



Select Board Minutes Tuesday, May 23, 2023 7:00pm

The Select Board Regular Meeting was held virtually in accordance with Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting was conducted via remote participation.

Select Board participants:

Rich Maiore, Erin McBee, Charles Oliver, Don Ludwig
Kara Minar was absent.

Town Department participants:

Town Administrator Tim Bragan, Assistant Town Administrator Marie Sobalvarro and Executive Assistant Julie Doucet, Fire Chief Rick Sicard

Additional participants:

HEAC Chair Brian Smith, HAS Director Will Stevenson, Bill Barton

Energy Advisory Committee (HEAC) update (Attachment A)

Chair Brian Smith reported on the status of their goals:

- Buildings electrification plan; assessments/energy reduction projects
- Vehicles; conversion to electric & charging stations
- Green Community program; obligations & maximize grants
- Renewable electricity; solar & energy supply

Potential merger of Fire/Ambulance departments

Fire Chief Rick Sicard and Ambulance Director Will Stevenson gave a presentation beginning with a brief history of the Harvard Ambulance Service and referenced the comprehensive [2016 Collins Report](#) that provided a detailed analysis of both departments. Their presentation included operational challenges, administrative challenges, and benefits to a department merger.

Fire station facility - next steps

Assistant Town Administrator Marie Sobalvarro reported the Permanent Building Committee discussed the importance of understanding the future operations to help determine the proper location. Chief Sicard shared the feasibility and space needs study done by Kaestle Boos Associates Inc. He reiterated the study findings that the facility as is will not meet the operational requirements for a modern Fire Station.

Fire Lieutenant Bill Barton confirmed the department supports a merger of the two departments thus necessitating an upgraded facility.

Minutes

By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to approve minutes from 4/26 & 4/29, as presented.

Staff Report/Updates (Attachment B)

Energy Advisory Committee appointment

By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to appoint Guy Herman as associate on the Energy Advisory Committee.

Discuss asset cap for senior tax program

The board decided to revisit this at their next meeting. Erin McBee asked for more time to determine the appropriate amount to use.

Ginny Thurston scholarship

Don Ludwig and Charles Oliver reviewed the four applicants and were able to decide on recipient. Charles Oliver will attend the Senior Award night to present the scholarship. By a roll call vote, McBee – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to grant the Ginny Thurston Scholarship.

Select Board Reports

Rich Maiore is working on a draft charge for a transfer station committee for consideration at the June 6th meeting.

Erin McBee announced the Municipal Affordable Housing Trust is seeking input on the Housing Production Plan.

Rich Maiore offered congratulations to Harvard Press editor John Osbourn for his recent honor.

Executive Session per MGL Ch. 30A, s. 21(a)3

By a roll call vote, McBee – aye, Minar – aye, Ludwig – aye, Oliver – aye, Maiore – aye, the board voted unanimously to enter executive session at 8:40pm as per MGL 30A Sec. 21.3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government's bargaining or litigating position. The Board will reconvene into open session only to adjourn.

The meeting was adjourned at 8:50pm

Documents referenced:

HEAC updated – dated 5.17.2023

Fire/Ambulance Dept merger presentation – dated 6.6.2023

Fire Headquarters Feasibility & Space Needs Study – Jan 2020

Herman vol form – dated May 2023

Town of Harvard Energy Advisory Committee (HEAC)

Quarterly Update to Select Board May 23, 2023

MEMBERS:

BRIAN SMITH – CHAIR

DAVID FAY

FORREST HODGKINS

PETER KELLY-JOSEPH

ELLEN SACHS-LEICHER

KARA MINAR, SELECT BOARD LIAISON

HEAC FY23 Goals

No.	Goal	Lead	Support
1	Decarbonization Plan – Reduce Emissions	Brian	Ellen
2	Buildings – Electrification Plan; Assessment / Energy Reduction Projects	Forrest	Brian/David
3	Vehicles – Convert to Electric Vehicles	Peter	Forrest
4	Vehicles – Charging Stations	Brian	Peter
5	Green Community Program – Meet Obligations and Maximize Grants	Brian	Forrest/David
6	Renewable Electricity – Solar Photovoltaic Systems	David	Brian
7	Renewable Electricity – Energy Supply	Ellen	David
8	Streetlights – Replace with LED Fixtures	David	Brian

① Decarbonization Plan – Reduce Emissions

Goal - Reduce Emissions 50% by 2030, 85% by 2050 to align with MA

Action	Status	Next Step
1. Close out consultant grant by May 2023.	Finalizing deliverables.	NA
2. Municipal Decarbonization plan – finalize plan by May 2023.	Finalizing changes.	Perform final stakeholder review.
3. Community Decarbonization plan – finalize by May 2023.	Finalizing changes.	NA

② Buildings – Electrification Plan; Building Assessment

Goal – Convert Harvard’s municipal buildings from carbon-based fuel combustion to high efficiency electric heating.

