

TOWN OF HARVARD

MASSACHUSETTS



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



*Tuesday and Wednesday April 5,6 2016 – 7:00 P.M.
Cronin Auditorium*

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FINANCE COMMITTEE ADDRESS

The Finance Committee's central purpose is to maintain a fiscally responsible budget for the Town that provides funding for necessary existing services, invests in additional new services as needed, and is mindful of the use of taxpayers' dollars over the short and long term. We depend on the various budget holders to develop thoughtful budgets with clear projections and supporting data, a time consuming process for them, but one that provides us with the information we need to make thoughtful, objective decisions. We greatly appreciate their well-organized inputs this year, their conversations with us, their willingness to share resources among departments, and their support in finding alternative funding sources for requests.

This year we have worked more closely than ever with the other key boards in Town, including the School Committee (SC), the Capital Planning and Investment Committee (CPIC) and the Board of Selectmen (BOS). The Town has many long-term financial needs that require foresight and strategic planning to successfully execute, and communication among these groups has been invaluable.

Lastly, we can't extend enough thanks to Tim Bragan, Town Administrator, and Lorraine Leonard, Finance Director, for their hours of work, support, and insights throughout the budget process. This is the last budget cycle we will have the privilege of working with Lorraine, and she will be missed after her well-deserved retirement this June.

The proposed FY17 Omnibus Budget that appears later in the book meets our goals stated above and also includes some unique, one-time opportunities to reduce the tax burden on taxpayers through use of Free Cash to reduce future debt service. Several of the warrant articles to be voted on refer to these proposed debt reductions. To assist in understanding the various terms in the articles, please see the information in the "Spotlight on Town Finances" following this address and the Town Meeting Vocabulary at the back of the book.

Key features of the proposed FY17 Omnibus Budget are outlined below.

Overall Omnibus Budget

Budget holders were asked to provide a level-service budget, and to request additional funding for new services or personnel separately. Finance Committee thoroughly reviewed all budgets and held meetings with budget holders if additional information or clarification was required. We also vetted all additional funding requests and approved those that provided full documentation and data supporting the need for the new service.

- The increase in the total operating budget before debt is \$717,194, or 3.33%, largely driven by a \$332,036 increase in the schools budget, a \$178,339 increase in the cost of employee benefits, a \$27,400 increase in public building maintenance, and a \$25,908 increase for the Council on Aging.
- After inclusion of the \$165,204 increase in total debt service, the growth in the grand total Omnibus Budget is 3.89%.
- Some of the increases within the Omnibus Budget will be paid for through use of outside revenues, trust/gift funds, and state aid, reducing the projected increase in the tax levy to 3.4%. The final increase will depend on votes taken at ATM, the final state budget for state aid, new growth, etc.

Existing Services

- *Technology* – Costs are growing as the Town and Schools require technology upgrades and additional new platforms, software and equipment. The Town technology budget increases from \$53,500 to \$75,000. We also support two warrant articles totaling \$42,000 to pay for new Town servers, software, and to upgrade the Town of Harvard website.
The Schools technology budget increases from \$295,666 to \$400,220 to fund a new Educational Technology Coordinator, to provide iPads to an additional class, and to provide Macbooks to 8th graders as a pilot program. The total FY17 Schools technology budget is actually \$632,098 but nearly \$232,000 in costs are offset by the use of funds from the Devens education contract. In addition, the Coordinator salary is fully funded by reducing hours or eliminating other positions in the school system that are no longer needed, with the exception of the cost of current and retirement benefits.
- *Town Administration* – Five additional hours per week (\$7,650) are included in the Assistant Town Administrator position in recognition of new duties being added in FY17.
- *Parks and Recreation* – The Park & Rec budget includes a \$5,000 increase for waterfront equipment and additional hours for existing beach personnel to maintain this prized recreation area.
- *Planning Board* – A warrant article for \$52,000 will continue funding a contract Town Planner for another year. Given the importance and positive long-term impact of knowledgeable town planning, contracted hours will increase from 20 to 25 hours per week, but at a more competitive pay rate.

New Services

- *Ambulance* – The volunteer ambulance service is in need of some additional funds for call stipends, a full-time EMT, and administrative services to ensure that a full squad is on call and well equipped at all times. At our request, the Ambulance, Police and Fire departments explored the possibility of sharing available resources instead of hiring new staff. As a result of those conversations, existing Police personnel will be utilized to supplement the Ambulance administrative needs, and some of the on call staffing requirements will be filled as needed by the Fire department.
The warrant includes an article to add a line item of \$60,000 to the ambulance budget to provide call stipends for the EMT volunteers; these will be similar to the call stipends paid to the fire department squad. This new request is partially offset by a \$30,000 reduction in other ambulance expenses. The net \$30,000 increase will be paid in FY17 by ambulance revenue received, but it is likely that some tax dollars will be required for funding from FY18 on, unless ambulance revenues increase.
- *Schools* – The Schools budget includes \$24,000 of new funds to support the Athletic Department and reduce the need to potentially raise user fees. Within the overall Schools budget, larger new services include \$23,000 for an additional Kindergarten Aide and Recess Aide hours at HES; \$23,798 in additional funds for textbooks at Bromfield; \$51,000 for two additional Learning Assistants required for Pupil Services and \$33,000 for a Nurse/Van Monitor.
- *Public Buildings* – As part of the Town's stated goal to maintain our public buildings, the maintenance funds for all municipal buildings are now consolidated into a single line item to be managed by the new Facilities Coordinator under the direction of the Town Administrator. New funds of \$27,400 were added to existing funds to bring the total maintenance expense

line item to \$78,000. Existing personnel and \$5,400 of new funds are being used to fund the position.

- *DPW* – The DPW budget includes \$13,000 in additional funds to contract for annual catch basin cleaning (i.e., the large drains along our roads), which has not been consistently completed in the past. In addition, we support three separate warrant articles providing funds to continue professional roadside tree maintenance, to add seasonal mowing capability, and to pay for mapping all water and sewer lines into the Town’s GIS online mapping system.
- *Council on Aging* – The Council on Aging budget incorporates the additional outreach coordinator approved at last year’s ATM.

One-Time Tax Reduction

We have the unusual opportunity this year to use an extraordinarily high amount of Free Cash that was generated in large part by collecting several years worth of unpaid property taxes and the associated interest and fees.

- **Free Cash** is a revenue source that results from the calculation, as of July 1, of our remaining unrestricted funds from the previous fiscal year, based on the Town balance sheet as of June 30. Revenues in excess of estimates, unspent line items in departmental budgets for the year just ending, plus unexpended Free Cash from the previous year typically make up this fund. Free Cash plays a role in a town’s credit rating and our strong AAA rating is a testament to our prudent policies in its use. Once the balance sheet for the prior year is certified by the Department of Revenue, the Free Cash is available for use once approved via warrant at Town Meeting.
- In Harvard, our bylaws explicitly state the allowed uses of Free Cash—to fund unexpected expenses in the current fiscal year, to replenish the Stabilization Fund and to provide funding for capital projects.
- This year, we have \$1.36 million of Free Cash. After discussion among members of Fincom, CPIC, the BOS and SC, all agreed that the best use of a portion of this one-time windfall was to reduce debt. The most attractive debts to pre-pay are Bond Anticipatory Notes (BANs – short-term borrowings that incur interest and expenses each year), and anticipated long-term borrowing that has not yet been bonded. Reducing the principal to be borrowed prior to bonding reduces the total interest, the annual debt service, and the impact on the tax rate.
- Several BANs were selected to pay off, totaling \$282,250, including \$158,000 for Town Hall Design (Article 19). We also propose reducing the amount of principal to be bonded for the Town Hall Renovation project in June 2016 by \$720,000 (Article 20). Including the Design BAN, the total reduction in Town Hall borrowing is \$878,000, saving a total of \$1.25 million in debt service over the 20-year life of the bonds.
- The net effect for FY17 of these debt reductions is a \$145,000 reduction in the tax levy, or about 13.4 cents in the tax rate. This equals around \$71 for the average Harvard taxpayer (based on an average valuation of \$531,669).

Respectfully submitted,

Alice von Loesecke, Chair
Don Ludwig, Vice-Chair
John Seeley, Secretary
Steve Colwell

Laura Vilain
Bruce Nickerson
Rudy Minar
Heidi Frank

FY17 Schedule of Changes in Revenue and Expenditures

	Budget FY16 (000's)	Proposed FY17 (000's)	\$ Change (000's)	% Change
REVENUE *				
Prior Year Levy Limit	\$ 17,785	\$ 18,389	604	3.4%
2 1/2 % Allowed Increase	445	460	15	3.4%
New Growth	100	100	-	0.0%
Override	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Permanent Tax Base	18,330	18,949	619	3.4%
 State Aid, net of offsets	 3,219	 3,324	 105	 3.3%
Local Receipts	1,430	1,400	(30)	-2.1%
Stabilization Funds	1,089	263	(826)	-75.8%
All Other, net	<u>176</u>	<u>279</u>	<u>103</u>	<u>58.5%</u>
Est. Recpts & Other Rev.	<u>5,914</u>	<u>5,266</u>	<u>(648)</u>	<u>-11.0%</u>
Total Available Revenue	24,244	24,215	(29)	-0.1%
 EXPENDITURES *				
Omnibus Budget - Selectmen	4,443	4,623	180	4.1%
Omnibus Budget - Elected Boards	832	847	15	1.8%
Omnibus Budget - Local Schools	12,275	12,607	332	2.7%
Omnibus Budget - Benefits/Insurance	<u>4,025</u>	<u>4,204</u>	<u>179</u>	<u>4.4%</u>
 Subtotal: Omnibus Budget	 21,575	 22,281	 706	 3.3%
 All Other Expenses	 130	 134	 4	 3.1%
State Cherry Sheet Charges	788	836	48	6.1%
Capital Warrant Articles	1,089	260	(829)	-76.1%
Other Warrant Articles	308	271	(37)	-12.0%
Reserve Fund	<u>350</u>	<u>350</u>	<u>0</u>	<u>0.0%</u>
Total Expenses	24,240	24,132	(108)	-0.4%
 Surplus/Deficit	 \$ 4	 \$ 83		

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

2016 STATE OF THE TOWN

2016 will see the Town continue to put more resources towards infrastructure and services. The proposed Facilities Management position will direct the maintenance of all non-school, municipal buildings. A Building Maintenance line item is being funded by consolidating departmental maintenance line items plus an additional \$27,400 appropriation to reach the initial \$75,000 level requested by the Board of Selectmen.

The Town Website and associated servers will be upgraded to meet the increased demands for more online access and services. The Town Clerk has requested funds to institute a new Dog License program allowing renewals to be done online. Additional funds have been given to Park & Rec and DPW for seasonal field mowing and beachfront and turf maintenance programs.

Police, Fire and Ambulance have been working together to make sure our Public Safety departments are adequately staffed to meet public needs. Discussions have been held regarding a sharing of resources; both new and existing, to meet the increasing administrative demands. With the successful launch and associated savings as a result of our participation in the Regional Dispatch Center at Devens, the Town will continue to look at opportunities for shared services. We have been blessed with an on-call Fire and Ambulance service model that has continued to serve our needs but the time may be nearing when a serious conversation about the service delivery model for ambulatory services needs to occur. It has been increasingly difficult for the ambulance team to meet the scheduling needs and a new full-time paid EMT position is being considered through possible grant funding along with a request to provide call stipends as we do now with fire. In addition, the BOS have a warrant this year to continue the process of conducting departmental audits. This year's audit would be to evaluate the Fire and Ambulance departments, which should bring some outside perspective on the current and future operation of these essential services.

The Schools continue to be a large part of the Omnibus Budget at 70%. Continued increases in the use of technology in the classroom have brought new programs for additional tablet and laptop deployments, driving Technology to 3% of the School budget. The Schools continue to rely on the Devens contract to offset some of the new technology programs.

Benefits and Insurance costs continue to increase at a greater rate than other expenses. After several years of modest increases of 2% to 3% per year, health insurance costs are now increasing at around 6% per year, a trend we expect will continue. We will continue funding our **Other Post Employment Benefit (OPEB)** Liability at the \$450,000 level, which is still below the actuarial recommendation of approximately \$600,000 per year. This year we have identified \$150,000 of additional funding to supplement the annual contribution (Article 17). We look forward to the next iteration of the required bi-annual OPEB actuarial valuation.

In building the Town's **Omnibus Budget**, revenues come from a combination of the Raise & Appropriate **Tax Levy** plus an additional increase up to the allowed 2.5%. Adding to the local revenue is State Local Aid coming from the State Budget, which is referred to as **Cherry Sheet Receipts**. Both the municipality and Schools are allocated Cherry Sheet receipts and funds are allocated either through distribution formulas or reimbursement formulas. Distribution formulas

often incorporate equity factors such as property wealth and income. Reimbursement formulas provide full or partial funding for program expenditures or foregone revenues. In addition to reimbursements and distributions, it should also be noted that certain programs are designated as "Offset Items." These items are amounts that constitute categorical aid, i.e., funds that must be spent for specific municipal and regional school district programs. Funds received under programs designated as "Offset Items" may be spent without appropriation in the local budget. All other receipt items on the Cherry Sheet are considered revenues of the municipality or school district's general fund and may be spent for any purpose, subject to appropriation.

Raising tax revenue beyond annual statutory limits imposed by Proposition 2½ can only be done through a town vote to approve an override, override or exclusion. An **override** may be sought for any municipal spending purpose and is most often used when additional revenue is sought to fund an annual operating budget. Once approved, the override amount becomes a permanent part of the levy limit and increases by 2 ½ percent in subsequent years, after its acceptance. The override revenue is "earmarked" for specific purposes in the first year it is available, but in subsequent years, it becomes an indistinguishable part of the revenue base. Through the Town's boards and committees' responsible management of projects and expenditures, we have not had an override since 2009.

At a Special Town Meeting on February 26, 2001, the Town of Harvard accepted the provisions of Chapter 267, establishing a **Community Preservation Fund** and a Community Preservation Committee (CPC) for the Town. This action by Town Meeting was approved by Harvard's voters at Annual Town Election on April 3, 2001. Funds come from two sources—the locally raised portion from a surcharge on local property taxes and the state match from an increase in fees paid state-wide at the Registries of Deeds. The most recent state match for Harvard was 29.7%. Expenditures from the Fund are restricted to purposes stipulated in the Act: 1) for the acquisition, creation and preservation of open space; 2) for the acquisition and preservation of historic resources; 3) for the acquisition, creation and preservation of land for recreational use; 4) for the creation, preservation and support of community housing; and 5) for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing. Of each year's funds, not less than 10% must be appropriated or reserved for each of the following: 1) open space (excluding recreational uses); 2) historic resources; and 3) community housing. Harvard raises and appropriates via the tax levy, 1.1% to fund the Community Preservation Account and the CPC manages the fund for the town. This year the CPC is using \$300,000 of its funds to pay down debt on its \$1million contribution to the Town Hall renovation project.

With the Town Hall renovation project being close to completion, 2016 will see attention turning to the Hildreth House renovation. The Capital Plan highlights the myriad of large capital projects the town faces and the management of debt will become increasingly important.

