

TOWN OF HARVARD

MASSACHUSETTS



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



*Saturday April 1, 2017 – 9:00 A.M.
The Bromfield School Gymnasium*

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Front Cover Photograph by – Heidi Frank & Justin Patenaude

FINANCE COMMITTEE ADDRESS

The Finance Committee's central purpose is to maintain a fiscally responsible and balanced budget for the Town which 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 once again worked closely 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 productive.

The FY18 budget process has been a challenging one as we strive to continue our goal of avoiding the need for an operational budget override, which we haven't had to do since 2009. There were a number of additional spending requests in budgets this year and we carefully considered them all but were not able to fund them all. There are also several warrant articles to be voted on this year. To assist in understanding the various terms in the articles, please see the information in the Town Meeting Vocabulary at the back of the book.

Key features of the proposed FY18 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. The 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 \$509,261, or 2.3%, largely driven by a \$416,933 increase in the schools budget and a \$116,978 increase in the cost of employee and retiree health benefits. Employee health benefits have continued to increase significantly and this year we have seen an almost 12% average increase for health insurance.
- We have continued to fund our Other Post Employment Benefit (OPEB) fund at \$450,000 this year. Our willingness, as a town, to deal with this unfunded liability, has greatly reduced our exposure, while contributing positively to our town bond rating which in turn affords us favorable interest rates for borrowing.

Existing Services

- *Schools*– A projected increase in Out-of-District Tuition students and increases as a result of the student transportation contract and custodial services contract all contribute to an increase in the schools budget of approximately 3.17%. Step and column increases are included in the school salaries. We still do not know what the negotiated COLA increase will be, as negotiations are ongoing. An estimated increase has been entered into the budget as presented, in order to approximately reflect the possible outcome of these negotiations.
- *Board of Health* – 5.5 additional hours per week (\$5,477) are included in the Administrative Assistant position, bring it to a 15 hour position.

- *Fire* – A Training budget line has been established and funded with \$1,000 and we support a warrant article for \$11,000 for the replacement of aging fire hoses.
- *Planning Board* – A warrant article will once again fund a contract Town Planner for another year (the 4th year this has been done).

New Services

- *Fire/Ambulance* – The Fire and Ambulance have agreed to share a new full time position. This position will be a Fire/EMT and be under the command of the Fire Chief but available to the ambulance squad. This gives both departments their first full time position and helps alleviate the Fire Chief of some inspection responsibilities. We support the warrant for this request at \$58,573.
- *Parks & Recreation* – The Parks & Recreation is in need of some replacement boats; a sailboat for the sailing program, and a new motor boat. We support the warrant for these at \$14,900.
- *Schools* – The Schools budget includes \$17,000 for new Science curriculum materials and \$27,000 for new Go Math program materials. New equipment technology leases of \$122,262 are also included as they continue to deploy technology to new grades. There are a number of small capital items, some driven by safety (fire code) and other items we supported totaling \$15,676.
- *Police* – The police have a warrant for a one-time purchase of 4 solar-powered electronic speed signs for use around town. We support this warrant for \$17,843.
- *Personnel Board* – The Personnel Board has a warrant for contracting to develop a new salary rating guideline system and we support this warrant for \$25,000.
- *Board of Selectman* – The BOS is once again looking to fund a departmental audit this year for the Police Department at \$15,000. There is also a warrant for \$15,000 to hire a traffic engineering firm to study the traffic concerns at the Poor Farm Road/Gebo Lane, and Lancaster County Road intersections with Ayer Road. We support both of these warrants.
- *Conservation Commission* – The ConCom is looking to add to the existing fund, outside of the CPC funds, for land acquisition and stewardship. Land acquisition has historically been funded through project specific warrants at Town Meeting, and with CPC funds. The Finance committee has determined that approximately \$20,000 in lease revenues that should have flowed to the Conservation Fund as receipts was directed to the General Fund. We have agreed to replace that money that should have been in their fund and encourage them to take better control of the existing land licensing revenues, negotiate new licenses and look for additional creative sources of revenues (forestry management programs, corporate and private donor sponsorships, etc.).

Lastly, we can't extend enough thanks to Tim Bragan, Town Administrator (who did double duty this budget season as Finance Director), for his hours of work, support, and insight throughout the budget process. We welcome David Nalchajian as our new Town Finance Director and look forward to working with him.

Respectfully submitted,

Don Ludwig, Chair
John Seeley, Vice- Chair
Charles Oliver - Secretary
Steve Colwell

Richard Fellows
Bruce Nickerson
Heidi Frank

2017 Omnibus Budget Highlights

This section contains highlights of the Town budget for the upcoming Fiscal Year 2018 which begins July 1st. This is known as the “Omnibus Budget” which is up for approval at the Annual Town Meeting.

Omnibus Budget: The Omnibus Budget is put together by the Finance Committee subject to approval at the Annual Town Meeting.

Expenditures: Total planned expenditures for Fiscal Year 2018 equal \$26,726,202. This represents an increase over Fiscal Year 2017 of \$1,075,856 or 4.2%. Over the past five years, the increase in many expense items has been within the rate of inflation. Items that have seen the largest increases are the Schools, benefits and insurance, debt service and certain charges from the Commonwealth (Cherry Sheet Charges).

Revenues: Revenues for Fiscal Year 2018 are expected to be \$26,611,194. This represents an increase over Fiscal Year 2017 of \$859,829 or 3.3%. Town revenues are derived primarily from the property tax levy which is expected to be \$19,457,127. This represents an increase over Fiscal Year 2017 of \$608,343 or 3.2%. The second largest revenue item for the Town is local aid from the Commonwealth which the Finance Committee anticipates will be \$3,717,142. This assumes no increase over 2017. Other significant sources of revenue are the motor vehicle excise tax and receipts from the ambulance service.

Major Expenditures: The following four items represent 87% of Town Expenditures:

Schools	\$13,005,805	The Schools are the Town’s largest expense item and represent 49% of the Omnibus Budget. A detailed breakdown of the School budget can be found under “Local Schools.”
Board of Selectmen	\$4,463,073	This represents the cost of operating the town, excluding the Schools. This includes town employees, building maintenance and repair, the Police and Fire Departments, and the Department of Public Works.
Benefits and Insurance	\$4,415,409	This is the cost of property and casualty insurance, and employee benefits for all town employees, including the Schools.
Debt Service	\$1,406,501	Cost of debt service both within and outside of proposition 2&1/2.

Capital Expenditures: Each Fiscal Year, the Capital Planning and Investment Committee makes recommendations for capital expenditures. Over the next several years, a number of proposed building projects, if approved, will represent the Town's largest investment. The most significant building project is the renovation of Hildreth Elementary School. The Town voted to move ahead with looking at options for this project last year.

The town's capital expenditures are funded through two sources - the Capital Stabilization and Investment Fund and new debt. This Fund is effectively the Town's savings account funded through budget surpluses in previous years.

For Fiscal Year 2018, the Capital Planning and Investment Committee is recommending capital expenditures totaling \$790,144. Of this amount, \$282,000, will be funded with new debt and the remainder from the Capital Stabilization and Investment Fund with the exception of a new ambulance and a stretcher which will be funded with receipts received by the ambulance service. More detail on capital investments can be found under "Finance Committee Spotlight."

Five Year Trend Line: Over the past five years, the annual increase in the Town's tax levy has averaged 3.4%. Over this same period, total Town expenses have increased at an annual average rate of 2.9%.

Five Year Financial Projections: Going out five years, it is estimated that the Town's revenue, including receipts from the Commonwealth, will increase to \$28,520,304 for Fiscal Year 2021. This represents an average annual increase of 2.1%. During this same period, total town expenditures will increase to \$29,186,941. This represents an average annual increase of 3.0%.

These projections are based on a number of assumptions. It is assumed that most expenses will be within the overall rate of inflation. The largest increase is expected to be in health care costs. It is assumed that the year over year increase for health care costs for Fiscal Year 2019 will be 12%, the same as Fiscal Year 2018. After that, it is assumed that increases will be at a constant dollar amount. More detail is provided under "Financial Projections."

Community Comparison Data: To give perspective to the Town's Omnibus Budget, this book includes a number of data points for 2017, comparing Harvard to surrounding towns. The data includes average home values, residential tax rates and the average single family tax bill. This data can be found in the "Community Comparison Chart."

FY18 SCHEDULE OF CHANGES IN REVENUE AND EXPENDITURES

	Budget FY17 <u>(000's)</u>	Proposed FY18 <u>(000's)</u>	\$ Change <u>(000's)</u>	% <u>Change</u>
REVENUE *				
Prior Year Levy Limit	\$ 18,389	\$ 18,982	593	3.2%
2 1/2 % Allowed Increase	460	475	15	3.3%
New Growth	133	100	(33)	-24.8%
Override	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
Total Permanent Tax Base	18,982	19,557	575	3.0%
State Aid, net of offsets	3,362	3,717	355	10.6%
Local Receipts	1,513	1,500	(13)	-0.9%
Stabilization Funds	45	331	286	635.6%
All Other, net	<u>515</u>	<u>378</u>	<u>(137)</u>	<u>-26.6%</u>
Est. Recpts & Other Rev.	<u>5,435</u>	<u>5,926</u>	<u>491</u>	<u>9.0%</u>
Total Available Revenue	24,417	25,483	1,066	4.4%
EXPENDITURES *				
Omnibus Budget - Selectmen	4,623	4,463	(160)	-3.5%
Omnibus Budget - Elected Boards	847	867	20	2.4%
Omnibus Budget - Local Schools	12,607	13,068	461	3.7%
Omnibus Budget - Benefits/Insurance	<u>4,204</u>	<u>4,355</u>	<u>151</u>	<u>3.6%</u>
Subtotal: Omnibus Budget	22,281	22,753	472	2.1%
All Other Expenses	211	194	(17)	-8.1%
State Cherry Sheet Charges	797	1,253	456	57.2%
Capital Warrant Articles	260	250	(10)	-3.8%
Other Warrant Articles	365	613	248	67.9%
Reserve Fund	<u>350</u>	<u>350</u>	<u>0</u>	<u>0.0%</u>
Total Expenses	24,264	25,413	1,149	4.7%
Surplus/Deficit	\$ 153	\$ 70		

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

LOCAL SCHOOLS

The FY18 Omnibus Budget will contain approximately \$16.5 million of funding for the Harvard Public Schools. This represents 72% of the Omnibus Budget Operating Total Before Debt, which is slightly higher than in FY17.

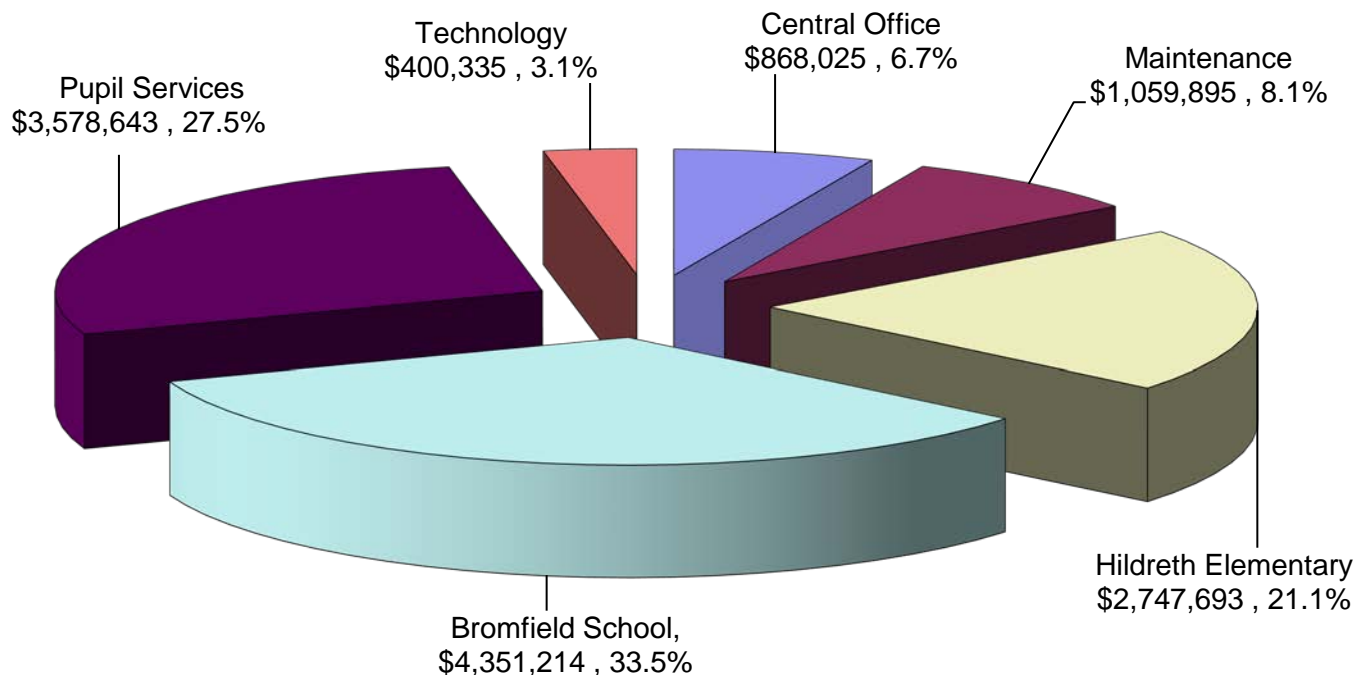
This total amount consists of the Schools' net budget request of \$13,005,805 and the Schools' share of Employee Benefits of approximately \$3.6 million. (The Town's portion of health insurance, retirement plan contributions, payroll taxes, and other benefits for all Town employees are combined in the Employee Benefits section of the Omnibus Budget.)

