

TOWN OF HARVARD

MASSACHUSETTS



**Please bring this report
to Annual Town Meeting**



*Saturday, April 6, 2013 – 9:00 A.M.
The Bromfield School Gymnasium*

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Front Cover Photograph by – Susan Ginouves

Finance Committee Address

The purpose of Town government is to provide services to Town residents. The job of the Finance Committee is to ensure that the Town government provides the services that the Town wants in a cost-effective and fiscally responsible manner, for the near term and long term.

The FY14 budget process was remarkably smooth, thanks in large part to the cooperation and thoughtful participation by all the Town departments and committees. We began the budget cycle with some caution due to uncertainty surrounding the level of revenues that would be available from the state. As a result, we asked all budget holders to provide a level service, but flexible budget, outlining specific areas that could be cut should the need to reduce budgets arise, and we included a reduction in state receipts in our planning to be conservative. The quality of the budgets and narratives submitted was excellent, with very few requiring substantial modifications and resubmission. This attention to detail led to an efficient review process and allowed the Finance Committee to focus on the requests for additional items above level service funding. Despite some reduction in the revenue projected to be received from the state for FY14, FinCom was able to fund many of these requests. The state budget is not yet finalized as of this writing, but we have been prudent and are counting on funds that are not funded by proposed increases in the state income tax, should those tax increases not be approved.

FinCom is supporting funding areas that have been long standing needs or are future known long term expenses. This approach did mean some short term requests were not funded. We also instituted a new process whereby each member independently ranked the individual requests in terms of identified need, completeness of support for the need and estimation of costs, ability for the request to be funded by outside revenues, and ability for the request to reduce spending in another area. The aggregated ranking served as our initial ranking to determine funding for each request. We then discussed each request in detail before voting to support or deny funding. For FY14, in the Omnibus Budget or by supporting individual warrant articles, we have:

- Provided \$70,000 in additional funds to the Police Department for increased overtime so that Harvard will have 24/7 2-officer shifts for the first time, without adding to the permanent payroll and benefits obligations.
- Funded a small call pay raise, instituted a COLA, and provided stipends for training expenses for our dedicated volunteer firefighters (~\$25,000 in total). In an environment where many towns are seeing reduced participation by volunteer firefighters, we are very fortunate to have a dedicated group of volunteers with increasing participation by new members of the team.
- Continued to support the growing senior population of Harvard by increasing the hours available for outreach by the COA, a \$3,800 request, and by supporting eliminating dog license fees for residents 70 and older.

- Supported the creation of a line item in the budget for annual contributions to fund OPEB. The initial funding of \$250,000 allows Harvard to participate in the state's professionally managed investment fund. In addition, this initial funding of an irrevocable trust for future benefits will reduce Harvard's liability for OPEB.
- Supported a \$40,000 request for funds toward a professional, part-time planner to oversee development of an updated Master Plan and assist the Land Use Boards with long range plans for Harvard's growth, including the commercial district and Devens. During the budget process, several Boards worked together to reduce the original requested amount by changing the request to a part-time role that is more flexible for current and future needs.
- Provided ~\$100,000 to the schools to fund a much-needed K-12 adjustment counselor, provide curriculum materials to meet curriculum requirements at Bromfield, provide funds for department heads and a small increase in administrative support and staff hours at HES.
- Although we did not provide additional funds to the Library, beyond level service, we would like to thank the Library Trustees for providing funding to cover an additional aide in the afternoon to help support the high level of activity at the library in the after school hours.

The Finance Committee gives its sincere thanks and appreciation to Town Administrator Tim Bragan and Finance Director Lorraine Leonard for their invaluable guidance, patience, professionalism, and dedication to the Town of Harvard.

Finance Committee:

Alice vonLoesecke, Chairman

Steve Colwell

Heidi Frank

Alan Frazer, Secretary

Don Ludwig, Associate

George McKenna

Rudy Minar, Vice-Chairman

Bob Thurston

Laura Vilain, Associate

FY14 SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES

	Budget FY13 (000's)	Proposed FY14 (000's)	\$ Change (000's)	% Change
REVENUE *				
Prior Year Levy Limit	\$ 16,072	\$ 16,625	553	3.4%
2 1/2 % Allowed Increase	402	416	14	3.5%
New Growth	151	75	(76)	-50.3%
Override	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Permanent Tax Base	16,625	17,116	491	3.0%
State Aid, net of offsets	3,103	3,121	18	0.6%
Local Receipts	1,230	1,400	170	13.8%
Stabilization Funds	319	537	218	68.3%
All Other, net	<u>103</u>	<u>26</u>	<u>(77)</u>	<u>-74.8%</u>
Est. Recpts & Other Rev.	<u>4,755</u>	<u>5,084</u>	<u>329</u>	<u>6.9%</u>
Total Available Revenue	21,380	22,200	820	3.8%
EXPENDITURES *				
Omnibus Budget - Selectmen	3,948	4,103	155	3.9%
Omnibus Budget - Elected Boards	791	781	(10)	-1.3%
Omnibus Budget - Local Schools	11,485	11,894	409	3.6%
Omnibus Budget - Benefits/Insurance	<u>3,477</u>	<u>3,507</u>	<u>30</u>	<u>0.9%</u>
Subtotal: Omnibus Budget	19,701	20,285	584	3.0%
All Other Expenses	100	214	114	114.0%
State Cherry Sheet Charges	626	682	56	8.9%
Capital Warrant Articles	319	280	(39)	-12.2%
Other Warrant Articles	284	339	55	19.4%
Reserve Fund	<u>350</u>	<u>400</u>	<u>0</u>	<u>14.3%</u>
Total Expenses	21,380	22,200	820	3.8%
Surplus/Deficit	\$ 0	\$ 0		

* Revenue & Expenditures do not include items which offset, such as excluded debt.

State of Our Town

The “state” of our Town can be measured in many ways. Some measures are objective, some subjective. There are aspects and dimensions that are difficult to quantify, but yet they impact the Town in many ways, often leading back to our financial state. As this extensive report is developed by the Finance Committee in preparation for the Annual Town Meeting (ATM), when we gather to review and approve the Town’s budget, it is overwhelmingly a financially objective document. You will find a tremendous amount of detail, more perhaps than many citizens may need or wish to review. This year we will use the State of Our Town to touch on the highlights of the budget and then address some “softer, more subjective” areas that we believe ultimately have a bearing on the Town’s finances.

The Budget

We are pleased to recommend a budget for FY14 that does not require an override. But it does include the annual, allowable 2.5% increase of the property tax levy. The Omnibus Budget, as proposed, represents a 2.75% increase over last year. We have recommended a budget for FY14 that maintains funding that will allow a level of services consistent with those of FY13, with a few exceptions, which we have noted in the previous section, “Finance Committee Address”.

Future Budget Challenges

As we go to print, the latest Audit Report and Management Letter are not yet available, although we expect to receive and review them prior to ATM. However, as the prior year Management Letter highlighted, Harvard, unlike many towns during the recent difficult economic times, took steps to protect and maintain its reserves, thus avoiding a downgrade to our credit ratings. While we’ve been able to continue the recent trend of avoiding the need for an override, we restate the message of the recent past that an override request may be part of a budget proposal in the not too distant future. FinCom has yet to consider or deliberate any override suggestions or proposals. However, we recognize CPIC’s Report, that appears later in this document, identifying the possibility of an override request in FY16 as one option to secure permanent sustainable funding for future capital needs. Should such a proposal come to fruition, FinCom will be prepared to perform the thorough due diligence to arm taxpayers with the information to make difficult choices.

OPEB (Other Post Employment Benefits) – This is a challenge that will remain with us for some time and one which will require vigilance and pro-active management for the foreseeable future. As we go to print, neither the latest OPEB actuarial study, nor the final report of the Town’s OPEB Working Group, established in July, 2012, have been finalized. Both will be completed, and appropriate communication provided to the Town, before the ATM. In order to pro-actively address the liability, the Finance Committee is recommending Warrant Article 37, calling for the establishment of an irrevocable OPEB trust and funding of \$250,000.

Now on to the “non-financial” comments regarding the state of our Town:

Community Collaboration

The Town’s governmental structure is expected to operate efficiently across the various departments, boards and committees. Coordinating efficient collaboration is officially the responsibility of our Town Administrator and elected officials. As was mentioned in the opening Finance Committee Address, the Finance Committee was very pleased with the cooperation we received from all stakeholders during the FY14 Budget preparation cycle. There is a different level of collaboration that occurs across our Town that is not driven “top-down.” Many groups act independently, engaging with others to solve problems.

A current situation serves as but one example. For some time, the Library has experienced a surge of after-school student attendees. In response, the Library has had to add staff which it is funding through its own trust funds both for this and next year. The Schools, including Community Education, Parks & Recreation and The Center on the Common have recognized that this is actually a community-wide issue and one that should not be borne solely by the Library. To that end, the four groups have begun discussions on how to collaborate to provide solutions that will serve the interests of all concerned and affected. The Finance Committee supports these types of efforts, and as was discussed at a recent All Boards Meeting, looks forward to similar initiatives and more robust communication across all Town boards and committees.

Volunteerism

Harvard’s Town Meetings are not representative democracy – but true democracy because each citizen is a legislator – and the Town is dependent on citizens participating and volunteering in the process. Volunteers have long played a prominent role in Harvard, complementing and supporting Town employees. In this regard, Harvard reflects the character and spirit of small New England town governance. The fact that the nine members of the Finance Committee are volunteers is not the point, for we are far from alone. According to the Town’s website, there are currently one hundred thirty-one volunteers serving on twenty-seven Boards and Committees and an additional forty-nine citizens serving as volunteers for our thirteen Elected Offices. The total is one hundred-eighty (180) citizens “officially” serving as volunteers in a wide array of capacities in Town governance. The number of people volunteering in Harvard is certainly much larger when one considers the volunteer efforts in our schools, managing our elections, supporting Town projects and activities, etc.

We raise the point of volunteerism for a number of reasons. First, even though one hundred-eighty citizens currently volunteer to serve on Town Boards and Committees, there are always openings that need to be filled. This is exacerbated with some Boards and Committees feeling the brunt with a few, stalwart members pulling much more of the weight than should be reasonably expected of anyone. The Town needs an infusion of support in a few critical areas and one need only ask or look at the Town’s website to

learn where openings exist. Second, in our capacity of reviewing each Board's and Department's annual budget request, FinCom is provided a unique view of opportunities for cross-departmental collaboration and initiatives. It has become evident that we have a growing opportunity for a focused volunteer effort in a completely new area, a field in which we have yet to tap our citizen resources. And that is in the broad space of "technology". The Town may soon call upon residents with expertise in technologies such as web site development to address a number of cross-departmental requirements.

Quantifying the value or impact that volunteers have on Harvard is a virtually impossible task to accomplish. But it is one well worth considering. Imagine trying to value the hours contributed by these individuals across a given year, and putting a value on their talent, experience and expertise. Literally hundreds of thousands of dollars of grants have been secured through the creativity and diligence of volunteers. Then imagine the cost to the Town should we have to hire staff and retain consultants to replace the contributions that volunteers provide. The fact is that the efforts of volunteers play a significant role in reducing the Town's overhead and demand on the tax base. We therefore ask that more citizens consider volunteering as and when their personal circumstances allow. There are a variety of avenues in which to volunteer in terms of expertise, experience and time commitment required.

Please look at the form at the end of this book and consider volunteering. You may not only find the effort rewarding, you will be helping current volunteers as well, not to mention infusing the process with the new perspectives you would bring to bear.

<i>Data Source = Mass Department of Revenue web site</i>									
	2010 US Census	Unemployment Rate as of June 2011	Income Per Capita	Number of real property parcels with single family home	Number of real property parcels with multi family homes	Number of real property parcels Vacant Land	Number of real property parcels commercial or industrial	Number of real property parcels in total	2012 Residential Tax rate
Ayer	7,427	7.4%	\$ 26,298.00	1,474	260	356	287	3,311	\$ 13.10
Berlin	2,866	7.0%	\$ 36,870.00	788	39	206	77	1,492	\$ 14.47
Bolton	4,897	6.6%	\$ 54,873.00	1,574	12	364	35	2,277	\$ 19.78
Boxborough	4,996	4.9%	\$ 50,181.00	1,172	15	133	125	2,494	\$ 17.87
Carlisle	4,852	4.9%	\$ 81,899.00	1,648	13	219	9	1,997	\$ 17.14
Clinton	13,606	8.5%	\$ 23,237.00	2,339	723	221	235	4,833	\$ 15.28
Groton	10,646	6.4%	\$ 58,145.00	3,110	149	653	101	4,468	\$ 16.08
Harvard	6,520	5.9%	\$ 50,237.00	1,666	25	271	77	2,445	\$ 16.24
Lancaster	8,055	8.0%	\$ 25,821.00	2,007	100	394	122	3,023	\$ 17.94
Littleton	8,924	6.0%	\$ 38,279.00	2,827	55	589	173	4,116	\$ 16.08
Lunenburg	10,086	8.6%	\$ 31,258.00	3,426	93	572	165	5,031	\$ 16.83
Maynard	10,106	6.2%	\$ 30,823.00	2,642	282	115	158	3,938	\$ 18.45
Shirley	7,211	7.5%	\$ 22,193.00	1,444	106	432	94	2,659	\$ 14.98
Sterling	7,808	6.4%	\$ 37,104.00	2,510	108	423	188	3,732	\$ 15.65
Stow	6,590	5.2%	\$ 49,095.00	2,057	57	207	55	2,865	\$ 17.90

