



**Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency and signed into law on June 16, 2021, this meeting was conducted via remote participation.**

**Select Board members present:**

Stu Sklar, Alice von Loesecke, Kara Minar, Erin McBee, Rich Maiore

**Town Department attendees:**

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet

**Additional participants:**

Osterman Propane Rep. Bob Roy, Fire Chief Rick Sicard, Fire Lt. Andrew Perry, Scott Patterson, Christiana Santiago,

**Underground Storage Tank Hearing - Osterman Propane**

Stu Sklar opened the hearing and invited Bob Roy from Osterman Propane to explain the request. Roy said Craftsman Village will install nine-thousand-gallon underground propane storage tanks to provide heat, hot water, cooking, and a back-up generator for this new condominium development.

Fire Chief Rick Sicard and Lt. Andrew Perry reviewed and approved the request.

*Select Board questions/comments*

Sklar was curious with a high-pressure gas line because go with underground propane tanks. Roy explained this option offers more choices when it comes to the supplier and is generally a safer option. Kara Minar and Erin McBee asked about screening of tanks and about Conservation Commission review.

There was no public comment in favor or against the proposal.

The hearing was closed.

By a roll call vote, von Loesecke – aye, McBee – aye, Maiore – aye, Minar – aye, Sklar – aye, the board voted unanimously to approve application for underground storage tanks from Osterman Propane to be install at Craftsman Village on Ayer Rd as described.

**Minutes**

By a roll call vote, von Loesecke – aye, Maiore – aye, Minar – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve minutes of 9/14, as amended.

By a roll call vote, von Loesecke – aye, Maiore – aye, Minar – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve minutes of 9/21, as presented.

## Halloween

The board decided in favor of holding Halloween Trick or Treating in the town center after feedback from residents in the area and the Board of Health. Trick or Treat will occur from 5pm to 7pm on October 31<sup>st</sup>. The following recommendations will be shared for a safe Halloween:

- To minimize congestion at doorways, the Board of Health (BOH) suggests that participating homes could place a table with Trick or Treat items at the end of their walkways or driveways where they meet the sidewalk. (The Harvard Schools PTO has volunteered to loan tables to homeowners for the evening.)
- All food items should be wrapped.
- Social distancing should be encouraged between people from different households.
- The BOH encourages everyone over the age of two wear a properly fitted mask consistent with the CDC's recommendation for use of masks in any public area where social distancing is difficult to maintain.
- The BOH reminds residents that not every property owner will feel comfortable participating in Halloween/Trick or Treating this year, and asks that all be respectful of this decision.
- Residents who live in the town center and do not wish to participate should leave their lights off.
- A one-way flow of walking traffic, is encouraged, clockwise around the Common.

By a roll call vote, McBee – aye, Minar – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to approve Halloween celebration on the common with Halloween Trick or Treating from 5pm to 7pm.

## 204 Ayer Road LLC (Harvard Bowling Alley) Liquor License Hearing

Sklar opened the hearing inviting property owner and applicant Scott Patterson and wife Christiana Santiago to speak.

Scott Patterson introduced himself and his wife as the new owners of the Harvard Bowling Alley. He said they were finally able to purchase the property in July. His wife grew up in Ayer and has fond memories of the bowling alley. Patterson indicated construction has begun on a new septic system, new well and new roof. He and his family are excited to bring the bowling alley back to life as a place for families to enjoy. They plan to continue with candle pin bowling. Patterson explained a beer/wine on premise license is instrumental in helping the business be successful. They do not plan to have beverages on tap they will only be available in cans/bottles for purchase. He said as business owners they realize they must be creative to make the business viable.

### *Select Board questions/comments*

Erin McBee asked if they plan to sell lottery tickets. Patterson has not yet thought of that. She expressed her appreciation that something will be done there to serve the community.

Alice von Loesecke and Kara Minar are thrilled about the new ownership and vision for the building suggesting maybe a wall of history.

Sklar wished the new owners the best of luck.

### *Public in favor*

Resident Bev Rodrigues grew up bowling there. She said this is awesome news!

Local abutting business owner Ray Lyons (chatted in Zoom) he is very pleased to support this application.