There is another approximately \$2.9 million of Revenue/Offsets from such sources as Devens tuitions, the State Circuit Breaker (Special Education) program, Federal Grants, School Choice and other tuitions, etc. that are managed by the School Committee. These amounts have already been deducted from the total spending anticipated by each of the six major cost centers. There are also other specially designated revenues that are used to cover expenses not in the Omnibus Budget, such as the school lunch program, adult education, athletic/other user fees, gifts, etc.

Only the net budget amount (Total Local Schools) is voted at Annual Town Meeting. This is a "bottom line budget" and the School Committee has the ability to move amounts among their Departments and Accounts during the fiscal year.

The breakdown of the net budget by major cost center for FY18 is depicted in the following chart:

Harvard Public Schools, FY18 Proposed Budget



DEVENS CONTRACT

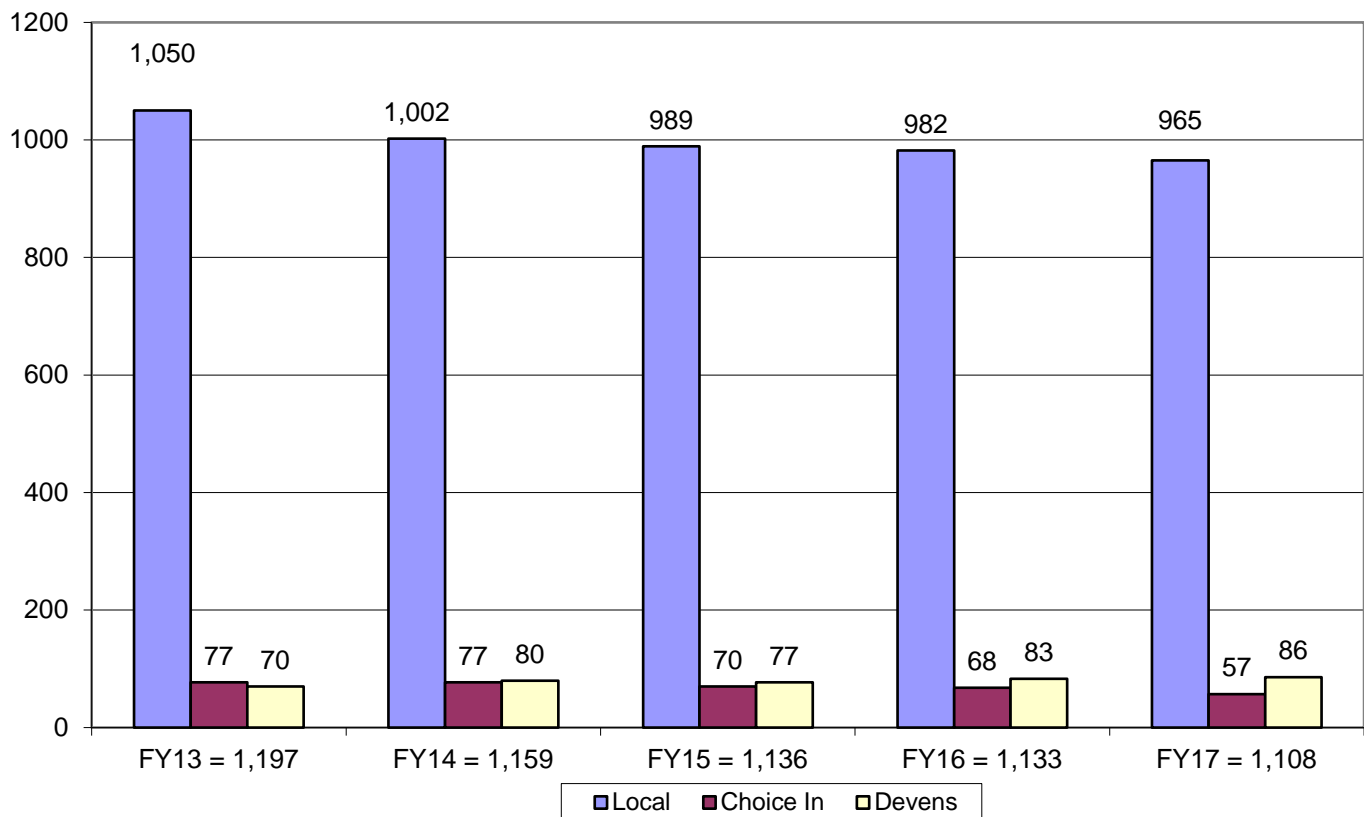
Devens students continue to attend both Hildreth Elementary School (HES) and The Bromfield School. The contract with MassDevelopment provides payments at the actual average per-pupil cost of approximately \$16,000 (adjusted annually). This amount compares extremely favorably with the School Choice program tuition rate of \$5,000 (not adjusted in 20 years!).

In addition to tuitions, MassDevelopment also subsidizes certain Special Education, Transportation, and Capital accounts. For FY18, total receipts from Devens are projected to be in excess of \$1.5 million. These amounts have increasingly become a large revenue source and the Schools are ever more reliant on Devens revenues. Should the contract not be renewed (two years remain), there would be a large shortfall in the School budget, though not immediately: current students would be allowed to stay in the system until graduation, and MassDevelopment would pay their tuition until then.

The new housing project on Grant Road at Devens (known as “Emerson Green”) is partially built. A total of 124 units is expected upon completion. Earlier enrollment projections indicated that, with an additional 72 students from this development, there would still be enough capacity to accommodate these new students in the Harvard Public Schools.

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

Student Enrollment, FY13 - FY17



The number of local students and School Choice students has continued to decline. The NESDEC report of 2012 predicted a loss of 300 students over the following 10 years.

CAPITAL ISSUES

The report of the Capital Planning and Investment Committee (CPIC) in this book shows a list of requests from the School Committee going out five years. The CPIC has serious concerns about funding all these proposed expenditures. It is clear that there will need to be more resources allocated to the Schools' capital needs. Please see the Spotlight section in this book which highlights

At the 2016 Annual Town Meeting (ATM), and then again at the Town Election, a maximum amount of \$500,000 was approved for a the Hildreth Elementary School Feasibility Study. Since the project was approved by the Massachusetts School Building Authority (MSBA) (at a reimbursement rate of 44.67%), the entire building, not just the K-Wing, must be evaluated for renovation and/or rebuilding.

The newly appointed School Building Committee and MSBA have hired an Owner's Project Manager (OPM) and an architectural firm. A progress report is expected at this 2017 ATM, followed by a request for construction funding at the 2018 ATM.

After the HES project, the status of the Bromfield House is next on the School Committee's list. They are no longer considering moving to the Old Library, and are looking at adding ADA-compliant space to their existing building. The current estimate by the CPIC for such an addition is in the range of \$700K to \$1.5 million.

LEADERSHIP

Dr. Linda Dwight is in her third year as Superintendent of Schools, and has just signed a five-year extension.

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

Scott Hoffman was selected as the new Principal at Bromfield, and Robin Benoit is the new Associate Principal. A part-time (.60 FTE) position of Dean of Students was created and filled by Dr. Julie Horton.

Dr. Marie Harrington is the Director of Pupil Personnel Services.

Finance Committee Spotlight – Hildreth Elementary School Renovation

Without a doubt, the largest upcoming financial commitment of the town will be the renovation of the Hildreth Elementary School (HES). At town meeting in 2016, voters approved \$500,000 for a feasibility study as part of the process established by the Massachusetts School Building Authority (MSBA) for school improvements. The need for renovating the building has been known since 2002 when mold was first confirmed in the walls connecting the 1950's kindergarten and the newer 1988 main building. While the building has continued to operate safely with containment measures in place, the 1950's kindergarten wing (K-wing) has deteriorated and basic systems are now in need of replacement.

During the feasibility phase, MSBA *requires* districts to look at three levels of work: renovating existing space, renovating existing space while adding space to meet newer codes and learning standards; and lastly, replacing the building with new construction. What we do know at this point is that with the expected demolition and replacement of the K-wing we will be required to upgrade the entire building with sprinklers (currently there are none), renovate for The Americans with Disabilities Act (ADA) compliance, and improve systems to meet current energy efficiency codes. The project is no longer limited to replacing the K-wing, but includes bringing the entire building up to code, while ensuring it's ability to meet educational programming now and in the future.

While the uncertainty of the scope of the project makes fiscal planning difficult, the final cost of the project, even after the MSBA reimbursement of 44.68%, will be the largest expenditure in recent town history. The chair of the Finance Committee is a member of the School Building Committee (SBC) and additional oversight is provided by the chair of the BOS, the Town Administrator, a School Committee member, the Superintendent and community members with previous municipal building project experience. Public forums will be held to gain input, answer questions and provide information. The challenges of traffic during drop-off and pick-up and parking at the school will also be addressed.

The feasibility phase began in earnest in late 2016 with the selection of NV5 as the Owner's Project Manager (OPM), and *Arrowstreet* as the Architect/Design Firm. The Visioning Committee, composed of administrators, faculty, School Committee members, parents, and community members, has been meeting with *Arrowstreet* on initial parameters and priorities for the renovations. Concurrently, *Arrowstreet* has begun its initial review of the main building and has discovered issues with the building envelope, explaining the roof leaks experienced throughout the building. It is too early to know what the optimal solution will be for the building. An update is planned for ATM 2017 and the selection of the preferred option will be made by the end of June 2017 followed by a request for funds at ATM 2018. The intent of the SBC is to select the option that is most cost-effective in the long term, while also ensuring a building that allows for innovative, high-quality instruction, meets or exceeds energy standards and complements the look and feel of the school campus. We urge residents to become part of the process and provide feedback by attending the upcoming public forums. We thank the school administration and those serving on the building committees for their time, attention and commitment to this momentous project.

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 2018-2022, as presented on the previous pages.
2. Projections for 2019 forward do not include funding for any new programs.
3. Local Aid (Cherry Sheet) will remain level.
4. A total Stabilization Fund balance of not less than 5% of the total Omnibus Budget before excluded debt.
5. Budget revenues and expenditures will be affected by:
 - a. Total payroll costs, including seniority, merit steps, and personnel changes will increase on approximately 2% to 3% per year.
 - b. Health insurance cost increases will be 12% in 2019 with a constant, continuing dollar amount added in subsequent years.
 - c. Interest rates for new debt will average 4% over the next five years.
 - d. General expenses (non-salary) will increase no more than 1% per year.
 - e. Increases in tax revenues from new growth will be approximately \$100,000 per year, starting in FY18.
 - f. Local receipts will remain level from FY18 forward.
 - g. Assessments from the State (Cherry Sheet charges) will increase from FY18 forward by 5% per year.
 - h. The continuation of the Devens school 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 taxpayer.

REVENUE	Budgeted FY2015	Budgeted FY2016	Budgeted FY2017	Proposed FY2018	Estimated FY2019	Estimated FY2020	Estimated FY2021	Estimated FY2022
TAXES								
Levy	\$ 17,590,922	\$ 18,229,606	\$ 18,848,784	\$ 19,457,127	\$ 20,046,055	\$ 20,649,706	\$ 21,268,449	\$ 21,902,660
New Growth	\$ 194,060	\$ 159,451	\$ 133,779	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excluded Debt *	\$ 973,700	\$ 952,414	\$ 1,233,735	\$ 1,313,431	\$ 1,380,007	\$ 1,474,802	\$ 1,499,908	\$ 1,949,287
Capital Exclusions**	\$ 160,000	\$ 185,000		\$ -	\$ -	\$ -	\$ -	\$ -
LOCAL								
Receipts	\$ 1,272,000	\$ 1,495,000	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Free Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stabilization	\$ -	\$ 27,200	\$ 2,828	\$ 5,345	\$ -	\$ -	\$ -	\$ -
Capital Inv. Fund	\$ 245,903	\$ 1,103,889	\$ 259,800	\$ 325,643	\$ 549,798	\$ 465,920	\$ 227,107	\$ 260,795
Overlay Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wetlands	\$ 11,748	\$ 11,983	\$ 12,223	\$ 12,223	\$ 12,467	\$ 12,717	\$ 12,971	\$ 13,231
Library	\$ -	\$ 5,000	\$ 8,826	\$ 5,000	\$ -	\$ -	\$ -	\$ -
PEG Accesss&Cable Fund				\$ 44,000				
Ambulance Rcpt Rsvd	\$ 157,500	\$ 159,000	\$ 189,000	\$ 316,500	\$ 190,890	\$ 192,799	\$ 194,727	\$ 196,674
STATE								
Cherry Sheet	\$ 3,602,175	\$ 3,621,604	\$ 3,717,142	\$ 3,717,142	\$ 3,717,142	\$ 3,717,142	\$ 3,717,142	\$ 3,717,142
TOTAL	\$ 24,208,008	\$ 25,950,148	\$ 25,806,117	\$ 26,796,411	\$ 27,496,359	\$ 28,113,086	\$ 28,520,304	\$ 29,639,789
EXPENSES								
BUDGET								
General Government	\$ 1,208,268	\$ 1,269,488	\$ 1,362,381	\$ 1,362,097	\$ 1,397,512	\$ 1,439,437	\$ 1,468,226	\$ 1,497,590
Public Safety	\$ 1,653,745	\$ 1,729,228	\$ 1,769,135	\$ 1,583,701	\$ 1,624,877	\$ 1,673,624	\$ 1,707,096	\$ 1,741,238
Education	\$ 12,119,518	\$ 12,396,620	\$ 12,739,741	\$ 13,118,292	\$ 13,459,368	\$ 13,863,149	\$ 14,140,412	\$ 14,423,220
Physical Environment	\$ 1,372,483	\$ 1,345,314	\$ 1,362,010	\$ 1,366,133	\$ 1,401,652	\$ 1,443,702	\$ 1,472,576	\$ 1,502,028
Human Services	\$ 169,591	\$ 180,049	\$ 203,417	\$ 215,542	\$ 221,146	\$ 227,780	\$ 232,336	\$ 236,983
Culture & Recreation	\$ 593,950	\$ 617,286	\$ 632,918	\$ 689,982	\$ 707,922	\$ 729,159	\$ 743,742	\$ 758,617
Insurance & Fringe	\$ 3,829,813	\$ 4,025,198	\$ 4,203,516	\$ 4,415,409	\$ 4,733,318	\$ 4,954,108	\$ 5,174,898	\$ 5,395,688
Debt:								
Debt	\$ 167,053	\$ 11,000	\$ 34,300	\$ 93,070	\$ 107,932	\$ 105,820	\$ 98,707	\$ 97,395
Excluded *	\$ 1,005,460	\$ 1,091,841	\$ 1,233,735	\$ 1,313,431	\$ 1,380,007	\$ 1,474,802	\$ 1,499,908	\$ 1,949,287
Capital Exclusions	\$ 160,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER LOCAL								
Overlay	\$ 79,453	\$ 86,579	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 85,000	\$ 85,000
Articles	\$ 641,175	\$ 1,789,147	\$ 808,778	\$ 1,212,937	\$ 1,113,010	\$ 1,113,010	\$ 1,113,010	\$ 1,113,010
STATE								
Charges & Offsets	\$ 1,200,864	\$ 1,216,256	\$ 1,202,294	\$ 1,253,454	\$ 1,316,127	\$ 1,381,933	\$ 1,451,030	\$ 1,523,581
TOTAL	\$ 24,201,373	\$ 25,943,006	\$ 25,652,225	\$ 26,724,048	\$ 27,562,871	\$ 28,506,524	\$ 29,186,941	\$ 30,323,637
Surplus/(Deficit)	\$ 6,635	\$ 7,142	\$ 153,892	\$ 72,363	\$ (66,511)	\$ (393,438)	\$ (666,637)	\$ (683,848)

* 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.