<i>Data Source = Mass Department of Revenue web site</i>									
	2012 Residential and Open Space Total Value	2012 Residential and Open Space Percent of Total Assessed Value	2012 Average Single Family Value	2012 Average Single Family Tax Bill	Fiscal year 2012 Revenue from Tax Levy	Fiscal year 2012 Revenue from State Aid	Fiscal year 2012 Revenue from Local Receipts	Fiscal year 2012 Revenue from All Other	Fiscal year 2012 Percent of total Revenue from Tax Levy
Ayer	\$ 624,899,400	64.3%	\$ 271,598	\$ 3,558	\$ 17,617,236	\$ 1,009,320	\$ 7,490,804	\$ 595,375	66.0%
Berlin	\$ 418,978,579	75.9%	\$ 385,833	\$ 5,583	\$ 8,383,834	\$ 777,233	\$ 715,335	\$ 1,064,615	76.6%
Bolton	\$ 806,955,779	91.7%	\$ 465,052	\$ 9,021	\$ 17,413,842	\$ 619,878	\$ 940,000	\$ 645,080	88.8%
Boxborough	\$ 711,519,586	75.3%	\$ 508,136	\$ 9,080	\$ 16,874,931	\$ 1,990,036	\$ 1,390,427	\$ 469,521	81.4%
Carlisle	\$ 1,232,106,185	98.0%	\$ 694,276	\$ 11,900	\$ 21,557,109	\$ 1,176,243	\$ 1,629,200	\$ 359,604	87.2%
Clinton	\$ 895,941,131	84.6%	\$ 214,267	\$ 3,274	\$ 18,544,690	\$ 14,771,281	\$ 5,379,701	\$ 47,000	47.9%
Groton	\$ 1,421,221,654	93.5%	\$ 399,146	\$ 6,418	\$ 24,450,247	\$ 714,997	\$ 6,385,263	\$ 967,902	75.2%
Harvard	\$ 998,935,670	94.9%	\$ 545,679	\$ 8,862	\$ 17,101,440	\$ 3,290,656	\$ 1,671,386	\$ 1,534,627	72.5%
Lancaster	\$ 687,616,095	87.2%	\$ 291,603	\$ 5,231	\$ 14,147,661	\$ 947,830	\$ 2,256,576	\$ 33,918	81.4%
Littleton	\$ 1,166,388,647	78.4%	\$ 370,625	\$ 5,960	\$ 27,015,837	\$ 5,631,447	\$ 4,935,835	\$ 1,091,874	69.9%
Lunenburg	\$ 1,008,566,509	90.0%	\$ 248,038	\$ 4,174	\$ 18,865,867	\$ 6,495,447	\$ 4,235,195	\$ 34,750	63.7%
Maynard	\$ 1,069,740,840	87.4%	\$ 311,702	\$ 5,751	\$ 23,909,712	\$ 5,899,133	\$ 7,142,411	\$ 1,129,331	62.8%
Shirley	\$ 515,631,205	89.0%	\$ 264,953	\$ 3,969	\$ 8,678,706	\$ 1,161,047	\$ 3,010,209	\$ 484,221	65.1%
Sterling	\$ 822,114,165	86.2%	\$ 290,398	\$ 4,545	\$ 14,927,952	\$ 1,654,890	\$ 3,063,734	\$ 1,921,538	69.2%
Stow	\$ 1,042,382,200	91.1%	\$ 429,156	\$ 7,682	\$ 20,485,199	\$ 902,342	\$ 1,945,464	\$ 531,498	85.8%

LOCAL SCHOOLS

In FY14, the Harvard Public Schools will account for \$14,095,479 or 69.5% of the Omnibus Budget operating total before debt. This is the same percentage as in the current fiscal year. This amount consists of the Total Local Schools appropriation of \$11,894,488 (Net budget) and approximately \$2.2 million of Health Insurance and other Employee Benefits in the Insurance and Fringes section of the Omnibus Budget.

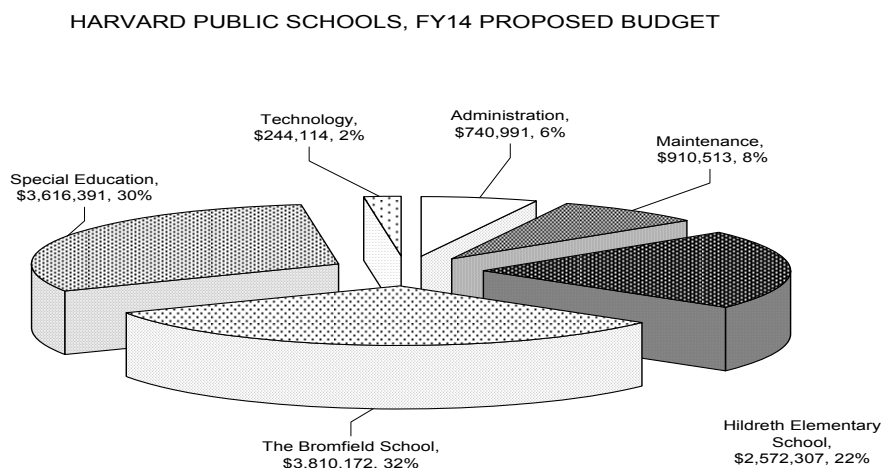
These amounts, however, do not reflect the full amount of School spending. There is another approximately \$2.2 million of Revenue Sources/Offsets from such items as Devens tuitions/subsidies, the State Circuit Breaker program, School Choice tuitions, etc. that also needs to be managed by the School Committee.

The Finance Committee is continuing to show the full picture of the different sources of support for the Schools. This approach enables us to understand the full cost required to deliver services. The accompanying excerpt from the Omnibus Budget shows the Gross (total costs) and Net (after Revenue Sources/Offsets) budgets for FY11, FY12, FY13 and FY14. Only the Net budget (line #30 – “Total Local Schools”) is voted at Annual Town Meeting.

Additionally, there are other revenues that the Schools use to offset expenses not included in the Omnibus Budget, such as the school lunch program, student activities, athletic/other user fees, gifts, etc.

The School Committee’s original draft budget proposed an increase of \$327,666 or 2.9% from its FY13 amount of \$11,812,996 for its Level Service budget. The Finance Committee asked all departments to present a list of requests above that amount. Approximately \$75,000 of such requests were able to be funded, and many other changes were made, bringing the final budget to \$11,894,488 which is a 3.6% increase.

The breakdown by the major cost centers of the Net budget for FY14 is shown in the following chart:



DEVENS CONTRACT

We are now in the fourth year of having Devens students attend both Hildreth Elementary School (HES) and The Bromfield School. The contract with Mass Development provides for tuition at the actual average cost per student or approximately \$14,000 (adjusted annually) vs. the School Choice amount of approximately \$5,000 per student (fixed). Besides these tuition amounts, the Schools will continue to receive additional amounts for capital expenses and administrative support as part of the Devens contract, which was renewed this past summer for three more years.

The incremental dollars that the Devens contract brings have become a large revenue source. Starting at approximately \$248,000 in FY07, the estimate for FY14 is now over \$1,000,000. Harvard has increasingly become reliant on these Devens revenues. Should they ever go away, the School Committee would be faced with a potentially large shortfall, though not immediately. The contract is written such that, should it be terminated, any student would be allowed to stay in the system until they graduate. We should make sure that our reliance on Devens does not continue to grow and that we plan for the day when this source of revenue might not be available.

In conjunction with the newly proposed Grant Road housing project, the Superintendent has noted that the most recent enrollment projections indicate, even with an additional 100 students from that development, there would still be enough capacity to house those new students from Devens.

ENERGY CONSERVATION

The Harvard Energy Advisory Committee has made great progress with the schools, the largest energy user of all Town departments. Solar panels have recently been installed atop the HES gymnasium. At Bromfield, the project of extending the natural gas line so that the convertible burners can use either natural gas or heating oil has been completed.

CAPITAL ISSUES

The Report of the Capital Committee in this book shows a list of requests for the Schools going out five years. That committee has concerns about funding all these expenditures. While this year's recommended items total approx. \$325,000, the cumulative cost is more than \$2.3 million over those five years. It is clear that we will need to allocate more resources to the Schools' capital needs.

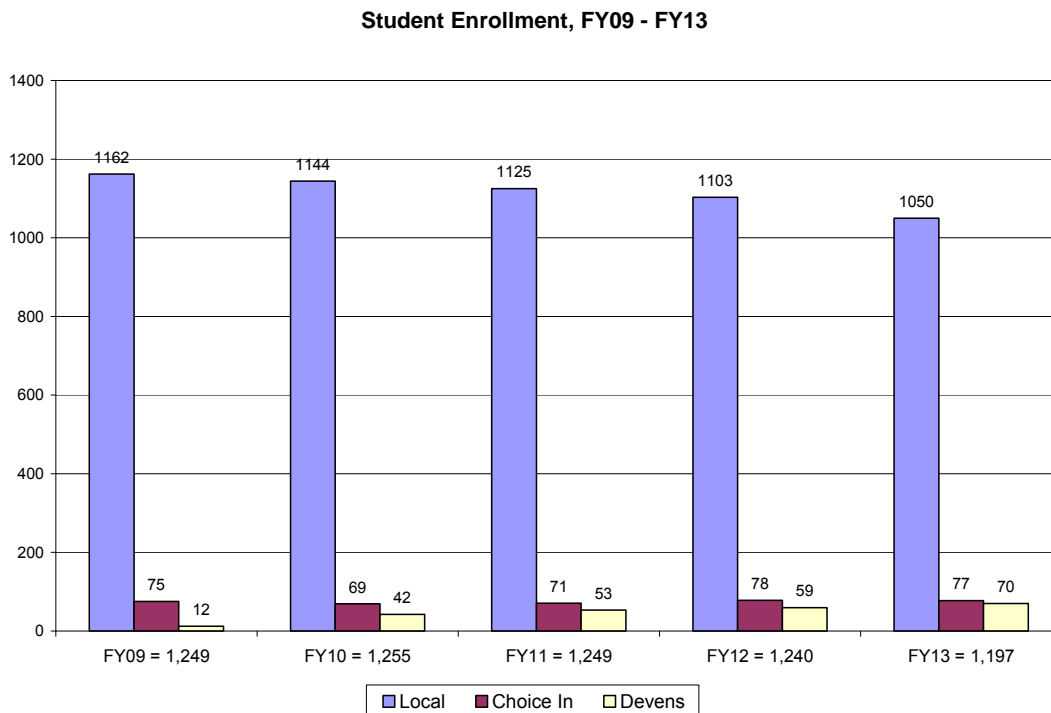
The Bromfield House is the latest major issue under study. The Board of Selectmen and the School Committee will shortly begin to explore the future of that building. There are many issues, including ADA compliance, bringing the systems up to code, connecting to the Town sewer system, that have been estimated to cost approximately \$1,200,000. Only the \$75,000 for a study and immediate repairs is included in the five year projection.

The Kindergarten Wing at HES is over halfway through a 10-year agreement with the Harvard Board of Health to allow it to stay open in spite of mildew concerns. Air quality testing since then has not shown any degradation, so it is possible that the agreement will be extended. In last year's Capital Plan the projection for year five (FY17) included \$160,000 for a complete interior renovation. This item is not included this year; only a \$20,000 building assessment in FY15 is shown.

SPECIAL EDUCATION

Costs for Special Education have swung back from being steadier in the past few years to becoming more unpredictable again. Several recent cases have prompted the Finance Committee to request an increase from \$175,000 for Special Education in this year's Reserve Fund to \$200,000 next year for unforeseen placements.

CHANGE in STUDENT ENROLLMENT



This chart shows relatively flat numbers of students for the last four years, then a large drop of 43 this year. Even with increases in Devens students each year, the decline anticipated by the 2012 NESDEC report appears to have started in earnest. That study predicted a loss of more than 300 students over ten years.

The School Committee has responded by creating a sub-committee to study the declining enrollments. There are no plans for any enrollment-related changes in FY14, but there will probably be fewer sections at HES the following year, likely in Kindergarten and first grade.

The number of School Choice students has increased slightly over five years. The School Committee has almost complete control over the enrollment of School Choice students. Recent policy has been to recruit the same number of new students (over all grades) as are graduating each year.

SEARCHES

The School Committee and a number of faculty, parents, and other citizens conducted a search for a new Superintendent in the fall of 2012. Unfortunately, on the eve of making their selection, each of the finalists withdrew for different reasons. The School Committee plans to start a new search in the fall, this time in conjunction with a professional search firm.

Meanwhile, the retirement of Special Education Director Pam DiGregorio prompted the hiring of Dr. Michael Dubrule as the interim. The Schools received a Critical Shortage waiver from the State. A search process for a new Director of Pupil Services is now underway.

LEADERSHIP CHANGES

As of June 30, 2013, Dr. Joseph Connelly will have served his initial two-year term as Interim Superintendent. The School Committee has asked him to stay for another year, which will require a similar waiver from the State.

There are no changes at The Bromfield School. Jim O'Shea and Scott Hoffman continue to lead that school. It should be noted that Bromfield was awarded continued accreditation in the New England Association of Schools and Colleges, a process that occurs every ten years.

At the Hildreth Elementary School, Dr. Linda Dwight became the new Principal as of July 1, 2011. Gretchen Henry is the Associate Principal of that school.

FY12 RESERVE FUND TRANSFERS

APPROPRIATIONS

Annual Town Meeting of April 2, 2011	\$	350,000
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TRANSFERS

Finance Dept./Treasurer Debt	\$	1,196
Public Works Vehicle	\$	70,000
Public Works Culvert Engineering	\$	2,700
Police, Building Maintenance	\$	14,770
Police, Body Armor	\$	2,348
Conservation Commission, Drainingage	\$	15,650
Selectmen, Town Reports	\$	1,690
DPW, Snow & Ice	\$	23,992
School Lunch Program, Storm	\$	1,116
Street Lights	\$	823
Gas Inspector	\$	1,902
Wire Inspector	\$	5,784
Plumbing Inspector	\$	1,234
Communications	\$	1,660
Fire Payroll	\$	13,268
Fire Expenses	\$	6,031
Highway Administration	\$	19,220
Police Expenses	\$	2,819
Total Transfers	\$	186,203
Balance Returned to General Fund	\$	163,797

2012 STABILIZATION FUNDS

Stabilization Balance, December 31, 2011	\$	1,228,973
Additions to the fund:		
Article Close-outs		6,450
Interest earned		14,557
Stabilization Balance, December 31, 2012	\$	1,249,980

Capital Stabilization Balance, December 31, 2011	\$	640,247
Additions to the fund:		
Article Close-outs		34,425
FY12, Article 14, Appropriate Capital Funds		50,000
FY12, Article 3, Free Cash		372,309
Reductions to the fund:		
FY13, Article 15, Capital Fund Debt Payment		(37,000)
FY13, Article 16, Town Center Air Horn		(23,195)
FY13, Article 17, Fire Dept. Radio Infrastructure		(28,079)
FY13, Article 19, DPW Boom Flail Mower		(97,895)
FY13, Article 20, Water Well Pump Replacement		(10,000)
FY13, Article 21, School Zone Signs		(13,000)
FY13, Article 22, TBS Carpet to VCT		(22,500)
FY13, Article 23, TBS Energy Project		(52,500)
FY13, Article 24, TBS Alarm System		(10,600)
FY13, Article 26, TBS Tennis Court Lights, Resurf.		(24,500)
Interest earned		13,175
Capital Stabilization Balance, December 31, 2012	\$	790,887

Harvard Council on Aging Profile

"Wealth is the ability to fully experience life."

