



Board of Selectmen
Minutes
Tuesday, February 1, 2011
Town Hall Meeting Room

Meeting started 7:04

Members present: Peter Warren, Marie Sobalvarro, Ron Ricci, Tim Clark, Bill Johnson, Tim Bragan

Minutes of 1/18 BOS meeting approved [Johnson motion/Ricci second]

Liaison reports – Ron Ricci

- Municipal Affordable Housing Trust – Ron introduced two representatives from the MAHT, Barbara Brady and Wade Holtzman, to present a new initiative the Trust is considering to expand affordable housing. The idea is use existing MAHT funds for grants and/or loans to incentivize the creation of affordable accessory apartments under the recent bylaws accepted by Town Meeting. Firm DHCD guidelines for approving such apartments as affordable are now in place, and a model for creating such an incentive program has been developed by the Town of Carlisle. MAHT would collaborate with Carlisle and perhaps other towns to define an appropriate program for Harvard, in time for any necessary bylaw changes to be discussed and enacted in the 2012 ATM. Bill Johnson asked what funds MAHT currently has to support such a program, and was told that there is \$378K in uncommitted funds to date. Barbara offered to forward the information they have on the Carlisle program to the Selectmen, and invited them to a roundtable discussion with representatives from Carlisle scheduled for 2/7 at 7PM in Hildreth House.

Public Communication – opened at 7:38 . No comments – closed at 7:39.

Liaison reports (continued) – Ron Ricci

- Police Department – Ron introduced Ed Denmark, Harvard Chief of Police. Chief Denmark thanked the Board for their appointment of Steve Lucien as dispatcher, and noted that he is doing a good job as a part-time employee filling in the shift gaps caused by an open full-time position. Denmark commented on this being another successful experience working with the Fitchburg State internship program for students majoring in criminal justice – 4 months free training and a good look at potential candidates. Chief Denmark also discussed the new state-wide mutual aid law that enables towns to give and accept police, fire, ambulance, and DPW assistance when needed through the simple vote of the Selectmen to opt-in to the MEMA

agreement. When asked about the ability of Towns today to communicate with each other in an emergency situation, Chief Denmark noted that car-to-car police communications exist today, but that DPWs must communicate through dispatchers. He is pursuing a match grant to do some necessary upgrades to Harvard's communication system. The Selectmen thanked Chief Denmark for his update, and asked him to bring back to the BOS in two weeks for formal approval the MEMA opt-in paperwork, as well as a proposed warrant article for the new communications equipment.

Municipal Buildings Committee

- Members present: Ron Ostberg, Lucy Wallace, Pete Jackson, Doug Coots, and Willie Wickman.
- Ron Ostberg reviewed the work of the three program teams to define space needs, and the work of the professional consultants to assess building and site conditions. He then reviewed the work of the architectural team to create site and building target concepts, and the interaction with SKANSKA to create cost estimates for design and construction. He noted that cost estimating of renovations and additions for old buildings is far more difficult and far less accurate than for new construction of standard commercial buildings. As such, he characterized MBC's estimates as Class 4 estimates that could be anywhere from 10% too high to 15% too low, and that better estimates would require far more detailed design, and need to be conducted much closer to the actual construction timeframe.
- The final report includes a summary of implementation alternatives, and Ron stated that the MBC voted unanimously before the 12/18 workshop to support one particular alternative. Noting that it was not the least expensive choice, the committee has been looking at project phasing and alternative funding options (including CPC funds, Green Communities funding, grants, and philanthropy) to minimize the omnibus impact. Ron also stated the committee's recommendation against selling any property, given current real estate conditions.
- Finally the committee is requesting FY2011 funding in two phases:
 - \$200K at 2011 Annual Town Meeting to fund schematic design work on Town Hall and Hildreth House
 - \$820K at 2011 Special Town Meeting to fund final Town Hall design for bid documents (\$210K) plus initial site work for Town Hall and Hildreth House (\$610K)
- All BOS members expressed appreciation for the hard work of MBC, and the detailed data in the report. Ron Ricci expressed the need to balance what is recommended against what is affordable. The BOS will participate in the Quad Board meeting on 2/5 to discuss the affordability and hear the opinions of the other boards.