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2018 Population (Cherry Sheet)	Unemployment Rate for FY 2015	FY 2018 Income Per Capita (\$) (Cherry Sheet)	# of real property parcels with single family home - 2017	# of real property parcels with multi family homes - 2017	# of real property parcels with condos or apartments - 2017	# of real property parcels with vacant land - 2017	Number of real property parcels commercial or industrial - 2017	FY 2018 Cherry Sheet Equalized Property Value per Capita (\$)
Acton	23,549	2.0%	61,849	4,948	87	2,591	500	428	164,126
Ayer	8,001	3.2%	30,113	1,584	260	614	253	291	126,486
Berlin	3,020	2.0%	47,469	764	31	180	194	80	176,687
Bolton	5,180	1.8%	72,357	1,657	15	119	310	37	180,124
Boxborough	5,206	2.2%	60,500	1,195	12	818	127	124	191,704
Clinton	13,805	2.4%	27,936	2,398	724	1,016	183	234	78,012
Groton	11,296	3.4%	66,036	3,177	144	249	567	100	135,715
Harvard	6,573	2.1%	66,379	1,685	22	132	254	64	170,700
Lancaster	8,166	2.3%	32,769	2,053	102	173	390	147	103,860
Littleton	9,912	2.3%	50,688	2,919	53	157	501	181	154,002
Lunenburg	11,241	2.5%	34,339	3,486	95	440	500	164	105,302
Maynard	10,676	2.3%	37,883	2,671	275	593	96	165	110,965
Shirley	7,400	3.6%	26,196	1,522	104	310	367	100	75,176
Sterling	7,992	2.7%	46,747	2,512	98	175	367	184	123,899
Stow	7,125	2.1%	63,821	2,081	57	314	188	54	171,675

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2017 Residential and Open Space Total Value	FY 2017 Residential and Open Space Percent of Total Assessed Value	2017 Average Single Family Value	FY 2017 Residential Tax Rate (\$/1000)	2017 Average Single Family Tax Bill	2016 Percent Increase in Average Single Family Tax Bill	FY 2017 Revenue from Tax Levy	FY 2017 Revenue from All Sources	FY 2017 Percent of Total Revenue from Tax Levy
Acton	3,738,480,702	88.3%	561,186	19.06	10,696	3.02%	80,632,462	98,270,842	88.37%
Ayer	717,378,800	65.3%	297,582	14.39	4,282	4.72%	21,988,979	33,778,350	46.95%
Berlin	438,146,871	74.4%	401,577	15.85	6,365	10.21%	10,612,540	13,876,087	65.78%
Bolton	889,443,968	92.5%	484,941	21.20	10,281	3.59%	20,384,068	22,820,498	92.50%
Boxborough	809,814,667	76.8%	563,021	16.81	9,464	9.16%	17,717,337	20,805,302	76.83%
Clinton	988,140,027	83.8%	227,319	17.67	4,017	1.85%	23,522,619	48,329,638	74.23%
Groton	1,557,637,317	94.1%	428,395	18.26	7,822	3.75%	30,205,079	39,305,157	94.16%
Harvard	1,043,456,250	95.1%	563,315	18.10	10,196	6.24%	19,858,253	28,494,931	95.11%
Lancaster	741,483,079	85.2%	305,340	19.79	6,043	4.37%	17,204,542	21,860,720	85.29%
Littleton	1,331,660,553	77.9%	401,565	18.15	7,288	4.13%	34,838,452	56,935,015	69.38%
Lunenburg	1,120,428,704	90.3%	267,155	19.98	5,338	5.93%	24,769,720	38,711,083	90.38%
Maynard	1,134,336,728	88.6%	327,542	22.01	7,209	3.58%	29,409,134	47,386,642	84.89%
Shirley	565,348,305	89.2%	282,201	16.52	4,662	3.03%	10,460,960	16,017,038	89.28%
Sterling	849,217,529	86.1%	301,793	18.03	5,441	3.30%	17,773,711	24,559,158	86.15%
Stow	1,111,475,300	91.2%	449,301	20.59	9,251	4.68%	25,079,013	29,068,707	91.25%

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 to improve capital planning and stabilize the impact on the tax rate due to capital expenditures.

CPIC requests and reviews five year Capital Plans from Town Departments, Boards and Committees, which has yielded improved planning and better substantiated requests. The process also allows CPIC to better prioritize requests in years when limited funds are available.

The current year Capital Plan

CPIC recommends six capital expenditures, totaling \$249,598, be funded from the CSF and three articles, which total \$457,000, be funded with excluded debt.

CPIC also reviewed and rated five other projects to be funded by other sources.

- A new ambulance and stretcher for \$316,500 funded from the Ambulance Receipts Reserved account. Town Meeting approval is required for distribution of the funds.
- The upgrade of a science classroom/lab, funded by the Schools with \$175,000 from Devens funds.
- Two energy related projects at The Bromfield School to be paid for via grants: upgrading the HVAC equipment and controls and upgrading the interior lighting to LED.

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

The Capital Stabilization and Investment Fund (CSF) – our savings account

As noted above, one of the primary purposes of the CSF is to stabilize the impact of capital expenditures on the tax rate. Prior to the establishment of this fund, we funded most capital expenditures on a 'pay-as-you-go' system. In order to build and maintain a sustainable Capital Fund, in May of 2010 the Town established a policy to transfer the prior year Certified Free Cash to the CSF unless the Town's Stabilization Fund needs replenishing or there is an unforeseen expense in the current fiscal year that the budget cannot absorb.

As a result of larger than normal Certified Free Cash the past several years and the School's ability to fund a number of their requests via Devens funds and other funds, the CSF has a balance of approximately \$1 million at this time and we have not yet had to find an alternative source of funds. However, as detailed in the Capital Plan, we have requests totaling over \$4 million for projects during the next five years. We hope to fund a significant portion of these requests from the CSF. In the event there is additional Free Cash beyond the projected annual amount this year and in future years, the Town needs to continue following the policy of transferring Free Cash to CSF to help assure we maintain our favorable bond rating and to be able to mitigate the impact of a potential spike in the tax rate in 2023.

Major Capital Projects and Long Term Debt Service

One of the challenges for the Town of Harvard is the number of currently proposed major 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 all major capital needs for the next ten years, refine cost estimates, then prioritize and schedule those projects to minimize significant spikes in the tax rate while retaining flexibility for unforeseen needs.

Many of the estimates in the major projects schedules are just that: estimates. The Hildreth Elementary School project is the most significant and the cost will be better known next year. The Town voted last year to start the process of renovating the 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. According to the building schedule, the full project with a final cost estimate will come to a Town vote next year. There is additional information on this project in the 'Spotlight on Town Finances' report earlier in this book.

To estimate the future funding required for proposed major projects, last year we added a ten-year Excluded Debt Service Projection schedule to our report. Please keep in mind that this schedule will change depending upon the major projects approved, the actual cost to the Town for each project, and the interest rate in effect at the time any project is bonded. This schedule has proven to be a useful tool to CPIC in determining the recommended funding sources for both this year's proposed capital projects and potential funding sources for future projects.

As you can see from the Excluded Debt Service Projection schedule, if each of the proposed major projects is completed at the current estimated cost, annual debt payments are projected to rise dramatically beginning in 2023 (almost doubling from the current year), thereby leading to a potential \$500-700 increase in the property tax bill for the average Harvard home. In addition, interest rates are expected to rise over the next five years, making future borrowing more expensive. By continuing to use the CSF judiciously and funding some of the current projects with short-term debt at very attractive interest rates, we hope to be able to reserve sufficient CSF funds for future use to minimize the tax impact in 2023 and mitigate the impact of rising interest rates. Last year's pay-down of the Town Hall Renovation debt and the purchase a Fire Truck two years ago with CSF funds are examples of this.

Maintenance of our Town Buildings and Infrastructure

CPIC continues to advocate for regular on-going maintenance of our town buildings and infrastructure. The Town has made significant progress in this area over the past few years. We currently have an on-going road maintenance program, a school facilities manager and facility maintenance plan and the Selectmen are implementing a program to improve the maintenance of non-school town buildings. The Fire Department's engineering report on the status of our fire ponds includes an on-going maintenance program for each pond. CPIC is working closely with the Finance Committee to assure the Town continues implementing these programs.

Process

In the fall of 2016 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 rated the projects 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 2018.

The inclusion of an item in the Five-Year Capital Plan does not predetermine that the expenditure will be made. In addition, the Committee recognizes that other needs may emerge in future years.

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

Respectfully submitted,

Debbie Ricci, Community Representative, Chairman
Heidi Frank, Finance Committee
Teresa Jardon, Community Representative
Alice von Loesecke, Board of Selectmen
Patty Wenger, School Committee

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

CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDATIONS FOR Fiscal Year 2018

Upgrade Town's Fire Alarm System (Article 21)

The Town's current 60+ year-old hard-wired fire alarm system is connected to all school buildings, the new and old libraries, Town Hall, and the churches in the center of town. The system is outdated, requires increasing maintenance cost, and lacks direct connect functionality to the Harvard Fire Center Station. The proposed 3-year upgrade project will replace the current hard-wired system with radio-controlled multi-function master boxes that will 1) provide additional capabilities of burglar, panic, medical alarms, etc., 2) eliminate labor intensive maintenance of wires, and 3) provide 24hr mobile-enabled monitoring of the system. In the future, upon completion of the radio-controlled system, local homes and businesses will be able to tie into the system for a fee, providing them with direct-connect alarm systems and the Town with a new revenue source. The requested first phase will replace 6 of 13 master boxes. CPIC recommends this request of \$40,598 be funded by the Capital Stabilization and Investment Fund.

Fire Ponds Restoration (Article 22)

There are 23 fire ponds in Town that serve as water sources to fight fires in nearby structures. An extensive engineering study showed that nearly all of the ponds require some form of restoration to return them to full capacity and allow fast access to water, particularly in the winter. This request is for the first two years of a 5-year project. CPIC recommends this request of \$100,000 be funded by excluded debt.

Purchase New Heavy-Duty Dump Truck (Article 23)

Based on the standing replacement schedule for Town vehicles, an existing 1996 aging and unreliable heavy-duty dump truck will be traded in for this new truck. This truck is used on a daily basis throughout the year by DPW staff. CPIC recommends this request of \$182,000 be funded by excluded debt.

Construction of ADA Accessible Rear Entrance and Parking Space at the Hapgood Library Building (Article 24)

In order to lease the Old Library (Hapgood Library) building to a new tenant, the building must have an ADA compliant entrance and parking space. The current ramp, parking space, and entrances do not meet ADA standards. The proposed front door accessibility project will not be completed in time for the new tenant, but altering the rear door, ramp and parking space according to ADA standards can be completed in the summer of 2017. The proposed project includes moving the handicapped parking space to the front of the building, grading and rebuilding the path to the rear door according to ADA standards, improving exterior lighting, and replacing the back door with a wider door and automatic opener. This project will provide a permanent ADA accessible rear entrance and will also improve the safety for all people who use the back entrance to the building. CPIC recommends this request of \$55,000 be funded by the Capital Stabilization and Investment Fund.

Design, Engineering and Cost Study for an ADA Accessible Front Door and Interior Compliance Issues at the Hapgood Library (Article 25)

The Old Library Accessibility Committee was organized to study all current entrances to the Hapgood Library and then recommend a permanent solution for ADA compliance. The committee developed three initial designs to provide accessibility and recommended renovating the front door as the best approach.

The Board of Selectmen has also unanimously approved the front door design as the preferred permanent approach. Because the amount of money required to renovate the front door will trigger internal code compliance issues, identifying and costing out repairs for code compliance is also required. This request is for 1) the final design and engineering study for an ADA accessible front door at the Old Library building, 2) identification of all potential code compliance issues throughout the building that may be triggered by the door renovation, and 3) estimated cost of all construction and code compliance work. CPIC recommends this request of \$20,000 be funded by the Capital Stabilization and Investment Fund.

