

2012 ANNUAL TOWN REPORT



TOWN OF HARVARD
WORCESTER COUNTY

DATE OF INCORPORATION: 1732

FORM OF GOVERNMENT: Town Meeting

POPULATION: 5,721 – as of January 1, 2012

AREA: 16,500 acres

ELEVATION: 608 feet above sea level on Oak Hill

MINIMUM BUILDING LOT SIZE: 1.5 acres
Building, Electrical, Plumbing Codes and Health Regulations require permits
for new buildings and alterations, obtainable at the Selectmen's Office in Town Hall.

TOWN HALL OFFICE HOURS: 8:30 A.M. – 4:00 P.M. Monday, Wednesday & Thursday
8:30 A.M. – 7:00 P.M. Tuesday

SENATORS IN CONGRESS: Scott Brown, John F. Kerry

REPRESENTATIVE IN CONGRESS, Fifth District: Nicola Tsongas

STATE SENATOR, Middlesex and Worcester District: James Eldridge

STATE REPRESENTATIVE, 37th Middlesex District: Jennifer Benson

QUALIFICATIONS FOR REGISTRATION AS VOTERS: Must be 18 years of age, and a U.S. citizen. Registration at Town Clerk's Office in Town Hall, Monday through Thursday, 8:30 A.M. – 4:00 P.M., and Tuesday evenings until 7:00 P.M. Special voter registration sessions before all town meetings and elections. Absentee voting for all elections.

TOWN OF HARVARD
FOUNDED JUNE 29, 1732

Set off from Groton, Lancaster, Stow, by petitions to the General Court.

Incorporators: Simon Stone, Groton, Thomas Wheeler Stow and Hezekiah Willard, Lancaster. The name Harvard was inserted in the engrossed bill in the handwriting of Josiah Willard, the Secretary of State. This was the custom when neither the Governor nor petitioners had suggested a name for the new town.

SPECIAL THANKS – 2012 ANNUAL TOWN REPORT

Cover photos courtesy of Lisa Frackiewicz (www.indigo-photography.net). For more information on the Harvard Farmers Market visit their website: <http://harvardfarmersmarket.org/wordpress/>. All photos in the report are courtesy of Lisa Aciukewicz, photographer for the Harvard Press. The 2012 Town Report has been compiled, formatted and edited by Julie Doucet, Executive Assistant to the Town Administrator and Board of Selectmen.

2012
Annual Reports
of the
Town Officers
of the
Town of Harvard



for the year ending
December 31, 2012

In Loving Memory of Harvard's Friends,
Families, Officials and Neighbors

Susan L. Boucher
Lorraine Josephine Noble
John Leslie Bemis
Janet E. LeRoy
Constance A. von Loesecke
Irene L. Browning
Katinka Podmaniczky Coleman
Philip Robert Shutt
Joseph P. Andrews
Vivian L. Gahagan
Cynthia A. Burckes
Ann Marie Cutress
Richard E. McCrosky
Regina C. Scannell
Nancy Royal Dunlap
Vincent J. Farrell
Lucille M. Martineau
Bertha D. Quinn
Grace R. Berman
Edmund A. Ortler
Janice E. Williamson
Philip Lawrence Konop, Jr.
Joy E. Kincade
Irving George Morgan, Jr.
Henry (AKA Ambrose) Lawrence Bettencourt
Richard C. Wheeler
Douglas A. Wiles
Robert M. Barrett

Citizens of Note Harvard Conservation Trust

Beginning in the early 1970's a group of concerned citizens met to discuss the possibility of creating a local land trust to augment the town's conservation efforts. On June 16, 1973, with an initial anonymous donation of \$50, the Harvard Conservation Trust was formed. Its purpose was to assist in and promote the preservation of the unique rural character and natural resources of Harvard. Its incorporating Trustees were Erhart Muller, Larry Finnegan, Frank Coolidge, Edward Squibb and Albert Anderson.



Erhart Muller, Larry Finnegan & Frank Coolidge
Three of the five founding members

One of the Trust's first actions was the purchase of 3.59 acres on Pond Road in 1974, which were subsequently sold to the Town for the Town

Beach. Since then, through gifts or purchase, the Trust has helped protect countless acres - ranging from orchards and farmland to woodlands, wetlands and riparian corridors along Bowers Brook and Bare Hill Pond. Many of its purchases have been in collaboration with the town's Conservation Commission, with the Trust acting to negotiate the initial purchase and holding the land until the Commission was funded and authorized by the Town Meeting to acquire the land. The Trust then often holds a conservation restriction on that land further assuring its protection in perpetuity.

The tradition of gifting land to the Trust was initiated by one of its founders, Erhart and Ruth Muller, with their donation of 31 acres of apple orchard, meadows and woodlands on Littleton County Road. This has been followed over the decades with gifts from generous landowners, most recently from the Estate of Elizabeth May in 2011 of 5 acres on West Bare Hill Road adjoining Ms. May's previous gift in 1994 of nearly 15 acres. As is often the case, these lands either form the core of future land acquisitions which can lead to larger, landscape-sized holdings, or help connect previously protected lands to enlarge corridors for wildlife, protection of critical resources, and recreation. Being a private non-profit entity, the Trust has the ability to leverage its funds to protect critical acreage by selling a one or two frontage house lots to offset the cost of preserving the more critical backlands. This tool was first employed with the Muller gift on Littleton County Road and, most recently, in 2004 with the Dolan/Mason land on Slough Road.

After nearly 40 years of its existence, the Trust now owns and manages 228 acres which it either received as gifts from generous landowners or purchased. In addition, it holds conservation easements or restrictions on 407 acres, and has purchased and sold to the town or the US Fish and Wildlife Service another 115 acres. All together the Trust has participated in the preservation of 751 acres which help preserve the town's rural character and its important natural resources. And you can rest assured that there are more exciting projects in the works!

We are indeed fortunate for the vision and leadership of these early trustees and those that have followed. It is the Board of Selectmen's honor to name the Harvard Conservation Trust – and particularly its founding trustees - as the 2012 Citizens of Note.

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ELECTED OFFICIALS

BOARD OF SELECTMEN	(3 years) (5)	MODERATOR	(1 year)
LUCY B. WALLACE, Chair	2015	ROBERT EUBANK	2013
RONALD V. RICCI	2014		
TIMOTHY A. CLARK	2013	PARK & RECREATION COMM.	(3 years) (5)
WILLIAM N. JOHNSON	2013	JOHN W. LEE JR., Chair	2015
MARIE C. SOBALVARRO	2014	BJ PRESSIA	2014
		ANNE MCWATERS	2014
		ERIC DYER	2013
		vacant	2015
CEMETERY COMMISSIONERS	(3 years) (3)	PLANNING BOARD	(3 years) (5)
JOHN J. SPERO, Chair	2014	PETER BROOKS, Chair	2014
BRUCE R. DOLIMOUNT	2013	TIMOTHY SCHMOYER	2015
HOWARD W. SPRAGUE JR	2015	vacant	2014
		JOE HUTCHINSON	2015
COMMUNITY PRESERVATION COMMITTEE		RICHARD MARCELLO	2013
DEBORAH RICCI, Chair	2014	vacant, Associate	yearly
*ELIZABETH WILLIAMS	2013	Liz Allard, Land Use Administrator	
DEBORAH THOMSON	2015		
*ACHMAD (DIDI) CHADRAN	2014	SCHOOL COMMITTEE	(3 years) (5)
PETER BROOKS, appt. Planning Board	yearly	SUSANMARY REDINGER, Chair	2014
CHARLIE GORSS, appt. Conservation Comm	yearly	KEITH S. CHEVERALLS	2014
JOHN LEE, appt. Park & Rec	yearly	KRISTEN WRIGHT	2013
RHONDA SPRAGUE, appt. Historical Commission	yearly	PATRICIA WENGER	2015
LEO BLAIR, appt. Municipal Affordalbe H. Trust	yearly	ROBERT FINCH SULLEBARGER	2015
CONSTABLE	(3 years)	TOWN CLERK	(3 years)
KERRY CURLEY	2014	JANET A . VELLANTE	2015
HARVARD BOARD OF HEALTH	(3 years) (3)	TREE WARDEN	(1 year)
THOMAS C. PHILLIPOU, Chair	2014	CHRISTIAN BILODEAU	2012
LORIN JOHNSON	2013		
SHARON MCCARTHY	2015	WARNER FREE LECTURE SOC.	(3 years) (6)
Paige O'Brien, Administrative Assistant		THOMAS ACIUKEWICZ, Chair	2015
		MARY MAXWELL	2014
LIBRARY TRUSTEES	(3 years) (6)	TOM BORTON	2014
MARY ABIGAIL COOLIDGE, Chair	2014	BRIAN SCHMIPF	2015
CHRISTOPHER FRECHETTE	2015	SHEILA SIMOLLARDES	2013
PETER JACKSON	2013	PATRICIA JENNINGS	2013
MARTHA GREEN	2013		
CHARLES F. REDINGER	2014		
DAVIDA J. BAGATELLE	2015		

* Appointed until the 2013 election.

APPOINTED OFFICIALS

ACCESS TO SERVICES LIAISON	(yearly)	AMBULANCE SERVICE continued	
DEBORAH KELLER		GREGORY HARROD	
		BARBARA HILTON	
AGRICULTURAL ADVISORY COMM.	(3 years) (5)	KERRA HUCHOWSKI	
WENDELL WILLARD, Chair	2013	KATIE KEEFE	
CANDACE FRAZER	2015	SEAN KENNEFICK	
FRANKLYN CARLSON	2015	MICHAEL LECKY	
TIM ARNOLD	2014	DOUGLAS LEVERING	
PETER BASILE	2014	JOYCE MAIORE	
PAM BROWNING, alternate	(yearly)	AUSTIN MCKEEKIN	
vacant, alternate	(yearly)	JACKSON MCWADE	
vacant, alternate	(yearly)	LARRY MILLER	
		ADAM MORTON	
AMBULANCE SERVICE (volunteer)		RUTH MYLES	
Full Members	(yearly)	MATHIAS NITTMANN	
LILY ALFANO		EMMA NOYES	
ED BARRON		KYLE OJEMANN	
MINA RAE BECKMAN		GEORGE ORSULA	
STEVEN BECKMAN		MOLLY PAPAZIAN	
SCOTT BLACKWELL		JILL REITER	
WILL BLACKWELL		LIVIE ROONEY	
RORY BROWSE		JUSTIN ROWAN	
ALEX BURNETT		WALLY SHAW	
DAVID CLINE		ROBERT SHELTON	
ISAAC COHEN		BILL SPACCIAPOLI	
ANDREA D'ERAMO		PATRICK SWEENEY	
SYDNEY DURAND		JULIO VALLARDARES	
CINDY GLADE		AMY WILKINS	
LIZ GOLDSMITH		DRIVER/FIRST RESPONDER	(yearly)
ADAM HUGHES		DON BOYCE	
DERRIN JARVIS		CHRIS CONNORS	
DEREK JORDAN		DAN JONES	
DEBORAH KELLER		ERYK LORENZ-KRUK	
ALLAN KUONG		JOHN MCCLURE	
LINDA MARA		JUSTIN MILLER	
CAITLIN NYGREN		JOYCE SOCHA	
KILEY NYGREN		THOMAS SWINDELLS	
JOAN OJEMANN		RANDY WILMOT	
ANDREW PERRY		CADETS	(yearly)
KAYA WICKLUND PHILLIPS		ALEX CADMAN	
STEVE POWELL		LEXI DUTKEWYCH	
BONNIE SWEENEY		ROBERT DOUGLAS	
ALYSSA SWINDELLS		LUCAS HICKOK	
KEEON TABRIZI		THOMAS HILL	
ROB WILLIAMS		AMY HU	
BENJAMIN WILMOT		SAM JONES	
Provisional EMT Members	(yearly)	NIKKI MARGARETOS	
SARAH ANDREWS		JILLIAN NELSON	
SAM BEEBE		NICHOLAS NORCROSS	
NICK BLAUCH		AMANDA SUNDHEIMER	
GRETA BRETZ		SAMMY SWINDELLS	
JOHN BREYER		JAKE TURCHETTA	
SAM CARLSON			
JASON COTTING		ANIMAL INSPECTOR/CONTROL OFFICER	(yearly)
HANNAH EGAN		PAUL WILLARD	
MOLLY GORMLEY		ANN BAMFORD	
MACKENZIE GRANT			
EMMA HALL			
ZAKIA HANKOUR			

APPOINTED OFFICIALS

BARE HILL POND WATERSHED	(3 years) (7)	COUNCIL ON AGING continued	
MANAGEMENT COMMITTEE		MARIE HOLLAND, Outreach Coordinator	(yearly)
BRUCE LEICHER, Chair	2015	DEBBIE THOMPSON, Senior Services Director	(yearly)
TOM GORMLEY	2013	BILL HEBERT, Program Coordinator	(yearly)
DEBORAH PIERCE	2013	MARNA SORENSON, Receptionist/MART Dispatcher	(yearly)
ROBERT BLANCK	2013		
MEGAN GLEW	2014	CULTURAL COUNCIL	(2 years) (9)
PAUL WOOD	2014	ALICE BARTRAM, Chair	2014
PETER VON LOESECKE	2015	FRAN NICKERSON	2014
vacant, student member	(yearly)	ELINOR STAPLETON	2015
		MARY VESENKA TURNER	2013
BOARD OF ASSESSORS	(3 years) (3)	RACHEL OGLESBY	2013
RICHARD MAIORE, Chair	2013	REBECCA WRIGHT	2013
JOSEPH THERIAULT	2015	ARLENE SULLIVAN	2015
DEBRA GEORGE	2014	EDITH JOYCE	2015
		ROBIN CALDERWOOD	2014
BURIAL OFFICER	(yearly)	MORIAH ARNOLD, student member	(yearly)
EDWARD DENMARK, Police Chief			
		DEVENS ECONOMIC ANALYSIS TEAM	(yearly)
CAPITAL PLANNING & INVESTMENT	(3 years) (8)	VICTOR NORMAND, Chair	
COMMITTEE		PAUL GREEN	
SUPERINTENDENT, JOSEPH CONNELLY		ORVILLE DODSON	
TOWN ADMINISTRATOR, TIMOTHY BRAGAN		STEPHEN FINNEGAN	
FINANCE DIRECTOR, LORRAINE LEONARD		DUNCAN CHAPMAN	
FINANCE COMMITTEE, GEORGE MCKENNA		vacant	
SCHOOL COMMITTEE, KEITH CHEVERALLS			
BOARD OF SELECTMEN, MARIE SOBALVARRO		DEVENS ENTERPRISE COMMISSION	
DEBBIE RICCI, CITIZEN AT LARGE	2014	ERIC STOLTZFUS	2013
DAVID KASSEL, CITIZEN AT LARGE	2015	JAMES DEZUTTER	2013
		RUTH SILMAN, Appeals Designee	(yearly)
COMMUNITY CABLE ACCESS COMMITTEE	(3 years) (7)	DUNCAN CHAPMAN, Alternate member	2016
MITCH NORCROSS, Chair	2015		
JOHN BURNS	2014	DOG OFFICER	(yearly)
JOHN BALL	2014	PAUL WILLARD	
JONATHAN WILLIAMS	2015	ANN BAMFORD, Assistant & Poundkeeper	
STU SKLAR	2015		
RAY DUNN	2013	ECONOMIC DEVELOPMENT COMMITTEE	(3 years) (5)
PAUL LIERHAUS	2013	ELAINE LAZARUS, Chair	2013
1 alternate & 2 student members vacancies	(yearly)	RICH MAIORE	2015
ROBERT FERNANDEZ, Access Coordinator	(yearly)	BRUCE STAMSKI	2013
		JAMES STEVENS	2014
CONSERVATION COMMISSION	(3 years) (7)	DUNCAN CHAPMAN	2015
PAUL WILLARD, Chair	2015		
CHARLES GORSS	2014	ELDERLY & DISABLED TAXATION AID	(yearly)
JAMES BRESLAUER	2014	COMMITTEE	
JANET WALDRON	2014	DEBBIE NUTTER, TREASURER/COLLECTOR	
MARGARET SISSON	2013	RICHARD MAIORE, CHAIR BD OF ASSESSORS	
DONALD RITCHIE	2013	LAURA ANDREWS	
vacant	2015	vacant	
vacant, associate member	(yearly)	vacant	
COUNCIL ON AGING	(3 years) (9)	ELM COMMISSION	(2 years)
PAMELA FREDERICK, Co-Chair	2014	BILL CALDERWOOD, Chair	2014
CONNIE LARRABEE, Co-Chair	2015	DENNIS COLLINS	2014
KATIE PETROSSI	2014	MARIO CARDENAS	2014
CARLENE PHILLIPS	2015	DENIS WAGNER	2013
HENRY FITEK	2015	CHRISTIAN BILODEAU, Tree Warden	(yearly)
FRANCES NICKERSON	2013		
SHARON BRIGGS	2013	EMERGENCY PROGRAM DIRECTOR	(yearly)
vacant	2013	RICHARD SICARD, Fire Chief	
vacant	2014		

APPOINTED OFFICIALS

ENERGY ADVISORY COMMITTEE	(yearly)	HAZARDOUS WASTE COORDINATOR	(yearly)
BRIAN SMITH, Chair		RICHARD SICARD, Fire Chief	
ERIC BROADBENT			
DAVID FAY		HISTORICAL COMMISSION	(3 years) (7)
JIM ELKIND		KEN SWANTON, (Pl. Bd. Rep.) Chair	2014
vacant		CHRIS CUTLER	2015
vacant		RHONDA SPRAGUE (BD. Of Realtors)	2013
MATTHEW COKE, associate member		JOSEPH THERIAULT, (Con. Com. Rep.)	2013
FORREST HODGKINS, associate member		DOUG COOTS (AIA)	2015
1 associate member vacancy & 1 student member vacancy		PAMELA MARSTON	2014
		BARBARA HADAD	2013
FENCE VIEWERS		vacant, alternate member	(yearly)
PETER WARREN		JOHN MARTIN, alternate member	(yearly)
LEO BLAIR			
ROBERT EUBANK		INSPECTIONAL SERVICES	(yearly)
		GABRIEL VELLANTE, Building Commissioner/Zoning Officer	
FIELD DRIVER		ROLAND BERNIER, Alternate Building Inspector	
EDWARD DENMARK, Police Chief	(yearly)	vacant, Alternate Zoning Officer	
		DAVID WOODSUM, Wiring Inspector	
		PHILIP HORGAN, Alternate Wiring Inspector	
FINANCE COMMITTEE		RICHARD SICARD, Gas and Fuel Storage Inspector	
ALICE VON LOESECKE, Chair	2015	JAMES BAKUN, Plumbing and Gas Inspector	
RUDY MINAR	2014	ROBERT FRIEDRICH, Alternate Plumbing and Gas	
STEVE COLWELL	2015		
HEIDI FRANK	2013	KEEPER OF THE LOCKUP	(yearly)
GEORGE MCKENNA	2013	EDWARD DENMARK	
ALAN FRAZER	2014		
BOB THURSTON	2014	LAND STEWARDSHIP COMMITTEE	
DONALD LUDWIG, associate member	(yearly)	CONSERVATION COMMISSION SUB-COMMITTEE	
LAURA VILAIN, associate member	(yearly)	ROBERT BENSON	2014
		WENDY SISSON, Con Com Rep.	2013
FINANCE DEPARTMENT		DAVID KAY	2015
LORRAINE LEONARD, Finance Director/CPO		JIM ADELSON	2015
DEBBIE NUTTER, Treasurer/Tax Collector	(yearly)	MARC SEVIGNY	2015
FRED APONTE, Accounting Officer	(yearly)	PHIL KNOETTNER	2013
SUSAN COPELAND, Finance Assistant	(yearly)	PAM DURRANT	2014
SUE FITTERMAN, Assistant Assessor	(yearly)	LIBRARY DEPARTMENT	(yearly)
FIRE DEPARTMENT	(yearly)	MARY WILSON, Director	
RICHARD SICARD, Fire Chief/Forest Fire Warden		LISA GAGNON	
		KRISTEEN BOLDUC	
FOURTH OF JULY COMMITTEE	(yearly)	JUDITH VENO	
AMY STOLLER		CAROLE FLAGG	
ELLEN SACHS LEICHER		CONSTANCE MCCORMACK	
SANDRA KIMBALL		MATTHEW FLOKOS	
MINA FEMINO		ABIGAIL KINGSBURY	
JILL LEE		SUSAN ANDREWS	
HILLARY KUSS		JILL HAYES	
DEB PIERCE		CELESTE KOZLOWSKI	
ARLINE MARTENEY		JENNIFER SPECHT	
PAT JENNINGS		KELLY O'SHEA	
STEVE PEISCH		JENNIFER MACMILLAN	
HEIDI BACHMANN		AUDREY ALENSON	
LESLIE NEVILLE		MART ADVISORY BOARD	(yearly)
PAM BROWN		vacant	
COLIN DAIGLE		MBTA ADVISORY COMMITTEE	(yearly)
ERIN MCBEE		vacant	
RICH MAIORE			
HARBORMASTER	(yearly)	MINUTEMAN HOME CARE CORP. REP.	(yearly)
BOB O'SHEA		ANNE MARIE ROWSE	

APPOINTED OFFICIALS

MONT. JOINT TRANS. COMMITTEE	(yearly)	DISPATCHERS/SPO <i>continued</i>	(yearly)
vacant., Planning Board appointee		MATTHEW CRISTY, Part time	
TIM CLARK, Selectmen's representative		ELIZABETH GOLDSMITH, Part time	
MONT. REGIONAL PLANNING COMMISSION	(yearly)	PUBLIC WORKS DEPARTMENT	
vacant, Planning Board appointee		RICHARD NOTA, Director	
TIM CLARK, Selectmen. appointee		RONALD GILBERT, Foreman	(yearly)
		ROBERT TREMBLAY, Mechanic	(yearly)
MONT. VOC. TECH. REP.	(2 years)	JEFFREY GRECO	(yearly)
JOANNE SUELTFENFUSS	2014	LARRY ALLARD	(yearly)
		ROBERT SZOCH	(yearly)
MUNICIPAL AFFORDABLE HOUSING TRUST	(2 years) (7)	JOSEPH CANOLE	(yearly)
LEO BLAIR, Chair	2014	NICKOLAS AMMESMAKI	(yearly)
MORT MILLER	2014	BENJAMIN GILBERT	(yearly)
CHRIS READY	2014	ROBERT MELVIN	(yearly)
SHERLIE LAPIERRE	2013	MICHAEL POITRAS	(yearly)
BARBARA BRADY	2013	ALFRED COZZOLINO, Transfer Station	(yearly)
BRUCE NICKERSON	2013	JAMES HOLMES, Transfer Station	(yearly)
RON RICCI, Selectmen Rep.	2013	REGISTRARS OF VOTERS	(3 years) (4)
		MARYLIN MORGAN	2014
MUNICIPAL BUILDING COMMITTEE	(Jan. - May)	JANET VELLANTE, Town Clerk	2015
WADE HOLTZMAN, Co- Chair		NANCY REIFENSTEIN	2015
PETER JACKSON, Co-Chair		RUTH MILLER	2013
LOUIS RUSSO			
DOUG COOTS		SELECTMEN'S OFFICE	
CHRIS CUTLER		TIMOTHY BRAGAN, Town Administrator	
MARK COOPER		JULIE DOUCET, Executive Assistant	(yearly)
PERSONNEL BOARD	(3 years) (5)	SEWER COMMISSION	(3 years) (3)
VICTOR NORMAND, Chair	2014	KYLE HEDRICK	2015
JUDITH GUSTAFSON	2015	CINDY RUSSO	2013
JEFF SHAW	2013	RICHARD MAIORE	2014
BOB THURSTON, Fin. Com. Rep.	2015		
SUE FITTERMAN, Employee Rep.	(yearly)	TOWN COUNSEL	(yearly)
		MARK LANZA	
POLICE DEPARTMENT		TOWN CUSTODIAN	(yearly)
EDWARD DENMARK, Chief /Communications Director		ED STOFFEL	
JOHN COATES, Sergeant	2015		
JAMES BABU, Sergeant	2015	TOWN HALL BUILDING COMMITTEE	(yearly)
vacant, Administrative Assistant	(yearly)	PETE JACKSON, Chair	
		CHRIS CUTLER	
POLICE OFFICERS		ERIC BROADBENT	
SCOTT HUGHES	2015	DOUG COOTS	
JACK IZZO	2015	TIMOTHY BRAGAN, Town Administrator	
DANIELLE FORTUNADO	2015		
GREGORY NEWMAN	2015	TRANSFER STATION COMMITTEE	(yearly) (5)
WILLIAM CASTRO	2013	CHRIS RYAN, Chair	
CHARLES GENETTI	2013	PATRICIA HORNIDGE-KING	
		3 vacancies	
RESERVE POLICE OFFICERS	(yearly)	VETERANS' SERVICES AGENT	(yearly)
NATHAN BOWOLICK		DENNIS LYDDY	
JOHN DRISTILARIS			
DISPATCHERS/SPO	(yearly)	ZONING BOARD OF APPEALS	(3 years) (3)
PATRICIA NATOLI		STEVE MOESER	2014
ANDREW PERRY		CHRISTOPHER TRACEY	2015
PARTICIA ROUVEL		ROBERT CAPOBIANCO	2013
NELSON PERRY		Associates	(yearly)
SUE PODZYCKI, Reserve		TED MAXANT	
STEPHEN LUCIER, Reserve		ORVILLE DODSON	
		MICHAEL LAWTON	

GENERAL GOVERNMENT

*Board of Selectmen, Zoning Board of Appeals, Board of Assessors,
Planning Board, Community Preservation Committee,
Cable Advisory Committee, Energy Advisory Committee,
Devens Enterprise Commission,
Economic Development Committee, Town Hall Building Committee*

➤ ➤ ➤ BOARD OF SELECTMEN ◀ ◀ ◀

Lucy Wallace was elected to the Board of Selectmen by the voters at the May 2012 Town Elections. In its annual reorganization, the Board elected Lucy Wallace chair, Tim Clark vice chair, and Marie Sobalvarro clerk.

Annual Strategic Plan Review and Update

As is customary, the Board held its annual strategic planning meeting in June to review its accomplishments over the past year and set goals for the coming year. Six broad areas of activity were defined and within those areas were set two to four goals.

By the end of December 2012 significant progress had been made on several of these goals, and work would be continued for the rest of the year and into the following year on others.

Town Center Sewer

Construction on the upgrade to the waste water treatment facility and laying of the sewer lines was completed by the end of August. The sewer commissioners developed regulations and set betterment and connection fees anticipating sign off and final permit from the state Department of Environmental Protection shortly thereafter. By the end of 2012 permitting had been completed and connections to the new sewer system could begin in early 2013. This project was first envisioned in 1985, but developed by the Town Center Planning Committee in 2005 as part of the Town Center Action Plan. After many volunteer hours and logistical hurdles, it is gratifying to see this project come to fruition. A final step by the Selectmen will be the merging of the water and sewer commissioners to facilitate and streamline operation of both town center utility systems.

Town Hall Renovation

The 2011 Municipal Building Committee was charged with developing schematic plans for renovation and expansion of the Town Hall and Hildreth House. A proposal for preparing detail design plans, construction documents and proceeding to construction of the Town Hall renovation was presented to and approved by the 2012 Annual Town Meeting, anticipating completion of the project by late 2013 or early 2014. A new Town Hall Building Committee (THBC) was appointed over the summer and work commenced on this next phase. However, a survey of the existing building and proposed addition on the site revealed a need to seek zoning

variances from the Zoning Board of Appeals for set-back from Ayer Road and building height. Assuming the variances are granted, construction should be completed by the spring of 2014. The town offices will be located temporarily in office space either within Harvard or on Devens.

Hildreth House

A separate committee, the Hildreth House Improvement Committee (HHIC), was appointed October to review the proposed schematic plans developed by the 2011 Municipal Building Committee. Given the initial estimated cost for the proposed renovations, the first order of business for the HHIC was to consider scaling back the initial proposed plans while maintaining the ability to meet program space needs for the next decade or longer. Using funds remaining from the 2011 Town Meeting appropriation for schematic plans for additional professional assistance, the committee intends to bring a proposal to the 2014 Annual Town Meeting for funding the final phase of renovating and expanding the Hildreth House to meet a growing senior population.

Zoning for Solar Facilities

While solar panels on buildings are already permitted as an accessory use on buildings, allowance for a solar array on a site separate from the entities being credited with the energy generation was only allowed by right at the Town's Department of Public Works site on Depot Road. A request by the Harvard Solar Gardens LLC to lease this site for a large scale solar PV array launched an investigation into its suitability. The site was determined to have insufficient acreage to meet the needs of the Harvard Solar Garden. Furthermore, upon the recommendation of the Harvard Energy Advisory Committee, it was decided to hold that site for a possible future municipal solar PV array. As the DPW site was the only site that current zoning would allow a large scale solar PV as a principle and not accessory use and by right (as required by the town's designation as Green Community), the Board of Selectmen supported the Planning Board's request for a Special Town Meeting to amend the bylaw to zone another area for large scale solar PV. By vote at the August Special Town Meeting two parcels within the Commercial District on Ayer Road were rezoned for such a solar array.

Financial Management

For the second year, committees, boards and town departments were asked to prepare and submit 5-year strategic plans and supporting operational and capital funding needs. In addition, they were asked to evaluate the prior fiscal year's plans and assess the extent to which the first of those five year goals had been achieved. It is felt that with time this exercise will help the town leadership and town meeting in its long term planning for staffing, facility and equipment needs.

Under the leadership of Town Administrator Tim Bragan, a regional dispatch facility, which was authorized by the state legislature, was funded and sited in a building on Devens. It is expected to become operational on July 1, 2013. The communities initially joining the regional dispatch are Devens, Harvard, Lancaster, and Lunenburg.

At the Board of Selectmen's request, the Town Administrator formed a working group to look into the extent of the town's liability for Other Post Employment Benefits (OPEB). In addition

to Finance Director Lorraine Leonard, Marie Sobalvarro and Bruce Nickerson were asked to join the working group. A report is expected by the April 2013 Annual Town Meeting.

Long Range Planning

The 2012 Annual Town Meeting appropriated \$100,000 to the Planning Board for the preparation of Phase II of an updated master plan. One of the first actions of Phase II would be a focus on the future role of Devens in Harvard – would the town residents prefer the Selectmen seek return of jurisdiction of our historic lands or not? At the Board of Selectmen’s annual strategic planning session we set several action items to support the Planning Board’s master planning effort. Included in these was a commitment to provide the strategic plans and other reports submitted to the Selectmen by town committees and departments, particularly the Devens Economic Advisory Team and Economic Development Committee. Unfortunately, the master planning effort stalled and by the end of 2012 there had been no activity on even the hiring of a consultant to guide this effort.

In conjunction with the master planning effort, we agreed to work with the Planning Board and other land use boards on defining a role for a future town planner. At our December 2012 meeting, we voted to endorse development of a proposal for a full time planner which would include a detailed job description and recommended management/organizational structure that would be brought forward for the coming annual town meeting.

Devens

In late March a Super Town Meeting was held by the three Devens towns to vote on a proposed amendment to the Devens Reuse Plan and Zoning Bylaws regarding allowed uses in the Vicksburg Square Innovation and Technology Center. The proposed amendments would: 1) allow multi-family and senior residential development; and 2) raise the cap on allowed residential units within the Devens Regional Enterprise Zone (DREZ) from 282 to 528 in order to allow the development of 246 rental housing units in Vicksburg Square. As proposed, 80% of the units would be for low and very low income households and the remaining 20% offered at market rate rentals. In addition, 78 of the 264 units would be designated for seniors and the remaining 168 for families. While many would have liked to see the historic Vicksburg Square area redeveloped, uncertainties of long-term financial costs, responsibility for provision of services, and future status of Devens as a municipality, led to the amendments being defeated by both the Ayer and Harvard town meetings.

Anticipating a full discussion at the local level through the master planning process of Devens relationship with Harvard, at the June strategic planning session the Board of Selectmen decided to withdraw from active participation in the Joint Boards of Selectmen (JBOS). In July we notified the partner towns of Ayer and Shirley, Mass Development, and the Devens Advisory Committee of this decision and proposed an alternative to the monthly meetings of the JBOS: that on Devens matters of concern to Harvard and one other entity the Board would work directly with that town or entity. For matters of concern to all three towns, the Board recommended calling a meeting of the Joint Boards of Selectmen. In the fall Ayer followed suit and also notified the other towns and Mass Development of its decision to withdraw from active participation in the Joint Boards of Selectmen and, instead, follow Harvard’s approach.

Devens, nonetheless, remains a major concern and driver of Harvard's future. The Devens Economic Analysis Team (DEAT) presented an updated financial analysis to the Board which showed the shortfall between revenues and expenses for Devens lessening. If the trend continues, they estimate Devens should be at a break even point in the next five years. Given the uncertainty of Harvard's future relationship with Devens (would the town prefer to resume jurisdiction of its lands on Devens, a portion of those lands, or none of them), the Selectmen hope this will be addressed through the Planning Board's master planning process in the coming year.

The Board of Selectmen continued to petition MassDevelopment for an opening bidding process for the provision of various municipal services to Devens and, in particular, policing. As a result, MassDevelopment agreed to open bidding for the police contract in 2013.

On-going Activities and Issues

In addition to the specific actions targeted at our annual strategic planning session, the Board of Selectmen had other issues arise that needed attention. Gratefully, the mild winter prevented us from experiencing major power-disrupting snow or ice storms as seen in the past few years. Nonetheless, in late October Hurricane Sandy's heavy rains and winds, which battered the northeast coast, did down trees that blocked some town roads and damaged power lines. Once again, Harvard's Fire, Police, DPW and Ambulance rose to the challenge. Working with the utility companies to coordinate repair efforts, municipal services were restored and schools reopened within a few days, and residents given the assistance they needed until power was fully restored. The hurricane also caused a large pine tree to come down in the Shaker Cemetery, destroying many of the one-of-a-kind iron grave markers.

Old Library

For the past two years, the Old Library has housed Harvard Cable TV, the Office of Veteran Affairs and the Pilot Project, a community-based arts and cultural experiment conceived during Phase I of the Municipal Buildings project. This year saw the end of the Pilot Project as the program transitioned to the Center on the Common, an independent community cultural center managed by the non-profit Center on the Common, Inc. In September, a one-year lease was executed between the Board of Selectmen and the Center on the Common, Inc. If the organization continues to grow and thrive they may pursue a longer term lease agreement and, potentially, assume the cost of maintenance of the Old Library, thereby reducing the cost to tax payers by removing it from the town's annual operating budget.

Harvard Cable Television Studio

With the establishment of the Center on the Common, Harvard Cable Television (HCTV) which is managed by the Community Cable Access Committee and was located in the Old Library, felt it was an opportune time to look for a more suitable space. While the studio and editing space in the basement of the Old Library had served the HCTV quite well for a number of years, the Cable Access Committee felt being located in the schools would give them a larger space and enable them to grow their program, recruit and train more people in cable recording, and offer greater opportunity for students to learn video-related skills. A space was identified in the

Middle School wing of the Bromfield School and plans developed to move and be fully operational by the fall of 2013. The Selectmen contributed \$27,000 from the General Rantoul Trust to fund a portion of the improvements to this space.

The State of Local Government

Harvard continues to maintain a largely citizen-run government, the core of which is the Town Meeting. The Town Meeting approves the annual budget and all expenditures of public funds, approves zoning and town bylaws, and sets the direction for the town's 14 elected and 30 appointed boards and committees. The hundreds of volunteers who make up these boards and committees, however, could not meet their responsibilities without the assistance of a very able professional staff: Tim Bragan, Town Administrator; Ed Denmark, Police Chief; Rick Sicard, Fire Chief; Rich Nota, DPW Superintendent; Deb Thompson, Council On Aging Director; Mary Wilson, Library Director; and Joseph Connelly, Interim School Superintendent. Furthermore, the town benefits from its highly skilled call Fire Department and Ambulance Squad. The Board of Selectmen is grateful for the countless hours contributed by these many volunteers and the professionalism of our staff. We invite those who are interested in participating on any of the town's committees – from the 4th of July Committee to an elected board - to contact the Selectmen's office to learn more about how you can get involved.

Respectfully submitted,

Lucy Wallace, Chair
William Johnson

Timothy Clark, Vice Chair
Ronald Ricci

Marie Sobalvarro, Clerk



Selectmen at the Special Town Meeting



➤ ➤ ➤ ZONING BOARD OF APPEALS ◀ ◀ ◀

The Zoning Board of Appeals (ZBA) is composed of a three members serving staggered three-year terms, with three alternates that are appointed yearly. The ZBA is a quasi-judicial body that operates under the authority of Chapter 40A of Massachusetts General Laws (M.G.L.) and the Code of the Town of Harvard, Chapter 125 Protective (Zoning) Bylaw for the purpose of promoting health, safety, convenience and general welfare of the Town of Harvard.

The ZBA has authority in the following matters:

It can issue Special Permits for various uses and purposes including, but not limited to, Pre-Existing Lots/Structures/Uses, Access for the Physically Handicapped, Conversion for Multiple Residence, Conversion of Seasonal Residence, Institutional Uses, Off Sites Uses, Accessory Apartment Use, Permitted Uses in the AR Districts and Other Off-Site Signs.

It reviews and decides requests for variances submitted to the Board by applicants who want an exemption to the Protective Bylaw, Chapter 125, in order to use their land and any existing structures on the land in a particular way.

If anyone that is aggrieved by a decision of the Building Commissioner/Zoning Enforcement Officer they may appeal that decision to this Board for a hearing and adjudication of the dispute.

Anyone wishing to construct affordable housing in the Town must come before this Board and request a comprehensive permit as provided for under Chapter 40B of the Massachusetts General Laws.