COMMUNITY COMPARISON CHART

	<i>Data Source: Massachusetts Department of Revenue, FY2016 unless otherwise noted</i>								
	2013 Population	Unemployment Rate for FY 2015	2013 Income Per Capita (\$)	# Single Family Parcels	# Multi Family Parcels	# Condo or Apartment Parcels	# Vacant Land Parcels	# Commercial or Industrial Parcels	Equalized Property Value per Capita (\$)
Acton	22,891	3.2%	57,489	4,939	91	2,561	504	431	168,844
Ayer	7,821	5.0%	29,417	1,561	258	602	272	292	129,397
Berlin	2,942	3.6%	46,701	756	31	180	194	75	181,372
Bolton	5,075	3.0%	65,066	1,635	15	131	331	36	183,850
Boxborough	5,137	3.3%	56,052	1,188	14	814	138	124	194,279
Carlisle	5,028	3.5%	107,207	1,691	14	24	170	9	246,827
Clinton	13,697	5.2%	27,303	2,391	726	1,005	177	234	78,627
Groton	11,115	3.3%	58,930	3,176	145	375	605	101	137,925
Harvard	6,569	3.4%	60,346	1,756	25	129	253	76	170,804
Lancaster	8,054	3.6%	30,836	2,048	104	168	382	140	105,304
Littleton	9,246	3.4%	45,063	2,896	54	155	496	180	165,094
Lunenburg	10,969	4.1%	33,558	3,472	92	447	490	162	107,913
Maynard	10,370	3.3%	35,637	2,665	277	558	101	168	114,239
Shirley	7,613	4.8%	23,923	1,502	103	310	390	101	73,072
Sterling	7,894	4.0%	42,222	2,544	102	174	388	188	125,437
Stow	6,916	3.3%	65,981	2,078	57	314	193	54	176,863

	<i>Data Source: Massachusetts Department of Revenue, FY2016 unless otherwise noted</i>								
	Residential and Open Space Total Value	Residential and Open Space Percent of Total Assessed Value	Average Single Family Value	Residential Tax Rate (\$/1000)	Average Single Family Tax Bill	Percent Increase in Average Single Family Tax Bill	Revenue from Tax Levy	Revenue from All Sources	Percent of Total Revenue from Tax Levy
Acton	3,556,433,998	88.2%	539,896	19.23	10,382	2.51%	77,577,346	97,777,023	79.43%
Ayer	675,182,600	64.5%	281,418	14.53	4,089	2.69%	21,279,654	32,494,284	65.49%
Berlin	398,655,853	71.4%	363,685	15.88	5,775	3.42%	10,068,200	13,241,781	76.03%
Bolton	863,604,987	92.4%	474,661	20.91	9,925	3.15%	19,542,632	22,337,616	87.49%
Boxborough	774,674,620	76.1%	548,990	16.36	8,981	1.50%	16,656,156	19,863,016	83.86%
Carlisle	1,410,244,810	98.2%	790,001	17.20	13,588	3.51%	24,698,209	29,234,524	84.48%
Clinton	982,294,383	84.9%	228,374	17.27	3,944	8.62%	22,468,375	46,283,750	48.54%
Groton	1,453,989,840	94.0%	401,426	18.78	7,539	3.57%	29,053,194	38,638,878	75.19%
Harvard	1,027,728,890	95.0%	531,669	18.05	9,597	3.18%	19,519,330	26,410,491	73.91%
Lancaster	707,015,221	85.2%	296,151	19.55	5,790	5.87%	16,446,926	21,062,945	78.08%
Littleton	1,280,786,864	78.8%	395,635	17.69	6,999	4.09%	32,319,142	46,936,136	68.86%
Lunenburg	1,079,768,102	90.0%	256,969	19.61	5,039	11.66%	23,524,240	36,843,287	63.85%
Maynard	1,124,696,075	88.2%	327,517	21.25	6,960	4.19%	28,358,148	46,291,010	61.26%
Shirley	543,580,295	89.7%	274,080	16.51	4,525	1.96%	10,000,319	15,718,124	63.62%
Sterling	816,488,725	85.5%	287,351	18.33	5,267	6.06%	17,508,984	24,414,898	71.71%
Stow	1,092,512,050	91.1%	442,300	19.98	8,837	3.30%	23,966,070	28,620,012	83.74%

LOCAL SCHOOLS

In FY17, the Harvard Public Schools will account for approx. \$16 million or 70.6% of the Omnibus Budget operating total before debt. This is about the same percentage as for the current fiscal year. This amount consists of the Total Local Schools appropriation of \$12,606,641 (Net budget) and approx. \$3.4 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 approx. \$2.3 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.

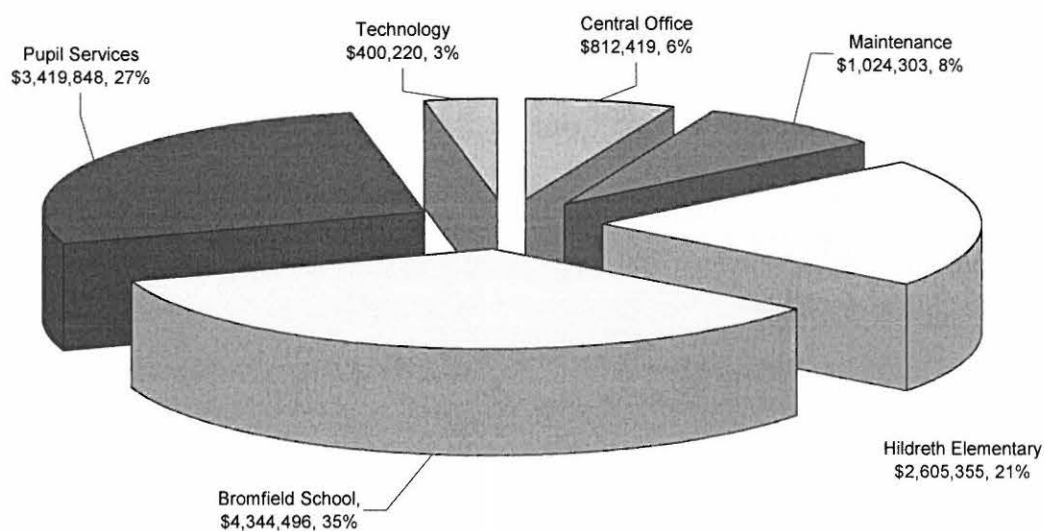
The Finance Committee is continuing to try to show the full picture of the different sources of support for the Schools. This approach enables us to understand the full cost required to deliver services. Only the Net budget (line #32 – “Total Local Schools”) is voted at Annual Town Meeting.

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

The Finance Committee invited all departments to present requests for additional funding above their level-service budget. \$24,000 of the School Committee’s request for an additional \$124,000 of subsidies to athletics user fees was able to be funded, which should allow those fees to not be increased next year.

The breakdown by major cost centers of the Net budget for FY17 is shown in the following chart:

Harvard Public Schools, FY17 Proposed Budget



DEVENS CONTRACT

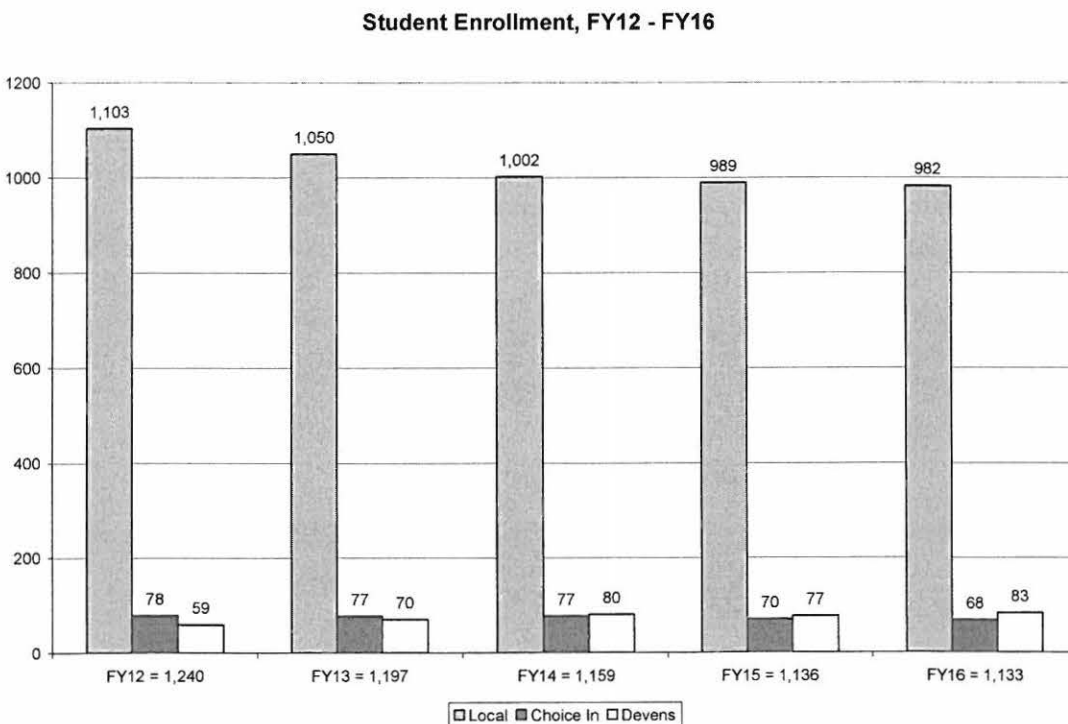
Devens students attend both Hildreth Elementary School (HES) and The Bromfield School. The contract with MassDevelopment provides for tuition at the actual average cost per student or approx. \$15,500 (adjusted annually) vs. the School Choice amount of approx. \$5,000 per student (fixed). Besides these tuition amounts, the Schools will continue to receive an additional amount for capital expenses as part of the Devens contract, which has three more years to go before renewal.

The incremental dollars that the Devens contract brings have become a large revenue source. Starting at \$250,000 in FY07, the estimate for FY17 is now well 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 existing student would be allowed to stay in the system until they graduate, and MassDevelopment would continue to pay for them.

In conjunction with the new Grant Road housing project ("Emerson Green"), the prior Superintendent has noted that the most recent enrollment projections indicate, even with an additional 72 students from that development, there would still be enough capacity to house those new students from Devens.

Devens students are the only group showing growth in the following 5-year enrollment chart.

CHANGES IN STUDENT ENROLLMENT



The decline in the number of local students has leveled off, with a large influx of move-ins during the summer of 2015 (numbers shown are as of October 1 of each year). The 2012 NESDEC report predicted a decline of 300 students over 10 years.

CAPITAL ISSUES

The report of the Capital Planning and Investment 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. It is clear that there will need to be more resources allocated to the Schools' capital needs.

The Kindergarten Wing at HES has reached the end of a 10-year agreement with the Harvard Board of Health to allow it to stay open in spite of mildew concerns. Although air quality testing has not shown any degradation, the School Committee has applied for State assistance in renovating/re-building the school. The Massachusetts School Building Authority has recently accepted the project and awarded a tentative reimbursement rate of 44.68%. Under their rules, the whole building must be evaluated and brought up to code; not just the K-Wing. As a result, the total cost of this project has just risen from approx. \$3-4 million to \$6-10 million (before reimbursement).

At this Town Meeting, voters will be asked to fund the first step, a Feasibility Study, for a maximum amount of \$500,000 before reimbursement). Besides the vote on this warrant article, there will be a Ballot Question at Town Election to exempt the related debt service from Proposition 2 ½ restrictions. Following the study, it is anticipated that the School Committee will be returning to the 2018 ATM for construction funding.

The Bromfield House situation has thus been moved to the next-highest priority by the School Committee. There are many issues, including ADA compliance, bringing the internal systems up to code, etc. that face the former residence for superintendents. While there have been investigations into moving the central office to the newly renovated Town Hall, or the old Library, the School Committee is also considering adding compliant new construction to the old building. Whichever direction is chosen, there will be considerable costs involved.

The last capital issue to report is the front parking lot at Bromfield. While this has been on the list for a number of years, the School Committee has decided to begin the project on their own, and use funds from their Devens account. As such, there will be no request to voters for funding the necessary upgrades.

LEADERSHIP CHANGES

Dr. Linda Dwight is in her second year as Superintendent of Schools.

Sue Frederick is the Principal at HES, and Josh Myler is the new Associate Principal.

Jim O'Shea is the Principal at Bromfield and Scott Hoffman is the Associate Principal.

Marie Harrington is the Director of Pupil Personnel Services.

FY15 RESERVE FUND TRANSFERS

APPROPRIATIONS

Annual Town Meeting of April 1, 2014	\$	350,000
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TRANSFERS

Town Clerk, Personnel Coverage	\$	609
Land Use Board, GIS	\$	1,224
Fire Department, Eng. 2 Replacement Repair	\$	20,428
DPW, Snow & Ice	\$	264,324
DPW, Snow & Ice - FEMA Adj.	\$	(24,787)
Selectmen, Legal	\$	3,114
Selectmen, Other Legal	\$	2,347
Fire Department	\$	11,427
Plumbing Inspector	\$	469
Wire Inspector	\$	3,700
Tree Warden	\$	519
Street Lighting	\$	1,170
MART Salary	\$	3,103
Park & Rec., Beach Director	\$	1,893
Police Salaries & Overtime	\$	60,459
Total Transfers	\$	350,000
Balance Returned to General Fund		<u><u>0</u></u>

2015 STABILIZATION FUNDS

Stabilization Balance, December 31, 2014	\$	1,200,688
Additions to the fund:		
Interest earned		22,668
Reductions to the fund:		
FY16, Article 37, Police Union Contract		(27,200)
Stabilization Balance, December 31, 2015	\$	<u>1,196,156</u>

Capital Stabilization Balance, December 31, 2014	\$	1,188,377
Additions to the fund:		
Article Close-outs & Adjustments		180,167
FY15, STM Article 6, Free Cash		615,774
FY16, Article 14 Omnibus Funding		40,000
Interest earned		31,567
Reductions to the fund:		
FY16, Art.15, Debt Payment		(161,889)
FY16, Art. 16, Police Radios		(85,000)
FY16, Art. 17, Replace Section of Town Dock		(18,000)
FY16, Art. 18, Heavy Duty Dump Truck		(175,000)
FY16, Art. 19, Fuel Depot Dispensing System		(19,000)
FY16, Art. 20, HES Bathrooms Renovation		(30,000)
FY16, Art. 21, School VOIP Phone System		(100,000)
FY16, Art. 25, Fire Pumper Truck		(515,000)
Capital Stabilization Balance, December 31, 2015	\$	<u>951,996</u>

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 2017-2021, as presented on the previous pages.
2. No new programs included in the five-year forecast.
3. Local Aid (Cherry Sheet) will increase by 1% per year.
4. A total Stabilization Fund balance of not less than 5% of the total Omnibus Budget before excluded 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 6% 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 2% per year.
 - e. Increases in tax revenues from new growth will be approximately \$100,000 per year.
 - f. Local receipts will remain level.
 - g. Assessments from the State (Cherry Sheet charges) will increase by 5% per year.
 - h. The continuation of the Devens' Education contract.
6. OPEB will be funded at no less than \$450,000 annually.

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 taxpayers.