Locks for The Bromfield School Doors (Article 26)

The locks on all of the interior doors can only be locked from outside the room with a key. In the case of an intruder, a teacher would need to step into the hallway to lock the door. A temporary measure was put in place after the Newtown incident but new locks are needed to meet safety guidelines. The core lock mechanisms need to be replaced with locks that can be bolted from inside the classroom. The cost of \$84,000 would cover the primary classroom locks and locks for other spaces, including offices. CPIC recommends this request of \$84,000 be funded by the Capital Stabilization and Investment Fund.

The Bromfield School Science Labs (Article 27)

The School Committee has overseen renovations to the Bromfield Science Labs over the past few years. The Town funded an air-exchange system at the 2015 Annual Town Meeting and the Schools have funded the upgrade of two of the five science rooms since then. The upgraded rooms have been redesigned and outfitted with new furniture, new flooring and lab desks with sinks that have improved learning conditions and made the space safer for lab work. The School Committee is planning to renovate and upgrade two more classrooms this coming year and is asking the Town to fund half the cost. If the town approves this warrant article, the plan is to renovate the remaining science room and two prep rooms in 2018. CPIC recommends this request, not to exceed \$175,000 or half the cost of the two Science Rooms being upgraded, whichever is less, be funded by excluded debt.

The Bromfield Middle School Bathrooms Renovation (Article 28)

The bathrooms are in disrepair due to age and use and are in need of significant renovations. They have reached the point where repairs are no longer cost-effective and renovations are necessary. The scope of the work includes replacement of toilets, stalls and sinks in each of the four bathrooms. The total cost of the project is estimated to be \$40,000 (which is consistent with previous renovations of bathrooms at HES last year). The School Committee has agreed to use \$20,000 from the Devens fund for half of the total cost of the project and CPIC recommends the balance, not to exceed \$20,000 or half the cost of the total project, whichever is less, be funded by the Capital Stabilization and Investment Fund.

Middle School Ramp Study (Article 29)

The present ramp has been deemed a potential structural hazard that needs to be replaced. The School Committee is asking for funds for a structural study (including ADA compliance measures) to determine the best option for a required secondary egress from the Middle School wing. The current ramp would either be replaced or another more cost-effective option will be identified through the study. CPIC recommends this request of \$30,000 be funded by the Capital Stabilization and Investment Fund.

Purchase New Ambulance (Article 30)

The existing ambulance, which has reached its scheduled ten year life span, has escalating repair costs, and is fitted with outdated lights and equipment. The new ambulance will have improved equipment and safety features including a temperature controlled medicine storage unit, floodlights, and multi-point restraints for EMS personnel in the rear of the truck. CPIC recommends this request of \$288,500 be funded by the Ambulance Receipts Reserved account.

Purchase New Ambulance Stretcher (Article 31)

The existing stretcher has reached its expected seven year life span and no longer meets current safety standards. The new stretcher will be integrated with the new ambulance for efficient loading, will be larger, and will have a powered lift feature that protects the ambulance crew when loading heavier individuals. CPIC recommends this request of \$28,000 be funded by the Ambulance Receipts Reserved account.

**TOWN OF HARVARD CAPITAL PLAN
FISCAL YEARS 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22+
Fire Dept.	140,598	137,066	82,500	50,000	390,000
Police Dept.					
Public Works, Roads	-	-	300,000	300,000	300,000
Public Works, Equipment	182,000	115,000	228,000	105,000	125,000
Public Works, Facilities	-	-	25,000	-	-
Water Dept.	-	20,000	-	-	-
Town Clerk	-	30,000	-	-	-
Ambulance	316,500	-	-	-	-
Council on Aging	-	65,000	-	-	-
Public Buildings - Selectmen	75,000	-	-	-	-
School Dept. (see Dept. Detail for \$ breakdown)	689,000	688,000	310,000	-	1,200,000
CSF Debt					
Debt for vehicles (Fire & DPW)	54,257	53,244	52,232	51,219	50,207
Debt for water (\$340,000)	21,788	21,488	21,188	20,888	20,588
Total Non-Major Capital Requests	1,479,143	1,129,798	1,018,920	527,107	2,085,795

Total Non-Major Capital Requests FY18-FY22 6,240,763

Major Capital Projects	-	12,000,000	-	3,800,000	4,075,000
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Total Major Capital Projects - All Years 19,875,000

Total All Capital Requests	1,479,143	13,129,798	1,018,920	4,327,107	6,160,795
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Total All Capital Requests 26,115,763

**TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018-2022**

	Funding * Source	FY18	FY19	FY20	FY21	FY22
Fire Dept.						
Upgrade town's fire alarm system	CSF	40,598	27,066	32,500		
Fire Ponds Restoration	Bond/BAN	100,000	-	50,000	50,000	50,000
Replace Hose	CSF		45,000			
Replace Command Car	CSF		35,000			
Brush Truck	CSF					145,000
New Repeater on Future Cell Tower	CSF		30,000			
Replace SCBA Packs	CSF					195,000
Fire Engine	Major Cap					
Public Works, Roads						
Reconstruct and Repair Town Roads	Bond/BAN			300,000	300,000	300,000
Public Works, Equipment						
DPW Misc. Equipment	CSF		40,000	40,000	40,000	40,000
Heavy Duty Dump Truck (trade 1996 dump truck)	Bond/BAN	182,000				
Light Duty Dump Truck (give 2008 to School Dept.)	CSF		75,000			
Heavy Duty Dump Truck (trade 1998 Dump Truck)	CSF			188,000		
Light Duty Utility Truck (15,000GVW)(Trade 2010 Utility Truck)	CSF				65,000	85,000
Public Works, Facilities						
Conceptual Design, Reno. or Add. to DPW facility	CSF			25,000		
Design & Procurement, Construction of DPW Facility	Major Cap					
Water Dept.						
Emergency Generator for Water Pump House	CSF		20,000			
Town Clerk						
Filing System for Town Vault	CSF		30,000			
Ambulance						
New Ambulance (\$300,000)	Rcpts Reserved	288,500				
Replacement Stretcher	Rcpts Reserved	28,000				
Council on Aging						
COA Van	CSF		65,000			
Hildreth House Addition	Major Cap					
Public Buildings - Selectmen						
Old Library Access - Back Door Access	CSF	55,000				
Old Library Access - Design, engineering & cost for front door option	CSF	20,000				
Old Library Building New Main Entrance/Access	Major Cap					
CSF Debt						
Vehicles approved in FY11 (Fire & DPW)	CSF	54,257	53,244	52,232	51,219	50,207
Water Debt on project (\$340,000/\$320,000)	CSF	21,788	21,488	21,188	20,888	20,588
Sub-total, Town Submissions:		790,143	441,798	708,920	527,107	885,795
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					
* Funding Sources for Budget years FY2019 through FY2022 are subject to change						

**TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018-2022**

	Funding * Source	FY18	FY19	FY20	FY21	FY22
School Dept.						
HES - Renovation/Build	<i>Major Cap</i>					
TBS - Replace all interior door locks Bromfield School	<i>CSF</i>	84,000				
TBS - Upgrade Science Room	<i>Bond/BAN</i>	175,000				
TBS - Upgrade Science Room	<i>Devens</i>	175,000				
TBS - Renovate Middle School Bathrooms	<i>CSF 50% Devens 50%</i>	40,000				
TBS - Design/Repair or Replace ramp to MS	<i>CSF</i>	30,000	120,000			
TBS - HVAC Equipment/Controls Upgrade and Repairs (HEAC)	<i>Grant</i>	75,000				
TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC)	<i>Grant</i>	110,000				
TBS - Replace interior locks-Hildreth Elementary as appropriate	<i>CSF</i>		60,000			
TBS - Upgrade Science Room and Prep rooms	<i>Devens</i>		240,000			
TBS - Replace electrical sys, lighting carpeting in Cronin Auditorium	<i>CSF</i>		220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	<i>CSF</i>		28,000			
HES - Replace boiler room air compressor	<i>CSF</i>		20,000			
HES - Upgrade Elevator	<i>CSF</i>			25,000		
TBS - Replace gym bleachers	<i>Devens</i>			100,000		
TBS - Engineer removing sewage lift station	<i>CSF</i>			40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing & Ramp	<i>CSF</i>			20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	<i>CSF</i>			65,000		
TBS - Remove plantings in courtyard & redesign	<i>CSF</i>			20,000		
TBS - Shore up driveway banking by tennis courts	<i>CSF</i>			40,000		
TBS - Install HVAC units	<i>CSF</i>					300,000
TBS - Install card access system, external doors	<i>CSF</i>					100,000
TBS&HES - Replace Damaged Flooring	<i>CSF</i>					300,000
TBS/HES - Install system coordinated IP clocks	<i>CSF</i>					200,000
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)	<i>Devens</i>					300,000
BH-Move and/or Renovate Central Office	<i>Major Cap</i>					
CSF/Grants Sub-total, School Submissions:		494,000	448,000	210,000	-	900,000
Devens Sub-total, School Submissions:		195,000	240,000	100,000	-	300,000
Total, All Town & School Requests		1,479,143	1,129,798	1,018,920	527,107	2,085,795

**TOWN OF HARVARD
CAPITAL SUBMISSIONS
MAJOR PROJECTS*
FISCAL YEARS 2018 - 2021**

3/1/2017

	FY18	FY19	FY20	FY21	FY22	FY23-FY27
Fire Dept.						
Refurb Central Fire Station						
Replace Tower Truck					1,000,000	
Replace Engine #1						575,000
Public Works, Facilities						
Design & Construction of DPW Facility					2,500,000	
Water Dept.						
Well field Development/ Water source (Note 1)						
Hildreth House Building Committee						
COA Facility	-			3,000,000		
Former Library						
Old Library Building New Entrance/Access (Note 2)		500,000				
Sub-total, Town Requests:	-	500,000	-	3,000,000	3,500,000	575,000
School Dept.						
HES - (renovate/build) (excl. MSBA reimbursement)		-- \$11.5 to \$???million (renovate/build) --				
Sys - Move and/or Renovate location for Central Office				--- \$800K to \$1.5 million ---		
Sub-total, School Submissions:		11,500,000	-	800,000	-	
"minimum"						
Total, All Town & School Submissions	-	12,000,000	-	3,800,000	3,500,000	575,000

\$ 19,875,000

* This snapshot highlights the large project proposals which the 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 estimate which was provided by CPIC. Efforts are underway on several projects to improve the cost estimates. 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 Town's building and infrastructure needs.

Note 1: While no proposal has been received for a new water course, it is listed as this is being closely monitored.

Note 2: The dollar amount associated with this item does not include funds for any code compliance items, should they be required.

This schedule does not include current town debt from prior projects, including: Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations, and the Hildreth House Accessibility project.

**TOWN OF HARVARD
CAPITAL SUBMISSIONS
MAJOR PROJECTS*
FISCAL YEARS 2018-2027**

	ATM Vote	Project Completion	1st Debt Service	FY18	FY19	FY20	FY21	FY22	FY23-FY27
Fire Dept.									
New Fire Engine (2022)	Apr-21	Jan-22	FY23					1,000,000	
New Fire Engine (2025)	Apr-24	Jun-25	FY26						575,000
Public Works, Facilities									
Design & Procurement, Construction of DPW Facility	Apr-21	Oct-22	1/2 @FY23					2,500,000	
Water Dept.									
Well field Development/ Water source (Note 1)	TBD								
Hildreth House Building Committee									
Hildreth House Addition	Apr-20	Jun-22	FY23				3,000,000		
Old Library Bldg. New Main Entrance/Access (Note 2)	Apr-18	Fall 2018	1/2 @FY19		500,000				
Sub-total, Town Submissions:				-	500,000	-	3,000,000	3,500,000	575,000
School Dept.									
HES - (renovate/build) (excl. MSBA reimb.)	Apr-18	Jul-22	1/2 @FY23		11,500,000	-- (renovate/build) --			
Move and/or Renovate Central Office	Apr-20	Jun-21	FY22				800,000	---	to \$1.5 million ---
Sub-total, School Submissions:				-	11,500,000	-	800,000	-	-
Total, All Town & School Submissions				-	12,000,000	-	3,800,000	3,500,000	575,000

\$ 19,875,000

* This snapshot highlights the large project proposals which the Town may face in coming years to be funded by new debt. The costs shown are rough estimates provided by either the Selectmen or by the School Committee, except for the HES Renovation estimate which was provided by CPIC. Efforts are underway on several projects to improve the cost estimates. 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 Town's building and infrastructure needs.

Note 1: While no proposal has been received for a new water source, it is listed as this is being closely monitored.

Note 2: The dollar amount associated with this item does not include funds for any code compliance items, should they be required.

This schedule does not include current town debt from prior projects, including: Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations, and the Hildreth House Accessibility project.

TOWN OF HARVARD EXCLUDED DEBT SERVICE PROJECTION THROUGH FY2026

Excluded debt payments have a major impact on the Town of Harvard's tax rate. We generally incur debt (voted to be in addition to the 2 1/2% tax increase limit) for buildings, large infrastructure projects and some large vehicles.

The projected new debt shown below displays our projected annual excluded debt payments if all of the projects listed are completed as estimated.