The year 2012 saw increase in application in comparison to the last two (2) years. The Board held nine (9) meetings, three (3) times as many as compared to 2011. The Board had five (5) Special Permit applications varying from accessory apartment to pre-existing non-conforming structures. All five (5) Permits were granted. There were two (2) requests for Variances, each subsequently were withdrawn without prejudice by the applicant's. There were no new Comprehensive Permit applications in 2012; however the Harvard Common Condominiums requested an extension to the Comprehensive Permit and Trail Ridge made a request to modify the existing Comprehensive Permit. The Board approved a five (5) year extension to Harvard Commons. After months of attempting to receive the appropriate plans from Trail Ridge, the Board denied the request to modify the Comprehensive Permit in October. In late November a new application, with the appropriate plans, was received from the applicant. Hearings for the modifications will begin in early January 2013.

The Board received an application for an Administrative Appeal in regards to the Building Commissioner's denial for a building permit to construct a solar photovoltaic facility at 50 Woodchuck Hill Road on the grounds that the facility would be a commercial use of the land

which is not permitted under the Town's Protective Bylaw. The Board upheld the Building Commissioner's decision.

In addition, the Board issued a Finding under M.G.L. Chapter 40A Section 6, whereby the Board found an addition to a pre-existing single-family would not intensify the non-conformity, nor is it substantially more detrimental or injurious to persons, property or improvements in the vicinity and the addition could be constructed as a matter of right.

In 2012 the Boards membership, for the first time in several years, was completely filled. Michael Lawton, an Old Shirley Road resident, joined the Board in April as an Associate Member. Christopher Tracey once again served as the Chairman, while Steve Moeser served another year as the Vice Chair, and member Robert Capobianco position remained unchanged. Land Use Administrator Liz Allard served as the Clerk. Associate Members Theodore Maxant and Orville Dodson continue to serve as well.

The Board usually meets on the second Wednesday of the month. Anyone seeking to make application to the Board or wanting to attend a meeting should check with the ZBA office to confirm the schedule. The Board typically sets aside the fourth Wednesday of the month to hear Comprehensive Permit applications. Again, it is suggested that anyone wishing to attend a meeting call the ZBA office to confirm the date.

The ZBA office is on the second floor of Town Hall, 13 Ayer Road. Our telephone number is 978-456-4100 ext. 321. You may also email us at: lallard@harvard.ma.us

Submitted: Christopher Tracey, Chairman
Robert Capobianco, Esq., Member
Orville Dodson, Associate
Liz Allard, Land Use Administrator

Steven Moeser, Vice Chairman
Theodore Maxant, Associate
Michael Lawton, Associate



➤ ➤ ➤ **BOARD OF ASSESSORS** < < <



The Board of Assessors is responsible for the valuation of real estate and personal property subject to taxation. Assessed values are based on "full and fair cash value" as of the January 1st preceding each fiscal year. The Registry of Motor Vehicles is responsible for motor vehicle valuations and supplies the data for excise bills.

As always, if you have any questions regarding any assessing issues, please feel free to contact Sue Fitterman, Assistant Assessor, at 978-456-4100 x315 or by email at sfitterman@harvard.ma.us. Office hours are Monday, Wednesday and Thursday 8:30 AM to 4:00 PM and Tuesday 8:30 AM to 7:00 PM. The board normally meets at 9:00 AM on the second Thursday of the month. Additional information is available on the town website at www.harvard.ma.us.

Fiscal 2012 Assessments and Revenues by Major Property Class

<u>Property Class</u>	<u>Levy Percent</u>	<u>Valuation by Class</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
Residential	94.8619	998,935,670	16.24	16,222,715.28
Open Space	-0-	-0-	16.24	-0-
Commercial	3.3025	34,777,030	16.24	564,778.97
Industrial	0.2304	2,425,700	16.24	39,393.37
Personal Property	1.6052	16,903,741	16.24	274,516.75
TOTALS	100.0000	1,053,042,141	16.24	17,101,404.37

Valuation and Tax History

<u>Fiscal Year</u>	<u>Tax Rate</u>	<u>Total Valuation</u>	<u>Accounts</u>	<u>Tax Levy</u>	<u>Change(%)</u>
2012	16.24	1,053,042,141	2,578	17,101,404.37	2.0896
2011	15.47	1,082,829,559	2,575	16,751,373.27	2.6319
2010	14.33	1,138,995,512	2,541	16,321,805.69	2.7997
2009	13.43	1,182,225,622	2,551	15,877,290.10	4.9973
2008	12.68	1,192,556,890	2,427	15,121,621.37	9.8605
2007	11.62	1,184,542,305	2,368	13,764,381.58	

Fiscal Year 2012 Abstract of Assessments

<u>Property Class Code/Description</u>	<u>Accts</u>	<u>Class Valuation</u>	<u>Avg. Value</u>
012 – 043 Mixed Use Properties	87	3,186,100	36,622
101 Residential Single Family	1,666	909,100,400	545,678
102 Residential Condominiums	121	27,037,300	113,449
104 Residential Two Family	24	14,071,200	586,300
105 Residential Three Family	1	1,190,200	1,190,200
Miscellaneous Residential	27	18,495,300	685,011
111 – 125 Apartments	4	3,824,900	956,225
130 – 132, 106 Vacant Land	271	23,408,600	86,379
300 – 393 Commercial	62	30,016,900	484,143
400 – 442 Industrial	15	2,425,700	161,713
501 – 508 Personal Property	210	16,903,741	80,494
600 – 821 Chapter 61, 61A, 61B	90	3,381,800	37,575
TOTALS	2,578	1,053,042,141	

Assessor's Account for Exemptions and Abatements

<u>Description</u>	<u>FY2012</u>	<u>FY2011</u>	<u>FY2010</u>	<u>FY2009</u>	<u>FY2008</u>
Assessor's Overlay	92,527.34	101,474.27	78,185.69	82,343.10	95,601.37
Overlay Deficits	-0-	-0-	-0-	-0-	-0-
Charges to 6/30/2012	50,138.01	57,911.12	40,326.35	37,324.82	51,198.36
Amount Released	42,389.33	43,563.15	37,859.34	45,018.28	44,403.01

New Growth Revenue

<u>Fiscal Year</u>	<u>Added Valuation</u>	<u>Tax Rate</u>	<u>New Revenues</u>	<u>Change(%)</u>
2012	3,727,025	16.24	57,657	-40.806
2011	6,797,164	15.47	97,403	-18.570
2010	8,906,659	14.33	119,616	-55.543
2009	21,219,482	13.43	269,062	50.639
2008	15,371,316	12.68	178,614	18.843
2007	13,801,101	11.62	150,294	

Respectfully submitted by the Board of Assessors:

Rick Maiore, Chair

Joseph Theriault, Member

Debra George, Member

Sue Fitterman, Assistant Assessor

Regional Resource Group (RRG) Staff:

Harald M. Scheid, Regional Tax Assessor

Linda Couture, Associate Assessor



➤ ➤ ➤ **PLANNING BOARD** ◀ ◀ ◀



Throughout 2012, the Planning Board carried out its Protective Bylaw responsibilities and continued discussion of important planning initiatives launched in 2011, including the Master Plan for the Town.

Michelle Catalina stepped down as Chair of the Board in December, 2012; the Board would like to thank Michelle for her service to both the Board and the Town. As Vice Chairman, veteran Board member Peter Brooks is currently the Board's acting Chairman. New to the Board in 2012 are members Rich Marcello, Tim Schmoyer, and Joe Hutchinson. Catalina's seat is up for election at this Annual Town Meeting, as is a seat for an Associate Member.

The Board's members serve as representatives on several other town and regional boards and committees, some of which are subcommittees under the jurisdiction of the Planning Board. Peter Brooks serves as the Board's representative on the Community Preservation Committee. Joe Hutchinson is the representative to the Montachusett Regional Planning Commission. Rich Marcello serves as the Board's representative to the Open Space and Recreation Plan Implementation Commission. Tim Schmoyer is the Planning Board's representative to the Economic Development Committee (EDC).

In 2012, the Planning Board received no ANR's (Approval Not Required) applications, one application for Modification of a Special Permit, two requests for Site Plan Approvals, two Driveway Site Plan Approvals, two Modifications to Site Plan Approvals, and two Scenic Road Consent requests.

2012 Annual Town Meeting Bylaw Amendments included a signs bylaw (Chapter 125-41) requested by the Economic Development Committee (EDC) to regulate and restrict signs that are confusing, distracting, or impair visibility; protect areas of residential or agricultural character (AR, MR, and W Districts) from business signs; and generally encourage use of signs that maintain the rural character of the Town. Amendments also included Chapter 125-18 to add a section defining affordable accessory apartments that create forgivable loans for home improvements that would create an affordable accessory apartment within an existing dwelling, requested by the Harvard Municipal Affordable Housing Trust (MAHT).

The Planning Board held several lengthy discussions on how to amend the Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District bylaw (Chapter 125-53) to extend Overlay District. The Planning Board recommended to not extend the district for AR, but rather, at a Special Town Meeting on Aug. 29, 2012, requested that the Town add two C-District parcels to the Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District, and add ground-mounted solar as a C-District permitted use. The Town voted to amend Chapter 125-53 and to amend zoning map, 125-42, as well as 125-14 (Large-scale commercial uses) to include such solar usage.

Phase I of the 2012 Master Plan (Vision and Goals) was completed on schedule preceding the 2012 Annual Town Meeting, at which the Planning Board secured \$100K for completion of Phase II of the Master Plan.

Following Town Meeting, the Board discussed how to proceed with Phase II of the Master Plan, with Board members disagreeing on political balance of the steering committee, on the approach to take in developing a Request for Proposals (RFP) to hire a consultant firm, and on how to approach the analysis of Devens' fiscal and cultural impact on Harvard. After dissolving the Master Plan Steering Committee, the Planning Board resumed direct control over completion of Phase II of the Master Plan, which has been an on-going topic of discussion at Board meetings this year.

The Board voted to separate the tasks of analyzing the fiscal impact from cultural impact of resuming jurisdiction of Devens, and to create two RFP's, each with separate funding from the \$100,000 voted by the Town.

The Planning Board also investigated hiring a Town Planner. Before her resignation in December 2012, Michelle Catalina spoke with many boards in Town to determine the level of support for such a proposal, including the Conservation Commission and the Zoning Board of Appeals, who currently share administrative support with the Planning Board. The investigation continued as 2012 closed.

The Board typically meets the first and third Monday of the month at the Harvard Town Hall. It may be reached in its office on the second floor of Town Hall, at 13 Ayer Road, or by calling 978-456-4100 ext. 321, or emailing lallard@harvard.ma.us Office hours are Monday - Thursday 8:30am-4:00 pm.

Respectfully submitted:

Peter Brooks, Vice Chair
Tim Schmoyer
Liz Allard, Land Use Administrator/Conservation Agent

Rich Marcello
Joe Hutchinson



➤ ➤ ➤ **COMMUNITY PRESERVATION COMMITTEE** < < <

The Community Preservation Act (CPA) was enacted by the state Legislature in 2000, It authorizes the Commonwealth to establish a trust fund that would match up to 100% of dollars collected via a property tax surcharge of up to 3% by towns which comply with the statutory requirements. Accepted uses of the funds are for acquisition and restoration of open space and recreation assets, development of affordable community housing, and historic preservation and restoration initiatives. A minimum of 10% of each year's new funds go to each of these three areas. The Town of Harvard adopted the Act provisions in 2001, voting to institute a surcharge of 1.1%.

Since its inception through the end of fiscal 2012 Harvard has raised approximately \$2.7 million, including \$1.6 million raised via the 1.1% surcharge. For the most recent fiscal year the state matching percentage was 26.8%. This past July the State legislature enacted An Act to Sustain Community Preservation as part of the Fiscal Year 2013 state budget. This Act includes three items of particular interest to Harvard. First, starting in Fiscal Year 2014 the State will add \$25 million annually from any surplus budget amount to the fund to be shared by participating Towns. Second, there is a change to a restriction on funds used for recreational purposes that now allows restoration as well as purchase of recreational assets. Third, Harvard can increase its participation for matching funds by dedicating additional municipal funds to the Town's Community Preservation Fund

We are unsure of the level of future state matching funds. Although there is a potential increase of \$25M from the state this is offset by the continued weak cash flow into the state trust fund from property transfer fees and competition for funds because of the increased number of municipalities that have adopted the CPA.

At the last nine Annual Town Meetings, the voters approved approximately \$2.75 million in Preservation Fund spending. \$250,000 of this amount was not spent and was returned to the Fund. CPA fund reserves, the Town's preservation "savings account," show a projected balance of about \$425,000 at the end of FY13.

Activities of the Community Preservation Committee

Residents at the Annual Town Meeting 2012 voted to approve \$110,895 in grant funding. They also approved funding a \$1 million bond to finance the restoration of Town Hall. This is the first time Harvard has used its Community Preservation fund for a bond. The annual cost of the bond and related interest is projected to be about \$95,000 the first year, with payments declining each year thereafter. We currently project a total of about \$1.4 million will be spent over the twenty year period.

The approved requests are:

- \$ 34,395 to the Municipal Affordable Housing Trust Fund (MAHTF)
- \$ 2,500 for CPC administrative expenses
- \$ 24,000 for preservation of historic town documents
- \$ 50,000 to the Conservation Commission for the eradication of Invasive Species

FY2014 Applications

The committee has received four applications for a combined total of \$371,000 for consideration. The projected funds available to spend for FY 2014, including reserves, total \$667,000.

The complete list of FY 2014 applications is as follows:

- \$16,000 for preservation of historic town documents
- \$100,000 transfer to Harvard's Municipal Affordable Housing Trust Fund
- \$200,000 to the Conservation Commission for increasing reserves
- \$55,000 to Parks and Recreation for repair of the Bromfield stone wall

The recommendations of the CPC will be included in the 2013 Annual Town Meeting Finance Committee Report Recommendations and Warrant Articles.

In the future, the available funds may be insufficient to meet the on-going requests with the state match decrease unless the 1.1% surcharge is increased. High cost of conservation and recreation land acquisition, additional restoration work on Harvard's historic buildings, and an ongoing need to build Harvard's affordable housing stock to avoid unfriendly "40B" development should continue to strain Harvard's preservation resources in the future. In addition, Harvard will continue to forfeit the potential for additional matching state funds available only to towns which have approved the maximum 3% surcharge.

Committee Membership

The Community Preservation Committee has had two resignations this year, Don Boyce and Steve Rowse. Both Don and Steve served on the committee for many years and their dedication, hard work and knowledge will be missed. The two new members appointed to replace them are Didi Chadran and Beth Williams. In addition, our Planning Board representative and Affordable Housing Trust Fund representative have both changed. Peter Brooks now represents the Planning Board and Leo Blair represents the Affordable Housing Trust. We also thank Michelle Catalina and Chris Ready, respectively, for their service.

Respectfully submitted,

Debbie Ricci, Elected, Chairman
Charlie Gorss, Conservation Commission
Didi Chadran*, Elected
Rhonda Sprague, Historical Commission
Leo Blair, Harvard Municipal Affordable Housing Trust Fund
* appointed until the next Annual Town Election

Peter Brooks, Planning Board
John Lee, Park & Recreation Commission
Beth Williams*, Elected
Deborah Thomson, Elected, Secretary



➤ ➤ ➤ **CABLE ADVISORY COMMITTEE** < < <



2012 was a busy year for the Town's public access TV station, HCTV (Harvard Cable Television).

Using a modern, software based broadcast system which allows operators to schedule programming on Channels 12 and 13, 24 hours a day, 7 days a week, 365 days a year, the HCTV staff has created, processed and broadcasted more than 400 new shows in 2012, bringing the total number of shows on file at HCTV to approximately 1,120.

During 2012, the station has broadcast 173 different shows on The Government Channel (Channel 12). Shows which were produced for and broadcast on Channel 12 included meetings of: Board Of Selectmen, School Committee, JBOS, Finance Committee, Town Hall Building Committee, Planning Board Committee, JBOS (Joint Board of Selectmen), DEC (Devens Enterprise Commission), Town Center Sewer Building Committee, Zoning Board of Appeals, Quad Boards, Building Committees, Capital Planning and Investment Committee, Mass Development and the Annual Town Meeting.

On The Public Channel (Channel 13), the station has broadcast 693 different shows. Shows produced and broadcast on Channel 13 cover subject areas: Home and Garden, Health and Nutrition, Human Interest, Education, Sports, and Harvard People and Places.

In addition to the new shows on Channels 12 and 13, HCTV continues to broadcast community bulletin board notices, the local weather forecast, and the HCTV Program Guide, on Channel 15.

The full listing of HCTV shows on file is available on the HCTV web site, www.harvardcabletv.com, under Program Info. Other pages on the web site are updated nightly with the Channel 12 and 13 Program Schedules and copies of the on-air bulletin board notices.

For the first time in many years we have full membership on the Committee. We welcome Stu Sklar as our newest member. Stu is now Treasurer and has been a great asset on the Committee. The Committee currently manages a staff which includes: the part-time Station Director, Robert Fernandez; camera and broadcast operator Brint Ferguson; and camera operator Arpitha Hayes. Much thanks to the staff for their hard work and dedication. The committee would also like to

acknowledge the notable volunteer efforts of local government volunteer Laura Vilain. Laura continues to operate cameras during Finance Committee meetings, maintaining valuable TV coverage of this critical government function.

Financially, the Committee finds that the annual cost to run the station exceeds the annual income it receives through subscriber fees. During 2012, the cost to run the station included labor, equipment maintenance, repairs, and upgrades. Space and utilities for the public access TV station were provided by the Town. While annual costs exceed annual income, the Committee has a cash reserve, saved up from prior years of conservative spending, which will support the current level of public service through FY 2015, the year that the Town is due to renegotiate its contract with the cable service provider, Charter Communications. Such contracts set the level of subscriber fees to be collected in support of the Town's public access TV station. Our expectation is that a newly negotiated contract, in FY 2015, will need to take into account the data we have collected regarding costs to run the station.

In June, the Committee was asked to evaluate available space at The Bromfield School as a possible permanent home for the Town's public access station. Over the course of Summer and Fall, the Committee, with the help of School Committee member Keith Cheveralls, Selectman Bill Johnson, and local General Contractor Lou Russo, the Committee has made plans to renovate the previously under-utilized basement room of the Middle School wing. Based on these plans, and on commitments from the School Committee and the Board of Selectmen, the Committee expects to relocate the Town's public access TV station from the basement of the Old Library to this new permanent space during 2013. We expect this move to offer upgraded facilities to Town residents, and in turn, to help bring increased local TV productions to our residents.

Respectfully submitted,

Mitch Norcross, Chair
John Burns, Recording Secretary
John Ball
Paul Lierhaus
Robert Fernandez, Access Coordinator

Jonathan Williams, Vice-Chair
Stu Sklar, Treasurer
John Burns
Ray Dunn



➤ ➤ ➤ **ENERGY ADVISORY COMMITTEE** < < <

The purpose of the Harvard Energy Advisory Committee (HEAC) is to advise town officials on energy related issues, improve energy efficiency and energy-use practices with the overall goal of reducing Town energy consumption and costs. In 2012, HEAC:

- Executed annual plan to reduce energy use. At end of FY12 usage is down 25% vs. goal of 20% of the FY09 baseline year by FY14.

- Updated Town energy usage and costs for electricity, heating oil, natural gas and vehicle fuel using the MassEnergyInsight software. Prioritized and justified projects using this data.

	FY07	FY08	FY09	FY10	FY11	FY12
Total Energy Use Million BTUs	25,255	25,534	24,558	20,074	22,146	18,314

Energy Reduction Projects

Green Community grant projects - \$141,200. HEAC managed these projects:

- Hildreth Elementary School – The installation of Demand Controlled Ventilation and a new Building Automation System (BAS) and subsequent repairs and modifications.
- Police Station – Obtained approval to use grant funds to replace the boilers.
- Town Hall – expended Town and grant funds to perform an Energy Modeling Study. Evaluated and made recommendations to maximize the energy efficiency of HVAC systems and the thermal envelope and minimize lifecycle costs.
- Prepared and submitted quarterly and one annual report to maintain designation.

Other Projects/Initiatives

- Hildreth Elementary Solar: Roof Mounted 5 kW PV System – HEAC coordinated the completion of this installation despite a contractor in default and the move from Bromfield to the Hildreth School due to roof warranty concerns.
- Bromfield School – obtained Town funding to execute repairs and controller replacements discovered during recommissioning after upgrade of the BAS system.
- Lighting Retrofit – obtained approval to perform an energy efficient lighting retrofit at the Hildreth House and Main Fire Station.
- Set up a subgroup to evaluate a strategy to reduce electric costs through Net Metering Credit Purchase Agreements with solar developers.

We appreciate the efforts in 2010 of Town employees; Boards and all volunteers that have helped provide the necessary information, guidance and funding authorization to implement recommended projects. We want to recognize the significant contribution by Bill Blackwell who completed service to the Energy Committee in 2012. Bill's contribution included early efforts to pay attention to Town energy usage, an instrumental role in forming HEAC and four years of active participation. We are always looking for volunteers to assist in the many ongoing initiatives or to join as new members. If you are interested, please contact the Selectman's office.

Respectfully submitted,

Members - Brian Smith – Chair
Eric Broadbent -Vice Chair
Matt Coke – Associate member

Jim Elkind
David Fay
Forrest Hodgkins – Associate member



➤ ➤ ➤ **DEVENS ENTERPRISE COMMISSION** ◀ ◀ ◀

The Devens Enterprise Commission (DEC) is a regulatory and permit-granting authority for the Devens Regional Enterprise Zone.

A full copy of the DEC 2012 Annual Report can be found at www.devensec.com/news.htm under Annual Reports 2012.

Respectfully submitted by Harvard's DEC Commissioners:

James DeZutter

Eric Stolzhus

Duncan Chapman (Alternate)



➤ ➤ ➤ **ECONOMIC DEVELOPMENT COMMITTEE** ◀ ◀ ◀

The mission of the Economic Development Committee (EDC) is to increase the economic value of, and the associated tax revenue from, the Commercial (C) District by attracting desired community services that are consistent with the current character of the Town. The C District is located along Ayer Road, from the Route 2 interchange to Doe Orchards on the west and Myrick Lane on the east.

In constructing the EDC's mission, the Planning Board and Board of Selectmen assigned specific responsibilities. One of the assigned tasks was to actively pursue designation of Harvard as a new or part of an existing Economic Target Area (ETA) to enable its participation in the Mass. Economic Development Incentive Program. This task is now complete, as legislation placing Harvard in the Devens ETA was signed by the Governor in August, 2012.

In 2012 the EDC participated in the Phase 1 Master Plan process. Upon review of the final report and work previously done by the Economic Development Analysis Team, the Committee noted that there were a few specific uses/services that Town residents have expressed a desire for that we do not have at the present time, and decided to look at those uses more closely. The Committee chose to look at a grocery store first, to see whether it is reasonable to expect that one could locate in the C District, and to identify any potential barriers. Committee members spoke to grocery store representatives reviewed Harvard's zoning regulations and looked at infrastructure needs for the use. The Committee will conclude its study in early 2013 after receiving additional public input.

The Committee has continued to look at the physical viability of linking to Devens for water and sewer services, and at the physical capacity at Devens. Additional information and discussion will be needed in order to look at the specific physical connection alternatives and the growth and fiscal impacts of such connections, and how such impacts could be managed.

Based on feedback received from businesses, the EDC worked with the Planning Board on changes to the sign provisions in the Protective Bylaw. The changes were adopted at the 2012 annual town meeting.

Respectfully submitted,

Elaine Lazarus, Chair
Duncan Chapman

Bruce Stamski
James Stevens

Rich Maiore



➤ ➤ ➤ **TOWN HALL BUILDING COMMITTEE** < < <

At the 2012 Annual Town Meeting, the Municipal Buildings Committee reported on the results of its schematic design plan for two town-owned buildings: the Town Hall, and Hildreth House. It presented the results of schematic design for both buildings and recommended that the town authorize the construction for the renovation and expansion of Town Hall. No further action was recommended for Hildreth House at that time. Through Article 17, The town meeting appropriated \$3,970,000 to be used for professional services and construction.

In July 2012, the Board of Selectmen (BOS) appointed the Town Hall Building Committee (THBC) and gave it the following charge:

- The Building Committee shall complete the design and construction for the renovation and historical preservation of Town Hall substantially in conformance to the schematic design prepared by LLB Architects as reported in the Annual Town Meeting of April 28, 2012.
- Retain the necessary professional services to fulfill this charge, including but not limited to architectural, structural engineering, owner's project manager, hazardous materials contractor, general contractor, legal services, and cost estimating.
- The committee may use the appropriated \$3,970,000 of funding to fulfill this charge. The funding includes \$1,000,000 from the Community Preservation Funds. The balance of \$2,970,000 will be funded by other sources including borrowing, grants from the Commonwealth of Massachusetts, other government and private sources, and private donations. Grant applications and fund raising activities will be coordinated through the Board of Selectmen.

In the fall, the THBC extended the contracts for the Owner's Project Manager, Design Technique, Inc. (DTI) and an architect, LLB Architects through to completion of construction.

Design development, or detailed design, proceeded and was completed in December. The objective of this phase was to confirm the programming needs of the Town Hall staff, design the heating, ventilating and air conditioning system (HVAC), verify code compliance, check cost estimate and develop the site plan for design and permit purposes. The project manager tracked the schedule and project budget and noted adjustments if needed. At the end of this process, only minor changes to the schematic design were needed before we proceeded to obtaining the necessary permits from ZBA and the Planning Board and prior to preparing the construction documents for bidding.

The projected schedule shows construction starting in September 2013 and completed one year later.

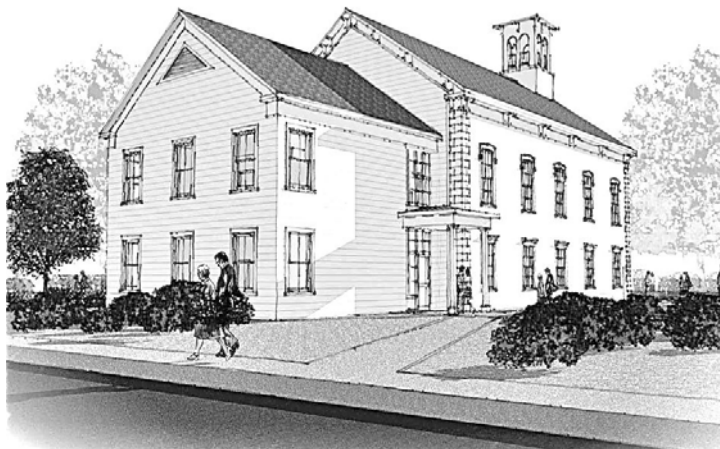
During the design phase, THBC members, Eric Broadbent and Doug Coots facilitated a public LEED session to evaluate design choices that would improve the long term sustainability and energy efficiency of the building. One result was to acquire the services of a commissioning agent for the HVAC system during design and continuing through the first year of occupancy.

The THBC thanks the Board of Selectmen liaison, Tim Clark, and other liaisons from key town boards and committees. A special thanks to member Doug Coots who began his involvement in 2009, and has lent his time, expertise and experience throughout.

Respectfully submitted,

Tim Bragan, Town Administrator
Pete Jackson, Co-Chair
Doug Coots

Eric Broadbent
Chris Cutler



3rd Annual Ken Harrod Bike Ride



PROTECTION OF PERSONS AND PROPERTY

Ambulance Squad, Fire Department, Police Department

➤ ➤ ➤ AMBULANCE SQUAD < < <



The Town of Harvard Ambulance Service provides superior emergency medical care and transport services through a dedicated all-volunteer squad of State-certified Emergency Medical Technicians. 2012 was the most productive and responsive of the Service's 40+ year history. Harvard

Ambulance continues to operate as a profit center for the Town, self-funding all its operational costs, adapting its policies and procedures to new Town, State and Federal mandates, and investing in long-term organizational sustainability. Through it all, optimizing patient care remains our primary focus.

Harvard Ambulance Service reaffirms its pride and sense of privilege in serving our community as an all-volunteer organization delivering 24x365, patient-centered, timely and effective emergency medical care. This mission and model are predicated on a continued commitment by the Town and Board of Selectmen to value Ambulance as an equal, independent partner in public safety services.

Human resource development and retention have resulted in a more active and balanced squad with 69 members. Growth and enthusiasm within the Ambulance Service now enable us to be a well-recognized presence at many of the Town's large civic, sporting and community events throughout the year. In 2012, a committed membership volunteered at unprecedented annual levels: 28,000 hours of "on-call" time (up 16%), 2,700 hours of "run" time, and another 3,000 hours of training and education.

Call statistics for 2012 reflect the highest level of EMS activity on record: 350 patient-care events over 332 runs (up 14%). Call type distribution has not changed: 52% medical, 34% trauma, 7% lift assist, 4% psychiatric, 3% MD-ordered transport; patient refusals/cancels totaled 28% of calls. Hospital points of entry were broadly distributed: Emerson (30%), NVMC (26%), Leominster (7%), and UMass (5%); noteworthy, LifeFlight was called twice, and patients were transported to Boston hospitals five times.

Call distribution by time of day remained skewed to daytime demand: 8 AM – 4 PM 44%, 4 PM – 12 AM 38%, 12 AM – 8 AM 18%. Daytime demand underscores the value of our State-waivered Cadet Program, which allows select Bromfield students to run with Harvard Ambulance during school hours after earning EMT-B certification. The program benefits the Service with (1) *a priori* on-call coverage, (2) a positive experience for both college-bound and vocationally-oriented Bromfielders, and (3) affirmative outreach.

As promised when third-party billing was approved, no Harvard resident has been asked to pay out-of-pocket for our services. As well, Harvard Ambulance remains a \$0 line item in the Town budget. Financially, operations are running in the black with all net income (approx \$75K to date) being transferred to the Town's Receipts Reserved for Ambulance Operations account.

Accumulated funds will represent a significant Service contribution to the cost of the ambulance's scheduled replacement at the end of its 10-year useful service life in 2017. Two factors have or are expected to contribute favorably to the bottom line: award of the triennial Billing contract to Pro EMS has improved billing-cycle efficiency and yield; renewed progress toward becoming a MassHealth provider which in turn would allow for incremental collections. Harvard Ambulance continues to depend in part on the generous donations of local philanthropic entities (e.g., Lions Club, Ayer Rotary) and private citizens.

We will continue to invest prudently in areas with proven returns to enhanced patient care, such as the provisioning of direct-to-scene EMTs and new radios required to comply with the FCC-mandated transition to narrow-band frequencies. After a thorough evaluation of best-in-class software tools, we selected the ImageTrend electronic patient care report (ePCR) solution which seamlessly addresses the State-mandated downloading of run data and enables electronic medical records. Harvard Ambulance added advanced life support (ALS) coverage by contracting with Pro EMS in addition to existing Medstar and Ayer Fire relationships. Ambulance views as a positive development the concept of cost-effective, shared ALS services stationed at, and dispatched from, the future Regional Dispatch center in Devens.

Harvard Ambulance has taken a leadership position in Town toward mass-casualty incident preparedness. The Service has structured the planning, education and training efforts to maximize cooperation and coordination with Harvard Police, Fire, Schools, MA DPH/Office of Emergency Medical Services, regional EMS and local hospitals. Ambulance is coordinating a State-wide Public Safety Symposium to be held in Harvard (Q1 2013) with a panel of nationally renowned speakers – all of whom have first-hand experience and lessons to share regarding best-in-class MCI preparation and response.

In summary, the Harvard Ambulance Service is buoyed by its recent collective accomplishments. As we begin our 42nd year of continuous volunteer service, we are committed to improvement in all facets of our operation. Our strategic priorities are recruiting and retaining qualified personnel, embodying fiscal responsibility, procuring and deploying technology enablers, operating a state-of-the-art ambulance, expanding the Service in concert with Town growth, and developing effective public outreach.

If you are interested in learning life-saving skills and joining a motivated group of your neighbors, then consider enrolling now in our 2013 Driver and EMT certification classes. No prior medical experience is required. We respond to inquiries and accept new membership applications throughout the year. Please visit our website at www.HarvardEMS.org and contact us at Director@HarvardEMS.org.

Respectfully submitted,

Steven J. Beckman, M.D., EMT-B
Director, Harvard Ambulance Service

Harvard Ambulance Service Roster: EMTs and Drivers

Lily Alfano	Ed Barron	Mina Rae Beckman	Steven Beckman
Scott Blackwell	Will Blackwell	Nick Blauch	Don Boyce
Greta Bretz	John Breyer	Rory Browse	Alex Burnett
Chris Connors	Jason Cotting	Andrea D'Eramo	Sydney Durand
Lexi Dutkewych	Hannah Egan	Cindy Glade	Liz Goldsmith
Emma Hall	Zakia Hankour	Gregory Harrod	Lucas Hickok
Barbara Hilton	Adam Hughes	Derrin Jarvis	Dan Jones
Sam Jones	Derek Jordan	Katie Keefe	Debi Keller
Sean Kennefick	Allan Kuong	Michael Lecky	Douglas Levering
Eryk Lorenz-Kruk	Joyce Maiore	Linda Mara	Austin McMeekin
Jackson McWade	Justin Miller	Larry Miller	Adam Morton
Ruth Myles	Mathias Nittmann	Emma Noyes	Caitlin Nygren
Kiley Nygren	Joan Ojemann	Kyle Ojemann	George Orsula
Andrew Perry	Kaya Wicklund	Steve Powell	Sue Reedich
	Phillips		
Jill Reiter	Livie Rooney	Justin Rowan	Wally Shaw
Robert Shelton	Bill Spacciapoli	Bonnie Sweeney	Alyssa Swindells
Keeon Tabrizi	Julio Valladares	Rob Williams	Ben Wilmot
Randy Wilmot			



➤ ➤ ➤ FIRE DEPARTMENT ⬅ ⬅ ⬅

The mission of the Harvard Fire Department is to save lives and to protect property from fire and other emergencies within the Town of Harvard through public education, code management, and incident response.

We are working hard to make sure this department keeps moving forward to be the best trained and prepared department we can be.

- Firefighters Sean Kennefick, Shane Nogler and Adam Hughes graduated from the Massachusetts Firefighting Academy Call/Volunteer Recruit Class #42. This was a six month long class held every Tuesday and Thursday and every other Saturday for a total of 320 hours of training. This intensive class is a huge time commitment and it gives them the solid foundation of training needed to start their firefighting careers. They are now State and National Pro Board certified to the Firefighter I/II level.
- Tyler Swearingen received his Bachelor of Science degree in Fire Science from the University of New Haven.
- Justin Warren continues to work towards his Bachelors degree in Fire Science.

In 2012, the Harvard Fire Department responded to 241 requests for emergency services and other assistance. These responses included the following:

Ambulance assist	5	Automatic fire alarms	44
Motor Vehicle Accident	44	Motor Vehicle Fire	1
Brush Fire	25	Carbon Monoxide Alarm	2
Chimney Fire	3	Detail	8
HazMat	1	Mutual Aid Given	18
*Mutual Aid Received	14	Officer Call	59
Other	8	Other Fire	4
Pole Fire/Utilities Fire	1	Rescue	3
Service Call	6	Structure Fire	9
*Training	19		

**not a response statistic*

FIRE PREVENTION

In 2012, there were 217 permits issued and 324 inspections completed.

Blasting	3	Storage Tank Removal	2
Dumpster	1	Tank Truck	2
Propane Storage	56	Labor Camp	2
Miscellaneous permit	8	Fire Alarm	3
Oil Burner Installation	45	Open Burning Permit	710
Plan Review	1	<i>*Open Burning Permits were activated 1,912 times</i>	
Smoke & Carbon Monoxide	86		
Sprinklers	8		

We received a \$4665 grant from the Commonwealth for our S.A.F.E. (Student Awareness of Fire Education) program this year. Unfortunately, due to lack of local funding, we were only able to provide approximately twenty percent of our normal program this year. With this grant and the proceeds from the open burning permits, we are working on getting the program back up to one hundred percent.

Public education is a crucial element of our fire prevention program. The goals of the program include reducing injuries and fatalities from fire, educating our children about the hazards associated with smoking, and promoting safe, healthy behaviors. We are proud of our program, which is recognized statewide as one of the best, and we will continue to provide the best fire and life safety education possible to all our residents. This success could not be achieved without the continued effort and support of each and every member of the fire department.

Fire prevention is not just a week in October, it's every day!

EMERGENCY MANAGEMENT

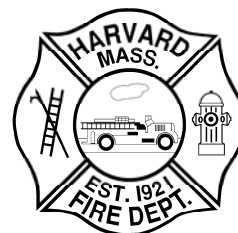
Once again we had to open the Emergency Operations Center with the arrival of Hurricane Sandy. Luckily this storm produced significantly less damage than last years storms but we still had the problem of power restoration. In regards to everything else that was in our control our town departments responded very well during the incident. Just like last year, this had everything to do with the coordinated effort between the fire department, police department, DPW, dispatch,

town hall, ambulance squad, Council on Aging and schools before, during and after the event took place. It is through this extreme cooperation from all of the Town Departments and their staff that we were able to get through these challenging storms and cannot thank them enough.

One of the most important tools we used during these emergencies was Blackboard Connect. With this tool we were able to communicate to the residents of the town twice a day via telephone, email and SMS messages. But, you only receive the messages if you signup for the service. If you have not already done so, we strongly encourage you to signup for this. It is the best way we can provide you with the most current information during an emergency. To signup please go the town's web page at <http://www.harvard.ma.us/Pages/index> and the Blackboard Connect icon is on the left hand side of the page.

We would like to say thank you to Mrs. Patricia Shaw who continues to keep the fire station looking attractive with flowers and plantings. The department appreciates the support we receive from our citizens and we remain committed to making Harvard a pleasant and fire safe town to live, work and play in.

The Harvard Fire Department consists of:



Chief Richard Sicard, FF I/II, FO I/II, EMT

Deputy Chief Scot Nogler

Lieutenant Tony Shaw

Lieutenant Chuck Nizus, FF I/II, FO I

Lieutenant Greg Harrod, FF I/II, EMT

Firefighter Oona Aldrich, FF I/II

Firefighter Bill Barton

Firefighter Frank deBettencourt, FF I/II, EMT

Firefighter David Hazel

Firefighter Bill McElhaney

Firefighter Sean Murphy, FF I

Firefighter Andrew Perry, FF I/II, EMT-P

Firefighter Brian Perwak, FF I/II

Firefighter Walter Shaw, FF I/II, EMT

Firefighter Tyler Swearingen, FF I/II

Firefighter Justin Warren, FF I/II, EMT

Probationary Sean Kennefick, FF I/II, EMT

Probationary Adam Hughes, FF I/II, EMT

and maintenance man Eddie Stoffel, who keeps the fire station clean and presentable.