FINANCIAL PROJECTION AND RECAPITULATION WORKSHEET

	Budgeted FY2014	Budgeted FY2015	Budgeted FY2016	Proposed FY2017	Estimated FY2018	Estimated FY2019	Estimated FY2020	Estimated FY2021
REVENUE								
TAXES								
Levy	\$ 17,041,360	\$ 17,590,922	\$ 18,229,606	\$ 18,848,784	\$ 19,422,503	\$ 20,010,566	\$ 20,613,330	\$ 21,231,163
New Growth	\$ 120,515	\$ 194,060	\$ 159,451	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excluded Debt *	\$ 958,627	\$ 973,700	\$ 952,414	\$ 1,233,735	\$ 1,295,692	\$ 1,280,296	\$ 1,274,683	\$ 1,441,296
Capital Exclusions**		\$ 160,000	\$ 185,000		\$ 150,000	\$ 220,000	120,000	250,000
LOCAL								
Receipts	\$ 1,390,000	\$ 1,272,000	\$ 1,495,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
Free Cash	\$ 14,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stabilization	\$ 150,480	\$ -	\$ 27,200	\$ 2,828	\$ -	\$ -	\$ -	\$ -
Capital Inv. Fund	\$ 387,563	\$ 245,903	\$ 1,103,889	\$ 259,800	\$ 635,457	\$ 354,144	891,832	245,019
Overlay Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wetlands	\$ 11,518	\$ 11,748	\$ 11,983	\$ 12,223	\$ 12,467	\$ 12,717	\$ 12,971	\$ 13,231
Library	\$ -	\$ -	\$ 5,000	\$ 8,826	\$ -	\$ -	\$ -	\$ -
Ambulance Rcpt Rsvd		\$ 157,500	159,000	189,000	190,890	192,799	194,727	196,674
STATE								
Cherry Sheet	\$ 3,526,514	\$ 3,602,175	\$ 3,621,604	\$ 3,689,849	\$ 3,726,747	\$ 3,764,015	\$ 3,801,655	\$ 3,839,672
TOTAL	\$ 23,601,158	\$ 24,208,008	\$ 25,950,148	\$ 25,745,045	\$ 26,933,757	\$ 27,334,536	\$ 28,409,198	\$ 28,717,055
EXPENSES								
BUDGET								
General Government	\$ 1,171,571	\$ 1,208,268	\$ 1,269,488	\$ 1,361,381	\$ 1,388,609	\$ 1,416,381	\$ 1,444,708	\$ 1,473,603
Public Safety	\$ 1,488,894	\$ 1,653,745	\$ 1,729,228	\$ 1,769,135	\$ 1,804,518	\$ 1,840,608	\$ 1,877,420	\$ 1,914,969
Education	\$ 11,969,557	\$ 12,119,518	\$ 12,396,620	\$ 12,739,841	\$ 12,994,638	\$ 13,254,531	\$ 13,519,621	\$ 13,790,014
Physical Environment	\$ 1,295,574	\$ 1,372,483	\$ 1,345,314	\$ 1,362,010	\$ 1,389,250	\$ 1,417,035	\$ 1,445,376	\$ 1,474,283
Human Services	\$ 174,376	\$ 169,591	\$ 180,049	\$ 203,417	\$ 207,485	\$ 211,635	\$ 215,868	\$ 220,185
Culture & Recreation	\$ 579,522	\$ 593,950	\$ 617,286	\$ 631,918	\$ 644,556	\$ 657,447	\$ 670,596	\$ 684,008
Recurring Capital	\$ 99,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance & Fringe	\$ 3,506,742	\$ 3,829,813	\$ 4,025,198	\$ 4,203,537	\$ 4,455,749	\$ 4,723,094	\$ 5,006,480	\$ 5,306,869
Debt:								
Debt	\$ 114,063	\$ 167,053	\$ 11,000	\$ 34,300	\$ 34,000	\$ 33,200	32,400	26,600
Excluded *	\$ 987,787	\$ 1,005,460	\$ 1,091,841	\$ 1,233,735	\$ 1,295,692	\$ 1,280,296	\$ 1,274,683	\$ 1,441,296
Capital Exclusions	\$ -	\$ 160,000	\$ 185,000	\$ -	\$ 150,000	\$ 220,000	\$ 120,000	\$ 250,000
OTHER LOCAL								
Overlay	\$ 90,996	\$ 79,453	\$ 86,579	\$ 100,000	\$ 85,000	\$ 85,000	\$ 100,000	\$ 85,000
Articles	\$ 1,033,061	\$ 641,175	\$ 1,789,147	\$ 808,778	\$ 1,185,457	\$ 904,144	1,441,832	795,019
STATE								
Charges & Offsets	\$ 1,086,305	\$ 1,200,864	\$ 1,216,256	\$ 1,202,294	\$ 1,262,409	\$ 1,325,529	\$ 1,391,806	\$ 1,461,396
TOTAL	\$ 23,597,448	\$ 24,201,373	\$ 25,943,006	\$ 25,650,346	\$ 26,897,363	\$ 27,368,900	\$ 28,540,790	\$ 28,923,241
Surplus/(Deficit)	\$ 3,710	\$ 6,635	\$ 7,142	\$ 94,699	\$ 36,394	\$ (34,364)	\$ (131,592)	\$ (206,187)

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

** This method of funding items within the Capital Plan allows us to raise taxes for a single year to buy, debt free, the needed item(s). The amounts in the out years are representative of all items that have been requested; not all may be funded.

SPOTLIGHT ON TOWN FINANCES

The Finance Committee (Fincom) and Capital Planning and Investment Committee (CPIC) work together closely to review and manage the town's current finances and future obligations to fund services and capital projects. Our goal is to smooth potential spikes in taxes over time by monitoring the timing of major expenses and debt. It might be helpful to discuss a few of the financial terms and the different ways the Town can raise funds for capital projects.

Bond Anticipation Notes (BANs) are used as a means to kick-start funding for new capital projects. Money is raised through short-term debt (a BAN) that typically is in place for only one year, but can extend longer. Once the project is completed or has a known final cost, the larger final long term Bond is issued in an amount sufficient to pay off the bond anticipation notes.

Capital exclusion is a mechanism that allows a community to raise the total dollar cost of a capital purchase or capital project through a one-year increase in the tax levy. In this way, the town avoids the long-term interest costs it would incur if it were to borrow the needed funds. Revenue raised through a capital exclusion is not subject to the proposition 2 ½ increase limit on the tax levy, thus the term "exclusion". Capital exclusion can only be used to fund purposes for which a community may incur debt.

Debt exclusion on the other hand, allows a community to raise additional tax revenue beyond the increase allowed by Proposition 2 ½. Revenue raised through excluded debt may be used to finance a capital project or to fund a major capital purchase.

Debt (or non-excluded debt) allows a community to raise tax revenue through debt to fund a capital purchase or project. The debt service is subject to the Proposition 2 ½ limits or must be from other sources such as Free Cash or Capital Stabilization Fund.

Debt service is the series of payments required to pay principal and interest on the debt raised. A limit on the amount to be raised is initially set in the bond authorization that actually funds the capital project or purchase. It requires a two-thirds vote of town meeting. The additional property taxes raised to pay for debt service are not permanent, but are removed from the levy when the term of the bond ends.

Capital Stabilization Fund is used to meet current and long-term requests of the Capital Plan. The town puts forth a warrant article each year to transfer certified free cash to the Capital Stabilization and Investment Fund at the end of each fiscal year. Provided there were no critical or extenuating circumstances in the current year budget cycle that were unforeseen when the budget was voted that would materially affect the level of required services, and provided that the general Stabilization fund balance is maintained at 5% of the omnibus budget as of the preceding July 1, certified free cash is transferred to the Capital Fund.

A **Reserve Fund** is maintained to handle emergency or unforeseen expenses not anticipated at Annual Town Meeting. Our fund is maintained at \$350,000 with \$175,000 being reserved for traditional emergency needs and \$175,000 for potential unforeseen Special Education costs. Any department needing to spend more than its budget on a particular line item, must request the Finance Committee to make a reserve fund transfer.

REPORT OF THE CAPITAL PLANNING AND INVESTMENT COMMITTEE

The Capital Planning and Investment Committee (CPIC) is pleased to submit our report to the Town.

Overview

The Town's capital program, consisting of CPIC and the Capital Stabilization and Investment Fund (CSF), was established by the Town with a goal to improve our capital planning process and to stabilize the impact on the tax rate due to capital expenditures. An example of the benefit that can be achieved was seen last year when we were able to pay \$500,000 for the replacement Fire Department Pumper Truck from the CSF instead of by incurring exempt debt.

The establishment of a formal Committee which requests and then consistently and objectively reviews five year Capital Plans from Town Departments, Boards and Committees has resulted in better planning and fewer, but better substantiated requests. It has also allowed us to prioritize the requests in years when we have limited funds available.

The current year Capital Plan

We are recommending six capital expenditures be funded from the CSF. These articles total \$259,800. In addition we are recommending one article, \$500,000 for the feasibility study of the Hildreth Elementary School renovation, be funded via excluded debt.

This year we also reviewed and rated three other projects which will be funded by other sources.

- \$40,000 for rebuilding some of the cemetery roads, starting with the main road going into Bellevue Cemetery. The funding source for this project is a Cemetery fund which requires Cemetery Commission and Town Meeting approval for distribution of the funds.
- Replacement of fire alarm boxes for a number of town buildings to be paid for via a grant.
- The paving and installation of lighting for The Bromfield School front parking lot, which is to be funded by the Schools with \$275,000 set aside from Devens tuitions.

Please see the next section of this report for additional detail for the requests which will be voted on at Town Meeting.

Major Capital Projects and Long Term Debt Service

One of the challenges for the Town of Harvard is the number of currently proposed building projects and the impact on the long term excluded debt service, which in turn impacts the tax rate. A Town goal is to identify and prioritize those projects to minimize significant spikes in the tax rate and still be able to be flexible for unforeseen needs. This year we have taken steps towards that goal and there were changes to proposed project start dates as a result.

Many of the estimates in the major projects schedules are just that: estimates. Our first priority is to renovate the Hildreth Elementary School to resolve the ongoing mold problem within the K-Wing and correct any other major concerns that are identified as part of the evaluation and design process. The initial cost of \$500,000 (\$275,000 after a State reimbursement of almost 45%) will give us a better estimate of the total cost for this project.

We have added a ten year excluded debt service projection schedule this year. Please keep in mind that this schedule will change depending upon the projects approved, the actual cost to the Town for each project, and the interest rate in effect at the time any project is bonded.

As shown on the debt schedule, annual debt payments are projected to rise from \$942,000 in 2016 to about \$1.8 million in 2023 which is an increase of over 90%. This would significantly increase taxes, and so deserves much further study in the years ahead as each of the proposals comes forward.

The plan includes renovations for the Old Library and The Bromfield House. The Board of Selectman and the Schools are currently investigating the actual needs and costs to bring each of these buildings up to code, including ADA accessibility. This information will help determine the potential uses for these buildings and whether or not it makes sense to keep and maintain both or only one. CPIC will then be able to review the potential investments and the financial impact to the Town.

The Town had significant Certified Free Cash from fiscal year 2015 and we, in agreement with the Finance Committee, are recommending that \$858,000 be used to reduce the amount of debt for the Town Hall design and construction. The impact of this is about a \$79,000 reduction in the excluded debt service costs for the coming fiscal year (2017), which in turn reduces the impact on the overall tax rate.

Establishment of a Municipal Building Maintenance Coordinator and additional funds for the Town Buildings account

When CPIC was first established, we determined there was need for a Town Facilities Manager and made that recommendation. Therefore, we support the request this year to establish the position of *Municipal Building Maintenance Coordinator* and to increase the amount budgeted for town building maintenance. We applaud the Selectmen and the Town Administrator for bringing this to fruition.

The need to find a permanent stable source of funding for Capital

In May of 2010 the Town established a policy to transfer the prior year Certified Free Cash to the CSF unless one of two specific exceptions occur. As a result of larger than normal Certified Free Cash the past three years and unexpected funds for the Schools capital items two years ago, the Capital Stabilization and Investment Fund has a healthy balance at this time. However, we still need to be vigilant in monitoring the balance. We cannot be assured that the circumstances which contributed to the current favorable situation will continue in future years.

This year, as noted above, we agreed to the use of a portion of the Certified Free Cash for the reduction in the amount to be bonded for the Town Hall project.

Process

In the fall of 2015 CPIC solicited capital requests from all of 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 a set criteria including: justification of the need, the project cost being substantiated, anticipated useful life, option of alternative funding, impact of deferral to a later year, and the financial impact on future operating costs.

The individual projects were then ranked by total score and reviewed again for purposes of determining priority 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 2017.

The inclusion of an item in the Capital Plan for FY17 and later does not predetermine that the expenditure will be made. There is also the probability that other needs will emerge in future years.

The Committee wishes to express its sincere appreciation to the Department Heads, Boards and Committees who provided assistance to our efforts. We especially want to thank Lorraine Leonard for over 11 years of service to the Town and CPIC (along with many other boards and committees). Her guidance and expertise has been invaluable and she will be missed.

Respectfully submitted,

Debbie Ricci, Community Representative, Chairman
Heidi Frank, Finance Committee
Teresa Jardon, Community Representative
SusanMary Redinger, School Committee
Ken Swanton, Board of Selectmen

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

CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDATIONS for Fiscal Year 2017

Hildreth Elementary School Renovation- Feasibility Study (Article 23)

The Kindergarten wing (K-wing) of the Hildreth Elementary School (HES) was built in the 1950's as an extra section to the original elementary school which was torn down and rebuilt in the 1980's. Due to structural issues where the two roofs meet, water penetrated the area behind the walls in the K-wing and mold growth was detected in 2001. Remediation efforts were completed in 2005 and the Board of Health allowed the continued operation of the school for a ten-year period with the stipulation that no work be done on the K-wing that would penetrate the walls or floors of the building that could expose the mold that remained. The K-wing is now in critical need of structural updates which cannot be performed without exposing the mold hazard.

In 2015 the School Administration began the process of applying to the Massachusetts School Building Authority (MSBA) to secure funds for renovating the school. In January of 2016 the MSBA approved the application and granted Harvard 270 days to secure funding for a feasibility study of HES with a reimbursement rate of 44.68%. It is estimated that the study and design phase of the project will cost up to \$500,000 and will take approximately one year. MSBA's process will include a review of the entire school. It is expected that proposed changes will address the mold and structural issues of the K-wing and will also bring the main building of HES up to code and compliance with ADA accessibility. Once plans have been finalized and agreed to, the Town will vote again on funding construction costs. CPIC recommends this request of \$500,000 be funded by debt exclusion.

F350 Pick-up Truck with Plow - DPW (Article 24)

This request is for a new light duty pickup truck with a plow. An existing 2004 aging and unreliable light duty pickup truck will be traded in for this new truck. This is used on a daily basis throughout the year by DPW staff and also serves as a vital piece of equipment for plowing the Town's roads. CPIC recommends this request of \$45,200 be funded by the Capital Stabilization and Investment Fund.

Wide Area Mower for Fields – DPW (Article 25)

This request is for a new wide area mower to replace a mower which is no longer functional or repairable. This mower is appropriate and necessary for DPW's use on the Town's fields and will improve efficiency in mowing operations. CPIC recommends this request of \$49,600 be funded by the Capital Stabilization and Investment Fund.

Septic System at the DPW Facility (Article 26)

This request is to replace a failed septic system at the Department of Public Works facility. CPIC recommends this request of \$40,000 be funded by the Capital Stabilization and Investment Fund.

Pond Road Runoff Diversion Project for Well Protection (Article 27)

This project seeks to divert contaminants, including road salt, from one random and two active sources away from the ground fault lines which connect to one of the Towns' two primary and adjacent wells. The salt levels in well # 2 have been increasing annually and need to be mitigated for the protection of the Town water supply. The project will connect a new subsurface cement pipe junction at the intersection of Pond Road and Whitman Road to a closed transfer pipe which will extend over the vulnerable fault line and bar easy access for contaminants. Incorporated into this will be a water-petroleum separator and a road edge berm which is integral to the road surface. CPIC recommends this request of \$69,000 be funded by the Capital Stabilization and Investment Fund.

Beach Play Structure at the Town Pond - Parks and Recreation (Article 28)

This request is to remove the existing play structure and replace it with a new structure, including at least two swings for infants, to create new play spaces for young children. The project includes adding new sand to the play area. CPIC recommends this request of \$25,000 be funded from by the Capital Stabilization and Investment Fund.

Tractor with Front End Loader & Snow Blower – Schools (Article 29)

This request is for a new tractor and snow blower. It replaces a tractor which is more than 10 years old that has extensive rusting and needs repairs. The current vehicle is no longer cost effective to maintain. The tractor is used to maintain walkways, move equipment and work on the grounds. The addition of the snow-blower will allow the school maintenance department to remove snow more quickly and efficiently during and after storms, increasing pedestrian and vehicle safety. CPIC recommends this request of \$31,000 be funded by the Capital Stabilization and Investment Fund.

Bellevue Cemetery Roads (Article 30)

A number of roads within the Bellevue Cemetery, including the main road, have been deteriorating over a number of years and require resurfacing. The Cemetery Commissioners have a warrant article to fund this project from Cemetery Sale of Lots fund (Receipts Reserved account). CPIC supports the Cemetery Commissioners and recommends this request of \$40,000.