	Project	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	\$ millions										
Current Debt:											
- Actual as of 6-30-15		845,881	695,163	671,550	643,219	625,113	488,469	468,900	450,100	435,375	
- Town Hall		166,957	165,838	163,538	161,238	158,938	156,638	153,188	149,738	146,288	142,838
- Littleton Cty Rd		73,116	69,300	68,200	67,100	61,000	60,000	58,500	57,000	55,500	54,000
- Fire Truck (Tanker)		33,067	32,750	32,250	31,750	31,250	30,750	30,000	29,250	28,500	27,750
- Hildreth House Access (projected) ①	1.24	15,469	103,230	100,250	98,300	96,350	94,400	92,450	90,500	88,550	81,600
- Elementary School Feasibility ②	0.28	3,448	79,898	76,150	74,050	66,950					
Total Current Debt Payments		1,137,938	1,146,179	1,111,938	1,075,657	1,039,601	830,257	803,038	776,588	754,213	306,188
Potential New Debt:											
- Hildreth School Renovation BAN 3%	11.50						345,000	345,000			
- Hildreth School Renovation BOND 4.25%								244,375	718,756	723,450	722,613
- Old Library Renovation	0.50			23,750	46,375	45,250	44,125	43,000	41,875	40,750	39,625
- Bromfield House Renovation	0.80						76,000	74,200	72,400	70,600	68,800
- DPW Building	2.50							118,750	234,688	229,063	223,438
- Hildreth House addition	3.00							285,000	278,250	271,500	264,750
- Fire Truck(s) (15 yrs @ 4%)	1.00							106,668	104,002	101,336	98,671
- FY18 Excluded Debt Ban ③	0.46		100,540	98,712	96,884	95,056	93,228				
- Town Roads Phase 1,2,3 ④	0.90				69,000	136,200	201,600	196,200	190,800	125,400	61,800
Potential New Debt Payments			100,540	122,462	212,259	276,506	759,953	1,413,193	1,640,771	1,562,099	1,479,696
Projected Total Excluded Debt		1,137,938	1,246,719	1,234,400	1,287,916	1,316,107	1,590,210	2,216,231	2,417,359	2,316,312	1,785,884

Notes: All projected projects costs are rough estimates and Debt Service payments use assumptions below

Notes:

(1) Assumes that the Hildreth House Access is converted to Long Term General Bond using 3.0 % rate

(2) Assumes that Elementary School Study is converted to a General Bond using 3.0 % rate

(3) Assumes 5 year BAN with Paydowns each consecutive year at 2%

(4) Town Roads Improvements are considered at \$300K each year for 3 years, Assuming BAN(s) at 3% with Paydowns each consecutive year; likely converting to Long term Bond at 3rd - 4th year

**TOWN OF HARVARD CAPITAL STABILIZATION AND INVESTMENT FUND
PROJECTIONS FOR FISCAL YEARS 2018 - 2022**

	FY18	FY19	FY20	FY21	FY22
Total, All Town & School Requests	1,479,143	1,129,798	1,018,920	527,107	2,085,795
Capital Fund debt included above	76,045	74,732	73,420	72,107	70,795
Other Funding Sources					
"Other Funding Source" (CPC, Reserve Receipts Funds)	316,500		-	-	-
Devens/Shaw Trust	195,000	240,000	100,000		300,000
Grants	185,000	-			
Requests Funded by Other Sources	696,500	240,000	100,000	-	300,000
Subtotal Requests less Other Sources	782,643	889,798	918,920	527,107	1,785,795
Possible Capital Exclusion or Debt - all items ≥ \$100K					
Fire Pond Restoration & Major Fire Equip	100,000				340,000
DPW trucks ≥ \$100k	182,000		188,000		
Town roads	-	-	300,000	300,000	300,000
School items ≥ \$100k	175,000	340,000	100,000	-	900,000
Requests Available for Funding by Debt or Capital Exclusion	457,000	340,000	588,000	300,000	1,540,000
Requests Likely Funded by Debt or Capital Exclusion	457,000		300,000	300,000	300,000
Total Requests after Other Sources, Debt, and Capital Exclusion	325,643	889,798	618,920	227,107	1,485,795
Capital Fund Projection					
Fund Balance - beginning of year	1,073,362	1,087,719	537,921	259,001	371,894
Free Cash - transfer in (Projected, subject to change*)	300,000	300,000	300,000	300,000	300,000
Add from raise & approp (DPW Recur)	40,000	40,000	40,000	40,000	40,000
Requests funded by Capital Fund	(325,643)	(889,798)	(618,920)	(227,107)	(1,485,795)
Fund balance - end of year (with above assumptions)	1,087,719	537,921	259,001	371,894	(773,901)

* Free Cash (FY2017) is usually determined by this time, unfortunately we are still awaiting State certification as of publication date

TOWN MEETING PROCEDURES

League of Women Voters of Harvard, 2009

SPEAKING AT TOWN MEETING

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

WARRANT ARTICLES

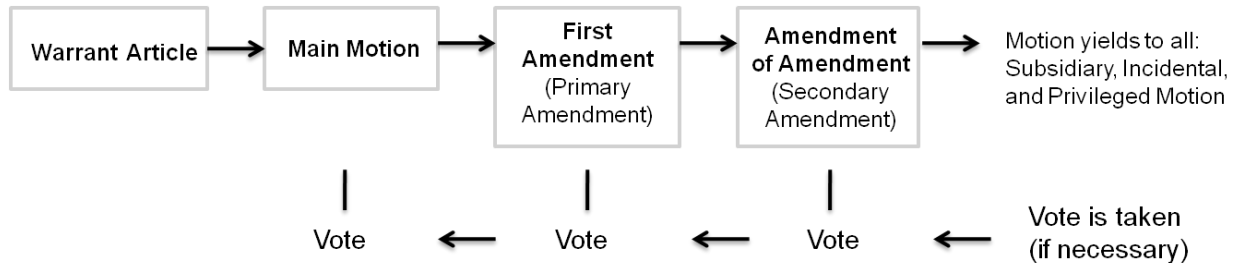
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained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

MAIN MOTIONS

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

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

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



SUBSIDIARY MOTIONS

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

INCIDENTAL MOTIONS

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

PRIVILEGED MOTIONS

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

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

SUBSIDIARY MOTIONS

Relate to Main Motion.

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

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

INCIDENTAL MOTIONS

Incidental motions relate to the conduct of the meeting.

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

Consensus approval accepted, if no one objects.

SUMMARY OF WARRANT ARTICLES

<u>Article</u>		<u>Amount</u>
1	Annual Reports	
2	Pay Bill of Prior Fiscal Year	\$ 5,345
3	Extend Sunset Dates	
4	Approval of Police Contract (Amount not known at time of printing)	xxxxx
5	Omnibus and Enterprise Budgets	24,273,269
6	Reserve Fund – Fiscal Year 2018	350,000
7	Traffic Engineering Services	15,000
8	Personnel Study	25,000
9	Departmental Management Audit	15,000
10	Solar Powered Traffic Signs	17,843
11	Fire Hose	11,000
12	Seasonal Mowing	15,000
13	Approval of DPW Contract	17,178
14	Full-Time Firefighter/EMT	58,573
15	Council On Aging Moveable Carts	2,000
16	Park and Recreation Boats	14,900
17	Town Planner – Planning Board	40,000
18	Conservation Fund	20,000
19	Capital Planning and Investment Fund Funding	40,000
20	Capital Planning and Investment Fund Debt Payment	76,045
21	Upgrade Town's Fire Alarm System	40,598
22	Fire Ponds Restoration	100,000
23	Heavy Duty Dump Truck	182,000
24	Construction for Hapgood Library ADA Accessible Back Entrance and Parking Space	55,000
25	Design, Engineering and Cost Study for Hapgood Library ADA Accessible Front Door and ADA Compliance Issues	20,000
26	Door Locks for The Bromfield School	84,000
27	Science Lab at Bromfield	175,000
28	The Bromfield Middle School Bathroom Renovation	20,000
29	Middle School Ramp Study	30,000
30	Purchase New Ambulance	288,500
31	Purchase New Ambulance Stretcher	28,000
32	Hildreth Elementary School Feasibility Study and Design Report	
33	Preservation of Historic Town Documents	24,752
34	Conservation Fund	100,000
35	Affordable Housing Reserves	20,268
36	Payment of Debt on Town Hall Renovation	50,838
37	Community Preservation Committee – Administrative Expenses	2,500
38	Continuation of Bromfield Stone Wall Renovation	80,000
39	Annual Authorization of Revolving Funds and Create New Fund	
40	Revolving Fund Bylaw	

SUMMARY OF WARRANT ARTICLES (continued)

<u>Article</u>		<u>Amount</u>
41	Municipal Rental Revolving Account	
42	Amend the Protective Bylaw 125-30C Land-Structure Relations – Height	
43	Amend the Protective Bylaw 125-56	
44	Community Cable Access Committee Membership	
45	Citizen Petition – Confirming the Town of Harvard as a Community Committed to Equitable Treatment for All	
46	Creation of a Public Utility for the Purpose of Creating a Municipal Internet Service Provider	
47	Devens Discussion	
48	Park and Recreation Director	
49	Acceptance of Gifts of Property	
50	Acceptance of Highway Funds	

**WARRANT FOR THE 2017 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 Saturday, the 1st day of April, 2017 at 9:00 a.m. by the clock to act on the following articles:

ARTICLE 1: ANNUAL REPORTS

To see if the Town will vote to 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 BILL OF PRIOR FISCAL YEAR

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to pay a bill of Fiscal Year 2016, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$5,345 be transferred from Stabilization to pay the outstanding Nashoba Associated Boards of Health, Fiscal Year 2016 fourth quarter bill.

ARTICLE 3: EXTEND SUNSET DATES

To see if the Town will vote to extend the sunset dates of Article 12 (Seasonal Mowing), Article 13 (Roadside Tree Maintenance) and Article 14 (GIS Mapping of Water System) of the Warrant for the 2016 Annual Town Meeting from June 30, 2017 to June 30, 2018 or take any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS: the extension of the sunset dates for Article 12 (Seasonal Mowing), Article 13 (Roadside Tree Maintenance) and Article 14 (GIS Mapping of Water System) of the Warrant for the 2016 Annual Town Meeting from June 30, 2017 to June 30, 2018.

ARTICLE 4: CONTRACT – POLICE DEPARTMENT EMPLOYEE WAGES

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to line #19, Police Department Personnel of Article #4 of the 2016 Annual Town Meeting Warrant and an additional sum to be added to line #19, Police Department Personnel of Article #5 of this Warrant in order to fund the collective bargaining agreement negotiated with the Police Department Employees Union, or pass any vote or votes in relation thereto.

(Inserted by the Board of Selectmen)

FINANCE COMMITTEE DEFERS: making a recommendation at this time as the final negotiations were not complete when this warrant went to press.

ARTICLE 5: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, such sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2018, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – the total amount of the Omnibus Budget and Enterprise Budget for FY18 as detailed on the following pages.

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
GENERAL GOVERNMENT							
Selectmen							
1	Personnel	169,317	216,135	232,603	246,143	253,559	
2	Town Audit	15,000	15,000	15,000	20,000	20,000	
	Expenses	11,391	7,491	13,359	11,270	11,500	
	Copy Machine	3,275	3,730	3,238	3,800	3,800	
	Postage	15,745	16,393	15,887	17,000	17,000	
	Court Judgements						
3	Total Expenses	30,411	27,613	32,484	32,070	32,300	
	Total Selectmen	214,728	258,748	280,087	298,213	305,859	2.56%
Finance Committee							
4	Expenses	176	191	176	200	200	0.00%
Finance Department							
	Personnel	302,526	312,304	343,494	330,587	318,859	
	Certification Compensation	2,000	2,000	1,192	2,000	2,000	
5	Total Personnel	304,526	314,304	344,686	332,587	320,859	
	Technology Services & Supplies	35,486	36,247	30,682	See line #7 below	See line #7 below	
	Expenses	89,145	89,949	92,750	98,090	100,230	
6	Total Expenses	124,631	126,196	123,431	98,090	100,230	
7	Technology	9,442	9,592	16,749	75,000	75,000	
	Total Finance Department	438,599	450,092	484,866	505,677	496,089	-1.90%
Legal							
	Town Counsel Fees & Expenses	30,318	38,114	30,172	33,000	35,000	
	Other Legal Fees & Expenses	14,876	18,347	27,029	18,000	20,000	
8	Total Legal	45,194	56,461	57,201	51,000	55,000	7.84%
Personnel Board							
9	Expenses	-	-	-	100	100	0.00%
Town Clerk							
	Personnel	67,424	68,775	70,426	71,560	71,007	
	Certification Compensation	1,000	1,000	1,000	1,000	1,000	
10	Total Personnel	68,424	69,775	71,426	72,560	72,007	
	Expenses	1,560	2,090	1,709	2,725	4,625	
	Publications Reprinting/Codification	3,020	3,909	5,050	5,200	5,200	
11	Total Expenses	4,580	5,999	6,759	7,925	9,825	
	Total Town Clerk	73,004	75,774	78,185	80,485	81,832	1.67%
Elections & Registrars							
	Registrars' Honoraria	500	500	500	500	500	
	Expenses	5,168	7,959	5,325	8,700	4,700	
	Census	416	677	690	800	800	
12	Total Elections & Registrars	6,084	9,137	6,515	10,000	6,000	-40.00%

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
Land Use Boards							
13	Personnel	50,550	52,712	53,972	54,841	55,664	
	Office Supplies	805	376	369	1,000	1,000	
	Purchase Services	1,754	2,656	8,424	1,600	1,600	
	MRPC Assessment	1,579	1,618	1,659	1,660	1,742	
14	Total Expenses	4,138	4,651	10,452	4,260	4,342	
	Total Land Use Boards	54,688	57,363	64,424	59,101	60,006	1.53%

* Personnel includes \$12,223 to be transferred from Wetland Bylaw Fees.

