coil Brothers, LLC with regards to the Community Outreach that has to be done (see attached). Mark Lanza is reviewing the Host Community Agreement and it should be back today or tomorrow.
- Employee appreciation cookout will be held on Wednesday, August 8, 2018 (12:30 to 2:30) on the porch of the Hildreth House.

Von Loesecke asked Bragan for an update on tax lien properties and for the status on the Verizon cell tower.

Carlson Orchards – one day liquor license requests
On a Sklar/von Loesecke motion, the board voted unanimously to approve one day liquor licenses for Carlson Orchards.

Special Town Election
On a Sklar/Minar motion, the board voted unanimously to endorse special election warrant.

State Primary
On a Minar/von Loesecke motion, the board voted to endorse primary on Sept 4th.

Metropolitan Planning Organization (MPO)
On a Minar/Sklar motion, the board voted unanimously to appoint Kara Minar as our MPO rep. DPW Director Tim Kilhart will attend meetings in her place.

Permanent Building Committee Appointments
Bragan confirmed a notice was on the town website announcing the need for volunteers. He worked with Sobalvarro to find individuals to create a good team with the experience necessary. He mentioned with old library and Hildreth House phase two this group will need to get started right away. Minar asked if appointments could be delayed to allow more time for additional volunteers. Bragan and Sobalvarro were not in favor of waiting and with only four appointments being made tonight that still leaves two seats left to fill. The Facility Manager position will also serve as a voting member on the committee. Wallace noted having the committee in place now will also allow some extra time for any procurement training that may be helpful to the members.
On a von Loesecke/Minar motion, the board voted to appoint Rick Maiore, Cindy Russo, Pablo Carbonell and Steve Moeser to the Permanent Building Committee. (3-1, Minar abstained)

Conservation Commission appointment
On a Sklar/von Loesecke motion, the board voted Mark Shaw to full member on the commission.

Mass Works application
On a Minar/Sklar motion, the board voted unanimously to authorize Lucy Wallace or Alice von Loesecke to sign the application.

Resignation
The board members officially accepted Ken Swanton's resignation from the Select Board and thanked him for his hard work and service to the town. A thank you letter will be sent.

Strategic Plan
Wallace again distributed a draft. Von Loesecke was able to create a vision statement from the draft and developed a separate document for that. On a Minar/von Loesecke motion, the board voted unanimously to adopt vision with edits.

Minar offered to develop a layout for the goals including a scheduling process. They discussed adding development of a public communication policy

Select Board Reports
Von Loesecke recently attended a meeting of the Minuteman Advisory Group on Interlocal Coordination (MAJIC) which is a group of 13 communities in the northwest that consists of planning and Select Board members. They discuss housing, economic initiatives and will also monitor affordable housing for communities. She said many of

the surrounding towns are members. The annual fee is $4,000 to $5,000. Bragan agreed the cost is a small investment for a huge resource.

Von Loesecke reported the School Building Committee will be voting on the next phase of cost estimates on August 23rd. She noted the meetings with the Historical Commission went well.

Minar reported Energy Advisory Committee member Eric Broadband is working on the MVP grant. He has developed a mock task force with representation from the Agricultural Advisory Commission, Select Board, Planning Board, Board of Health, Fire & Police Chiefs and the Economic & Community Development Director.

Minar reported the HeatSmart program has been extended through the end of August. Installations can happen between now and next July.

Wallace announced the Harvard Devens Jurisdiction Committee will be meeting next week. Victor Normand will serve as Chair.

Wallace reported the Old Library Accessibility Committee (OLAC) have been discussing coordination with the proposed movie filming and need to have the roof replaced sooner rather than later. OLAC will meet again next week to assess how best to proceed. The architect is suggesting the roof be done prior to the accessibility project.

Resident Jennifer Finch asked the Select Board to also send a thank you letter to Steve Colwell.

The meeting was adjourned at 9:45pm.

Documents referenced:
Jenson vol form – dated 5.25.2018
HAS update – dated 7.31.2018
Carlson Orchards application – dated 7.23.2018
Swanton resignation letter – dated 7.12.2018