



**Board of Selectmen**  
**Minutes**  
**Tuesday, June 18, 2013 at 6:30PM**  
**Town Hall Meeting Room**

The meeting was called to order at 7:00PM by Chair, Marie Sobalvarro in the Town Hall Meeting Room. Selectmen Ron Ricci, Stu Sklar and Lucy Wallace were all in attendance as well as the Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

**GENERAL STORE – LIQUOR LICENSE HEARING CONTINUATION**

Marie Sobalvarro invited store owner Scott Hayward to come forward. She said during the last session the board requested clarification on the licensed premise from the ABCC before they would approve the change. Hayward said he fully intends to comply with the regulations set by the ABCC.

Public in Favor

Dave Kay, 126 Mass Ave, said he has been in town for 25 years and is pleased with the creative approach Hayward has taken in revitalizing the General Store. He views the store as a place where Harvard residents young and old can meet in a social atmosphere creating a strong community connection. He is in favor of the town supporting Hayward in his efforts to make the store successful.

Public Against

None

On a Wallace/Ricci motion, the board voted unanimously to close the public hearing.

On a Wallace/Sklar motion, the board voted unanimously to approve the alteration of the premise to include the basement and first floor only.

Ron Ricci asked if the ABCC provided their response in writing. Bragan said he spoke with Bill Kelly from the ABCC directly and was still awaiting their response in writing. Bragan said he confirmed with the ABCC that all areas where liquor is stored or displayed must be included in the licensed premise.

**MINUTES**

On a Wallace/Sklar motion, the board voted unanimously to accept both sets of minutes for 6/4, as presented.

**ANNUAL APPOINTMENTS**

*Employee appointments*

Lucy Wallace asked the board along with the Town Administrator to revisit the inspectional services department. She noted previously the board discussed reviewing the fee structures along with the current process in place for how inspectional services are handled.

On a Wallace/Sklar motion, the board voted unanimously to approve the employee appointments for FY2014.

*COA Program Coordinator*

On a Wallace/Sklar motion, the board voted unanimously to amend the employee appointment list for FY2014 by adding Joan Goddard as COA Program Coordinator.

*Committee/Board appointments*

The board reviewed each page of the FY14 committee/board appointments.

On a Wallace/Sklar motion, the board voted unanimously to approve page 1 re-appointing those who indicated yes as well as Brian McClain to the Bare Hill Pond Committee. Pond Committee member Tom Gormley was present to introduce and recommend Brain McCain for appointment.

On a Wallace/Sklar motion, the board voted unanimously to approve page 2 including appointment of Susan Guswa to the Council on Aging. Guswa was present to introduce herself and why she is interested in serving on the COA board.

On a Wallace/Sklar motion, the board voted unanimously to approve page 3.

On a Wallace/Sklar motion, the board voted unanimously to approve page 4. Sobalvarro noted a new appointment (David Hopper) to the Municipal Affordable Housing Trust (MAHT) will take place at the meeting on July 9<sup>th</sup> to fill the vacancy left by Leo Blair. Lucy Wallace asked why committees charged with specific tasks such as the Hildreth House Improvement Committee and the Town Hall Building Committees are appointed on an annual basis. Bragan answered when the BOS appoints an ad-hoc committee they are then re-appointed on an annual basis. Wallace suggested the BOS be more specific on terms in the future.

On a Wallace/Sklar motion, the board voted unanimously to re-appoint all on page 5 as printed including the new appointment of Barbara Weiss to the Registrar of Voters and excluding the Zoning Board of Appeals. Sobalvarro said she was waiting to hear back from ZBA Chair Chris Tracey on their interest in switching an alternate member with a current full member considering his inability to attend most meetings.

Action items for July 9<sup>th</sup> meeting:

- Board of Assessors (Don Graham) appointment
- MAHT (David Hopper) appointment
- Clarification on Devens Enterprise Commission terms
- Joint appointment for EDC with the Planning Board
- ZBA appointments

Leo Blair entered the meeting at 6:50PM.

*Ambulance roster*

Marie Sobalvarro suggested inviting Director Steve Beckman to the July 9<sup>th</sup> meeting to review the roster allowing the BOS the opportunity to ask questions. The board members agreed. On a Ricci/Sklar motion, the board voted unanimously to extend all Ambulance squad appointments thru July 30<sup>th</sup>.

**MEET WITH AUDITOR – ROSELLI, CLARK & ASSOCIATES**

Auditor Tony Roselli and Finance Director Lorraine Leonard were both present. Marie Sobalvarro said the auditor was invited to review the audit and management letter that were distributed to the BOS back in April.

Roselli explained an audit is done each year. He reported Harvard is doing well financially and currently has a double A credit rating. Some informational items he touched upon were other post employment benefits (OPEB), fraud prevention measures and municipal data breaches. He then reviewed their findings and recommendations which included a significant deficiency in the cash reconciliation process. She did confirm the cash has reconciled since January. Leonard said the transition of a new Treasurer/Tax Collector and the combination of an untrained assistant lead to many of the issues the department had. She is confident with new staff in place this will not happen again. He also briefly touched on the retiree health benefits suggesting the town evaluate its contribution rates for retirees' health and welfare benefits. He also reviewed how Chapter 90 reimbursements are handled. The last two items discussed were auditing the student activity accounts and the landfill post closure care.