Public Buildings							
16	Personnel	25,508	26,016	26,346	27,075	27,481	
	Operating Expenses	33,027	54,635	39,502	34,530	35,530	
	Energy	120,294	94,240	79,147	128,000	128,000	
	Maintenance & Equipment	13,927	24,345	59,770	78,000	77,000	
	Waste Water Treatment Ops.	84,689	60,859	85,479	85,000	85,000	
17	Total Expenses	251,936	234,079	263,898	325,530	325,530	
	Total Public Buildings	277,444	260,095	290,244	352,605	353,011	0.12%

Annual Town Reports							
18	Expenses	3,280	3,468	3,560	4,000	4,000	0.00%
	TOTAL GENERAL GOVT.	1,113,197	1,171,328	1,265,258	1,361,381	1,362,097	0.05%

PUBLIC SAFETY

Police Department

19	Personnel	785,092	876,645	879,960	904,347	912,117	
	Public Safety Building	22,827	29,554	40,723	20,800	20,800	
	Cruiser Maintenance	14,605	10,143	8,703	10,000	10,000	
	Supplies & Expenses	50,762	55,088	48,412	50,050	52,750	
20	Total Expenses	88,194	94,785	97,838	80,850	83,550	
21	Police Vehicle	27,868	29,000	34,213	34,213	34,213	
	Total Police Department	901,154	1,000,430	1,012,011	1,019,410	1,029,880	1.03%

Communications Department

	Personnel	74,613					
	Expenses	177,335	195,266	193,576	187,293	167,293	
22	Total Communications Department	251,948	195,266	193,576	187,293	167,293	-10.68%

Fire Department

23	Personnel	166,636	178,912	188,613	210,707	219,803	
	Expenses	56,401	75,135	49,832	46,000	49,650	
	Radio Replacement & Repair	2,250	2,990	2,340	2,250	2,500	
	Protective Equipment	9,024	8,980	5,078	11,225	11,325	
24	Total Expenses	67,675	87,105	57,250	59,475	63,475	
	Total Fire Department	234,310	266,017	245,863	270,182	283,278	4.85%

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
Ambulance*							
	Personnel					64,964	
	Expenses	-	72,427	134,968	102,000	108,740	
	Training	-	18,731	25,883	27,000	28,500	
25	Total Ambulance	-	91,158	160,852	129,000	202,204	56.75%
* Note : The Ambulance budget will be paid out of the Ambulance Revolving Account (see Revolving Account Article further on in warrant).							
Building & Zoning Inspector							
26	Fees & Expenses	47,371	42,494	62,175	50,000	50,000	0.00%
Gas Inspector							
27	Fees & Expenses	3,579	3,564	3,522	4,000	4,000	0.00%
Plumbing Inspector							
28	Fees & Expenses	6,551	7,469	5,425	7,000	7,000	0.00%
Wiring Inspector							
29	Fees & Expenses	9,926	12,700	10,099	11,000	11,000	0.00%
Animal Control							
	Personnel	16,500	16,500	16,500	16,500	16,500	
	Expenses	374	722	459	750	750	
30	Total Animal Control	16,874	17,222	16,959	17,250	17,250	0.00%
Tree Warden							
31	Expenses	14,000	14,519	13,361	14,000	14,000	0.00%
TOTAL PUBLIC SAFETY		1,485,713	1,650,839	1,723,841	1,709,135	1,583,701	-7.34%

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
SCHOOLS							
Local Schools							
	<u>Administration</u>						
	Salaries/Benefits	368,987	388,937	415,380	419,292	429,931	
	Transportation	252,660	257,492	257,660	273,293	323,000	
	Other Expenses	169,569	126,529	132,642	119,834	115,094	
	Total Administration	791,216	772,958	805,682	812,419	868,025	
	<u>Maintenance</u>						
	Salaries	438,507	448,466	457,540	464,869	146,110	
	Utilities	270,362	279,526	303,000	303,000	253,000	
	Other Expenses	189,999	321,419	224,502	256,434	660,785	
	Total Maintenance	898,868	1,049,411	985,042	1,024,303	1,059,895	
	<u>Hildreth Elementary School</u>						
	Salaries	2,520,202	2,555,545	2,500,758	2,481,818	2,572,730	
	Expenses	98,627	112,278	121,539	123,537	174,963	
	Total Elementary	2,618,829	2,667,823	2,622,297	2,605,355	2,747,693	
	<u>The Bromfield School</u>						
	Salaries	3,684,019	3,956,238	4,016,018	4,113,427	4,156,336	
	Expenses	132,689	213,678	198,788	231,069	194,878	
	Total Bromfield	3,816,708	4,169,916	4,214,806	4,344,496	4,351,214	
	<u>Pupil Personnel Services (SPED)</u>						
	Salaries	1,873,135	1,960,989	2,115,468	2,211,636	2,260,718	
	Other Expenses	22,614	53,679	102,398	83,532	86,164	
	Collaborative Services	795,316	402,618	520,202	458,258	793,278	
	Transportation	377,503	310,723	384,446	370,868	314,683	
	Tuition	361,296	252,357	123,712	239,402	67,603	
	Pre-School Salaries	125,902	100,808	103,733	53,868	54,717	
	Pre-School Expenses	2,392	1,545	1,153	2,284	1,480	
	Total Pupil Personnel Services	3,558,158	3,082,719	3,351,112	3,419,848	3,578,643	
	<u>Technology</u>						
	Salaries	130,626	143,226	150,009	246,518	250,311	
	Expenses	106,847	129,866	145,657	153,702	150,024	
	Total Technology	237,473	273,092	295,666	400,220	400,335	
32	Total Local Schools	11,921,252	12,015,919	12,274,605	12,606,641	13,005,805	3.17%
33	Montachusett Regional Voc. Tech.	75,069	98,949	121,504	94,718	112,487	18.76%
TOTAL SCHOOLS		11,996,321	12,114,868	12,396,109	12,701,359	13,118,292	3.28%
PHYSICAL ENVIRONMENT							
Dept. of Public Works							
34	Personnel	721,272	687,410	674,209	715,303	716,776	
	Maintenance & Equipment	169,532	92,542	103,433	140,600	91,900	
	Fuel	90,447	78,925	51,946	72,500	73,500	
	Improvements & Construction	38,077	56,229	73,103	54,000	105,250	
	Snow & Ice Removal	187,405	351,537	193,347	112,000	112,000	
	Telephone & Electricity	9,377	9,917	9,313	11,400	11,550	
35	Total Expenses	494,838	589,149	431,142	390,500	394,200	
36	Small Equipment Repair/Replace.	69,603	68,791	26,504	30,000	30,000	
	Total Dept. of Public Works	1,285,713	1,345,351	1,131,856	1,135,803	1,140,976	0.46%

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
Solid Waste Transfer							
	Transfer Station Expenses	163,530	141,891	162,974	167,100	165,850	
	Hazardous Waste Disposal *	3,907	3,907	9,173	3,907	3,907	
37	Total Solid Waste Transfer	167,437	145,798	172,147	171,007	169,757	-0.73%
Street Lights & Traffic Signal							
38	Expenses	5,652	7,670	9,578	6,500	6,500	0.00%
Water Department							
39	Expenses	16,371	18,564	17,987	18,200	18,400	1.10%
Pond Committee							
40	Expenses	8,987	19,423	25,030	28,000	28,000	0.00%
Cemeteries							
41	Expenses	846	1,577	1,819	2,500	2,500	0.00%
TOTAL PHYSICAL ENVIRONMENT		1,485,006	1,538,383	1,358,417	1,362,010	1,366,133	0.30%
HUMAN SERVICES							
Board of Health							
42	Personnel	9,051	10,524	9,022	8,165	13,642	
	Expenses	927	1,108	764	1,146	1,100	
	Nashoba Assoc. Boards of Health	20,558	20,558	16,035	21,380	23,261	
	Minuteman Home Center	1,146	1,146	1,146	1,160	1,146	
43	Total Expenses	22,631	22,812	17,944	23,686	25,507	
	Total Board of Health	31,682	33,336	26,966	31,851	39,149	22.91%
Council on Aging							
44	Personnel	86,504	86,931	88,429	114,462	118,395	
45	MART Personnel	31,385	30,255	33,161	35,409	36,303	
46	Expenses	1,993	1,900	1,933	1,995	1,995	
47	MART Van Expenses	221	818	612	1,000	1,000	
	Total Expenses	2,214	2,718	2,545	2,995	2,995	
	Total Council on Aging	120,103	119,903	124,136	152,866	157,693	3.16%
Veterans' Services							
	Personnel	2,500	5,200	5,200	5,200	5,200	
	Expenses	325	1,194	134	1,500	1,500	
	Benefits	12,900	12,105	14,736	12,000	12,000	
	Total Expenses	13,225	13,299	14,870	13,500	13,500	
48	Total Veterans' Services	15,725	18,499	20,070	18,700	18,700	0.00%
TOTAL HUMAN SERVICES		167,510	171,739	171,172	203,417	215,542	5.96%

Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18
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CULTURE AND RECREATION

Library

49	Personnel	387,341	399,340	408,855	413,798	425,729	
50	Expenses	147,694	148,013	149,384	153,889	154,808	
	Total Library	535,035	547,353	558,239	567,687	580,537	2.26%

* \$5,000 to be transferred from Library Expendable Trust Funds.

Cable Access

51	Personnel				56,438	-	
	Expenses				7,700	44,000	
	Equipment				5,000	-	
52	Total Expenses				12,700	44,000	
	Total Cable Access	-	-	-	69,138	44,000	-36.36%

Parks & Recreation

53	Commons & Schools/Grounds Exp.	21,664	18,183	26,824	31,650	31,650	
54	Beach Expense	13,271	14,308	15,530	18,347	18,347	
55	Beach Personnel - Director	11,508	10,951	11,508	13,234	14,448	
	Total Parks & Recreation	46,443	43,442	53,862	63,231	64,445	1.92%

Historical Commission

56	Expenses	2,790	69	-	500	500	0.00%
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Agricultural Commission

57	Expenses	-	-	-	500	500	0.00%
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TOTAL CULTURE AND RECREATION	584,268	590,864	612,101	701,056	689,982	-1.58%
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INSURANCE AND FRINGES

Property/Liability

58	Insurance	140,873	125,753	107,966	146,450	195,000	33.15%
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Employee Benefits

	Worcester Regional Retirement	627,103	665,399	682,457	737,805	770,909	
	Workers' Compensation Insurance	70,896	91,787	100,363	100,000	110,000	
	Unemployment Insurance	51,767	3,496	21,097	60,000	60,000	
	Medicare	186,785	199,643	199,975	191,760	195,000	
	Health Insurance	2,190,457	2,046,430	2,090,765	2,463,022	2,580,000	
	Life Insurance	21,454	5,528	-	12,000	12,000	
	Deferred Compensation	11,982	13,347	15,483	13,000	13,000	
	Disability Insurance	24,313	31,479	21,900	27,000	27,000	
	Benefits Administration	1,235	1,976	57	2,500	2,500	
	OPEB Trust Funding (\$250,000 in FY14)		425,000	450,000	450,000	450,000	
59	Total Employee Benefits	3,185,992	3,484,085	3,582,097	4,057,087	4,220,409	17.82%

TOTAL INSURANCE & FRINGES	3,326,865	3,609,838	3,690,063	4,203,537	4,415,409	5.04%
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TOTAL OPERATING BEFORE DEBT	20,158,879	20,847,859	21,216,961	22,241,895	22,751,156	2.29%
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NON-EXCLUDED DEBT

Debt Expense

60	Debt (Public Bldg. Sewer Connections)	6,500	3,328	5,000	31,800	13,925	-56.21%
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Town of Harvard FY18 Omnibus Budget

Line #	Department/Account	Actual FY14	Actual FY15	Actual FY16	Budget FY17	Request FY18	
BAN Interest & Borrowing Cost							
61	Borrowing Cost	-	-	-	2,500	3,100	24.00%

TOTAL NON-EXCLUDED DEBT	6,500	3,328	5,000	34,300	17,025	-50.36%
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TOTAL OPERATING AFTER NON-EXCLUDED DEBT	20,165,379	20,851,187	21,221,961	22,276,195	22,768,181	2.21%
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EXCLUDED DEBT

Permanent Debt

	Public Safety Building (2000) Principal	145,000	140,000	140,000	135,000	130,000	
	Public Safety Building (2000) Interest	20,775	17,925	15,125	12,375	9,563	
	Bromfield School (2004) Principal	350,000	350,000	350,000	345,000	340,000	
	Bromfield School (2004) Interest	49,594	75,406	66,358	60,813	53,538	
	Library (2004) Principal	150,000	150,000	145,000	140,000	140,000	
	Library (2004) Interest	36,943	31,716	27,888	25,038	22,063	
	School Roof (2006) Principal	125,000	125,000	125,000	125,000	-	
	School Roof (2006) Interest	16,725	11,677	6,521	2,656	-	
	Sewer Project (net of Betterments) Prin.	50,180	43,048	43,983	44,545	50,149	
	Sewer Project (net of Betterments) Int.	21,868	19,988	19,128	18,088	17,180	
	Town Hall Principal (net of CPA)				112,500	115,000	
	Town Hall Interest				90,000	50,838	
	Littleton County Road Principal				58,000	55,000	
	Littleton County Road Interest				25,720	14,300	
	Fire Tanker Truck Principal				25,000	25,000	
	Fire Tanker Truck Interest				14,000	7,750	
	Hildreth House Accessibility Principal					66,000	
	Hildreth House Accessibility Interest					37,230	
	H.E.S. Feasibility Study Principal					71,000	
	H.E.S. Feasibility Study Interest					8,280	
62	Total Payments	966,085	964,760	939,003	1,233,735	1,212,891	-1.69%

Temporary Debt

	Exempt BAN	20,287	1,854	-	-	100,540	
63		20,287	1,854	-	-	100,540	100.00%

TOTAL EXCLUDED DEBT	986,372	966,614	939,003	1,233,735	1,313,431	6.46%
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GRAND TOTAL OMNIBUS BUDGET	21,151,751	21,817,801	22,160,964	23,509,930	24,081,612	2.43%
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ENTERPRISE FUND:

Sewer Department

	Sewer Personnel						
	Personnel						
	Operating Expenses	150,000	100,000	100,000	100,000	100,000	
	Debt Service (from Betterments)	<i>incl. above</i>	90,710	90,710	91,483	91,657	
	Total Expenses	150,000	190,710	190,710	191,483	191,657	
64	Total Sewer Enterprise	150,000	190,710	190,710	191,483	191,657	0.09%

All operating expenses to be funded by rates and fees.