-Henry David Thoreau

We have in the Town of Harvard, Thoreau's wealth of experienced life in our seniors. Our residents over 60 bring to our Town candid and far-reaching perspectives, wisdom of maturity, and a vibrancy that enriches us all.

Seniors work as members of our Town government and as community leaders. They are coaches, teachers, and even principals who come out of retirement. They own businesses in Harvard, create art and music, grow gardens, and write for our newspapers. They volunteer in our library, our schools, our churches, and in most of our Town activities. You might say our seniors are everywhere...

And somewhere... They meet at Hildreth House, a c.1900 historic private home renovated in the 1980's and now Harvard's senior center. The Council on Aging is managed by director Debbie Thompson who is currently in her second year. She is supported by a staff of three part-timers, including outreach coordinator Maria Holland, program coordinator Bill Herbert, and receptionist/transportation coordinator Marna Sorenson. There is also an active Board of nine members. This year it is the new home of the MART (Montachusett Area Regional Transit) van, which was formerly dispatched from the Town Hall.

The COA is also where seniors can sign up for fitness classes and day trips, play cards, learn about Google and the iPad, take the MART van shopping, share coffee and twice-weekly lunches, celebrate special holiday meals, and be with friends.

We all age, and with age there may come physical and mental health issues. The fastest growing component of COA activity is outreach work, especially for those seniors who live alone with little or no support. In these cases, the outreach coordinator conducts home visits on a regular basis and the director, who is a licensed social worker, carefully and with confidentiality monitors those seniors' needs.

This year's fiscal challenges and opportunities for the COA have to do with growth. From a growing caseload of our current senior population to the opening of the new 55+ apartment complex, Bowers Brook, there has been an increase in requests for additional programs and services. For instance, an expected increase in van usage has been planned for, and newly purchased software will be used for analysis and monitoring of future needs. Towards this end, the COA has asked for funding for five additional staff-hours. The Finance Committee supports this recommendation.

The current size of the Hildreth House senior center is a limitation to the possibility of adding new programs and services. This year, Board members and staff are working with the new Hildreth House Improvement Committee to produce a more affordable and targeted plan for Hildreth House's future growth.

Finally, a new perk -- dog licenses for owners over 70 will, after an expected affirmative ATM vote, be free.

REPORT OF THE CAPITAL PLANNING AND INVESTMENT COMMITTEE

The Capital Planning and Investment Committee (CPIC) is pleased to submit The Town of Harvard Capital Plan for the Fiscal Years 2014 to 2018. The Plan and supporting schedules outline the short-term capital needs of our Town. The Plan is comprised of the following:

- I. Fiscal Year 2014 capital requests
- II. Capital Plan for Fiscal Years 2014 to 2018
- III. Capital Request Debt Impact Analysis

In the fall of 2012 the Committee solicited capital requests from the Town departments, committees and boards under a prescribed format. The Committee subsequently met with the respective parties to gather additional information and to fully understand the need and cost of each request. Upon completion of this process the Committee members each rated the projects individually based on the following criteria:

- a. Is there justification of the need for the project?
- b. Is the project cost reasonable and substantiated?
- c. What is the anticipated useful life of the project?
- d. Is there alternative funding for the project cost?
- e. Can the project be deferred to a later year?
- f. What is the financial impact on future operating costs?

The projects were then ranked by total score and reviewed again for purposes of determining priority of projects considered against available funding. After additional deliberation and negotiations, the Committee finalized a Capital Plan and is recommending the projects described on the following pages and listed in the Capital Plan for Fiscal Year 2014.

The Town needs to identify a permanent source of funding for the Capital Stabilization and Investment Fund ('The Fund') to meet future capital needs. This need has been identified in past years and in May of 2010 the Town partially solved the problem by the passage of a policy to transfer the prior year Certified Free Cash to The Fund unless one of two specific exceptions occur. The Capital Plan for Fiscal Years 2014 to 2018 demonstrates the need to establish a long-term, more reliable source of funds for the Capital Stabilization and Investment Fund. One option available for permanent sustainable funding is a Capital Stabilization Fund tax override as illustrated in the Capital Request Debt Impact chart.

The Committee wishes to express its sincere appreciation to the Department Heads and Boards and Committees who provided assistance to our efforts.

Respectfully submitted,

George McKenna, Finance Committee, Chair
Keith Cheveralls, School Committee
David Kassel, Community Representative
Debbie Ricci, Community Representative
Marie Sobalvarro, Board of Selectmen

Ex-Officio members:
Tim Bragan, Town Administrator
Joe Connelly, School Superintendent
Lorraine Leonard, Finance Director

TOWN OF HARVARD CAPITAL REQUESTS Fiscal Year 2014

Debt for Capital Planning projects approved in prior Fiscal Years (Article 11)

Some projects, the Fire Department's Forestry Firefighting Truck and Engine Four, the DPW's One-Ton Dump Truck, and water system improvements were debt-financed via the Capital Planning and Investment Fund. This payment requires annual approval at Town Meeting. We recommend this payment of \$107,563 be funded from the Capital Stabilization and Investment Fund.

Evaluate/Engineer Fire Ponds (Article 12)

An engineering study will be performed on the Fire Ponds located throughout the Town. The study will help determine the operating condition of the Ponds and the required repairs necessary to improve and restore to complete working order. Some of the Ponds are inoperable and others have limited water flow due to lack of annual required maintenance. We recommend funding \$52,000 from the Capital Stabilization and Investment Fund.

Replace Fire Rescue Equipment (Article 13)

This request replaces certain pieces of extrication equipment that have become obsolete due to the types of high-strength metals that are commonly used in the manufacture of new cars and trucks. The new equipment provided by this request will reduce the amount of time first responders will need to spend during an extrication incident. This request is partially funded by a \$20,000 Public Safety Grant from the Commonwealth. We recommend funding \$40,000 from the Capital Stabilization and Investment Fund.

Harvard Cable Television & The Bromfield School Disability Access (Article 14)

This is part of the project that facilitates the relocation of the Town's cable TV studio and broadcast facility from its current location in the basement of the Old Library to 1700 sq. ft. of recently converted space in the basement area of the Middle School Wing. Completion of the project will resolve all disability access requirements by removing the exterior steps leading to the dedicated side entrance to the HCTV operations studio and replacing them with a handicapped accessible approved ramp. This proposed project will provide permanent facilities for cable to fulfill and expand upon its mission. The project represents a collaborative effort between the School Committee, School Administration, Board of Selectmen, and Cable TV Committee. We recommend this request of \$39,000 be funded from the Capital Stabilization and Investment Fund

The Bromfield School – Pond Road Parking Lot (Article 15)

The Pond Road Parking lot is in a state of significant disrepair and represents a public safety issue. This area provides parking for our students during school hours and also serves as overflow parking for the Public Library as well as being the primary vehicular exit route from the Public Library. The cost estimates provided for the project include all plans and permitting; excavation and demolition; drainage improvement; reclamation of existing pavement; concrete curbing, paving, sidewalk paving, loam, seeding and stabilization. We recommend this request of \$157,000 be funded by debt within the Capital Investment and Stabilization Fund.

The Bromfield School – Science Laboratory Renovation Design (Article 16)

The science laboratories in the Middle School and High School were the subject of a functional assessment in 2011. Eight of the 11 rooms designated as either science prep rooms or laboratories were found to be deficient in meeting today's standards, most notably that of safe ventilation, plumbing and heating (hot water). This article will enable a design plan for the renovation and upgrade of our science laboratories in FY15, per the current Five Year Capital Plan. We recommend this request of \$19,000 be funded from the Capital Stabilization and Investment Fund.

The Bromfield School – Chemical Storage Ventilation (Article 17)

This request is for funding to properly ventilate the chemical storage area at The Bromfield School. During the 2012 NEASC accreditation review a problem regarding the storage and safe ventilation of science related chemicals was highlighted. The current ventilation system is a non-functioning retrofitted bathroom exhaust fan. This project is considered a high priority and will not impact the work envisaged for the science laboratory renovation project. We recommend this request of \$10,000 be funded from the Capital Stabilization and Investment Fund.

The Hildreth Elementary School – Storage Sheds (Article 18)

This project is to replace the steel box trailer located behind the elementary school cafeteria area. This unit has been on site for many years. It is badly worn, rusting and was never properly situated on any kind of poured pad or foundation. It now sits unevenly and represents a safety issue. The trailer is used as the primary storage space for gym and sports related equipment Prekindergarten through Grade five. The School Committee proposes replacing the trailer with two wooden storage sheds. We recommend \$10,000 of the \$18,000 request be funded from the Capital Stabilization and Investment Fund, and the balance be funded by the School Committee.

The Hildreth Elementary School – Safety Gates (Article 19)

The School Committee proposed the installation of two galvanized steel safety gates at either end of the driveway to the north side of the elementary school. This driveway serves as the bus access for student arrival and dismissal. Motorists mistake this driveway for a road and cut through to the back lot and ignore or remove the current chain which is frequently found broken or taken down. This represents a safety issue especially during school days with high use of the new playground and adjacent playing fields. Each gate will be hinged with a visible stop sign atop and barrel bolted to ensure accessibility to staff and emergency personnel. We recommend this request of \$14,000 be funded from the Capital Stabilization and Investment Fund.

The Bromfield House – Repairs (Article 20)

In December 2011 the Bromfield House was one of seven municipal buildings inspected by Galeota Associates. These inspections were conducted under the auspices of the Board of Selectmen as part of an initiative to better understand the condition of our buildings relative to deferred maintenance. The Galeota report detailed a significant number of issues and recommendations that, if fully implemented, would further trigger attention to this 100-year old building's non-compliance with ADA accessibility. The School Committee will be actively engaged in discussions with the Board of Selectmen to determine the long-term use or disposition of the Broomfield House. In the meantime, this request will be strictly limited to repairing only those items considered to be of immediate health and safety concerns, so the building may continue to be used as Central Administrative Offices. The School Committee intends to commission a full engineering structural assessment of the building on which to base further recommendations. We recommend funding \$75,000 for repairs from the Capital Stabilization and Investment Fund.

Library - Emergency Generator Wiring (Article 21)

This project will enable the Library, in the event of an extended power outage, to immediately connect a generator. During the past power outages the Library has required a generator for the HVAC operation to prevent frozen water lines which could cause extensive damage to the building and contents. By having the correct circuits pre-wired, there will be no need to run cables through basement windows, nor to have an electrician. We recommend that 55% of this \$37,000 request – up to \$21,000 – be funded from the Capital Stabilization and Investment Fund and the balance be funded by the Library Trustees.

Town Sewer Connections to Center Fire Station and Hildreth House (Article 22)

This project will connect the Center Fire Station and Hildreth House to the new Town Center Sewer System, at an estimated cost of \$175,000. The connections will provide a permanent sanitary solution to the issue of wastewater discharge from both buildings. An earlier warrant article from 2011 did not take into account the amount of ledge, the length of piping, and the need for manholes. We recommend this request of \$175,000 be borrowed within the debt limit in the Omnibus Budget

Police Cruiser (Recurring Capital)

This capital request is part of the on-going replacement plan for the fleet of police vehicles. Every year, one cruiser in the fleet is retired due to mileage, wear and tear, and engine idling hours. We recommend this request of \$29,000 be funded from the Recurring Capital line in the Omnibus Budget.

Ambulance CPR Chest Compression Machine (Ambulance Revolving Fund)

The Ambulance Department is planning to purchase a portable Lucas 2 chest compression machine. This machine, along with a cardiac defibrillator, is an essential component of effective treatment for patients suffering cardiopulmonary arrest. We support this \$15,000 purchase by the Ambulance Squad from the Ambulance Revolving Fund.

TOWN OF HARVARD CAPITAL PLAN
FISCAL YEARS 2014 - 2018

	Funding Source	FY14	FY15	FY16	FY17	FY18
Fire Dept.						
Reburish Still River Station			150,000			
Evaluate, Service All Fire Ponds	Capital	52,000	50,000			
Replace Rescue Equipment	Capital	40,000				
Refurb Fire Station, Building & Systems					750,000	
New Tanker Truck				350,000		
Purchase Used Ladder Truck						200,000
Police Dept. (recurring Capital only)						
Police Vehicle	Alt. RC	29,000				
Police Vehicle	Alt. RC		31,000			
Police Vehicle	Alt. RC			29,000		
Police Vehicle	Alt. RC				29,000	
Police Vehicle	Alt. RC					29,000
Public Works, Roads						
Reconstruct and Repair Town Roads	Debt					
Public Works, Equipment						
Front End Loader (trade 2000 Cat Loader)			180,000			
Heavy Duty Dump Truck (trade 1990 dump truck)				180,000		
Heavy Duty Dump Truck					180,000	
Skid Steer Loader						90,000
Public Works, Facilities						
Programming & Conceptual Design			25,000			
Design & Procurement				120,000		
Construction	Debt				1,850,000	
Guardrail Replacement Program	Deferred		25,000	25,000	25,000	25,000
Sidewalk Program	Denied					
Public Works, Transfer Station						
Compost Facility	Denied					
Water Dept.						
Debt on combined project with sewer (\$340,000)	BAN-Bond	6,800	33,600	32,800	31,200	30,400
Water Storage Tank Maintenance			50,000			
Scada System Upgrades			15,000			
Well field Development			100,000	100,000	100,000	100,000
Library						
Emergency Generator wiring	Capital	21,000				
Energy						
HES Energy initiatives						
Municipal Building Committee						
COA Facility	Debt		5,487,000			
Ambulance						
Cardiac Monitor	Amb. Fund			25,000		
Upgrade Defib Kits	Amb. Fund		10,000			
New Ambulance	Amb. Fund					300,000
Lucas 2 Chest Compression Machine	Amb. Fund	15,000				
Park & Recreation						
Resurface McCurdy Track			120,000			
Ann Lee Field Renovation						
Selectmen						
Fire Station and Hildreth House sewer connections	Debt	175,000				
		incl. Pumper principal of \$35K, 4 yr.				
Debt for vehicles approved in FY11 (Fire & DPW)		98,756	92,806	91,906	91,006	54,257
Sub-total, Town Requests:		437,556	6,369,406	953,706	3,056,206	828,657