TOWN OF HARVARD CAPITAL PLAN

FISCAL YEARS 2017 - 2021

	FY17	FY18	FY19	FY20	FY21+
Fire Dept.	40,598	47,364	67,500	-	-
Police Dept.	-	-	-	-	-
Public Works, Roads	-	-	-	120,000	120,000
Public Works, Equipment	94,800	215,000	115,000	220,000	105,000
Public Works, Facilities	40,000	-	-	30,000	-
Water Dept.	69,000	-	20,000	-	-
Cemetery Dept.	40,000	-	-	-	-
Ambulance	-	300,000	-	-	-
Park & Recreation	25,000	-	-	-	-
School Dept.	806,000	635,000	408,000	560,000	190,000
Debt for vehicles (Fire & DPW)	55,213	54,257	53,244	52,232	51,219
Debt for water (\$340,000)	32,000	31,200	30,400	29,600	28,800
Total Capital Requests	1,202,611	1,282,821	694,144	1,011,832	495,019

Total Capital Submissions:

4,686,427

Major Capital Items	-	1,000,000	4,000,000	-	5,000,000
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Total Major Capital Submissions:

10,000,000

Total All Capital Requests	1,202,611	2,282,821	4,694,144	1,011,832	5,495,019
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Total All Capital Submissions:

14,686,427

TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2017 - 2021

	Funding Source	FY17	FY18	FY19	FY20	FY21
Fire Dept.						
Upgrade town's fire alarm system	Grant	40,598	47,364			
Upgrade town's fire alarm system (phase 2)	CSF			32,500		
Replace Command Car	CSF			35,000		
Police Dept.						
Regular Replacement vehicles in Police Budget						
Public Works, Roads						
Reconstruct and Repair Town Roads					120,000	120,000
Public Works, Equipment						
Light Duty Pick-up Truck	CSF	45,200				
Park & Rec Mower	CSF	49,600				
DPW Misc. Equipment	CSF		40,000	40,000	40,000	40,000
Heavy Duty Dump Truck (trade 1996 dump truck)			175,000			
Light Duty Dump Truck (give 2008 to School Dept.)	CSF			75,000		
Heavy Duty Dump Truck (trade 1998 Dump Truck)					180,000	
Light Duty Utility Truck (15,000GVW)(Trade 2010 Utility Truck)	CSF					65,000
Public Works, Facilities						
Replace Septic System	CSF	40,000				
Garage Diesel Engine Exhaust System	CSF				30,000	
Conceptual Design, Reno. or Add. to DPW facility	CSF					
Design & Procurement, Construction of DPW Facility	Major Cap					
Water Dept.						
Drainage (Water/Sewer), Pond Road	CSF	69,000				
Emergency Generator for Water Pump House	CSF			20,000		
Cemetery Dept.						
Replace Cemetery Roads	Cem. Fund	40,000				
Ambulance						
New Ambulance (\$300,000)	Amb. Fund		300,000			
Council on Aging						
Hildreth House Building Project	Major Cap					
Park & Recreation						
Beach Playground	CSF	25,000				
CSF Debt						
Vehicles approved in FY11 (Fire & DPW)	CSF	55,213	54,257	53,244	52,232	51,219
Water Debt on project (\$340,000/\$320,000)	CSF	32,000	31,200	30,400	29,600	28,800
Sub-total, Town Submissions:		396,611	647,821	286,144	451,832	305,019
CSF= Paid for from the Capital Stabilization Fund;		Bond/Ban=Borrowed, Long Term or Short Term				
Cap Excl.=Raised thru taxes and paid for in a single year;		Major Cap = See Major Capital Schedule				

TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2017 - 2021

	Funding Source	FY17	FY18	FY19	FY20	FY21
School Dept.						
Sys - New Tractor w/Front end Loader & Snowblower (\$45K)	CSF	31,000				
HES - Feasibility Study of Renovation/Build **	Major Cap	500,000				
TBS - Engineer front parking lot, grade, pave & lighting	Devens	275,000				
Sys - Replace locks on all classroom doors (date/amount)			110,000			
HES - Upgrade or Replace Fire Alarm System	CSF		75,000			
HES - Replace Asphalt Shingled Roof			100,000			
TBS - Repair or Replace ramp to MS			150,000			
HES & TBS - Weatherization - HEAC			50,000			
TBS&HES - HEAC Interior Lighting Upgrade	Grant		150,000			
TBS - Replace electrical sys, lighting carpeting in Cronin Auditorium				220,000		
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	CSF			28,000		
TBS - Reconfigure front office vision panels to view front doors	CSF			20,000		
HES - Replace boiler room air compressor	CSF			20,000		
HES - Add exterior lighting to back parking lot				120,000		
HES - Add card system for building entry, Video cameras in hallways					100,000	
HES - Air conditioning with compressor					100,000	
HES - Upgrade Elevator	CSF				25,000	
TBS - Replace gym bleachers					100,000	
TBS - Engineer removing sewage lift station	CSF				40,000	
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing & Ramp	CSF				20,000	
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	CSF				65,000	
HES - Replace playground material as needed	CSF				50,000	
TBS - Remove plantings in courtyard & redesign	CSF				20,000	
TBS - Shore up driveway banking by tennis courts	CSF				40,000	
HES - Install Emergency Power Generator in new K-Wing						130,000
HES&TBS - Replace Kitchen Floors, both schools	CSF					30,000
HES&TBS - Refinish Gym Floors, both schools	CSF					30,000
Sub-total, School Submissions:		806,000	635,000	408,000	560,000	190,000
Total, All Town & School Requests		1,202,611	1,282,821	694,144	1,011,832	495,019

** HES Feasibility Study @ \$500,000 excludes MSBA reimbursement at 44.68%.

**TOWN OF HARVARD
CAPITAL SUBMISSIONS
MAJOR PROJECTS*
FISCAL YEARS 2017-2026**

	ATM Vote	Project Completion	1st Debt Service	FY17	FY18	FY19	FY20	FY21	FY22-FY26
Fire Dept.									
New Fire Engine (2022)	Apr-21	Jan-22	FY23						1,000,000
Public Works, Facilities									
Design & Procurement	Apr-18								
Construction	Apr-21	Oct-22	1/2 @FY23						1,500,000
Water Dept.									
Well field Development/ Water source	???								
Park & Recreation									
Old Library Building Repair/Renovate	Apr-17	Dec-17	1/2 @ FY18		1,000,000				
Sub-total, Town Submissions:				-	1,000,000	-	-	2,500,000	2,500,000
School Dept.									
HES - K-Wing (renovate/build) (excl. MSBA reimb.)	Apr-18	Jun-20	FY21			-- \$7.5 million (renovate/build) --			
Sys - Move and/or Renovate Central Office	Apr-17	Jun-18	FY19		--- \$700K to \$1.5 million ---				
Sub-total, School Submissions:					8,500,000	-	-	-	-
Total, All Town & School Submissions				-	9,500,000	-	-	2,500,000	2,500,000

\$ 14,500,000

* This snapshot highlights the large project proposals which Town may face in coming years to be funded by new debt. The costs shown are rough estimates which have been provided by either the Selectmen or by the School Committee, except for the HES Renovation and Old Library Renovation estimates which have been provided by CPIC. Efforts are underway on several projects to improve the cost estimates. While no proposal has been received for a new water source, it is listed as this is being closely monitored. The planning of these large projects requires further refinement as we seek to balance a project's impact on the town's debt and the urgency to address the needs of Town's building and infrastructure needs.

This schedule does not include current town debt from prior projects, including: the School Roof Repairs (retiring 2017), Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations soon to be bonded, and Hildreth House Accessibility project that is expected to be built this year.

Town of Harvard
Projected Annual Excluded Debt Payments
Through FY2025

One of the largest items which impacts the Town of Harvard's tax rate is excluded debt payments. We generally incur excluded debt (debt voted to be in addition to the 2 1/2% tax increase limit) for buildings, large infrastructure projects and some large vehicles.

As shown below, when the debt for the renovated Town Hall and Littleton County Road is added to the existing older debt, the total excluded debt payments will increase from \$942K in the current year to \$1,255K in FY17. This jump is why it is being proposed to use a significant portion of the 2015 Free Cash windfall to pay off a portion of the Town Hall bond principal, which will reduce the FY17 excluded debt payments by \$79K to \$1,176K, as well as reducing the debt payments for these bonds in future years as shown.

The projected new debt shown below displays what will happen to our annual excluded debt payments if all of the building projects listed are approved by the Town citizens in the years and for the amounts shown.

	Debt payments amounts are in \$000's									
	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Actual as of 6-30-15	879	846	695	672	643	625	488	469	450	435
New Debt for:										
- Town Hall and Littleton Cty Rd	63	409	392	378	369	354	345	336	327	318
- Hildreth House Accessibility & Fire Truck			149	146	142	139	135	132	128	125
	<u>942</u>	<u>1,255</u>	<u>1,237</u>	<u>1,195</u>	<u>1,154</u>	<u>1,118</u>	<u>969</u>	<u>937</u>	<u>905</u>	<u>878</u>
Reduction due to use of Free Cash to pay off a portion of Town Hall debt		(79)	(77)	(76)	(74)	(72)	(70)	(68)	(67)	(65)
Total Committed Debt Payments	<u>942</u>	<u>1,176</u>	<u>1,159</u>	<u>1,119</u>	<u>1,080</u>	<u>1,046</u>	<u>899</u>	<u>868</u>	<u>839</u>	<u>813</u>
<i>Proposed New Projects:</i>										
- Hildreth School Reno, \$4.5 mil net						203	401	392	383	374
- Old Library Renovation			45	88	86	84	82	80	78	76
- Bromfield House Renovation				36	71	70	68	66	65	63
- DPW Building								68	134	131
- Hildreth House Addition							113	223	218	213
- Fire Truck(s) (15 yrs @ 4%)								107	104	101
Projected Excluded Debt Payments	<u>942</u>	<u>1,176</u>	<u>1,204</u>	<u>1,243</u>	<u>1,237</u>	<u>1,403</u>	<u>1,562</u>	<u>1,803</u>	<u>1,819</u>	<u>1,771</u>

Note: All projected project costs are rough estimates.

Community Preservation Committee Report

Background

With the enactment 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 which adopted the terms of the act. Accepted uses of the funds include the acquisition and restoration of Open Space and Recreation assets, the development and support of Affordable Community Housing, and Historic Preservation initiatives; a minimum of 10% of each year's new funds must go to each of the three areas.

The Town of Harvard adopted the Act provisions in 2001, voting a surcharge of 1.1%. Currently, 160 out of 351 communities in the Commonwealth have enacted the legislation. Since its inception through the end of fiscal 2015 Harvard has raised approximately \$3.8 million, including more than \$2.2 million raised locally by the 1.1% surcharge.

The State match continued its downward trend in 2015, decreasing to 29.7%, even after the State contributed \$10 million to the State CPA Trust Fund. Contributions from the State match will remain uncertain as the State mechanism for raising matching funds – recording fees collected on transactions at the State Registry of Deeds – fluctuates from year to year. The number of towns that adopt the CPA also continues to increase, effectively diminishing the funds available to each community.

FY2017 Applications

The committee received nine applications for consideration. The complete list of FY2017 applications is as follows:

- \$200 from the Village Nursery School for the construction of a story walk on a nature trail
- \$26,000 from the Municipal Affordable Housing Trust for development funds
- \$200,000 from the Conservation Commission for development funds
- \$23,900 from the Conservation Commission for invasive plant management on Conservation Land
- \$29,220 from the Town of Harvard for the preservation of town records
- \$50,000 from the Park and Recreation Committee for continuation of the restoration of the stone wall on Massachusetts Avenue
- \$7,500 from the Historical Commission for landscape restoration at the Shaker First Herb House
- \$75,000 from the Historical Commission for the establishment of a development fund
- \$15,600 from the Historical Commission for the restoration of Shaker Cemetery cast iron markers

In evaluating this year's grant applications, the CPC needed to consider its obligation to service the \$1 million bond for Town Hall historic renovation under Warrant Article 18 of the April 28, 2012 Annual Town Meeting, which the town voted to approve. In order to minimize the adverse impact of servicing this bond over subsequent years, the CPC took an additional initiative to recommend a payment of \$300,000 from unspecified funds to pay allowable expenses associated with Town Hall historic renovation.

Respectfully submitted,

Didi Chadran, Elected, Chairman
Deborah Thomson, Elected, Vice-Chair
Beth Williams, Elected, Secretary
John Lee, Elected, Treasurer
[Vacant], Park & Recreation Commission

Michelle Catalina, Planning Board
Pam Marston, Historical Commission
Joanne Ward, Conservation Commission
Leo Blair, Municipal Affordable Housing Trust

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

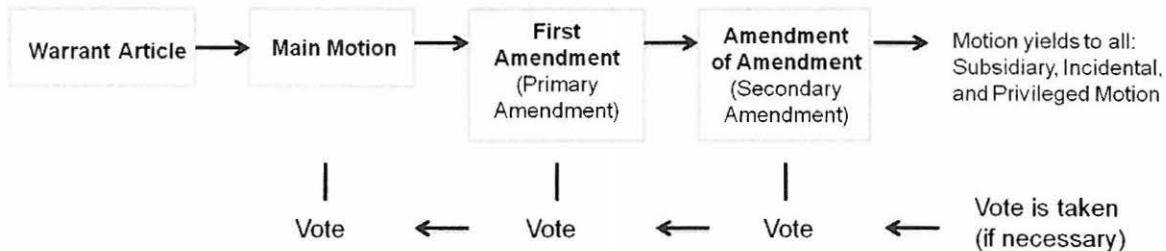
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained 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 Consensus approval accepted, if no one objects.	No	No	No
Suspend Rules	To permit ... (i.e. a non-resident speaker)	Yes	2 / 3	No	No	No

SUMMARY OF WARRANT ARTICLES

<u>Article</u>		<u>Amount</u>
1	Annual Reports	
2	Pay Bill of prior Fiscal Year	\$ 2,828
3	Home Rule Petition for Special Act to Pay Bills of Prior Fiscal Years	
4	Omnibus and Enterprise Budgets	23,739,895
5	Change Composition of Warner Free Lecture Board of Trustees	
6	Reserve Fund – Fiscal Year 2017	350,000
7	Online Dog Licensing	2,300
8	Self-Contained Breathing Apparatus Masks	6,650
9	Departmental Management Audit	12,400
10	Update of Town Website	12,000
11	Replace Municipal Servers	30,000
12	Seasonal Mowing	15,000
13	Roadside Tree Maintenance	20,000
14	GIS Mapping of Water and Sewer Lines	7,800
15	Local Option Meals Tax	
16	GASB 45 OPEB Actuarial Study	10,000
17	Other Post-Employment Benefits (OPEB) Funding	150,000
18	Capital Planning and Investment Fund Funding	40,000
19	Bond Anticipation Note Payoff	282,250
20	Amend Funding Sources for Town Hall Renovation Project	720,000
21	Capital Planning and Investment Fund Debt Payment	82,213
22	Certified Free Cash	295,599
23	Hildreth Elementary School Feasibility Study and Design	500,000
24	Light Duty Pickup Truck with Plow	45,200
25	Wide Area Mower	49,600
26	Replace DPW Septic System	40,000
27	Pond Road Hazard Mitigation Drainage Project	69,000
28	Replacement of Playground Equipment	25,000
29	Tractor with Front End Loader and Snow Blower	31,000
30	Bellevue Cemetery Road Paving	40,000
31	Amend Chapter 17 of the Code of Harvard	
32	Home Rule Petition to Encourage Small Business Participation and Private Funding of Local Projects	
33	Charter Committee to prepare “home rule petition” charter, a.k.a. “special act charter”	
34	Town Administrator Additional Authority Special Act	
35	Change Mode of Selection of Town Clerk	
36	Change Mode of Selection of Constables	

SUMMARY OF WARRANT ARTICLES (Continued)

<u>Article</u>		<u>Amount</u>
37	Community Preservation Committee Report	
38	Community Preservation Committee Extend Sunset Date	
39	Community Preservation Committee – Administrative Expenses	\$ 2,500
40	Harvard Municipal Affordable Housing Trust Fund	26,100
41	Invasive Plant Management	26,100
42	Preservation of Historic Town Documents	26,100
43	Amend Funding Sources for Town Hall Renovation Project	300,000
44	Payment of Debt on Town Hall Renovation	63,000
45	Annual Authorization of Revolving Funds	
46	Amend Article 29 of the May 2010 Annual Town Meeting	
47	EMT Per-Call Stipends	60,000
48	Harvard Cable Television Station Manager	
49	Town Planner – Planning Board	52,000
50	Appointed Board Members Meeting Attendance	
51	Amend the Protective Bylaw 125-3 Existing Lots, Structures and Uses	
52	Amend the protective Bylaw 125-2, 125-13 and 125-52 Assisted Living Facilities	
53	Amend the Protective Bylaw 125-30E and 125-39C, Commercial Development	
54	Amend the Protective Bylaw 125-32C Sewage and Other Potential Sources of Contamination - Setbacks	
55	Erosion Control Bylaw	
56	Acceptance of Gifts of Property	
57	Acceptance of Highway Funds	

**WARRANT FOR THE 2016 TOWN OF HARVARD
ANNUAL TOWN MEETING AND ELECTION
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 Town affairs, to meet in The Bromfield School on Tuesday, the 5th day of April, 2016 at 7:00 p.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 a sum of money to pay bills of Fiscal Year 2015, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$2,828 to be transferred from Stabilization to pay the following outstanding bills, \$2,708 to be paid to West Plumbing and Heating and \$120 to be paid to the Harvard Press.

