Select Board
Minutes
Tuesday, September 5, 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, Alice von Loesecke and Stu Sklar were in attendance as well as Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet.

Meeting with Finance Committee
Lucy Wallace began with a review of the Select Board strategic plan and goals for fiscal 2019. She explained the Select Board followed the process defined in the Charter which required the board prepare a strategic plan that includes a vision. Marie Sobalvarro has created a google calendar that includes all important dates for the upcoming budget season. Wallace gave an opportunity for everyone to introduce themselves as there are some new faces this year. Finance Committee Chair Don Ludwig said the Finance Committee welcomes more combined meetings with the Select Board throughout the budget process and they anticipate receiving the financial parameters for the coming year at the all boards meeting later this month. Wallace and Ludwig concur the optimal result is for the two committees to provide a unified front at the annual town meeting. Bragan outlined his expectations for the submittal of budgets and follow up questions. He plans to have the final budgets to the Finance Committee in early February. He reminded everyone the Annual Town Meeting will be held on Saturday, May 5. Everyone agreed the budget format utilized by the Library Director will be the standard for the coming year. The process will be discussed in more detail at the all boards meeting on September 25th.

Minutes
On a von Loesecke/Sklar motion, the board voted unanimously to approve minutes of 7/31 and 8/14, as presented. Wallace abstained from the 8/14 minutes because she was not present.

Friends of the COA Entertainment License request
On a Minar/Sklar motion, the board voted unanimously to approve Friends of the CoA license request for first night event.

Addendum to lease of old library
Wallace explained the changes pertain to the lease during construction of the front entrance.
On a Sklar/von Loesecke motion, the board voted unanimously to approve addendum to the lease agreement for the old library.

Special Town Meeting (STM)
Bragan anticipates capital and borrowing articles for the STM. He designated September 24th as the deadline for the submission of articles. The Special Town Meeting will be held on October 22nd in the Town Hall Meeting room.

Land transfer of municipal and conservation lands
Bragan worked with Conservation Agent Liz Allard to identify municipal and conservation lands as a possible resolution to the issue with playing fields in town. He is suggesting the Warila land (31 acres on Stow Road) be classified as conservation and the Stone land (Old Mill Rd), Reuben-Reed (town center) and a portion of the Abbott-Reed-Powell land (East Bare Hill Rd) be classified as municipal land. Bragan provided maps of each property. He explained the land swap requires a vote at the annual town meeting and then approval from the legislature. He has given the deeds to town counsel for review. Bragan envisions the field on Ann Lee Rd for girls' softball and then creation of two new fields on East Bare Hill and Old Mill Roads. The Reuben-Reed land in the center of town would be used for parking. He is working on a funding scenario. The board members were delighted and enthusiastic about the proposal. They thanked Bragan

for his efforts. Bragan will attend a Conservation Commission meeting to seek their approval. On a Sklar/Minar motion, the board voted unanimously to move forward on land swap of 15 acres to the town and 31 acres to the conservation commission includes the Warila, Stone, Abbott-Reed-Powell and Reuben-Reed.

Appointments

Historical Commission

Planning Board Chair Erin McBee introduced Richard Cabelus for appointment to Historical Commission as the PB Rep. Cabelus is fairly new to town but his wife grew up here. He is looking forward to volunteering on the Historical Commission. On a von Loesecke/Sklar motion, the board voted unanimously to appoint Richard Cabelus to the Historical Commission.

Permanent Building Committee

On a Sklar/von Loesecke motion, the board voted unanimously to appoint Carl Sciple to Permanent Building Committee.

Request for out of country travel by Police Chief

Chief Ed Denmark has been invited to participate as a member of the International Advisory Group being assembled to assist the Tunisian Police and National Guard with strategizing in the areas of training and change management. Chief Denmark said there is no cost to the town as all travel and lodging expenses are being covered. His is asking the board to allow him to take advantage of this opportunity without having to utilize any of his accrued leave time. He will be gone from September 22nd to the 27th. On a von Loesecke/Sklar motion, the board voted unanimously approve out of state travel to attend the United States Institute on Peace program in Tunisia September 22nd through the 27th.

Select Board Goals

On a Minar/von Loesecke motion, the board voted unanimously to approve the Select Board strategic plan as written and dated 8/9/2018.

Appointment

Agricultural Advisory Committee

Chair Kerri Green introduced Nicole Schmidt from East Bare Hill Road for appointment to the commission. Schmidt owns the currier farm in town and is very interested in agriculture. On a Sklar/Minar motion, the board voted unanimously to appoint Nichole Schmidt to the Agricultural Advisory Commission.

Inter-municipal agreement with Littleton

Bragan explained this contract is similar in terms and rates to those the squad currently has in place with other municipal and private providers. They do not intend to use Littleton regularly for ALS intercept services, but would like to them as an option. On a Minar/Sklar motion, the board voted unanimously to approve the agreement for paramedic services between Littleton and Harvard.

Public Communication

Charles Sennott, 53 Bolton Road, came before the board about an issue he has with the placement of a permanent flashing speed sign in front of his property. He is upset he was not informed before the 12 ft. steel pole with flashing 4sq. ft. LED sign was installed. He claims this sign will disrupt the view from his porch. He introduced fellow resident David Vellante who also had a sign of the same nature installed in front of his home on Still River Road. Vellante is also upset with the process and the sign placement. Sennott supports the initiative to slow down traffic in town however he feels the process was worthy of notification to property owners. Sennott thanked Police Chief Ed Denmark and Tim Bragan for hearing his concerns. He is respectfully requesting the process be put on hold until further consideration can be given.

