Board of Selectmen
Minutes
Tuesday, March 20, 2018 at 7:00pm
Town Hall Meeting Room, 13 Ayer Road, Harvard, MA

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

Liquor License hearing – Harvard General Store
Wallace opened the hearing by reading the legal notice. She invited applicant Scott Hayward to explain his requests.

Hayward is asking for approval of two applications; a new on premise pouring license and an alteration to his current off premise package store license. In addition, Hayward is asking for permission to allow outside dining in the area between the store and the Congregational Church. Hayward is seeking the on premise restaurant license and outside dining to expand services for his customers and as a benefit for the community overall. This license will allow the business more productivity. He will utilize areas on the first floor and the entire second floor for the pouring license. The pouring license will be wine and malt only. He will license area on the first floor for the all alcohol package store. Hayward explained the Alcoholic Beverages Control Commission (ABCC) requires storage areas for the licenses be separated. He intends on working closely with the ABCC to constitute their required level of controls. Employees will attend TIPS certified training. Hayward is requesting permission for restaurant hours to be 11am to 10pm three days a week and open until 12am if an event is being held. If outdoor dining is approved this would occur in the summer months through October. He is hopeful a pouring license will increase business during events. He is aware the maximum capacity on the second floor is 49 due to fire code restrictions.

Questions from the Board of Selectmen
Minar expressed her support for the store as an important resource in the town center. Her main concern is about parking. Hayward is aware parking can be an issue but is confident parking in the Bromfield parking lot and along Mass Ave is sufficient. He does intend on finding ways to efficiently accommodate parking. Minar also noted the current bylaws do not permit outside dining in the agricultural/residential district.

Swanton first disclosed he is an abutter of the store and received an abutters notice. He understands Hayward's to offer pouring with meals. He agrees the general store is an important part of Harvard and is willing to assist in its continued success. He is supportive of the outdoor seating and suggested Hayward meet with Town Administrator Tim Bragan to work on use of the green space for outside dining and perhaps draft a written agreement between the town and the store. The Park & Recreation Commission will also need to be involved.

Von Loesecke first asked about the open container laws. Bragan explained the ABCC has specific guidelines to be followed which include enclosing the area by fence, rope or other means to prevent access from a public walkway. The area also needs to be monitored at all times. Hayward is receptive to make the area boundaries attractive but wants to test out the new license first. Von Loesecke expressed her support for the requests.

The board instructed Bragan to work with Hayward on the outside dining issue.

Wallace asked Hayward how he intended on managing school age children and the sale of alcoholic beverages in the same location. Hayward said generally unaccompanied minors frequent the store between 2:30 and 3:30pm which is right after school. He envisions the pouring license to be mostly used during dinner hours and lunch on the weekends. All staff will be TIPS certified. Hayward realizes co-mingling the two will be a challenge however he fully understands the responsibility.

Public in favor
Executive Assistant Julie Doucet received an email from abutters Steve Nigzus and George Triantaris (owners of condos at 11 Fairbank and 2 Littleton Road) expressing wholeheartedly their support for the request.

Michael Joffe, 12 Abbot Lane, expressed his full support for the General Store's request. He is a happy patron and feels the store is fantastic for the community.

Public opposed
No public spoke in opposition of the requests.

On a Swanton/von Loesecke motion, the board voted unanimously to close the hearing.

Wallace indicated the board can now deliberate and then take action on the license requests. She indicated license conditions can be finalized at a later date.

<u>Off-premise all alcohol package store: Request to modify license premise and change Sunday hours to 10am</u>
Wallace suggested a copy of the plan outlining the premise be attached to license conditions.
On a Wallace/Swanton motion, the board voted unanimously to change Sunday hours to 10am and approve premise as shown in diagram attached to application.

<u>On-premise malt & wine pouring license: Hours: 11am – 12pm Monday – Sunday</u>
Bragan received feedback from Police Chief Ed Denmark requesting notification to the public safety department if an event hour will go past 10pm. Wallace again suggested the plan outlining the premise be attached to license conditions. On a Swanton/von Loesecke motion, the board voted unanimously to approve pouring license for indoor space described, hours to be 11am to 12pm Monday – Sunday with notification to police if open after 10pm.

Planning Board appointment
Planning Board Chair Erin McBee introduced Jarrett Rushmore for appointment as associate member. She reported the Planning Board has voted unanimously in favor of his appointment. Rushmore is very excited and eager to learn. By a roll call vote, McBee – Aye, Minar – Aye, Swanton – Aye, Wallace – Aye, von Loesecke – Aye, the boards voted unanimously to appoint Jarrett Rushmore as associate member.

Assessment of Fire Stations
Energy Advisory Committee member Paul Green toured the Still River and Center Fire Stations with Lt. Andrew Perry. His report included opportunities to save on fuel and electricity. Green met with DPW Director Tim Kilhart who is planning to have Mass Saves do an energy audit of both stations. The Fire Dept. will be a large part of the building maintenance plan for the coming year.

Minutes
On a Swanton/Minar motion, the board voted unanimously to approve 2/27 minutes, as presented.

Selectmen updates
Swanton reported the school department is interested in having the issue of the schools being located within the Historic district codified at an upcoming special town meeting.

Town Administrator report
Bragan informed the board an amended police agreement will be presented for action at the next meeting to assist in filling the vacant position in the department.

Bragan shared details on the Good Friday Walk the Holy Trinity Catholic Parish will have.

Bragan received an estimate of $296,450 for repairs and another $39,900 for staging from Dutelle and Co. Inc. (Roofers & Metal Craftsman) for work necessary to correct the water infiltration at the old library. He has requested a detailed report outlining costs associated to each repair.

Bragan reported the Finance Committee booklet for the Annual Town Meeting and the annual town report have been sent for printing. He explained the requirement to print the proposed charter will increase printing and mailing costs. Once he has an exact amount he will be requesting a reserve fund transfer from the Finance Committee.

Bragan has begun planning for an increase in attendance at the Annual Town Meeting due to the HES building project. Bragan said the gymnasium will be able to hold 760 attendees and the Cronin Auditorium can hold an additional 676. The Moderator has the final say on how overflow is accommodated. Bragan said the Moderator will allow the school department to give a PowerPoint presentation.

Ken Harrod – one day liquor license request
On a von Loesecke/Minar motion, the board voted unanimously to approve a one day liquor license on Saturday, May 12th from 11am – 3pm.

Ambulance billing contract
Bragan reported Coastal EMS was the lowest responsible qualified bidder. Bragan explained the Ambulance Squad has been involved with the procurement process and understand the rule of award. On a von Loesecke/Swanton motion, the board voted unanimously to have the Town Administrator sign new three year contract with Coastal EMS as described by Town Administrator.

Old Library Architect Contract
Wallace said Procurement Officer Marie Sobalvarro was able to settle the contract with Abacus Architects and OLAC unanimously voted in favor of it. On a Swanton/Minar motion, the board voted unanimously to authorize the Town Administrator to sign the proposed contract from Abacus Architects as recommended by OLAC proposal dated March 19, 2018.

Meeting schedule change
The board moved their second meeting in April to the 24th.

The meeting was adjourned at 8:55pm.

Documents referenced:
Harvard General Store – application requests dated 2.22.2018
Rushmore vol form – dated 2.14.2018
Fire Station report – dated 12.20.2017
One-Day License request – dated 2.26.2018