ARTICLE 3: HOME RULE PETITION FOR SPECIAL ACT TO PAY BILLS OF PRIOR FISCAL YEARS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act authorizing the Town to pay bills of the immediate prior fiscal year in the subsequent fiscal year, provided that the bills are received and paid by October 31 of the subsequent fiscal year and that any prior fiscal year bills received after October 31 shall be paid pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 64, or pass any vote or votes in relation thereto
(Inserted by Board of Selectmen)

ARTICLE 4: 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 2017, or pass any vote or votes in relation thereto.
(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the total amount of the Omnibus Budget for FY17 as detailed on the following pages.

Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17
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GENERAL GOVERNMENT

Selectmen

1	Personnel	165,679	169,317	216,135	232,603	246,143
2	Town Audit	20,475	15,000	15,000	18,000	20,000
	Expenses	11,018	11,391	7,491	12,370	11,270
	Copy Machine	4,422	3,275	3,730	3,500	3,800
	Postage	15,621	15,745	16,393	17,000	17,000
	Court Judgements					
3	Total Expenses	31,061	30,411	27,613	32,870	32,070
	Total Selectmen	217,215	214,728	258,748	283,473	298,213
						5.20%

Finance Committee

4	Expenses	200	176	191	200	200	0.00%
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Finance Department

	Personnel	284,623	302,526	312,304	327,918	330,587
	Certification Compensation	231	2,000	2,000	2,000	2,000
5	Total Personnel	284,854	304,526	314,304	329,918	332,587
	Technology Services & Supplies	35,361	35,486	36,247	38,500	See line #7 below
	Expenses	83,769	89,145	89,949	96,500	98,090
6	Total Expenses	119,130	124,631	126,196	135,000	98,090
7	Technology	10,772	9,442	9,592	15,000	75,000
	Total Finance Department	414,756	438,599	450,092	479,918	505,677
						5.37%

Legal

	Town Counsel Fees & Expenses	33,275	30,318	38,114	33,000	33,000
	Other Legal Fees & Expenses	14,116	14,876	18,347	18,000	18,000
8	Total Legal	47,391	45,194	56,461	51,000	51,000
						0.00%

Personnel Board

9	Expenses	-	-	-	100	100	0.00%
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Town Clerk

	Personnel	65,853	67,424	68,775	70,426	71,560
	Certification Compensation	1,000	1,000	1,000	1,000	1,000
10	Total Personnel	66,853	68,424	69,775	71,426	72,560
	Expenses	2,101	1,560	2,090	2,825	2,725
	Publications Reprinting/Codification	5,277	3,020	3,909	5,500	5,200
11	Total Expenses	7,378	4,580	5,999	8,325	7,925
	Total Town Clerk	74,231	73,004	75,774	79,751	80,485
						0.92%

Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17
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Elections & Registrars

	Registrars' Honoraria	500	500	500	500	500	
	Expenses	7,997	5,168	7,959	6,550	8,700	
	Census	441	416	677	800	800	
12	Total Elections & Registrars	8,938	6,084	9,137	7,850	10,000	27.39%

Land Use Boards

13	Personnel	48,277	50,550	52,712	53,972	54,841	
	Office Supplies	722	805	376	1,000	1,000	
	Purchase Services	1,199	1,754	2,656	1,600	1,600	
	MRPC Assessment	1,593	1,579	1,618	1,579	1,660	
14	Total Expenses	3,513	4,138	4,651	4,179	4,260	
	Total Land Use Boards	51,790	54,688	57,363	58,151	59,101	1.63%

* Personnel includes \$11,983 to be transferred from Wetlands Protection Fund.

Economic Development Committee

15	Expenses		-	-	500	-	0.00%
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Public Buildings

16	Personnel	24,902	25,508	26,016	26,645	27,075	+27,400+25,600
	Operating Expenses	37,531	33,027	54,635	41,000	34,530	
	Energy	120,644	120,294	94,240	123,500	128,000	
	Maintenance & Equipment	12,229	13,927	24,345	26,400	78,000	
	Waste Water Treatment Ops.	72,252	84,689	60,859	85,000	85,000	
17	Total Expenses	242,656	251,936	234,079	275,900	325,530	
	Total Public Buildings	267,558	277,444	260,095	302,545	352,605	16.55%

+27,400+25,600

Annual Town Reports

18	Expenses	2,533	3,280	3,468	6,000	4,000	-33.33%
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TOTAL GENERAL GOVT.	1,084,611	1,113,197	1,171,328	1,269,488	1,361,381	7.24%
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Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17	
PUBLIC SAFETY							
Police Department							
19	Personnel	791,357	785,092	876,645	887,913	904,347	
	Public Safety Building	22,688	22,827	29,554	37,800	20,800	- 17,000
	Cruiser Maintenance	10,069	14,605	10,143	10,000	10,000	
	Supplies & Expenses	43,373	50,762	55,088	50,050	50,050	
20	Total Expenses	76,130	88,194	94,785	97,850	80,850	
21	Police Vehicle	29,000	27,868	29,000	34,213	34,213	
	Total Police Department	896,487	901,154	1,000,430	1,019,976	1,019,410	-0.06%
Communications Department							
	Personnel	193,643	74,613				???
	Expenses	12,126	177,335	195,266	187,293	187,293	
22	Total Communications Department	205,769	251,948	195,266	187,293	187,293	0.00%
Fire Department							
23	Personnel	176,870	166,636	178,912	204,459	210,707	
	Expenses	44,000	56,401	75,135	44,000	46,000	
	Radio Replacement & Repair	1,660	2,250	2,990	2,250	2,250	
	Protective Equipment	9,136	9,024	8,980	11,000	11,225	
24	Total Expenses	54,796	67,675	87,105	57,250	59,475	
	Total Fire Department	231,666	234,310	266,017	261,709	270,182	3.24%
Ambulance							
	Personnel					see article	
	Expenses	-	-	72,427	133,000	102,000	
	Training	-	-	18,731	26,000	27,000	
25	Total Ambulance	-	-	91,158	159,000	129,000	-18.87%
Building & Zoning Inspector							
26	Fees & Expenses	49,137	47,371	42,494	50,000	50,000	0.00%
Gas Inspector							
27	Fees & Expenses	3,976	3,579	3,564	4,000	4,000	0.00%
Plumbing Inspector							
28	Fees & Expenses	7,249	6,551	7,469	7,000	7,000	0.00%
Wiring Inspector							
29	Fees & Expenses	15,612	9,926	12,700	9,000	11,000	22.22%
Animal Control							
	Personnel	16,500	16,500	16,500	16,500	16,500	
	Expenses	749	374	722	750	750	
30	Total Animal Control	17,249	16,874	17,222	17,250	17,250	0.00%
Tree Warden							
31	Expenses	13,787	14,000	14,519	14,000	14,000	0.00%
	TOTAL PUBLIC SAFETY	1,440,932	1,485,713	1,650,839	1,729,228	1,709,135	-1.16%

Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17	
SCHOOLS							
Local Schools							
	<u>Administration</u>						
	Salaries/Benefits	371,297	368,987	388,937	415,380	419,292	
	Transportation	313,380	252,660	257,492	257,660	273,293	
	Other Expenses	33,120	169,569	126,529	132,642	119,834	
	Total Administration	717,797	791,216	772,958	805,682	812,419	
	<u>Maintenance</u>						
	Salaries	434,516	438,507	448,466	457,540	464,869	
	Utilities	344,340	270,362	279,526	303,000	303,000	
	Other Expenses	123,308	189,999	321,419	224,502	256,434	
	Total Maintenance	902,164	898,868	1,049,411	985,042	1,024,303	
	<u>Hildreth Elementary School</u>						
	Salaries	2,316,240	2,520,202	2,555,545	2,500,758	2,481,818	
	Expenses	92,367	98,627	112,278	121,539	123,537	
	Total Elementary	2,408,607	2,618,829	2,667,823	2,622,297	2,605,355	
	<u>The Bromfield School</u>						
	Salaries	3,605,174	3,684,019	3,956,238	4,016,018	4,113,427	
	Expenses	136,326	132,689	213,678	198,788	231,069	
	Total Bromfield	3,741,500	3,816,708	4,169,916	4,214,806	4,344,496	
	<u>Pupil Personnel Services (SPED)</u>						
	Salaries	1,863,935	1,873,135	1,960,989	2,115,468	2,211,636	
	Other Expenses	63,719	22,614	53,679	102,398	83,532	
	Collaborative Services	141,648	795,316	402,618	520,202	458,258	
	Transportation	332,861	377,503	310,723	384,446	370,868	
	Tuition	909,825	361,296	252,357	123,712	239,402	
	Pre-School Salaries	161,455	125,902	100,808	103,733	53,868	
	Pre-School Expenses	2,600	2,392	1,545	1,153	2,284	
	Total Pupil Personnel Services	3,476,043	3,558,158	3,082,719	3,351,112	3,419,848	
	<u>Technology</u>						
	Salaries	130,111	130,626	143,226	150,009	246,518	
	Expenses	109,108	106,847	129,866	145,657	153,702	
	Total Technology	239,219	237,473	273,092	295,666	400,220	
32	Total Local Schools	11,485,330	11,921,252	12,015,919	12,274,605	12,606,641	2.71%
33	Montachusett Regional Voc. Tech.	76,807	75,069	98,949	122,015	133,200	9.17%
	TOTAL SCHOOLS	11,562,137	11,996,321	12,114,868	12,396,620	12,739,841	2.77%
PHYSICAL ENVIRONMENT							
Dept. of Public Works							
34	Personnel	671,865	721,272	687,410	708,607	715,303	
	Maintenance & Equipment	133,508	169,532	92,542	137,000	140,600	- 8,600
	Fuel	89,914	90,447	78,925	72,500	72,500	
	Improvements & Construction	38,148	38,077	56,229	52,750	54,000	
	Snow & Ice Removal	179,986	187,405	351,537	112,000	112,000	
	Telephone & Electricity	9,048	9,377	9,917	11,000	11,400	
35	Total Expenses	450,604	494,838	589,149	385,250	390,500	
36	Small Equipment Repair/Replace.	69,854	69,603	68,791	30,000	30,000	
	Total Dept. of Public Works	1,192,324	1,285,713	1,345,351	1,123,857	1,135,803	1.06%

Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17
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Solid Waste Transfer

	Transfer Station Expenses	153,821	163,530	141,891	162,550	167,100	
	Hazardous Waste Disposal *	6,107	3,907	3,907	3,907	3,907	
37	Total Solid Waste Transfer	159,928	167,437	145,798	166,457	171,007	2.73%

Street Lights & Traffic Signal

38	Expenses	5,689	5,652	7,670	6,500	6,500	0.00%
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Water Department

39	Expenses	14,848	16,371	18,564	18,000	18,200	1.11%
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Pond Committee

40	Expenses	33,500	8,987	19,423	28,000	28,000	0.00%
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Cemeteries

41	Expenses	1,842	846	1,577	2,500	2,500	0.00%
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TOTAL PHYSICAL ENVIRONMENT		1,408,131	1,485,006	1,538,383	1,345,314	1,362,010	1.24%
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HUMAN SERVICES

Board of Health

42	Personnel	7,075	9,051	10,524	11,064	8,165	
	Expenses	819	927	1,108	1,150	1,146	
	Nashoba Assoc. Boards of Health	20,558	20,558	20,558	21,231	21,380	
	Minuteman Home Center	1,018	1,146	1,146	1,146	1,160	
43	Total Expenses	22,395	22,631	22,812	23,527	23,686	
	Total Board of Health	29,470	31,682	33,336	34,591	31,851	-7.92%

Council on Aging

44	Personnel	78,827	86,504	86,931	88,961	114,462	
45	MART Personnel	28,288	31,385	30,255	35,002	35,409	
46	Expenses	1,958	1,993	1,900	1,995	1,995	
47	MART Van Expenses	250	221	818	1,000	1,000	
	Total Expenses	2,207	2,214	2,718	2,995	2,995	
	Total Council on Aging	109,322	120,103	119,903	126,958	152,866	20.41%

Veterans' Services

	Personnel	-	2,500	5,200	5,000	5,200	
	Expenses	1,509	325	1,194	1,500	1,500	
	Benefits	9,343	12,900	12,105	12,000	12,000	
	Total Expenses	10,852	13,225	13,299	13,500	13,500	
48	Total Veterans' Services	10,852	15,725	18,499	18,500	18,700	1.08%

TOTAL HUMAN SERVICES		149,644	167,510	171,739	180,049	203,417	12.98%
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Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17
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CULTURE AND RECREATION

Library

49	Personnel	374,237	387,341	399,340	408,855	413,798
50	Expenses	144,292	147,694	148,013	149,384	153,889
	Total Library	518,529	535,035	547,353	558,239	567,687

* \$8,826 to be transferred from Library Expendable Trust Funds.

Cable Access

51	Personnel					56,438
	Expenses					7,700
	Equipment					5,000
52	Total Expenses					12,700
	Total Cable Access	-	-	-	-	69,138

100.00%

Parks & Recreation

53	Commons & Schools/Grounds Exp.	15,733	21,664	18,183	31,650	31,650
54	Beach Expense	14,113	13,271	14,308	15,289	18,347
55	Beach Personnel - Director	8,174	11,508	10,951	11,508	13,234
	Groundskeeping Personnel	28,157	-		-	-
	Total Parks & Recreation	66,177	46,443	43,442	58,447	63,231

8.19%

Historical Commission

56	Expenses	-	2,790	69	100	500
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400%

Agricultural Commission

57	Expenses	-	-	-	500	500
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0.00%

TOTAL CULTURE AND RECREATION	584,706	584,268	590,864	617,286	701,056	13.57%
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INSURANCE AND FRINGES

Property/Liability

58	Insurance	143,982	140,873	125,753	146,450	146,450
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0.00%

Employee Benefits

	Worcester Regional Retirement	600,004	627,103	665,399	696,096	737,805
	Workers' Compensation Insurance	88,809	70,896	91,787	85,000	100,000
	Unemployment Insurance	20,347	51,767	3,496	60,000	60,000
	Medicare	181,292	186,785	199,643	188,000	191,760
	Health Insurance	2,191,973	2,190,457	2,046,430	2,344,152	2,463,022
	Life Insurance	10,166	21,454	5,528	12,000	12,000
	Deferred Compensation	10,428	11,982	13,347	13,000	13,000
	Disability Insurance	4,985	24,313	31,479	28,000	27,000
	Benefits Administration	2,104	1,235	1,976	2,500	2,500
	OPEB Trust Funding (\$250,000 in FY14)			425,000	450,000	450,000
59	Total Employee Benefits	3,110,108	3,185,992	3,484,085	3,878,748	4,057,087

4.60%

TOTAL INSURANCE & FRINGES	3,254,090	3,326,865	3,609,838	4,025,198	4,203,537	4.43%
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TOTAL OPERATING BEFORE DEBT	19,484,251	20,158,879	20,847,859	21,563,183	22,280,377	3.33%
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Town of Harvard FY17 Omnibus Budget

Line #	Department/Account	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Request FY17	
NON-EXCLUDED DEBT							
Debt Expense							
60	Debt (Public Bldg. Sewer Connections)	2,696	6,500	3,328	5,000	31,800	536.0%
BAN Interest & Borrowing Cost							
61	Borrowing Cost	3,202	-	-	6,000	2,500	-58.3%
TOTAL NON-EXCLUDED DEBT		5,898	6,500	3,328	11,000	34,300	211.8%
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TOTAL OPERATING AFTER NON-EXCLUDED DEBT		19,490,149	20,165,379	20,851,187	21,574,183	22,314,677	3.43%
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EXCLUDED DEBT							
Permanent Debt							
	Public Safety Building (2000) Principal	135,000	145,000	140,000	140,000	135,000	
	Public Safety Building (2000) Interest	58,995	20,775	17,925	15,125	12,375	
	Bromfield School (2004) Principal	315,000	350,000	350,000	350,000	345,000	
	Bromfield School (2004) Interest	148,479	49,594	75,406	66,358	60,813	
	Library (2004) Principal	135,000	150,000	150,000	145,000	140,000	
	Library (2004) Interest	62,891	36,943	31,716	27,888	25,038	
	School Roof (2006) Principal	125,000	125,000	125,000	125,000	125,000	Final
	School Roof (2006) Interest	23,125	16,725	11,677	6,521	2,656	Final
	Sewer Project (net of Betterments) Prin.		50,180	43,048	43,983	44,545	
	Sewer Project (net of Betterments) Int.		21,868	19,988	19,128	18,088	
	Town Hall Principal (net of CPA)					112,500	
	Town Hall Interest					90,000	
	Littleton County Road Principal					58,000	
	Littleton County Road Interest					25,720	
	Fire Tanker Truck Principal					25,000	
	Fire Tanker Truck Interest					14,000	
62	Total Payments	1,003,490	966,085	964,760	939,003	1,233,735	31.39%
Temporary Debt							
	Exempt BAN	1,804	20,287	1,854	152,828		
63		1,804	20,287	1,854	152,828	-	-100%
TOTAL EXCLUDED DEBT		1,005,294	986,372	966,614	1,091,831	1,233,735	13.00%
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GRAND TOTAL OMNIBUS BUDGET		20,495,443	21,151,751	21,817,801	22,666,014	23,548,412	3.89%

ENTERPRISE FUND: Sewer Department

	Sewer Personnel						
	Personnel						
	Operating Expenses	100,000	150,000	100,000	100,000	100,000	
	Debt Service (from Betterments)		incl. above	90,710	90,710	91,483	
	Total Expenses	100,000	150,000	190,710	190,710	191,483	
64	Total Sewer Enterprise	100,000	150,000	190,710	190,710	191,483	0.41%

All operating expenses to be funded by rates and fees.
Sewer Debt funded by exempt debt and betterments.