Annual Town Meeting - Saturday, April 6, 2013 - Annual Town Election - Tuesday, April 30, 2013

TOWN OF HARVARD CAPITAL PLAN
FISCAL YEARS 2014 - 2018

	Funding Source	FY14	FY15	FY16	FY17	FY18
School Dept.						
TBH - Bromfield House Repairs (Galeota Report)	Capital	75,000				
HES - Remove trailer, build storage shed	Capital	10,000				
HES - Building Assessment of K-Wing			20,000			
HES - Install gates at both ends of side bus road, safety	Capital	14,000				
Sys - School Lunch Vehicle (Police Explorer in FY15?)	Year ?		30,000			
TBS - Grade & pave parking area, new sidewalks, drains (\$157K)	Debt	157,000				
TBS - Engineer front parking lot, grade, pave, lighting				160,000		
TBS - Sand/Paint all exposed steel			30,000			
TBS - Add entire building on Emergency Power/Generator			60,000			
TBS - Replace Spauling Concrete in Front Entr. Walkways			60,000			
TBS - Sand, resurface and paint gym floor			15,000			
TBS - Engineer & Install exhaust fans for bathrooms, NEASC			20,000			
TBS - Design and proj. mgmt. serv. for Science Lab Reno	Capital	19,000				
TBS - Ventilation for Chemical Storage, per NEASC	Capital	10,000				
TBS - Renovate/Upgrade Science Lab			280,000			
TBS - HCTV new entry	Capital	39,000				
Sys - New school truck to replace gray one			45,000			
HES - Resurface front roadway & parking lot			50,000			
HES - Resurface back roadway & parking lot					70,000	
HES - Upgrade or Replace Fire Alarm System						75,000
TBS - Replace Sound System in Auditorium				65,000		
TBS - Install four smartboards in classrooms				14,000		
TBS - iPad/laptop carts, 25 per cart				15,000	15,000	
Sys - New Tractor w/Front end Loader & Snowblower					45,000	
HES - Replace windows upstairs (lost seals)					40,000	
HES - Replace all flat rubber membrane roofs					30,000	
HES - Install Emergency Power Generator					130,000	
TBS - Replace Electrical System and Aud. Lighting					200,000	
Sys - Replace 3 phone systems with VOIP						75,000
HES - Replace interior Exit signs and emergency lights						30,000
HES - Replace Shingled Roof						100,000
HES - Test/Replace main breakers, sub panels & transformers						15,000
HES - Relamp flourescent light fixtures, entire building						25,000
HES - New Power High-lift for gym, high areas						15,000
HES - Replace outside lighting with LED						20,000
TBS - Relamp flourescent light fixtures, entire building						40,000
TBS - Replace gym curtain						15,000
TBS - Test Main Breakers, sub panels & transformers						15,000
TBS - Repl. planking on ramp to MS, rework railings, NEASC						100,000
TBS - Replace interior exit signs and emergency lights						45,000
TBS - New Power high lift for gym & other high areas						15,000
TBS - Replace outside lighting with LED						30,000
Sub-total, School Requests:		324,000	610,000	254,000	530,000	615,000

Total, All Town & School Requests		761,556	6,979,406	1,207,706	3,586,206	1,443,657
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Town of Harvard

Capital Request Debt Impact Analysis

FISCAL YEAR	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Tax Levy Base	\$ 15,624,222	\$ 16,074,828	\$ 16,551,698	\$ 17,040,491	\$ 17,541,503	\$ 18,455,041	\$ 18,991,417	\$ 19,546,202	\$ 20,114,857
2 ½ % Increase	390,606	401,871	413,792	426,012	438,538	461,376	474,785	488,655	502,871
Capital Fund Override Optional (1)					400,000				
New growth	60,000	75,000	75,000	75,000	75,000	75,000	80,000	80,000	80,000
SUB-TOTAL	16,074,828	16,551,698	17,040,491	17,541,503	18,455,041	18,991,417	19,546,202	20,114,857	20,697,728
Tax levy per prior excluded debt	1,031,812	1,003,490	934,850	904,575	878,744	845,881	695,163	671,550	643,219
TOTAL LEVY	17,106,640	17,555,188	17,975,341	18,446,078	19,333,785	19,837,298	20,241,365	20,786,407	21,340,947
ANNUAL FIXED INCREASE		2.62%	2.39%	2.62%	4.81%	2.60%	2.04%	2.69%	2.67%
Base Year Average Tax Bill	\$ 8,527	\$ 8,729	\$ 8,918	\$ 9,129	\$ 9,526	\$ 9,750	\$ 9,929	\$ 10,171	\$ 10,416
% Increase from Base year		2.37%	4.58%	7.06%	11.71%	14.34%	16.44%	19.28%	22.15%
Tax \$ increase		\$ 202	\$ 189	\$ 211	\$ 397	\$ 224	\$ 179	\$ 242	\$ 245
PROPOSED DEBT SERVICE COST:									
Town sewer \$2,540,000 2% (40.7%)	0	0	70,809	64,229	64,229	64,229	64,229	64,229	64,229
Road reconstruct \$750,000 4%- 20 Yrs.	0	0	3,750	7,499	15,000	67,500	66,000	64,500	63,000
*Town Hall @ \$3,155,000 4%- 20 Yrs	0	0	10,000	44,550	63,100	283,950	277,640	271,330	265,020
**Hildreth @ \$5,487,000 4% -20 Yrs	0	0	0	0	40,000	109,740	219,480	493,830	482,856
DPW equipment \$630,000- 4% 10 Yrs	0	0	0	0	3,600	7,200	12,600	25,200	73,080
Fire equipment \$550,000 4% 10 Yrs.	0	0	0	0	3,500	7,000	11,000	77,000	74,800
Water well \$400,000 4% 20 Yrs.	0	0	0	1,500	4,000	6,000	8,000	36,000	35,200
TBS Science labs \$300,000 4% 5 Yrs	0	0	0	4,500	66,000	64,800	63,600	62,400	61,200
Other Building Proj. \$4,311,000 4%	0	0	0	0	0	40,000	86,220	172,440	379,368
Sub total new projects	0	0	84,559	122,279	259,429	650,419	808,769	1,266,929	1,498,753
TOTAL LEVY	\$ 17,106,640	\$ 17,555,188	\$ 18,059,899	\$ 18,568,357	\$ 19,593,214	\$ 20,487,717	\$ 21,050,134	\$ 22,053,336	\$ 22,839,701
% increase after long-term debt		2.62%	2.87%	2.82%	5.52%	4.57%	2.75%	4.77%	3.57%
*** % increase from FY 2012			5.57%	8.54%	14.54%	19.76%	23.05%	28.92%	33.51%
Residential Value (Base Year)	951,399,100								
Parcel Count	1,812								
Avg. Value	525,055								
Avg. Tax Bill	8,527	8,729	8,956	9,183	9,641	10,039	10,288	10,731	11,077
Yearly Increase		202	227	228	458	398	249	443	346
Quartile scale:									
\$66,000-\$394,900 (19.6%)- 557	5,437	5,566	5,710	5,856	6,148	6,401	6,560	6,842	7,063
		129	145	145	292	254	159	282	220
\$394,901-\$488,400 (21.3%)- 412	7,988	8,177	8,390	8,603	9,032	9,404	9,638	10,053	10,377
		189	212	213	429	373	233	415	324
\$488,900-\$590,900 (24.5%)- 411	9,210	9,428	9,673	9,919	10,414	10,844	11,113	11,591	11,965
		218	245	246	495	430	269	478	373
\$591,000-\$1,835,300 (34.6%)-415	13,254	13,568	13,921	14,275	14,986	15,605	15,992	16,680	17,218
		314	352	354	712	618	387	689	537

* Estimated cost provided by the MBC net of a \$1,000,000 offset from CPC funds.

** Estimated cost provided by the MBC, does not reflect any philanthropic contributions

*** This increase does not reflect any reduction for the commercial tax base. The estimated tax impact to the residential tax payer is approximately 27%.

(1) This is one option to secure permanent sustainable funding for future Capital Plans

2013 Report of the Community Preservation Committee (CPC)

Overview

With the passage of the Community Preservation Act (CPA) in 2000, the Commonwealth established a trust fund that would match up to 100% of dollars collected via a property tax surcharge of up to 3% by towns that have adopted the terms of the act. The funds can only be used for (1) acquisition and restoration of Open Space and Recreation assets, (2) development of Affordable Community Housing, and (3) Historic Preservation; a minimum of 10% of each year's new funds must go to each of the three areas.

The Town of Harvard adopted the CPA provisions in 2001, voting a surcharge of 1.1%. Since its inception through the end of Fiscal Year 2013, we estimate that the town will have raised \$2.9 million, including \$1.8 million raised locally by the 1.1% surcharge. This past year, the state match was 26.8%. In 2012, the Massachusetts Legislature passed An Act to Sustain Community Preservation as part of the Fiscal Year 2013 state budget. The Act includes provisions for the State to add \$25 million annually from any surplus budget amount to the statewide CPA Trust Fund. This additional infusion should result in an increase in the match level in future years and, as a result, we are anticipating an increase to 40% or more of our 2013 surcharge.

FY 2014 Applications and Recommendations

This fiscal year, the CPC received five applications for consideration. The CPC has completed review and deliberation of the applications and has voted to recommend to Town Meeting the appropriation of \$371,000 for four of the five applicants and also voted to fund various administrative expenses at a nominal \$2,500. The available funds, including all reserve accounts and unspent funds being returned to the Community Preservation Fund, total approximately \$415,000. The recommended projects requiring approval by the 2013 Annual Town Meeting include:

- \$200,000 transfer to the Conservation Fund for the protection of open space in Harvard through the purchase of land and/or conservation restrictions;
- \$16,000 to the Town Clerk for the Commonwealth-mandated restoration of historic documents;
- \$55,000 to the Parks and Recreation Commission for historic preservation of the Bromfield stone wall;
- \$100,000 transfer to Harvard's Municipal Affordable Housing Trust Fund for promoting the production of affordable housing in Harvard; and,
- \$2,500 for administrative expenses of the CPC, including annual membership fees of \$750 to the Community Preservation Coalition.

Town Hall Bond Update

At the 2012 Annual Town Meeting, the Town voted to fund a \$1 million dollar, 20-year bond for the restoration of Town Hall, subject to the passage of Article 18, "Town Hall Building Project," and the passage of the related debt at the Annual Town Election. Both the article and the ballot question passed. We do not anticipate any debt costs to be incurred until 2015.

Community Preservation Fund Balance

Total Fund balance, June 30, 2012	\$ 187,871
Appropriations approved at 2012 ATM	(110,895)
Town Surcharge for 2013	186,400
State Match for 2012	49,548
Unspent funds from approved articles	<u>102,576</u>
Balance prior to 2013 ATM	\$ 415,500
Projections for FY2014	
Recommendations for 2013 ATM for 2014	\$(371,000)
Town Surcharge for 2014	191,000
State Match for 2013 (about 40%)	74,600
Other Income	<u>500</u>
Projected balance for future years	<u><u>\$ 310,600</u></u>

Respectfully submitted,

Leo Blair, Affordable Municipal Housing Trust
Peter Brooks, Planning Board
Didi Chadran, Elected, Vice Chair
Charles Gorss, Conservation Commission
John Lee, Park & Recreation Commission
Debbie Ricci, Elected, Chair
Rhonda Sprague, Historical Commission
Deborah Thomson, Elected, Secretary
Beth Williams, Elected

NOTES

FINANCIAL PROJECTIONS

The Finance Committee offers these financial projections as our best estimate of spending and taxes required for operating our Town for the next five years. As we stated in the past, unforeseen near-term changes in economic conditions have affected our earlier assumptions and will continue to have an impact on how we arrive at our assumptions moving forward.

We believe it is important for voters to understand the future implications of decisions being made at Town Meeting about both capital projects and operating expenses.

These projections were made with the input and judgment of all Town departments and committees. Although we continue to feel uncertain about many future economic factors, it is better to make some informed judgments and move forward.

FINANCIAL ASSUMPTIONS

1. The Capital Plan for Fiscal Years 2014-2018, as presented on the previous pages.
2. No new programs for the foreseeable future.
3. Local Aid (Cherry Sheet) will remain level.
4. A Total Stabilization Fund balance of not less than 5% of the total Omnibus Budget before debt.
5. Budget revenues and expenditures will be affected by:
 - a. Total payroll costs, including seniority and merit steps, and personnel changes will increase 2% per year.
 - b. Health insurance cost increases will be 5% per year.
 - c. Interest rates for new debt will average 4% over the next five years.
 - d. General expenses (non-salary) will increase no more than 1% per year.
 - e. Increases in tax revenues from new growth will be approximately \$75,000 per year, starting in FY14.
 - f. Local receipts will remain level from FY14 forward.
 - g. Assessments from the State (Cherry Sheet charges) will increase from FY14 forward by 5% per year.
6. OPEB will be funded at an unknown amount.

We hope these Financial Projections help the community understand the current and future impact of the decisions made at Town Meeting. Your feedback will help the Finance Committee and all Town departments and committees to better understand the interests and priorities of Harvard's taxpayer.