Firefighter Duane Barber

Firefighter Bill Berthoud

Firefighter Warren Harrod

Firefighter Stephen Into

Firefighter Paul Morris, FF I

Firefighter Kerra Huchowski

Firefighter Nelson Perry, EMT

Firefighter Dick Powderly

Firefighter Alan Specht, FF I/II

Firefighter Marc Thompson

Firefighter Dave Woodsum

Probationary Shane Nogler, FF I/II

Respectfully,

Richard A. Sicard, Fire Chief



➤ ➤ ➤ POLICE DEPARTMENT ◀ ◀ ◀

Operations



In 2012, the Harvard Police and Communications Departments received, and responded to, 12, 217 calls for service. I am pleased to report that the level of criminal activity has remained virtually constant over the past several years. Our total calls for service were 12,649 in 2010 and 12,359 in 2011. Usually, I only report a year to year comparison; however, due to the severe staffing shortage we experienced in 2011, I thought it prudent to look back at 2010 as well to provide a more accurate picture of any changes in our activity level.

Several call types appeared to have spiked significantly from 2011 to 2012, specifically; traffic violations and follow-up investigations. After looking back to our 2010 levels, it became apparent that the decreases in 2011 were due to the reduced number of officer hours worked, which resulted in fewer officer initiated calls. Our activity level has returned to expected levels since getting back to full staffing. The question that remained was how did we realize a decrease in total calls for service from 2011 to 2012 when we actually had more officers working?

A deeper look into our statistics showed that some of our non-criminal, non-officer initiated calls, decreased significantly. Specifically, motor vehicle accidents were down 24% and disabled motor vehicles were down 24%. I have concluded that these reductions were due, in part, to the mild winter that we experienced in 2012. Additionally, in 2011 we had 55 calls for our school resource officer, compared to none in 2012. This was due to the resignation of one of our school resource officers and the other out on injury leave. In 2013, we hope to re-establish our presence in the schools with the return of our injured officer and plan to train an additional officer for school resource duties.

The tragic school shootings that took place in Connecticut last year have, unfortunately, caused us to re-examine our crisis response capabilities and preparedness, both town-wide and at our schools. Fortunately, we have been ahead of the curve in these efforts. In August of last year, we began working with school faculty and administrators to update our crisis response protocols. Together, we have developed a comprehensive crisis response manual for the schools and trained both faculty and students on the new protocols. I am confident that we are fully prepared to protect our residents, students, and public safety personnel should we be called upon to respond.

We also began working closely with the Harvard Ambulance Service, Harvard Fire Department, and many regional partners, to increase our overall crisis response capabilities in town that will result in a regional crisis response symposium in 2013, with an eye towards a full-scale crisis drill in the fall.

Lastly, a significant amount of time was spent last year on the development of the regional dispatch center, which is scheduled to open in mid-2013. While the move to regional dispatch will represent some changes in our operations, the changes will result in better, more cost effective service provision to the town. As we move forward, I invite all residents to reach out with their concerns, or with any questions they may have regarding this initiative.

Below is a table of statistics of interest for your review:

Description	2010	2011	2012
Radar Assignments	705	446	435
Missing Person	6	3	2
Sexual Force	1	1	4
Assault - Simple	5	7	6
Assault – Dangerous Weapon	2	4	2
Assault – Officer Assaulted	0	1	0
Disturbance - General	28	37	28
Disturbance – House Party	3	4	1
Disturbance - Fight	2	1	1
Disturbance - Neighbors	6	1	2
Suspicious Person	42	45	41
Suspicious Vehicle	195	124	131
Phone Calls - Harassing	5	10	1
Motor Vehicle Accident	122	125	95
MV Towed by Police	86	60	69
MV Towed – Private Party	5	1	1
MV - Disabled	92	105	83
MV - Repossessed	1	1	0
MV - Lockout	29	27	27
Traffic Violations	585	342	560
Medical - General	267	265	314
Medical – Sudden Death	2	2	3
Medical – Suicide Attempt	0	3	6
Medical – Mental Health	5	16	5
Arson Offenses	0	2	0
Fireworks Complaints	1	6	7
B&E – MV	2	4	14
Burglary – Residence (F.E.)	8	8	9
Burglary – Business (F.E.)	3	4	5
Burglary- Unlawful Residence	9	1	3
Burglary- Unlawful Business	3	1	1
Attempt Burglary (F.E.)	1	1	3
Larceny from Building	28	23	21
Larceny from MV	8	10	14

Description	2010	2011	2012
Larceny all Other	26	12	15
Attempted Larceny	1	0	1
MV Theft	1	1	0
Fraud – False Pretences	1	1	3
Fraud – Credit Card/ATM	4	3	7
Stolen Property – General	1	5	2
Stolen Property – Firearm	0	1	1
Vandalism – Damage Property	48	45	48
Vandalism - Mailbox	9	7	10
Arrest - Adult	22	13	25
Arrest – Released on Bail	1	3	11
Arrest – Released Forthwith	1	0	0
Arrest – Warrant other PD	1	1	1
Protective Custody – Adult	2	1	2
Protective Custody – Juvenile	0	1	0
Drug/Narcotic Offenses	3	7	9
Drug Equipment Violations	4	4	5
Sexual Non-Force Exposing	1	1	0
Civil	1	4	2
Open Door – Bus./Residence	14	24	19
Lost & Found	51	47	39
Mutual Aid	92	76	85
DPW Call Out	44	50	43
Transfer Money/Persons	58	65	50
Complaints Against Officers	0	2	0
Safe Keeping Property	5	8	6
Minors w/Alcohol	5	4	7
Police Information	5	4	7
Trash Dumping	5	5	7
Town Property Damage	5	10	1
Follow-up Investigation	224	159	216
Animal Control – Dogs	14	15	37

Description	2010	2011	2012
Animal Control - Other	35	39	30
Town By-Law	1	1	0
Weapons – Illegal Hunting	1	3	0
Warrants – Summons Service	18	5	21
Warrants – 209A Service	5	4	5
Juvenile Matter – Other	3	5	1
Threats – Simple	2	0	2
Threats – To Kill	0	1	3
Alarms – Commercial	136	86	72
Alarms – Residential	234	178	166
Alarms – School	0	2	11
Alarms – Fire	38	34	29
Officer Injured	4	3	1
Officer In Training	18	37	32
Court Assignment	33	21	27
Detail Assignment	225	437	590
Checks – Bad	1	1	1
Disorderly Conduct	1	0	3
OUI Alcohol/Drugs	14	9	14
Domestic Abuse/Neglect	6	4	5
Liquor Law Violation	4	6	6
Peeping Tom	1	0	0
Trespass Real Property	3	5	3
Domestic – 209A Violation	2	1	1
Police – General Request	790	850	956
Parking Complaint - Handicap	1	0	0
Parking Complaint – General	11	11	6
Suspicious Activity	158	125	120
Harassment – Criminal	3	3	1
Child Safety Seats	6	2	1
Cruiser Maintenance	61	107	126
Building Maintenance	3	3	1
Building Checks	4215	4948	4268
School Resource Officer	33	55	0
Animals – Cruelty	1	1	0
E911 Hang-up Calls	53	62	65

Personnel

Police	Communications
Chief Edward D. Denmark	Disp. Patricia Natoli
Sgt. John Coates	Disp. Patricia Rouvel
Sgt. James Babu	Disp. Andrew Perry
Ofc. Scott Hughes	Disp. Nelson Perry
Det. Jack Izzo	P.T. Disp. Sue Podzycki
Det. Greg Newman	P.T. Disp. Elizabeth Goldsmith
Ofc. William Castro	P.T. Disp. Matt Christy
Ofc. Daniele Fortunato	
Ofc. Charles Genetti	
Res. Ofc. John Dristilaris	
Res. Ofc. Nate Bowolick	

Last year we welcomed several new members to our ranks. Officer Charles Genetti was appointed as a full-time police officer. Charlie came to us after several years of work as a UMass Boston Police officer. His enthusiasm and energy have made a positive impact on all of us.

Nelson Perry moved from his part-time dispatcher position to full-time, filling a position vacated by Jim Flanders. Nelson's familiarity with the town and our operations has made his transition to full-time seamless.

We also added two new part-time dispatchers, Elizabeth Goldsmith and Matt Christy. They both come to us with public safety experience and have shown their eagerness to contribute to the team. I look forward to their continued growth in their respective positions and I am confident that they will both make significant contributions to our efforts into the future.

As I close this year's report, I want to take the opportunity to recognize Det. Jack Izzo, as he will be retiring in January of 2013. Jack has been a dedicated member of the police department since 1991 and will be greatly missed by all. On behalf of all of us; thank you for your service, your efforts, and for keeping Newman in check! We wish you the best of luck in your retirement, you've earned it!

To keep with tradition as I complete this, my tenth annual report, I urge all of you to contact the police department at anytime, for any reason. My door is always open.

Respectfully,

Chief Edward D. Denmark



EDUCATION

*Superintendent of Schools, School Administrators, School Committee,
Special Education, Community Education, Monty Tech*

➤ ➤ ➤ SUPERINTENDENT OF SCHOOLS < < <

The Harvard Public School district's long standing reputation for academic excellence continues to hold firm. Once again, Harvard's grade 10, 2012 MCAS results placed The Bromfield School in a very select group of high achieving high schools in Massachusetts. One hundred percent of the 10th grade students passed the assessment, with 100 percent scoring proficient or advanced in English and 98 percent scoring proficient or advanced in Math. The Hildreth Elementary School's grade five was also acknowledged for their very strong MCAS results in English Language Arts (4th out of 881 schools statewide) Math (64th out of 881 schools statewide) and Science (39th out of 881 schools statewide). We continue to be proud of Harvard's academic accomplishments as well as its commitment to excellence in the arts, athletics, and community service. A hallmark of Harvard Schools, at all grade levels, continues to be the importance placed on promoting positive teacher/student relationships, and promoting open and responsive communication between staff, students and the entire school community. During the first half of the 2012 school year several important studies were finalized which allowed the Harvard School Committee to take decisive action on issues that will have a long lasting effect on the Harvard Public Schools. One of these studies involved identifying the administrative structure that is most appropriate for Harvard. For several years in Harvard there has been a discussion about whether Harvard, with a PreK-12 student enrollment of just over 1,200, required the services of a full time school superintendent. The Harvard School Committee identified four administrative options to be investigated by an appointed subcommittee consisting of Patty Wenger, Kirsten Wright and Interim Superintendent of School Joseph Connelly.

The four administrative options included the following:

- Superintendent/Principal Model

One administrator would serve as principal to one of Harvard's two schools while also serving as Superintendent of Schools.

- Part-Time Superintendent Model

A superintendent would be hired to serve as superintendent of Harvard Public Schools with a part-time work year which would be based on a number of work days per week and/or per year. This person would be on-call seven days a week and would be available to respond to emergencies and/or critical needs on an as needed basis.

- School Union/Job Share Superintendencey Model

One person would be hired to serve as the shared superintendent to Harvard and a neighboring school system that agreed to form a school union with Harvard. Boxborough Elementary School District has been identified as the most likely neighboring school district to merge with Harvard. A school union superintendencey also encompasses the job/cost sharing of other district wide administrative positions and the cost sharing of other agreed-upon functions.

- Full-Time Superintendent Model – Status Quo

It was agreed the benefits of remaining with the current full-time superintendent model being used in Harvard would also be considered.

The complete Administrative Restructuring Report can be seen on the Harvard Public Schools website, www.psharvard.org. Ultimately after researching the above administrative design options, conducting site visits, interviewing school districts using each model and conducting an open public discussion on which option was right for Harvard, the School Committee, with very strong school community support voted to retain the full-time superintendent model. As a result, the School Committee, working closely with the Massachusetts Association of School Committees developed a superintendent search process and timeline that allowed Harvard to complete their search for a new permanent superintendent by February 2013. The new superintendent will have an official start date of July 1, 2013. It is anticipated much transitional work can occur between the interim superintendent and elected superintendent during the months of March to June 2013.

During the 2012 calendar year the Harvard School Committee spent several months renegotiating a successor contract with MassDevelopment to provide educational services to the school-age children living in the Deven's community. Just before the opening of school in September 2012 the School Committee and MassDevelopment executed a new three year contract. This contract ensures that the Harvard Public Schools will continue to receive from MassDevelopment the Harvard average per pupil cost for all Deven's school-age children enrolled in the Harvard Public Schools. It also provides for annual financial support of \$25,000 to help maintain technology and other capital needs in the schools. The execution of this contract also ensured the continuation of this much needed revenue stream of educational dollars to help Harvard Schools maintain existing levels of student services during these difficult financial times. During the FY13 school year \$802,000 in MassDevelopment funding was used to help subsidize Harvard's school operation. In FY14 that subsidy will increase to \$862,000, again helping Harvard maintain its many important and vital educational services for the students.

During the months of June, July and August 2012 the School Committee, working closely with the School administrative team reviewed their School Committee goals and outcomes for school year 2011-2012 and developed a new list of measureable outcomes to be accomplished during the 2012/2013 school year. An in-depth review of the ten 2011/2012 School Committee goals revealed all ten goals had been fully accomplished. A total of seven new measureable goal/outcome statements were established for the 2012/2013 school year. All of these goals were designed to enhance and improve school programs. They also addressed new educational

mandates dealing with the need to implement a new educator evaluation system and to implement a new K-12 set of curriculum frameworks for each grade level. The complete list of School Committee/Superintendent Outcomes for 2012/2013 can be seen on the Harvard Public Schools website: www.psharvard.org. In addition to these goals the Harvard School Committee continues to be guided by a five year strategic plan. The key goals of this plan include the following:

- Harvard' entire PreK-Grade 12 curricula will integrate core content knowledge with the critical thinking skills needed for success in the 21st Century.
- Harvard will identify and support the success of all its learners regardless of their learning styles, past performances, or their goals beyond graduation.
- Harvard's Professional Development systems will be consistently and thoughtfully aligned with the district's achievement and instructional goals.
- Harvard will establish systems to promote effective communication among and between the administration, staff and community.
- Harvard will create and implement an accountability plan to ensure that all systems within the organization are aligned with the district's mission and core set of prioritized goals.

Due to the fact, Harvard would be hiring a new permanent superintendent of schools with an effective hiring date of July 1, 2013, the School Committee voted to extend the current five-year strategic plan through the 2013/2014 school year to allow the new superintendent to be directly involved in the development of Harvard's next long-range education plan.

Each school year many special developments occur that have a positive and lasting influence on the school community. 2012 was no exception. In October the School Committee approved the placement of Concord Area Special Education Collaborative (CASE) primary-aged program in the Hildreth Elementary School. By being a host school for this CASE program, Harvard receives a \$7,500 tuition credit, but more importantly the entire Hildreth school community will benefit from the diversity, sensitivity and awareness a program like this will promote within a school setting. We look forward to this program becoming a part of our school community. Another significant development that has the potential of benefitting the entire Harvard community as well as The Bromfield School student body is the decision to relocate the HCTV studio and operations center to The Bromfield School. Initially driven by the need to find an alternative location due to the pending Town Hall renovation project, the HCTV inquired about potential space at The Bromfield School. The School Administration and School Committee determined a 1700 square foot storage space below the middle school wing could be made available for the HCTV studio and operation center. Due to the combined effort of several boards in town, including the School Committee and Board of Selectman funding to initiate this project became a reality in December 2012. It is anticipated this lower level storage space will be transformed into a very attractive and efficient HCTV studio and operations center this year. Once operational, it is anticipated this very special resource being located in The Bromfield School will provide

many opportunities for the students to get involved in media production that will have a mutual benefit for both the students and the community of Harvard.

In closing, I once again must congratulate the Town of Harvard for supporting and fostering such an outstanding Prek-12 school district. During my two years as your Interim Superintendent of Schools, I have been constantly impressed by the level of commitment and dedication displayed by our teachers and support staff. I have also been equally impressed by the level of public service demonstrated by the residents of Harvard toward their schools and their town. This strong support and hands-on involvement toward our school and town wide services has become the backbone for excellence in all that Harvard represents. It has been a privilege to serve as your Superintendent of Schools. I will cherish my time in Harvard forever.

Respectfully,

Joseph J. Connelly, Ed.D
Interim Superintendent of Schools



➤ ➤ ➤ **HARVARD ELEMENTARY SCHOOL** < < <

We spent the 2011 – 12 year focusing on student learning in new and exciting ways. We also continued to partner with parents to make improvements and plan for positive school impacts for their children. New initiatives from the state level included the Common Core Standards and the Educator Evaluation System. The new technology plan provided the resources to integrate with instruction. These three major changes impacted our professional development and educational

decisions. We spent time aligning our curriculum to the Common Core Standards using our teacher led vertical teams. Teachers from every grade level work together to ensure smooth transitions between grade-levels.

We focused additional time and resources in the area of math instruction. Using our MCAS data and teacher input, our Math Coordinator helped determine the need for a substantial purchase of materials and training. Teachers piloted materials from the many resources on the market and reached a decision to support Go Math. Trainers worked with our staff to ensure maximum benefit for students and attention to the Common Core.

Professional development also focused on the integration of technology for increased student engagement. A brand-new computer lab and iPads in every classroom gave students additional ways to interact with math curriculum and other information. Under the leadership of our Technology teacher, the staff learns together and teaches each other new ways to use the iPads. The School Council plans to visit other districts to learn more ways to use iPads and other tools for learning.

Besides extra emphasis on math curriculum and technology usage, we focused on the Educator Evaluator System. The administrators went through summer training. A committee formed and continues to recommend changes to the State documents which tailor the process for Harvard Public Schools. The new evaluation tools will include new ways to write goals, portfolios and rubrics which define excellence in four domains. The teachers and administrators continue to learn together with a focus on increased student learning.

Parents remain actively involved through School Council and as volunteers across grade levels. Our School Improvement Plan focused on using Habits of Mind as common language between school and home. Parents learned more about the Habits from Curriculum Night and parent resources on our new and improved website. The School Improvement Plan also focused on anti-bullying, technology initiatives, consistent handwriting programs, and building cleanliness. By working together we made progress in all areas. One determination of school success comes from our analysis of testing results. Hildreth Elementary students increased MCAS scores in all areas for every grade level. Also, we used an internal staff survey and a DESE teacher survey to evaluate our successes across multiple areas. The survey showed growth and improvement. But, instead of resting on successes, we continue to strive to make Hildreth Elementary School the best it can be because our students deserve the best!

Respectfully submitted,

Linda G. Dwight
Principal, Hildreth Elementary School



Annual Halloween Parade



➤ ➤ ➤ **BROMFIELD SCHOOL** ◀ ◀ ◀

In June of 2012, The Bromfield School graduated a class of 106 students. We are proud of all of their accomplishments, both academically and in their contributions to our school and community.

This fall, The Bromfield School welcomed a sixth grade class of 99 students. The current enrollment at The Bromfield School is 739 students in grades 6 – 12.

This past year has been a remarkable one for The Bromfield School with positive additions to our facility, our course offerings, and our faculty. In 2011 the Harvard School District established a district-wide technology committee to prepare a five year technology plan. This past year the district has been fortunate enough to have the ability to allocate over \$340,000 for technology acquisitions and upgrades in line with the technology plan created in 2011. At The Bromfield School, this funding allowed for the purchase of new computers in both of our computer labs and new software in our digital arts lab. Classroom computers have been updated and each classroom now has a dedicated projection unit. Other new technologies purchased as part of this technology plan include new probes and sensors for our science labs, new TI-83 graphing calculators for the Math Department, new state of the art IMacs for our Art Department, and an updated wireless network. The Bromfield School program of studies was also expanded this year with the addition of three new courses for the 2012-2013 school year. The new additions were Current Events, Wellness, and AP European History. Over the past few years we have had a number of our beloved faculty retire, and I am pleased to report that we have been successful in hiring outstanding professionals to help us maintain the high quality of instruction taking place at Bromfield.



Once again, in 2012, Bromfield students received statewide recognition for their achievements in the academic and the extracurricular realms. The performance of Bromfield students on the state-wide assessment (MCAS) continues to lead the state, with 100% of the class of 2014 scoring in the Advanced or Proficient range in English Language Arts. Scores on the Mathematics sub tests were also impressive with 99% of the class of 2014 scoring in the advanced and proficient range. Bromfield students continue to excel with average SAT scores well above the state and national averages. Student participation in Advanced Placement courses and their performance on AP exams continues to be outstanding. In 2012, The Bromfield School also fielded a number of very competitive athletic teams with the girl's tennis team winning the district title and the Bromfield Rowing Team sending a number of rowers to nationals. Bromfield School students continue to achieve excellence in a variety of other academics and extra-curricular areas, receiving top honors in the New England Math League, and consistent recognition in voice, band, drama, and art competition, as well as athletic events. Students have also been active in school organizations including the National Honor Society (NHS), Student Council, Model UN, The Gay/Straight Alliance, Yearbook, The Environmental Club, World of Difference, Math Team, Art Club, The Mirror, Academic Bowl, SADD, The Bromfield Review, Young Republicans, Young Democrats, Yoga Club, Video Club, the Acapella Group, Strategy Games Club, and Bromfield Cares.

The Bromfield School completed its deci-annual accreditation self-study and visit during 2012. The process culminated with the 16 member visiting team from the New England Association of Schools and Colleges (NEASC) spending four days at Bromfield speaking with parents, teachers, students, and community members, observing classes, and studying our programs. We have received the report from the commission and are pleased with the commendations they offered, and have already begun work to address many of the recommendations.

2012 has been a year of major initiatives on the part of the Commonwealth of Massachusetts and our faculty has been working to prepare themselves and Bromfield for both the new state frameworks that incorporate the Common Core and the new educator evaluation system that is being implemented across Massachusetts. The new frameworks have required us to realign our curriculum to ensure we are covering the new standards. The new educator evaluation system will lead to significant changes in our evaluation process, with both faculty and administration needing additional training.

I am very happy to serve as Principal of The Bromfield School. The sense of community that exists within our building and our district plays a major role in the success of our students and our school. This spirit of cooperation, along with the commitment and hard work of our dedicated teachers, students, and administration, continue to make The Bromfield School a source of pride for our community.

Respectfully submitted,

James F. O'Shea
Principal



➤ ➤ ➤ **SCHOOL COMMITTEE** < < <

The goal of the Harvard Public Schools is to be a school system that reflects the standards and expectations of the Harvard community and promotes the development of life-long learners who possess the values, skills, and knowledge to become contributing members of a democratic society.

In partnership with students, staff, parents and community, the Harvard Public Schools will provide an environment where each student is known and respected and where each student's potential is developed. We will cultivate a passion for learning and provide the tools for acquiring essential knowledge and skills. We expect our students to have respect for others; take responsibility for oneself, one's environment and one's community; and pursue excellence.

The School Committee has five major functions:

1. Legislative or Policy Making: developing policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. Appraisal: evaluating the effectiveness of its policies and their implementation.

3. Provision of Financial Resources: adopting a budget that will enable the school system to carry out the committee's policies.
4. Public Relations: providing adequate and direct means for information flow between the schools, committee and the public.
5. Educational Planning and Evaluation: establishing objectives for the continued improvement of the educational programs.

Currently, the School Committee meets on the second and/or fourth Monday evenings of the month in the Town Hall meeting room. A meeting schedule and agenda is available on the town of Harvard's website at least 48 hours in advance, and meetings are usually broadcast on the local cable access channel. Other meetings will be held as needed and posted in accordance with applicable laws. The public is encouraged to attend and participate. Open meeting time is provided at regularly scheduled meetings for public input, questions and comments.

The Harvard School District is widely recognized for the exceptional quality of the education provided to its students. Harvard continues to do very well on MCAS scores, and for 2012 both Hildreth Elementary and The Bromfield School had an accountability and assistance level of 1. This is the highest performance level of 5 in which all Massachusetts districts and schools are classified. Of note 100 percent of Bromfield tenth graders, for the third year in a row, passed the English/language arts section of the MCAS, placing The Bromfield School first in the state. In addition, after an intensive eighteen-month process, The Bromfield School has once again been accredited for the next ten years by the New England Association of Schools and Colleges (NEASC). The full NEASC report can be accessed online at psharvard.org on the Bromfield site. The School Committee would like to recognize the hard work of the administration, faculty and staff of the schools who are devoted to providing the best possible education and environment for the students of Harvard.

Academics are not the only aspects that make the Harvard School District such a desirable place to learn. Initiatives at both The Bromfield School and Hildreth Elementary School aim to create an environment where students develop the interpersonal skills necessary for working effectively and cooperatively with others and to become responsible school, community and world citizens. At HES students are engaged in the Habits of Mind curriculum that gives learners of all ages and at all stages, a framework for autonomous, lifelong learning, as well as the Steps to Respect curriculum which addresses skills for learning, empathy, emotion management and problem solving. At The Bromfield School, all middle school seventh and eighth graders are participating in the Get Real wellness program initiated this year, and high school students are benefitting from electives being offered in a new Health and Wellness curriculum, lead by newly hired teacher, Elaine Beckett. The recent Youth Risk Survey data, gathered from Bromfield students, is being used to inform future programming as this new initiative develops.

Keeping our staff and students safe while at school is of paramount concern to our community. The recent tragedy on December 14, 2012 at Sandy Hook in Newtown, Connecticut serves to remind us that every community must be as prepared as possible in the event of a dangerous situation. Under the leadership of Superintendent Joseph Connelly and his administration, with the cooperation of town safety officials, our current safety plans and facilities are being closely

reviewed, evaluated and revised as needed. Students and staff are being educated as is developmentally appropriate, and additional resources as needed are being secured by administration. There is nothing more important than the safety of our children.

The 2012-13 school year continues under the leadership of Dr. Joseph Connelly, who is in his second year as interim superintendent. Retaining an interim superintendent for an additional year allowed the committee to first determine the administrative model that would best serve the district before beginning the superintendent search. After gathering information about four administrative options: sharing a superintendent with neighboring Boxborough, hiring a part-time superintendent, a superintendent/principal, and continuing with a full-time superintendent model, the school committee, with input from the public and school community, decided to seek a full-time superintendent to replace Dr. Connelly. The search process, which began in October of 2012 under the guidance of the Massachusetts Association of School Committees (MASC), has been an inclusive one, involving a cross-section of stakeholders representing teachers, administrators, community members, parents, students and the school committee.

The 2013-14 school year not only will welcome a new superintendent, but also a new director of special education. After nearly 4 ½ years of service to the children of Harvard, Pam DeGregorio retired as of December 31, 2012. Taking Pam's place, as Interim Director of Special Education, is Dr. Michael N. Dubrule, with nearly 25 years of experience as a director of special education. In addition to his daily job responsibilities, Dr. Dubrule will lead the district through its scheduled six-year coordinated-program review and assist the district in the search process for a new director of special education.

At a time when many school districts across the Commonwealth are facing budget shortages and cutbacks the Harvard School District is preparing next year's budget with the directive to provide the same level of service as this year. We find ourselves in this advantageous position due to sound financial management by the town of Harvard (under the auspicious leadership of Tim Bragan), an exemplary level of cooperation and concerted effort between key town boards and officials combined with an increasing reliance on funds to offset operating costs from Mass Development for the education of Devens students. Harvard's anticipated total school expenses for 2012 total approximately \$11.4 million and represent approximately 70% of the town's omnibus budget. In addition, \$2.6 million in subsidies are included in the school's overall budget. Funds from school choice, circuit breaker, Devens contract, PK/K tuitions, user fees, community education and grants account for the majority of the additional money from subsidies. Under the supervision of Joe Connelly, budgets were prepared for 2013 with much scrutiny and transparency and will allow the administration to better manage costs moving forward. Harvard continues to maintain an average cost per student slightly higher than the state average of \$13,500. Our thanks go to Lorraine Leonard, the Harvard Schools Business Manager, for her shrewd fiscal management and endless support in watching and managing our precious resources!

A major initiative of the school committee last year was to develop a 3-year technology plan to address the immediate and longer-term needs of the district. Phase one included recommendations for the immediate expansion and upgrading of network access, and has been accomplished. Phases two and three include replacing outdated hardware and software as well as

adding hardware and software and professional development in support of the current curriculum to expand opportunities for students of all ages to gain proficiency and mastery in using technology in learning and problem solving. Phase two is well underway. Meeting the technological needs of our faculty and students is a top priority for the school committee. Financing for the technology plan came from surpluses in both the 2010/2011 operating budget and funds from the contract with Mass Development for the education of students from Devens.

In order to ensure the satisfaction of Devens residents with the Harvard School District the Devens Education Advisory Committee (DEAC) conducted a survey of Devens parents to assess their level of satisfaction with the educational experience of their children. The respondents were satisfied with the quality of education being provided by the Harvard School District and would like to see the contract continued. In fact, this year, MassDevelopment and the Harvard School Committee negotiated a 3-year renewal contract that began July 1, 2012, extending automatically after this time with the mutual agreement of both parties. Despite the overall satisfaction of most people, there were some concerns raised in the survey by some parents. Brought to the attention of the administration, an outreach effort to include parents and address those concerns has been and will continue to be made. As one way to reach out, the Director of Special Education presented and answered questions at a DEAC meeting, and a school committee meeting subsequent to the survey was conducted in Devens. In addition, as specified in the contract between Devens and Harvard, the Superintendent and a Harvard School Committee representative participate in all DEAC meetings at Devens. Our thanks go to Maureen Babcock, chair of DEAC for her hard work and commitment to the Devens community and the Harvard School District.

Also related to the partnership between the community of Devens and Harvard in educating our children, is the ongoing growth and proposed development within the boundaries of Devens. This year's Vicksburg Square project required the attention of the school committee due to the potential effect on our schools, had the Vicksburg Square project come to fruition. The School Committee, in a public statement, confirmed that if Vicksburg was built, that our schools could, in fact, accommodate the increase in students from the community of Devens. The project, however, did not pass with the needed votes of Ayer, Shirley and Harvard.

Many upgrades and repairs have taken place within the schools themselves this year. The final step of the solar array project was wrapped up in January when the array that had originally been planned for The Bromfield School roof, was instead installed on the more suitable Hildreth Elementary School roof. A ribbon cutting ceremony celebrated this long-awaited accomplishment. Thank you to Bill Blackwell and Jim Elkind of the Harvard Energy Committee for his guidance in fulfilling this goal. The Harvard Energy Advisory Committee (HEAC) continues to work closely with the buildings facilities manager, Mark Force to repair and improve electrical and gas systems within the school buildings to ensure efficiency and reliability while also reducing energy usage. As they work to improve and update systems in the buildings, they continually monitor usage and evaluate the savings on an annual basis. These changes ultimately save the district money and help to make everyone within the buildings more energy conscious and take an active part in helping to make the schools as green as possible.

One initiative ends and another begins. A collaborative venture between Harvard Cable Television and the Harvard Public Schools is resulting in a long awaited permanent home for Harvard Cable at The Bromfield School as well as the opportunity for mutual community service between the two. Harvard Cable not only gains a permanent space, but also the opportunity to train students for very much needed volunteer positions, while Harvard Public Schools gets a co-resident videography facility for enrichment, extracurricular activities and potentially additional accredited courses. The build out begins late winter into spring. Special thanks to the Harvard Cable Television Committee as the key driver in partnership with the School Committee

During the last year we bid farewell to a number of retiring teachers. Dennis DeGara was a teacher of Mathematics at The Bromfield School for 31 years. He also served as a class advisor for many classes over the years. Dennis was a great supporter of students in their extra-curricular and sport activities. Karen Deneen was a teacher of Social Studies, primarily Psychology for The Bromfield School for 29 years. She also served as Social Studies Department Leader starting in 1995. Lastly, Terry Monette, an elementary grade 5 teacher retired after 21 years of dedicated service. Terry was noted for her love of science. She was instrumental in bringing the grade 5 Nature's Classroom experience to the children of Harvard. She coordinated and supervised this week-long outdoor educational experience for the children of Harvard for many years. We thank these teachers for their dedication, diligence and commitment to staff, community and students of Harvard.

At the beginning of this year's school year the School Committee, in conjunction with Interim Superintendent Joseph Connelly, aligned upon the following outcomes for the 2012/2013 school year:

1. By January 30, 2013 the School Committee will have completed the search for a permanent full-time Superintendent of Schools. This process will involve representatives of all Harvard Public School stakeholders with the intent of utilizing February 2013 through June 2013 as a transition period between the interim and permanent Superintendent.
2. By June 30, 2013 the School Committee will have provided the support and resources necessary to allow the Superintendent to meet all DESE timelines for the implementation of the Common Core State Standards.
3. By June 30, 2013 the School Committee working in conjunction with the Harvard Administrative Council will have successfully negotiated with the Harvard Teacher's Association on Educator Evaluation system that meets all the requirements of the new DESE Educator Evaluation regulations.
4. By June 2013 the Superintendent of School will have successfully supervised the purchase of all technology hardware and software identified in the School Committee approved 2011-2014 Technology Plan and provided the School Committee with an updated implementation report prior to the release of any portion of the \$362,000 in funding approved for the three year Technology Plan.

5. During the months of January and June 2013 the Superintendent and his or her designees will provide the School Committee with an implemented progress report that demonstrates how the Harvard Public Schools K- 12 Wellness program is being implemented in grades K-12.
6. By November 2012 a long term study dealing with projected preK-12 declining enrollments in Harvard will be developed and presented to the School Committee to assist them in determining Harvard's most effective use of School Choice-In enrollments.
7. By November 2012 the Five Year Capital Plan will be updated and revised identifying major capital projects, including curriculum and textbook adoptions that need to be funded through school year 2017/2018.

Some of these goals have already been accomplished while others are in progress or are scheduled for completion later in the school year. As we endeavor to fulfill these goals your input and feedback is always appreciated. Our contact information is listed on the district's website. In closing we express our gratitude and appreciation of the talented, committed and hard-working staff of the Harvard School District. Their service, in partnership with the parents and Harvard community is what makes our schools and our students flourish.

Respectfully submitted,

SusanMary Redinger (Chair)
Keith Cheveralls
Maureen Babcock (DEAC Representative)

Kirsten Wright (Vice Chair)
Patricia Wenger

Robert Sullebarger



➤ ➤ ➤ **SPECIAL EDUCATION** < < <

It is with great pleasure that I write my final Town Report as Harvard's Director of Special Education. Since I am retiring at the end of December, the timing to look back on the past year could not have been better!

As usual, we have had many new developments in our department since our last report. We were able to begin a new middle school program. The Learning Lab, which was approved by the school committee, is off to a positive beginning this fall! We hired a new teacher for the program, Christine Torigian, and she is working alongside her Learning Assistant, Amanda Delaney, who is also a certified teacher. We anticipate that this flexible program will allow us to appropriately service more of our students within our district, and are providing students in the program with all necessary technology, accommodations, modifications, and specialized instruction that they need to be successful. During this school year, we are pleased that two of our teachers at The Bromfield School are undergoing intensive training in the Wilson Reading

Program. It requires a great deal of time and commitment, and will result in both of them receiving a specialized certification in teaching reading using this particular method. It requires a full school year of training and working with one specific child.

Our HES department has changed its service model for this school year. Our special education teachers are primarily working with specific grade levels so that they can become more knowledgeable about the specific grade-level curriculum and can work more directly and intensively with general education teachers. One of our teachers is working with grades K-2, and one with each of the other grades. It is going well and we feel that it is meeting the students' needs well. Our department members have continued to pursue professional development to ensure that they remain current in the latest and most effective instructional and behavioral strategies in our field.

I want to thank the staff, students, and community for giving me this opportunity to work in this wonderful district. I truly appreciated having this experience in Harvard prior to retirement. I will always remember the openness of parents in sharing their deepest concerns and hopes for their children with me and can assure all of you that our department of professionals will serve your children well. I am confident that my replacement, Interim Director of Special Education, Dr. Michael Dubrule, will enjoy the privilege of working for Harvard Public Schools. Take care, everyone.

Respectfully submitted,

Pam DeGregorio, Director of Special Education
Harvard Public Schools



➤ ➤ ➤ **COMMUNITY EDUCATION** ⬅ ⬅ ⬅

Community Education has been part of the Harvard Public Schools for the past 19 years. Several fee-based programs are available to the residents of Harvard. These programs include Bridges, Summer Adventure, Spectrum, Global Child, Crosslinks, Adult Education, and a middle school drop in center, "Minnow Cup".

The Bridges program provides supervised before and after school care for 30-40 elementary students per day in kindergarten through grade 5, following the school calendar. Students can register for either a regular schedule or the "Drop-In" option for occasional use. Rates vary according to a student's schedule. On Early Release days special activities or field trips are planned. These events can range from pumpkin picking, a movie at the Strand Theater or a visit from Animal Adventures at the school.

Summer Adventure is a full day program offered on a weekly basis during July. It includes drama, cooperative games, science, nature and art as well as swimming lessons at the pond which provided through Harvard Park & Rec.

Spectrum enrichment classes are available to kindergarten through grade 6. They range from building robots, basketball, drama, arts and crafts to chess, cooking, baking and Math Olympiad. Spectrum courses are available after school, as well as during the summer. Courses are offered by teachers, townspeople and outside companies such as Play-Well TEKnologies, Scienstational Workshops for Kids, Inc. Programs offered during July and August range from basketball, field hockey, gymnastics, to Gear Up for Kindergarten and Ultimate (Frisbee™).

Language classes are offered through Community Education by Global Child, Inc. A well-known program offering Spanish, French and Chinese to students in grades K-5. Using the curriculum created by Global Child, the teachers have children experience languages through games, songs, and dance.

Crosslinks offers after school activities for The Bromfield School. These include our Artist-in-Residence program which provides instrument and voice lessons with excellent musicians as well as Math Olympiad for middle school.