- Building Electrification → Focus on Bromfield due to funding available

Action	Status	Next Step
1. Develop a detailed long-range plan for strategic electrification, with financial analysis, to upgrade municipal building heating systems.	Bromfield - NGRID funded a scoping study of the heat pump options for electrification. Completed by B2Q 4/13/23. Reviewed with School Dept – proceeding with Air-to-Air heat pumps integrated with rooftop air handlers.	<ol style="list-style-type: none">1. Perform engineering design as part of the HVAC replacement funding authorized by Town meeting.2. School dept to issue RFP.3. HEAC to support process and funding; significant NGRID incentives and other grants.

- Building Energy Assessment – identify energy reduction projects prior to electrification

Action	Status	Next Step
1. Define audit plan and funding.	World Energy reviewed Town Hall and Public Safety buildings in Dec 2023; Jan 2024 at no cost, funded by NGRID.	World Energy did not issue a written proposal. No meaningful recommendations. → Effort on hold

③ Vehicles – Convert to Electric Vehicles

Goal - Convert Harvard's municipal vehicles from carbon-based fuel combustion to electric vehicles or other low carbon options

→ Initial target – replace all light duty vehicles with EV's by 2040.

Action	Status	Next Step
1. Prepare Town Vehicle Inventory. Coordinate with NGRID Fleet Advisory program consultant.	Inventory complete. Fleet Electrification Report funded by NGRID consultant completed 10/10/22.	NA
2. Identify candidates for replacement in short term.	Police/Fire Dept agree to use EV's once approved for operational use. 1. FY23 police hybrid purchased. 2. FY24 qty 2 police hybrids planned, qty 1 fire chief hybrid vehicle planned. 3. New school van – electric option considered.	Chief Babu investigating police patrol ready EV options.
3. Obtain quotes and identify funding sources.	Current Green Community grants are \$10k per hybrid vehicle; may change.	Prepare as part of 2023 Block 2 Green Community application.

④ Vehicles – Charging Stations

Goal - Convert Harvard's municipal vehicles from carbon-based fuel combustion to electric vehicles or other low carbon options

→ Install chargers per plan by 2030. Maximize grant funding.

Action	Status	Next Step
1. Create Charger Plan for Town use on Town property.	Feasibility reviews performed by ECI. Priority – Fast charger for Police dept.	1. Obtain quote for Fast charger from ECI by 5/31. 2. ECI to submit application to NGRID. 3. Police dept to submit request for funding not covered by grants.
2. Create Charger Plan for public use on Town property	Feasibility reviews performed by ECI. Priority – Standard charger at Bromfield.	1. Obtain quote for standard charger from ECI by 5/31. 2. ECI to submit application to NGRID. 3. School dept to approve additional funding for networking.
3. Issue overall Town charging station plan.	Draft plan for municipal property locations created.	1. Finalize and submit to Town stakeholders for comment. 2. Determine plan for non-municipal.

⑤ Green Community Program

Goal – Meet Obligations and Maximize Grants

- Existing Program and Grants

Action	Status	Next Step
1. Submit final report for Spring 2021 Grant Round.	Completed Sep 2022	NA
2. Prepare application and submit to DOER by Oct 3 for 2022 Block 2 Competitive grant.	Completed Oct 2022	NA
3. Submit Green Community Annual Report by Nov 4.	Completed Nov 2022	NA
4. Execute on Green Community Grant 2022 Block 2 \$10k Hybrid Police Vehicle; \$17k Library Weatherization	Award Jan 2023	1. Complete Library project by 5/31. 2. Submit final report by 6/30.

- Prepare for Climate Leaders Program

Action	Status	Next Step
1. Specialized MA Stretch Building Code – Adopt in 2023.	Intro meeting with key committees planned 5/22/23.	1. Prepare plan to obtain approval at Fall 2023 Town Meeting.
2. Hire Municipal clean energy coordinator.	No work yet.	On Hold

⑥ Renewable Electricity – Solar Photovoltaic Systems

Goal – Convert all electricity to 100% renewable sources.