TOWN OF HARVARD

FINANCIAL PROJECTION AND RECAPITULATION WORKSHEET

REVENUE		FY 2011	FY 2012	FY 2013	Budgeted FY2014	Estimated FY2015	Estimated FY2016	Estimated FY2017	Estimated FY2018
TAXES									
Levy	\$	15,526,819	\$ 16,014,828	\$ 16,474,297	\$ 17,041,360	\$ 17,544,269	\$ 18,059,750	\$ 18,588,119	\$ 19,129,697
New Growth	\$	97,403	\$ 57,657	\$ 151,420	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Override	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excluded Debt *	\$	1,132,123	\$ 1,031,812	\$ 1,008,280	\$ 987,787	\$ 1,059,251	\$ 1,442,019	\$ 1,588,396	\$ 1,593,438
LOCAL									
Receipts	\$	1,246,125	\$ 1,340,000	\$ 1,230,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Free Cash	\$	300,000	\$ -	\$ -	\$ 14,581	\$ -	\$ -	\$ -	\$ -
Stabilization	\$	394,250	\$ 35,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Capital Inv. Fund	\$	-	\$ 483,000	\$ 319,269	\$ 387,563	\$ 693,509	\$ 279,788	\$ 281,407	\$ 558,007
Overlay Surplus	\$	-	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Wetlands	\$	11,071	\$ 11,071	\$ 11,292	\$ 11,518	\$ 11,748	\$ 11,983	\$ 12,223	\$ 12,467
Library	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STATE									
Cherry Sheet	\$	3,429,163	\$ 3,381,224	\$ 3,606,942	\$ 3,509,299	\$ 3,509,299	\$ 3,509,299	\$ 3,509,299	\$ 3,509,299
TOTAL	\$	22,136,954	\$ 22,354,592	\$ 22,901,500	\$ 23,577,108	\$ 24,293,076	\$ 24,777,840	\$ 25,454,444	\$ 26,277,909
EXPENSES									
BUDGET									
General Government	\$	1,076,278	\$ 1,105,031	\$ 1,144,883	\$ 1,171,571	\$ 1,192,659	\$ 1,214,127	\$ 1,235,981	\$ 1,258,229
Public Safety	\$	1,374,925	\$ 1,360,172	\$ 1,428,121	\$ 1,488,894	\$ 1,515,694	\$ 1,542,977	\$ 1,570,750	\$ 1,599,024
Education	\$	11,182,621	\$ 11,442,231	\$ 11,562,137	\$ 11,969,557	\$ 12,185,009	\$ 12,404,339	\$ 12,627,617	\$ 12,854,914
Physical Environment	\$	1,205,367	\$ 1,223,612	\$ 1,251,842	\$ 1,295,574	\$ 1,318,894	\$ 1,342,634	\$ 1,366,802	\$ 1,391,404
Human Services	\$	136,392	\$ 143,730	\$ 148,467	\$ 174,376	\$ 177,515	\$ 180,710	\$ 183,963	\$ 187,274
Culture & Recreation	\$	578,293	\$ 582,651	\$ 590,507	\$ 579,522	\$ 589,953	\$ 600,573	\$ 611,383	\$ 622,388
Recurring Capital	\$	112,000	\$ 99,000	\$ 99,000	\$ 99,000	\$ 101,000	\$ 99,000	\$ 99,000	\$ 99,000
Insurance & Fringe	\$	3,044,500	\$ 3,375,157	\$ 3,476,672	\$ 3,506,742	\$ 3,639,998	\$ 3,778,318	\$ 3,921,894	\$ 4,070,926
Debt:									
Debt	\$	1,500	\$ 4,700	\$ 1,700	\$ 114,063	\$ 202,009	\$ 198,488	\$ 193,307	\$ 154,107
Excluded *	\$	1,131,974	\$ 1,031,813	\$ 1,008,280	\$ 987,787	\$ 1,059,251	\$ 1,442,019	\$ 1,588,396	\$ 1,593,438
OTHER LOCAL									
Overlay	\$	101,474	\$ 92,527	\$ 97,875	\$ 100,000	\$ 85,000	\$ 85,000	\$ 100,000	\$ 85,000
Articles	\$	1,169,262	\$ 906,030	\$ 953,599	\$ 1,018,861	\$ 1,230,000	\$ 819,000	\$ 825,000	\$ 1,140,000
STATE									
Charges & Offsets	\$	1,017,396	\$ 985,044	\$ 1,130,089	\$ 1,070,324	\$ 1,104,574	\$ 1,139,921	\$ 1,176,398	\$ 1,214,043
TOTAL	\$	22,131,982	\$ 22,351,698	\$ 22,893,172	\$ 23,576,271	\$ 24,401,557	\$ 24,847,106	\$ 25,500,492	\$ 26,269,748
Surplus/(Deficit)	\$	4,972	\$ 2,894	\$ 8,328	\$ 837	\$ (108,481)	\$ (69,266)	\$ (46,048)	\$ 8,161

* Includes Debt Calculation as provided by the CPIC and assumes future capital projects being approved as well as corresponding debt-exclusion overrides.

TOWN MEETING PROCEDURES

League of Women Voters of Harvard, 2009

SPEAKING AT TOWN MEETING

- When recognized by the Moderator, state name and address
- Speak only to the motion or question before the meeting. The Moderator may forbid speech that he/she considers to be an interruption, indulging in personalities, or improper
- All questions and comments must be addressed to the chair, not to another individual
- A vote ends all discussion on that motion

WARRANT ARTICLES

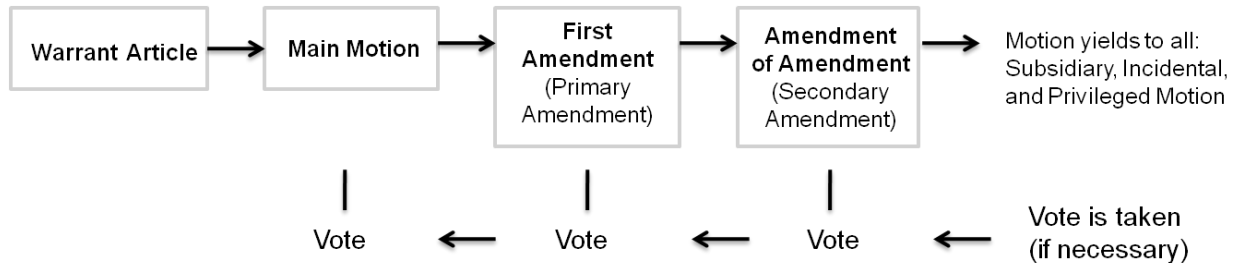
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained in the motion and any subsequent amendments. All Main Motions and amendments must be submitted in writing to the Moderator.

MAIN MOTIONS

Main Motions under articles are taken one at a time, to be decided : Yes or No.

Motions must be seconded, and may be debated, amended, deferred or otherwise disposed of. Votes are by 2/3, or 9/10, or a majority, depending on the type of article. Main Motions yield to Subsidiary Motions (in ranking order), Incidental Motions, and to Privileged Motions, whether or not they are relevant.*

MOTIONS AND AMENDMENTS ARE DISPOSED OF BY VOTE IN REVERSE ORDER OF SUBMISSION



SUBSIDIARY MOTIONS

A Subsidiary Motion relates to the Main Motion. Subsidiary Motions are ranked, and a motion of lower rank may not be considered while a higher ranking motion is pending. A motion to end debate or a motion to "Move the Previous Question" must be voted before the meeting can move on to voting on the motion itself.

INCIDENTAL MOTIONS

Incidental Motions relate to the conduct of meetings, and are not ranked. Incidental Motions are considered and disposed of before the motion out of which they arise. A speaker may be interrupted for a Point of Order. "Mr. Moderator, I rise to a Point of Order." Questioner remains silently standing until recognized by the chair.

PRIVILEGED MOTIONS

Privileged Motions relate to adjournment: to adjourn to no future date; to recess; to adjourn to a fixed time. A Question of Privilege relates to the rights and safety of the attendees and questioner may interrupt speaker. For example: The building is on fire.

- * Withdrawals of Main Motions may be made by majority vote or unanimous consent before a vote is taken. Once a motion has been voted, it may not be withdrawn. A Main Motion may be withdrawn before it has been discussed. "Move to take no action ... " Motions may be reconsidered, but reconsideration is not customary or encouraged.

SUBSIDIARY MOTIONS

Relate to Main Motion.

<i>In ranking order</i>	<i>Meaning</i>	<i>Second</i>	<i>Vote</i>	<i>Debate</i>	<i>Amend</i>	<i>Reconsider</i>
To Lay Motion on the Table	Temporary set aside of motion.	Yes	2 / 3	No	No	Yes
Move the Previous Question	A move to end debate.	Yes	2 / 3	No	No	Yes
To Limit or Extend Debate	To a set time limit, i.e. 2 minutes per speaker.	Yes	2 / 3	No	No	Yes
Postpone	To set motion aside until a specified time.	Yes	Majority	Yes	Yes	Yes
To commit or refer	To refer the matter to a committee for study.	Yes	Majority	Yes	Yes	Yes
First Amendment (Primary Amendment)	To modify Main Motion on the floor. May not enlarge the scope of the article.	Yes	Majority	Yes	Yes	Yes
Second Amendment (Secondary Amendment)	May modify the Primary (First) Amendment. Secondary Amendments may not be amended.*	Yes	Majority	Yes	No	Yes
Postpone Indefinitely	Can only be made on a Main Motion.	Yes	Majority	Yes	No	Yes

*There is no limit on the number of secondary amendments that can be made. but they are considered, and disposed of, one at a time.

INCIDENTAL MOTIONS

Incidental motions relate to the conduct of the meeting.

<i>Incidental Motions</i>	<i>Meaning</i>	<i>Second</i>	<i>Vote</i>	<i>Debate</i>	<i>Amend</i>	<i>Reconsider</i>
Point of Order There are only three points of order: 1. Is the speaker entitled to the floor? 2. Is what the speaker saying contrary to proper procedure? 3. Is the pending action contrary to proper procedure?	(is actually a question)	No	No	No	No	No
Appeal	Appeals a ruling of the chair.	Yes	Majority	Yes	Yes	Yes
Divide the Question	Divide the motion into sections.	Yes	Majority	Yes	Yes	No
Separate Consideration	Consider motion paragraph by paragraph.	Yes	Majority	Yes	Yes	No
Fix Method of Voting	By standing or by paper ballot.	Yes	Majority	Yes	Yes	Yes
Nominations	To a committee.	No	Plurality	No	No	No
Leave to Withdraw or modify (see footnote previous page)	Once motion has been stated and seconded, speaker must ask permission to withdraw it.	No	Majority	No	No	No
Suspend Rules	To permit ... (i.e. a non-resident speaker)	Yes	2 / 3	No	No	No

Consensus approval accepted, if no one objects.

SUMMARY OF WARRANT ARTICLES

<u>Article</u>	<u>Article Topic</u>	<u>Amount</u>
1	Annual Reports	
2	Pay Bills of prior Fiscal Years (2 bills that total)	\$ 14,581
3	Transfer of Fiscal Year 2013 Debt Interest to Principal	60,000
4	Certified Free Cash	109,423
5	Omnibus Budget	21,207,475
6	Reserve Fund – Fiscal Year 2014	400,000
7	Fire Department Fire Brackets	5,000
8	Ballot Box replacement	8,000
9	The Bromfield School Curriculum Materials	21,280
10	Town Planner	40,000
11	Capital Planning and Investment Fund Debt Payment	107,563
12	Fire Pond Evaluation and Engineering	52,000
13	Fire Department Replace Rescue Equipment	40,000
14	HCTV/The Bromfield School ADA Access	39,000
15	The Bromfield School Pond Road Parking Lot	157,000
16	The Bromfield School Science Lab Renovation Design	19,000
17	The Bromfield School Chemical Storage Ventilation	10,000
18	Hildreth Elementary School Storage Sheds	10,000
19	Hildreth Elementary School Safety Gates	14,000
20	The Bromfield House Structural Assessment and Repairs	75,000
21	Library Wiring for Emergency Generator	21,000
22	Sewer Connection for Hildreth House and Central Fire Station	175,000
23	Community Preservation Committee Report	
24	Preservation of Historic Town Documents – Town Clerk	16,000
25	Harvard Municipal Affordable Housing Trust Fund	100,000
26	Conservation Fund	200,000
27	Restore Bromfield Stone Wall – Parks & Recreation	55,000
28	Community Preservation Committee – Administrative Expenses	2,500
29	Annual Authorization of Revolving Funds	
30	Extend Sunset Date	
31	Home Rule Legislation – Allow Detail Work for Police Until Age 70	
32	Accept MGL Chapter 140, § 139, Paragraph (c)- Over 70 Free Dog License	
33	Bylaw Amendment - Restrict Use of Bare Hill Pond	
34	Community Septic Management Program Authorization -BOH	
35	Home Rule Petition – Elderly and Disabled Taxation Aid Committee Composition	
36	Accept M.G.L. Chapter 32b, Section 20 - OPEB Trust Fund Establishment	
37	OPEB Trust Fund Funding	250,000
38	Home Rule Petition – Liquor Licenses	
39	Home Rule Petition – Prevailing Wages on Local Projects	
40	Eminent Domain Taking of Land for Conservation or General Purposes	
41	Stabilization Fund for Montachusett Regional Vocational Technical School District	
42	Citizen Petition – Zoning Bylaw Amendment	
43	Citizen Petition – Town Planner	
44	Acceptance of Gifts of Property	
45	Acceptance of Highway Funds	

**WARRANT FOR THE ANNUAL TOWN MEETING
COMMONWEALTH OF MASSACHUSETTS**

WORCESTER, ss.

To the Constable of the Town of Harvard:
Greeting:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town, who are qualified to vote in Town affairs, to meet in The Bromfield School on Saturday, the 6th day of April, 2013 at 9:00 a.m. by the clock to act on the following articles:

ARTICLE 1: ANNUAL REPORTS

To see if the Town will hear the reports of the Board of Selectmen, School Committee, and any other officers or committees that may be ready to make a report and act thereon.

(Inserted by Board of Selectmen)

ARTICLE 2: PAY BILLS OF PRIOR FISCAL YEARS

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds sums of money to pay bills of Fiscal Year 2011 and Fiscal Year 2012, or pass any vote or votes in relation thereto. (Inserted by Board of Health and Department of Public Works)

FINANCE COMMITTEE RECOMMENDS – the sum of \$265 be transferred from FY2012 Certified Free Cash to pay the outstanding bill of the Board of Health and that a second sum of \$14,316 be transferred from FY2012 Certified Free Cash to pay an outstanding bill of the DPW. The total sum to be transferred from the FY2012 Certified Free Cash is \$14,581.

ARTICLE 3: FINANCE DEPARTMENT – TRANSFER OF INTEREST TO PRINCIPAL

To see if the Town will vote to amend the Fiscal 2013 budget, as voted under Article 4 of the Warrant for the April 28, 2012 Annual Town Meeting, by transferring a sum of money from the Excluded Debt Interest appropriation to the Excluded Debt Principal appropriation, or pass any vote or votes in relation thereto. (Inserted by Finance Department)

FINANCE COMMITTEE RECOMMENDS – transferring \$60,000 from the Fiscal 2013 Excluded Debt Interest to the Fiscal 2013 Excluded Debt Principal. This is being done due to the refinancing of the Town's older debt which saved us \$468,000 over a 12 year period.