**MEET WITH SENATOR ELDRIDGE & REPRESENTATIVE BENSON**

Sobalvarro thanked the Senator and Representative for taking the time to attend the meeting.

Senator Eldridge highlighted his budget priorities for this budget process:

- Protecting local aid to cities and towns, including Chapter 70, lottery aid, regional school transportation, and special education circuit breaker.
- Maintain funding for vital social safety net services, including programs to help the homeless, low-income families, at-risk children, those with disabilities, and the elderly.
- Advocate for a fair, adequate and stable tax system that will raise sufficient revenue to support our state's goals and priorities.
- Advocate for significant investments to capital infrastructure, including transportation, water, higher education, libraries, and public schools.

He also provided handouts with the FY2014 Local aid estimates and assessments. He is confident the budgets will be finalized by then end of June.

Representative Jen Benson reported the House passed their budget in conference committee today. They will be restoring some areas within the budget that were affected by 9C cuts. Marie Sobalvarro asked if there would be any recurring increase in the CPA. Benson said they will appropriate on an annual basis contingent on revenues. She said based on projections they will take an extremely conservative approach.

She anticipates any excess funds being moved to the stabilization fund until the economy shows more signs of recovery.

Lucy Wallace asked about the status of our home rule petitions. Benson said she testified on the police detail and elderly & disabled configuration. She does not anticipate any barriers. Sobalvarro asked about the liquor licensing petition. Benson and Eldridge estimated approval by years end. They discussed the probability of the prevailing wage petition. The Senator thought this petition may be a challenge to pass because of opposition from labor unions and other groups. Wallace said she gets the sense MassDevelopment will be wrapping up soon in Devens and asked if the Senator or Representative had heard anything. They had not. The Senator asked if there has been any effort from the towns to discuss. Wallace said the JBOS does not have much direction. She would like to see MassDevelopment more involved through transition. Sobalvarro expressed some frustration with lack of communication from MassDevelopment related to Grant Road developments. Ricci brought up the weight limits recently put on the bridge at Exit 37 on Route 2 which has caused traffic to be diverted over the Route 2 Bridge in Harvard which has been under construction for quite some time now. After more discussion, the Senator and Representative agreed MassDevelopment should come to Harvard.

#### **LIBRARY TRUSTEES – FIVE YEAR PLAN**

Trustees Davida Bagatelle and Charles Redinger were present.

Bagatelle explained Trustees for all libraries are required to develop a five year long range plan to be eligible to apply for Library Services and Technology Act funds. She said they worked with a facilitator and a team comprised of library staff, constituents and Trustees. Their goal was to reach out and build a greater group of supports, develop a list of strategic goals, provide indicators of success and develop strategies on how to fix what does not work.

Bagatelle explained the planning process was divided into three phases:

- **Phase I:** was designed to create a solid planning foundation, ensuring that the Strategic Planning Team was properly organized and that everyone shared the purpose and expectations for the process.
- **Phase II:** took the Library Planning Team from its present state to a position of planning clarity, sorting through the gathered data, identifying critical issues, and finally, addressing those issues with a small number of focused, strategic goals. The process ensured that the selected goals were supported by a range of Library constituencies, included associated indicators of success for each goal, and are accompanied by a roadmap for bringing Library staff and volunteers together to solve the strategic issues created by the goals themselves.
- **Phase III:** is ongoing and is designed to complete the research needed to select and plan for appropriate action steps for the first six months to a year that will move the Library toward accomplishment of its strategic goals.

Trustee Charles Redinger reviewed the data collection results. He explained the purpose of these reports was to help the group identify longterm internal performance issues; determine the most significant external trends and implications to determine similarities.

Redinger spoke about the three strategic goals determined:

Goal I: Create and implement a longterm, mission-driven, communications and information-sharing strategy that helps to promote and support the variety of assets and activities that make our Library unique.

Goal II: Work with our community and staff to develop programming and space utilization options that allow for users of all ages to simultaneously enjoy the assets and activities that make our Library unique.

Goal III: Create and implement strategies that recognize the role that digital information resources and devices play in our Library and the lives of our patrons while at the same time maintaining the most important qualities that draw people to our facility.

The BOS thanked the Trustees for coming and complimented their report.

#### **TOWN HALL BUILDING COMMITTEE UPDATE**

Committee members Pete Jackson, Eric Broadbent and Chris Cutler were all present. Jackson said he was asked to provide an update on the schedule, budget and floor plan designs. He presented the board with a few slides of the existing floor plan and the proposed plan. He said with cost estimates expected by the of the week the budget and schedules may be affected. He reviewed the schedule and budget which indicates the construction to be complete by September 2013. Jackson said the budget worksheet is as of May 23<sup>rd</sup>. Ron Ricci asked how much of the funds were spent to date working on the variance. Tim Bragan said the legal costs totaled \$8,768.00. Ricci also asked about the open corridor and how the receptionist would be accommodated. Jackson said the architects will work to resolve these issues. Marie Sobalvarro asked for an update after the estimates come in. Jackson said the committee would be meeting next Tuesday to review the estimates. Ricci asked why the operating costs are higher than they are now. Eric Broadbent said the costs may be a bit more but the building will be comfortable and more efficient.

