



**Board of Selectmen
Minutes
Tuesday, July 14, 2015 at 7:00pm
Hapgood Meeting Room**

The meeting was called to order at 7:00PM by Chair, Ron Ricci in the Hapgood Meeting Room. Selectmen Leo Blair, Stu Sklar and Ken Swanton were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

Minutes

On a Swanton/Sklar motion, the board voted unanimously to approve the 6/16 minutes, as presented.

On a Swanton/Sklar motion, the board voted unanimous to approve the 6/16 executive session minutes, as presented.

Town Hall & Hildreth House Construction Committee update

Committee member Laura Andrews gave the update beginning with a review of their current schedule of events through mid-August:

- THCC meetings back to Mondays @ 7:30 a.m.
- Construction meetings moved to Mondays @ 8:30 a.m.
- Request for proposal for an architect for Hildreth project will be issued.
- Demolition phase will wind down.
- Re-siding is scheduled to begin in August and be completed by October.
- Julie, Marie and Laura are working on public communication, web site et al – Sept. start.

She said they have received the second GVW application for payment and a payment approval process by the BOS has been worked out with Town Administrator. They discussed the process in place and will continue as is.

Recent major actions taken:

- Resolved swinging door issue: inner front doors can swing inward and be in compliance with fire code.
- Resolved other fire code issues, mainly lighting in attic, estimate ~\$26k.
- New boilers have been installed. At that time we discovered that, in some unknown previous year, plumbing work had notched a crossbeam. Over the years this has stressed the adjoining beams. It appears a laminated wooden beam will need to be installed to arrest and correct sagging. This applies only to the southeast corner of the building. An ECN is being generated.
- The committee toured Hildreth House.

On a Blair/Swanton motion, the board voted unanimously to approve the GVW application and certificate for payment for period ending 6/30/2015.

Ricci asked if it was necessary for the board to do a separate approval considering the thorough review done by the THCC and Town Administrator. Swanton and Blair are happy with the

process. It was decided they would continue this way as long as the 30 day payment requirement can be met.

Council on Aging – Outreach Coordinator

COA board members were present to recommend Joan Goddard to fill the position of Outreach Coordinator. Goddard is currently employed as the Program Coordinator. Tim Bragan described the hiring process.

On a Sklar/Swanton motion, the board voted unanimously to appoint Joan Goddard as Outreach Coordinator.

Town Administrator report

Bragan was pleased to report the Energy Advisory Committee has secured a grant from the Green Communities Designation & Grant Program in the amount of \$225,914. The amount awarded to Harvard was the 17th highest in the state. He will be working with HEAC Chair Brian Smith to determine how much if any additional funds will be needed.

Bragan reported sidewalk repairs would be done this week in front of the interim town hall eliminating parking out front.

Bragan updated the board on the computer issues at the interim town hall. He said Guardian Technologies is working with IT Director Chris Boyle to fix the problems. He expects the situation to be rectified by next week.

He informed the board of a possible request coming to them from the Lion's Club. The Lions are exploring holding an Octoberfest event on the property in between the General Store and the Congregational Church. They estimate 300 people would attend. He asked the board to notify him of any concerns or questions they may have. He expects the Lion's to apply for an Entertainment License and perhaps the General Store may ask to extend their Common Victualler license. They are working with Park & Recreation now and will likely be coming to the board in the near future.

Bragan told the board our liquor license policies, procedures and application are being updated to reflect the changes voted on at the Annual Town Meeting a year ago.

He announced the Town Hall would be closing on Wednesday, August 5th at 12:00pm for the annual summer party.

Bragan distributed three options for the redesign of the Town Hall back offices which includes the Town Administrator, Asst. Town Administrator/HR Director, Executive Assistant and the Land Use office. He explained option B appears to be the best for functionality and the preferred choice of staff. Bragan asked for feedback from the board members and put them on notice this will generate a change order for their approval. The THCC will review the options at their meeting on Monday.

Ambulance Squad appointments

Squad member Bonnie Sweeney requested Laura Dzoegva, Zoe Louton, Zak Clements, Steve Hierman, Beth Walker and Preeti Mostello be appointed to the squad. She gave a brief description of their qualifications and where they are with their certifications.

On a Swanton/Sklar motion, the board voted unanimously to make appointments to the Ambulance Squad as requested.

Public Communication

Andrea Christianson, 16 Mettacomett Path, was upset by recent tree trimming which occurred on her road. She said branches were decimated by side moving. She described branches as smashed and snapped off in a manner which reminded her of past ice storms. She showed pictures to the board. She expressed the great pride she and many residents have in the beauty of Harvard and was very disappointed in the cutting method used. She said there needs to be standards in place for brush clearing. The board asked her to send the pictures and her contact information to the Town Administrator so he can follow up with the DPW Director.