### *Public opposed*

None

The hearing was closed.

By a roll call vote, Minar – aye, von Loesecke – aye, Maiore – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve the liquor license request for 204 Ayer Rd Harvard Bowling Lanes for a wine and malt general on premise license.

### **Staff report/updates (Attachment A)**

The Select Board agreed to post a meeting for Thursday, October 14 at 4pm to review items for the Town Meeting.

### **Act on sign requests**

DPW Director Tim Kilhart and Acting Police Chief James Babu jointly recommend the following sign proposals for consideration by the Select Board:

- 1) Issues on corner of Fairbank Street/Littleton Road – Blind Driveway on Littleton Rd prior to corner
- 2) Sharp curve on Old Schoolhouse where it turns to Littleton Country Road – advisory 20mph on the existing u-channel sign post.
- 3) Still River Road – School Zone signs

By a roll call vote, Minar – aye, Maiore – aye, von Loesecke – aye, McBee – aye, Sklar – aye, the board voted unanimously to approve sign requests for Fairbank St, Littleton Rd, school zone signs for Still River Rd and Old Schoolhouse Rd.

### **Public Communication**

Bev Rodrigues worked on the citizen petition for the sale of the Bromfield House and land. She noticed the article title did not name the house. She asked Bromfield House be added to the article title.

### **Review of CARES Act funds; town and school expenses**

Tim Bragan shared a document created by Finance Director Jared Mullane that included monies spent thus far. Bragan noted all funds must be in use prior to December 31<sup>st</sup> 2021. The board members briefly discussed a few ideas on how to effectively spend the remaining CARES balance.

### **Discuss fines for handicapped parking violations**

Tim Bragan shared the legislation which allows funds received from fines for handicapped parking violations can be deposited into an account. Commission on Disabilities members Davida Bagatelle and Toni Spacciapoli were present and plan to utilize any funds received to support the commission with their efforts. By a roll call vote, Minar – aye, McBee – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to approve fines for handicapped parking violations be used to fund Commission on Disabilities.

### **Finalize Adhoc Advisory Committee (determine desired qualities) for Police Chief search**

Assistant Town Administrator Marie Sobalvarro used the guidelines given by the Select Board members and offered the following representatives in the areas specified:

Linda Dwight	School Department
Detective Danielle Fortunato	Police Union
Sharon McCarthy	Board of Health
Scott Hayward	Business person
Davida Bagatelle	Commission on Disabilities
Sarah Saleh	Arm & Arm
Jared Mullane	Finance Director
Debbie Thompson	Council on Aging Director
Fire Chief Richard Sicard	Fire Department/Emergency Management
Tim Kilhart	DPW Director
Mary Wilson	Library Director
Marie Sobalvarro	HR Director

Kara Minar recalled a police chief (our former or other) being involved in this group. However, her fellow board members noted the former chief will be involved in the initial vetting process of the applications but was not included in this Adhoc group. By a roll call vote, Maiore – aye, Minar aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to approve make up of Adhoc Committee as presented October 5<sup>th</sup>.

### **Review and discuss budget letter from the Finance Committee**

Alice von Loesecke offered some suggested edits in the Finance Committee recommendation section. She asked the language include the Finance Committee will determine whether the FY23 budget will maintain a service level that is commensurate to an expected progression of service, based on pre-pandemic service levels. The Select Board members were overall pleased with the budget memo. By a roll call vote, Minar – aye, McBee – aye, Maiore – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to approve memo for Fiscal 2023-year budget, as amended.

### **Review and sign the October 16, 2021 Town Meeting warrant**

The Select Board members reviewed each article. Some questions arose around the Planning Board articles however with the short timeframe to the Town Meeting to make any changes now would be complicated. Town Administrator Tim Bragan will update the title for the Home Rule Petition.

By a roll call vote, Minar – aye, Maiore – aye, McBee – aye, von Loesecke -aye, Sklar – aye, the board voted unanimously to approve the town meeting warrant for October 16, 2021, as amended.

By a roll call vote, Minar – aye, Maiore – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously in support of articles 1 – 7.

