



**Select Board  
Minutes  
Tuesday, October 16, 2018 at 7:00pm  
Town Hall Meeting Room, Harvard, MA**

The meeting was called to order at 7:00pm by Chair Lucy Wallace in the Town Hall Meeting room. Select Board members Kara Minar, Alice von Loesecke and Stu Sklar were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet.

**Pole Petition Hearings**

**Brown Road**

Wallace opened the hearing by reading the legal notice from National Grid requesting to install 1 SO Pole on Brown Road beginning at a point approximately 0 feet Northwest of the center line of the intersection of the Harvard/Bolton town line and continuing approximately 565 feet in a Northwest direction. National Grid will install 1 solely owned National Grid pole 565' northwest of the Harvard/Bolton line. National Grid representative Kim Tavallaimola confirmed the pole will be located at the end of the cul-de-sac. It is underground service for a new residence.

Kara Minar heard from resident Jim Lee who wondered how far the pole is set back from the roadway. Tavallaimola said the location is staked now and is set back from the roadway.

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

On a Minar/von Loesecke motion, the board voted unanimously to approve the petition to install a pole on Brown Road and a second pole at the end of a cul-de-sac off Brown Road.

**Scott Road and Candleberry Lane**

Wallace opened the hearing by reading the legal notice from National Grid requesting installation of 1 JO Pole on Scott Road beginning at the intersection of Scott Road and Candleberry Lane and installation of ~1200' of conduit under Candleberry Lane.

**Public comment**

Barry Griffin, 44 Candleberry Lane, was unable to attend the hearing but sent an email. He asked if National Grid would be using the sub-contractor Mirra who was used in the first phase of the project. He felt they showed no regard for people on Candleberry. He noted during the project they left equipment in the streets and in resident's yards over the weekend. Also, they dumped supplies in resident's yards without permission. Griffin said three months after Mirra left, they are just now hooking up sprinkler systems that were pulled out, picking up 12 sections of conduit pipe and couplings that were left in his front yard and damaged lawns are now being graded and seeded. He did not feel Mirra was respectful of residents. Griffin said properties should be put back in like or better condition as soon as the project is completed. He indicated Mirra was not responsive to phone calls. He requested National Grid insure resident properties are being repaired properly.

Rick Walsh, 56 Candleberry Lane, was present and reiterated concerns expressed by Griffin. National Grid Rep. Tavallaimola offered to relay the message to the engineer assigned to the project. He also asked when the project will begin. Tavallaimola said the project will go to scheduling next.

Minar suggested National Grid contact information be given to residents in the area.

DPW Director Tim Kilhart approved of pole locations and received a verbal confirmation that the underground cables will be in the grassy areas and not impacting the roadway.

On a Sklar/Minar motion, the board voted unanimously to close the hearing.

On a Sklar/Minar motion, the board voted unanimously to approve the petitions requiring underground cables will be in the grassy areas and not impacting the roadway.

### **Appointments**

Agricultural Advisory Committee Chair Kerri Green introduced Laura McGovern and John Reitman for appointment to the committee. McGovern is a longtime resident and equestrian. Reitman is new to town and owns a 30 acre farm. Both are interested in volunteering. On a von Loesecke/Minar motion, the board voted unanimously to appoint Laura McGovern and John Reitman to the Agricultural Advisory Commission.

### **Loaves and Fishes - Neighborhood Food Project**

Resident James Breslauer serves as a board member and volunteer at the local food pantry in Devens. He asked for time on the agenda to explain how their "Neighborhood Food Project" works. A neighborhood coordinator invites their neighbors to become food donors. Food donors are given green reusable bags and each week when they shop he/she buys an extra non-perishable food item to share. Every two months on a designated day the neighborhood coordinator picks up the bags and delivers them to the pantry. Breslauer said the program is easy and a simple way for people to get involved and help. He noted that 16 Harvard families are using Loaves and Fishes.

### **MassDevelopment Vicksburg Square Rezoning Proposal**

Real Estate Project Manager Ed Starzec has been working on the rezoning of Vicksburg Square. Over the past few months, Starzec has met with stakeholders in Harvard, Ayer, Shirley and Devens. He distributed a document outlining the main points being considered for a possible rezoning which will be used as a starting point for additional discussions this fall in preparation for a Super Town Meeting in the spring. Starzec is interested in holding a meeting in Harvard this November to present actual zoning language. The board members asked questions related to rental versus ownership and affordability numbers per town. Von Loesecke noted that a condition of the Trail Ridge 40B project in Harvard was the requirement that a specific dollar amount paid to the Harvard Municipal Affordable Housing Trust Fund on any market units sold. Minar asked if storefronts were possible on the ground floor. Starzec noted the property is under the jurisdiction of the Army and Mass Historic therefore display windows are prohibited. Starzec will work with Executive Assistant Julie Doucet to determine a date suitable to hold a public hearing.