Virginia Thurston Healing Garden – Ride to Thrive event

Executive Director Margaret Koch, Director of Development Nanci Bishop and volunteer Pam Turci were present from the Healing Garden to explain the event. Koch began by giving a brief history and overview of the services the Healing Garden provides for cancer support. She said their operating budget is fully funded by donations therefore they are always looking for new ideas on how to raise money. The Ride to Thrive will be a bike ride not a race to take place on Sunday, September 13th. They reviewed two ride routes which will start and finish at the Healing Garden. They expect about 100 riders. Executive Assistant Julie Doucet confirmed the Police Department will have staffing available for this event. Doucet had informed them of the Fall Festival to be held on the same day but after further review Chief Denmark said based on the times and locations of each event he does not see any conflict.

On a Sklar/Swanton motion, the board voted unanimously to approve the special permit for the first annual bike ride fundraiser.

Update from Fire Chief Rick Sicard – Tower & Tanker Trucks

Tanker Truck

Chief Sicard reported they received three qualified bids from Eastway, KME and Smeal. He said Eastway was the only bidder which met their exact specifications and was also the lowest bidder. The bids were evaluated and they are recommending moving forward with awarding the bid to Eastway 911. Chief Sicard confirmed they will easily meet the \$350,000 budget. He also indicated there is a chance Harvard could be awarded a grant from the state to replace this truck. He will know by Labor Day therefore he asked the board to hold off on the final signatures until the grants have been awarded.

On a Blair/Sklar motion, the board voted unanimously to acquire the truck from Eastway after hearing the results of the grant.

Tower Truck

Chief Sicard reviewed a letter of support from the Capital Planning & Investment Committee with a few stipulations:

1. Annual maintenance costs not to exceed \$5,000.
2. In the event of premature failure the acquisition of a replacement truck will not be accelerated prior to the current plan of 2022.
3. The BOS approve the identification of firefighter Nigzus as a special municipal employee.

Blair was curious about the 2nd item stating the truck will not be replaced if a premature failure occurs. His understanding was the truck is necessary therefore does not understand why it would not be replaced. CPIC rep. Ken Swanton tried to explain CPIC's rationale stating this purchase is really opportunity driven based on the cost. Chief Sicard agrees the opportunity is there now but if a catastrophic failure occurs with the truck he will continue with the current system which is utilizing ground ladders and mutual aid from Ayer when necessary.

Bragan confirmed all firefighters have been classified as special municipal employees therefore no further action is required by the board.

It was decided the additional \$3,456.43 in repairs by Fleetmasters will be taken from the Fire Department maintenance budget. Blair made a motion to authorize \$20,137 for the purchase of this truck in accordance with recommendation from CPIC. Swanton seconded the motion. Further discussion ensued on where the funds would come from.

The final motion was:

On a Sklar/Swanton motion, the board voted to fund the purchase from the Rantoul Trust Fund. (3/1 vote – Blair – opposed)

Town Administrator report continued

Bragan received word from the Attorney General's office about the Harvard Green Condominium which was recently sold at auction. The Attorney General is filing a lawsuit against the lender.

Bragan announced the Lion's Club has submitted an Entertainment License request for the Fall Festival to be held the weekend of September 12th & 13th. The board will have to act on this request at their next meeting.

Board of Selectmen Policies & Procedures

On a Sklar/Swanton motion, the board voted unanimously to accept Policies & Procedures as amended.

Election official

On a Blair/Swanton motion, the board voted unanimously to appoint election officials as described on list provided by the Town Clerk.

Annual Town Meeting & Town Election dates

On a Swanton/Sklar motion, the board voted unanimously to accept proposal to hold the ATM on Tuesday, April 5th and Wednesday, April 6th with the election on Tuesday, April 12th.

Calendar review

Bragan prepared a calendar with important dates for the upcoming budget season. He said there will be a few changes due to CPIC schedule changes and finalizing dates for all boards meetings.

Selectmen reports

Blair said the board committed as a group to investigate the various accounts that exist. He is interested in a report from the Assistant Town Administrator sometime in September on what has been found and what actions are required to liberate funds.

Goal review

Ron Ricci did a quick review with item #3 underway, #9 completed and #10 completed.

The meeting was adjourned at 8:40pm.

Documents referenced:

THCC update – report dated 7.14.2015

COA Outreach Coordinator – Goddard cover letter & resume dated 6.11.2015

Ambulance Squad appointments – request from Bonnie Sweeney dated 7.9.2015

Ride to Thrive – application dated 6.3.2015

Fire Dept. – CPIC letter dated 6.30.2015 & Fire Chief Letter dated 7.14.2015

BOS polices – dated 7.14.2015

Election officials – request from Town Clerk dated 7.8.2015

FY16 calendar - dated 7.9.2015