#### **TOWN ADMINISTRATOR REPORT**

Tim Bragan informed the BOS he and COA Director Debbie Thompson were in Boston earlier that day to testify on behalf of two home rule petitions. He said Representative Jen Benson was there as well.

Bragan reported the town of Lunenburg moved into the new regional dispatch office today. He said Devens will move in at then end of the week, Lancaster at the end of June and Harvard at the end of August. He said in preparation for this change a door key pad is

being installed at the Hildreth House. Keys will no longer be available for pick up at the public safety building.

Bragan told the BOS he received a banner request from the Bromfield AB Rowing Team to hang a banner celebrating the team's national championship. The BOS approved the request but an official vote was not taken.

Bragan said ongoing plans for the relocation of the town hall are under way.

#### **RESIGNATION**

On a Sklar/Ricci motion, the board voted unanimously to accept the resignation of Peter Brooks from the Planning Board and send a letter of thanks.

#### **MULTIPLE SCLEROSIS SOCIETY BIKE RIDE**

On a Wallace/Sklar motion, the board voted unanimously to approve the ride for July 20<sup>th</sup>.

#### **SPECIAL AUCTION PERMIT**

On a Wallace/Sklar motion, the board voted unanimously to approve a special auction permit for Priscilla Harrod.

#### **JBOS ADMINISTRATION**

The board discussed the future administration of Devens after MassDevelopment leaves. On a Ricci/Sklar motion, the board voted to authorize JBOS Rep. to explore possible alternatives of administration of DREZ and invite George Ramirez to BOS meeting. (Wallace - Abstain) Wallace said there are also other bigger issues to solve other than interim government.

#### **CHAPTER 90 REQUESTS**

On a Sklar/Wallace motion, the board voted unanimously to endorse Chapter 90 punch lists and project request forms.

#### **SECOND AMENDMENT AGREEMENT**

On a Wallace/Sklar motion, the board voted unanimously to approve the second amendment to inter-municipal agreement.

#### **APPLEWORKS LEASE AGREEMENT**

On a Wallace/Ricci motion, the board voted to endorse the lease agreement on the Appleworks building. (Sklar & Blair - Abstained)

#### **APPROVE SEWER CONNECTION – 7 ELM STREET**

Tim Bragan said due to the growth neutrality clause the BOS must approve any modifications post May 2009. He said the Sewer Commission is comfortable with this change. On a Ricci/Blair motion, the board voted to approve the sewer connection for the Unitarian Universalist Church for discussion. (Blair – Nay, Ricci – Abstain). Ricci did not fully understand the usage related to excess capacity and Blair felt those charged the

betterment should not be granted excess capacity until everyone in the district has connected. Bragan explained this request is due to the footprint of the building being bigger.

### **FACILITY MANAGER**

Stu Sklar asked the board if they would allow him to explore the Facility Manager concept with the School Committee. He is interested in approaching their Facility Manager Mark Force to see if a shared position could work. The BOS were supportive of Sklar's request.

\*\*\*\* On a Ricci motion, the Board voted unanimously by a roll call vote: (Sobalvarro – Aye, Ricci – Aye, Wallace –AYE, Sklar – Aye, Blair - Aye) to enter into executive session at 9:08pm, as authorized by Chapter 30A, Section 21.7 of the Massachusetts General Laws, at a meeting for which 48-hours notice has been given, to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Following the executive session, the Board will reconvene into open session only to adjourn. \*\*\*\*

The meeting was adjourned at 9:30pm.

Documents referenced:

**GENERAL STORE – LIQUOR LICENSE HEARING** – Form 43 dated 6.18.2013  
**ANNUAL APPOINTMENTS** – FY14 Employee appointment list, Goddard resume, Volunteer forms: McClain dated 5.31.2013, Guswa dated 5.28.2013, Weiss dated 6.10.2013, FY14 committee/board appointment list

**LIBRARY TRUSTEES – FIVE YEAR PLAN** – 2013-2018

**TOWN HALL BUILDING COMMITTEE UPDATE** – work plan & budget dated 5.23.2013, Response to questions dated 6.18.2013

**RESIGNATION** – Peter Brooks letter dated 6.13.2013

**MULTIPLE SCLEROSIS SOCIETY BIKE RIDE** - request letter dated 5.20.2013

**SECOND AMENDMENT AGREEMENT** – dated 6.18.2013

**APPLEWORKS LEASE AGREEMENT** – dated 6.18.2013

**APPROVE SEWER CONNECTION – 7 ELM STREET** – application dated 4.19.2013