Continued liaison reports:

- Marie Sobalvarro:
 - Library and COA had FinComm reviews
 - 2011 4th of July celebrations will happen on 7/4, with fireworks on 7/1
- Tim Clark:
 - Town Center Sewer:
 - SRF has not yet released funds; awaiting assignment of permit number from DEP; this is an urgent issue.
 - Combining sewer construction with water system improvements may reduce combined costs; water department spending already approved at past ATM, but holding up bid until sewer project approved and funded
 - ATM article for sewer construction will be constructed flexibly to handle potential under/over bid situations
 - Need to appoint sewer commissioners soon, prior to construction; Tim Clark will prepare strawhorse on desired skillsets/experiences for commissioners, and start assembling a list of potential candidates for BOS review in 2 weeks
 - We will have a warrant article to create a sewer enterprise fund to collect revenues and pay expenses; will look at doing similar fund for water department in the future
 - Draft of sewer policies still not ready; 2-3 weeks before BOS can review final draft
 - Duane Barber has volunteered to fill Ken Harrod's vacated slot on the Sewer Building Committee; need volunteer form before BOS can review for appointment
- Peter Warren:
 - Regionalization presentation/discussion postponed until 2/3 @ 7PM at Volunteers Hall
 - Cable Committee investigating cable coverage of DEC & JBOS meetings; also exploring participation with Shirley and Ayer
 - BOS submission for Annual Town Report will be reviewed for approval at next BOS meeting
- Ron Ricci
 - School Committee:
 - Linda Dwight starts as new HES principal
 - Will search for interim superintendent while exploring other organizational models
 - On 2/3, reached a tentative 3-year contract agreement with the Harvard Teachers Association; needs approval by both the full School Committee and the teachers
 - BOH

- New admin support working well
 - New state regulations require local BOH to approve transfer station permits
 - DEAT
 - Creating spreadsheet analysis of aggregate costs of running Devens and Harvard together
 - Finally have contact for getting needed operational data from Mass Development; George Ramirez indicated that there were no identified capital projects that were required
 - Fire Department:
 - Interim Fire Chief in place
 - need to review and close on job description for new Fire Chief job description
 - Veterans agent:
 - Accessible space in old library working out well
 - Needs help with paperwork; Ron exploring options with Tim Bragan
 - MART: worked with Harvard rep to be aware of upcoming MART meetings
- Legislative report – Tim Clark
 - Met with Senator Eldridge and Rep. Benson to ask them to intervene with the Governor to open municipal services contract bids to host communities
 - Senator Eldridge requested formal letter from the Selectmen; Tim drafted a letter that the Selectmen unanimously approved [Motion made by Tim Clark; seconded by Ron Ricci] and signed

Town Administrator report

- Submitted snow and ice removal policy for town-owned properties; will review and approve at next BOS meeting
- Submitted Harvard Hazardous Waste MOU for approval – motion made by Ron Ricci, seconded by Marie Sobalvarro, and unanimously approved
- Fire Chief job description was reviewed by the board with various suggestions made by board members that Tim Bragan will incorporate into a final draft
- Senior tax work-off program is heavily over-subscribed:
 - Funding for 12 jobs @ \$750/job (\$10K total)
 - Only 8 jobs identified
 - 23 applicants
 Ginger Quarles will recommend selection process – Selectmen suggest that it be skillset/experience-based; Selectmen also asked Tim Bragan to see if the 8 existing jobs can be modified to accommodate 12 slots; there was some

discussion but no resolution about going back to Town meeting to fund more jobs

Removed snow load from several Town buildings; snow removal budget still OK

- Met with Boxboro officials and Army Corps of Engineers to discuss flooding issue at town border; ACOE is so under-budgeted, it will take 2-3 years to get it into their review schedule; Rich Nota will ensure modeling of choke points is done
- Rich Nota has drafted a 5-year road maintenance plan that Tim has reviewed, and given feedback on; request for \$250K recurring capital plan has been reflected in the last draft of the 5-year calculator
- Harvard School Trust has requested a 1-day liquor license for fundraising event that BOS has no authority to grant; Marie Sobalvarro will research options/issues on applying for special legislation for such authority (requires ATM approval), as well as generate a first pass at a policy for reviewing and criteria for approving a 1-day license application
- BOS will be meeting jointly with the planning Board on 2/7 to do a joint PB appointment and receive an update from the EDC

Motion to adjourn by Ron Ricci at 10:07; seconded by Marie Sobalvarro; and passed unanimously.

Documents referenced:

Draft Municipal Buildings Committee report – dated 12.18.2010

Household Hazardous Waste MOU – dated 1.20.2011

Letter to Senator Eldridge & Representative Benson requesting information from MassDevelopment – dated 2.1.2011

Draft Snow & Ice Removal Policy – dated 2.1.2011

Council on Aging written endorsement for the MBC recommendation – dated 1.27.2011