Sewer Debt funded by exempt debt and betterments.

ARTICLE 6: RESERVE FUND – FISCAL YEAR 2018

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 2018, 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 is to cover the potential unforeseen emergency needs of all municipal departments, including the School.

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.

ARTICLE 7: TRAFFIC ENGINEERING SERVICES

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 contract with an individual, company or organization to provide traffic engineering services to address traffic issues on Ayer Road between Shaker Road and Gebo Lane, with unexpended funds as of June 30, 2018 being returned to their funding source, or pass any vote or votes in relation thereto.

(Submitted by the Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000 be raised and appropriated to contract with an individual, company or organization to provide traffic engineering services to address traffic issues on Ayer Road between Shaker Road and Gebo Lane.

ARTICLE 8: PERSONNEL STUDY

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 Personnel Board in conjunction with the Human Resource Director, to contract with an individual, company or organization to conduct a study of the town's personnel system and to provide a report and recommendation for updating the current system, with unexpended funds as of June 30, 2018 being returned to their funding source, or pass any vote or votes in relation thereto.

(Submitted by Board of Selectmen on behalf of the Personnel Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$25,000 be raised and appropriated to contract with an individual, company or organization to conduct a study of the town's personnel system and to provide a report and recommendation for updating the current system. It has been over 15 years since the Town has had its personnel system professionally reviewed.

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 Police Department, 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 Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000 be raised and appropriated to conduct a Management Audit of the Town's Police Department.

ARTICLE 10: SOLAR POWERED TRAFFIC SIGNS

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 Police Chief, with the approval of the Board of Selectmen, to purchase solar powered radar speed signs for deployment in various locations throughout the town to assist in reducing vehicular speeds on our public ways, with all unexpended funds as of June 30, 2018 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 \$17,843 be raised and appropriated to purchase solar powered radar speed signs for deployment in various locations throughout the town, to assist in reducing vehicular speeds on our public ways.

ARTICLE 11: FIRE HOSE

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase fire hose, 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 Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$11,000 be raised and appropriated to purchase fire hose for the Fire Department in order to replace hose that no longer meets certification standards.

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, 2018 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 \$15,000 be raised and appropriated so that the DPW seasonal mowing program can continue in Fiscal Year 2018.

ARTICLE 13: CONTRACT – PUBLIC WORKS EMPLOYEES WAGES

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to line #34, Public Works Personnel of Article #4 of this Warrant in order to fund the collective bargaining agreement negotiated with the Public Works Department Employees Union, or pass any vote or votes in relation thereto.

(Inserted by the Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$17,178 be raised and appropriated to fund Fiscal Year 2018 of the DPW collective bargaining agreement negotiated with the Public Works Department Employees Union.

ARTICLE 14: FULL-TIME FIREFIGHTER/EMT

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended by the Fire Chief, to create a full-time Firefighter/EMT position, 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 the Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the sum of \$58,573 be raised and appropriated to create a full-time Firefighter/EMT position. This will fulfill one of the major recommendations of the department management audit that was conducted earlier this fiscal year.

ARTICLE 15: COUNCIL ON AGING MOVEABLE CARTS

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 Council On Aging Director, with the approval of the Council On Aging, to purchase moveable storage carts, 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 Board of Selectmen on behalf of the Council On Aging)

FINANCE COMMITTEE RECOMMENDS – the sum of \$2,000 be raised and appropriated to purchase moveable storage carts for the Council On Aging in order to provide for additional storage needs.

ARTICLE 16: PARK AND RECREATION BOATS

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 Parks and Recreation Commission, to purchase one small motor boat and one sail boat, 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 Park and Recreation)

FINANCE COMMITTEE RECOMMENDS – the sum of \$14,900 be raised and appropriated to purchase one small motor boat and one sailboat for the Park and Recreation Beach program.

ARTICLE 17: 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 2018, as an independent contractor, 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 Planning Board)

FINANCE COMMITTEE RECOMMENDS - the sum of \$40,000 be raised and appropriated to fund the continuation of the position of Town Planner as an independent contractor for fiscal year 2018.

The Finance Committee is completely in favor of employing a professional planner to assist the Town, and especially its Land Use Boards (Planning Board, Zoning Board of Appeals and Conservation Commission). However, the Finance Committee's analysis shows that the \$60,000 per year (\$55.00 per hour) requested by the Planning Board is above the industry standard for communities of our size and residential/commercial make-up.

ARTICLE 18: CONSERVATION FUND

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money not to exceed \$20,000 to be placed in the Conservation Fund, or pass any vote or votes in relation thereto.
(Inserted by Board of Selectmen on behalf of the Conservation Commission)

FINANCE COMMITTEE RECOMMENDS - the sum of \$20,000 be raised and appropriated to be placed in the Conservation Fund so that it may be used to fund the maintenance of conservation land which was not purchased with Community Preservation Act (CPA) funds.

The Finance Committee met with the Conservation Commission to understand their initial \$200,000 request. During that meeting, they explained the need for funds to maintain conservation land that was not purchased with CPA funds. (CPA funds can only be used to maintain lands purchased with CPA funds.)

The Finance Committee understands and supports the need to maintain our conservation land but recommends that the Conservation Commission explore other funding sources including implementing a disciplined plan for regularly collecting revenue from currently licensed properties. The \$20,000 we propose, is equal to the funds these licenses have generated that should have gone directly to their Conservation Fund. We also recommended that they explore other options, such as implementing a forestry plan and considering an "adopt-a-trail" program to secure individual and/or corporate sponsors to fund (dollars or labor) the maintenance of trails.

The Finance Committee is concerned that by purchasing land with non-CPA funds, we are creating a circular problem--the more land purchased with non-CPA funds, the more money is required to maintain those lands. The Finance Committee has always supported the use of CPA funds to buy land and has supported additional, project specific funding requests (prior to the adoption of the CPA) proposed by the Conservation Commission. We do not support, nor do we have the funds available in this Omnibus budget, to transfer \$200,000 to set aside in the Conservation Fund for maintenance and future land purchases yet to be identified.

ARTICLE 19: 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)

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

ARTICLE 20: 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 2018, 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 Finance Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE RECOMMENDS – the sum of \$76,045 be transferred from the Capital Stabilization and Investment Fund to pay the Capital Planning and Investment Committee's debt service for Fiscal Year 2018.

ARTICLE 21: UPGRADE TOWN'S FIRE ALARM 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 Fire Chief, with the approval of the Board of Selectmen, to perform upgrades on the Town's fire alarm system, with any unexpended funds as of June 30, 2019 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 RECOMMENDS – the sum of \$40,598 be appropriated from the Capital Stabilization and Investment Fund to perform upgrades on the Town's fire alarm system. (Please see CPIC's report earlier in the budget book.)

ARTICLE 22: FIRE PONDS RESTORATION

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, in coordination with the Department of Public Works Director and with the approval of the Board of Selectmen, to restore selected fire ponds, contingent upon the passage of a Proposition Two and One-Half debt exclusion ballot question under Massachusetts General Laws Chapter 59, Section 21C(j) ballot question at the April, 2017 Annual Town Election, 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 RECOMMENDS – the sum of \$100,000 be borrowed through the passage of a Debt Exclusion Ballot Question to restore selected fire ponds. (Please see CPIC's report earlier in the budget book.)

ARTICLE 23: PURCHASE NEW HEAVY DUTY DUMP TRUCK

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 heavy duty dump truck, contingent upon the passage of a Proposition Two and One-Half debt exclusion under Massachusetts General Laws Chapter 59, Section 21C(j) ballot question at the April 2017 Annual Town Election, 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 RECOMMENDS – the sum of \$182,000 be borrowed through the passage of a Debt Exclusion Ballot Question to purchase a new heavy duty dump truck for the DPW. (Please see CPIC's report earlier in the budget book.)

ARTICLE 24: CONSTRUCTION FOR HAPGOOD LIBRARY ADA ACCESSIBLE BACK ENTRANCE AND PARKING SPACE

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 Old Library Accessibility Committee, with the approval of the Board of Selectmen, to construct an Americans with Disabilities Act accessible back entrance and parking space at the Hapgood Library building, said funds to be available in Fiscal 2017, 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 Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$55,000 be appropriated from the Capital Stabilization and Investment Fund to construct an Americans with Disabilities Act accessible back entrance and parking space at the Hapgood Library building. (Please see CPIC's report earlier in the budget book.)

ARTICLE 25: DESIGN, ENGINEERING AND COST STUDY FOR HAPGOOD LIBRARY ADA ACCESSIBLE FRONT DOOR AND ADA COMPLIANCE ISSUES

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 Old Library Accessibility Committee, with the approval of the Board of Selectmen, to conduct a design, engineering and cost study for an Americans with Disabilities Act accessible front entrance at the Hapgood Library building and code compliance throughout the building, said funds to be available in Fiscal 2017, 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 Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$20,000 be appropriated from the Capital Stabilization and Investment Fund to conduct a design, engineering and cost study for an Americans with Disabilities Act accessible front entrance at the Hapgood Library building and code compliance throughout the building. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 26: DOOR LOCKS FOR THE BROMFIELD SCHOOL

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 Superintendent of Schools, with the approval of the School Committee, to install and or replace all of the door locks within The Bromfield School, 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 School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$84,000 be appropriated from the Capital Stabilization and Investment Fund to install and/or replace all of the door locks within The Bromfield School. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 27: SCIENCE LAB AT BROMFIELD

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the School Department, with the approval of the School Committee, to renovate and update a Science Lab at The Bromfield School, contingent upon the passage of a Proposition Two and One-Half debt exclusion under Massachusetts General Laws Chapter 59, Section 21C(j) ballot question at the April 2017 Annual Town Election, 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 RECOMMENDS – an amount not to exceed \$175,000 or half the cost of the two Science Rooms being upgraded, whichever is less, be borrowed through the passage of a Debt Exclusion Ballot Question to renovate and update a Science Lab at The Bromfield School. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 28: THE BROMFIELD MIDDLE SCHOOL BATHROOMS RENOVATION

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 Superintendent of Schools, with the approval of the School Committee, for the replacement of toilets, stalls and sinks in each of the four bathrooms within the 6th grade and 7th/8th grade wings of The Bromfield School, said funds to be available in Fiscal 2017, 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 School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – an amount not to exceed \$20,000 or half the cost of the total project, whichever is less, be appropriated from the Capital Stabilization and Investment Fund for the replacement of toilets, stalls and sinks in each of the four bathrooms within the 6th grade and 7th/8th grade wings of The Bromfield School. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 29: MIDDLE SCHOOL RAMP STUDY

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 Superintendent of Schools, with the approval of the School Committee, to conduct a structural study, including Americans with Disabilities Act compliance measures, to determine the best option for a secondary required egress from the Middle School wing, said funds to be available in Fiscal 2017, 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 School Committee and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$30,000 be appropriated from the Capital Stabilization and Investment Fund to conduct a structural study, including Americans with Disabilities Act compliance measures, to determine the best option for a secondary required egress from the Middle School wing. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 30: PURCHASE NEW AMBULANCE

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 Ambulance Director, with the approval of the Board of Selectmen, to purchase a new ambulance, 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 Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$288,500 be appropriated from the Ambulance Receipts Reserved for Appropriation Account to purchase a new ambulance to replace the ten year old ambulance. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 31: PURCHASE NEW AMBULANCE STRETCHER

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 Ambulance Director, with the approval of the Board of Selectmen, to purchase a new power stretcher, 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 Board of Selectmen and Capital Planning and Investment Committee)

FINANCE COMMITTEE in conjunction with CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the sum of \$28,000 be appropriated from the Ambulance Receipts Reserved for Appropriation Account to purchase a new power stretcher for the ambulance. (Please see CPIC’s report earlier in the budget book.)

ARTICLE 32: HILDRETH ELEMENTARY SCHOOL FEASIBILITY STUDY AND DESIGN REPORT

To see if the Town will vote to hear a report from the Superintendent of Schools, School Committee and the School Building Committee for the Hildreth Elementary School project at 27 Massachusetts Avenue, Harvard, Massachusetts, or pass any vote or votes in relation thereto.
(Submitted by School Committee)

ARTICLE 33: TOWN CLERK – PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from Fiscal 2018 Community Preservation Unspecified Reserves the sum of \$24,752, to be expended by the Town Clerk for the purpose of preserving and restoring historic town documents 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 the Town Clerk and the Community Preservation Committee)

ARTICLE 34: CONSERVATION COMMISSION – CONSERVATION FUND

To see if the Town will vote to appropriate and transfer \$66,828 from Fiscal 2018 Community Preservation Fund Unspecified Reserves and \$33,172 from the Open Space and Recreation Reserves in the Community Preservation Fund, making for a total of \$100,000 to be placed in the Conservation Fund, to be expended by the Conservation Commission for the purpose of purchasing land and/or interests in land for open space purposes, or pass any vote or votes in relation thereto.
(Inserted by the Conservation Commission and the Community Preservation Committee)

ARTICLE 35: COMMUNITY PRESERVATION COMMITTEE AFFORDABLE HOUSING RESERVES

To see if the Town will vote to appropriate and transfer \$20,268 from Fiscal 2018 Community Preservation Fund unspecified reserves to the Community Preservation Committee Affordable Housing Reserves, or pass any vote or votes in relation thereto.
(Inserted by the Community Preservation Committee)

ARTICLE 36: PAYMENT OF DEBT ON TOWN HALL RENOVATION

To see if the Town will vote to appropriate and transfer \$50,838 from Fiscal 2018 Community Preservation Fund unspecified reserves for the payment of the debt service costs for the renovation of Town Hall, or pass any vote or votes in relation thereto.
(Inserted by the Community Preservation Committee)

ARTICLE 37: COMMUNITY PRESERVATION FUNDS – ADMINISTRATIVE EXPENSES

To see if the Town will vote to appropriate and transfer from Fiscal 2018 Community Preservation Fund unspecified reserves, 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, 2018 being returned to their funding source, or pass any vote or votes in relation thereto.
(Inserted by the Community Preservation Committee)

ARTICLE 38: CONTINUATION OF BROMFIELD STONE WALL RENOVATION

To see if the Town will vote to appropriate and transfer from the Historic Preservation Reserves in the Community Preservation Fund the sum of \$41,089, and from Fiscal 2018 Unspecified Reserves in the Community Preservation Fund the sum of \$38,911, for a total of \$80,000 to be expended by the Harvard Historical Commission for the renovation of the section of stone wall between the Bromfield School driveway and the Old Bromfield School driveway, 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 the Community Preservation Committee)

ARTICLE 39: 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 2018;
- 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 2018;
- 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 \$100,000 in Fiscal Year 2018;
- 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 2018;
- 5) continue the Revolving Fund account as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, authorized for use by a board or official reviewing an application for an approval, permit or project 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 2018, and
- 6) approve a new Revolving Fund Account as allowed by Massachusetts General Laws Chapter 44, Section 53E 1/2 , to be used to fund the activities of the Harvard Community Cable Access Committee with the balance of this account not to exceed \$25,000 in Fiscal Year 2018.

or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS – re-authorizing revolving funds 1 through 5 and the creation of a new revolving fund (6) for the Harvard Community Cable Access Committee to be used to fund its activities.