- Solar PV – Install 3 systems on town owned property and commission by 2025.

Action	Status	Next Step
1. SB Goal 1) Utilize the capital fund for at least one solar PV project on a building	COA - \$170k approved. Public Safety Bldg – delayed for new roof	COA - PBC subcommittee action.
2. SB Goal 2) ... municipal solar panel field to generate revenues	Stow Road gravel pit good for solar PV. No progress.	Obtain PPA proposal from Solect.
3. Solar PV Strategy – define roadmap for electric load and mix of source & type	In process	Complete draft for review by SB
4. Evaluate solar PV feasibility of all sites.	On hold – no progress	
5. Solar PV project on old landfill after closure	Concept approved Town Meeting.	Investigate PPA option.

- Battery Storage – Install 2 battery storage systems and commission by 2025

Action	Status	Next Step
1. Add to HES PV system and evaluate others.	No progress.	1. Establish project scope and owner.

⑦ Renewable Electricity – Energy Supply

Goal – Convert all electricity to 100% renewable sources.

- Residential Electricity Supply – Community Choice Aggregation

Action	Status	Next Step
1. Town Procurement finalize 100% renewable supply as default option starting Nov 2022.	Town selected one year term expires Nov 2023. Town renewing with two-year term Nov 2023-2025?	DOER Climate Leaders program specifies 100% Class 1 Renewable option. Include for renewal in Q3 2023.
2. Support rollout of new electricity supply program.	HEAC support as needed.	1. Town to ensure Colonial Power issues notice to customers.

- Municipal Electricity Supply

Action	Status	Next Step
1. For next term, DOER Climate Leaders program requires at least 2X the minimum RPS Class 1 Renewable supply.	Term expires Dec 2024	Town Procurement to include 100% or 2X min RPS Class 1 (per DOER CL) during renewal in Q3 2024.

⑧ Streetlights – Replace with LED Fixtures

Goal – NGRID program to replace Streetlights with LED Fixtures

- Details – 44 lights eligible, Save ~\$1600 per year, One Time rebate \$3400

Action	Status	Next Step
1. Town Approval	Select Board approved 2/2/21	NA
2. Review with Historical Commission	Completed Jan-Mar 2022; Requested warmer light	David Fay to review next steps with HHC
3. NGRID install warmer light test fixture	Complete. Lower watt fixture installed Apr 2023.	NA
4. Review Fairbanks Street neighbor concerns	Reviewed at 3 HEAC meetings. Too bright.	Obtain feedback on replacement fixture
5. Release NGRID to replace all Town streetlight fixtures	Pending above.	

**Staff Report
May 23, 2023**

1. Miscellaneous:

- a. The Vulnerable User Law regarding pedestrian, biking, roadside workers, wheelchairs, skateboards, horse riders, and others, requires at least 4 feet when passing. The State is providing signs, otherwise it would be unfunded mandate, and we have to maintain signs for two years. Board approve use of right of way and list of roads is attached (provided by Police Chief with Tim Kilhart input). Two roads, Bolton and Littleton County, cannot provide 4 feet of passage and had to be removed.
- b. The Board still needs to vote on the request from WRRS regarding a 2% increase for retirees. Attached is a spreadsheet showing responses that was put together by Westborough. At which meeting in June would the Select Board wish this to be on the agenda?
- c. The US Army Corps of Engineers put out the community fact sheet for the former Fort Devens regarding PFAS update.
- d. The Municipal Affordable Housing Trust received \$100,000 from the court settlement (Commonwealth v. Reyes, et al) regarding the lost affordable unit at Harvard Green. An additional \$40,000 will also be coming from the former owner.

2. State Fiscal Notes of Interest: (State House News Service)

- a. The Senate released its budget the day of the Board's last meeting. There are some differences from the House and Governor Budgets and there has already been over 1,000 amendments submitted to the Senate Ways and Means Committee. Included in the budget is a revival of the Immigrant Tuition issue.
- b. The senate also laid out their plan for spending the Income Surtax revenue and it includes funds for public higher education.
- c. The Senate opted to defer discussion on tax relief programs until a later date. The ranking Republican Senator on the Senate Ways and Means Committee said there is no urgency on tax relief in the Senate. He said the Senate is focused on advancing their annual budget bill. The Senate President, Karen Spilka, has suggested that the Senate is not ready on tax relief.
- d. Massachusetts growth is slowing and analysts are predicting a decline in the GDP in both the second and third quarters.