ARTICLE 4: FISCAL YEAR 2012 CERTIFIED FREE CASH

To see if the Town will vote to transfer a sum of money from Fiscal Year 2012 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the balance of the Certified Free Cash, \$109,423, be transferred to the Capital Stabilization and Investment Fund.

ARTICLE 5: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, such sums of money as may be necessary to defray expenses for Fiscal Year 2014, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the total amount of the Omnibus Budget for FY14 as detailed on the following pages.

Town of Harvard FY13 Omnibus Budget

Line #	Actual Department/Account	FY11	Actual FY12	Budget FY13	Request FY14	
GENERAL GOVERNMENT						
Selectmen						
1	Personnel 147,154		157,165	165,534	172,452	
2	Town Audit	12,000	12,000	15,000	15,000	
	Expenses 8,894		13,366	11,500	11,500	
	Copy Machine	2,422	2,330	3,500	3,500	
	Postage	16,561	15,504	17,000	17,000	
	Court Judgements	105,000				
3	Total Expenses	132,877	31,200	32,000	32,000	
	Total Selectmen	292,031	200,365	212,534	219,452	3.26%
Finance Committee						
4	Expenses	173	173	200	200	0.00%
Finance Department						
	Personnel	284,558	268,929	293,350	310,683	
	Certification Compensation	1,000	1,000	2,000	2,000	
5	Total Personnel	285,558	269,929	295,350	312,683	
	Technology Services & Supplies	25,784	30,489	33,000	36,000	
	Expenses	83,812	84,016	90,300	93,400	
6	Total Expenses	109,596	114,505	123,300	129,400	
7	Technology	14,990	9,903	15,000	15,000	
	Total Finance Department	410,144	394,336	433,650	457,083	5.40%
Legal						
	Town Counsel Fees & Expenses	14,202	30,047	33,000	33,000	
	Other Legal Fees & Expenses	13,890	10,296	18,000	18,000	
8	Total Legal	28,092	40,343	51,000	51,000	0.00%
Personnel Board						
9	Expenses	-	-	100	100	0.00%
Town Clerk						
	Personnel	64,164	64,812	66,108	67,430	
	Certification Compensation	1,000	1,000	1,000	1,000	
10	Total Personnel	65,164	65,812	67,108	68,430	
	Expenses	1,970	1,615	2,550	2,600	
	Publications Reprinting/Codification	4,555	4,433	4,800	4,900	
11	Total Expenses	6,525	6,049	7,350	7,500	
	Total Town Clerk	71,689	71,860	74,458	75,930	1.98%
Elections & Registrars						
	Registrars' Honoraria	500	500	500	500	
	Election Officers (Police)	-	-	-	-	
	Expenses	6,438	5,090	8,400	5,000	
	Census	490	294	650	650	
12	Total Elections & Registrars	7,428	5,885	9,550	6,150	-35.60%

Town of Harvard FY13 Omnibus Budget

Line #	Actual Department/Account	FY11	Actual FY12	Budget FY13	Request FY14	
Land Use Boards						
13	Personnel	45,050	46,280	48,452	50,550	
	Conservation Expenses	751				
	ZBA Expenses	501				
	Planning Board Expenses	456				
	Office Supplies		5,655	1,000	1,000	
	Purchase Services		1,409	1,600	1,600	
	MRPC Assessment	1,460	1,534	1,541	1,579	
14	Total Expenses	3,168	8,597	4,141	4,179	
	Total Land Use Boards	48,218	54,877	52,593	54,729	4.06%
Personnel includes \$11,518 to be transferred from Wetlands Protection Fund.						
Economic Development Committee						
15	Expenses				500	100.00%
Public Buildings						
16	Personnel	23,236	23,979	24,998	25,507	
	Operating Expenses	29,234	42,747	32,000	42,020	
	Energy	126,577	114,629	130,500	123,500	
	Maintenance & Equipment	10,880	11,036	34,300	26,400	
	Waste Water Treatment Ops.	51,877	46,532	85,000	85,000	
17	Total Expenses	218,569	214,944	281,800	276,920	
	Total Public Buildings	241,805	238,923	306,798	302,427	-1.42%
Annual Town Reports						
18	Expenses	3,858	3,690	4,000	4,000	0.00%
TOTAL GENERAL GOVERNMENT		1,103,438	1,010,453	1,144,883	1,171,571	2.33%
PUBLIC SAFETY						
Police Department						
19	Personnel	762,975	765,097	801,451	809,610	
	Public Safety Building	40,350	46,702	32,800	32,800	
	Cruiser Maintenance	10,922	9,824	10,000	10,000	
	Supplies & Expenses	27,965	32,910	49,035	50,050	
20	Total Expenses	79,237	89,437	91,835	92,850	
	Total Police Department	842,212	854,534	893,286	902,460	1.03%
Communications Department						
	Personnel	184,971	191,240	190,518	210,377	
	Expenses	18,700	18,700	18,887	18,887	
21	Total Communications Department	203,671	209,940	209,405	229,264	9.48%
Fire Department						
22	Personnel	215,970	178,193	168,930	200,670	
	Expenses	32,915	31,251	44,000	44,000	
	Radio Replacement & Repair	1,156	3,250	2,250	2,250	
	Protective Equipment	1,377	999	9,000	9,000	
23	Total Expenses	35,448	35,500	55,250	55,250	
	Total Fire Department	251,418	213,693	224,180	255,920	14.16%
Building & Zoning Inspector						
24	Fees & Expenses	90,177	49,181	50,000	50,000	0.00%
Gas Inspector						
25	Fees & Expenses	2,565	5,902	4,000	4,000	0.00%
Plumbing Inspector						
26	Fees & Expenses	7,163	8,234	7,000	7,000	0.00%

Town of Harvard FY13 Omnibus Budget

Line #	Actual Department/Account	FY11	Actual FY12	Budget FY13	Request FY14	
Wiring Inspector						
27	Fees & Expenses	12,950	14,784	9,000	9,000	0.00%
Animal Control						
	Personnel	16,500	16,500	16,500	16,500	
	Expenses	-	300	750	750	
28	Total Animal Control	16,500	16,800	17,250	17,250	0.00%
Tree Warden						
29	Expenses	13,783	13,290	14,000	14,000	0.00%
TOTAL PUBLIC SAFETY		1,440,439	1,386,359	1,428,121	1,488,894	4.26%
SCHOOLS						
Local Schools						
30	<u>Administration</u>					
	Salaries/Benefits	379,922	375,386	371,297	386,333	
	Transportation	304,362	309,960	313,380	256,800	
	Other Expenses	116,097	112,829	33,120	97,858	
	Total Administration	800,381	798,175	717,797	740,991	
	<u>Maintenance</u>					
	Salaries	439,737	437,507	434,516	436,545	
	Utilities	370,086	321,311	344,340	272,000	
	Other Expenses	399,498	210,401	123,308	201,968	
	Total Maintenance	1,209,321	969,219	902,164	910,513	
	<u>Harvard Elementary School</u>					
	Salaries	2,480,384	2,688,282	2,316,240	2,476,299	
	Expenses	67,315	103,162	92,367	96,008	
	Total Elementary	2,547,699	2,791,444	2,408,607	2,572,307	
	<u>The Bromfield School</u>					
	Salaries	4,116,265	4,184,113	3,605,174	3,673,320	
	Expenses	111,203	118,097	136,326	136,852	
	Total Bromfield	4,227,468	4,302,210	3,741,500	3,810,172	
	<u>Pupil Personnel Services (SPED)</u>					
	Salaries	1,854,335	1,854,482	1,863,935	2,048,110	
	Other Expenses	39,797	69,050	63,719	69,094	
	Collaborative Services	380,516	544,843	141,648	243,948	
	Transportation	322,398	311,060	332,861	365,278	
	Tuition	1,279,602	1,169,684	909,825	765,040	
	Pre-School Salaries	177,657	134,958	161,455	122,421	
	Pre-School Expenses	2,972	3,459	2,600	2,500	
	Total Pupil Personnel Services	4,057,277	4,087,536	3,476,043	3,616,391	
	<u>Technology</u>					
	Salaries	112,687	124,062	130,111	129,211	
	Expenses	76,553	138,540	109,108	114,903	
	Total Technology	189,240	262,602	239,219	244,114	
	Subsidies from Other Funds	(1,838,759)	(1,859,076)	incl. above	incl. above	
30	Total Local Schools	11,192,627	11,352,110	11,485,330	11,894,488	3.56%
31	Montachusett Regional Voc. Tech.	87,382	78,202	76,807	75,069	-2.26%
TOTAL SCHOOLS		11,280,009	11,430,312	11,562,137	11,969,557	3.52%

Town of Harvard FY13 Omnibus Budget

Line #	Actual Department/Account	FY11	Actual FY12	Budget FY13	Request FY14	
PHYSICAL ENVIRONMENT						
Dept. of Public Works						
32	Personnel	598,690	632,814	643,642	685,417	
	Maintenance & Equipment	182,206	123,052	145,500	149,250	
	Fuel	73,577	79,649	65,000	67,750	
	Improvements & Construction	34,337	32,644	50,000	50,250	
	Snow & Ice Removal	117,865	135,992	96,000	96,000	
	Telephone & Electricity	10,014	9,302	10,500	11,000	
33	Total Expenses	417,999	380,639	367,000	374,250	
	Total Dept. of Public Works	1,016,689	1,013,452	1,010,642	1,059,667	4.85%
Solid Waste Transfer						
34	Transfer Station Expenses	146,890	147,959	178,500	176,500	
35	Hazardous Waste Disposal	8,000	3,907	3,500	3,907	
	Total Solid Waste Transfer	154,890	151,866	182,000	180,407	-0.88%
Street Lights & Traffic Signal						
36	Expenses	5,425	6,155	5,700	6,500	14.04%
Water Department						
37	Expenses	16,951	15,786	17,500	17,500	0.00%
Pond Committee						
38	Expenses	33,500	33,500	33,500	29,000	-13.43%
Cemeteries						
39	Expenses	2,874	2,220	2,500	2,500	0.00%
TOTAL PHYSICAL ENVIRONMENT		1,230,328	1,222,979	1,251,842	1,295,574	3.49%
HUMAN SERVICES						
Board of Health						
40	Personnel	5,114	3,057	7,977	8,240	
	Expenses	472	1,024	600	1,000	
	Nashoba Assoc. Boards of Health	19,110	19,110	21,231	21,231	
	Concord Family Services	-	-	-	-	
	Minuteman Home Center	763	1,018	1,018	1,018	
41	Total Expenses	20,345	21,152	22,849	23,249	
	Total Board of Health	25,459	24,209	30,826	31,489	2.15%
Council on Aging						
42	Personnel	69,428	68,879	76,603	100,516	
43	MART Personnel	21,000	21,055	23,563	24,876	
44	Expenses	1,024	1,710	1,975	1,995	
45	MART Van Expenses	522	98	1,000	1,000	
	Total Expenses	1,546	1,808	2,975	2,995	
	Total Council on Aging	91,974	91,742	103,141	128,387	24.48%
Veterans' Services						
	Personnel	-	-	1,000	1,000	
	Expenses	1,072	1,126	1,500	1,500	
	Benefits	7,636	9,287	12,000	12,000	
	Total Expenses	8,708	10,413	13,500	13,500	
46	Total Veterans' Services	8,708	10,413	14,500	14,500	0.00%
TOTAL HUMAN SERVICES		126,141	126,364	148,467	174,376	17.45%

Town of Harvard FY13 Omnibus Budget

Line Actual #	Department/Account	FY11	Actual FY12	Budget FY13	Request FY14
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CULTURE AND RECREATION

Library

47	Personnel	355,815	365,710	374,237	387,381	
48	Expenses 140,977		145,808	144,394	147,716	
	Total Library	496,792	511,518	518,631	535,097	3.17%

Parks & Recreation

49	Commons & Schools/Grounds Exp.	17,499	15,590	21,650	21,650	
50	Beach Expense	6,111	13,023	13,295	13,295	
51	Beach Personnel - Director	7,853	1,477	8,174	8,880	
52	Groundskeeping Personnel	28,157	28,157	28,157	-	
	Total Parks & Recreation	59,620	58,247	71,276	43,825	-38.51%

Historical Commission

53	Expenses	-	94	100	100	0.00%
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Agricultural Commission

54	Expenses			500	500	0.00%
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TOTAL CULTURE AND RECREATION	556,412	569,859	590,507	579,522	-1.86%
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RECURRING CAPITAL EXPENDITURES

55	Police Cruiser	27,000	29,000	29,000	29,000	
56	Public Works Equipment	65,701	63,830	70,000	70,000	
	TOTAL RECURRING CAPITAL EXP.	92,701	92,830	99,000	99,000	0.00%

INSURANCE AND FRINGES

Property/Liability

57	Insurance	134,920	136,916	145,000	146,450	1.00%
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Employee Benefits

	Worcester Regional Retirement	533,494	558,414	611,547	639,167	
	Workers' Compensation Insurance	72,158	71,984	73,000	73,000	
	Unemployment Insurance	64,821	66,365	60,000	60,000	
	Medicare	170,452	173,801	174,000	176,000	
	Health Insurance	1,944,615	2,179,602	2,360,625	2,360,625	
	Life Insurance	5,024	5,402	6,000	6,000	
	Deferred Compensation	10,309	9,199	20,000	15,000	
	Disability Insurance	22,384	28,026	23,000	28,000	
	Benefits Administration	998	1,610	3,500	2,500	
	OPEB Contribution	-	-	-	-	
58	Total Employee Benefits	2,824,255	3,094,405	3,331,672	3,360,292	0.86%

TOTAL INSURANCE AND FRINGES	2,959,175	3,231,321	3,476,672	3,506,742	0.86%
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TOTAL OPERATING BEFORE DEBT	18,788,642	19,070,477	19,701,629	20,285,236	2.96%
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Town of Harvard FY13 Omnibus Budget

Line #	Actual Department/Account	FY11	Actual FY12	Budget FY13	Request FY14	
DEBT						
Debt Expense						
59	Bond Anticipation/Borrowing Cost	1,500	1,500	1,700	6,500	282.35%
Permanent Debt						
60	Total Payments	-	-	-	-	0.00%
TOTAL DEBT		1,500	1,500	1,700	6,500	282.35%
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TOTAL OPERATING AFTER DEBT		18,790,142	19,071,977	19,703,329	20,291,736	2.99%