ARTICLE 40: REVOLVING FUND BYLAW

To see if the town will vote to amend the Code of the Town of Harvard by adding thereto the following new section to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, or take any vote or votes in relation thereto.

CHAPTER 21: DEPARTMENTAL REVOLVING FUNDS

§21-1. Purpose. This by-law establishes and authorizes revolving funds for use by town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by Massachusetts General Laws Chapter 44, § 53E½.

§21-2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and Finance Committee.

§21-3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

§21-4. Procedures and Reports. Except as provided in Massachusetts General Laws Chapter 44, § 53E½ and this by-law, the laws, by-laws/ordinances, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

(Inserted by Board of Selectmen)

§21-5.1 Council on Aging Revolving Fund.

5.1.1 Fund Name. There shall be a separate fund called the Council on Aging Revolving Fund authorized for use by the Council on Aging.

5.1.2 Revenues. The Town Accountant shall establish the Council on Aging Revolving Fund as a separate account and credit to the fund all of the user, program and activity fees charged and received by the Council on Aging in connection with its programs and activities

5.1.3 Purposes and Expenditures. During each fiscal year, the Council on Aging may incur liabilities against and spend monies from the Council on Aging Revolving Fund for the expenses of its fee based programs and activities in connection with the services provided by the Council on Aging.

5.1.4 Fiscal Years. The Council on Aging Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

§21-5.2 Fourth of July Celebration Revolving Fund.

5.2.1 Fund Name. There shall be a separate fund called the Fourth of July Celebration Revolving Fund authorized for use by the Fourth of July Committee.

5.2.2 Revenues. The Town Accountant shall establish the Fourth of July Celebration Revolving Fund as a separate account and credit to the fund all of the program and activity fees charged and received by the Fourth of July Committee in connection with the annual Fourth of July celebration.

5.2.3 Purposes and Expenditures. During each fiscal year, the Fourth of July Committee may incur liabilities against and spend monies from the Fourth of July Celebration Revolving Fund for the expenses of the Fourth of July Celebration.

5.2.4 Fiscal Years. The Fourth of July Celebration Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017.

§21-5.3 Ambulance Service Revolving Fund.

5.3.1 Fund Name. There shall be a separate fund called the Ambulance Service Revolving Fund authorized for use by the Ambulance Director.

5.3.2 Revenues. The Town Accountant shall establish the Ambulance Service Revolving Fund as a separate account and credit to the fund all of the service fees charged and received by the Ambulance Director in connection with the Town's ambulance service.

5.3.3 Purposes and Expenditures. During each fiscal year, the Ambulance Director may incur liabilities against and spend monies from the Ambulance Service Revolving Fund for the expenses of the Town's ambulance service.

5.3.4 Fiscal Years. The Ambulance Service Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017

§21-5.4 Fire Department S.A.F.E. Program Revolving Fund.

5.4.1 Fund Name. There shall be a separate fund called the Fire Department S.A.F.E. Program Revolving Fund authorized for use by the Fire Chief.

5.4.2 Revenues. The Town Accountant shall establish the Fire Department S.A.F.E. Program Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Fire Department in connection with said program.

5.4.3 Purposes and Expenditures. During each fiscal year, the Fire Chief may incur liabilities against and spend monies from the Fire Department S.A.F.E. Program Revolving Fund for the expenses of said program.

5.4.4 Fiscal Years. The Fire Department S.A.F.E. Program Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017

§21-5.5 Application Review Revolving Fund.

5.5.1 Fund Name. There shall be a separate fund called the Application Review Revolving Fund authorized for use by a board or official reviewing an application for an approval, permit or project.

5.5.2 Revenues. The Town Accountant shall establish the Application Review Revolving Fund as a separate account and credit to the fund all of the fees charged and received by a board or official reviewing an application for an approval, permit or project.

5.5.3 Purposes and Expenditures. During each fiscal year, a board or official reviewing an application for an approval, permit or project may incur liabilities against and spend monies from the Application Review Revolving Fund for the expenses of advertising and professional services in connection such reviews.

5.5.4 Fiscal Years. The Application Review Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017

§21-5.6 Harvard Community Cable Access Revolving Fund

5.6.1 Fund Name. There shall be a separate fund called the Harvard Community Cable Access Revolving Fund authorized for use by the Harvard Community Cable Access Committee.

5.6.2 Revenues. The Town Accountant shall establish the Harvard Community Cable Access Revolving Fund as a separate account and credit to the fund all of the fees charged and received by the Harvard Community Cable Access Committee, excluding funds received from the Town's cable television provider, in connection with its activities and advertising programs.

5.6.3 Purposes and Expenditures. During each fiscal year, the Harvard Community Cable Access Committee may incur liabilities against and spend monies from the Harvard Community Cable Access Revolving Fund for the expenses of the Town's Community Cable Access Program.

5.6.4 Fiscal Years. The Harvard Community Cable Access Revolving Fund shall operate for fiscal years that begin on or after July 1, 2017

FINANCE COMMITTEE RECOMMENDS – the creation of this new bylaw in order to conform to the requirements of the Municipal Modernization Act.

ARTICLE 41: MUNICIPAL RENTAL REVOLVING ACCOUNT

To see if the Town will vote to accept the provisions of the second paragraph of Massachusetts General Laws Chapter 40 Section 3, in order to create a municipal building and property rental revolving account and, further, that any balance at the close of the fiscal year shall remain in the account and may be expended for the upkeep and maintenance of the building or property by the board, committee or department head in control of the building or property, or take any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS – the creation of this newly authorized revolving account.

ARTICLE 42: AMEND THE PROTECTIVE BYLAW 125-30C LAND-STRUCTURE RELATIONS - HEIGHT

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 125-30C thereof regarding height, or take any vote or votes in relation thereto:

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

- C. **Height.** The height of a building, other than a church, above average finished grade shall be less than three stories and ~~less than~~ shall not exceed 35 feet. Height shall be measured to the highest roof surface. Where a building has an egress from the basement at grade, height shall be measured from the average finished grade on the street side of the structure. For purposes of this provision, silos, and chimneys, ventilators, antennas (except for wireless communications towers and antennas), spires, and similar unoccupied projections above the roof are not included in building height.

(Inserted by Planning Board)

ARTICLE 43: AMEND THE PROTECTIVE BYLAW CHAPTER 125-56

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard, by adding a new section 125-56 Temporary Moratorium on the Cultivation, Manufacture and Retail Sale of Marijuana and Related Products as Authorized by the "Regulation and Taxation of Marijuana Act" (the Act) Adopted on November 8, 2016 or take any vote or votes in relation thereto:

- A. **Purpose:** The purpose of this Bylaw is to give the Town of Harvard sufficient time to engage in a planning process to address the effects of the cultivation, manufacture, and retail sale of marijuana and related products and to enact appropriate land use controls consistent with the Town's planning goals and objectives.

Marijuana land uses authorized by the Act are not permitted in the Town. Regulations yet to be promulgated by the Cannabis Control Commission will provide guidance as to permissible local authority. The regulation of marijuana land uses raises complex legal, planning, and public safety issues. The Town needs time to study and consider these issues and to understand the impact of the State regulations on local zoning. This temporary moratorium will provide a reasonable period of time to undertake a rational planning process to prepare a Zoning Bylaw amendment that will establish workable standards for regulating marijuana land uses in order to protect the health, safety, and welfare of the Town.

- B. **Moratorium:** For the reasons set forth above, the Town hereby adopts a temporary moratorium on the use of land or structures for marijuana cultivation, manufacture, and retail sales. The moratorium shall be in effect through April 30, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of land uses authorized by the Act, consider the regulations to be promulgated by the Cannabis Control Commission, and prepare a Zoning Bylaw amendment to mitigate the impacts of marijuana land uses on the Town.

(Inserted by Planning Board)

ARTICLE 44: COMMUNITY CABLE ACCESS COMMITTEE MEMBERSHIP

To see if the Town will vote to change the membership of the standing Community Cable Access Committee to be comprised of five voting Members appointed by the Board of Selectmen for overlapping terms of three years, plus one Associate Member to be appointed by the Board of Selectmen for a term of one year. The Associate Member may attend all Board meetings, participate in discussions, and, at the designation of the meeting chair, may act as a regular member of the Committee on administrative matters, including but not limited to providing a quorum in discussion of agenda items, approving minutes, making motions, and voting on other administrative tasks, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

ARTICLE 45: CITIZEN PETITION - RESOLUTION CONFIRMING THE TOWN OF HARVARD AS A COMMUNITY COMMITTED TO EQUITABLE TREATMENT FOR ALL

“Be it resolved, that the town of Harvard is a community that cares about its residents and those who work, play and visit in our community. Confirming Dec. 20, 2016 pledge by the board of Selectmen, each individual should be treated with equity, dignity, and respect, and we oppose all expressions of hatred, intolerance, and discrimination. We commit to showing that we are a caring and supportive community for all. To that end, we instruct the Board of Selectmen to appoint an existing or new employee to serve as the Town Equity Officer, responsible to review all bylaws, operations, regulations and procedures, budgets and capital plans, and to recommend such adjustments as may be indicated to remediate observed inequities.”

(Inserted by Citizen Petition)

ARTICLE 46: CREATION OF A PUBLIC UTILITY FOR THE PURPOSE OF CREATING A MUNICIPAL INTERNET SERVICE PROVIDER

To see if the Town will vote to authorize the Board of Selectmen to take all necessary and appropriate actions to establish and to maintain, in accordance with the provisions of Chapter 164 of the Massachusetts General Laws and in accordance with the rules, regulations and orders of the Massachusetts Department of Public Utilities and the Massachusetts Department of Telecommunications and Cable, a municipal lighting plant for the specific purpose, allowable under the laws of the Commonwealth, of creating without limitation the operation of the telecommunications system and any related services in order to provide Municipal Internet Services, or take any vote or votes in relation thereto.

(Inserted by the Board of Selectmen)

ARTICLE 47: DEVENS DISCUSSION

To see if the Town will vote to hear a report from the Board of Selectmen regarding future action by the board with respect to Devens, or pass any vote or votes in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 48: PARK AND RECREATION DIRECTOR

To see if the Town will vote to create a Park and Recreation Director position to be under the jurisdiction of the Town's Park and Recreation Commission, this position will be funded with funds transferred from the School Department along with the Community Education Program to the Park and Recreation Commission, or pass any vote or votes in relation thereto.

(Inserted by Park and Recreation)

FINANCE COMMITTEE DEFERS: making a recommendation at this time and will have a recommendation for Town Meeting.

ARTICLE 49: 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 50: 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 2018 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, 14 Massachusetts Avenue, on Tuesday, the 4th day of April, 2017, 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, two positions for three years; Constable, 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, two positions for three years; Park and Recreation Commissioner, one position for one year; Planning Board, two positions for three years; School Committee Member, two positions for three years; Tree Warden, one position for one year; Warner Free Lecture Society Trustee, two positions for three years.

QUESTION #1 – FIRE PONDS RESTORATION

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 restoration of fire ponds within the Town of Harvard?

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

QUESTION #2 – PURCHASE NEW HEAVY DUTY DUMP TRUCK

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 purchase a new heavy duty dump truck for the DPW?

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

QUESTION #3 – REPAIR AND RENOVATE A BROMFIELD SCIENCE LAB

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 repair and renovate a science lab in The Bromfield School?

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

QUESTION #4 – DEVENS NON-BINDING REFERENDUM

Should the Board of Selectmen of the Town of Harvard begin planning for and initiate discussions with appropriate parties with the goal of presenting a plan to the Town of Harvard voters to resume jurisdiction over the land which is part of Devens formerly under the jurisdiction of the Town of Harvard, provide services to the residents of such area and collect property taxes?

YES _____ NO _____

(The polls will be open from 7:00 a.m. to 8:00 p.m.)

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

Given under our hands this 28th day of February, Two Thousand and Seventeen.

Harvard Board of Selectmen:

Kenneth R. Swanton, Chairman

Ronald V. Ricci

Stuart Sklar

Alice von Loesecke

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

NOTES

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)

Relevant Experience, Education: _____

Relevant Degrees, Professional Certificates: _____

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____

Committee Preference:

1. _____

2. _____

3. _____

Prior Committee Experience

Yr. Appt. Committee Yr. Exp'd

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****