By a roll call vote, Maiore – aye, Minar – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to support article 8 (Erosion Control) with amendments as stated for section C (7) to include not alter terrain, groundcover or drainage patterns and in the definition, section add reconstruction.

By a roll call vote, Maiore – aye, Minar – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to support article 9 with amendment to add shall.

By a roll call vote, Maiore – aye, Minar – aye, McBee – aye, von Loesecke – aye, Sklar – aye, the board voted unanimously to support articles 11, 12, 13, 14, 16, 17 and 18.

They did not vote on article 15 alternate article for town commons land or the Citizens Petition.

### **Select Board reports**

Kara Minar reported on safety issues at the McCurdy Track playground with the slide. Grant funding for this repair is being investigated.

Alice von Loesecke reported the Municipal Affordable Housing Trust is active and working on rebuilding their budget.

Kara Minar reported the Revenue Ideation Committee will be meeting soon. Minar said she has some interested individuals for the at large positions.

The meeting was adjourned at 10:50pm.

### **Documents referenced:**

Underground Storage Tank – Craftsman Village – dated 8.31.2021

Halloween Board of Health memo -dated 9.30.201 and public safety email dated 10.6.2021

204 Ayer Rd – Bowling Alley Liquor License – dated 9.7.2021

Sign Requests – memo dated 9.27.2021

Handicapped parking violations – copy of legislation – dated 9.23.2021

Finance Committee Fiscal 23 memo – dated for October 22nd

Draft ATM warrant – dated 10.16.2021

# Attachment A

## Staff Report October 5, 2021

1. Just as a reminder, National Grid has a planned outage for the attached list of properties at midnight tonight until 6am tomorrow. They were notifying all of the owners and we put it on the Town website and Mr. Sklar posted it to NDH. Attached is the notification that went out.
2. COA Proposed New Building:
  - a. Capital Planning and Investment Committee (CPIC) along with the Finance Committee (FinCom) are working on the COA and Fire Truck requests in order to make their required recommendations to you the Select Board and to Town Meeting. CPIC is meeting tomorrow afternoon and FinCom is meeting tomorrow night.
  - b. Do you as a board wish to meet next week after receiving the recommendations and if so, will it be sometime prior to next Saturday (10.16.21) or will it be that morning? **I would suggest the 14<sup>th</sup> during the day sometime** so you can get answers to questions prior to Saturday. Please let me know what your feelings are on this matter.
3. Fire Truck:
  - a. CPIC has reviewed and is finalizing their recommendation and sending it on to Finance Committee. The initial vote on this was to approve it and there is a question of also having to rate the project.
4. Health insurance:
  - a. The Insurance Advisory Committee is continuing its review of the proposed move to MIIA Blue Cross Blue Shield; we expect their recommendation sometime in early November.
5. Licensing changes:
  - a. Changes to CDL licensing are coming in 2022 per the U.S. Department of Transportation (see attached) which will require, prospectively, individuals to have training and be certified. Currently we have been able to train individuals and have them take the test with our equipment, but now they will either have to have a license or will have to take a class for which we may have to pay. In anticipation of this we are drafting a requirement that if the town pays for the licensing and time to get the license then they will have to stay employed for a certain period of time, and if they leave they will have to pay for the class and the time that it took to take the class.

- b. Peace Officer Standards and Training Commission and the MassMunicipal Police Training Committee are in the process of revising their training requirements for reserve officers to require 200 hours (paid) of attendance at the Bridge Academy, 2400 hours of patrol work, and additional medical/fitness tests. This will affect the Town's current reserve officers, and likewise the police training and payroll budget for FY23.
- 6. Budget season is fast approaching and if there is anything the Board would like to see added or changed please let me know so that I can amend the budget accordingly.
- 7. Carlson Orchards is applying for several One-Day entertainment Licenses for outdoors only. This is in conjunction with his request for temporary portable facility approval from the BOH. Attached are the dates being requested for the entertainment licenses.
- 8. Annual License Renewals will be here in December and attached is a list of licenses to be acted on. If there are any issues the Board has regarding any of these renewals, please feel free to contact the office and make your concerns known and we will attempt to deal with them accordingly.