ARTICLE 5: CHANGE COMPOSITION OF WARNER FREE LECTURE BOARD OF TRUSTEES

To see if the Town will vote to amend the vote of the Town of Harvard Annual Town Meeting held on March 2, 1891 under Article 24 of the Warrant therefor by changing the composition of the Board of Trustees of the Warner Free Lecture Trust from three gentlemen and three ladies to six registered voters of the Town, regardless of gender, or pass any vote or votes in relation thereto.

(Inserted by Warner Free Lecture Board of Trustees)

ARTICLE 6: RESERVE FUND – FISCAL YEAR 2017

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 2017, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$350,000 for the Reserve Fund. This includes \$175,000 for traditional emergency needs plus \$175,000 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 FY15 Reserve Fund Transfers.

ARTICLE 7: ONLINE DOG LICENSING

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 Clerk to purchase an online dog licensing program, with unexpended funds as of June 30, 2017 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 \$2,300 be raised and appropriated to purchase the online dog license program.

ARTICLE 8: SELF-CONTAINED BREATHING APPARATUS MASKS

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 purchase new self-contained breathing apparatus masks for the fire department, with unexpended funds as of June 30, 2017 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 \$6,650 be raised and appropriated to purchase these new SCBA masks.

ARTICLE 9: DEPARTMENTAL MANAGEMENT AUDIT

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 Board of Selectmen, to conduct a Management Audit of the Town's Fire and Ambulance departments, with unexpended funds as of June 30, 2017 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 \$12,400 be raised and appropriated to conduct the departmental management audit of the Town's Fire and Ambulance departments.

ARTICLE 10: UPDATE OF TOWN WEBSITE

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 update the Town's website, with unexpended funds as of June 30, 2017 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 \$12,000 be raised and appropriated to update the town's website.

ARTICLE 11: REPLACE MUNICIPAL SERVERS

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 replace two fifteen year old servers and install new ones, with unexpended funds as of June 30, 2017 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 \$30,000 be raised and appropriated to replace two fifteen year old servers.

ARTICLE 12: SEASONAL MOWING

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 Department of Public Works Director, with the approval of the Board of Selectmen, to hire someone on a part-time basis to do seasonal mowing, with unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by DPW)

FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000 be raised and appropriated to hire for this one-time seasonal mowing to take place in fiscal year 2017.

ARTICLE 13: ROADSIDE TREE MAINTENANCE

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 Department of Public Works Director, with the approval of the Board of Selectmen, to contract with a professional company to trim trees and large brush along Harvard's roadsides, with unexpended funds as of June 30, 2017 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 \$20,000 be raised and appropriated to contract with a professional company to trim trees and large brush along Harvard's roadsides.

ARTICLE 14: GIS MAPPING OF WATER AND SEWER LINES

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 Department of Public Works Director, with the approval of the Water and Sewer Commission, to have Geographic Information System mapping of the water and sewer lines undertaken, with unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Water and Sewer Commission)

FINANCE COMMITTEE RECOMMENDS - the sum of \$7,800 be raised and appropriated to fund the GIS mapping of the water and sewer systems.

ARTICLE 15: LOCAL OPTION MEALS EXCISE

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 64L, Section 2(a) to impose a local meals excise tax, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the adoption of the local meals tax with proceeds going into the General Fund. The tax is a 0.75% tax on gross receipts (e.g., the local meals tax on a \$100 meal = 75 cents). Only meals currently subject to the state meals tax would be subject to the local tax. Each restaurant collects and sends the local meals tax through the same process used for the state tax. Massachusetts Department of Revenue estimates the annual meals tax revenue for Harvard is ~\$25,000.

ARTICLE 16: GASB 45 OPEB ACTUARIAL VALUATION

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 Finance Director, with the approval of the Board of Selectmen, to conduct the required bi-annual Government Accounting Standards Board Standard 45, Other Post-Employment Benefits (OPEB) actuarial valuation, with unexpended funds as of June 30, 2017 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 \$10,000 be raised and appropriated to provide the funds necessary to conduct the required bi-annual GASB 45 OPEB actuarial valuation.

ARTICLE 17: OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be deposited by the Town Treasurer, with the approval of the Board of Selectmen, in the Town's OPEB Trust Fund, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen and Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$150,000 be transferred from the Town's Overlay Surplus Account to the Town's OPEB Trust Fund.

ARTICLE 18: CAPITAL PLANNING AND INVESTMENT FUND FUNDING

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be deposited by the Town Treasurer, with the approval of the Board of Selectmen, into the Capital Planning and Investment Fund, or pass any vote or votes in relation thereto.
(Inserted by Finance Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$40,000 be raised and appropriated and then deposited into the Capital Stabilization and Investment Fund.

ARTICLE 19: BOND ANTICIPATION NOTE PAYOFF

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 pay off the Bond Anticipation Notes for Article 17, Municipal Buildings [a.k.a. Town Hall Schematic Design] of the April 2, 2011 Annual Town Meeting; for Article 2, Re-Vote of Article 20 [a.k.a. Forestry Fire truck] of the April 28, 2012 Annual Town Meeting and finally Article 15, The Bromfield School, Pond Road Parking Lot, of the April 6, 2013 Annual Town Meeting, or pass any vote or votes in relation thereto.
(Inserted by Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$282,250 be transferred from Certified Free Cash to pay off the Bond Anticipation Notes related to the following articles: Municipal Buildings [a.k.a. Town Hall Schematic Design], the sum of \$158,000.; Re-Vote Forestry Fire truck, the sum of \$35,000. and finally The Bromfield School, Pond Road Parking Lot, the sum of \$89,250.

ARTICLE 20: AMEND FUNDING SOURCES FOR TOWN HALL RENOVATION PROJECT

To see if the Town will vote to amend its vote under Article 18 of the Warrant for the 2012 Town of Harvard Annual Town Meeting held on April 28, 2012 by reducing the amount to be borrowed pursuant to the provisions of Massachusetts General Laws Chapter 44 from \$2,970,000 to \$2,250,000 for a reduction of \$720,000 and by transferring \$720,000 from Free Cash to compensate for said reduction in the amount to be so borrowed, or pass and vote or votes in relation thereto.
(Inserted by Capital Planning and Investment Committee and Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$720,000 be transferred from Certified Free Cash to fund the reduction in the amount needed to be borrowed for the Town Hall project.

ARTICLE 21: 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 2017, with unexpended funds as of June 30, 2017 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 \$82,213 be transferred from Certified Free Cash to fund the Capital Planning and Investment Committee's debt service for Fiscal Year 2017.

ARTICLE 22: FISCAL YEAR 2015 CERTIFIED FREE CASH

To see if the Town will vote to transfer a sum of money from Fiscal Year 2015 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, \$295,599 be transferred to the Capital Stabilization and Investment Fund.

ARTICLE 23: HILDRETH ELEMENTARY SCHOOL FEASIBILITY STUDY AND DESIGN

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for a feasibility study, including schematic designs for the Hildreth Elementary School at 27 Massachusetts Avenue, Harvard, Massachusetts, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority (MSBA) and acknowledge that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town and to determine whether such appropriation shall be provided by a borrowing pursuant to the provisions of Massachusetts General Laws Chapter 44, contingent upon the passage of a Proposition Two and One-Half debt exclusion ballot question at the April, 2016 Annual Town Election, or pass any vote or votes in relation thereto. (Submitted by School Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$500,000 be borrowed to conduct the feasibility study and schematic design work necessary for the Hildreth Elementary School project. (Please see CPIC's report earlier in the budget book.)

ARTICLE 24: PURCHASE NEW LIGHT DUTY PICKUP TRUCK WITH PLOW

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 Department of Public Works Director, with the approval of the Board of Selectmen, to purchase a new light duty pickup truck with plow, with any unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto. (Inserted by Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$45,200 be appropriated from the Capital Stabilization and Investment Fund to purchase a new light duty pickup truck with plow. (Please see CPIC's report earlier in the budget book.)

ARTICLE 25: WIDE AREA MOWER

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 Department of Public Works Director, with the approval of the Board of Selectmen, to purchase a new wide area mower, with unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$49,600 be appropriated from the Capital Stabilization and Investment Fund to purchase a new wide area mower. (Please see CPIC's report earlier in the budget book.)

ARTICLE 26: REPLACE DPW SEPTIC SYSTEM

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 Department of Public Works Director, with the approval of the Board of Selectmen, to replace the failed septic system at the Department of Public Works facility, with unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$40,000 be appropriated from the Capital Stabilization and Investment Fund to replace the septic system at the DPW. (Please see CPIC's report earlier in the budget book.)

ARTICLE 27: POND ROAD HAZARD MITIGATION DRAINAGE PROJECT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money, less any grant funding received, to be expended by the Department of Public Works Director, with the approval of the Water and Sewer Commission, to install a new drainage system on Pond Road that will prevent hazardous materials from getting to the water system, with unexpended funds as of June 30, 2018 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Water and Sewer Commission and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND - the sum of \$69,000 be appropriated from the Capital Stabilization and Investment Fund to install a new drainage system on Pond Road that will prevent hazardous materials from getting to the water system. (Please see CPIC's report earlier in the budget book.)

ARTICLE 28: REPLACEMENT OF PLAYGROUND 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 Park and Recreation Commission, to replace the playground equipment at the Town Beach, with any unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Park and Recreation Commission and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$25,000 be appropriated from the Capital Stabilization and Investment Fund to replace the playground equipment at the Town Beach. (Please see CPIC's report earlier in the budget book.)

ARTICLE 29: TRACTOR WITH FRONT END LOADER & SNOW BLOWER

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 Superintendent, with the approval of the School Committee, to purchase a new tractor for the School Department, with any unexpended funds as of June 30, 2017 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 in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$31,000 be appropriated from the Capital Stabilization and Investment Fund to purchase a new tractor with front end loader and snow blower for the School Department. (Please see CPIC's report earlier in the budget book.)

ARTICLE 30: BELLEVUE CEMETERY ROAD PAVING

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 Department of Public Works Director, with the approval of the Cemetery Commission, to pave the roads in Bellevue Cemetery, with any unexpended funds as of June 30, 2018 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Cemetery Commissioners)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the sum of \$40,000 be appropriated from the Sale of Cemetery Lots Fund to pave the roads in Bellevue Cemetery.

ARTICLE 31: AMEND CHAPTER 17 OF THE CODE OF HARVARD

To see if the Town will vote to amend the Code of the Town of Harvard, Chapter 17, Capital Planning and Investment Committee; Capital Stabilization and Investment Fund, section 17-2. Duties, paragraph A by making the following changes:

[key to revisions: underlining = additions; ~~strikethrough~~ = deletions]

- A. The Committee shall consider matters relating to appropriations from the Capital Stabilization and Investment Fund, and shall make recommendations to the Town or any board, committee or official thereof, and establish policies relative to the funding of capital projects of the Town and set priorities and schedules for such capital projects. The Committee shall study proposed capital outlays involving the acquisition of land or an expenditure of \$20,000 or greater and ~~or~~ having a useful life of at least five years. All officers, boards, and committees, including the Board of Selectmen and the School Committee, shall by September 30th each year give to such Board, on forms prepared by it, information concerning all anticipated capital projects needing Town Meeting action during the ensuing five years. The Committee shall consider the relative need, timing, and cost of these expenditures and the effect each will have on the financial position of the Town.

Or pass any vote or votes in relation thereto.

(Inserted by Capital Planning and Investment Committee)

**ARTICLE 32: HOME RULE PETITION – ENCOURAGE SMALL BUSINESS
PARTICIPATION AND PRIVATE FUNDING 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 to 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 the Board of Selectmen)

ARTICLE 33: Charter Committee to prepare "home rule petition" charter, a.k.a. "special act charter"

To see if the Town will vote to create a Charter Committee to prepare a "home rule petition" charter for the Town of Harvard. The Committee shall comprise nine (9) members, all registered voters of the Town of Harvard, appointed by the Moderator to serve until such time as the charter is adopted, or deemed by the committee unable to be adopted. Committee to operate as follows:

- All committee deliberation shall be according to Open Meeting Law, M.G.L. c. 30A, §§ 18-25 (Effective July 1, 2015)
- First public hearing to be held not more than 45 days after committee is created, to invite public input to the scope of the committee's work.
- All public hearings to be posted at least ten (10) days prior to each hearing.
- Preliminary report to be published at least two months prior to 2017 annual town meeting, to include committee's preliminary recommendations including the text of proposed charter. Public hearing to be held to give voters an opportunity to comment, and to give committee an opportunity to respond, before publishing final recommendations.
- Committee shall hold a public hearing and publish final recommendations at least two weeks prior to 2017 town meeting, in a form suitable to be voted by town meeting for enactment by the legislature as a "special act charter", subject to confirmation by town election ballot.

In the event the "home rule charter" ballot question requested by petition is approved at the April 12, 2016 Town Election, and a Charter Commission has been elected, this article will be nullified, no committee will be appointed, and the Charter Commission will proceed according to MGL 43B.

(Inserted by Citizen Petition)

ARTICLE 34: TOWN ADMINISTRATOR ADDITIONAL AUTHORITY SPECIAL ACT

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act substantially the same as the following act, or take any other action in relation thereto.

An Act authorizing the granting of additional authority by Harvard Board of Selectmen to the Harvard Town Administrator

Be it enacted, etc., as follows:

Section 1. Upon the effective date of this act, the Board of Selectmen, by majority vote, may delegate additional authority to the Town Administrator as pursuant to the provisions of this act. To the extent that the provisions of this act are inconsistent with any general or special law the provisions of this act shall govern.

Section 2. Except as provided herein, nothing in this act shall affect the authority, duties and terms of office of any appointed or elected official of the town..

Section 3. The executive powers of the town shall continue to be vested in the Board of Selectmen which shall serve as the chief policymaking board of the town. Said Board of Selectmen shall continue to have and to exercise all the powers and duties vested in boards of selectmen under the General Laws or by vote of the town, except as otherwise provided herein.