EXCLUDED DEBT						
Permanent Debt						
	Public Safety Building (2000) Principal	135,000	135,000	135,000	145,000	
	Public Safety Building (2000) Interest	72,533	65,745	58,995	20,775	
	Public Safety Bld Land (2000) Principal	40,000	-	-	-	
	Public Safety Bld Land (2000) Interest	975	-	-	-	
	Public Safety Bld Plan (2000) Principal	10,000	-	-	-	
	Public Safety Bld Plan (2000) Interest	122	-	-	-	
	Vesenska Land (2000) Principal	20,000	-	-	-	
	Vesenska Land (2000) Interest	488	-	-	-	
	Bromfield School (2004) Principal	315,000	315,000	315,000	350,000	
	Bromfield School (2004) Interest	171,263	159,845	148,479	87,608	
	Library (2004) Principal	135,000	135,000	135,000	150,000	
	Library (2004) Interest	72,677	67,785	62,891	36,943	
	School Roof (2006) Principal	125,000	125,000	125,000	125,000	
	School Roof (2006) Interest	34,063	28,438	23,125	16,725	
	Sewer Project (net of Betterments) Prin.	-	-	-	50,180	
	Sewer Project (net of Betterments) Int.	-	-	-	21,868	
	Interest Credit due to Refinancing of debt				(40,012)	
61	Total Debt Service Payments	780,000	710,000	710,000	820,180	15.52%
62	Total Interest Payments	352,121	321,813	293,490	143,907	-50.97%
Temporary Debt						
	Exempt BAN			4,000	23,700	
63				4,000	23,700	492.50%
TOTAL EXCLUDED DEBT		1,132,121	1,031,813	1,007,490	987,787	-1.96%
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GRAND TOTAL OMNIBUS BUDGET		19,922,263	20,103,790	20,710,819	21,279,523	2.75%

ENTERPRISE FUND:						
Sewer Department						
	Operating Expenses	NA	NA	100,000	150,000	
	Total Expenses	-	-	100,000	150,000	
81	Total Sewer Enterprise	-	-	100,000	150,000	50.00%

All funds for operations to be funded by rates and fees.
Sewer Debt to begin in FY14 and funded by exempt debt and betterments.

ARTICLE 6: RESERVE FUND – FISCAL YEAR 2014

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be placed in the Reserve Fund Account for unforeseen and extraordinary expenses for Fiscal Year 2014, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$400,000 for the Reserve Fund. This includes \$200,000 for traditional emergency needs plus \$200,000 to cover potential unforeseen Special Education costs.

This account is under the control of the Finance Committee, to cover unforeseen and extraordinary expenses not anticipated at Annual Town Meeting. This process saves the Town from having to hold numerous Special Town Meetings to authorize the expenditures of small sums.

Please refer to the schedule at the front of this book for FY12 Reserve Fund Transfers.

ARTICLE 7: FIRE DEPARTMENT – FIRE BRACKETS

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase Fire Brackets and install them on and in fire vehicles so as to allow faster and easier access to equipment during an emergency, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Fire Department)

FINANCE COMMITTEE RECOMMENDS – the sum of \$5,000 to be raised and appropriated to provide the call fire department with easier access to and protection of their firefighting gear.

ARTICLE 8: TOWN CLERK – BALLOT BOX REPLACEMENT

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended by the Town Clerk, to purchase a new ballot box, with unexpended funds as of June 30, 2015 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk)

FINANCE COMMITTEE RECOMMENDS – the sum of \$8,000 be raised and appropriated to purchase a new ballot box as required by State Elections Division.

ARTICLE 9: THE BROMFIELD SCHOOL – CURRICULUM MATERIALS

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to purchase new curriculum materials for The Bromfield School, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$21,280 be raised and appropriated to purchase new curriculum materials for The Bromfield School.

ARTICLE 10: PLANNING BOARD – TOWN PLANNER

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to establish the position of Town Planner in Fiscal Year 2014, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Planning Board)

FINANCE COMMITTEE RECOMMENDS - the sum of \$40,000 be raised and appropriated to fund a new position of Town Planner. Along with \$20,000 that is available from last year's Master Plan warrant article, there would be a total of \$60,000 to fund a part-time position (\$45,000) with benefits (\$15,000).

It is expected that such a person could develop parts of the Master Plan in-house instead of paying expensive consultant fees. The full amount of the salary and benefits would appear in the Omnibus Budget annually thereafter.

ARTICLE 11: CAPITAL PLANNING AND INVESTMENT COMMITTEE – DEBT PAYMENT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Town Treasurer, with the approval of the Board of Selectmen, to fund the Capital Planning and Investment Committee's debt service for Fiscal Year 2014, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$107,563 be transferred from FY2012 Certified Free Cash.

ARTICLE 12: FIRE DEPARTMENT –FIRE POND EVALUATION AND ENGINEERING

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to evaluate all Town-owned fire ponds, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Fire Department and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$52,000 be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 13: FIRE DEPARTMENT – REPLACE RESCUE EQUIPMENT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to replace rescue equipment, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Fire Department and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$40,000 be appropriated from the Capital Stabilization and Investment Fund. The funds requested were originally \$60,000 and through the efforts of the Fire Chief the Town was able to get a \$20,000 grant to purchase some of the needed equipment in FY2013.

**ARTICLE 14: HARVARD CABLE TELEVISION/THE BROMFIELD SCHOOL
- AMERICANS WITH DISABILITIES ACT ACCESS**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to provide for the Americans with Disabilities Act requisite access requirements and other related work for the new Harvard Cable Television Studio located at The Bromfield School, with unexpended funds as of June 30, 2014 being returned to their funding source or pass any vote or votes in relation thereto.

(Inserted by School Committee/Harvard Cable Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS - the sum of \$39,000 be appropriated from the Capital Stabilization and Investment Fund to provide for building modifications in the Middle School wing of The Bromfield School to comply with ADA access requirements for the new Cable TV Studio.

ARTICLE 15: THE BROMFIELD SCHOOL – POND ROAD PARKING LOT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to refurbish The Bromfield School parking lot off Pond Road, contingent upon the passage of a Proposition Two and One-Half Capital Exclusion referendum ballot question at the Annual Election to be held on April 30, 2013, or pass any vote or votes in relation thereto.

(Inserted by School Department and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$157,000 be raised through the issuance of debt and the related debt service payments be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 16: THE BROMFIELD SCHOOL – SCIENCE LAB RENOVATION DESIGN

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to design the renovation of the science labs at The Bromfield School, with any unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$19,000 be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 17: THE BROMFIELD SCHOOL – CHEMICAL STORAGE VENTILATION

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to provide for the required chemical storage ventilation at The Bromfield School, with any unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$10,000 be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 18: HILDRETH ELEMENTARY SCHOOL – STORAGE SHEDS

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to remove the storage trailer and build new storage sheds at the Hildreth Elementary School site, with any unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$10,000 be appropriated from the Capital Stabilization and Investment Fund to replace the storage trailer at the Hildreth Elementary School with two storage sheds. The School Committee is adding \$8,000 to this amount from other sources.

ARTICLE 19: HILDRETH ELEMENTARY SCHOOL – SAFETY GATES

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to install safety gates at both ends of the Hildreth Elementary School emergency driveway, with any unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$14,000 be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 20: THE BROMFIELD HOUSE – STRUCTURAL ASSESSMENT AND REPAIRS

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to undertake both a structural assessment and several necessary repair projects at the Bromfield House, with any unexpended funds as of June 30, 2015 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$75,000 be appropriated from the Capital Stabilization and Investment Fund.

ARTICLE 21: LIBRARY – WIRING FOR EMERGENCY GENERATOR

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Library, with the approval of the Library Trustees, to install wiring at the Library so as to be able to easily connect to an emergency generator when necessary, with any unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Library Trustees and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$21,000 be appropriated from the Capital Stabilization and Investment Fund. The Library Trustees are adding \$16,000 to this amount from other sources.

ARTICLE 22: CENTER FIRE STATION/HILDRETH HOUSE – SEWER CONNECTION

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Town Administrator, with the approval of the Board of Selectmen, to connect the Center Fire Station and the Hildreth House to the Town sewer system, with any unexpended funds as of June 30, 2015 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$175,000 be borrowed to provide for connections to the Town sewer system from the Center Fire Station and Hildreth House. This amount is in addition to the \$125,000 voted in 2011 for connecting five Town buildings. The original amount was insufficient due to ledge.

ARTICLE 23: COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to hear the report and recommendations of the Community Preservation Committee on the Fiscal Year 2014 Community Preservation Budget, or pass any vote or votes in relation thereto.

(Inserted by Community Preservation Committee)

ARTICLE 24: TOWN CLERK - PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from Community Preservation Fund historic reserves the sum of \$16,000 to be expended by the Town Clerk, for restoration and preservation of historic town documents, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk and Community Preservation Committee)

ARTICLE 25: HARVARD MUNICIPAL AFFORDABLE HOUSING TRUST FUND

To see if the Town will vote to appropriate and transfer from Fiscal 2014 Community Preservation Revenues the sum of \$25,000 and from Community Preservation Fund unspecified reserves the sum of \$75,000, for a total of \$100,000, to be placed in the Harvard Municipal Affordable Housing Trust Fund, or pass any votes or votes in relation thereto.

(Inserted by Harvard Municipal Affordable Housing Trust and Community Preservation Committee)

ARTICLE 26: CONSERVATION COMMISSION – CONSERVATION FUND

To see if the Town will vote to appropriate and transfer from Fiscal 2014 Community Preservation Revenues the sum of \$100,000 and from Community Preservation Fund unspecified reserves the sum of \$100,000, for a total of \$200,000 to be placed in the Conservation Fund, to be expended by the Conservation Commission for the purpose of purchasing land and/or interests in land for open space purposes, or pass any votes or votes in relation thereto.

(Inserted by Conservation Commission and Community Preservation Committee)

ARTICLE 27: PARKS & RECREATION COMMISSION – RESTORE BROMFIELD STONE WALL

To see if the Town will vote to appropriate and transfer from Fiscal 2014 Community Preservation Revenues the sum of \$25,000 and from Community Preservation Fund historic reserves the sum of \$30,000, for a total of \$55,000 to be expended by Parks & Recreation Commission for the restoration of the Bromfield Stone Wall, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any votes or votes in relation thereto.

(Inserted by Parks & Recreation Commission and Community Preservation Committee)

ARTICLE 28: COMMUNITY PRESERVATION COMMITTEE – ADMINISTRATIVE EXPENSES

To see if the Town will vote to appropriate and transfer from Fiscal 2014 Community Preservation Revenues the sum of \$2,500 to be expended by the Harvard Community Preservation Committee for administrative expenses, including Community Preservation Coalition dues and necessary legal fees, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Community Preservation Committee)

ARTICLE 29: REVOLVING FUNDS

To see if the Town will vote to:

- 1) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Council On Aging with the revenue or expenditures of this account not to exceed \$35,000 in Fiscal Year 2014, and
- 2) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Fourth of July Committee with the revenue or expenditures of this account not to exceed \$25,000 in Fiscal Year 2014, and
- 3) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Harvard Ambulance Service with the revenue or expenditures of this account not to exceed \$100,000 in Fiscal Year 2014, and
- 4) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Fire Department's S.A.F.E. Program with the revenue or expenditures of this account not to exceed \$15,000 in Fiscal Year 2014,

or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – re-authorizing these revolving funds.

ARTICLE 30: EXTEND SUNSET DATE

To see if the Town will vote to amend its vote under Article 17, Municipal Buildings (Schematic Design), of the Warrant for the April 2, 2011 Annual Town Meeting, by extending the sunset date from June 30, 2013 to June 30, 2015, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 31: HOME RULE LEGISLATION – ALLOWING DETAIL WORK FOR POLICE OFFICERS UNTIL AGE 70

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to enact a special act to allow Town of Harvard Police Officers who have served at least 20 years of continuous, full-time service in the Harvard Police Department and terminated their service in good standing to be appointed special police officers so that they may work police details within the Town of Harvard until the age of 70 instead of the age of 65, provided that any such officer so appointed shall abide by all rules and regulations of the Police Department, including firearm qualification, Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) and First Responder training, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 32: ACCEPT MASSACHUSETTS GENERAL LAWS CHAPTER 140, SECTION 139, PARAGRAPH (c)

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 140, Section 139, Paragraph (c) which provides that no licensing fee shall be charged for all dogs owned by a person aged 70 years or over and for all service animals as defined by the Americans with Disabilities Act or the regulations promulgated thereunder, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk)

ARTICLE 33: PARKS & RECREATION COMMISSION – RESTRICT USE OF BARE HILL POND

To see if the Town will vote to amend Chapter 13, Bare Hill Pond, of the Code of the Town of Harvard to impose restrictions related to the use of and access to Bare Hill Pond and the beach, boat launch area and parking area of said pond, or pass any vote or votes in relation thereto.

(Inserted by Parks & Recreation Commission)

ARTICLE 34: BOARD OF HEALTH – COMMUNITY SEPTIC MANAGEMENT PROGRAM

To see if the Town will vote to appropriate a sum of money for the purpose of financing water pollution facility projects involving the repair, replacement and/or upgrade of septic systems, pursuant to agreements between the Board of Health and residential property owners, including without limitation all costs thereof as defined in Massachusetts General Laws Chapter 29C, Section 1; and to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise, or pass any vote or votes in relation thereto.

(Inserted by Board of Health)

FINANCE COMMITTEE DEFERS – making a recommendation on this article as it does not have enough information, prior to the printing of the Finance Committee Book, to make an informed recommendation. The Committee will be in a position to make a recommendation to Town Meeting on April 6, 2013.