Adult Education courses are held during the fall, winter and spring. Courses that have been offered range from yoga, Zumba™, dance, digital photography, Qigong, Maximize Your College Financial Aid, as well as on-line computer and enrichment courses through Education to Go. The office of Community Education is located in the Bromfield House at 39 Massachusetts Avenue. Further information is available by calling 978-456-4118.

Respectfully submitted,

Judy Cavanaugh
Community Education Coordinator
jcavanaugh@psharvard.org



Superintendent Joseph Connelly and HES Principal Linda Dwight with students



➤ ➤ ➤ **MONTY TECH** < < <

Overview

The year 2011-2012 was an exciting one at Monty Tech, marked by student achievement, faculty and staff distinctions, and leadership development. I am honored to serve as Superintendent-Director of Monty Tech, a school that continues to transform secondary education in North Central Massachusetts, bringing to life lessons learned in a classroom, at the workplace, and in the community. This school exemplifies what I believe good education is all about.

A Monty Tech education is grounded in workforce preparedness, balanced by a rigorous academic curriculum. Our students are prepared not only to enter the workforce, but to also continue their education by enrolling in college. Each year Monty Tech conducts a *One-Year-Out Survey*, measuring “positive placements,” as defined by the Carl D. Perkins Vocational and Technical Education Act. By tracking students who have enrolled in post-secondary education programs, secured employment aligned to their vocational training, or are serving our country in the United States military, we are better able to inform potential students, advise current students, and deliver vocational-technical programs that are relevant to today’s workforce trends and labor market needs. One year after leaving Monty Tech, the graduates of 2011 reported the following:

- 33% are currently employed in a field related to their Monty Tech trade
- 12% are employed in a field unrelated to their vocational education
- 45% are currently pursuing a higher education, and
- 8% have elected to serve in the United States military

Compiling information for the Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. I am fortunate to work closely with a talented leadership team, many of whom have contributed to this report, and given great insight into some of the more notable highlights of the 2011-2012 academic year, including:

- 95% of our students scored Advanced or Proficient in the state’s English Language Arts exam, up from 87% in 2010-2011.
- 88% of our students scored Advanced or Proficient in the state’s mathematics exam, up from 87% in 2010-2011.
- Class of 2012 graduate Victoria Holbert served as the National SkillsUSA President, traveling across the country and abroad to advocate for vocational-technical education. She participated in the “Education Nation Summit,” engaging in high-level discussions on the state of the American Education system.

- Seven students advanced through local, district and state competitions to earn the right to compete at the National SkillsUSA Conference in Kansas City, Missouri. The Monty Tech national delegation was awarded four gold medals and two bronze medals.
- For the third consecutive year, the Monty Tech Marine Corps JROTC program was awarded the distinction of “Naval Honor School,” in recognition of exemplary community service.
- One outstanding JROTC Cadet was awarded the Naval Reserve Officers Training Corps Scholarship, receiving full tuition, fees, books, uniforms, summer experiences, as well as monthly stipends. She is now attending Norwich University.
- Monty Tech continues to participate in the highly selective Student Spaceflight Experiment Program, representing the only vocational school in the nation to have a student science experiment launch into space, and providing students with an opportunity to study the effects of gravity on their science project.

Much like districts across the state, Monty Tech has been affected by the nationwide economic recession. Maintaining high standards of fiscal responsibility, with an eye on our over-arching mission of increasing student achievement, this school has been able to maintain our high standards of academic success, while presenting a budget that is fiscally conservative. Our FY12 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected a 2.4% increase over the 2010-2011 Educational Plan. We deeply appreciate the public’s support for Monty Tech. We recognize that we are in the midst of some of the most difficult economic times faced by residents of our member cities and towns. As a result, we will continue to strive to seek creative ways to keep down costs to our 18 member communities.

Our Mission

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

Our District

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

Leadership

The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has been able to transform the school into one of the most sought-after high schools in North Central Massachusetts.

Nicholas DeSimone, Principal

Francine Duncan, Director of Technology

Christina Favreau, Director of Academic Programs

James Hachey, Dean of Admissions

Richard Ikonen, Director of Facilities

Tammy Lajoie, Business Manager

Richard Nutt, Director of Vocational Programs

Steven C. Sharek, Superintendent-Director

Katy Whitaker, Development Coordinator

Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2011, student enrollment at Monty Tech included 1,435 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127).

Throughout 2011-2012, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2011, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2011-2012 proved to be an exceptionally busy year for him, as the school received a record 823 applications for admission. Of those, 773 were from students hoping to enter our incoming freshman class. The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 380 freshmen and 24 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2011-2012 school year, serving approximately 675 area students.

Class of 2012 Awards

Members of the Class of 2012 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously provided \$21,000 in scholarships to graduating seniors, ranging in amounts of \$100 to \$1,500. The Foundation also awarded \$6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Just over 70% of the graduating class of 2012 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

Numerous challenges were faced during the development of the fiscal year 2011-2012 budget, including rising health insurance and student transportation costs. Considerable effort was put forth by the School Committee, administration, and staff to develop a cost-effective budget. The final fiscal year 2011-2012 Educational Plan totaled \$22,744,779, which represents a \$2.4% increase over the 2010-2011 Educational Plan.

The District was audited in August 2012 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and an “excellent” report is anticipated.

Grants and Contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2012, state and federal grant sources provided the school with \$1,407,959. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Drug Free Schools, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling \$20,918. For Fiscal Year 2012, Monty Tech received \$13,251 in grant funds from the Community Foundation of North Central Massachusetts, to support the Student Spaceflight Experiment Program. The Massachusetts Space Grant Consortium and Nypro also contributed to this ground-breaking program, by adding an additional \$7,667 in grant funds.

Grants totaled \$1,428,877 for fiscal year 2012.














Academic Achievement

Montachusett Regional Vocational Technical School continued to see significant improvement in MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech's passing rate on the English Language Arts exam was 100%, Mathematics 99%, and Biology 98%.

English Language Arts	2010	2011	2012
Students Tested	351	358	361
Passing	99.9%	100%	100%
Advanced/Proficient	83%	87%	95%
Needs Improvement	17%	13%	5%
Failing	.0001%	0%	0%
Mathematics	2010	2011	2012
Students Tested	351	358	360
Passing	97%	98%	99%
Advanced/Proficient	80%	86%	87%
Needs Improvement	17%	12%	12%
Failing	3%	2%	1%

Biology	2010	2011	2012
Students Tested	383	362	361
Passing	95%	97%	98%
Advanced/Proficient	68%	71%	73%
Needs Improvement	27%	27%	24%
Failing	5%	3%	2%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, moving the school into a Level 1 Status.

Student Group	On Target = 75 or higher 	Performance	Progress
All Students		85	Met Target
High Needs		75	Met Target
Low Income		79	Met Target
ELL and Former ELL		-	-
Students with Disabilities		76	Met Target
American Indian/Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/Latino		84	Met Target
Multi-Race, Non-Hispanic/Latino		-	-
Native Hawaiian/ Pacific Islander		-	-
White		91	Met Target

Vocational Projects in the District Communities

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2011-2012 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2011-2012, the program was fortunate to receive equipment upgrades including new tool boards and hand tools. The program also introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique of painting without using any materials. The program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program received over one hundred requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Fitchburg police cruiser and two bumper covers, repaired the Fitchburg Firefighter's Association Mack fire truck, and repaired the back of a damaged Cushing Academy student bus. (Total enrollment: 63; 44 males, 19 females)

Automotive Technology: Two of our top students were asked to compete in the underclass division at the state level in the Mass Tech Competition. Juniors Hunter Manley and Mike Pauplis (Class of 2013) represented Monty Tech, and placed 2nd in the state. Hunter Manley was also recognized for receiving the highest written score in the state. The program also supported three students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. The program performed over four hundred services, and was fortunate to receive a new air conditioning station, providing students

with an opportunity to be trained in this updated equipment/technology. Total enrollment: 63; 52 males, 11 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses' Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hager. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 17 males, 59 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2011-2012 school year, students and instructors were particularly busy renovating the Gardner Mayor's office. Using quarter sewn red oak, students carefully tried to match the architectural details of the building with the new cabinetry, creating a beautiful wall unit for the office. Work continued in Gardner at the Fire Station, where solid cherry cabinetry was built and installed to update the facility. Building podiums, storage units, and all of the gifts for the annual Superintendent's Dinner kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive a dovetailing machine, capable of dovetailing a drawer box in under one minute. Monty Tech is the only vocational school in the state to provide education and training on such technology. (Total enrollment: 73; 44 males, 29 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In September 2011, students returned from summer vacation to find their shop space renovated to more accurately reflect industry. The clinic floor was remodeled, twenty-three stations were replaced, sound tiles were recovered, and the shop area was reconstructed to increase the visibility of the students and provide an "open concept" layout. Each of the twenty-two graduating seniors successfully obtained their cosmetology license before graduation- the largest number of licensed cosmetologists per graduating class in Monty Tech's history! In April the students gained invaluable experience, travelling with the instructors to New York City to attend the International Beauty Show. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 91; 1 male, 90 females)



Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Wachusett Chamber of Commerce "Taste of Wachusett" at Wachusett Mountain, and continue to showcase their talents at similar trade shows and events throughout the year. The program provided breakfast, luncheon and dinner, as well as support staff, for a number of events for public organizations,

including the Fitchburg Rotary Club, Nashua River Watershed Association, Senate Ways and Means Committee, and the Fitchburg City Council. (Total enrollment: 100; 36 males, 64 females)

Dental Assistant: 2011-2012 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported four students who competed at the district level for SkillsUSA. One went on to compete at the state level, where she earned a silver medal. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-nine students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the program received new equipment, including a model trimmer, whip mix, an X-ray developer, and instrument cassettes. (Total enrollment: 57; 4 males, 53 females)

Drafting Technology: The Drafting program is proud to announce that out of ten seniors, seven were offered (and accepted) full-time employment in the drafting and design trade prior to high school graduation. We expect these students will be extremely successful applying skills they acquired through their vocational training at local companies, including the following: Aubuchon, Process Cooling, Nypro, Inc., and Essco Manufacturing. 2011-2012 brought new equipment and technology to the program, and students particularly enjoyed working with the new Dimension Elite Printer. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for the 2011-2012 year came in the form of developing plans for a much-needed school reconfiguration. The Student Support Services Department was relocated, centralizing all offices the public visits frequently. Students and instructors worked closely with administration, instructors, and officials to design a more efficient and modernized space. (Total enrollment: 41; 28 males, 13 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated sixteen students, all college bound, from the program in June. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2011-2012, Early Childhood Education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children's books. Four students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing, singing the national anthem, or receiving a volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and successfully prepares their young students for transition into Kindergarten. The Center's Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 66; 4 males, 62 females)



Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2011-2012 year, students and instructors completed in excess of two hundred projects that required repair or installation. Some of the more notable accomplishments from this shop include: all electrical work (including wiring and installation) at the Ashburnham Bresnahan Scouting Center, all electrical work (including wiring and installation) for the Mayor's Office in the City of Gardner, and work in Winchendon Public Schools, including installing new outside lighting, installing new hand dryers in bathrooms, installing and wiring new stage lighting, and performing a number of energy saving upgrades to benefit our local partners in education. The Electrical program is particularly proud to have trained a top student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. (Total enrollment: 86; 81 males, 5 females)

Engineering Technology: The Monty Tech Engineering program has undergone a great transformation over the course of the past four years. During the 2010-2011 exploratory process, the process was changed to attract the interest of more students, and the exploratory project was changed from a robot to an IPOD stereo amplifier. The exploratory project for 2011-2012 remained the same, and as a result, eighteen listed this program as their top choice. Seven of the eight graduating seniors report positive placements; six graduates enrolled at 2- or 4-year institutions, while one graduate is now serving in the U.S. Coast Guard. The instructors were pleased with the addition of new equipment, including scopes, signal generators, and computers, aiding students as they continue to complete numerous repairs for faculty, staff and students, including: in excess of one-hundred fifty headphones, video game systems, IPods, phones, and other electronic devices. (Total enrollment: 52; 43 males, 9 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-two students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2011-2012 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred forty projects, billing in excess of \$15,000. This may be calculated as a savings of up to \$65,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: booklet maker, spiral binder, wide format printer, color proofing machine, folding/perforating machine, computer-to-plate system, paper cutter, shrinkwrap machine, automatic creaser, four new Macintosh computers, and new student chairs. (Total enrollment: 93; 27 males, 66 females)

Health Occupations: The Health Occupations program at Monty Tech continues to incorporate the EMT curriculum into the program, providing students with a wide range of medical

knowledge and exposure to a variety of health-related career options. In an effort to increase opportunities for hands-on application and deeper understanding, the number of program affiliation sites has been increased. Instructors have also approached offices at Heywood Hospital, to discuss expanded opportunities for students to gain more acute care experience. The program, which boasts an enrollment of over one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a “baby shower” for women living in a local battered women’s shelter. The program was also instrumental in bringing a powerful guest speaker, Chris Herren, to the school to discuss drug addiction and recovery. (Total enrollment: 101; 6 males, 95 females)



House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2011-2012 school year include: beginning work on the Bresnahan Scouting Center (Ashburnham), leading renovation efforts at the offices of the Mayor of the City of Gardner, constructing and installing kiosks for the Ashburnham Conservation Trust, constructing and installing a set of exterior stairs to train dogs to walk with blind individuals (Fitchburg), constructing, painting and installing eight flower boxes for the Fitchburg Rotary Club (Fitchburg), and building a number of sheds on location. (Total enrollment: 68; 51 males, 17 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for “a little bit of everything.” Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2011-2012, some of the more notable accomplishments include: stripping and shingling 6,000 square feet of roofing at the Princeton Light and Power Company, the installation of storage sheds at the Briggs Elementary School (Ashburnham), and working closely with the school’s House Carpentry program to construct the Bresnahan Scouting Center (Ashburnham). In-house projects included the creation and construction of décor for the annual Superintendent’s dinner and countless repairs, maintenance and troubleshooting efforts throughout the school. The co-operative education program continues to be a highlight for students in the Industrial Technology program, as seven students were awarded co-op placements during the year. Student experience in the program was enhanced with the purchase of two pieces of equipment, a power equipment lift and heavy-duty band saw. (Total enrollment: 58; 48 males, 10 females)

Information Technology: While 2011-2012 proved to be a year marked by many changes for the Information Technology program, including large-scale relocation efforts, curriculum and instruction remained steady. As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Thirty-one students earned Internet Computing Core (IC3) certification, and eighteen students completed the Occupational Safety & Health Administration 10-hour training and certification course. Students in Information Technology competed in the Fall and Spring Programming competition at Fitchburg State University, as well as the local, district and state levels of the

SkillsUSA competitions. Eight students travelled to the Massachusetts SkillsUSA state competition to compete in three categories: Internetworking, Mobile Robotics, and 3-D Animation. Monty Tech Information Technology students were awarded bronze medals in all three categories. (Total enrollment: 68; 59 males, 9 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2011-2012 school year. The program benefited from new technology, including: a surface grinder, three tabletop CNC simulators, and a CNC laser engraver. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where Monty Tech students placed 1st, 3rd, 4th, and 5th! Three students were offered co-op employment, and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving over three hundred Superintendent's Dinner gifts, laser engraving over three hundred eighty ball markers for the school's annual golf tournament, laser engraving the town seal on a podium built by Cabinetmaking (Town of Holden), laser engraving plaques for the school's annual car show, and machining parts for the school's maintenance department including pins for the backhoe, shafts for the rooftop heating system, and rebuilding the sander unit. (Total enrollment: 60; 51 males, 9 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2011-2012 school year. Community services included: designing and installing the stone patio at Coggs Hall Park (Fitchburg), restoring a local cemetery garage (Fitchburg), brick restoration at a local senior center (Fitchburg), tiling the bathroom in the Mayor's Office (Gardner), tiling the kitchen at the fire station (Gardner), ensuring handicap accessibility by installing ramps and new sidewalks at Lunenburg High School, repointing the brickwork on Pearl Street, Cross Street, and Ipswich Street for the Winchendon Housing Authority, and repointing the brick basement at an area senior center (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where our students placed 1st in Hardscape, were recognized with the following distinctions: Seniors – 1st place, Juniors – 2nd place and 3rd place, Sophomores – 1st place and 3rd place. Students and instructors also worked to beautify our own campus by installing a rainwater recovery system and waterfall, constructing three planters in front of the school, and pouring concrete for the school's new MART bus station. (Total enrollment: 58; 50 males, 8 females)



Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2011-2012 school year, students and instructors participated in the construction of a new community function center for the William T. Bresnahan Scouting and Community Center, Inc. in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to

have trained one student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. The Monty Tech Plumbing program proudly graduated seventeen students in the Class of 2012. Two students, in particular, received prestigious trade awards/recognitions: Jon Sweeney of Ashby won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Vinny Acito of Petersham won the New England Plumbing, Gas, and Mechanical Inspectors Association scholarship. Several graduates of the class of 2012 have been hired as plumbing apprentices at local plumbing companies. (Total enrollment: 70; 65 males, 5 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's capstone projects. Their contributions include: fabricating and installing one hundred twenty feet of guard rail for Barre Municipal Building, repairing an antique hand rail for Barre Municipal Building, fabricating and installing over one hundred feet of handicap railing for Lunenburg High School, and fabricating a stainless steel backsplash for the Gardner Fire House. The program benefited from the addition of new equipment, including a Millermatic® 211 Auto-Set Mig Welder and a four foot box & pan brake. The program was pleased to place three top students in Co-Operative Education work experiences across the district. (Total enrollment: 55; 52 males, 3 females)

Special Services

During the 2011-2012 school year, Montachusett Regional Vocational Technical School District provided special services to over three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just over one hundred students adhering to individualized 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meeting. The department is fortunate to be able to support a full-time school social worker who participates in departmental meetings and assists students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is fortunate to have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention.

The school's Director of Student Support Services oversees the district's Special Education Program, which is reviewed annually in May, in accordance with regulatory requirements. This comprehensive review and evaluation is done in collaboration with the Parent Advisory Council, and the results of the evaluation are used to improve the special education procedures and programs in place at Montachusett Regional Vocational Technical School.

Technology

In the area of technology, Montachusett Regional Vocational Technical School continues to move forward. iPads are being used by students utilizing ASSISTments, a software program designed to identify student strengths and weaknesses and to improve student achievement in mathematics. SmartBoards have been added to the Information Technology program, and computers have been replaced in accordance with the district's computer replacement plan.

Monty Tech launched a new website in January 2012. The website includes many new features designed to improve communication with Monty Tech students and parents, as well as the public. Web pages can be translated into several languages, and content has been added to provide more information about the school. School Committee and Subcommittee meeting notices and agendas have also been added to the school website.

In an effort to promote effective communication with parents of our students, school administration has encouraged the teaching staff to use the student information system online gradebook, which provides up-to-date information about student grades, attendance, and conduct. Participation on the part of staff and parents continues to increase.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Through our association with SkillsUSA, Monty Tech students develop job skills, leadership and professional skills, as well as provide community service.

The 2011-2012 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of district competitions, performed well at the state level, and took back to Monty Tech five national medals. Another first for the Monty Tech SkillsUSA chapter – class of 2012 graduate, Victoria Holbert, was elected National SkillsUSA President, representing the school and the Commonwealth of Massachusetts respectfully at a number of high profile engagements. Serving as advisors for the 2011-2012 school year were Timothy Gately (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Dan Starr (Graphic Communications Instructor).

Highlights of the year included:

- Victoria Holbert served as National SkillsUSA President.
- In the fall of 2011, the Monty Tech SkillsUSA chapter led a "Change for Children" campaign to benefit a Holiday Party for disadvantaged children. Throughout the year, the chapter continued to focus their efforts on disadvantaged children, raising over \$500 for the Doug Flutie Foundation for Autism.

- In November, thirteen students traveled to the three-day Annual Fall State Leadership Conference where they developed leadership skills and performed community service at an area YMCA Day Camp.
- In March 2012, a total of fifty-seven medals were captured at the District Competition hosted by Bay Path Regional Vocational Technical School: 20 gold medals, 15 silver medal, and 22 bronze medals. Also, two students qualified to run for the State Executive Council.
- Class of 2013 student, Russell Holbert, was selected to serve on the State Advisory Committee to aid in the planning of the State Conference.
- In April 2012, more than seventy students traveled to Blackstone Valley Regional Vocational Technical High School to participate in the State Leadership and Skills Conference, where seventeen students were awarded medals for their outstanding achievements. Among the medalists were seven students who earned gold medals in their competition, qualifying them for the annual National Leadership & Skills Conference held in Kansas City, Missouri, in late June.
- Several students were invited to participate in the National Leadership conference for outstanding personal achievements. Suzanne Sanford was recognized for winning State Pin Design Contest, Shawna Babineau was selected to sing the National Anthem at the Opening General Session and at the Kansas City Royals Game, and Jessica Shattuck was presented with the President's Volunteer Service Award.
- Six students returned from the annual National Leadership & Skills Conference with awards. *TeamWorks*: consisting of James Grenier (Carpentry), Aaron Beals (Plumbing), Max Hitchcock (Electrical), and Allen Bourgouis (Masonry), earned a gold medal. In *Power Equipment Technology*: Troy Jollimore (Industrial Technology) earned a bronze medal and in *CNC Milling Technology*: Jeremy LeBlanc (Machine Technology) earned a bronze medal.

Marine Corps Junior ROTC

The 2011-2012 school year was a strong, effective and rewarding year for the Monty Tech Marine Corps Junior ROTC program. The year started with our July 4th parades, where our Color Guard detail was in high demand. The Color Guard remained busy throughout the year, presenting Colors at more than fifty ceremonies that varied in size and location, from small town ceremonies, professional sporting events, and even within the Senate chambers at the Massachusetts State House.

In addition to leadership exercises, the Cadets were actively engaged in community service activities, raising funds for deserving charitable organizations in the area. The Cadet Corps selected "Canine's For Combat Veterans" from Princeton, Massachusetts as its primary recipient for their fundraising efforts. Efforts led by 1st Sgt. Paul Jornet, the Cadet Corps, and a few friends, resulted in a record donation of just over \$21,000 dollars to support this very worthy cause.

For the third consecutive year, the Monty Tech MCJROTC Cadet Corps was awarded the distinction of Naval Honor School, in recognition of exemplary performance. Other notable highlights for the year include:

- Ten-mile March-A-Thon to support "Canine's for Combat Veterans"
- Annual raffle to support leadership trips

- Veterans' Day Ceremonies hosted by Monty Tech
- National High School Cyber Defense Competition, 4th place overall.
- National High School Cyber Defense Competition, Best Marine Corps Team
- Military airlift to Camp Shelby, Mississippi, for a seven day training package
- One deserving Cadet awarded a full National Reserve Officers Training Corps Scholarship
- Memorial Day Observation in five sending communities
- Five Cadets attended advance leadership training in Boswell, Pennsylvania
- Unit conducted in excess of six thousand hours of community service

Women in Technology

This year, the Women In Technology Program (WIT) observed its 10th anniversary of providing opportunities for young women from high schools located throughout the district to learn firsthand about careers in high-tech and business. Qualified applicants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products, subsidiaries of Tyco International, a Fortune 500 company.

Students from six area high schools - Monty Tech, Leominster's Center for Technical Education, Oakmont, Quabbin, Gardner and Narragansett - participate in the program, working on a wide variety of projects. Their projects are unveiled at an annual end-of-the-year presentation held in Monty Tech's Performing Arts Center. Corporate sponsors, along with families, friends and teachers, are invited to attend and see what the students have accomplished.

This long-standing program continues to offer opportunities to young ladies interested in gaining work experience in a corporate setting. Affiliation with the program and skills acquired through participation in the Women in Technology program will open doors to career opportunities not otherwise available to high school students. Graduates of the program are also equipped with a foundation to better meet the challenges of an ever-changing and demanding work force.

A number of Monty Tech students who have completed the program have gone on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues expand in scope and skill each year. More students and teams compete every season. In the fall of 2011, Monty Tech was well-represented by eighteen teams. In the winter months, there were twelve teams, and wrapping up the year, spring saw nine teams come together at Monty Tech.

Last fall, the Varsity Football team was 3-8, but they lost three very close games. The team produced five Colonial Athletic League All-Stars. The Freshman Football team was 3-3 and had twenty-seven players finish the season. The Varsity Boys Soccer team finished at 10-6-1, qualifying for the post-season tournament, where they lost to Blackstone Valley Tech, 2-1, in a very tight game. They had two players named to the Colonial Athletic League All-Star team. The JV Boys Soccer team was 4-5-2, an improvement over the last year. The Varsity Golf team was 8-8 overall, playing in the Central Mass Division 3 Tournament. They also played in the

State Vocational Tournament and finished 3rd in the CAL Tournament. Three Monty Tech golfers were named to the Colonial Athletic League All-Star team. The Field Hockey team was 9-5-1, qualifying for the Central Mass Tournament for only the third time in the program's history. There they lost to Auburn 3-1. The JV Field Hockey team finished at 4-2-1. The Boys Cross Country team was 7-3 and finished 2nd in the CAL with a 6-1 record.

The Varsity Girls Volleyball team went 4-16, but continued to play hard throughout the season. They organized their annual Bump-Set-Spike competition, to fight Breast Cancer, in October and raised a large sum of money. Two players were named to the Colonial Athletic League All-Star team. The JV Girls Volleyball team was 6-8 and the Freshman Girls team continued to improve each match. The Varsity Girls Soccer team was 7-7-1, and qualified for a post-season berth. While the team lost to Oakmont High School, 4-1 to finish the season, two stand-outs were named to Colonial Athletic League All-Star team. The JV Girls Soccer team finished at 5-7-1. With most of the girls moving up next fall, our girls program looks very promising.

The Girls Varsity Basketball finished at 8-12 on the season. With only two seniors on the team, they look to improve next year. They had two players named to the Colonial Athletic League All-Star team. The JV Girls were 10-11 and the Freshmen Girls were 9-5, as they prepared to move up to the JV and Varsity programs next year. The Varsity Boys Basketball team finished at 7-13. Two players represented Monty Tech on the Colonial Athletic League All-Star team. The JV Boys Basketball team was 14-8 and played with a lot of desire and pride. The Freshmen Boys were 6-10. The Co-op Wrestling team participated in many dual meets and tournaments finishing at 2-10. The Co-op Ice Hockey team did very well again as they won the Central Mass Coughlan Conference and participated in the District Tournament losing to Auburn. The JV Ice Hockey team played very well, as the younger players look to improve their skills. Monty Tech also participated in a Co-op Swim team with Leominster and North Middlesex and again it went very well. The program benefits from area facilities, swimming at the Fitchburg State University pool, one of the best in the area.

In the spring, the Varsity Softball team qualified for the Central Mass Tournament with a 11-9 record, losing to Uxbridge. The JV Softball team was 4-4, due to a very wet May. The Varsity Boys Volleyball team was 7-10 and the new JV Boys Volleyball team was 6-6. The Varsity Baseball team finished at 7-13. The JV Baseball team was 10-5 and the Freshmen Baseball team was 1-10. Due to a wet season, the Monty Tech baseball program proved to be flexible, travelling to the Westminster Babe Ruth field for many of their home games. The Boys Track & Field team was 7-3, placing second in the Colonial Athletic League with a 5-2 record. The Girls Track & Field team finished with an overall 5-5 record, 3-3 in the Colonial Athletic League.

Congratulations to the Outstanding Male and Female athletes for 2011-2012, Korey Wilson and Meredith Carrier.

Postgraduate and Continuing Studies

The Postgraduate & Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence through the provision of affordable, quality, and enjoyable educational experiences.

For the Fall of 2011, there were 108 postgraduate and continuing education courses offered, with approximately 954 seats sold. There were 106 courses offered during the Spring 2012 semester, with over 960 seats sold.

In March 2012 the postgraduate program successfully graduated our first class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

The Director of the Postgraduate & Continuing Studies Program actively seeks information to develop new (and expand existing) certificate and licensure programs that align with regional workforce needs and employment trends.

Practical Nursing Program

The Practical Nursing Program is a post-secondary licensure program, offered through the Postgraduate & Continuing Studies Department. The widely popular program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings.

In October 2010, Monty Tech's Practical Nursing Program was reviewed by the Massachusetts Board of Nursing and received full approval status. The program has since maintained that accreditation, and in June 2011 the program became a candidate for accreditation by the Council on Occupational Education (COE). The Practical Nursing Program is scheduled for a full review and site visit by COE in November 2012.

In June 2012, the Practical Nursing Program graduated twenty-eight students bound for the nursing profession. Upon completion of the program, the cohort achieved an initial NCLEX pass rate of 94%, up from 87.5% in 2011. The program is pleased to announce that over one third of our graduates have elected to continue their education, in pursuit of a bachelor's degree in nursing through the LPN to BSN Bridge program at Fitchburg State University.

The Monty Tech School Committee

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures.

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the School Committee for their outstanding service.

Diane Swenson, Ashburnham
Chair

Eric Olson, Phillipston
Vice Chair

Warren Landry, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Brian J. Walker, Fitchburg
Robert H. Campbell, Fitchburg
LeRoy Clark, Fitchburg
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Dr. Kenneth I.H. Williams, Sterling
Gary Candelet, Westminster
Terri Hillman, Winchendon
Secretary

James Cournoyer, Holden
Joann Sueltenfuss, Harvard
Kathleen Airoidi, Hubbardston
Barbara Reynolds, Lunenburg
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Eric D. Commodore, Gardner
James M. Gilbert, Templeton
Burton E. Gould, Jr., Winchendon
Norman J. LeBlanc
District Treasurer

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we remain ever-focused on improvement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Increasing Collaboration with Area Colleges

In recent years, Monty Tech has enjoyed increased collaboration with post-secondary partner, Mount Wachusett Community College. The college has been instrumental in our efforts to ensure students are college and career ready, and our students have benefited from this partnership by participating in early college placement testing, early intervention strategies to ensure college preparedness, and dual enrollment courses for only \$30. In the coming years, we expect to expand our dual enrollment offerings, to include courses such as Introduction to Sociology, Introduction to Psychology, Introduction to Criminal Justice, and Introduction to Biotechnology, making a college education more affordable and attainable.

Implementing the Recently Revised Curriculum Frameworks

During the summer of 2012, Monty Tech led statewide efforts to revise some thirty-four career vocational technical education frameworks. Working with educators from across the state, Monty Tech instructors were instrumental in designing curriculum frameworks that will define Chapter 74 educational programs for years to come. We look forward to implementing the new frameworks.

Collecting Data on Our Advanced Placement (AP) Pilot Program

Monty Tech launched our first Advanced Placement courses in September 2012. Today's vocational programs are rigorous, technical and complex; such programs, then, must be balanced by academic programs that are defined by rigor and relevance. Monty Tech will continue to examine best practices in academic offerings. As the first year of the AP Pilot Program comes to an end, district educators and administrators will collect and analyze achievement data to

determine program effectiveness, and if/when to roll out additional Advanced Placement offerings.

Undertaking a Performance Contracting Project

In light of pending federal and state budget cuts, it is imperative that we continue to seek creative ways to pay for large capital expenses, such as the replacement of the roof and rooftop HVAC units. After a great deal of research and data collection, Monty Tech has elected to pursue performance contracting measures that would allow the school to perform much-needed updates to the school facility. After selecting an approved Energy Service Company (ESCO), the school will undergo a comprehensive audit, identifying energy and conservation projects. We are hopeful that in the coming months, performance contracting will prove to be a viable tool to fund capital improvements, minimizing up-front costs, while improving operational efficiencies.

Renovating the School's Library

In my view, a school is not truly a school without a vibrant, well-utilized library, and so the school's administration, faculty, and staff have come together to develop plans to update our existing facility. This library renovation project will be undertaken by Monty Tech students and staff, thus savings thousands of dollars for taxpayers of the district. We look forward to the library's grand re-opening in the Fall of 2013, providing the Monty Tech educational community with a library that reflects the learning and research needs of today's 21st Century vocational-technical student. Monty Tech students will have access to a wide range of electronic and audio books as the library undergoes this major transformation and renovation.

Implementing the New Educator Evaluation System

Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, district officials have been given until the Fall of 2013 to negotiate and implement a new educator evaluation system. Throughout the 2012-2013 school year, district administrators were scheduled to participate in workshops and professional development coursework to develop a broad understanding of the scope of the state's new model evaluation system. When an evaluation system has been agreed upon, teachers and administrators will work collaboratively to implement it. The new system will be designed to promote personal growth, improve professional practice, and increase student achievement. Implementing this new system effectively will be a huge undertaking, but I am confident that we can do it successfully, working together.

Respectfully submitted,

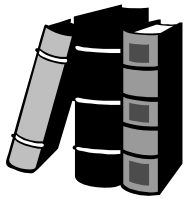
Steven C. Sharek
Superintendent-Director
Montachusett Regional Vocational Technical School
Fitchburg, Massachusetts

LIBRARY

Librarian, Library Trustees

>>> LIBRARIAN <<<

*There is not such a cradle of democracy upon the earth as the Free Public Library,
this republic of letters, where neither rank, office nor wealth receives the slightest consideration.*
Andrew Carnegie



Just as excitement and anticipation filled the air bringing crowds to our Grand Opening in April 2007, five years later the crowds still come and the anticipation of what could be has turned into enthusiasm for what has come to be. During these past five years, Harvard Public Library has become firmly grounded as the community gathering place where friends and neighbors meet, as the public forum for civic groups to assemble, as the information commons providing lifelong learning opportunities for our residents, as a curriculum resource for our school students and teachers, and as a fun place just to spend some time.

During 2012, the Library Trustees and Library Staff embarked upon a Long Range Planning exercise for the purpose of mapping out goals for the next five years and beyond. A Strategic Planning Team of community members guided by an outside facilitator conducted a town-wide survey to collect the community's assessment of current services, suggestions for improvement, and wishes for future services. We reviewed, reassessed and rewrote our mission statement, explored the current and future impact of technology on our services, and developed action plans for current and planned future services. The challenge to deliver the traditional as well as the new in this digital age is the challenge facing all public libraries for, as the survey results revealed, our patrons continue to want traditional library services and print resources with the added expectation that the Library will continually provide new online services and digital resources as well.

With advances in technology changing the many ways information is available on a daily basis, technology played a big role in expanding and delivering library services this year. The Library offers a wide array of e-books, e-audios and e-videos for patrons to borrow; free online courses in diverse topics ranging from Office skills to Cooking to Alternative Medicine; a free online language learning program; as well as free access to research databases, online newspapers and Consumer Reports. All these digital resources are available without cost to anyone who has a Harvard Public Library card. With so much to offer, the Library staff works diligently to keep up with the many new electronic devices our patrons own so as to offer one-on-one help to anyone seeking help in choosing the appropriate formats and materials to download.

Technology further dominated the library landscape mid-year as the C/W MARS consortium (our library network) migrated the Public Catalog, Circulation and Cataloging software to an open source product named "Evergreen". Supported by a state grant, the C/W MARS membership, along with two other networks in the state, made the decision to move to Open

Source software with the hope and promise that this platform would allow more responsive development and productivity for all network libraries. Unfortunately, as most patrons know, the hope and promise went largely unfulfilled at the outset as Library staff and patrons worked their way through some trying early months. By year's end, however, there were improvements and resolutions to many of the early bugs and further development was well underway for continued improvement.

In the midst of all this change, Harvard Public Library continued to deliver library services that once again broke all previous service records for circulation, programming, and attendance. During 2012 the Library recorded 104,002 patron visits; patrons borrowed 128,060 library items (with the printed book still being the most borrowed item); the Circulation staff processed 246,404 patron transactions; the Library received 12,417 items from other libraries through inter-library loan and sent 10,604 items to other libraries. HPL's Reference staff answered 9,337 reference questions, and our Children's staff hosted 6,762 attendees at 393 Children's programs. Each of these metrics represents an increase of from 4% to 7% over 2011 service numbers. With a town population of 6,000 residents, these numbers show HPL is one popular place!

In 2012 the dedicated team of Library staff included: Reference Librarian/Assistant Director Lisa Gagnon along with staff Librarians Constance McCormack, and Jill Hayes; Children's Services Librarian Abby Kingsbury along with Librarians Jennifer Macmillan, Audrey Alenson and Celeste Kozlowski; Circulation Supervisor Judy Veno and staff Kristeen Bolduc and Carole Flagg; Cataloger Susan Andrews; Library Pages Jenny Duckett, Margaret Frothingham, Matthew Flokos, Emma Wood, Jenny Specht and Kelly O'Shea, and Library Monitors Bill Herbert and Don Soja. By year's end several of our Pages had left to begin their college careers. I am grateful to all the members of the Harvard Public Library staff for their contributions to our many successes in 2012.

As in the past, volunteers played a big role in our everyday operations carrying on important work as shelf readers, technical services assistants, story hour volunteers, book group leaders, after-school monitors, recycling volunteers, and special program assistants. This year 125 people stepped up to provide a total of 2,096 hours of volunteer help. I am extremely grateful to these many talented individuals who so generously donated their time and talents in support of HPL.

Each year the success of our Library rests on the collaboration of staff, volunteers, and the many affiliated groups who support us both with their time and funding. Special thanks and recognition goes to the Friends of the Harvard Public Library chaired by Chris Frechette. The Friends' successful fundraising efforts each year provide the funds that underwrite the Library's 22 Museum Pass subscriptions, fund the Summer Reading Program, fund the Friends of the Arts cultural programs and our Children's programs, and underwrite our Books@Home outreach program. Special thanks to the Sun Hill Foundation for their 2012 grant to further develop our Audio-Visual collection and to the Harvard Cub Scouts for their generous donation to support our programs. We are grateful to the Harvard Garden Club who again this year donated a selection of new gardening books to the Library collection and delivered lovely floral displays to our circulation lobby each week. Additionally, the Garden Club members spend many volunteer hours improving the gardens and landscape that surrounds the library building.

