Board of Selectmen
Minutes
Tuesday, November 14, 2017 at 6:00pm
Town Hall Meeting Room

The meeting was called to order at 6:00pm by Chair Lucy Wallace in the Town Hall Meeting Room. Selectmen Ken Swanton, Stu Sklar and Kara McGuire Minar were in attendance as well as Town Administrator Tim Bragan and Assistant Town Administrator Marie Sobalvarro. Alice von Loesecke entered at 6:30pm and Executive Assistant Julie Doucet entered at 7:00pm.

Tax Classification Hearing
Regional Assessor Rebecca Boucher and Board of Assessor member Peter Warren attended the annual hearing to recommend how the town's property tax levy should be borne by each major property class. Boucher said based on an anticipated vote to maintain a single tax rate, the Board of Assessors have calculated the estimated tax rate for FY18 to be $17.15 per thousand. The Board of Assessors recommends that the Board of Selectmen adopt a single tax rate to be applied to all classes of property in Harvard.
On a Sklar/Swanton motion, the board voted unanimously in accordance with M.G.L., Ch. 40, Sec. 56, as amended, the percentage of local tax levy which will be borne by each class of real and personal property, relative to setting the Fiscal Year 2018 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the town's annual tax recap by the Massachusetts Department of Revenue. Warren announced the Board of Assessors continues to be in need of volunteers.

Entertainment License Hearing – Cultural Collaborative
Cultural Collaborative members Mark Mikitarian and Willie Wickman explained their request is for those who may be renting space and want to have an event with open to the public with entertainment and have the ability to allow carry-in (beer/wine). This license would permit those renting to do this. Mikitarian said they would require additional insurance coverage from a renter if the event warrants it. Police Chief Ed Denmark was present and supports the request. For consistency, Denmark said with no sprinklers in the building they are limited to 99 participants for any event. This will be an annual license. It was decided to add conditions to the license limiting the license hours to 11pm and number of participants to 99. On a Minar/Sklar motion, the board voted unanimously to close the hearing. On a von Loesecke/Minar motion, the board voted unanimously to grant entertainment license for capacity of 99 people with an ending time of 11pm for events at 7 Fairbank Street to the Cultural Collaborative.

Cable Bromfield School Program presentation
Harvard Cable TV Manager Anya Zulawnik was present with seniors Andrea Bradshaw and Max Vanderwerf. Zulawnik gave a brief overview of the program and the progress they have made within the schools and the community. They continue to cover government meetings as well. The board members were impressed with the expanded programs.

Budget Reviews
Cable Committee
Committee member Nick Browse reviewed personnel and expense budgets which included staffing

and requests for additional funding. The board members did question why there has not been more coverage of government meetings. Zulawnik said self-recording is an option and she is happy to train anyone who is interested in learning. Wallace suggested maybe senior work off participants or students to help with evening meeting coverage. Browse asked for a list of meetings to be covered so he could relay the information back to the committee.

Board of Health

BoH Chair Sharon McCarthy reviewed their expense and personnel budgets. They discussed how the additional four hours for the admin position has helped in the land use office and reviewed a rough outline of how the work is divided up. She said the largest increase in expenses is for Nashoba Associate Boards of Health. They are also requesting an increase in their expense budget for upcoming town wide mailings.

Land Use Boards
(Conservation Commission, Planning Board, Zoning Board of Appeals)

They discussed the full time Town Planner position. It was noted the position had been pointed by the Personnel Board higher than it should have been therefore it will need to be adjusted. They still need to determine how the position will work within in the department and who the position will report to. The Conservation Commission is requesting town counsel fees be paid through the general legal fund instead of the Con Com fund unless it is for land acquisition.

Ambulance

Co-Director Jason Cotting reported they are working toward a new cadet waiver so they can continue to run the program as they have in the past. They are working with Bolton to develop a new agreement but nothing has happened yet. They have increased their training budget. Von Loesecke suggested they use the new Firefighter/EMT position to increase Medicare reimbursements to create more revenue. They also need to upgrade their radios.

Library

Library Director Mary Wilson was present to review her personnel and expense budgets. Sklar asked if late fees could be returned to the library but by law they are required to go back into the general fund. No further questions or discussion ensured on the library budgets.

Bare Hill Pond Watershed Management Committee

Treasurer Peter von Loesecke and Chair Bruce Leicher were present to review their expense budget. They talked about managing the drawdowns and challenges with maintenance. They noted DPW Director Tim Kilhart understands storm water treatment needs.

Tree Warden

Tree Warden JC Ferguson is requesting an increase in funds which has not been done in many years. He explained how expensive it is to hire an experienced crew. He said National Grid will take down trees expeditiously if there is a threat. He plans to develop a prioritized list of trees to be removed. In the spring a tree crew will be hired to clear high priority trees directed by Kilhart.

Park & Recreation Commission

Commission member Frank Culmone was present to review their personnel and expense budgets. Questions arose about the hourly rate and number of hours worked by the Beach Director. Culmone

admitted the figures provided were perfunctory and he was not prepared to answer some of the additional questions asked. Swanton mentioned how much work the commission has making it difficult for only volunteers to handle. Board members realize the commission is in need of administrative assistance.

Board of Selectmen
Bragan included in his budget narrative two important items. He is requesting a mechanism for the development and recognition of the Executive Assistant position. He noted over the last few years additional work has been taken on to modernize and computerize services. This has taken time to learn new software packages to the point that people now seek the Executive Assistant when there are issues. In addition, Bragan recognizes the Assistant Town Administrator/HR Director is working hours above and beyond what is currently budgeted. He is recommending increasing this position by 5 hours to a 40 hour per week position and making it exempt. This will alleviate the legal issues and at the same time have an employee that works above 40 hours and not have to pay overtime. Under expenses Bragan tried to keep most level funded but did have to increase the employee training line item. He also noted the Veteran's Services budget has to be increased due directly to an increase in services. Luckily with the good work of our Veteran's Agent Mike Detillion 75% of these costs will be reimbursed to the town.

Housing @ Hildreth House update
Committee Chair Rick Maiore said the committee has met and discussed meeting with the Fireman's Association and the Fire Chief. They want to redefine the project allowing them to come back with another plan. Everyone agreed a study on the Fire Station is a necessary step in the process.

Board of Selectmen budget continued
Bragan expects the Personnel study to be completed by February. The board will also need to work on the Town Administrator's contract.

On a Sklar/Minar motion, the board voted unanimously to extend the meeting after 10pm.

Town Administrator report
Bragan explained the Agronomy Farm Vineyard received approval from the Mass Dept. of Agricultural Resources to continue sales at the two fall markets on November 18th and December 16th. On a Swanton/Sklar motion, the board voted unanimously to extend their license Saturday, November 18th and Saturday, December 16th.

Bragan reported 22 delinquent taxpayers were advertised in the local newspaper after letters were sent.

Bragan said Town Hall will be closed on the Friday after Thanksgiving with staff using their paid time off.

Old Library Accessibility Committee
On a Sklar/Wallace motion, the board voted unanimously to approve the amended charge.

Capital Planning & Investment Committee
von Loesecke reminded the board they will need to make decisions on capital submissions at their next meeting.

The meeting was adjourned at 10:24pm.

Documents referenced:
Tax Classification hearing – handout dated 11.14.2017
Entertainment License hearing – application dated 11.6.2017
FY19 Budgets submissions: Cable Committee, Board of Health, Land Use, Ambulance
Library, Pond Committee, Tree Warden, Park & Recreation Commission, Board of Selectmen
OLAC revised charged – dated 11.9.2017