Section 4. The Board of Selectmen shall appoint, for a term of three years, a Town Administrator who shall be eligible for reappointment for successive terms of not more than three years each. The Town Administrator shall perform such other duties as deemed necessary or as may be authorized by this act, by by-law, Town Meeting vote or vote of the Board of Selectmen. Before entering upon the duties of his office, the town administrator shall be sworn to the faithful and impartial performance thereof by the Town Clerk.

Section 5. Subject to approval by the Board of Selectmen, the Town Administrator shall designate a qualified person other than a Selectman, the Town Moderator, a member of the School Committee or of the Finance Committee to perform the Town Administrator's duties during his/her temporary absence or disability.

Section 6. The Town Administrator may be granted the authority, by the Board of Selectmen, to appoint all employees under the jurisdiction of the Board of Selectmen. Additionally, this appointing authority may be granted by the Town Administrator to Department Heads under his/her supervision subject to his/her approval. Fire Department employees lower in rank than the Fire Chief shall continue to be appointed by the Fire Chief. Appointments to the following positions by the Town Administrator shall be subject to confirmation by the Board of Selectmen.

- a. Ambulance Director
- b. Council on Aging Director
- c. DPW Director
- d. Finance Director

- e. Fire Chief
- f. Police Chief
- g. Town Counsel
- h. Treasurer/Tax Collector

Section 7. The Board of Selectmen may delegate the authority to the Town Administrator to act in its behalf on all disciplinary matters relative to all employees under the jurisdiction of the Board of Selectmen.

Section 8. The Board of Selectmen may delegate the authority to the Town Administrator to approve the payroll and vendor warrants on behalf of the Board of Selectmen. In the absence of the Town Administrator, these warrants shall be approved by any member of the Board of Selectmen.

Section 9. The Board of Selectmen may grant the authority to the Town Administrator to approve all operating and capital budget requests prior to submission to the Board of Selectmen for all departments, boards and committees under the jurisdiction of or appointed by the Board of Selectmen. Said budgets will be approved by the Board of Selectmen prior to submission to the Finance Committee or Capital Planning and Investment Committee as appropriate.

Section 10. Subject only to the express prohibition in a General Law or this act to do so, the Town Meeting may, by by-law, reorganize, consolidate or abolish, create, merge or divide or alter the term of office, the manner of selection, or if a multiple member body, the number of members of any town body, in whole or in part, or establish new agencies and may prescribe the functions, powers, duties and responsibilities of any such agency.

Section 11. This act shall take effect upon passage.
(Inserted by Board of Selectmen)

ARTICLE 35: CHANGE MODE OF SELECTION OF TOWN CLERK

To see if the Town will vote to change the mode of selection of the Town Clerk from election by ballot at the Annual Town Election to appointment by the Board of Selectmen, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

ARTICLE 36: CHANGE MODE OF SELECTION OF CONSTABLES

To see if the Town will vote to change the mode of selection of the Constable from election by ballot at the Annual Town Election to appointment by the Board of Selectmen, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen)

ARTICLE 37: COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Budget, or pass any vote or votes in relation thereto.
(Inserted by the Community Preservation Committee)

ARTICLE 38: COMMUNITY PRESERVATION COMMITTEE – EXTEND SUNSET DATE

To see if the Town will vote to extend the sunset date on Article 33, Replace Windows at Hildreth House, of the April 2014 Annual Town Meeting from June 30, 2016 to June 30, 2017, or pass any vote or votes in relation thereto.

(Inserted by Community Preservation Commission)

ARTICLE 39: COMMUNITY PRESERVATION COMMITTEE ADMINISTRATIVE EXPENSES

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund 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, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Community Preservation Committee)

ARTICLE 40: HARVARD MUNICIPAL AFFORDABLE HOUSING TRUST FUND

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund the sum of \$26,100 to be placed in the Municipal Affordable Housing Trust Fund, or pass any vote or votes in relation thereto.

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

ARTICLE 41: INVASIVE PLANT MANAGEMENT

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund the sum of \$26,100 to be expended by the Conservation Commission for the purpose of controlling invasive plants on conservation land, with unexpended funds as of June 30, 2019 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Conservation Commission and Community Preservation Committee)

ARTICLE 42: PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund the sum of \$26,100 to be expended by the Town Clerk for the purpose of preserving and restoring historic town documents with unexpended funds as of June 30, 2017 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk and Community Preservation Committee)

ARTICLE 43: AMEND FUNDING SOURCES FOR TOWN HALL RENOVATION PROJECT

To see if the Town will vote to amend its vote under Article 18 of the Warrant for the 2012 Town of Harvard Annual Town Meeting held on April 28, 2012 by reducing the amount to be borrowed pursuant to the provisions of Massachusetts General Laws Chapter 44B, Section 11 from \$1,000,000 to \$700,000 for a reduction of \$300,000 and by transferring \$300,000 from the Community Preservation Fund and revenues to compensate for said reduction in the amount to be so borrowed.

(Inserted by Community Preservation Committee)

ARTICLE 44: PAYMENT OF DEBT ON TOWN HALL RENOVATION

To see if the Town will vote to appropriate and transfer from the Community Preservation Fund the sum of \$63,000, to be expended by the Town for payment of debt for the renovation of Town Hall, or pass any vote or votes in relation thereto.

(Inserted by Community Preservation Committee)

ARTICLE 45: 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 balance of this account not to exceed \$35,000 in Fiscal Year 2017;

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 balance of this account not to exceed \$25,000 in Fiscal Year 2017;

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 balance of this account not to exceed \$50,000 in Fiscal Year 2017;

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 balance of this account not to exceed \$15,000 in Fiscal Year 2017;

5) continue the Revolving Fund account as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund advertising, professional and/ or legal opinions and any other activity required to be paid for by an applicant with the balance of this account not to exceed \$1,000 in Fiscal Year 2017, and

6) continue the Revolving Fund account as allowed by Chapter 30 of the Acts of 2014 for Tax Title collections,

or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – re-authorizing these revolving funds.

ARTICLE 46: AMEND ARTICLE 29 OF THE MAY 2010 ANNUAL TOWN MEETING

To see if the Town will vote to amend its vote under Article 29 of the Warrant for the May 2010 Annual Town Meeting, Resolution to Proactively Pursue Commercial Development in Harvard's Commercial District, by deleting section (1) in its entirety which will effectively abolish the Economic Development Committee (EDC), or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 47: EMT PER-CALL STIPENDS

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 Harvard Ambulance Service, subject to a fee schedule approved by the Board of Selectmen, to provide per-call stipends to Emergency Medical Technicians and Drivers, with unexpended funds as of June 30, 2017 returning to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the passage of this article with the \$60,000 in funding coming from the Ambulance Receipts Reserved Account.

ARTICLE 48: HARVARD CABLE TELEVISION STATION MANAGER

To see if the Town will vote to create a Harvard Cable Television Station Manager position, to be paid from revenues generated through the Town's cable contract with Charter Communications, Inc., or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 49: TOWN PLANNER

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to continue the position of Town Planner in Fiscal Year 2017, as an independent contractor, with unexpended funds as of June 30, 2017 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 \$52,000 be raised and appropriated to fund the continuation of the position of Town Planner as an independent contractor for fiscal year 2017.

ARTICLE 50: APPOINTED BOARD MEMBERS MEETING ATTENDANCE

To see if the Town will vote to amend the Code of the Town of Harvard by adding thereto the following new Chapter:

Chapter 10 – Appointed Board Members Meeting Attendance

§10.1 Meeting Attendance. Members of appointed public bodies shall attend all regularly scheduled meetings of the public body unless they are unable to do so for reasons beyond their control. If a member of an appointed body is absent from thirty percent (30%) or more of the regularly scheduled meetings of the public body, the Chair or a majority of a quorum of the public body shall send a written notice of such member's absences to the public body's appointing authority.

§10.2 Removal of Frequently Absent Members of Public Bodies. Upon receipt of a written notice pursuant to Section 10.1 of this Chapter, the appointing authority of the public body may remove the member so absent by written notice to such member, a copy of which notice shall be filed with the Town Clerk, whereupon the frequently absent member's removal from the public body shall become effective. Thereafter, the appointing authority shall fill the vacancy created by such member's removal in due course.

Or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

**ARTICLE 51: AMEND THE PROTECTIVE BYLAW 125-3 EXISTING LOTS, STRUCTURES
AND USES**

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard, by making the following revisions to the figures within Section 125-3, thereof regarding pre-existing non-conforming structures, or take any vote or votes in relation thereto.

[key to revisions: underlining = additions; ~~strikethrough~~ = deletions]

Figure 1

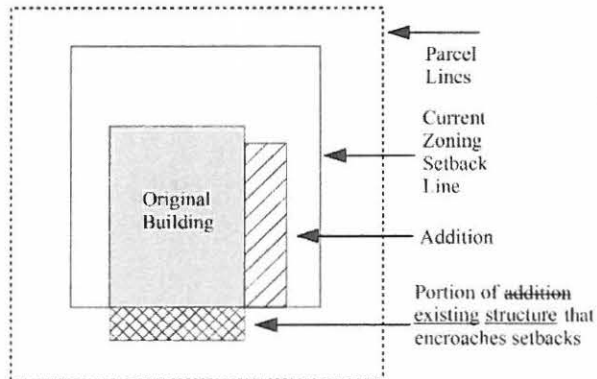


Figure 2

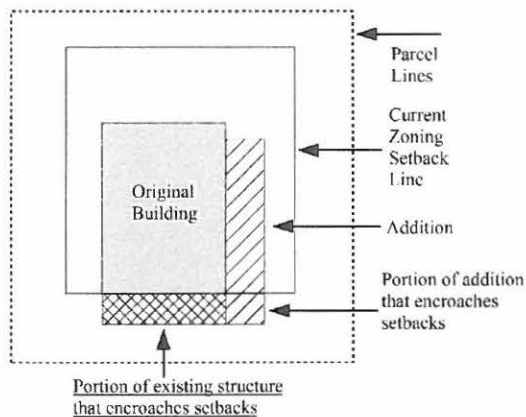
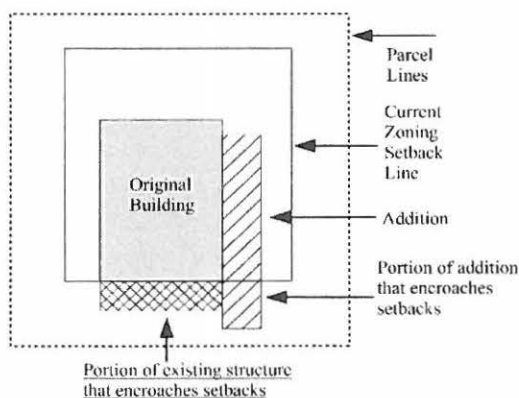


Figure 3



(Inserted by Planning Board)

ARTICLE 52: AMEND THE PROTECTIVE BYLAW 125-2, 125-13 AND 125-52 ASSISTED LIVING FACILITIES

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard, by making the following revisions in regards to Assisted Living Facilities, or take any vote or votes in relation thereto.

(1) By adding the following new definition to §125-2 Definitions, for Assisted Living Facilities:

ASSISTED LIVING FACILITY – A combination of housing, support services, and health care designed to respond to the needs of those who require help in activities of daily living. Such facilities may include common dining and recreation areas, and may offer transportation services. Accessory uses may include beauty salons, medical offices, and other uses customarily incidental to assisted living facilities. The Mass. Department of Elder Affairs certifies assisted living facilities pursuant to Chapter 19D of the General Laws.

(2) By adding the following new use to §125-13, Medium Scale Commercial Uses for Assisted Living Facilities:

AA. Assisted Living Facilities

(3) By adding the following new section to §125-52 Ayer Road Village Special Permit:

- I. **Assisted Living Facility.** An assisted living facility may be permitted in an ARV-SP as a stand-alone use or as part of a mixed-used development. The lot shall have a minimum of five acres within the Commercial District. The maximum building size shall be 50,000 square feet. The following additional standards shall apply:
 - (1) At least fifty percent (50%) of the development shall be open space, of which not more than half shall be wetland. The open space calculation may include land within required setbacks.
 - (2) No dwelling shall be located closer than 100 feet to an AR district boundary, and no parking area or accessory structure shall be located closer than 60 feet to an AR district boundary.
 - (3) Permitted accessory structures include maintenance buildings, and other customary accessory structures for use of the residents and staff.
 - (4) The proponent shall submit a fiscal impact analysis demonstrating likely revenues generated by the development and the estimated costs of providing municipal services. For uses exempt from local property taxes, the Board of Selectmen may negotiate a tax agreement for payment in lieu of taxes to offset the Town's costs of providing services to the development.

(Inserted by Planning Board)

ARTICLE 53: AMEND THE PROTECTIVE BYLAW 125-30E AND 125-39C, COMMERCIAL DEVELOPMENT

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard, by making the following revisions in regards to Commercial Development, or take any vote or votes in relation thereto.

[key to revisions: underlining = additions; ~~strikethrough~~ = deletions]

- (1) To see if the Town will vote to amend §125-30E (3) to eliminate the current side and rear setback requirement, i.e. 20% of the required lot width or of (maximum) lot width, to 20' from side and rear property lines, and secondly in the Commercial district, to increase the setback from abutting property in an AR or MR District from 60' to 100', as follows:

125-30E(3) Except for the Commercial district, structures other than fences, signs, and poles shall be set back from the lot boundaries by at least 20% of required lot width or of (maximum) lot width, whichever is lesser. In the Commercial District such structures shall be set back 20 feet from side and rear property lines. If property use is subject to §125-39, Site standards, such setback shall be at least 60 feet from abutting property in an AR or MR District. In the Commercial district, if property use is subject to §125-39, Site standards, such setback shall be at least 100 feet from abutting property in an AR or MR District. For an institutional use by the Town of Harvard ...

- (2) By amending Section 125-30E(4) to eliminate the current minimum front setback of 125' from the centerline of Ayer Road to a minimum of 20', and a maximum of 50', from the front lot line, as follows:

125-30E (4) Structures other than fences, signs, and poles shall be set back from the center line of any roadway, provision for future roadway, or easement or right-of-way for vehicular access connecting three or more lots to the street, by at least 75 feet. Such setback shall also apply to swimming pools. However, except for swimming pools, such setbacks do not apply for roads serving only lots in an OSC-PRD. Excluding the Commercial District, Aalong arterial streets or if property use is subject to §125-39, Site standards, such setbacks shall be at least 125 feet. In the Commercial District such structures shall be set back from the front lot line a minimum of 20 feet and a maximum of 50 feet. However, for an institutional use by the Town of Harvard ...

- (3) By amending Section 125-39C(2) to lower the "green area" requirement for lots in the Commercial district to 50% of lot area, as follows:

125-39C(2) All lots developed under the provisions of the commercial uses sections (§§125-12, 125-13 and 125-14) shall provide a green area consisting of at least 50% of total lot area, ~~plus 25% of lot land area in excess of three acres.~~ Further, all required setbacks shall be landscaped, planted as green space, or, where feasible, retained in a natural vegetative state.

(Inserted by Planning Board)

ARTICLE 54: AMEND THE PROTECTIVE BYLAW 125-32C SEWAGE AND OTHER POTENTIAL SOURCES OF CONTAMINATION – SETBACKS

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard, by making the following revisions to Section 125-32C, thereof regarding setbacks, or take any vote or votes in relation thereto.

[key to revisions: underlining = additions; ~~striketrough~~ = deletions]

C. Setbacks

- (5) For the purpose of the subsection (only), “street” includes any street, as defined in this bylaw; any provision for any future street; and any easement or right-of-way for vehicular access (including driveway) connecting two or more lots to the street. The term “absorption area” is the plan projection of the bottom of the excavation for the leaching facility as described in Title ~~V~~5 of the State Environmental Code ~~(1978)~~(1995 or as revised).
- (6) The provisions of this subsection do not apply to ~~revisions the upgrade (as defined by Title 5) of sewage systems which existed on March 31, 1984, and remains in use; or to the installation or revision of a sewage system in accordance with a valid unexpired permit from the Board of Health issued upon an application made prior to June 3, 1984; or to~~ for an existing structure or dwelling, or would restrict the execution of a mandatory order of the Board of Health to abate or forestall a threat or nuisance to health.