- e. The House and Senate Energy Committees are not working together and are holding separate hearings due to differences amongst the co-chairs and their members regarding process. This is also evident in other committees where House-Senate power struggles also exist.

3. Police Updates:

- a. The department responded and/or initiated service calls for 841 calls from April 25, 2023 until May 22, 2023. 676 calls of service were self-initiated service calls (i.e. radar assignments, business checks) and 165 were dispatched calls.
- b. Our officers are diligently engaged in ongoing training to enhance their skills. They have successfully completed all the required mandatory training and are currently pursuing additional continuing education opportunities. A notable achievement is Sergeant Callahan's completion of the instructor class on "Less-lethal Weapon" training. We are excited to announce that by July 1, after ensuring that all officers are trained and certified, these valuable tools will be deployed in all our vehicles.
- c. The Chief is delighted to announce the successful installation of the radar signs on Still River Road and Bolton Road. Despite some challenges with supplies and staffing, we persevered and managed to bring everything together. This achievement brings us great satisfaction as we anticipate the positive impact these radar signs will have on improving traffic issues within our community. These permanent additions will undoubtedly contribute to a safer and smoother traffic experience for all.
- d. The Harvard Police Department (HPD) has officially adopted the "Handle with Care" program, a trauma-informed initiative aimed at preventing children's exposure to violence and trauma, mitigating the negative effects children experience as a result of exposure to trauma, and increasing knowledge and awareness. The program was created in response to a national survey that found that 60% of American children have been exposed to violence, crime, or abuse. Prolonged exposure to trauma can have a serious impact on children's ability to learn, behave, and focus. It can also lead to school failure, truancy, suspension, or expulsion, dropping out, or involvement in the juvenile justice system. The "Handle With Care" model works by having HPD officers notify schools when they respond to an incident where a school-aged child may have been a victim or a witness.

- e. Detective Fortunato and Dusty the assistance Dog are continuing to do great things for the community. They attended the senior prom at Fruitlands this year which is a first and great showcase of SRO engagement with the schools and working together. She also hosted a R.A.D. class with the assistance of U-Mass Worcester PD, Ayer PD and Groton PD. We also hosted a class for students in regards to online crimes and safety. This class was instructed by our guests at the Massachusetts State Police.
- f. Finally, we would like to recognize Sergeant Callahan and Officer Cavanaugh for attending the National Police Week in DC and representing our department. We are grateful to Sergeant Callahan and Officer Cavanaugh for their service and sacrifice. We are also grateful that they were willing to pay for their own travel expenses to attend National Police Week. It is a testament to their dedication to our community that they would make such a personal sacrifice to represent us at this important event.

4. Building and Procurement:

- a. The COA's move, reported in the Press, is being pushed to mid-June, due to a confluence of factors (building/inspection/IT-related issues). Their ice cream social will be the first social event in their new digs at 16 Lancaster County.
- b. The Field Needs Assessment package is out, six vendors have inquired, and proposals are due back on May 31. The deadline for a completed assessment remains mid-August, to enable the Select Board and Park & Rec to incorporate the findings into proposed Capital and CPC submissions.

5. Personnel Related:

- a. The Personnel Board voted at their last meeting to adjust their process for determining the COLA for non-union non-contract staff members, moving from a 'point-in-time' measure to a 12-month rolling-average measure.
- b. Effective August 28, Anne McWaters will be assuming the role as Harvard's first full-time Recreation Director. Anne's extensive sports management experience, deep local knowledge, and boundless enthusiasm will be a great fit as we move into the fall. Likewise, kudos to Bob O'Shea who is serving as Interim Recreation Director and for enabling the Town to have a beach program at the pond this summer due to his sizeable efforts.

6. Notice, Reminders, and Updates:

- a. Memorial Day is May 29, 2023 and events will begin at 10AM at Town Hall. See attached sheet for what will be happening.
- b. People can sign up for Beach and Boating lessons now. See attached email and go to the Town website for more information.
- c. Strategic Planning Session is June 21, 2023 from 1 to 4 PM. Deadline for submitting your three topics is June 5th. Thank you for those that have submitted items already.
- d. Wednesdays in June from 6 to 7 PM there will be Yoga on the Common as a fundraiser for Loaves and Fishes or Nevins Farm (participants choice). (See attached)