Several longstanding volunteers who commit their time and talents to the HPL on a regular basis deserve particular recognition. Special thanks go to Elsie Shutt who coordinates and leads the monthly Great Books Discussion Group, to Brown Bag Book Club leader Susan Hardy, to Tech Services volunteer Joanne Williamson, to our recycling volunteer Joe Schmidt, to Maureen Phillips who is compiling our genealogy database, and to Library Trustee and facilities guru Pete Jackson who has showed up to fix any and every building related problem for the past five years! Special acknowledgment and thanks also goes to Library Trustee Chair Gail Coolidge who spent nearly every afternoon during the school year overseeing the student check-in desk.

As we marked the fifth anniversary in our new home and reflect the upon the many successes we can celebrate, much thanks and praise goes to the Harvard Public Library Board of Trustees whose guidance and support provides the foundation of all we do. Thank you for your unwavering commitment to making Harvard Public Library the wonderful place it is!

Respectfully submitted,

Mary C. Wilson
Library Director



➤ ➤ ➤ **LIBRARY TRUSTEES** ◀ ◀ ◀

The Harvard Public Library is perhaps the most widely used resource in town, serving all ages and interests within the community. Approximately 80 percent of Harvard residents hold library cards, and library attendance continues to grow year to year in all areas.

During a typical week, the Library offers daily story times for children under eight, book groups for elementary-school students and for teens, a family movie night, and a game hour for middle-schoolers. Adults gather monthly for the Great Books discussion group or the Brown Bag Lunch book group. The Harvard Public Library website offers electronic access for card-holders to Infotrac, Consumer Reports, Universal CLASS, foreign-language lessons, and updates on new books, to name just a few services. In addition, the Library regularly hosts the Warner Free Lectures, talks by authors and illustrators, Lego Club, Scrabble games, and movies for the Council on Aging. The Friends of the Arts have presented a wide range of musical and dramatic programs in Volunteers Hall. The Library also serves as a forum for public discussions on topics of civic interest. The Friends of the Library continue to supply popular museum passes. All these offerings are free and open to the public.

During 2012 significant work was completed on a long-range plan for the future of the Library (a requirement of the Massachusetts Board of Library Commissioners). This plan, which will be presented to the community in 2013, seeks to articulate a small number of significant strategic goals and detailed plans to achieve them. A team of 19 townspeople, library staff, and trustees

met regularly to compile and evaluate current library success as measured by year-to-year trends in number of visits, transactions, and quantity of and attendance at events and programs. The planning team also considered the impact of the digital age and Harvard demographics on the Library.

To obtain the best information, the planning team conducted a comprehensive survey on Library services, which was completed by 400 respondents. The preliminary findings were gratifying, with respondents reporting satisfaction with the availability of resources and programming. High on the list of areas for improvement include better management of the 85-125 students who visit daily after school. Youthful exuberance, levels of noise, and frequent comings and goings provide a significant challenge to our limited staff, as well as to the comfort of patrons in the building after 2:30 pm. Working with the school committee, school administration, and athletic staff, we have begun to make progress in making the after-school hours more orderly and productive for all. The creation and funding of a dedicated monitor position by the HPL Trust is one step toward this goal. A code of conduct signed by students and their parents and a daily sign-in process has provided a clear expectation of Library behavior and allowed for closer supervision of students in the Library building. Identifying alternative uses of library space should provide a more satisfying experience for all. Library patrons continue to ask for more open hours, particularly on Sundays. Additional computer resources and help with computer literacy also are high on patron wish lists.

During 2012, the Harvard Public Library Trust, Inc., has supplied funds for the maintenance and improvement of the building and grounds that are not covered by the Town budget. The Trust has also supplied improved sound and lighting equipment for Volunteers Hall to improve the experience of those attending events. In addition, Trust funds support professional development for Library staff members and are funding an after-school monitor for the remainder of the 2012-13 school year.

The Trustees wish to thank the Library staff members for their outstanding work, with special gratitude to Library Director Mary Wilson for her leadership, enthusiasm, and countless hours of extra effort to make the Harvard Public Library the valuable resource the town treasures.

Respectfully submitted,
Mary Abigail Coolidge, Chair
Davida Bagatelle
Pete Jackson

Charles Redinger
Martha Green
Christopher Frechette



HEALTH AND HUMAN SERVICES

*Board of Health, Nashoba Associated Boards of Health, Council on Aging,
Elderly & Disabled Taxation Aid Committee*

➤ ➤ ➤ BOARD OF HEALTH ◀ ◀ ◀

The members of the Harvard Board of Health would like to thank all those who participated in the interesting and diverse discussions that took place over the past year. We'd also like to mention our appreciation for the technical expertise provided by Nashoba Associated Boards of Health, through its staff in general, and Ira Grossman in particular, as well as the valuable assistance provided by our new Clerk, Paige O'Brien. The Board wishes to thank former member Jack Spero for his dedication and welcomes new member, Sharon McCarthy.

This past year presented many challenges that required much effort from the Board members to overcome. The greatest challenge was the unexpected departure of its Clerk, Linda Cantillon. As a result of this parting, the Board members were required to staff the office until a competent replacement could be found. While this was a huge imposition on the volunteer members, it afforded an in-depth and comprehensive review of the workings of the office and the requirements of running it, leading to the conclusion that there is inadequate staffing with the hours budgeted for the responsibilities required. Fortunately, after several interviews of highly qualified people, the Board selected a Harvard resident, Paige O'Brien, as its Clerk and has been thoroughly impressed with the talent and dedication she has brought to the Board.

Again, the year's main focus was on disease prevention, specifically Eastern Equine Encephalitis, West Nile Virus and Lyme Disease. These diseases are propagated by insects; mosquitoes and ticks, respectively, and can have long-term and potentially devastating consequences, including being fatal. In order to successfully protect the community the Board arranged for and hosted several community forums presented by experts on the subject matter to highlight steps that each resident can take, including avoidance of 'prime mosquito times' and application of repellants such as DEET. We have also arranged to have some of this material available to residents, through the library and have posted links on our web site. Control measures are crucial and cooperation with neighboring communities is necessary for adequate protection.

During the year the Board reviewed and revised its fee structure and adopted a regulation requiring the submission of electronic documents, including plans to ease the transition to an 'electronic office' and reduce the volume of paper work with all its attendant management. We also implemented improvements to our website to enhance usability and the dissemination of important health alerts and other information.

The 'Town Center Sewer' system construction is near completion and the promise of relief from the turmoil and expense of failed septic systems in the district served by it will soon be realized.

The Board applauds the efforts of the Sewer Commission and its volunteers for accomplishing this monumental task!

The Board witnessed an increase in general activity, hopefully a continuing indicator of an improved economy. With an increase in new permit applications to 10 with 18 upgrades, this is definitely a step in the right direction.

We, as your Board of Health, continue to address the issues related to health and sanitation, including: disease out-break and prevention, changes to Title 5, the progress and function of installed new 'innovative technology' system designs, traditional subsurface sewage disposal systems, protecting ground water, ensuring an adequate supply of clean and safe drinking water, food safety, and sewage treatment, in the Town of Harvard.

Respectfully submitted,

Thomas Philippou RPh EMT-B. Chair : Lorin Johnson : Sharon McCarthy



➤ ➤ ➤ **NASHOBA ASSOCIATED BOARDS OF HEALTH** < < <

HARVARD 2012

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in **Harvard**. In addition to the day to day public health work we conduct for Harvard we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public.
(See *nashoba.org*)
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained. We look forward to continuing our work with **Harvard's Board of Health**. Included in highlights of 2012 are the following:
- Through membership in the Association, Harvard benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Nutritionists, Certified Home Health Aides, and Registered Dental Hygienists.**
- Reviewed **55** Title 5 state mandated private Septic System Inspections for **Harvard** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Harvard Board of Health for enforcement action.

By the **Harvard** Board of Health's continued participation in the **Association** you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

TOWN OF HARVARD

Environmental Health Department

Environmental Information Responses

Harvard Office (days) 90

The Nashoba sanitarian is available for the public twice a week at the Harvard Board of Health Office.

Food Service Licenses & Inspections.....10

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp Inspections.....12

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every other week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations..... 4

Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....34

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests.....80

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications29

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews.....	47
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.	
Septic System Permit Applications (new lots)	14
Septic System Permit Applications (upgrades)	15
Applicants' approved plan submittal and Board of Health requirements are incorporated into a permit to construct the septic system.	
Septic System Inspections	26
Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.	
Septic System Consultations.....	11
During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.	
Well Permits.....	22
Water Quality/Well Consultations	5
Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assist the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.	
Rabies Clinics - Animals Immunized	5
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.	

Nashoba Nursing Service & Hospice

<u>Home Health</u>	
Nursing Visits.....	671
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.	
Home Health Aide Visits	825
Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.	
Rehabilitative Therapy Visit	75
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.	

Medical Social Service Visits.....18

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Hospice Volunteer and Spiritual Care Visits.....9

Nashoba's Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

Clinics

Local Well Adult, Support Groups, & Other Clinic

Visits..... 176

Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

Number of patients that attended

Flu Clinics held in Harvard..... 76

Number of patients whom attended Well

Adult Clinics from Harvard100

Communicable Disease

Communicable Disease Reporting & Control

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within **Harvard** (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases:

Investigated 47

Confirmed 16

Communicable Disease Number of Cases

- Anaplasmosis..... 2
- Babesiosis.....2
- Campylobacter..... 1

- Giardiasis 1
- Influenza 2
- Lyme Disease 6
- Streptococcus Pneumonia 1
- Vibrio 1

Health Promotion

Skilled Nursing.....51

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....236

Students Participating.....136

Referred to Dentist.....15

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs..... 8

Respectfully submitted,

James Gareffi

Nashoba Associated Boards of Health



➤ ➤ ➤ COUNCIL ON AGING ◀ ◀ ◀

The mission of the Council on Aging is to enhance the lives of Harvard residents age 60 and above. The Council identifies and addresses the ongoing social, recreational, educational, vocational, financial, transportation and therapeutic needs of Harvard's senior population. This is accomplished through program development, advocacy, legislative awareness and involvement, and community linkages.

The Harvard Council on Aging recognizes the important role that older citizens play in the life of a town. It is dedicated to promoting the welfare of senior citizens and helping them stay active in the community and safe in their homes as they age.

The number of seniors in Harvard continues to rise and is now at 1389 persons over the age of 60. This represents nearly 24% of the population. The Board of Directors, staff, and volunteers continue to offer as many services as possible within our budget constraints. Every resident over the age of 60 has the option of receiving our monthly newsletter and we see over half of the senior population for programs and services through the COA.

The Council on Aging (COA) has 4 employees: a full-time director, an outreach coordinator working 19 hours per week, a program coordinator working 7 hours per week, and a receptionist/dispatcher working 14 hours per week. The first three staff positions are funded through the local town budget and a grant from the Executive Office of Elder Affairs. The receptionist/dispatcher's pay is fully reimbursed by MART.

The COA manages a growing caseload of seniors who have significant issues with physical and mental health and aging or are living alone with little or no support. The outreach worker conducts home visits on a regular basis and the seniors' needs are carefully monitored by the director, who is a licensed social worker. Communication with family living near or far is a critical component and constant advocacy is a must. Contact with seniors is documented and confidentiality is strictly maintained.

HIGHLIGHTS OF 2012 PROGRAMS AND SERVICES

- The outreach coordinator arranged for individual visits to seniors from the Girl Scouts during the holiday season which included caroling and gift baskets.
- Coordinating with the COA, the Harvard Garden Club provided many holiday centerpieces for seniors.
- We organized and sponsored more than 40 trips this year, fully funded by the participants. Our day trip travel program remains very popular and has received the high acclaim of seniors both in and outside the Harvard community.
- We hosted speakers to talk on a variety of topics as part of our effort to offer seniors educational opportunities that can keep them safe and enhance their quality of life. These topics included: nutrition; arthritis; downsizing; living with Alzheimer's; computer classes and more.
- Our Tuesday and Thursday lunches continue to be popular with our seniors and offer an opportunity for them to enjoy socialization with their peers along with a nutritious lunch.

In addition to our ongoing programming, this year the following were added:

- ***Special Themed Luncheons:*** With a donation received from the Friends of Nashoba Valley Medical Center, the COA offered a number of special luncheons that included a barbecue, turkey dinner, holiday dinner with entertainment in December and a St. Patrick's Day celebration.
- ***Computer Classes on timely topics:*** The COA offered classes such as "Ipad Tablet Class", "Searching with Google", and other timely topics. The computer lab is now open every Friday morning and staffed by knowledgeable volunteers who can provide technical support.

- ***Gentle Yoga:*** We offered a new Gentle Yoga class with the option of using a chair, and/or a floor mat. The class combined gentle, ancient Yoga postures with meditation and relaxation.
- ***Arthritis Foundation Program:*** Developed by physical therapists specifically for people with arthritis, this low-impact exercise program is suitable for every fitness level.
- ***Holiday meals for homebound:*** This year the staff coordinated and worked with departments and area groups such as the Harvard Firefighter's Association, the Girl Scouts and Farm to Friend to prepare and deliver meals around the holidays for homebound seniors.

FACILITY AND TECHNOLOGY IMPROVEMENTS

Board members and staff are working with the new Hildreth House Improvement Committee to formulate a proposal for renovation and expansion of Hildreth House into a senior center that would meet the town's needs for the foreseeable future. After the 2011 Annual Town Meeting approved funding for preliminary schematic plans for Hildreth House renovation and expansion, the resulting \$5.5 million plan was put "on hold" while plans for a renovated and expanded Town Hall moved forward. With the senior population here and elsewhere expected to grow sharply in the next several years, we believe that Harvard needs a full-service senior center to accommodate the programs required to keep people active in the community and safe in their homes. We recognize that the cost will have to come down if the project is to gain widespread support, and are working toward that goal.

The Council on Aging fully occupies Hildreth House and we continue to borrow space around town for various activities. We are grateful to the Congregational, Unitarian, and Catholic churches, to the Harvard Public Library, and to the Pilot Project at the old library, all of which have provided space free of charge for a variety of COA functions this past year.

With the move of the MART dispatcher to Hildreth House and our new database program "MySeniorCenter" the transportation program has increased and continues to improve dramatically. We are better able to support the community with transportation to social, shopping, and medical appointments.

COMMUNITY OUTREACH

We continue our relationship with the schools and other town groups such as the Woman's Club, Garden Club, Farmer's Market, Farm to Friend, Girl Scouts, Boy Scouts, Lions Club, Rotary Club, and others. We are actively collaborating with the schools as enrichment for both students and seniors.

FRIENDS OF THE HARVARD COA

The Friends of the COA has continued to provide funding for the monthly newsletter and is always there to provide support when needed for small projects at the Hildreth House. The group is actively seeking new volunteers to help support the work of the COA.

ONGOING SERVICES OFFERED BY THE COA

The COA offers a wide range of programs for physical, social, and intellectual well being.

SUPPORT SERVICES:

Counseling for professional resources and referrals
Grief support group
Home visits and ongoing follow up
Communication with family members
Transportation through MART
Monthly newsletter
Friendly Visitor Program
Senior tax work off program
State and Local Fuel Assistance and SNAP (Food Stamps)
Handyman Program
SHINE (Serving the Health Information Needs of Elders)

HEALTH AND WELLNESS:

Wellness and Podiatry clinics
Health programs with guest speakers
Exercise programs (Aerobics, Yoga, Tai Chi)
Collaboration on Farm to Friend program with area farmers

SOCIAL AND RECREATIONAL

Tuesday and Thursday luncheons
Card games and clubs
Men's Club social group
Cultural and recreational day trips
Annual events: Holiday luncheons and cookouts
Intergenerational programs
Boy Scout breakfast, Girl Scout "Tea", Student volunteerism

INTELLECTUAL

Speakers and workshops
Computer Center classes and programs

Respectfully submitted,

Board of Directors: Pam Frederick, Co-Chair Connie Larrabee, Co-Chair
Sharon Briggs, Treasurer; Katie Petrossi, Secretary; Members: Fran Nickerson, Carlene Phillips,
Hank Fitek.

COA Staff: Deborah Thompson, Director
 Maria Holland, Outreach Coordinator
 Bill Herbert, Program Coordinator
 Marna Sorenson, COA Receptionist/Dispatcher



➤ ➤ ➤ ELDERLY & DISABLED TAXATION AID COMMITTEE ◀ ◀ ◀

Thanks to generous contributions from townspeople in 2012, the Committee helped fund around \$14,000 in property taxes for Harvard homeowners who qualified for assistance. All money donated by residents is spent each year after the Committee reviews applications. The money goes directly to the Town Treasurer to defray some or all property tax due. In 2012, assistance ranged from 30% to 100%. Contributors, applicants, and recipients are always confidential.

Generally, an annual fundraising drive in January or February provides the only money used by the Committee. The goal for 2013 is \$20,000.

Members of the Committee thank the generous 2012 contributors and, in advance, those who are planning to contribute in 2013.

Respectfully submitted,

Rick Maiore, Board of Assessors, Chairman
Laura Andrews, resident member
Cindy Dumser, resident member

Debbie Nutter, treasurer
Mary Jo Boynton, resident member



Council on Aging Director Debbie Thompson enjoying Halloween festivities with seniors at the Hildreth House.

PUBLIC WORKS

Public Works Director, Cemetery Commission

➤ ➤ ➤ **PUBLIC WORKS DIRECTOR** < < <



The Department of Public Works is proud to report a very productive year in 2012. This report summarizes a list of achievements for which this department is very proud to have provided the residents of the town.

The Highway Department completed the clean-up of roadside brush from the October 2011 snowstorm that caused significant damage to the trees in town.

The Water Department coordinated the replacement of 2,000 linear feet of 80 year old 6"unlined water mains and replaced them with larger capacity cement lined water mains. This work will provide our water customers with improved water quality as well as better water pressure.

Highway Department

- Reconstructed Littleton County Road (Cleaves Hill to Schoolhouse Lane) and School House Lane. The work included:
 - Installation of new drainage infrastructure to address multiple stream groundwater breakouts that have resulted washouts and major roadway icing during the winter.
 - Reclaimed the existing pavement, re-graded the roadway base and installed new Bituminous Concrete paving.
 - Re-graded and stabilized the roadway shoulders and installed new driveway aprons.
- Coordinated with MassDOT, drainage improvements, tree clearing and the re-paving of Mass Ave.
- Stoned Sealed the following roads:
 - Myrick Lane
 - Ann Lees Road
 - Babbit Lane
 - Simon Atherton Row
 - Under Pin Hill Road
 - East Bare Hill Road
 - Warren Ave.
 - Tohanto Trail
 - Cameron Road
 - Wescott Road
- Crackfilled 6.24 miles of public roadways.
- Installed new highly reflectorized street signs along Mass Ave., Ayer Road and Still River Road.

- Replaced culvert pipes and installed a stone drainage swale at the corner of Warren/Tohanto Roads to correct a serious icing problem.
- Installed a new multi-outlet outfall structure for Williams Pond.
- Motor graded all town accepted dirt roads.
- Removed many leaning trees along Willow Lane.
- Painted crosswalks in the downtown area, also installed new highly reflectorized Stop Lines throughout town.
- Swept all town roads, repaired numerous washouts and potholes.
- Began an aggressive roadside vegetation removal program using our new Boom Flail Mower
- Hand cut overgrown vegetation at many Town Buildings, Cemeteries and Recreation Fields.
- Regularly cleared roadway drainage culverts due to beaver activity. We installed and maintained beaver deceivers.

Winter of 2011-2012

The Public Works staff of 11 once again stepped up and rose to the task of plowing our 65 miles of roadway (130 lane-miles). This represents close to 12 lane-miles of roadway per staff member. This is the highest productivity level per man in the entire area. In addition, we plowed the parking lots for all town and school facilities.

We take great pride in providing cost effective service to the community especially during these difficult financial times. It should be noted that we are mindful of the environment and use a reduced mix of salt and sand on our roadways. This is very important because most of our residents get their water from private wells.

- We received 25.5" of snowfall
- We had 7 plowing events
- We were called in to sand an additional 15 times for icy roads
- We distributed 996 tons of salt and 1227 tons of sand.

Water Department

- Completed a system wide "Flushing Program"
- Read water meters twice during year and repaired/replaced faulty equipment
- Water system operators completed continuing education training to meet the requirements of DEP licensing.
- Completed a system-wide leak detection survey
- Completed a backflow device survey and tested all backflow devices twice.

Transfer Station

- Collected and disposed of 1167.31 tons of solid waste
- Collected and recycled 731 tons of recycled items

Pond Committee

- Provided project management services for the Bare Hill Pond Boat Ramp Project.
- Maintained and cleaned stormwater treatment ponds and Stormceptor treatment tanks.
- Completed extensive vegetation removal in the area of the dam and pump house.
- It was not necessary to launch the weed harvester this year because of the overwhelming success of the Water Chestnut Eradication Project.

Facilities

- Installed a new floor drain and gray water tight tank in the Highway Vehicle Storage Garage
- Installed a new epoxy floor in the Highway Vehicle Storage Garage.
- Power washed all the interior walls in the Highway Vehicle Storage Garage and installed new rigid insulation between the roof and the cement block walls.
- Installed a new small equipment storage cage in the Highway Garage.
- Installed a new staff Locker Room area.

Miscellaneous

- Installed a new litter fence around the Transfer Station.
- Set-up and closed Town Beach and replenished sand to beach.
- Mowed Conservation Fields
- Prepared cemeteries for Memorial Day
- Provided grounds maintenance to all public and school facilities
- Maintained all playing fields and parks
- Operated and maintained Town Cemeteries.
- Assisted with the set-up of many town events during the year.

We pride ourselves with providing superior customer service. We urge you to call us if we can be of assistance. The department and its staff would like to thank the residents of the town for their continued support this past year. We pledge to continue our tradition of service to the community this coming year.

Respectfully Submitted,

Richard C. Nota

Public Works Director



➤ ➤ ➤ CEMETERY COMMISSION < < <

The Commission started the year on a sour note as the CPC approved funding, of \$11,500, to remove 8 very large pine trees in the Shaker Cemetery, was torpedoed at the Town Meeting. As a result of this action, the Town Counsel stated that "perpetual care monies could be used to fund any cemetery project". Subsequently the Commissioners and volunteers began the task of removing all markers, restored and unrestored, from the cemetery. Before all the markers were removed, during the October storm, a large pine broke and destroyed several markers. This tree was scheduled to be removed. With all markers removed, we awaited frozen ground to begin removing the trees. Frozen ground is necessary because of the weight of the crane used to

perform the work. In the summer, the Cemetery headquarters at Bellevue had a new roof installed. We had 20 interments with 10 cremations and 10 full burials. 16 new grave/lots were sold. We would like to thank all the folks and organizations that helped with our fund raising and volunteer work.

Commissioners:

Jack Spero Whit Sprague Bruce Dolimount



ENVIRONMENTAL PROTECTION

*Conservation Commission, Bare Hill Pond Watershed Management
Committee, Agricultural Advisory Committee,
Historical Commission, Park and Recreation Commission*

➤ ➤ ➤ CONSERVATION COMMISSION ◀ ◀ ◀



The Harvard Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, an associate appointed annually, and is supported by a Land Use Administrator/ Conservation Agent who is shared with the other Town Land Use Boards. The Commission has a primary role in administering the following statutes and regulations:

- Massachusetts Wetlands Protection Act, M.G. L. 131, Section 40;
- Massachusetts Wetland Protection Regulations at 310 CMR 10.00;
- Town of Harvard Wetlands Protection Bylaw, Town Code Chapter 119, and
- Town of Harvard Wetlands Protection Bylaw Rules, Town Code Chapter 147

The Commission is also involved in coordination with other governmental bodies, in numerous other activities including the following:

- Management of conservation properties in Harvard;
- Review and comment on forest land, agricultural land, and recreational land purchase options under M.G. L. Chapters 61, 61A and 61B;

- Review and comment on zoning and planning applications under M.G.L. Chapter 40A & Chapter 41
- Review and comment on affordable housing development plans under M.G.L. Chapter 40B;
- Review and comment on forest management plans under M.G. L Chapter 132;
- Administration of the Massachusetts Public Waterfront Act, M.G. L. Chapter 91 and associated Public Waterfront Regulations at 310 CMR 9.00; and
- Review and permitting of beaver controls under M.G. L. Chapter 131.

In addition to the statutes and regulations listed above, the Conservation Commission reviews permit applications received by the Planning, Zoning Board of Appeals, and Board of Health offices as part of an internal review to determine if the proposed activity involves matters within the jurisdiction of the Conservation Commission. In some cases, this review process involves a visit to the site to verify the absence or presence of wetlands and lands adjacent to resource areas.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:00 p.m. and are held in the Meeting Room located in the back of Town Hall.

Wetlands Protection

The Conservation Commission's primary duties include reviewing and issuing several types of wetlands-related permits under the Massachusetts Wetlands Protection Act and the Town of Harvard Wetlands Protection Bylaw. Most projects involving proposed disturbance in or within 100 feet of the edge of a wetland (200 feet in the case of perennial rivers, streams, ponds, and vernal pools) will require the project sponsor to file a Notice of Intent (NOI). This process involves a comprehensive review of potential project impacts to protected areas and typically results in the issuance of an Order of Conditions by the Conservation Commission. A specific subcategory of NOI known as an Abbreviated Notice of Resource Area Delineation (ANRAD) is used for confirming wetland lines. Applicants proposing projects with limited potential impact may be advised to submit a Request for Determination of Applicability (RDA). The RDA process is generally less demanding upon the applicant than the NOI process.

To help Harvard residents know when they need to obtain a wetland permit, a set of instructions, forms for filing, and the Harvard Wetland Rules and Regulations are available at the Commission's office during the Commission's public hours, as well as on line at www.harvard.ma.us. The Commission's Administrator/Agent welcomes inquiries.

The Conservation Commission held a total of 23 public meetings during 2012 as well as numerous site visits at proposed project sites. Our activity statistics for the year are as follow:

Type of Activity	2012	2011	2010
Notice of Intent	7	15	15
Order of Conditions (Approvals)	10	15	14
Order of Conditions (Denials)	0	0	0
Abbreviated Notices of Resource Area Delineation	1	0	0

Orders of Resource Area Delineation	1	0	0
Request for Determination of Applicability	14	10	7
Determination of Applicability	15	8	8
Certificate of Compliance	12	6	10
Extension to Order of Conditions	0	3	6
Enforcement Orders	1	2	3
Amended Order of Conditions	0	0	0

In 2012 there was a decrease of Notices of Intent filed, but increase of Request for Determinations of Applicability. This in part is due to the State's approval and further extension of the Permit Extension Act, which allows for permits issued between August 2008 and August 2012 to be extended an additional two years beyond the original expiration date.

The Commission worked along with the Agricultural Advisory Committee to develop General Guidelines for Farming in Wetland Resource Areas. This policy can be found on the Commission's webpage of the Town website at www.harvard.ma.us.

We would like to thank all the Harvard residents who have worked diligently with the Commission to preserve our environment, heritage, and way of life through thoughtful development.

Conservation Land Acquisition and Management

In addition to protecting wetlands, the Conservation Commission also helps the town acquire land by gift or purchase for conservation purposes and manages all land so acquired. Over the years, generous citizens have gifted over 30% of Harvard's approximately 2,000 acres of conservation land to the Town. The Commission continued to discuss with landowners the possibilities of future gifts or purchases of land for conservation. Sometimes gifts are monetary, designated for the Conservation Commission's Conservation Fund. The Conservation Fund was established through the Conservation Commission Act, M.G.L. Chapter 40 Section 8C and is dedicated for the specific purpose of purchasing or managing conservation land. Currently the Commission receives funding for open space protection through the Community Preservation Act; however the Commission opted to request funds for a specific purpose in 2012, invasive plant species control on Conservation Land, rather than the purchase of open space.

One gift of land was made to the Commission in 2012; a 1.6 acre parcel accessed off of Codman Hill Road in Boxborough and donated by Ann Bamford. The parcels will require acceptance at the 2013 Annual Town Meeting to complete the process of the gift of land.

The Commission has been working on several potential land acquisitions during 2012, which they hope to have completed by the end of 2013. These acquisitions have the potential to increase the connectivity of open space throughout Town, as well as protection sensitive wildlife habitat and wetland resource areas.

The commission took on two major projects on two separate parcels of Conservation Land this year. The first project involved the installation of a new drainage basin on the edge of the Tully

Land behind the Department of Public Works (DPW) property. This basin has reduced erosion into an existing wetland without compromise to the well used trail on the property. The second project at the William's Pond on the corner of Stow Road and Murray Lane included the replacement of the failed culverts under the parking area, the addition of beaver deceivers and the re-grading of the existing parking area. This work was completed by a crew from the DPW in a timely manner, which developed the creative beaver deceivers; many thanks to Ron Gilbert and crew.

A bio-control project was conducted by the Nashua River Watershed Association on the Barton land north of the Bare Hill Pond dam using *Galerucella* beetles in the control of purple loosestrife, an invasive plant that crowds out native vegetation, interferes with the natural food chain, and speeds up the progression of wetland conversion to field, ending wetland's function as an area of water filtration and absorption during times of high precipitation.

The Commission continued to work with the Bare Hill Pond Watershed Management Committee, supporting its efforts to manage the overall ecological health of Bare Hill Pond in general and the growth of invasive aquatic weeds in particular. (These activities are described by the Pond Committee elsewhere in this report.)

The Land Stewardship Subcommittee (LSS) had another busy year in 2012. The "freak" Halloween snowstorm of 2011 brought down heavy oak branches across town that required cleanup by trail workers that continued through the snowless winter of 2012. This end-of-October snowstorm scenario was repeated in 2012 with Hurricane Sandy and again required yeoman's work of volunteer trail keepers.

Projects led by Phil Knoettner working with seniors in the Town's tax credit program included the installation of 4 large wooden conservation land signs at Powell, Vesenska, Sprague and Pin Hill. The group also replaced rotted in-ground posts of the low fence on the Dancing Grounds of Holy Hill and rebuilt an 18' boardwalk and a 20' bridge on Millie's Path restoring walking access on the Maxant land along Bower's Brook from Foxglove Apartments to the Post Office. Phil also supervised a Bromfield student who chose to rebuild a bridge on the Small Nature Trail for his senior project.

New signage for conservation land developed in 2011 was posted this year and aluminum trail blazes were designed that will gradually replace old painted and plastic blazes. The LSS reviewed a proposed new snowmobile trail on Dean's Hill and made recommendations to the Conservation Commission and also participated in an initiative of the Harvard Conservation Trust (HCT) to create a "Trail Challenge" to encourage use of Harvard's trails. The LSS recommended appropriate trails on Town conservation land to use for this activity and Jim Adelson worked with Robin Malloy of the HCT to set up the "Challenge" by installing the markers on trails.

Maintenance of the fields on Town conservation land continues to be a priority for the LSS and despite a late start, all the conservation fields in Town were hayed or mowed by the end of October. During the summer, researchers from (Harvard University's) Harvard Forest conducted a study on a population of Baltimore Checkerspot butterflies on the Williams land that has informed our management of the fields and wetlands here to protect and improve the habitat of these special butterflies.

A set of 11 ortho/topo maps of the major blocks of conservation land in Town were completed. These maps include GIS data, can be updated, and are helpful in many aspects of conservation land stewardship.

The invasive plant control project got underway in 2012, with approval at Annual Town Meeting of the Community Preservation Committee's recommendation to allocate \$50,000 for the three-year project. A website/blog was launched (harvardlandstewardship.org) to inform townspeople about the invasives project and other work of the LSS. Additionally, on May 1st, invited speaker Randall Probst, from UMass Extension's Agriculture and Landscape Program, gave a talk on the global problem of invasive plants and the latest research and practices used to control them. Wendy Sisson followed with a presentation on Harvard's invasives control initiative. Control work began in summer with herbicide treatments of black swallowwort on Clapp-Scorgie. In November and December the focus moved to the Powell land where brush and trees infested with invasives were cut and cleared.

We would like to recognize and thank the members of the Land Stewardship Subcommittee: Jim Adelson, Bob Benson, Pam Durrant, Dave Kay, Phil Knoettner, Marc Sevigny and Wendy Sisson and note that the LSS welcomes new members and volunteer assistance.

Conservation Commissioners and Staff

The Conservation Agent continues to monitor projects permitted by the Commission during all phases of work, as well as continuing to share information and filings with the other Land Use Boards. During 2012 the Agent monitored twenty-six different projects around Town.

Several Commissioners wear more than one hat, working in concert with other boards on projects of joint interest. Wendy Sisson is the Commission's liaison to the Land Committee of the Harvard Conservation Trust and serves as Chair on the Land Stewardship Subcommittee. Charlie Gorss is the Commission's representative on the Community Preservation Committee. Paul Willard serves as the Commission's liaison to the Department of Public Works. Janet (Jaye) Waldron serves as liaison to the Bare Hill Pond Watershed Management Committee. Jim Breslauer served as the Commission's representative on the Master Plan Steering Committee.

The Commission is currently seeking a Member and Associate Member and encourages anyone who maybe interested to attend our meetings.

Respectfully submitted,

Paul Willard, Chair

Charles Gorss

Wendy Sisson

Don Ritchie

Janet (Jaye) Waldron

Jim Breslauer

Liz Allard, Land Use Administrator/Conservation Agent



➤ ➤ ➤ **BARE HILL POND WATERSHED MANAGEMENT COMMITTEE** ⬅ ⬅ ⬅



The Bare Hill Pond Watershed Management Committee is pleased to report on its 2012 activities. We continue to work to control nonpoint source pollution in Bare Hill Pond, principally phosphorous, in order to prevent eutrophication of the Pond and excessive growth of invasive aquatic plant species. In the 1990's Bare Hill Pond was added to the list of lakes and ponds in the state for being at significant risk of eutrophication due to excessive phosphorous (then measured at 40 micrograms per liter (*ug/l*)). Phosphorous results from runoff in the watershed from use of household products, fertilizers and from auto exhaust emission particulates that wash into the pond. In its natural state, a watershed generates baseline phosphorous of approximately 5 *ug/l*. With development, as we have in Harvard, one could expect 30-50 *ug/l* from runoff, which is what occurred. We are pleased to report that with the conduct of repetitive deep draw downs and the construction of storm water rain gardens to capture phosphorous from Town Center, the school and library parking lots and Pond Road, we have substantially reduced the phosphorous load in Bare Hill Pond. Both the EPA, which has funded our work through the MA DEP, and our professional wetlands biologist have recorded a reduction in phosphorous in a range of 15-25 *ug/l*, which substantially reduces our risk of eutrophication.

Why does this matter? Excessive levels of phosphorous are the primary cause of severe algal events which can reduce oxygen levels below that needed to maintain the Pond's ecosystem. Last summer, following an unusual period of drought, we saw the effect of a less severe algal bloom on the Pond. There was virtually no rainfall in June and July and then the first storm in early August a very heavy rainfall which caused significant runoff into the Pond. Following that storm, the Pond turned brown/green indicating the growth of algae. The bloom was not so severe as to deplete oxygen to dangerous levels, but had the level of phosphorous not been reduced by our prior efforts, it could have been far worse. A much smaller bloom following a heavy rain event in October was also observed.

We consulted with MA DEP as well as our professional biologist and learned the algal bloom was likely to be a weather related event. Other lakes and ponds in the Commonwealth experienced similar algal blooms following that storm. We examined the algae and identified it as red green algae which caused the brown/green tint and not as harmful cyanobacteria. While one cannot know with absolute certainty, the hypothesis for the bloom was that in the absence of multiple rain events last summer, nearly an entire season of watershed phosphorous was dosed into the Pond in the single August rain event causing an unusual spike in phosphorous levels and triggering the bloom.

Why do the draw downs help? The draw downs quite simply flush out the phosphorous that is present in the Pond. Many years of runoff have deposited significant phosphorous in the Pond. The draw downs help reduce this amount that is actually dissolved in the water column. The storm water treatment projects provide an additional longer term level of protection by reducing the amount of phosphorous that is added to the Pond from the watershed. The draw downs continue to control the invasive plant species in the Pond and have allowed for the restoration of many native species in the areas where the draw down exposes the Pond bottom, freezing and

drying the invasive plants. Unfortunately, the draw downs have more limited impact in areas where streams enter the pond that interfere with freezing and drying and we plan to consider additional option for the control of invasive species in these other locations.

We were also pleased to coordinate with the Park and Recreation Commission this year to redesign the boat ramp at the beach to reduce the storm water runoff at that location and to share our grant funding to improve the boat ramp. We appreciate the support of the Conservation Commission in providing critical advice and guidance on this and our other projects.

Finally, we continue to conduct important habitat surveys to assure ourselves that the activities we are conducting are protecting and restoring the watershed. These activities include phosphorous measurements, invasive plant surveys, wetland plant surveys, frog population counts, fish data from fishing derbies, and water clarity measurements. Prior to the algal event, the water clarity in the Pond last summer exceeded that of all prior years. Last summer we surveyed the Pond in June with our professional biologist, who has been monitoring our work for a number of years. We were accompanied by a member of the Conservation Commission as well. Our biologist noted the significant restoration of native plant species which are generally bottom growing plants, the improved water clarity, and the overall excellent health of the ecosystem. We also want to continue to give special thanks to Rick Dickson, who continues to pull and monitor the water chestnuts and we are pleased that his efforts along with one water chestnut pull was able to remove them from the Pond last summer without a need for mechanical harvesting.

We welcome Megan Glew and Peter Von Loesecke, our newest members of the Committee. Megan joins us with training in wetlands biology and Peter with a lifetime of Pond history. This adds to our other recent additions of chemistry and biology expertise: Paul Wood and Deborah Peirce. We welcome everyone to participate in our activities and to contact us if you have any questions. We look forward to seeing you on the Pond.

Respectfully submitted,

Bruce A. Leicher, Chair
Tom Gormley, Secretary
Peter Von Loesecke, Treasurer
Morey Krauss, Associate

Robert Blank Megan Glew
Deborah Pierce Paul Wood
Caroline Hart, Student/Associate



➤ ➤ ➤ **AGRICULTURAL ADVISORY COMMITTEE** ◀ ◀ ◀

The Agricultural Advisory Commission was created when the town adopted the Right-to-Farm Bylaw. The Commission's duties include promoting agriculture in Harvard, acting as advocate and educator on farming issues, and acting as mediator when conflicts arise between farmers and others in the community. The Commission advises other town boards on any agricultural issues that come before those boards. Harvard is, fortunately, a farming-friendly town and strongly supports its farmers, therefore serious conflicts or disputes are rare. The Commission meets on the fourth Wednesday of the month at 7:30 p.m. We urge all interested residents to join us to discuss any agricultural issues they may have.