Wallace mentioned the speed signs have been discussed for quite some time with Bolton and Still River Roads specifically chosen. She is aware the DPW Director and Police Chief considered not only the best location to catch speeders but also for sunlight as the signs are solar powered. The signs are in the town's right of way. Von Loesecke and Minar agreed with Sennott and requested the locations be revisited. Sklar asked if the permanent signs can be made mobile and they can.

Bolton Road resident Ruth Silman accompanied Sennott questioning the need for two permanent signs when the other two are mobile. Silman suggested mobile signs are preferable because they can be relocated if necessary.

Wallace asked the Police Chief, DPW Director and Town Administrator to work with residents to come up with an appropriate resolution.

Bob O'Shea, Park & Rec Commissioner, asked for clarification on responsibility and authority over town land under the jurisdiction of the Park & Rec Commission.

Town Administrator report

Bragan said speed signs have all but gone up in the locations designated by the Police and DPW for highest and best use. After the last meeting and fielding questions from the board regarding where the signs were I directed the two departments to get them up prior to the next SB meeting, tonight's meeting. One is up on Still River Road and the other is not yet up on Bolton Road due to issues with a home owner in which the sign would be in front of his home. The Police Chief and DPW are trying to work with the home owner.

Bragan reported Coil Brothers, LLC (Marijuana Manufacturing) has filed for their site plan (comments to the Planning Board by September 17, 2018) and special permit for 325 Ayer Road. Matthew Brace of Coil Brothers, LLC is having their Community Outreach meeting on Tuesday the 11th of September and is renting this room for that hearing. Mark Lanza reviewed the Host Community Agreement and approved it. This was rescheduled due to the heat on the 28th of August.

Bragan Gregory Czarnowski, Director of Community Relations at Trichome Health Corporation, another marijuana company, has informed us that they will be having their community outreach on Wednesday, September 26, 2018 from 7 to 8:30 to site an adult use facility at 184 Ayer Road.

Bragan said the Select Board is in control as to who they wish to sign a host agreement with and both companies will be before you on September 18, 2018 for you to be able to meet the applicants and ask questions so that the Board can make or not make a decision about signing a host agreement with one of them.

Bragan asked the board to extend the term of Debbie George on the Board of Assessors.
On a von Loesecke/Sklar motion, the board voted unanimously to extend Debbie George's temporary appointment through December 2018.

Bragan reported National Grid finished the emergency repairs to the Candleberry Lane electrical problems and will be back next spring to finish the larger job.

Bragan remaindered the board of the open meeting law training on November 15th in the Cronin Auditorium from 5:30-7:30PM.

Bragan reported our community aggregation has been determined by the Department of Energy to be realistic in scope and expectations. This is a direct outcome of their charge to provide technical assistance. It should be noted that the aggregation process continues and that it is an OPT OUT system that will go into place next spring.

Bragan announced new affordable units (6) are available at Trail Ridge (2 age-restricted and 4 non-age-restricted). Applications are available and being accepted from September 4th through November 5, 2018. There is a link on the Town's website for anyone that may be interested.

Bragan announced the gravity drawdown (removal of boards) of the pond is expected to start October 1st and around the 3rd or 4th week of October the pumping portion of the drawdown would begin.

Bragan reported the Capital Planning and Investment Committee met last Monday (August 27, 2018) and has started their review of the articles for the special town meeting and has also started the Capital process for FY2020.

Bragan announced the Finance Committee has a vacant alternate position Leo Blair has declined his appointment. Bragan notified the Moderator.

Bragan and Sobalvarro continue to work with Columbia Pictures and Netflix, two separate projects, who are looking to film in Town over the next two or three months. This has made us come up with a license agreement that the Select Board would need to sign. With respect to the Columbia Pictures project, "Little Women", they are looking to build a set between the General Store and the Congregational Church. That build site would start on the 17th of September with the Select Board approving the Permit on the 18th. Bragan is working with Sobalvarro and Sklar to finalize scope and costs.

Bragan distributed an email from MassDevelopment's Ed Starzec with a summary of their rezoning proposal for Vicksburg Square. They are seeking direction on how to proceed with outreach and any comments or questions.

Transfer Station Rules & Regulations
Sobalvarro prepared a summary from a meeting held with town employees at the end of sticker selling season. At the meeting ideas on how to improve the process for residents and employees were discussed. Sobalvarro touched on a few areas for improvement for example selling of punch cards as the Transfer Station instead of at town hall and clarification of rules and regulations with a shorter more concise document. Additionally, if the Save Money and Reduce Trash (SMART) program is instituted have one base sticker fee and offer discounted bags to seniors. The board members were accepting of the demographic projections in town realizing subsidizing stickers with the SMART program cannot continue.

Select Board reports
von Loesecke reported the school building cost estimates are almost complete.

Minar met with Cable Station Manager Anya Zulawnik on content development and how they can help improve communication.

Sklar reported the Transfer Station Committee had raised the possibility of town curbside pick-up and asked for the Board's input. The consensus of the Board was not in favor of town curbside pick-up.

The meeting was adjourned at 9:40pm.

Documents referenced:

Friends of CoA license request – dated 7.30.2018
Lease addendum – dated 8.29.2018
Volunteer forms: Cabelus dated 2.19.2018 Schmidt dated 7.24.2018 Sciple dated 9.20.2017
Police Chief request letter – dated 8.8.2018
Strategic Plan/Goals – dated 8.9.2018
Inter-municipal agreement – dated 6.11.2018
Transfer Station document – dated 7.25.2018