### **Finance Director – Memorandum of Understanding (MOU)**

Superintendent Linda Dwight and School Committee Chair Mary Traphagen came to discuss replacement of the Finance Director with the resignation of David Nalchajian. Wallace began the discussion mentioning the position has been advertised; Bragan confirmed that only one applicant thus far has the school business manager certification. Dwight confirmed the school department has hired a part time school business manager to fill the vacancy left by Peter Rowe. She has been happy with the arrangement over the past three years since the departure of Lorraine Leonard who served as both the Finance Director and School Business Manager. She said having a part time school business manager has been effective and meets state requirements. Dwight wondered if requiring the Finance Director to also be the School Business Manager is necessary (and therefore the MOU), if it is not beneficial to both town and school. Bragan admitted the search

to find a qualified replacement for Leonard was difficult. He agreed removal of the school business manager requirement would widen the pool of potential candidates however the town and school did benefit with the positions being combined. Sklar concurred the process to replace Leonard was problematic but he agrees the shared relationship between town and school is invaluable. Dwight has confidence a natural relationship will evolve regardless of an MOU. Von Loesecke concurred the importance of the communication piece. Everyone agreed the chief procurement officer will remain on the town-side. Minar suggested the Finance Director position still attain the school business manager certification to have a solid understanding of school finances. Minar asked if the Personnel Board would be conducting an exit interview with Nalchajian. She said his feedback would be valuable. It was decided the School Committee will participate in the hiring process. Next steps:

- 1) review of resumes received
- 2) job description revised to not require school business manager certification (Bragan & Sobalvarro)

### **Minutes**

On a von Loesecke/Minar motion, the board voted unanimously to approve 10/2 minutes, as amended.

### **Town Administrator Report**

- Capital Planning & Investment Committee (CPIC) has received budget requests for FY20. They will present to the Select Board at their December 18<sup>th</sup> meeting.
- CPIC approved taking \$40,000 out of the capital fund for conversion of the Ann Lee field into a softball field.
- He distributed the Special Town Meeting warrant with Finance Committee recommendations. He suggested the Select Board meet quickly prior to the STM.
- Traffic counts are being conducted around town hall for the fire study
- Open meeting law training – November 15<sup>th</sup> from 5:30pm to 7:30pm
- School Dept. requested the November 6<sup>th</sup> election be moved to the gymnasium to accommodate a regional teacher retreat that will need to be in the cafeteria.
- Bragan will meet with the new Director of Community and Economic Development to set goals for the first six months and through May of next year. He asked for input from the Select Board members.
- Budget process is starting; he asked if the Select Board members have any items to be included.
- Columbia Pictures contract is not ready for execution but should be by next week. He distributed a map of road detours and closures.

Superintendent Dwight apologized for the election disruption and made assurances the Town Clerk will receive all the assistance she needs from the custodial staff.

### **Marijuana establishment – next steps**

Bragan explained the Select Board members will need to decide if they will enter into a community host agreement with the Coil Brothers proposed cannabis extraction facility. Minar wondered if the board should wait until the Planning Board site plan review has been completed. Sklar was at the site plan hearing and reported there was no public speaking against their proposal. He thinks the town owes them an answer sooner rather than later. Wallace asked if the board's preference is to enter into a community host agreement or wait for another retail applicant. Bragan confirmed that the Select Board host agreement can be done while

the Planning Board is completing site plan review. They decided to begin working on the community host agreement but will not finalize the agreement until the Planning Board has completed their process.

#### **Minuteman Nashoba Health Group alternate**

On a Minar/von Loesecke motion, the board voted unanimously to appoint Treasurer/Tax Collector Amy Haley as alternate rep for MNHG.

#### **Temporary election official**

On a von Loesecke/Sklar motion, the board voted unanimously to appoint Brianna Kenney as temporary election official.

#### **Special Town Meeting warrant**

The Select Board reviewed all seven articles expressing support for each one. They also decided who would speak to which article.

#### **Select Board reports**

Von Loesecke asked about the possibility of placing no parking signs along Pond Road when events are held on the library property. She noticed how dangerous it was during the recent flea market.

Minar met with the Board of Health to discuss how their mission may require an expanded budget considering their responsibility is to every member of the community.

Sklar expects the Transfer Station Committee to come before the Select Board with recommendations about the SMART program.

Sklar said the War Monument Restoration Committee is scheduled for the rededication of the World War II monument on November 11<sup>th</sup> at 11am.

Wallace reported the Harvard Devens Jurisdiction Committee has been meeting regularly once a month. They have decided to meet every other month in Devens. Committee Chair Victor Normand and Wallace have visited with the neighboring communities to inform them of the committee's mission. Wallace also attended the Board of Directors meeting at MassDevelopment and met the new president, Lauren Liss. Pending appointed of a VP for Devens, Robert Ruzzo, MassDevelopment Deputy Director, will be our contact person

Wallace reported the Housing at Hildreth House Committee is on hold until the fire station study is complete.

\*\*\*\* On a Sklar motion, the Board voted unanimously by a roll call vote:

(Sklar – Aye, Wallace – Aye, Minar – Aye, von Loesecke – Aye) to enter into executive session at 9:30pm, as authorized by Chapter 30A, Section 21. 3 to discuss strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, following the executive session, the Board will reconvene only to adjourn. \*\*\*\*

The meeting was adjourned at 9:45pm.

Documents referenced: Pole petition requests – dated 9.20.2018

Appointments: McGovern vol form – dated 9.6.2018

Reitman vol form – dated 6.11.2018

MassDevelopment rezoning document – dated

Sept 2018 MOU – dated 2016

Temporary election official request – dated 10.12.2018