Respectfully submitted,

Wendell Willard, Chair, Tim Arnold, Peter Basile, Franklyn Carlson, Candace Frazer,
Pam Browning (alt)



➤ ➤ ➤ **HISTORICAL COMMISSION** ◀ ◀ ◀

The Historical Commission's goal is to preserve Harvard's unique historic character, by overseeing modifications to the Harvard Center and Shaker Village Historic Districts, and by generally supporting historic preservation throughout Harvard. The Harvard Center historic district epitomizes a traditional New England town center, and Shaker Village is one of the best preserved Shaker settlements anywhere. Both are architectural gems.

The most significant development in these districts in 2012 was the plan approved by voters to renovate and expand the Town Hall, which was built in 1872. The Historical Commission met several times with the Committees responsible for the Town Hall project, first the Municipal Building Committee and then the Town Hall Building Committee. Two Historical Commission members also served on these Building Committees, Doug Coots and Chris Cutler, and acted as liaisons to the Commission, to help ensure that the town hall design reflects its historic importance to the Town. Discussion between the Commission and the Building Committees were informal in 2012, while in 2013 the Commission anticipates conducting formal reviews and public hearings as part of its regulatory responsibility to review all significant exterior modifications to buildings in the district.

In 2012 the Commission reviewed four applications for exterior modifications to homes in the historic district and all were approved. The Commission's design guidelines were also updated to include solar heating, and placed on the town's website.

In 2012 the Commission supported the Cemetery Commission's effort to remove the very large pine trees that have grown up in the Shaker Burial Ground. A tree fell over during a major

storm and damaged some of the “lollipop” markers, showing the threat that these trees represent. Harvard’s Shaker burial ground is the world’s best preserved Shaker lollipop burial ground.

In addition to the work in the historic districts, the Commission undertook two significant efforts in 2012 to support historic preservation throughout Harvard, a new website and new house plaque program.

The Commission launched a new Historical Commission website, which is assessable from a link on the Historical Commission’s page on the town website. Our new website is intended to expand community awareness and participation in Harvard’s rich history. It contains many pictures, lists, stories, information and blog entries, and citizens are encouraged to participate with postings. It also has a section for residents of the two historic districts. Commission member Joe Theriault created this site.

The Commission also worked on a new house plaque program for historic homes and structures anywhere in town. Other town’s programs were reviewed, and next year the Commission plans to roll out the program to anyone in town that would like to have an historic plaque on their home indicating its age and original owner or use.

Respectfully submitted,

Ken Swanton, Chair
Barbara Hadad
Doug Coots

Joseph Theriault
Pamela Marston
John Martin, alternate

Chris Cutler
Rhonda Sprague



➤ ➤ ➤ **PARK AND RECREATION COMMISSION** ⬅ ⬅ ⬅

The Parks and Recreation Commission is charged with the oversight and maintenance of the Town's common lands, the beach and boat ramp at Bare Hill Pond. The commission also oversees the organization of the Town's recreational programs including the scheduling of fields for the Harvard Athletic Association's team sports and the running of the commission's own programs. These programs include tennis, skiing, the Hershey track program, and the beach programs such as swimming and boating. All of these programs are funded through revenues generated by registration fees and other user fees, such as, beach stickers, and boat launching fees, boat mooring and storage fees, and field use fees.

The commission took on two major projects this year and finished off a third. The first project was the long awaited redesign of the parking and boat launch area at the pond. This project helped the Bare Hill Pond Watershed Management Committee complete the last 2 construction pieces of their storm water management project. The project involved many open meetings to

gather input from the all the users of the area from boaters and fishermen, to island residents, to those that just like to park and enjoy the scenery of the area. The final plan was approved and welcomed by the Conservation Commission. The work began with the fall drawdown and includes a redesigned parking and boat launch area, two new storm water retention and control areas to treat and handle run off from the parking areas, a relocation of the canoe and kayak storage racks, and the elimination of two major erosion problems, one in the random trailer parking in the wooded area and the other from wind and water erosion of sand from the beach. The project will be finished off in the spring with the final paving and some landscaping planting. The other project was to find a new vendor to handle the financial link for our on-line registration system. Sage Financial will be replacing PayPal to handle this. They will provide us with direct deposit for all on-line registration payments into the town's accounts. The third project was to finish off the dredging of the swimming area at the beach. This project was started the year before, again with the Bare Hill Pond Watershed Committee and the DPW to reduce the amount of sediment and over abundance of nutrients in the pond. Between 2 and 4 feet of peat was removed from the area. This should also help to reduce the amount of invasive weed growth in the area, as well as increasing the safety of the swimming area by increasing the depth and removing the hazard of entangling weeds in the area. The project was very successful.

The commission relies heavily on volunteers. We would like to make note of their contributions and give them a very well deserved thanks for all the time and work they put into helping the commission. A very special thanks goes to Anne Hentz for volunteering to coordinate the high school and the 5th grade ski programs. One hundred and fifty students have registered and are participating in this winter's once a week after school program. Julie Sniffen stepped up to oversee the popular summer tennis program for both student and adults. Royal Cregar and the firemen for maintaining the lights of the Christmas tree for the holiday season. Bill Calderwood and the Elm Tree Committee for their time in organizing and developing a planting plan for new trees, for pruning, and planting the new trees on the commons and school grounds. Christian Bilideau, the tree warden for his help and recommendations in maintaining the older shade trees on the commons, school grounds, and the rest of the commissions properties. Bob O'Shea, who as harbormaster, has helped to manage the docks at the pond, and offered advice and oversight of boating matters. We would also like to thank Joe Canole and the grounds crew at the DPW for all the work they put into maintaining all of the playing fields, the commons, and the other municipal properties around town. And lastly to Mark Mandozzi, who retired in April from the Commission after 6 years of service. We would like to thank him for all the time and hard work he put in for the commission. The Commission has operated since that time with only 4 members, since there were no new candidates running for election.

Respectfully submitted,

Eric Dyer
BJ Pessia

John Lee, Chair

Anne McWaters

TOWN CENTER SEWER CONSTRUCTION PROJECT



TOWN MEETING AND ELECTION RESULTS

PRESIDENTIAL PRIMARY

MARCH 6, 2012

The Presidential Primary was held on March 6, 2012, in the Bromfield School Cafeteria. The polls were opened at 7:00 AM by Warden Janet Wilhelm. There were 4053 names on the voting list (3775 active voters). A total of 791 voters, 20 % of the total, cast their votes with the following results:

DEMOCRATIC PARTY - 186 voters

PRESIDENTIAL PREFERENCE

Barack Obama	177
No Preference	3
Blanks	4
Write-ins	2

STATE COMMITTEE MAN

James McGowan	140
Blanks	45
Write-ins	1

STATE COMMITTEE WOMAN

Kate Donaghue	99
Faye L. Morrison	44
Blanks	42
Write-ins	1

TOWN COMMITTEE

Dennis P. Bradley	134
Marie Crowley Sobalvarro	152
Joseph W. Hutchinson	121
Blanks	1448
Write-ins	5

REPUBLICAN PARTY – 601 voters

PRESIDENTIAL PREFERENCE

Ron Paul	82
Mitt Romney	428

Rick Perry	0
Rick Santorum	58
Jon Huntsman	4
Michele Bachman	1
Newt Gingrich	21
No Preference	2
Blanks	2
Write-ins	3

STATE COMMITTEE MAN

Brian P. Burke	203
Michael “IronMan” Farquhar	153
Paul R. Ferro	71
Blanks	172
Write-ins	2

STATE COMM. WOMAN

Jeanne S. Kangas	350
Blanks	247
Write-ins	4

TOWN COMMITTEE

Marylin C. Morgan	283
Bruce M. Morgan	285
Pamela R. Marston	290
Julie R. Seeley	272
Deborah Skauen-Hinchliffe	268
James E. DeZutter	341
Don Neil Graham	263
Nelson M. Northern	281
Robert H. Hughes	302
Ronald V. Ricci	348
Eric A. O’Brien	284
Rhonda R. Sprague	340
Heidi L. Frank	270
Howard W. Sprague, Sr.	301
Mary E. Jarvis	317
Alan D. Frazer	267
Kelly A. Nichols	265
Blank	16,008
Write-ins	16

GREEN-RAINBOW PARTY – 4 voters

PRESIDENTIAL PREFERENCE

Kent Mesplay	0
Jill Stein	3
Harley Mikkelson	0
No Preference	0
Blanks	1
Write-ins	0

STATE COMM. MAN

Blanks	3
Write-ins	1

STATE COMM. WOMAN

Blanks	4
Write-ins	0

TOWN COMMITTEE

Blanks	40
Write-ins	0

Thirty-nine (39) absentee ballots were cast, including six overseas ballots.

The polls were closed at 8:00 PM by Warden Janet Wilhelm. The tallying of votes was completed and the results were announced at 9:20 PM.

Respectfully submitted,

Janet A. Vellante
Town Clerk

CITIZENS CAUCUS

March 10, 2012

The meeting was called to order in the Town Hall Meeting Room on Saturday, March 10, 2012, at 7:00 p.m., by Town Clerk Janet Vellante.

On motions made, seconded, and voted unanimously,

Paul Green was elected Chairman

Deborah Ricci was elected Secretary of the Caucus.

The following persons were nominated from the floor for the offices and terms as identified below.

<u>Position</u>	<u>Nominee</u>	<u>Vote</u>
MODERATOR One position for one year	Robert Eubank	unanimous
SELECTMAN One position for three years	Lucy Wallace Rhonda Sprague	unanimous unanimous
CEMETERY COMMISSIONER One position for three years	Whit Sprague *Steve Finnegan	unanimous unanimous
COMMUNITY PRESERVATION COMMITTEE One position for three years	Deborah Thomson	unanimous
HARVARD BOARD OF HEALTH MEMBER One position for three years	Sharon McCarthy John Spero	unanimous unanimous
LIBRARY TRUSTEE Two positions for three years	Davida Bagatelle Christopher Frechette	unanimous unanimous
PARK AND RECREATION COMMISSIONER Two position for three years	John Lee	unanimous
PLANNING BOARD Two positions for three years	Joe Hutchinson Timothy Schmoyer	unanimous unanimous
<u>Position</u>	<u>Nominee</u>	<u>Vote</u>
PLANNING BOARD One position for one year	Rich Marcello	unanimous
SCHOOL COMMITTEE MEMBER Two positions for three years	Bob Sullebarger *Stu Sklar Sharon Cronin Patricia Wenger	unanimous unanimous unanimous unanimous

TOWN CLERK

One position for three years

Janet Vellante

unanimous

TREE WARDEN

One position for one year

Christian Bilodeau

unanimous

WARNER FREE LECTURE SOCIETY TRUSTEE

Two positions for three years

*Brian Schimpf

unanimous

WARNER FREE LECTURE SOCIETY TRUSTEE

One position for two years

*Tim Borton

unanimous

The meeting dissolved at 7:14 pm.

Fran Maiore and Dorothy Solbrig checked in 50 voters out of 4065 registered voters (3788 active voters).

Respectfully submitted,
Deborah Ricci
Caucus Secretary

[* These people did not sign the acceptance of the nomination and will not be on the ballot.]

SUPER TOWN MEETING**MARCH 28, 2012**

The meeting was called to order in the Bromfield Cronin Auditorium at 7:14 p.m. by Moderator Robert Eubank. The call of the meeting and the return of service were found to be in order by Town Clerk Janet A. Vellante.

Moderator Robert Eubank requested that the town allow the following non-voters to speak to the meeting if necessary:

Kathy Bachman
Gregory Bialecki

Timothy Bragan
Joseph Connelly
Meg Delorier
Edward Denmark
Hank Keating

WilmerHale
Secretary, Executive Office of Housing and Economic
Development
Town Administrator
Interim Superintendent of Schools
MassDevelopment
Police Chief
Trinity Financial

James Keefe
Mark Lanza
Lorraine Leonard
Dennis Lyddy
Timothy Murray
Richard Nota
Richard Sicard
Edmund Starzec

Trinity Financial
Town Counsel
Finance Director
Veterans Agent
Lt. Governor
Director of Public Works
Fire Chief
MassDevelopment

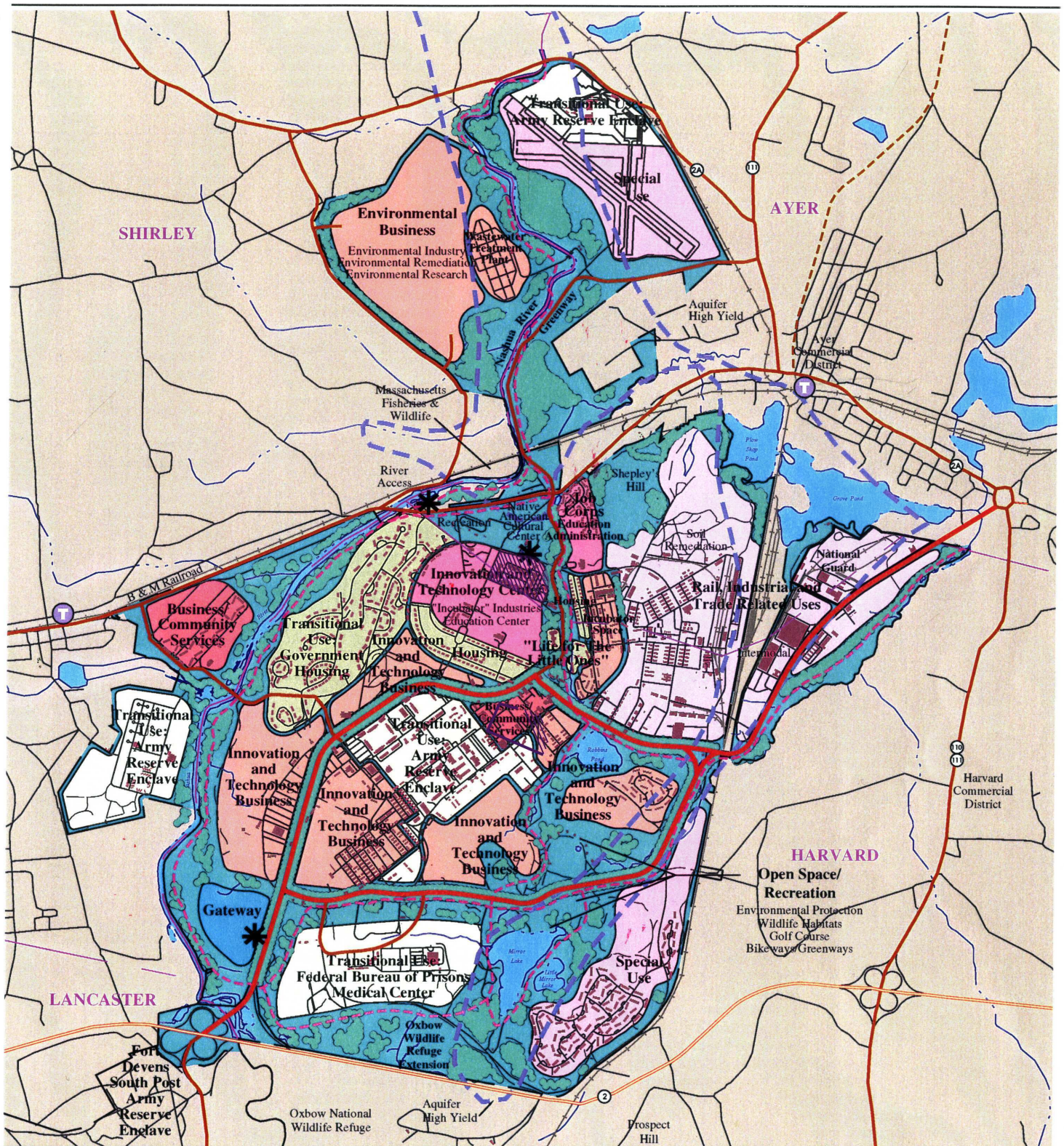
ARTICLE 1: DEVENS – REVISIONS TO DEVENS REUSE PLAN, ZONING BY-LAWS AND ZONING MAP – REDEVELOPMENT OF VICKSBURG SQUARE

To see if the Town will vote to approve revisions to the Reuse Plan and Zoning Bylaws of the Devens Regional Enterprise Zone as follows:

1. In the Devens Reuse Plan, Chapter 1, Introduction, section entitled Highlights of the Reuse Plan, subsection entitled Innovation and Technology Business, by inserting “in the location shown on the Reuse Plan” in the second paragraph and deleting “housed in the Vicksburg Square Quadrangle” from the second paragraph, so that the second paragraph shall now read as follows:

“The Plan includes an Innovation and Technology Center in the location shown on the Reuse Plan. This Center is intended to serve as a catalyst for new development on the large sites located elsewhere in the Devens Enterprise Zone. It will play this role both by providing start-up and incubator space and by fostering connections to academic and research institutions.”

2. In the Devens Reuse Plan, at the end of Chapter 1, Introduction, by replacing the existing Devens Reuse Plan figure dated November, 1994 with a new version dated October 5, 2011. A copy of the new figure follows:



- | | |
|---|--|
| Open Space/Recreation | Transitional Use Army Reserve Enclave & Federal Bureau of Prisons Medical Center |
| Innovation & Technology Business | Gateway |
| Rail, Industrial & Trade-Related Uses | Special Use |
| Environmental Business | High Yield Aquifer |
| Housing | Conceptual Trails & Bikeways |
| Business/Community Services | Commuter Rail |
| Innovation & Technology Center Training & Job Corps | Vicksburg Square Redevelopment |

DEVENS

Devens Reuse Plan

August 18, 1994 -- Revised October 5, 2011



0 1500 3000 Feet



5 25 Acres

3. In the Devens Reuse Plan, Chapter 4, The Devens Reuse Plan, section entitled Patterns in the Reuse Plan, subsection entitled The Core: Innovation and Technology, by inserting “the area shown on the Reuse Plan” in the first paragraph and deleting “historic Vicksburg Square with its campus-like atmosphere” from the first paragraph, so that the first paragraph shall now read:

“The Innovation and Technology theme is the boldest physical reuse pattern in the Plan. The physical and thematic core of the Devens Regional Enterprise Zone is centered on the Innovation and Technology Center (ITC) proposed to be located in the area shown on the Reuse Plan. This environment is expected to generate larger spin-off Innovation and Technology Businesses to be constructed on other locations on the site. Innovation and Technology Businesses are expected to exhibit one or a combination of the following qualities:

- new or improved product or service
- growing
- educational/academic links
- research and development component”

4. In the Devens Reuse Plan, Chapter 4, The Devens Reuse Plan, section entitled Patterns in the Reuse Plan, subsection entitled Housing and Community Facilities, by inserting “original Reuse Plan” and “in addition to all of the other uses permitted under the original Reuse Plan” in the first paragraph, so that the first paragraph shall now read:

“Concerns raised during the original Reuse Plan public workshop process made it clear that housing and community facilities play an important role in the comprehensive land use approach envisioned for Devens. These uses, while not the central themes of the Reuse Plan, are expected to serve important regional needs as well as providing balance in the use mix of Devens, in addition to all of the other uses permitted under the original Reuse Plan.”;

by inserting “At the time the Reuse Plan was approved in 1994” at the beginning of the second paragraph, by deleting the word “currently” from the first sentence of the second paragraph, and by replacing the words “reveals” with “revealed” and “are” with “were” so that the first sentence of the second paragraph shall now read:

“At the time the Reuse Plan was approved in 1994, an inventory of the existing housing units on Devens revealed that there were approximately 1,700 units scattered around the site.”;

by inserting a new paragraph after the second paragraph which shall read as follows:

“In 2012, after a process of public hearings and collaboration between the communities of Ayer, Harvard, Shirley and Devens and MassDevelopment, the 20-acre Vicksburg Square property was rezoned as the “Vicksburg Square Redevelopment District” to allow for multi-family and elderly residential uses. A separate housing “cap” of 246 units was approved for the new district. The location of Vicksburg Square complements the locations of Devens’ other residential districts, creating a “ring” of residential uses around Rogers Field.”;

by inserting “originally allowed” into the first sentence of the third paragraph so that the first sentence of the third paragraph shall now read:

“In order to accommodate the needs of a broad range of income groups, and to ensure the stability of the residential core, approximately twenty-five (25%) of the originally allowed 282 units to be reused or constructed under the Reuse Plan will be reserved for low and moderate income individuals or families, and/or special needs populations.”;

by inserting a new second sentence to the third paragraph which shall read as follows:

“Affordable residential units developed in the Vicksburg Square Redevelopment District shall be credited to the achievement of this twenty-five (25%)

commitment.”;

by deleting “balance between” from the last sentence of the third paragraph, by inserting “mixture of” in the last sentence of the third paragraph, and by inserting “and that the historic and current use of Devens has special importance to members of the public who are (i) veterans of the various branches of the U.S. Military Services; (ii) spouses or widows or widowers of such veterans; (iii) active members of the U.S. Military Services; and (iv) spouses of active U.S. Military Service members” in the last sentence of the third paragraph so that the last sentence of the third paragraph shall now read as follows:

“It is recognized that the success of the residential reuse is dependent on a mixture of market rate and the affordable/special needs populations, and that the historic and current use of Devens has special importance to members of the public who are (i) veterans of the various branches of the U.S. Military Services; (ii) spouses or widows or widowers of such veterans; (iii) active members of the U.S. Military Services; and (iv) spouses of active U.S. Military Service members.”; and

by inserting a new last sentence to the fourth paragraph which shall now read as follows:

“At Vicksburg Square, this goal may be served by the conversion of the former theater building to cultural and community uses.”

5. In the Devens Reuse Plan, Chapter 4, The Devens Reuse Plan, section entitled Zoning and Resource Protection Overlay Districts, by inserting a new subsection entitled “Vicksburg Square Redevelopment District” which shall read as follows:

“Recognizing the importance of Vicksburg Square to the Devens Regional Enterprise Zone as a whole, the goal of the Vicksburg Square Redevelopment District is to facilitate the redevelopment of the historic Vicksburg Square structures by allowing for a broad range of uses including office uses; certain types of light industrial and research and development uses; cultural facilities;

academic, institutional, and civic uses; “small-scale retail: accessory use”; multi-family residential dwellings; elderly housing; and business incubator uses.”

6. In the Devens Reuse Plan, Chapter 4, The Devens Reuse Plan, section entitled Zone Districts Goals and Objectives, by inserting a new subsection entitled “Vicksburg Square Redevelopment District” which shall read as follows:

“Goals and Objectives

- Preserve the historic Vicksburg Square buildings through adaptive reuse
- Provide for a range of allowed uses

Example Uses

- Office
- Research & Development
- Cultural
- Nursing Home, Elderly Housing
- Academic/Institutional/Civic
- Multi-Family Residential
- Incubator”

7. In The Devens By-Laws, Chapter V, Zoning Districts and Zoning Map, section A, Zoning Districts and Development Goals – General Description, by replacing the number “14” in the second sentence of the first paragraph with the number “15” so that the second sentence of the first paragraph shall now read as follows:

“The description of the development goals applicable to each zoning district are listed in subparagraphs 1 through 15 of this section A.”

8. In The Devens By-Laws, Chapter V, Zoning Districts and Zoning Map, section A, entitled Zoning Districts and Development Goals – General Description, subsection 13 entitled Innovation and Technology Center, by inserting “Rogers Field, specifically excluding” and “(see Section V.A.15, Vicksburg Square Redevelopment District” into

the first sentence of the first paragraph so that the first sentence of the first paragraph shall now read as follows:

“Locations: Area designated on the Zoning Map in the vicinity of Rogers Field, specifically excluding Vicksburg Square (see Section V.A.15, Vicksburg Square Redevelopment District).”

9. In The Devens By-Laws, Chapter V, Zoning Districts and Zoning Map, section A, entitled Zoning Districts and Development Goals – General Description, by inserting a new subsection 15 entitled “Vicksburg Square Redevelopment District” which shall read as follows:

“15. Vicksburg Square Redevelopment District

- a. Location: Area designated on the zoning map.
- b. Development Goals: Recognizing the importance of Vicksburg Square to the Devens Regional Enterprise Zone as a whole, the goal of the Vicksburg Square Redevelopment District is to facilitate the redevelopment of the historic Vicksburg Square structures by allowing for a broad range of uses including office uses; certain types of light industrial and research and development uses; cultural facilities; academic, institutional, and civic uses; accessory retail; multi-family residential dwellings; elderly housing; and business incubator uses.

The existing footprints and shells of the existing structures within the district: Allen Hall, Hale Hall, Knox Hall, Revere Hall, Bataan Corregidor Memorial Hall, the former firehouse, and the State Police Building, shall not be expanded; provided, however, that minor additions outside of the existing footprint and shell of these existing buildings are allowed to accommodate improvements required to improve building access and/or circulation and to meet

building code or public safety requirements. The State Police Building may be demolished in order to facilitate the redevelopment of Vicksburg Square.

There shall be a deed restriction (which may be imposed in phases, as property is conveyed for development) for the Vicksburg Square Redevelopment District which shall address the affordable housing component of the Vicksburg Square Redevelopment District.

In accordance with a Memorandum of Agreement between MassDevelopment and the developer of Vicksburg Square, as a condition of the conveyance of Vicksburg Square for residential development, there shall be imposed a regulatory agreement upon the conveyed property having a term of at least thirty (30) years, which shall provide for affordable housing restrictions, and may provide for additional matters which will encourage the redevelopment of Vicksburg Square as a financially viable and socially and economically diverse community.

Units must be subject to an Affirmative Fair Marketing and Resident Selection plan that meets DHCD requirements for such plans.”

10. In The Devens By-Laws, Chapter V, Zoning Districts and Zoning Map, section B, entitled Zoning Map, by deleting “official Zoning Map of” from the first paragraph, by inserting “Zoning Districts and Zoning Map” to the first paragraph, and by replacing the date “November 14, 1994” with the date “October 5, 2011” in the first paragraph, so that the first paragraph shall now read as follows:

“The Devens Zoning Districts and Underlying Federal Uses map dated October 5, 2011, is adopted and incorporated herein as Exhibit A. The zoning Map shall be maintained by the Commission.”

11. In the Devens By-Laws, Chapter VI, Permitted Uses, section A entitled General Land Use Categories, subsection 3 entitled Use Categories, by replacing the word “eight” with the word “six” and by replacing the numeral “8” with the numeral “6” in the first sentence of paragraph k and by inserting “multi-family dwellings (containing in excess of six (6) units, only allowed within the Vicksburg Square Redevelopment District)” into the first sentence of paragraph k so that the paragraph shall now read as follows:

“The residential use type refers to the following activities: single and two family dwellings; multi-family dwellings (containing three (3) to six (6) units); multi-family dwellings (containing in excess of six (6) units, only allowed within the Vicksburg Square Redevelopment District); nursing homes and congregate or life care facilities with a permanent health care component; housing for the elderly, including retirement communities and shared living developments; active and passive recreation facilities; and professional offices and service businesses as accessory uses or home occupations where allowed in particular districts.”

12. In the Devens By-Laws, Chapter IX, Density and Dimensional Requirements, section entitled Residential Density, by inserting “exclusive of the Vicksburg Square Redevelopment District. The total number of residential units to be allowed within the Vicksburg Square Redevelopment District shall not exceed two hundred forty-six (246).” at the end of the first paragraph so that the first paragraph shall now read as follows:

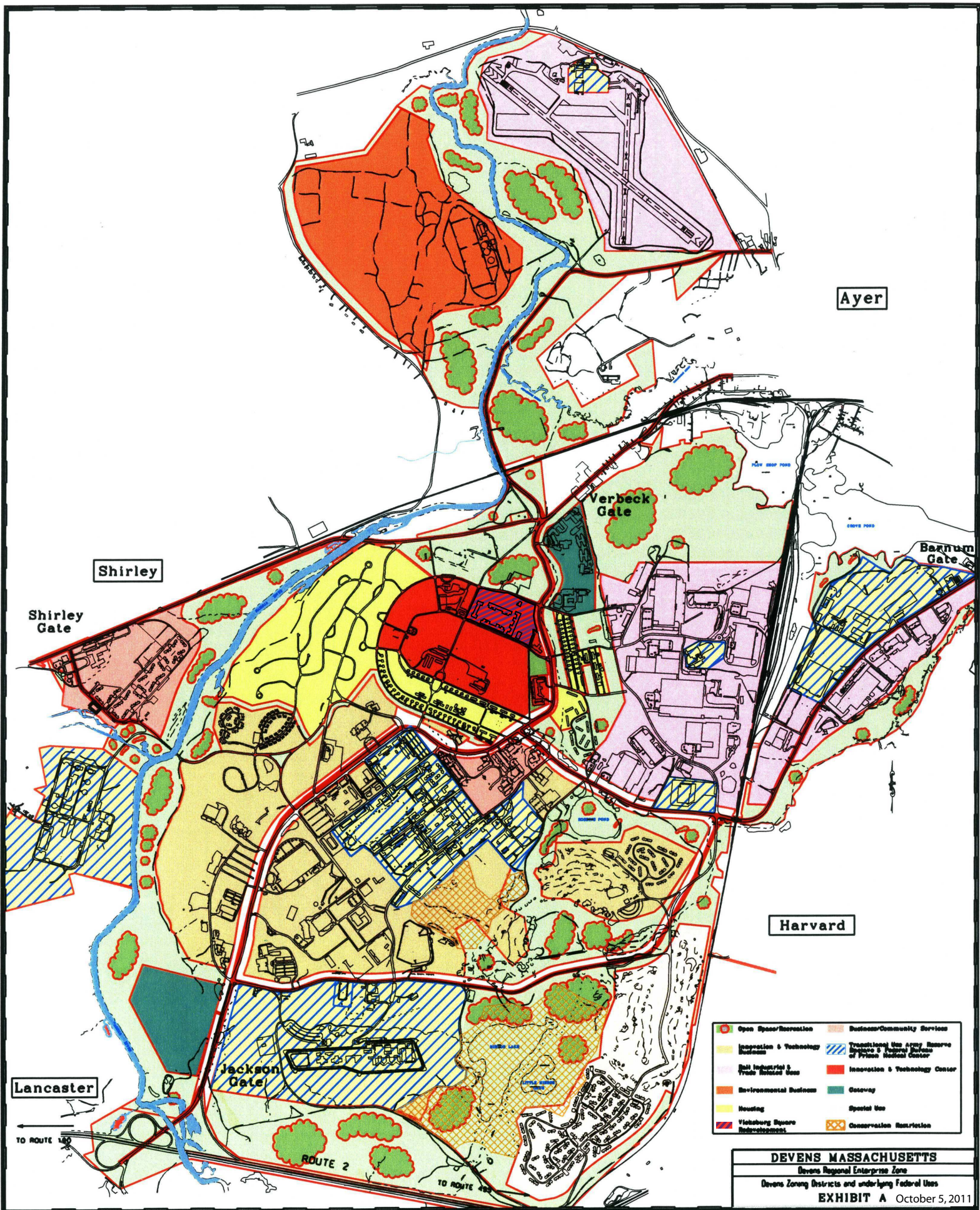
“The total number of residential units to be allowed within Devens shall not exceed two hundred and eighty-two (282) units, exclusive of the Vicksburg Square Redevelopment District. The total number of residential units to be allowed within the Vicksburg Square Redevelopment District shall not exceed two hundred forty-six (246).”

13. In the Devens By-Laws, Chapter IX, Density and Dimensional Requirements, section entitled Setback, by inserting “except in the Vicksburg Square Redevelopment District, in

which the minimum setback shall be the lesser of such requirements, or the setback of the existing buildings therein, as the same may be improved by minor additions outside of the existing footprints and shells to accommodate improvements required to improve building access and/or circulation and to meet building code or public safety requirements.” at the end of the first sentence, so that the first sentence shall read as follows:

“Minimum setback requirements in Devens shall be as required by the Massachusetts State Building Code unless stricter standards are adopted in the Regulations, except in the Vicksburg Square Redevelopment District, in which the minimum setback shall be the lesser of such requirements, or the setback of the existing buildings therein, as the same may be improved by minor additions outside of the existing footprints and shells to accommodate improvements required to improve building access and/or circulation and to meet building code or public safety requirements.”

14. In the Devens By-Laws, Exhibit A, Zoning Map, by replacing the zoning map dated November 17, 1994 with the revised map entitled “Devens Zoning Districts and Underlying Federal Uses” dated October 5, 2011, which revised map is attached hereto.



15. In the Devens By-Laws, Exhibit B, Density/Intensity Controls, by inserting after the end of the table the following:

“The Vicksburg Square Redevelopment District shall have the same Density/Intensity Controls as the Innovation and Technology Center District, except that in the Vicksburg Square Redevelopment District:

- (a) the Maximum FAR for Individual Lots & Users shall be 1.2, and
- (b) the Maximum Height for this District shall be 50’, except that the height of existing buildings may be maintained.”

16. In the Devens By-Laws, Exhibit C, Parking Schedule, by inserting the following at the end of the table:

“USE	REQUIRED PARKING
Multifamily Use In Vicksburg Square Redevelopment District*	1.5 spaces for 1 bedroom units; 2 spaces for 2 and 3 bedroom units
Culture/Community Uses in Vicksburg Square Redevelopment District*	2 spaces/1,000 square feet
Ancillary Uses in Vicksburg Square Redevelopment District*	2 spaces/1,000 square feet

*Parking within the Vicksburg Square Redevelopment District may be located on private streets within the Vicksburg Square Redevelopment District, and may be located on any lot or lots within the Vicksburg Square Redevelopment District by means of easements between lots.”

17. In the Devens By-Laws, Exhibit D, Table of Permitted Uses, by inserting the following at the end of the table:

“The Vicksburg Square Redevelopment District shall have the same permitted, accessory, and not allowed uses as the Innovation and Technology Center District, except that in the Vicksburg

Square Redevelopment District, “Multi-Family Dwelling (7 or more units)” and “Elderly Housing” shall be permitted.”

The following motion was made by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

I move that the Town of Harvard vote to approve revisions to the *Devens Reuse Plan*, dated November 14, 1994, and to the *Devens By-Laws*, dated November 18, 1994, for the Devens Regional Enterprise Zone as printed in the March 28, 2012 Special Town Meeting warrant.

Prior to open discussion, statements were made by the following people: Timothy Murray, Lt. Governor; Gregory Bialecki, Secretary of the Executive Office of Housing and Economic Development; Ed Starzec, MassDevelopment; James Keefe, Trinity Financial; Marie Sobalvarro, chair of Board of Selectmen (board had a split vote against the article); Keith Cheveralls, chair of School Committee (board had no position); Joseph Connelly, Interim Superintendent of Schools; Kara Minar, chair of Planning Board (board voted against article); Marie Fagan, chair of Finance Committee (board had no position); and Victor Normand, chair of Devens Economic Analysis Team.

A motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded, to take no action, was voted majority no.

A motion to move the question was seconded and voted majority yes.

Voted majority **NO** to approve revisions to the *Devens Reuse Plan*, dated November 14, 1994, and to the *Devens By-Laws*, dated November 18, 1994, for the Devens Regional Enterprise Zone as printed in the March 28, 2012 Special Town Meeting warrant.

The meeting was dissolved at 8:50 p.m.

Checkers for the meeting were Abbe Alpert, Nancy Cronin, Steve Cronin, and Patti Anklam. They checked in 517 voters out of a total of 4058 registered voters (3788 active voters).

Respectively submitted,

Janet A. Vellante
Town Clerk

ANNUAL TOWN MEETING

April 28, 2012

The meeting was called to order in the Bromfield Gym at 9:06 a.m. by Moderator, Robert Eubank. The call of the meeting and the return of service were found to be in order by Town Clerk Janet A. Vellante.

Moderator Robert Eubank requested that the town allow the following non-voters to speak to the meeting if necessary:

Timothy Bragan	Town Administrator
Joseph Connelly	Interim Superintendent of Schools
Edward Denmark	Police Chief
Mark Lanza	Town Counsel
Lorraine Leonard	Finance Director
Richard Nota	Director of Public Works
Richard Sicard	Fire Chief
Harald Scheid	President, Regional Resource Group (Regional Tax Assessor)
Debbie Thompson	Director, Council on Aging
Sue Brown & Juliet Walker	Brown Walker Planning
Drayton Fair	L.L.B. Architects
Steven Sharek	Montachusett Regional Vocational Technical School - Superintendent
Tammy LaJoie	Montachusett Regional Vocational Technical School – School Business Manager

ARTICLE 1: ANNUAL REPORTS

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

On a motion by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

Voted majority yes, that the Town accept the reports of the Board of Selectmen, School Committee, and any other officers or committees as printed in the 2011 Annual Town Report and that we hear from any other Board or Committee that wishes to make a report to Town Meeting.

Reports were given by the following:

Pilot Project – Willie Wickman
Devens Economic Analysis Team – Paul Green
Municipal Building Committee – Pete Jackson

ARTICLE 2: RE-VOTE OF ARTICLE 20 OF THE APRIL 2, 2011 ANNUAL TOWN MEETING

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new forestry fire fighting truck that will replace the current 1986 forestry fire fighting truck, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

Voted unanimously yes, that the Town appropriate \$145,000. to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new forestry fire fighting truck that will replace the current 1986 forestry fire fighting truck, with any unexpended funds as of June 30, 2013 being returned to their funding source, and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$145,000. pursuant to the provisions of Massachusetts General Laws Chapter 44.

ARTICLE 3: FISCAL YEAR 2011 CERTIFIED FREE CASH

To see if the Town will vote to transfer a sum of money from Fiscal Year 2011 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto.

On a motion by Bob Thurston, 149 Bolton Road, Finance Committee, and seconded,

Voted unanimously yes, that the Town transfer the sum of \$372,309 from the Fiscal Year 2011 Certified Free Cash Account to the Capital Stabilization and Investment Fund and appropriate \$64,445 from the Fiscal Year 2011 Certified Free Cash Account to pay previously approved vehicle debt.