ARTICLE 35: HOME RULE PETITION SPECIAL ACT - ELDERLY AND DISABLED TAXATION AID COMMITTEE COMPOSITION

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to enact a special act which provides that, notwithstanding any provision of the Massachusetts General Laws to the contrary, the Board of Selectmen is authorized to appoint an Elderly and Disabled Taxation Aid Committee consisting of the Council on Aging Director, who may or may not be a resident of the Town, the Town Treasurer and three residents of the Town, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 36: BOARD OF SELECTMEN – ACCEPT M.G.L. CHAPTER 32B, SECTION 20 - OPEB TRUST FUND ESTABLISHMENT

To see if the Town will vote to a.) accepts the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 68, section 57 of the Acts of 2011 (the “Act”), and establishes an Other Post-Employment Benefits Liability Trust Fund (“OPEB Trust Fund”); b.) designate the Health Care Security Trust (“HCST”) board of trustees established in Section 4 of Chapter 29D of the Massachusetts General Laws to serve as custodian of the Town’s OPEB Trust Fund, provided that said board of trustees accepts the designation and c.) authorize the Town Treasurer and Assistant Town Treasurer to (i) execute and deliver the Custodian and Investment Agreement with HCST in substantially the form prescribed by HCST and made available at Town Meeting; (ii) sign checks and wire OPEB Trust Funds to HCST or to the Pension Reserves Investment Trust, or as it may otherwise be directed by HCST; and (iii) make withdrawals and investments and enter into such agreements and deliver such certificates and other documents as HCST or the Pension Reserves Investment Management Board may direct, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

ARTICLE 37: BOARD OF SELECTMEN – OPEB TRUST FUND FUNDING

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money into the OPEB Trust Fund, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$100,000 be raised and appropriated and an additional \$150,000 be transferred from the Stabilization Fund and that the combined dollar amount (\$250,000) be deposited into the OPEB Trust Fund.

ARTICLE 38: HOME RULE PETITION SPECIAL ACT – LIQUOR LICENSES

To see if the Town will vote to authorize the Board of Selectmen to file a Home Rule Petition with the General Court of the Commonwealth to enact a special act to authorize the Board of Selectmen, acting as the local licensing authority for the Town under Massachusetts General Laws Chapter 138, to issue all types of licenses for the sale of alcoholic beverages that may be issued by a local licensing authority under said Chapter 138 which the Board of Selectmen has not heretofore been authorized to issue, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

ARTICLE 39: HOME RULE PETITION – PREVAILING WAGES ON LOCAL PROJECTS

To see if the Town will vote to authorize the Board of Selectmen to file a Home Rule Petition with the General Court of the Commonwealth to enact a special act, notwithstanding the provisions of any general or special law to the contrary, which will allow the town of Harvard be exempt from Sections 26 through 27H of Chapter 149 and Section 39M of Chapter 30 of the Massachusetts General Laws for projects estimated to cost \$50,000 or less; and to allow any and all leasehold improvements without the use of public funds undertaken on public property within the town of Harvard by private parties to be exempt from Section 38K of Chapter 7 and Chapters 149 and Chapter 30, Section 39M of the Massachusetts General Laws, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

ARTICLE 40: AUTHORIZE TAKING OF LAND BY EMINENT DOMAIN FOR CONSERVATION OR GENERAL MUNICIPAL PURPOSES

To see if the Town will vote to authorize the Board of Selectmen to take, for conservation or general municipal purposes, the following parcels of land by eminent domain on a non-adversarial basis solely for the purpose of confirming and making clear the Town's title to said parcels of land:

- 1.) the parcel of land containing approximately 11.55 acres of land located off Still River Road in Harvard, Massachusetts described in the deed recorded with the Worcester South District Registry of Deeds in Book 5877, Page 294;
- 2.) the parcel of land in Harvard, Massachusetts known and numbered as 0 Codman Hill Road, Harvard, Massachusetts being "PARCEL TWO" as described in the deed dated October 15, 2007 and recorded with said Registry of Deeds in Book 41972, Page 46 and shown as Lot No. 36 on Town of Harvard Assessors Map 28;
- 3.) the parcels of land on St. John Lane in Harvard, Massachusetts being Lots 31, 32, 33 and 36 on Land Court Plan 5605-Z, Lot 80 Land Court Plan 5605-20 and Parcel "X" and Parcel "Y" as shown on a plan entitled "Plan of Land in Harvard, Mass. Owned by William Higgins, Jr." prepared by Nelson Engineering, Inc., Civil Engineers, dated October 6, 1982, and recorded with said Registry of Deeds in Plan Book 508, Plan 82, including the fee in St. John Lane adjacent to said Lots 31, 32, 33, 36 and 80 and said Parcels X and Y; and
- 4.) the parcel of land on the Southeasterly side of Prospect Hill Road in Harvard, Massachusetts, as shown on a plan entitled, "Land in Harvard, Mass., Surveyed for Hazel W. Newman" dated November, 1971, Charles A. Perkins Co., Inc., Civil Engineers & Surveyors, Clinton, Mass., and recorded with the Worcester County Registry of Deeds in Plan Book 357, Plan No. 65 and containing 6.69 acres according to said plan;

and raise and appropriate or transfer from available funds, a sum of money to compensate the owners of said parcels of land for the Town's taking thereof, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 41: MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT - STABILIZATION FUND

To see if the Town will vote to approve the establishment of a Stabilization Fund by the Montachusett Regional Vocational Technical School District to pay the costs of capital repairs, renovations and improvements to the regional district school and its facilities in accordance with the provisions of Massachusetts General Laws Chapter 71, Section 16G 1/2 for, or pass any vote or votes in relation thereto.

(Inserted by Montachusett Regional Vocational Technical School District)

FINANCE COMMITTEE DEFERS – making a recommendation on this article as it does not have enough information, prior to the printing of the Finance Committee Book, to make an informed recommendation. The Committee will be in a position to make a recommendation to Town Meeting on April 6, 2013.

ARTICLE 42: CITIZEN PETITION - ZONING BYLAW AMENDMENT

We the undersigned registered voters of Harvard request that the Select men insert in the warrant for the April 6, 2013 Annual Town Meeting a zoning bylaw amendment that adds the following new paragraph to section 125-3 A of the Code of the town of Harvard :

“(5) Any lawful nonconforming existing structure that is either owned or occupied by an Institutional use (as defined in § 125-16) and located on land that is within 2,500 feet of the Town center intersection of Routes 110 and 111 may be repaired, moved, enlarged or altered without requiring any zoning relief and shall be exempted from any and all provisions of the Protective Bylaws.

ARTICLE 43: CITIZEN PETITION – TOWN PLANNER

“To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to establish the position of Town Planner in Fiscal Year 2014, with unexpended funds as of June 30, 2014 being returned to their funding source, or pass any vote or votes in relation thereto.”

ARTICLE 44: ACCEPTANCE OF GIFTS OF PROPERTY

To see if the Town will vote to accept gifts of land or interests in land for any municipal purpose, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE COMMENT -- We encourage residents to consider a tax-deductible donation of land to the Town. The Town gives thanks to those who have made such a donation.

ARTICLE 45: ACCEPTANCE OF HIGHWAY FUNDS

To see if the Town will vote to accept State funds to be used for reconstruction and improvements of public ways, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE COMMENT -- We are pleased that these funds continue to be distributed and look forward to the release of Fiscal Year 2014 Chapter 90 awards.

* * * * *

And you are directed to serve this Warrant by posting three attested copies thereof, one at the Town Hall, one at the Post Office in Harvard, and one at the Post Office in Still River, as directed by vote of the Town, seven days at least before the time of holding said meeting. Hereof fail not, and make due return of this Warrant with your doings thereon to the Town Clerk at the time and place of said meeting.

Given under our hands this 1st day of March, Two Thousand and Thirteen.

Harvard Board of Selectmen:

Lucy B. Wallace, Chairman

Timothy A. Clark

William N. Johnson

Ronald V. Ricci

Marie C. Sobalvarro

PUBLIC NOTICE

ANNUAL TOWN ELECTION

This year the Annual Town Election will NOT be held on the Tuesday following the Annual Town Meeting.

The Board of Selectmen voted to move this year's annual election to coincide with the State Primary to fill the Senatorial seat vacated by John Kerry.

**This year the
Annual Town Election
will be held on**

Tuesday, April 30, 2013

**from 7:00 a.m. to 8:00 p.m.
at**

**The Bromfield School
in the cafeteria.**

**A copy of the Annual Town Election Warrant can
be found on the following page.**

**WARRANT FOR THE SPECIAL TOWN ELECTION
THE COMMONWEALTH OF MASSACHUSETTS**

WORCESTER, SS

To the Constable of the Town of Harvard:

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said town who are qualified to vote in the Town Election to vote at

_____ the BROMFIELD SCHOOL, 14 Massachusetts Avenue _____

on **TUESDAY, THE THIRTIETH DAY OF APRIL, 2013** from 7:00 AM to 8:00 P.M. for the following purpose:

To cast their votes in the Town Election for the candidates for the following offices:

MODERATOR	ONE POSITION FOR ONE YEAR
SELECTMAN	TWO POSITIONS FOR THREE YEARS
CEMETERY COMMISSION	ONE POSITION FOR THREE YEARS
COMMUNITY PRESERVATION	ONE POSITION FOR THREE YEARS
COMMUNITY PRESERVATION	ONE POSITION FOR ONE YEAR
BOARD OF HEALTH	ONE POSITION FOR THREE YEARS
LIBRARY TRUSTEE	TWO POSITIONS FOR THREE YEARS
PARK AND RECREATION	ONE POSITION FOR THREE YEARS
PARK AND RECREATION	ONE POSITION FOR TWO YEARS
PLANNING BOARD	ONE POSITION FOR THREE YEARS
PLANNING BOARD	ONE POSITION FOR ONE YEAR
SCHOOL COMMITTEE	ONE POSITION FOR THREE YEARS
TREE WARDEN	ONE POSITION FOR ONE YEAR
WARNER FREE LECTURE	TWO POSITIONS FOR THREE YEARS

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this fifth day of March, 2013.

Lucy B. Wallace, Chairman

Timothy A. Clark

William N. Johnson

Ronald V. Ricci

Marie C. Sobalvarro

Selectmen of: HARVARD

I hereby certify that I have posted three attested copies of the warrant for the Town Election, one at the Town Hall, one at the Post Office in Harvard, and one at the Post Office in Still River, as directed by the vote of the Town, seven days at least before the time of holding said meeting.

_____, 2013.
Constable (month and day)

(Warrant must be posted at least *seven days prior* to April 30, 2013.)
Annual Town Meeting - Saturday, April 6, 2013 - Annual Town Election - Tuesday, April 30, 2013

A TOWN MEETING VOCABULARY

Bond Rating	Harvard has maintained a Standard & Poor's AA+ bond rating. This excellent bond rating recognizes Harvard's sound financial condition and effective governance and management. A good bond rating reduces the interest paid on borrowings.
Capital Outlay Exemption..	A majority vote at Town Meeting and a majority vote at an election to exclude an appropriation for a specific capital project from the levy limit.
Cherry Sheet	An annual statement from the Massachusetts Department of Revenue detailing estimated reimbursements to the Town. In this manner the Town receives its share of various state funds and aid accounts, and is charged its share of state assessments.
Citizens' Petitions.....	Ten citizens for an Annual Town Meeting or 100 citizens for a Special Town Meeting may submit a petition requesting that a specific article be included in the next Town Meeting warrant.
CPA Fund	Community Preservation Act permits the Town to levy a real estate surtax of up to 3% (Harvard at 1.1%) with matching funds provided by the state. The fund can be spent on conservation, historic preservation and community housing. A minimum 10% of the annual income must be spent or reserved for each area.
Debt Exclusion.....	A 2/3rds vote at Town Meeting and a majority vote at an election to exclude debt service payments for a specific capital project from the levy limit. The amount of each year's principal & interest is added to the levy limit for the life of the debt.
Fiscal Year.....	Fiscal Years run from July 1 to June 30.
Free Cash.....	Funds remaining from line items in the previous year's budget, plus revenue in excess of budget, less any unpaid back taxes, and reduced by any fund deficits. These funds are certified each year by the Department of Revenue and are then available to the Town.
Levy Limit.....	The amount of property taxes levied in accordance with Proposition 2½. The levy may be increased annually by 2½% plus new growth.
Local Receipts.....	Income derived by the Town from motor vehicle excise taxes, transfer station fees, licenses and permits, penalties and interest on taxes, etc.
New Growth.....	New construction and increases to property independent of market inflation are added to the levy limit in addition to the 2½% inflation increase allowed under Proposition 2½.
Omnibus Budget.....	For convenience, all recommended appropriations for operating expenses of the various Town departments and boards are gathered together in one article called the Omnibus Budget. The period covered by the Omnibus Budget is the upcoming Fiscal Year, and money not spent during this period reverts to Free Cash.
Overlay.....	An account established each year to fund anticipated property tax abatements and exemptions. It is established by the Assessors.
Override.....	A majority vote at Town Meeting and at an election to permanently increase the levy limit. An override question on the election ballot must state the amount and purpose for the override.
Reserve Fund.....	An annual fund established at Town Meeting to cover extraordinary or unforeseen expenses during each fiscal year. Any department needing to spend more than its budget on a particular line item must request the Finance Committee to make a transfer.
Stabilization Fund.....	A permanent fund used to smooth out annual increases in either planned or unplanned expenses or capital projects.

HOW TO PARTICIPATE IN THE WORK OF OUR TOWN

Every year, and from time to time, the Selectmen, School Committee, Moderator and other boards and committees must make appointments to standing committees or to form a new committee. The Town therefore has a need for volunteers and we hope you will fill out this form and return it to the Selectmen's Office, 13 Ayer Road, Harvard, so that we can place your name on file and share it with other officials who have a need to make appointments throughout the year.

You can find a complete listing of Committees and Committee Reports in the Annual Town Report. This will also provide you with the length of various appointments.

Phone Numbers:

_____, _____
(Last Name) (First Name)

() -
(Home)

(Street Address)

() -
(Office)

(E-Mail Address)

() -
(Fax)

(Place of Employment)

() -
(Cell)

(Profession/Title)

Committee Preference:

Relevant Experience, Education: _____

1. _____

2. _____

3. _____

Relevant Degrees, Professional Certificates: _____

Prior Committee Experience

Yr. Appt. Committee Yr. Exp'd

Areas of Interest: (✓ appropriate line or lines)

Conservation____ Education____ Elder Affairs____
Finance____ Elections____ Health____
Historical____ Library____ Personnel____
Planning____ Recreation____ Town Reports____
Zoning Board of Appeals____

When I am available: _____ Time I can give (hrs./month) _____



U. S. POSTAGE PAID
Harvard, MA
Permit No. 10

RURAL PATRON OR BOXHOLDER

****Please bring this report to Town Meeting****