(Inserted by Planning Board)

ARTICLE 55: EROSION CONTROL BYLAW

To see if the Town will vote to amend the Code of the Town of Harvard, to include a new Chapter Erosion Control, or pass any vote or votes in relation thereto, by:

CHAPTER XXX EROSION CONTROL BYLAW

§XXX-1 Purpose

To protect the health, safety, environment and the property of residents of the Town of Harvard by regulating clearing and grading activities associated with land development. With due regard to the characteristics of the different parts of the Town, the purposes of this Chapter, among other things:

- A. To preserve existing trees and vegetation;
- B. To prevent erosion and the introduction of sedimentation into inland wetlands, ponds and other waterbodies;
- C. To protect the water quality of neighboring wetlands and surface waterbodies;
- D. To encourage the use of Best Management Practices that prevent and reduce nonpoint sources of pollutants;
- E. To minimize fragmentation of wildlife habitat;

- F. To limit land clearing and alteration of natural topography prior to development review;
- G. To protect specimen trees and significant forest communities from damage or excessive removal during site development;
- H. To promote land development and site planning practices that are responsive to the Town's scenic character without preventing reasonable development of land;
- I. To protect archeological and/or historic resources.

§XXX-2 Definitions

AGRICULTURE- Land in agriculture use means land presently and primarily used in production or raising agricultural commodities for commercial purposes.

APPLICANT - Any person proposing to engage in or engaged in any non-exempt clearing of trees or understory vegetation within the Town.

BEST MANAGEMENT PRACTICES (BMP's) - A structural, nonstructural, or managerial technique recognized to be the most effective and practical means to prevent and reduce nonpoint source pollutants. BMP's should be compatible with the productive use of the resource to which they are applied, and should be cost-effective.

CLEARING - Removal or causing to be removed, through either direct or indirect actions, trees, shrubs and/or topsoil from a site, or any material change in the use or appearance of the land. Actions considered to be clearing include, but are not limited to: causing irreversible damage to roots or trunks; destroying the structural integrity of vegetation; and/or any filling, excavation, grading, or trenching in the root area of a tree which has the potential to cause irreversible damage.

CLEARCUTTING- clearfelling, or clearcut logging is a forestry/logging practice in which most or all trees in an area are uniformly cut down

DRIP LINE - An area encircling the base of a tree which is delineated by a vertical line extending from the outer limit of a tree's branch tips down to the ground.

ESSENTIAL ROOT ZONE - An area located on the ground between the tree trunk and 10 feet beyond the drip line of a tree which is required for protection of a tree's root system.

EROSION- The process in which the ground surface is disturbed or worn by either natural forces Such as wind, water, ice, gravity, or by mechanical means.

DIAMETER/DIAMETER-BREAST HEIGHT (dbh) - The diameter of any tree trunk, measured at 4.5 feet above existing grade.

FILLING - The act of transporting or placing (by any manner or mechanism) material from, to, or on any soil surface or natural vegetation.

GRADING - Any excavating, filling, clearing, or the creation of impervious surface, or any combination thereof, which alters the existing surface of the land.

HAZARDOUS TREE - A tree with a structural defect or disease, or which impedes safe sight distance or traffic flow, or otherwise currently poses a threat to life or property.

PROTECTED TREE/VEGETATION - A tree or area of understory vegetation identified on an approved landscape plan to be retained and protected during construction.

SPECIMEN TREE - A native, introduced or naturalized, tree which is important because of its impact on community character, its significance in the historic/cultural landscape or its value in enhancing the effects of wildlife habitat. Any tree with a dbh of 6 inches or larger is eligible to be considered a specimen tree. Trees that have a small height at maturity or are slow growing, such as flowering dogwood or American holly with a dbh of 4 inches or larger are eligible to be considered specimen trees.

SIGNIFICANT FOREST COMMUNITY - Unfragmented forests including forest types that provide habitat for rare species, unusual ecological processes, highly diverse forest communities, rare forest types, and those forest types which maintain connections between similar or different habitat patches.

SITE – A site shall include the lot (locus) which includes clearings, structures and utility, temporary earthen disturbances, excavations and trenching locations at a minimum.

SLOPE - For the purposes of the erosion control provision, slope shall be measured using the two-foot contours on the required erosion control plan. The slope percentage will be the change in elevation divided by the shortest distance between two contour lines. Slope percentages may be averaged across specified horizontal distances.

UNDERSTORY VEGETATION - Small trees, shrubs, and groundcover plants, growing beneath and shaded by the canopy of trees.

§XXX-3 Applicability

No person shall undertake land clearing/grading activities of an area with greater than a 25% slope or 30,000 square feet or more on a single, or adjoining parcels without first obtaining an Erosion Control Permit from the Conservation Commission, unless specifically exempted under §XXX-4 of this bylaw. Any owner, contractor or persons considering land clearing/grading as defined above shall submit an application for review in accordance with this Bylaw.

§XXX-4 Exemptions

The provisions of this Bylaw shall not apply to the following activities:

- A. The removal of hazardous trees.
- B. The routine maintenance of vegetation and removal of dead or diseased limbs and/or trees necessary to maintain the health of cultivated plants, to contain noxious weeds and/or vines in accordance with a Commonwealth of Massachusetts Department of Environmental Management (DEM) - approved Forest Management Plan.
- C. To remedy a potential fire hazard
- D. The construction and maintenance of public and private streets and utilities within town-approved roadway layouts and easements, approved in accordance with the Planning Board's Subdivision Rules and Regulations

- E. Work conducted in accordance with a valid earth removal permit issued by the Town of Harvard.
- F. Agricultural activities in existence at the time this Bylaw is adopted.
- G. Work conducted in accordance with an approved Natural Resource Conservation Service Agricultural Plan or agricultural uses on parcels of land of more than five acres as specified in Massachusetts General Laws Chapter 40A Section 3.
- H. Construction of any State or Town agency project approved by the Board of Selectmen.
- I. Non-commercial cutting for fuel, provided that clear-cutting does not occur.

§XXX-5 Regulations

- A. After public notice and public hearing, the Conservation Commission shall promulgate rules and regulations to effectuate the purposes of this bylaw, effective when adopted by the Commission and filed with the Town Clerk. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not operate to suspend or invalidate the effect of this bylaw.
- B. At a minimum these regulations shall define key terms in this bylaw not inconsistent with the bylaw, and procedures governing the amount and filing of fees.

§XXX-6 Applications and Fees

- A. Written application shall be filed with the Conservation Commission to perform activities affecting areas protected by this bylaw. The application shall include such information and plans as are deemed necessary by the Conservation Commission to describe proposed activities and their effects on the areas. No activities shall commence without receiving and complying with written consent issued pursuant to this bylaw.
- B. At the time of an application, the applicant shall pay a filing fee as specified on the Erosion Control Application
- C. The Conservation Commission may waive the filing fee, consultant fee and costs and expenses for an application filed by a government agency, the Town, or a non-governmental organization working the interest of the Town.
- D. The Conservation Commission and/or Conservation Agent may post the site with a Stop Work order directing that all site disturbances in violation of this Chapter cease immediately. The issuance of a Stop Work order may include remediation or other requirements which must be met before construction activities may resume. No person shall continue working in an area covered by a Stop Work order, except work required correcting an imminent safety hazard as directed by the Town.

§XXX-7 Review Standards

The applicant shall demonstrate that the following measures are employed in development of the site:

- A. Clearing for utility trenching shall be limited to the minimum area necessary to maneuver a backhoe or other construction equipment. Roots should be cut cleanly rather than pulled or ripped out during utility trenching. Tunneling for utilities installation should be utilized wherever feasible to protect root systems of trees.
- B. Sites shall be designed in such a way as to avoid impacts to rare and endangered species and wildlife habitat on a site, and to maintain contiguous forested areas.
- C. In the design of a site, priority shall be given to retention of existing stands of trees, trees at site perimeter, contiguous vegetation with adjacent sites (particularly existing sites protected through conservation restrictions), and specimen trees.
- D. Understory vegetation beneath the drip line of preserved trees shall also be retained in an undisturbed state. During clearing and/or construction activities, all vegetation to be retained shall be surrounded by temporary protective fencing or other measures before any clearing or grading occurs, and maintained until all construction work is completed and the site is cleaned up. Barriers shall be large enough to encompass the essential root zone of all vegetation to be protected. All vegetation within the protective fencing shall be retained in an undisturbed state.
- E. Development envelopes for structures, driveways, wastewater disposal, lawn areas and utility work shall be designated to limit clearing and grading.
- F. Other efforts to minimize the clearing and grading on a site associated with construction activities shall be employed, such as parking of construction vehicles, offices/trailers, stockpiling of equipment/materials, etc. in areas already planned for permanent structures. Topsoil shall not be stockpiled in areas of protected trees, wetlands, and/or their vegetated buffers.
- G. Finished grades should be limited to no greater than a 2:1 slope, while preserving, matching, or blending with the natural contours and undulations of the land to the greatest extent possible.
- H. The proper site management techniques that will be followed during construction:
 - (1) BMP's shall be employed to avoid detrimental impacts to existing vegetation, soil compaction, and damage to root systems; and
 - (2) The extent of a site exposed at any one time shall be limited through phasing of construction operations. Effective sequencing shall occur within the boundaries of natural drainage areas.
- I. Protection of the site during construction through adequate erosion and sedimentation controls:
 - (1) Temporary or permanent diversions, berms, grassed waterways, special culverts, shoulder dikes or such other mechanical measures as are necessary may be required by the Commission to intercept and divert surface water runoff. Runoff flow shall not be routed through areas of protected vegetation or re-vegetated slopes and other areas. Temporary runoff from erosion and sedimentation controls shall be directed to BMP's such as vegetated swales. Retaining walls may be required where side slopes are steeper than a ratio of 2:1.

- (2) Erosion and sedimentation controls shall be constructed in accordance with the DEP Stormwater Guidance manual.
- (3) Erosion control measures shall include the use of erosion control matting, mulches and/or temporary or permanent cover crops. Mulch areas damaged from heavy rainfalls, severe storms and construction activity shall be repaired immediately.
- (4) Erosion control matting or mulch shall be anchored where plantings are on areas subject to mulch removal by wind or water flows or where side slopes are steeper than 2:1 or exceed 10 feet in height. During the months of October through March when seeding and sodding may be impractical, anchored mulch may be applied at the Conservation Commission's discretion.
- (5) Runoff from impervious surfaces shall be recharged on the site by stormwater infiltration basins, vegetated swales, constructed wetlands or similar systems covered with natural vegetation. Runoff shall not be discharged directly to rivers, streams, or other surface water bodies. Dry wells shall be used only where other methods are not feasible. All such basins and wells shall be preceded by oil, grease, and sediment traps. The mouths of all catch basins shall be fitted with filter fabric during the entire construction process to minimize siltation or such basins shall be designed as temporary siltation basins with provisions made for final cleaning.

J. Re-vegetate the site immediately after grading:

- (1) Proper re-vegetation techniques shall be employed using native plant species, proper seed bed preparation, fertilizer and mulching to protect germinating plants. Re-vegetation shall occur on cleared sites within 7 (seven) calendar days of final grading and shall occur during the planting season appropriate to the selected plant species;
- (2) A minimum of 4" of topsoil shall be placed on all disturbed surfaces which are proposed to be planted; and
- (3) Finished grade shall be no higher than the trunk flare(s) of trees to be retained. If a grade change of 6" or more at the base of the tree is proposed, a retaining wall or tree well may be required.

§XXX-8 Monitoring and Inspections

- A. After installation of barriers around preserved areas and construction of all structural erosion and sedimentation controls, an initial site inspection and approval, by the Conservation Agent or designee, of erosion and sedimentation controls and placement of tree protection measures shall occur. This inspection shall occur before any clearing or grading has begun.
- B. Routine inspections, by the Conservation Agent and/or designee, of preserved areas and erosion and sedimentation controls shall be made at varying intervals depending on the extent of site alteration and the frequency and intensity of rainfall.

- C. Effective stabilization of re-vegetated areas must be approved by the Conservation Agent or designee before erosion and sedimentation controls are removed. The Conservation Agent shall complete an inspection prior to removal of temporary erosion and sedimentation controls.
- D. The applicant shall be required to conduct weekly inspections of all erosion and sedimentation control measures on the site to ensure that they are properly functioning as well as to conduct inspections following any storm that totals one inch of rain within a 24-hour period.

§XXX-9 Appeal of Permit

- A. Any person aggrieved by the decision of the Conservation Commission, whether or not previously a party to the proceeding, may appeal according to the Massachusetts General Laws.
- B. The appeal shall be made within ten (10) days of the signing and/or issuance of said decision, whichever is the later. Notice of the appeal and a copy of the complaint shall be sent by Certified Mail, or hand delivered, to the Commission, its authorized representative or assigns, and the Town Counsel so as to be received within the ten (10) day appeal period.
- C. The appeal shall contain any facts pertinent to the issue, a copy of the decision being appealed bearing the date of filing thereof, the complete name and address of the attorney, if any, representing the person filing the appeal, and the relief being sought.
- D. If the complaint is filed by some person or persons other than the original Applicant, appellant or petitioner, such original applicant, appellant and all members of the Conservation Commission shall be named as parties' defendant.

§XXX-10 Enforcement

- A. This Chapter shall be administered and enforced by the Conservation Commission and/or the Conservation Agent, who shall take appropriate action in the name of the Town of Harvard to prevent, correct, restrain, or abate violations of thereof. Each day that any violation continues is a separate offense. Violators shall be subject to a fine not exceeding \$300 for each offense.
- B. A member of the Conservation Commission and/or Conservation Agent may post the site with a Stop Work order directing that all site disturbances in violation of this Chapter cease immediately. The issuance of a Stop Work order may include remediation or other requirements which must be met before construction activities may resume. No person shall continue working in an area covered by a Stop Work order, except work required correcting an imminent safety hazard as directed by the Town.

(Inserted by Conservation Commission)

ARTICLE 56: 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, and authorize the Board of Selectmen to acquire said parcels of land or interests therein so donated or purchased by eminent domain for the purpose of confirming and making clear the Town's title to said parcels of land or interests therein, 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 57: 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 2017 Chapter 90 awards.

* * * * *

And furthermore, 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 at The Bromfield School on Tuesday, the 12th day of April, 2016, to cast their ballots for the following officers and questions: Moderator, one position for one year; Selectman, two positions for three years; Cemetery Commissioner, one position for three years; Community Preservation Committee, one position for three years; Harvard Board of Health Member, one position for three years; Library Trustee, two positions for three years; Park and Recreation Commissioner, one position for three years; Planning Board, one position for three years; School Committee Member, one position for three years; Tree Warden, one position for one year; Warner Free Lecture Society Trustee, two positions for three years; Charter Commission, nine positions.

QUESTION #1 – Hildreth Elementary School Project Feasibility Study Proposition 2 ½ Debt Exclusion.

Shall the Town of Harvard be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to conduct a feasibility study, including schematic designs, for the Hildreth Elementary School at 27 Massachusetts Avenue, Harvard, Massachusetts.

YES _____ NO _____
(Requires a majority vote for passage.)

QUESTION #2 – Change Mode of Selection of Town Clerk from Elected to Appointed.

Shall the town vote to have its elected Town Clerk become the appointed Town Clerk of the Town?

YES _____ NO _____
(Requires a majority vote for passage.)

QUESTION #3 – Town Charter

Shall a commission be elected to frame a charter for the Town of Harvard?

YES _____ NO _____
(Requires a majority vote for passage.)

And you are directed to serve this Warrant by posting three attested copies thereof, one at the Interim 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 23rd day of February, Two Thousand and Sixteen.

Harvard Board of Selectmen:

Ronald V. Ricci, Chairman

Leo F. Blair

Stuart Sklar

Kenneth R. Swanton

Lucy B. Wallace

A TOWN MEETING VOCABULARY

Bond Rating	Harvard has attained a Standard & Poor's AAA 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.

NOTES

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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:

1. _____

2. _____

3. _____

Relevant Experience, Education: _____

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****