ARTICLE 4: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, such sums of money as may be necessary to defray expenses for the ensuing fiscal year (Fiscal Year 2013), or pass any vote or votes in relation thereto.

On a motion by Marie Fagan, 21 Still River Road, Finance Committee, and seconded,

Voted majority yes that the Town appropriate of \$ 20,710,819. to defray the expenses of the Town for Fiscal Year 2013 as printed in the Finance Committee Report on pages 30 through 36, and that said appropriation be provided by raising \$20,699,527. by taxation and transferring \$11,292. from Wetlands Fees; and appropriate \$100,000. to defray the expenses of the Harvard Wastewater Management District Commission for Fiscal Year 2013, and that said appropriation be provided by \$100,000. from wastewater management system revenues in the enterprise fund established for the Town's wastewater management system.

Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13
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GENERAL GOVERNMENT

Selectmen

1	Personnel	142,246	147,154	157,697	165,534	
2	Town Audit	17,000	12,000	12,000	15,000	
	Expenses	9,542	8,894	9,000	11,500	
	Copy Machine	2,908	2,422	3,700	3,500	
	Postage	16,840	16,561	18,500	17,000	
	Court Judgements		105,000			
3	Total Expenses	29,290	132,877	31,200	32,000	
	Total Selectmen	188,536	292,031	200,897	212,534	5.79%

Finance Committee

4	Expenses	173	173	200	200	0.00%
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Finance Department

	Personnel	270,999	284,558	288,252	293,350	
	Certification Compensation	2,000	1,000	2,000	2,000	
5	Total Personnel	272,999	285,558	290,252	295,350	
	Technology Services & Supplies	26,211	25,784	30,000	33,000	
	Expenses	81,250	83,812	86,200	90,300	
6	Total Expenses	107,461	109,596	116,200	123,300	
7	Technology	9,450	14,990	15,000	15,000	
	Total Finance Department	389,910	410,144	421,452	433,650	2.89%

Legal

	Town Counsel Fees & Expenses	20,161	14,202	33,000	33,000	
	Other Legal Fees & Expenses	78,876	13,890	18,000	18,000	
8	Total Legal	99,037	28,092	51,000	51,000	0.00%

Personnel Board

9	Expenses	100	-	100	100	0.00%
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Town Clerk

	Personnel	64,157	64,164	65,263	66,108	
	Certification Compensation	1,000	1,000	1,000	1,000	
10	Total Personnel	65,157	65,164	66,263	67,108	
	Expenses	2,918	1,970	2,300	2,550	
	Publications Reprinting/Codification	4,650	4,555	4,750	4,800	
11	Total Expenses	7,568	6,525	7,050	7,350	
	Total Town Clerk	72,725	71,689	73,313	74,458	1.56%

Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13
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Elections & Registrars

	Registrars' Honoraria	200	500	500	500	
	Election Officers (Police)	625	-	-	-	
	Expenses	3,810	6,438	6,758	8,400	
	Census	485	490	600	650	
12	Total Elections & Registrars	5,120	7,428	7,858	9,550	21.53%

Land Use Boards

13	Personnel	44,068	45,050	46,637	48,452	
	Conservation Expenses	425	751			
	ZBA Expenses	58	501			
	Planning Board Expenses	721	456			
	Office Supplies			1,000	1,000	
	Purchase Services			1,600	1,600	
	MRPC Assessment	1,460	1,460	1,500	1,541	
14	Total Expenses	2,663	3,168	4,100	4,141	
	Total Land Use Boards	46,731	48,218	50,737	52,593	3.66%

Personnel includes \$11,292 to be transferred from Wetlands Protection Fund.

Public Buildings

15	Personnel	22,707	23,236	24,074	24,998	
	Operating Expenses	17,256	29,234	32,000	32,000	
	Energy	109,589	126,577	130,000	130,500	
	Maintenance & Equipment	15,344	10,880	26,400	34,300	
	Waste Water Treatment Ops.	76,710	51,877	85,000	85,000	
16	Total Expenses	218,899	218,569	273,400	281,800	
	Total Public Buildings	241,606	241,805	297,474	306,798	3.13%

Annual Town Reports

17	Expenses	3,915	3,858	2,000	4,000	100.00%
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TOTAL GENERAL GOVERNMENT	1,047,853	1,103,438	1,105,031	1,144,883	3.61%
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Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13	
PUBLIC SAFETY						
Police Department						
18	Personnel	762,740	762,975	784,390	801,451	
	Public Safety Building	37,662	40,350	28,800	32,800	
	Cruiser Maintenance	10,472	10,922	10,000	10,000	
	Supplies & Expenses	21,366	27,965	30,700	49,035	
19	Total Expenses	69,500	79,237	69,500	91,835	
	Total Police Department	832,240	842,212	853,890	893,286	4.61%
Communications Department						
20	Personnel	187,873	184,971	185,757	190,518	
21	Expenses	17,224	18,700	18,700	18,887	
	Total Communications Department	205,097	203,671	204,457	209,405	2.42%
Fire Department						
22	Personnel	161,387	215,970	164,925	168,930	
	Expenses	31,822	32,915	32,000	44,000	
	Radio Replacement & Repair	1,408	1,156	2,250	2,250	
	Protective Equipment	840	1,377	1,400	9,000	
23	Total Expenses	34,070	35,448	35,650	55,250	
	Total Fire Department	195,457	251,418	200,575	224,180	11.77%
Ambulance						
	Expenses	-	-	-	-	
	Training	-	-	-	-	
	Ambulance Regular Operating Exp.	-	-	-	-	
	Additional Training and Other	-	-	-	-	
	Total Ambulance *	-	-	-	-	
Building & Zoning Inspector						
24	Fees & Expenses	87,888	90,177	50,000	50,000	0.00%
Gas Inspector						
25	Fees & Expenses	2,617	2,565	4,000	4,000	0.00%
Plumbing Inspector						
26	Fees & Expenses	7,061	7,163	7,000	7,000	0.00%
Wiring Inspector						
27	Fees & Expenses	14,532	12,950	9,000	9,000	0.00%
Animal Control						
	Personnel	16,500	16,500	16,500	16,500	
	Expenses	50	-	750	750	
28	Total Animal Control	16,550	16,500	17,250	17,250	0.00%
Tree Warden						
29	Expenses	13,864	13,783	14,000	14,000	0.00%
TOTAL PUBLIC SAFETY		1,375,306	1,440,439	1,360,172	1,428,121	5.00%

Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13	
SCHOOLS						
Local Schools						
	<u>Administration</u>					
	Salaries/Benefits	370,518	379,922	331,839	371,297	
	Transportation	314,510	304,362	309,966	313,380	
	Other Expenses	126,691	116,097	111,100	33,120	
	Total Administration	811,719	800,381	752,905	717,797	
	<u>Maintenance</u>					
	Salaries	427,971	439,737	450,307	434,516	
	Utilities	333,702	370,086	322,000	344,340	
	Other Expenses	283,783	399,498	206,000	123,308	
	Total Maintenance	1,045,456	1,209,321	978,307	902,164	
	<u>Harvard Elementary School</u>					
	Salaries	2,477,799	2,480,384	2,746,538	2,316,240	
	Expenses	66,531	67,315	63,950	92,367	
	Total Elementary	2,544,330	2,547,699	2,810,488	2,408,607	
	<u>The Bromfield School</u>					
	Salaries	4,055,709	4,116,265	4,207,254	3,605,174	
	Expenses	113,657	111,203	118,500	136,326	
	Total Bromfield	4,169,366	4,227,468	4,325,754	3,741,500	
	<u>Pupil Personnel Services (SPED)</u>					
	Salaries	1,770,452	1,854,335	1,782,915	1,863,935	
	Other Expenses	46,316	39,797	37,100	63,719	
	Collaborative Services	261,244	380,516	590,968	141,648	
	Transportation	284,143	322,398	286,550	332,861	
	Tuition	1,162,002	1,279,602	1,151,311	909,825	
	Pre-School Salaries	205,646	177,657	228,026	161,455	
	Pre-School Expenses	6,937	2,972	7,500	2,600	
	Total Pupil Personnel Services	3,736,740	4,057,277	4,084,370	3,476,043	
	<u>Technology</u>					
	Salaries	108,496	112,687	127,723	130,111	
	Expenses	71,501	76,553	82,000	109,108	
	Total Technology	179,997	189,240	209,723	239,219	
	Subsidies from Other Funds	(1,448,570)	(1,838,759)	(1,807,076)	<i>incl. above</i>	
30	Total Local Schools	11,039,038	11,192,627	11,354,471	11,485,330	1.15%
31	Montachusett Regional Voc. Tech.	65,117	87,382	87,760	76,807	-12.48%
	TOTAL SCHOOLS	11,104,155	11,280,009	11,442,231	11,562,137	1.05%
PHYSICAL ENVIRONMENT						
Dept. of Public Works						
32	Personnel	581,996	598,690	607,112	643,642	
	Maintenance & Equipment	136,189	182,206	145,750	145,500	
	Fuel	63,520	73,577	65,000	65,000	
	Improvements & Construction	35,307	34,337	50,000	50,000	
	Snow & Ice Removal	145,997	117,865	96,000	96,000	
	Telephone & Electricity	10,567	10,014	10,500	10,500	
33	Total Expenses	391,580	417,999	367,000	367,000	
	Total Dept. of Public Works	973,576	1,016,689	974,112	1,010,642	3.75%

Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13	
Solid Waste Transfer						
34	Transfer Station Expenses	188,391	146,890	188,500	178,500	
35	Hazardous Waste Disposal *	-	8,000	3,500	3,500	
	Total Solid Waste Transfer	188,391	154,890	192,000	182,000	-5.21%
Street Lights & Traffic Signal						
36	Expenses	5,268	5,425	5,500	5,700	3.64%
Water Department						
37	Expenses	15,564	16,951	16,000	17,500	9.38%
Pond Committee						
38	Expenses	39,875	33,500	33,500	33,500	0.00%
Cemeteries						
39	Expenses	1,679	2,874	2,500	2,500	0.00%
TOTAL PHYSICAL ENVIRONMENT		1,224,353	1,230,328	1,223,612	1,251,842	2.31%
HUMAN SERVICES						
Board of Health						
40	Personnel	7,888	5,114	7,641	7,977	
	Expenses	1,207	472	600	600	
	Nashoba Assoc. Boards of Health	19,110	19,110	21,021	21,231	
	Concord Family Services	-	-	-	-	
	Minuteman Home Center	-	763	765	1,018	
41	Total Expenses	20,317	20,345	22,386	22,849	
	Total Board of Health	28,205	25,459	30,027	30,826	2.66%
Council on Aging						
42	Personnel	68,529	69,428	71,989	76,603	
43	MART Personnel	23,362	21,000	24,240	23,563	
44	Expenses	1,550	1,024	1,975	1,975	
45	MART Van Expenses	579	522	1,000	1,000	
	Total Expenses	2,129	1,546	2,975	2,975	
	Total Council on Aging	94,020	91,974	99,204	103,141	3.97%
Veterans' Services						
	Personnel	1,000	-	1,000	1,000	
	Expenses	642	1,072	1,500	1,500	
	Benefits	9,139	7,636	12,000	12,000	
	Total Expenses	9,781	8,708	13,500	13,500	
46	Total Veterans' Services	10,781	8,708	14,500	14,500	0.00%
TOTAL HUMAN SERVICES		133,005	126,141	143,730	148,467	3.30%

Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13
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CULTURE AND RECREATION

Library

47	Personnel	346,067	355,815	365,710	374,237	
48	Expenses	137,402	140,977	145,808	144,394	
	Total Library	483,469	496,792	511,518	518,631	1.39%

Parks & Recreation

49	Commons & Schools/Grounds Exp.	17,679	17,499	21,650	21,650	
50	Beach Expense	11,624	6,111	13,295	13,295	
51	Beach Personnel - Director	9,780	7,853	7,931	8,174	
52	Groundskeeping Personnel	14,373	28,157	28,157	28,157	
	Total Parks & Recreation	53,455	59,620	71,033	71,276	0.34%

Historical Commission

53	Expenses	100	-	100	100	0.00%
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Agricultural Commission

54	Expenses				500	100.00%
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TOTAL CULTURE AND RECREATION	537,024	556,412	582,651	590,507	1.35%
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RECURRING CAPITAL EXPENDITURES

55	Police Cruiser	27,000	27,000	29,000	29,000	
56	Public Works Equipment	67,948	65,701	70,000	70,000	
	TOTAL RECURRING CAPITAL EXP.	94,948	92,701	99,000	99,000	0.00%

INSURANCE AND FRINGES

Property/Liability

57	Insurance	137,223	134,920	139,000	145,000	4.32%
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Employee Benefits

	Worcester Regional Retirement	512,602	533,494	569,157	611,547	
	Workers' Compensation Insurance	71,082	72,158	72,000	73,000	
	Unemployment Insurance	70,813	64,821	60,000	60,000	
	Medicare	163,108	170,452	170,000	174,000	
	Health Insurance	1,848,951	1,944,615	2,312,500	2,360,625	
	Life Insurance	5,002	5,024	6,000	6,000	
	Deferred Compensation	18,081	10,309	20,000	20,000	
	Disability Insurance	22,049	22,384	23,000	23,000	
	Benefits Administration	2,626	998	3,500	3,500	
58	Total Employee Benefits	2,714,313	2,824,255	3,236,157	3,331,672	2.95%

TOTAL INSURANCE AND FRINGES	2,851,536	2,959,175	3,375,157	3,476,672	3.01%
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TOTAL OPERATING BEFORE DEBT	18,368,181	18,788,642	19,331,584	19,701,629	1.91%
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Town of Harvard FY13 Omnibus Budget

Line #	Department/Account	Actual FY10	Actual FY11	Budget FY12	Request FY13	
NON-EXCLUDED DEBT						
Debt Expense						
59	Bond Anticipation/Borrowing Cost	1,500	1,500	4,700	1,700	-63.83%
Permanent Debt						
60	HES Roof (2000) Principal	3,000	-	-	-	
61	HES Roof (2000) Interest	73	-	-	-	
	Total Payments	3,073	-	-	-	0.00%
TOTAL NON-EXCLUDED DEBT						
		4,573	1,500	4,700	1,700	-63.83%
TOTAL OPERATING AFTER NON-EXCLUDED DEBT						
		18,372,754	18,790,142	19,336,284	19,703,329	1.90%
EXCLUDED DEBT						
Permanent Debt						
62	Public Safety Building (2000) Principal	135,000	135,000	135,000	135,000	
63	Public Safety Building (2000) Interest	79,219	72,533	65,745	58,995	
64	Public Safety Bld Land (2000) Principal	30,000	40,000	-	-	
65	Public Safety Bld Land (2000) Interest	2,678	975	-	-	
66	Public Safety Bld Plan (2000) Principal	10,000	10,000	-	-	
67	Public Safety Bld Plan (2000) Interest	486	122	-	-	
68	Tripp Land (2000) Principal	25,000	-	-	-	
69	Tripp Land (2000) Interest	606	-	-	-	
70	Vesenska Land (2000) Principal	20,000	20,000	-	-	
71	Vesenska Land (2000) Interest	1,460	488	-	-	
72	HES Lighting (2000) Principal	2,000	-	-	-	
73	HES Lighting (2000) Interest	49	-	-	-	
74	Bromfield School (2004) Principal	315,000	315,000	315,000	315,000	
75	Bromfield School (2004) Interest	181,026	171,263	159,845	148,479	
76	Library (2004) Principal	135,000	135,000	135,000	135,000	
77	Library (2004) Interest	77,741	72,677	67,785	62,891	
78	School Roof (2006) Principal	125,000	125,000	125,000	125,000	
79	School Roof (2006) Interest	40,000	34,063	28,438	23,125	
	Total Payments	1,180,265	1,132,121	1,031,813	1,003,490	-2.74%
Temporary Debt						
	Exempt BAN				4,000	
80					4,000	100.00%
TOTAL EXCLUDED DEBT						
		1,180,265	1,132,121	1,031,813	1,007,490	-2.36%
GRAND TOTAL OMNIBUS BUDGET						
		19,553,019	19,922,263	20,368,097	20,710,819	1.68%
ENTERPRISE FUND:						
Sewer Department						
	Operating Expenses	NA	NA	NA	100,000	
	Total Expenses	-	-	-	100,000	
81	Total Sewer	-	-	-	100,000	New

All funds for operations to be funded by rates.

Sewer Debt to begin in FY14 and funded by exempt debt and betterments.

ARTICLE 5: RESERVE FUND – FISCAL YEAR 2013

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 the ensuing fiscal year (Fiscal Year 2013), or pass any vote or votes in relation thereto.

On a motion by Steven Colwell, 192 Littleton Road, Finance Committee, and seconded,

Voted majority yes that the Town raise and appropriate the sum of \$350,000 to be placed in the Reserve Fund Account for unforeseen and extraordinary expenses for Fiscal Year 2013.

ARTICLE 6: FIRE DEPARTMENT – FIRE GEAR LOCKERS

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 Gear Lockers to store protective firefighting gear (helmets, bunker coats, pants, protective hoods, boots and gloves) for use by the Fire Department, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town raise and appropriate the sum of \$7,000. to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase Fire Gear Lockers to store protective firefighting gear (helmets, bunker coats, pants, protective hoods, boots and gloves) for use by the Fire Department, with unexpended funds as of June 30, 2013 being returned to their funding source

ARTICLE 7: FIRE DEPARTMENT – THERMAL IMAGING CAMERAS

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 be used to purchase two Thermal Imaging Cameras for use by the Fire Department, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town raise and appropriate the sum of \$12,000. to be expended by the Fire Chief, with the approval of the Board of Selectmen, to be used to purchase two Thermal Imaging Cameras for use by the Fire Department, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 8: FIRE DEPARTMENT – S.A.F.E. PROGRAM REVOLVING FUND

To see if the Town will vote to authorize a Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the Fire Department's S.A.F.E. Program with the revenue coming from annual Burning Permits and that the revenue or expenditures of this account not to exceed \$15,000 in Fiscal Year 2013, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town authorize a Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the Fire Department's S.A.F.E. Program with the revenue coming from annual Burning Permits and that the revenue or expenditures of this account shall not exceed \$15,000 in Fiscal Year 2013.

ARTICLE 9: ECONOMIC DEVELOPMENT COMMITTEE - BUDGET

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to provide the Economic Development Committee with a budget for Fiscal Year 2013, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Rich Maiore, 50 Slough Road, Economic Development Committee, and seconded,

Voted majority yes that the Town raise and appropriate the sum of \$1,000. to defray the expenses of the Economic Development Committee for Fiscal Year 2013, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 10: PUBLIC BUILDINGS – ENERGY AUDITS

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 Energy Advisory Committee, with the approval of the Board of Selectmen, for the purpose of conducting energy studies to identify opportunities to improve the efficiency of the following eight town buildings: Public Safety Building, Highway Department Buildings, New Library, Center Fire Station, Still River Fire Station, Old Fire Station/Ambulance Building, The Bromfield House, and the Old Library, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Tim Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted majority yes that the Town raise and appropriate the sum of \$12,000. to be expended by the Town Energy Advisory Committee, with the approval of the Board of Selectmen, for the purpose of conducting energy studies to identify opportunities to improve the efficiency of the following eight town buildings: Public Safety Building, Highway Department Buildings, New

Library, Center Fire Station, Still River Fire Station, Old Fire Station/Ambulance Building, The Bromfield House, and the Old Library, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 11: MUNICIPAL BUILDINGS - FACILITIES MANAGER

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 Board of Selectmen, to contract with an individual or individuals to manage the non-school municipal buildings and to provide for minimal expenses for this function, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town take no action under this article.

ARTICLE 12: MUNICIPAL BUILDINGS - REPAIR AND MAINTENANCE

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended the Town Administrator, with the approval of the Board of Selectmen, to begin to address the issues outlined in the Galeota Report dated December 2011 and filed in the Office of the Town Clerk regarding the condition of our non-school municipal buildings, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted majority yes that the Town raise and appropriate the sum of \$95,630. to be expended by the Town Administrator, with the approval of the Board of Selectmen, to begin to address the issues outlined in the Galeota Report dated December 2011 and filed in the Office of the Town Clerk regarding the condition of our non-school municipal buildings, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 13: GEOGRAPHIC INFORMATION SYSTEM

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Finance Director in coordination with the Assessor's Office, to provide for Geographic Information Service for the Town's Assessing database, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Tim Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted majority yes that the Town raise and appropriate the sum of \$6,700. To be expended by the Finance Director in coordination with the Assessor's Office, to provide for Geographic Information Service for the Town's Assessing database, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 14: CAPITAL PLANNING AND INVESTMENT FUND – APPROPRIATION

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 Capital Planning and Investment Fund, or pass any vote or votes in relation thereto.

On a motion by George McKenna, 41 Old Littleton Road, Finance Committee, and seconded,

Voted unanimously yes that the Town raise and appropriate the sum of \$50,000. to be placed in the Capital Planning and Investment Fund.

ARTICLE 15: CAPITAL PLANNING AND INVESTMENT COMMITTEE – CPIC 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 Capital Planning Investment Committee's debt service for fiscal year 2013, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by George McKenna, 41 Old Littleton Road, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$37,000. to be expended by the Town Treasurer, with the approval of the Board of Selectmen, to fund Capital Planning Investment Committee's debt service for fiscal year 2013, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 16: FIRE DEPARTMENT - REPLACE AND RELOCATE TOWN CENTER AIR HORN

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new air horn for the Fire Department and to relocate it to the center fire station, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$23,195. to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new air horn for the Fire Department and to relocate said horn to the

center fire station, with unexpended funds as of June 30, 2013 being returned to their funding source

ARTICLE 17: FIRE DEPARTMENT – UPGRADE RADIO INFRASTRUCTURE

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 upgrade the radio infrastructure for the Town, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$28,079 to be expended by the Fire Chief, with the approval of the Board of Selectmen, to upgrade the radio infrastructure for the Town, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 18: BOARD OF SELECTMEN - TOWN HALL BUILDING PROJECT

To see if the Town will vote to appropriate a sum of money to be expended under the direction of the Board of Selectmen and the Municipal Building Committee for the design, construction, reconstruction, renovation and historical preservation of the Harvard Town Hall, including, but not limited to handicapped accessibility improvements and the installation of a new heating, ventilating and air conditioning system; and determine whether such appropriation shall be provided by taxation, transfer from available funds, including monies in the Community Preservation Fund, transfer from funds appropriated for another purpose, grants received from the Commonwealth of Massachusetts or the federal government, borrowing pursuant to the provisions of Massachusetts General Laws Chapter 44 or any combination of such funding sources, contingent upon the passage of a Proposition 2 1/2 debt exclusion ballot question at the 2012 Annual Town Election, or pass any vote or votes in relation thereto.

The following motion was made by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

I move that the Town appropriate \$3,970,000. to be expended under the direction of the Board of Selectmen and the Municipal Building Committee for the design, construction, reconstruction, renovation and historical preservation of the Harvard Town Hall, including, but not limited to handicapped accessibility improvements and the installation of a new heating, ventilating and air conditioning system; and, to provide for said appropriation, a.) the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$2,970,000. pursuant to the provisions of Massachusetts General Laws Chapter 44; b.) \$1,000,000. shall be transferred from revenues in the

Community Preservation Fund, in anticipation of which revenues the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$1,000,000. pursuant to the provisions of

Massachusetts General Laws 44B, Section 11 for a term not exceeding 20 years, contingent upon the passage of a Proposition 2 1/2 debt exclusion ballot question at the 2012 Annual Town Election.

The following motion was made by Bruce Leicher, 58 Warren Avenue, and seconded,

I move that we amend the motion by deleting the words “and the Municipal Building Committee” in the first sentence.

The Board of Selectmen accepted the motion, but the Moderator called for a vote. The motion to amend was voted majority no. The Board of Selectmen accepted the will of the meeting and voted to keep the words in.

Voted greater than 2/3 yes that the Town appropriate \$3,970,000. to be expended under the direction of the Board of Selectmen and the Municipal Building Committee for the design, construction, reconstruction, renovation and historical preservation of the Harvard Town Hall, including, but not limited to handicapped accessibility improvements and the installation of a new heating, ventilating and air conditioning system; and, to provide for said appropriation, a.) the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$2,970,000. pursuant to the provisions of Massachusetts General Laws Chapter 44; b.) \$1,000,000. shall be transferred from revenues in the Community Preservation Fund, in anticipation of which revenues the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$1,000,000. pursuant to the provisions of Massachusetts General Laws 44B , Section 11 for a term not exceeding 20 years, contingent upon the passage of a Proposition 2 1/2 debt exclusion ballot question at the 2012 Annual Town Election.

Presentations were made by the following: Pete Jackson – Municipal Building Committee, Cindy Russo – Capital Planning & Investment Committee, Rudy Minar – Finance Committee

ARTICLE 19: DEPARTMENT OF PUBLIC WORKS – PURCHASE NEW BOOM FLAIL MOWER

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to purchase a new boom flail mower, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by David Kassel, 112 West Bare Hill Road, for the Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$97,895. to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to purchase a new boom flail mower, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 20: WATER DEPARTMENT – WELL PUMP REPLACEMENT

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 Director of Public Works, with the approval of the Board of Selectmen, to replace a well pump, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

The following motion was made by Debbie Ricci, 19 East Bare Hill Road, Capital Planning and Investment Committee, and seconded,

I move that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$10,000. to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to replace a well pump, with any unexpended funds as of June 30, 2013 being returned to their funding source.

The following motion was made by Ronald Ricci, 19 East Bare Hill Road, and seconded,

I move that the phrase “approval of the Board of Selectmen” be deleted and “approval of the Water Commission” be added.

The motion to amend was accepted by the Capital Planning and Investment Committee.

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$10,000. to be expended by the Director of Public Works, with the approval of the Water Commission, to replace a well pump, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 21: SCHOOL DEPARTMENT – SCHOOL ZONE SIGNS

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 replace the flashing school zone signs on Massachusetts Avenue, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$13,000 to be expended by the School Department, with the approval of the School Committee, to replace the flashing school zone signs on Massachusetts Avenue, with any unexpended funds as of June 30, 2013 being returned to their funding source.

The School Committee agreed to a request by Tim Clark to wait for potential grant money prior to expending the money.

ARTICLE 22: THE BROMFIELD SCHOOL – REPLACE CARPETING WITH VINYL COMPOSITE TILE (VCT)

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 replace carpeting at The Bromfield School in various locations with Vinyl Composite Tile, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$22,500. to be expended by the School Department, with the approval of the School Committee, to replace carpeting at The Bromfield School in various locations with Vinyl Composite Tile, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 23: THE BROMFIELD SCHOOL – ONGOING ENERGY PROJECT

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 repair and finish punch list items for the ongoing energy project at The Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$52,500., with the approval of the School Committee, to repair and finish punch list items for the ongoing energy project at The Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 24: THE BROMFIELD SCHOOL – 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 School Department, with the approval of the School Committee, to install an alarm system at the Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes the Town transfer from the Capital Stabilization and Investment Fund the sum of \$10,600 to be expended by the School Department, with the approval of the School

Committee, to install an alarm system at the Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 25: SCHOOL DEPARTMENT – POND ROAD PARKING AREA

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 grade and pave the Pond Road parking area, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

The following motion was made by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

I move that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$75,000 to be expended by the School Department, with the approval of the School Committee, to grade and pave the Pond Road parking area, with any unexpended funds as of June 30, 2013 being returned to their funding source.

After discussion and at the recommendation of the School Committee, Keith made a motion to pass over this article. The motion was seconded.

Voted majority yes to pass over the article.

ARTICLE 26: THE BROMFIELD SCHOOL – TENNIS COURT LIGHTING AND RESURFACING

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 repair the lighting at and resurface the tennis courts at The Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$24,500 to be expended by the School Department, with the approval of the School Committee, to repair the lighting at and resurface the tennis courts at The Bromfield School, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 27: RECONSTRUCT AND REPAIR LITTLETON COUNTY ROAD (from Old Schoolhouse Road to the Littleton town line)

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 Director of Public Works, with the approval of the Board of Selectmen, to reconstruct and repair Littleton County Road from Old Schoolhouse Road to the

Littleton town line, contingent upon the passage of a Proposition 2 1/2 debt exclusion ballot question at the 2012 Annual Town Election, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town appropriate \$750,000. to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to reconstruct and repair Littleton County Road from Old Schoolhouse Road to the Littleton town line, and, to provide for said appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$750,000. pursuant to the provisions of Massachusetts General Laws Chapter 44, contingent upon the passage of a Proposition 2 1/2 debt exclusion ballot question at the 2012 Annual Town Election.

ARTICLE 28: UPDATE OF MASTER PLAN

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money not to exceed \$100,000 to be expended by the Planning Board for the update of the 2002 Master Plan, with unexpended funds as of June 30, 2013, being returned to their funding source, or pass any vote or votes in relation thereto

On a motion by Kara Minar, 204 Still River Road, Planning Board, and seconded,

Voted majority yes that the Town transfer from the Overlay Surplus the sum of \$100,000. to be expended by the Planning Board for the update of the 2002 Master Plan, with unexpended funds as of June 30, 2014, being returned to their funding source.

ARTICLE 29: COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to hear the report and recommendations of the Community Preservation Committee on the Fiscal Year 2013 Community Preservation Budget, or pass any vote or votes in relation thereto.

On a motion by Rhonda Sprague, 160 Prospect Hill Road, Community Preservation Committee, and seconded,

Voted majority yes that the Town hear the report and recommendations of the Community Preservation Committee on the Fiscal Year 2013 Community Preservation Budget.

ARTICLE 30: PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from Fiscal Year 2013 Community Preservation Revenues the sum of \$24,000 to be expended by the Town Clerk, for restoration and preservation of historic town documents, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Deborah Thomson, 130 Poor Farm Road, Community Preservation Committee, and seconded,

Voted unanimously yes that the Town appropriate and transfer from Fiscal Year 2013 Community Preservation Revenues the sum of \$24,000. to be expended by the Town Clerk, for restoration and preservation of historic town documents, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 31: HARVARD MUNICIPAL AFFORDABLE HOUSING TRUST FUND

To see if the Town will vote to appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$34,028 and from Community Preservation Fund Housing Reserves the sum of \$367 (for a total of \$34,395) to be placed in the Municipal Affordable Housing Trust Fund, or pass any votes or votes in relation thereto.

On a motion by Caroline Ready, 24 Still River Depot Road, Community Preservation Committee, and seconded,

Voted unanimously yes that the Town appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$34,028. and from Community Preservation Fund Housing Reserves the sum of \$367 for a total of \$34,395 to be placed in the Harvard Municipal Affordable Housing Trust Fund.

ARTICLE 32: CONSERVATION COMMISSION – INVASIVE SPECIES CONTROL

To see if the Town will vote to appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$26,000 and from Community Preservation Fund unspecified reserves \$24,000 (for a total of \$50,000) to be expended by the Conservation Commission for the removal and control of invasive species plants, with unexpended funds as of June 30, 2015 being returned to their funding sources, or pass any votes or votes in relation thereto.

On a motion by Charles Gorss, 99 Old Littleton Road, Conservation Commission, and seconded,

Voted majority yes that the Town appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$26,000 and from Community Preservation Fund unspecified reserves \$24,000 (for a total of \$50,000) to be expended by the Conservation Commission for the removal and control of invasive species plants, with unexpended funds as of June 30, 2015 being returned to their funding sources.

ARTICLE 33: CONGREGATIONAL CHURCH – RESTORE COLUMNS AT ENTRANCE

To see if the Town will vote to appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$2,500 to the Congregational Church for the restoration of the

front entrance columns with unexpended funds as of June 30, 2013 being returned to their funding sources, or pass any votes or votes in relation thereto.

On a motion by Michelle Catalina, 37 Old Littleton Road, Community Preservation Committee, and seconded,

Voted majority **NO [does not pass]** that the Town appropriate and transfer from Fiscal 2013 Community Preservation Revenues the sum of \$2,500. for the restoration of the front entrance columns of the Congregational Church with unexpended funds as of June 30, 2013 being returned to their funding sources.

ARTICLE 34: CEMETERY COMMISSION – SHAKER BURIAL GROUND TREE REMOVAL

To see if the Town will vote to appropriate and transfer from Community Preservation Fund unspecified reserves the sum of \$11,500 to be expended by the Cemetery Commissioners for tree removal in the Shaker Burial Ground, with unexpended funds as of June 30, 2013 being returned to their funding sources, or pass any votes or votes in relation thereto.

The following motion was made by Rhonda Sprague, 160 Prospect Hill Road, Community Preservation Committee, and seconded,

I move that the Town appropriate and transfer from Community Preservation Fund Unallocated Reserves the sum of \$11,500 to be expended by the Cemetery Commissioners for tree removal in the Shaker Burial Ground, with unexpended funds as of June 30, 2013 being returned to their funding sources.

A motion was made by Paul Green to pass over this article, and seconded.

Voted majority yes to pass over the article.

ARTICLE 35: COMMUNITY PRESERVATION COMMITTEE – ADMIN. EXPENSES

To see if the Town will vote to appropriate and transfer from Community Preservation Fund Unallocated 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, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Deborah Thomson, 130 Poor Farm Road, Community Preservation Committee, and seconded,

Voted majority yes that the Town appropriate and transfer from Community Preservation Fund Unallocated 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, 2013 being returned to their funding source.

ARTICLE 36: MODIFICATION OF CPA SURCHARGE

To see if the Town will vote to amend the rate of the property tax surcharge previously established by the Town under the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, by increasing said surcharge from 1.1% to 3.0% effective July 1, 2013, or pass any vote or votes in relation thereto

On a motion by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

Voted 75 yes and 81 no **[does not pass]** that the Town amend the rate of the property tax surcharge previously established by the Town under the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, by increasing said surcharge from 1.1% to 3.0% effective July 1, 2013.

The Board of Selectmen did not support this article.

The Finance Committee did not support this article.

The Community Preservation Committee did not support this article.

ARTICLE 37: REVOLVING FUNDS

To see if the Town will vote to

1) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Council On Aging with the revenue or expenditures of this account not to exceed \$35,000 in Fiscal Year 2013, and

2) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Fourth of July Committee with the revenue or expenditures of this account not to exceed \$25,000 in Fiscal Year 2013, and

3) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Harvard Ambulance Service with the revenue or expenditures of this account not to exceed \$100,000 in Fiscal Year 2013, and

4) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the costs associated with the reutilization of the old Library with the revenue or expenditures of this account not to exceed \$20,000 in Fiscal Year 2013,

or pass any vote or votes in relation thereto.

The following motion was made by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

I move that the Town continue the revolving fund accounts for purposes and with the expenditure and revenue limitations as printed on Page 45 of the Warrant and Finance Committee Report for the 2012 Annual Town Meeting.

Voted majority yes that the Town

1) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Council On Aging with the revenue or expenditures of this account not to exceed \$35,000 in Fiscal Year 2013, and

2) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Fourth of July Committee with the revenue or expenditures of this account not to exceed \$25,000 in Fiscal Year 2013, and

3) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Harvard Ambulance Service with the revenue or expenditures of this account not to exceed \$100,000 in Fiscal Year 2013, and

4) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the costs associated with the reutilization of the old Library with the revenue or expenditures of this account not to exceed \$20,000 in Fiscal Year 2013.

ARTICLE 38: PERSONAL PROPERTY EXEMPTION

To see if the Town will vote to accept Chapter 59, Section 5, Clause 54th of the Massachusetts General Laws establishing a minimum fair cash value of \$5,000.00 for personal property accounts to be taxed by the Town, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town accept the provisions of Chapter 59, Section 5, Clause 54th of the Massachusetts General Laws establishing a minimum fair cash value of \$5,000.00 for personal property accounts to be taxed by the Town.

ARTICLE 39: AMEND TOWN BYLAWS – CHAPTER 36. FINANCE COMMITTEE

To see if the Town will vote to amend Chapter 36. Finance Committee by adding a new section as follows:

“§ 36-6. Quorum.

“Associate members may be impaneled by the Chair of the Finance Committee, or any member of the Finance Committee acting as Chair, for the purposes of establishing a quorum of the

Finance Committee. Such associate members shall have the authority to vote during meetings of the Finance Committee, unless or until a member joins the meeting so as to constitute a quorum of the Committee, in which case any such associate member so impaneled shall be replaced by member without action by the Chair.. The associate members will be impaneled by seniority, with the most senior associate member being impaneled first.”
or pass any vote or votes in relation thereto.

On a motion by Marie Fagan, 21 Still River Road, Finance Committee, and seconded,

Voted majority yes that the Town amend the Code of the Town of Harvard, Chapter 36. Finance Committee, by adding thereto a new section as follows:

“§ 36-6. Quorum.

“Associate members may be impaneled by the Chair of the Finance Committee, or any member of the Finance Committee acting as Chair, for the purposes of establishing a quorum of the Finance Committee. Such associate members shall have the authority to vote during meetings of the Finance Committee, unless or until a member joins the meeting so as to constitute a quorum of the Committee, in which case any such associate member so impaneled shall be replaced by member without action by the Chair. The associate members will be impaneled by seniority, with the most senior associate member being impaneled first.”

Approved by the Attorney General on August 9, 2012, and effective upon posting date of August 15, 2012.

**ARTICLE 40: HOME RULE PETITION – MEANS TESTED SENIOR CITIZENS
PROPERTY TAX EXEMPTION**

To see if the Town of Harvard petition the General Court of the Commonwealth of Massachusetts to enact special legislation, substantially the same, as follows:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. With respect to each qualifying parcel of real property classified residential in the town of Harvard there shall be a cap on property taxes equal to 10 percent of the total annual household income, except that if the cap described in Section 3 is exceeded by a higher percentage and except that in no event shall property taxes be reduced by more than 50 percent of the tax due, including all tax abatements and exemptions, but excluding state circuit breakers. The exemption shall be applied only to the principal residence of a taxpayer as used by the taxpayer for income tax purposes.

SECTION 2. The Board of Assessors may deny an application if they find the applicant has excessive assets that place them outside of the intended recipients of the senior exemption created by this act. Real property shall qualify for the exemption set forth in section 1 if all the following criteria are met:

- (a) the qualifying real estate is owned and occupied by a person or family where the total annual household income shall not exceed the following: single applicant \$51,000, single head of household applicant \$64,000, married applicant filing jointly \$77,000; Qualifying incomes will be adjusted annually to reflect cost of living adjustments (COLA) published by the Department of Revenue.
- (b) the qualifying real estate is owned by a single applicant having reached age 67 at the close of the previous tax year or if a joint application the real estate is owned by the joint applicants at least one of said joint applicants must have reached age 67 and the other reached age 60 at the close of the previous tax year;
- (c) the qualifying real estate is owned and occupied by the applicant or joint applicants at least 6 months plus 1 day each year;
- (d) the applicant or at least one of the joint applicants has resided in the town of Harvard for at least 10 consecutive years before filing an application for the exemption; and
- (e) the maximum assessed value of the applicant's or joint applicant's primary residence is no greater than the average assessed value of a single family in the town of Harvard plus 10 percent, as measured for the for the tax year immediately previous to the tax year for which the application for exemption is filed.
- (f) the Board of Assessors has approved the application

Section 3. The exemption provided for this act shall be in addition to any other exemptions allowable under the General Laws, except that there shall be a dollar cap on all the exemptions granted by this act equal to 5 percent of the previous fiscal year's total tax levy for Harvard. After the first year of enactment, the total cap on the exemptions granted by this act shall be set annually by the board of selectmen within a range of .5 percent and 1 percent of the previous fiscal year's total tax levy for Harvard. Exemptions under this statute will be funded and dispersed through the assessors' overlay account in the same manner as exemptions granted under M.G.L. 59, Section 5, Clauses 17 and 41.

Section 4. A person who seeks to qualify for this exemption shall file with the Board of Assessors an application for abatement on a form to be adopted by the Board. This form will be made available in the assessor's office with the supporting documentation as described in the application. The application shall be filed by January 31 of each year for which the applicant seeks the exemption for the fiscal year commencing the following July 1, except for the first year following the adoption.

The Board of Assessors shall set the deadline in a manner that provides at least 60 days in which to apply for the fiscal year that begins following the act becoming effective.

Section 5. For the purposes of this act, "parcel" shall be a dwelling unit as defined by the Board of Assessors in accordance with the deed for the property, and shall include a condominium unit.

Section 6. For the purpose of the exemption, "total annual household income" shall be the sum of the applicant's or joint applicant's "total taxable 5.3 percent income" on Massachusetts Form 1 and those same incomes for other income-producing members of the household.

The income shall be increased by amounts that may have been excluded or subtracted from calculations, such as income from Social Security benefits, cash public assistance, tax-exempted

interest and dividends, capital gains, income from a partnership or trust, returns on capital reported on Schedule C and excluded from any other source

Section 7. Acceptance of this act by the town of Harvard shall be by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance was placed on the ballot. This act shall become effective 30 days after the affirmative vote.

Section 8. Acceptance of this act by the town of Harvard shall automatically expire after three years unless reaffirmed by the affirmative vote of a majority of the voters at a Town Meeting. Once reaffirmed, it shall take an affirmative vote by two-thirds of the voters at a regular or special election at which the question of revocation has been placed on the ballot by a majority vote of then sitting members of the Board of Selectmen for this act to be revoked.

Section 9. The selectmen and/or the Board of Assessors may make technical and procedural changes, if they decide such changes will: (1) make the administration of the act more efficient, (2) make it easier to comply with the regulations of Massachusetts Department of Revenue, or (3) for any other good reason. Such changes shall not require further approval by the Legislature.

Or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted majority yes to pass over this article.

ARTICLE 41: MASSACHUSETTS GENERAL LAWS CHAPTER 59, SECTION 5K – SENIOR WORK-OFF ABATEMENT PROGRAM

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, Section 5K, to establish senior work-off abatement programs where seniors provide services to the community at an hourly rate no higher than the state minimum wage and their earnings are credited to reduce their property tax bills and adjust the exemption in this section by: (1) allowing an approved representative, for persons physically unable, to provide such services to the town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000, which limit shall be established by the Board of Selectmen, or pass any vote or votes in relation thereto

On a motion by Connie Larrabee, 15 Under Pin Hill Road, Council on Aging, and seconded,

Voted unanimously yes that the Town accept the provisions of Massachusetts General Laws Chapter 59, Section 5K, to establish senior work-off abatement programs where seniors provide services to the community at an hourly rate no higher than the state minimum wage and their earnings are credited to reduce their property tax bills and adjust the exemption in this section by: (1) allowing an approved representative, for persons physically unable, to provide such services to the town; or (2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than \$1,000, which limit shall be established by the Board of Selectmen.

ARTICLE 42: AMEND THE PROTECTIVE BYLAW – AFFORDABLE ACCESSORY APARTMENT

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by:

- a) renumbering §125-18 Accessory Apartment use to §125-18.1 Accessory Apartment use; and
- b) adding thereto the following new subsection, §125-18.2:

125-18.2 Affordable Accessory Apartment

Intent. The intent of this section of the Bylaw is to encourage and enable accessory dwellings that allow residents to rent accessory apartments that are affordable to low or moderate income households, and that qualify for inclusion in the Town's Subsidized Housing Inventory as low or moderate income housing units, thus developing a portion of the Town's Subsidized Housing Inventory in a way that is (i) a direct benefit to the Town, to residents of the Town, and to low or moderate income households; and (ii) in keeping with the built character of the Town.

A. Requirements. In the case of an application for an Affordable Accessory Apartment, the Zoning Board of Appeals (ZBA) shall notify the Board of Health, the Board of Selectmen, the Planning Board, the Town of Harvard Municipal Affordable Housing Trust Fund, and any other pertinent Boards, of the application for a special permit hereunder and allow them thirty-five (35) days to review and comment upon said application. The ZBA may grant a special permit under this Section upon finding that the request is consistent with the purpose of this Section and meets the minimum requirements hereunder. After notice and public hearing as required by the Zoning Act, the ZBA may grant such a special permit for the creation of an Affordable Accessory Apartment provided that the ZBA finds that in addition to the proposed Affordable Accessory Apartment meeting all zoning and architectural requirements required of Accessory Apartments as set forth in section 125-18.1 of this Bylaw in effect on the date of application for permit, which Affordable Accessory Apartments are to be considered a special case, the apartment meets all of the following regulatory and zoning requirements:

- (1) If an Affordable Accessory Apartment is placed in a detached structure, the structure must be appropriate to the character of the neighborhood and comply with other applicable provisions of the Bylaws;
- (2) The owner of an Affordable Accessory Apartment must occupy the principal residence, and not the apartment;
- (3) The Affordable Accessory Apartment must or shall comply with low or moderate income housing regulations and guidelines of the Local

Initiative Program (LIP), 760 CMR 45.00, et seq., in effect on the date of the application for a special permit;

- (4) A Regulatory Agreement and Declaration of Restrictive Covenants for Affordable Accessory Apartments in the Town of Harvard, meeting the approval requirements of the Local Initiative Program for Affordable Accessory Apartments, shall be signed and recorded with the Worcester County Registry of Deeds by the owner of the apartment unit. The Regulatory Agreement and Declaration of Restrictive Covenants, as portion of its provisions, shall include the following:

- (a) A minimum term of fifteen (15) years;
- (b) The Agreement shall terminate upon sale of the property, which, for purposes of this subsection, shall not include:
 - (i) a mortgage deed to secure the repayment of a loan; or
 - (ii) an inter-spousal transfer for nominal consideration where the transferor retains at least a fifty percent (50%) ownership interest in the property; or
 - (iii) a transfer to a trust for nominal consideration where the owner holds at least a fifty-percent beneficial interest in the property;
- (c) The Agreement is subject to State regulatory requirements for affordable accessory apartments relative to pricing, affirmative fair housing marketing plan, maintenance and annual oversight by the Town or its designee;
- (d) An owner may terminate the Regulatory Agreement prior to its expiration, in accordance with the restrictions in such agreement, but such action will effectuate the termination of the special permit for the affordable accessory apartment without action by the ZBA. Thereupon, the Massachusetts Department of Housing and Community Development shall be notified, and the apartment will be removed from the Town's Subsidized Housing Inventory and use of the Apartment as a rental, whether Affordable or not shall cease;
- (e) In accordance with the Regulatory Agreement, an owner must rent the Affordable Accessory Apartment to income-qualified tenants selected through an open process and lottery to be established in accordance with the Local Initiative Program guidelines specific to Affordable

Accessory Apartments (760 CMR 45.03, et seq., in effect on the date of application for a permit);

- (f) The monthly rent shall not exceed the maximum affordable rent for a household of the appropriate size for the Affordable Accessory Apartment as prescribed in the Local Initiative Program guidelines and other applicable State regulations.

B. Enforcement. The provision of this section shall be enforced by the designated Local Program Administrator (LPA), which may be the Building Commissioner. In any event, the Building Commissioner shall be the LPA if no LPA other than the Building Commissioner has been designated.

Or pass any vote or votes in relation thereto.

The following motion was made by Kara Minar, 204 Still River Road, Planning Board, and seconded,

I move that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by: a) renumbering §125-18 Accessory Apartment use to §125-18.1 Accessory Apartment use; and b) adding thereto a new subsection, §125-18.2: entitled “Affordable Accessory Apartment” as printed on Pages 48 through 50 of the Warrant and Finance Committee Report for the 2012 Annual Town Meeting, except that (1) the words “must or” shall be stricken from the first line of Subparagraph A (3) on Page 49; and (2) the words “which may be the Building Commissioner. In any event,” shall be stricken from the second and third lines of Paragraph B on Page 50 and the “t” in the word “the” at the beginning of the last sentence shall be capitalized.

Voted unanimously yes that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by:

- a) renumbering §125-18 Accessory Apartment use to §125-18.1 Accessory Apartment use; and
- b) adding thereto the following new subsection, §125-18.2:

125-18.3 Affordable Accessory Apartment

Intent. The intent of this section of the Bylaw is to encourage and enable accessory dwellings that allow residents to rent accessory apartments that are affordable to low or moderate income households, and that qualify for inclusion in the Town’s Subsidized Housing Inventory as low or moderate income housing units, thus developing a portion of the Town’s Subsidized Housing Inventory in a way that is (i) a direct benefit to the Town, to residents of the Town, and to low or moderate income households; and (ii) in keeping with the built character of the Town.

A. Requirements. In the case of an application for an Affordable Accessory Apartment, the Zoning Board of Appeals (ZBA) shall notify the Board of

Health, the Board of Selectmen, the Planning Board, the Town of Harvard Municipal Affordable Housing Trust Fund, and any other pertinent Boards, of the application for a special permit hereunder and allow them thirty-five (35) days to review and comment upon said application. The ZBA may grant a special permit under this Section upon finding that the request is consistent with the purpose of this Section and meets the minimum requirements hereunder. After notice and public hearing as required by the Zoning Act, the ZBA may grant such a special permit for the creation of an Affordable Accessory Apartment provided that the ZBA finds that in addition to the proposed Affordable Accessory Apartment meeting all zoning and architectural requirements required of Accessory Apartments as set forth in section 125-18.1 of this Bylaw in effect on the date of application for permit, which Affordable Accessory Apartments are to be considered a special case, the apartment meets all of the following regulatory and zoning requirements:

- (1) If an Affordable Accessory Apartment is placed in a detached structure, the structure must be appropriate to the character of the neighborhood and comply with other applicable provisions of the Bylaws;
- (2) The owner of an Affordable Accessory Apartment must occupy the principal residence, and not the apartment;
- (3) The Affordable Accessory Apartment shall comply with low or moderate income housing regulations and guidelines of the Local Initiative Program (LIP), 760 CMR 45.00, et seq., in effect on the date of the application for a special permit;
- (4) A Regulatory Agreement and Declaration of Restrictive Covenants for Affordable Accessory Apartments in the Town of Harvard, meeting the approval requirements of the Local Initiative Program for Affordable Accessory Apartments, shall be signed and recorded with the Worcester County Registry of Deeds by the owner of the apartment unit. The Regulatory Agreement and Declaration of Restrictive Covenants, as portion of its provisions, shall include the following:
 - (a) A minimum term of fifteen (15) years;
 - (b) The Agreement shall terminate upon sale of the property, which, for purposes of this subsection, shall not include:
 - (iv) a mortgage deed to secure the repayment of a loan; or
 - (v) an inter-spousal transfer for nominal consideration where the transferor retains at least a fifty percent (50%) ownership interest in the property; or

- (vi) a transfer to a trust for nominal consideration where the owner holds at least a fifty-percent beneficial interest in the property;
- (c) The Agreement is subject to State regulatory requirements for affordable accessory apartments relative to pricing, affirmative fair housing marketing plan, maintenance and annual oversight by the Town or its designee;
- (d) An owner may terminate the Regulatory Agreement prior to its expiration, in accordance with the restrictions in such agreement, but such action will effectuate the termination of the special permit for the affordable accessory apartment without action by the ZBA. Thereupon, the Massachusetts Department of Housing and Community Development shall be notified, and the apartment will be removed from the Town's Subsidized Housing Inventory and use of the Apartment as a rental, whether Affordable or not shall cease;
- (e) In accordance with the Regulatory Agreement, an owner must rent the Affordable Accessory Apartment to income-qualified tenants selected through an open process and lottery to be established in accordance with the Local Initiative Program guidelines specific to Affordable Accessory Apartments (760 CMR 45.03, et seq., in effect on the date of application for a permit);
- (f) The monthly rent shall not exceed the maximum affordable rent for a household of the appropriate size for the Affordable Accessory Apartment as prescribed in the Local Initiative Program guidelines and other applicable State regulations.

B. Enforcement. The provision of this section shall be enforced by the designated Local Program Administrator (LPA). The Building Commissioner shall be the LPA if no LPA other than the Building Commissioner has been designated.

The Planning Board recommended this article.

Approved by the Attorney General on August 9, 2012.

ARTICLE 43: AMEND THE PROTECTIVE BYLAW – SIGNS

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 thereto:

(1) By inserting the following definition between the definitions of “SHARED (COMMON) DRIVEWAY” AND “SOIL” in § 125-2:

“SIGN – Any device, symbol, drawing, picture, design or object which is used for visual communication and intended to attract attention or convey a message. An on-site sign is one that is related to the premises on which it is located. An off-site sign is one that is not located on the premises to which it is related. Historical date plaques and markers, and flags and insignias of governmental jurisdictions shall not be considered signs.” ; and

(2) By making the following revisions to § 125-41:

§ 125-41. Signs

A. It is the intent to regulate and restrict signs to:

- (1) Avoid signs which, individually or collectively, are confusing, distracting, or impair visibility in areas along ways or other public traffic areas;
- (2) Protect areas of residential or agricultural character (AR, MR, and W Districts) from business signs;
- (3) Protect public ways, parks, and reservations, and areas in view there from, from business signs;
- (4) Encourage inclusion of signs as wall signs on buildings rather than individual standing signs;
- (5) Encourage combination of signs rather than proliferation of individual smaller signs;
- (6) Limit the number of signs to those which are accessory or have special public usefulness not generally characteristic of off-site signs;
- (7) Limit the number and size of signs to that necessary for the purpose thereof, and otherwise limit the confusing, distracting, and obnoxious aspects of signs.

B. The following regulations shall apply to all signs:

~~B.(1) Any sign, i~~ Indoor or outdoor signs, which is are visible from public and private ways shall ~~be nonmoving not flash, rotate, be animated, be motorized or move or be designed to move by any means in whole or in part, except for portions indicating time or temperature only, illuminated only by steady white light shielded and directed solely at the sign, and adequately maintained. Signs are subject to applicable setback by height, visibility, buffer strip, and screening requirements of § 125-30, Land structure relations,~~

~~and § 125-39, Site standards. Further, signs that contain or consist of pennants, ribbons, streamers, spinners or other moving devices, strings of lights or similar devices or which emit any noises or loud sounds, or are inflatable are prohibited.~~

(2) Outdoor signs may only be illuminated only by steady white light shielded and directed solely at the sign, and shall be adequately maintained. No messages or graphics on permanent signs shall be formed by lights of any kind, with the exception of time and temperature. Backlit or internally illuminated signs are prohibited.

(3) Signs are subject to applicable setback by height, visibility, buffer strip, and screening requirements of § 125-30, Land-structure relations, and § 125-39, Site standards.

~~C. An on-site sign is any sign or device that advertises, calls attention to, or indicates the person occupying the premises on which the sign is erected or the business or other activity transacted thereon, or advertises the property itself or any part thereof for sale or to let, and that contains no other advertising matter; an off-site sign is any billboard, sign or other advertising device which is not an on-site sign.~~

~~D. (4) Signs attached to the exterior of a building shall be separate from, parallel to, and substantially against a wall (wall signs) and shall not extend beyond said wall. A wall includes its doors and windows.~~

~~E. (5) An outdoor sign not attached to a building is a standing sign. No standing sign shall exceed 15 feet in height measured from the ground to the top of the sign or the supporting structure, whichever is taller. Two identical flat signs back to back are considered one sign with the area of one face. The area of one side of a double faced sign shall be used to compute the area.~~

(6) The area of a sign shall be considered to include all lettering, wording and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any cutouts or extensions, but shall not include any supporting structure or bracing. The supporting structure shall be comprised of the structural support for the sign plus any decorative or design elements associated with the structure, such as stone pylons or pillars.

(7) Signs mounted on trucks or trailers or trailer chassis with or without wheels whose primary functions is as a sign and not for the transport of goods or merchandise are prohibited.

(8) Roof mounted signs are prohibited.

~~G. Signs exempt under G.L. Chapter 93, Section 32 are exempt herefrom. See also the Rules and Regulations of the Outdoor Advertising Board for off-site signs.~~

H.C. On-site signs: ~~Permitted on-site signs visible from off the premises or from any public traffic area:~~

~~(1) One on-site contractor's sign during active construction and on-site for sale or to-let sign are permitted on a lot; such a sign shall not exceed six square feet in area. On-site for-sale signs for individual lots may be replaced by a single on-site sign for a group of neighboring lots; such a sign shall not exceed three square feet/lot up to a maximum of 20 square feet in area.~~

(1) The following regulations shall apply to properties in business use within the C- district:

~~(2)(a)~~ A business in a ~~primary (C)-business~~ district may have one wall sign on each wall plus an additional sign at each building entrance when needed to indicate a separate department or operation or to provide a directory of occupants. The total aggregate area of such signs on a any building wall shall not exceed 1/15 the area of the wall.

~~(3)(b)~~ A ~~business~~ lot in a ~~primary business use in a (C)-business~~ district may have one standing sign located on the lot within 75 feet of the business building or its associated traffic areas, and not exceeding 20 square feet in area. ~~In addition, usual small signs on gasoline pumps and on product displays such as oilcan racks are permitted.~~

(c) A business in a C-district may have window signs, visible from the window's exterior side, either hung or otherwise attached directly to the inside of a window, or painted or etched on either side of the window pane or glass, not including any customary window display or merchandise or other product, provided that the aggregate display area covers no more than 20 percent of the gross area of the window, not to exceed six square feet.

~~(4) A business property elsewhere may have signs as in Subsection H(2) and (3) except that sign areas shall not exceed 1/2 those provided in Subsection H(2) and (3).~~

~~(5) Within a unified development shopping center or business park additional signs may be provided which:~~

(d) Within a site which contains two or more businesses, either located on the same lot or two or more lots connected by interior driveways or within an Ayer Road Village Special Permit development, the following additional regulations shall apply:

[1] Signs which indicate direction to a business or other activity located within the development, which contain no advertising matter, and do not exceed two square feet each in area are permitted;

~~(b) Contain no other advertising matter; and~~

[2] The site may have one standing sign no larger than 30 square feet in area.

~~(c) Do not exceed two square feet each in area, or where several such signs are combined do not exceed two square feet/business. No more than one directional sign exceeding six square feet in area may be a standing sign.~~

(2) A property in business use not located in the C-district may have signs as in Subsection C(1) (a) through (c) except that the maximum sign area shall not exceed one half of that which is allowed in Subsection C(1) (a) through (c).

~~(63) Other premises~~ A property in business use as regulated above may have one sign, not exceeding three square feet in area, along each street on which the lot has frontage.

D. Off-site signs in or over Town ways. The Board of Selectmen may grant permits as provided in M.G.L. Chapter 85, Section 8, for off-site signs in or over Town ways, in accordance with the intent of this Bylaw.

E. Temporary signs are permitted as follows:

(1) **Number and Duration:** One temporary standing sign or sandwich board sign may be displayed on a lot. A temporary sign may not be displayed more than 90 days before an event and shall be removed within five business days of the event

(2) **Size:** A temporary sign (i.e. contractor's sign or a sign advertising the sale or rental of a premises) shall not exceed six square feet in area. For sale signs for individual lots may be replaced by a single sign for a group of neighboring lots; such sign shall not exceed three square feet/lot up to a maximum of 20 square feet in area.

~~J. Other off site signs. Off site election signs are prohibited except as provided in Subsection I, Off-site signs on Town ways. Other off-site signs are permitted in primary (C) business districts by special permit (see § 125-46, Special permits) authorized by the Board of Appeals only in accordance with the intent of this § 125-41.~~

F. The Planning Board may approve, approve with conditions, or disapprove the following signs and the following deviations from the requirements of this section:

- (1) A greater number of standing signs than permitted, but not more than one sign in addition to the number of signs otherwise permitted per lot.
- (2) Signs with dimensions in excess of those permitted, subject to the following limitations:
 - (a) No standing sign larger than 40 square feet in area or more than 20 feet in height, and
 - (b) No roof signs shall be permitted.

The Board may approve the special permit if it finds that such signs will conform to the purpose and intent of this section, the sign(s) are appropriate for the location, the size of the property/premises, the building(s) thereon, and the neighborhood setting and the signs will be informative, legible and designed to improve the quality of the streetscape. In no event shall the issuance of a special permit be construed as precedent with respect to the issuance of similar special permits in the future, as each application and site is unique.

Or pass any vote or votes in relation thereto.

The following motion was made by Tim Schmoyer, 278 Stow Road, Planning Board, and seconded,

I move that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by making the revisions thereto relative to signs as printed in the purple handout that has been made available at this town meeting.

A motion made by Paul Green, and seconded, to add the word “downward” in B (2) after the word directed, was accepted by the Planning Board.

A motion by Libby Levison and seconded, to add “and shall not be illuminated between 12 midnight and 6:00 am” at the end of the first sentence in B (2), was rejected by the Planning Board and withdrawn.

Voted unanimously yes that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by making the following revisions thereto:

(1) By inserting the following definition between the definitions of “SHARED (COMMON) DRIVEWAY” AND “SOIL” in §125-2:

“SIGN – Any device, symbol, drawing, picture, design or object which is used for visual communication and intended to attract attention or convey a message. An on-site sign is one that is related to the premises on which it is located. An off-site sign is one that is not located on the premises to which it is related. Historical date plaques and markers, and flags and insignias of governmental jurisdictions shall not be considered signs.”; and

(2) By making the following amendments to §125-41Signs:

A. It is the intent to regulate and restrict signs to:

- (1) Avoid signs which, individually or collectively, are confusing, distracting, or impair visibility in areas along ways or other public traffic areas;
- (2) Protect areas of residential or agricultural character (AR, MR, and W Districts) from business signs;
- (3) Protect public ways, parks, and reservations, and areas in view there from, from business signs;
- (4) Encourage inclusion of signs as wall signs on buildings rather than individual standing signs;
- (5) Encourage combination of signs rather than proliferation of individual smaller signs;

- (6) Limit the number of signs to those which are accessory or have special public usefulness not generally characteristic of off-site signs;
- (7) Limit the number and size of signs to that necessary for the purpose thereof, and otherwise limit the confusing, distracting, and obnoxious aspects of signs.

B. The following regulations shall apply to all signs:

- (1) Indoor or outdoor signs which are visible from public and private ways shall not flash, rotate, be animated, be motorized or move or be designed to move by any means in whole or in part, except for portions indicating time or temperature only. Further, signs that contain or consist of pennants, ribbons, streamers, spinners or other moving devices, strings of lights or similar devices or which emit any noises or loud sounds, or are inflatable are prohibited.
- (2) Outdoor signs may only be illuminated only by steady white light shielded and directed downward solely at the sign, and shall be adequately maintained. No messages or graphics on permanent signs shall be formed by lights of any kind, with the exception of time and temperature. Backlit or internally illuminated signs are prohibited.
- (3) Signs are subject to applicable setback by height, visibility, buffer strip, and screening requirements of § 125-30, Land-structure relations, and § 125-39, Site standards.
- (4) Signs attached to the exterior of a building shall not extend beyond said wall. A wall includes its doors and windows.
- (5) An outdoor sign not attached to a building is a standing sign. No standing sign shall exceed 15 feet in height measured from the ground to the top of the sign or the supporting structure, whichever is taller. The area of one side of a double faced sign shall be used to compute the area.
- (6) The area of a sign shall be considered to include all lettering, wording and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any cutouts or extensions, but shall not include any supporting structure or bracing. The supporting structure shall be comprised of the structural support for the sign plus any decorative or design elements associated with the structure, such as stone pylons or pillars.
- (7) Signs mounted on trucks or trailers or trailer chassis with or without wheels whose primary functions is as a sign and not for the transport of goods or merchandise are prohibited.
- (8) Roof mounted signs are prohibited.

C. On-site signs:

(1) The following regulations shall apply to properties in business use within the C- district:

- (a) A business in a C district may have one wall sign on each wall plus an additional sign at each building entrance when needed to indicate a separate department or operation or to provide a directory of occupants. The total aggregate area of such signs on any building wall shall not exceed 1/15 the area of the wall.
- (b) A lot in business use in a C district may have one standing sign located on the lot not exceeding 20 square feet in area.
- (c) A business in a C-district may have window signs, visible from the window's exterior side, either hung or otherwise attached directly to the inside of a window, or painted or etched on either side of the window pane or glass, not including any customary window display or merchandise or other product, provided that the aggregate display area covers no more than 20 percent of the gross area of the window, not to exceed six square feet.
- (d) Within a site which contains two or more businesses, either located on the same lot or two or more lots connected by interior driveways or within an Ayer Road Village Special Permit development, the following additional regulations shall apply:

[1] Signs which indicate direction to a business or other activity located within the development, which contain no advertising matter, and do not exceed two square feet each in area are permitted;

[2] The site may have one standing sign no larger than 30 square feet in area.

- (2) A property in business use not located in the C-district may have signs as in Subsection C(1) (a) through (c) except that the maximum sign area shall not exceed one half of that which is allowed in Subsection C(1) (a) through (c).
- (3) A property in business use as regulated above may have one sign, not exceeding three square feet in area, along each street on which the lot has frontage.

D. Off-site signs in or over Town ways. The Board of Selectmen may grant permits as provided in M.G.L. Chapter 85, Section 8, for off-site signs in or over Town ways, in accordance with the intent of this Bylaw.

E. Temporary signs are permitted as follows:

- (1) **Number and Duration:** One temporary standing sign or sandwich board sign may be displayed on a lot. A temporary sign may not be displayed more than 90 days before an event and shall be removed within five business days of the event

- (2) **Size:** A temporary sign (i.e. contractor's sign or a sign advertising the sale or rental of a premises) shall not exceed six square feet in area. For sale signs for individual lots may be replaced by a single sign for a group of neighboring lots; such sign shall not exceed three square feet/lot up to a maximum of 20 square feet in area.

F. The Planning Board may approve, approve with conditions, or disapprove the following signs and the following deviations from the requirements of this section:

(1) A greater number of standing signs than permitted, but not more than one sign in addition to the number of signs otherwise permitted per lot.

(2) Signs with dimensions in excess of those permitted, subject to the following limitations:

(a) No standing sign larger than 40 square feet in area or more than 20 feet in height, and

(b) No roof signs shall be permitted.

The Board may approve the special permit if it finds that such signs will conform to the purpose and intent of this section, the sign(s) are appropriate for the location, the size of the property/premises, the building(s) thereon, and the neighborhood setting, and the signs will be informative, legible and designed to improve the quality of the streetscape. In no event shall the issuance of a special permit be construed as precedent with respect to the issuance of similar special permits in the future, as each application and site is unique.

The Planning Board recommended this article.

Approved by the Attorney General on August 9, 2012.

ARTICLE 44: AMEND THE PROTECTIVE BYLAW RE: SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by adding thereto the following new definition and section relative to solar photovoltaic installations:

Definitions:

COMMERCIAL SOLAR PHOTOVOLTAIC INSTALLATION – A commercial solar photovoltaic installation shall be any solar installation structurally mounted on the ground, or on poles placed in the ground, which exceeds twenty (20) kilowatts peak capacity and is expected, based on historical site usage and reasonable arguments about future consumption, to export more than fifty (50) percent of its annual electrical energy generation to the electric grid.

125-XX Commercial Solar Photovoltaic Installation

A. Purpose and objectives. The purpose of this section is to allow the creation of new commercial solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, in order to address public safety and minimize impacts on scenic, natural and historic resources.

B. Applicability. Construction and use of a commercial solar photovoltaic installation or any part thereof shall be permitted in any zoning district subject to the requirements set forth in this section. This bylaw does not apply to installations in the Photovoltaic Overlay Facilities District (125-53) or to roof mounted solar arrays.

C. Use Regulations

A commercial solar photovoltaic installation shall conform to the following provisions:

(1) Minimum of Three (3) Acres

A commercial solar photovoltaic installation may be erected upon the issuance of a special permit by the Planning Board on a lot containing a minimum of three (3) acres.

(2) Set-Back and Height Requirements

Commercial solar photovoltaic installations in the C District and not bordering residential property shall be setback from the property line by a minimum of 40 feet. All commercial solar photovoltaic installations in all other Districts (AR, B, W, WFH) shall be setback from the property line by a minimum of 100 feet. All accessory structures and appurtenances shall be contained within this setback. The height of any structure associated with a commercial solar photovoltaic installation shall not exceed 25 feet.

(3) Fencing

The commercial solar photovoltaic installation shall be designed to be fenced so as to control access to the facility. The fence shall be setback from the property line by a minimum of 30 feet in the C District if not bordering residential property. The fence shall be setback from the property line by a minimum of 90 feet in all other districts or if abutting residential property.

(4) Minimizing Visual Impact and Landscaping

The visual impact of the commercial solar photovoltaic installation, including all accessory structures and appurtenances, shall be mitigated. Whenever possible, solar panels should be placed on poles instead of concrete blocks. All accessory structures and appurtenances shall be architecturally compatible with each other. Whenever reasonable, structures shall be shaded from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized. A landscape buffer plan with plantings on the outside of the fence to improve the viewshed from neighboring properties shall be submitted to the planning board for site plan approval (125-XXE(6)(a)(ii)).

(5) Lighting

Lighting shall not be permitted unless required by the Planning Board or required by the State Building Code. Where used, lighting shall be directed downward and full cut-off fixtures shall be used.

(6) Utility Connections

All utility connections from the commercial solar photovoltaic installation shall be underground unless specifically permitted otherwise by the Planning Board in the special permit. Electrical transformers and inverters to enable utility interconnections may be above ground if required.

(7) Land Clearing and Erosion Control

Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar photovoltaic installation or otherwise prescribed by applicable laws, regulations and bylaws. The applicant shall demonstrate that, as compared with the situation that would exist on the site without the development, no phase of the proposed solar photovoltaic installation will result in an increase in the peak rate of storm runoff at the parcel boundary for the solar photovoltaic installation as a whole for the 25-, 50- and 100-year design storms, and that there will be no net loss in flood storage capacity for the 100-year design storm. In making such determinations, any state or local orders or requirements of the Wetlands Protection Act or the Town's Wetlands Protection Bylaw shall be assumed in the calculations of runoff and flood storage without the solar photovoltaic installation, but alternative forms of development shall not be assumed. The applicant shall demonstrate that any adverse existing off-site runoff and erosion conditions which would result from the development of the commercial solar photovoltaic installation, are fully identified and that workable and acceptable mitigation measures are proposed as part of the submission of a final plan.

(8) Operation and Maintenance

The commercial solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, continued compliance with landscaping and screening requirements, and integrity of security measures. The owner or operator shall be responsible for the maintenance of any access roads serving the installation. The applicant shall submit a plan for the operation and maintenance of the commercial solar photovoltaic installation.

(9) Signage

One 10 square foot identification sign with manufacturer/operator's name and emergency contact information shall be required at the facility site.

(10) Noise

As stated in 125-20A(1) no use is permitted that causes vibration, noise or other mechanical disturbance to neighboring properties. Siting of the commercial solar photovoltaic installation inverters must be to minimize sound and vibration to neighboring properties.

(11) Emergency Services

The commercial solar photovoltaic installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the local Fire Chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar electric installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

D. Abandonment or Decommissioning

(1) Removal Requirements

Any commercial solar photovoltaic installation which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

- (a) Physical removal of all large-scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
- (b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- (c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

(2) Abandonment

Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the commercial solar photovoltaic installation shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. If the owner or operator of the commercial solar photovoltaic installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the town may enter the property and physically remove the installation.

- (3) Financial Surety. The owner and/or operator of commercial solar photovoltaic installation shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the owner or operator. Such surety will not be required for municipally- or state-owned facilities. The owner or operator shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

E. Review Criteria and Considerations.

- (1) A special permit is required from the Planning Board to erect or install a commercial solar photovoltaic installation in any district other than the Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District (125-53). A record owner desiring to erect a commercial solar photovoltaic installation shall file with the Planning Board an application for a special permit, together with such plans,

drawings, specifications, fees and additional information as required by the Planning Board.

- (2) The Planning Board shall have the authority to waive specific provisions of this Article upon a determination that the waiver is not inconsistent with the purpose and intent of this section.
- (3) The Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A § 9.
- (4) Approval Criteria. Before the Planning Board may issue the special permit, it shall determine each of the following:
 - (a) The commercial solar photovoltaic installation conforms to the provisions of this section.
 - (b) The commercial solar photovoltaic installation will not be detrimental to the neighborhood or the Town.
 - (c) proposed use by provision of adequate surface water drainage.
 - (d) The proposed use is in harmony with the general purpose and intent of this Chapter.
- (5) All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in Massachusetts.
- (6) Required Documents

The following documents must be provided in addition to or in coordination with those required for Site Plan Review (see Section 125-38):

- (a) A site plan showing:
 - i. Environmental features of the site and surrounding areas are protected, and the surrounding area will be protected from the Property lines, map and lot from the Assessor's records, and physical features, including roads and topography, for the project site;
 - ii. Proposed changes to the landscape of the site, grading, vegetation clearing and proposed landscape plantings, exterior lighting, screening vegetation or structures including their height;
 - iii. Locations of wetlands, Priority Habitat Areas defined by the Natural Heritage & Endangered Species Program (NHESP)
 - iv. Locations of Floodplains or inundation areas for moderate or high hazard dams;
 - v. Locations of local and national historical, and archeological districts;
 - vi. A list of any hazardous materials proposed to be located on the site in excess of household quantities and a plan to prevent their release to the environment as appropriate;
 - vii. Blueprints or drawings of the solar electric installation signed by a Professional Engineer licensed to practice in

the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures;

- viii. One or three line electrical diagram detailing the solar electric installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and over-current devices;
 - ix. Documentation of the major system components to be used, including the electric generating components, transmission systems, mounting system, inverter, etc.;
 - x. Name, address, and contact information for proposed system installer;
 - xi. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any;
 - xii. The name, contact information and signature of any agents representing the project proponent; and
 - xiii. Documentation of actual or prospective access and control of the project site;
- (b) An operation and maintenance plan as detailed in 125-XXC(8)
 - (c) Zoning district designation for the parcel(s) of land comprising the project site (submission of a copy of a zoning map with the parcel(s) identified is suitable for this purpose);
 - (d) Proof of liability insurance; and
 - (e) Description of financial surety that satisfies Section 125-XXD(3).

- (7) In reviewing any application for a special permit, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no building or use that is injurious, noxious, offensive or detrimental to its neighborhood.

Or pass any vote or votes in relation thereto.

On a motion made by Michelle Catalina, 37 Old Littleton Road, Planning Board, and seconded,

Voted majority yes that the Town take no action under this article.

ARTICLE 45: ACCEPTANCE OF GIFTS OF PROPERTY – CONSERVATION LAND

To see if the Town will vote to accept the gifts of land or interests in land for conservation or other land preservation related purposes, previously accepted by the Conservation Commission and approved by the Board of Selectmen, or pass any vote or votes in relation thereto.

On a motion by Tim Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town take no action on Article 45 of the 2012 Annual Town Meeting Warrant.

ARTICLE 46: 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.

On a motion by Bill Johnson, 72 Warren Avenue, Board of Selectmen, and seconded,

Voted unanimously yes that the Town accept State funds to be used for reconstruction and improvements of public ways.

Denis Wagner, Harvard Historical Society, presented the Boston Post Cane to Erhart Muller. Larry Finnegan received the honor in Erhart's absence.

William Herbert was recognized as the Citizen of Note.

The meeting was dissolved at 3:47 P.M.

Checkers for the meeting were Gail Conlin, Fran Maiore, Ruth Miller, Marylin Morgan, Nancy Reifenstein, and Jane Venditti. They checked in 340 voters out of a total of 4055 registered voters (3791 active voters).

Tellers for the meeting were: Laura Andrews, Chris Moeser, Paul Green, Nick Browse, Mario Cardenas, Libby Levison.

Respectively submitted,

Janet A. Vellante
Town Clerk

TOWN ELECTION

May 1, 2012

The Annual Town Election was held on May 1, 2012, in the Bromfield School Cafeteria. The polls were opened at 7:00 a.m. by Warden Janet Wilhelm. There were 4068 registered voters (3803 active voters) and a total of 1554 persons cast their votes with the following results:

MODERATOR

for one year

Vote for ONE

Robert E. Eubank	12221
Scatterings	12
Blanks	320

SELECTMAN

for three years

Vote for ONE

Rhonda R. Sprague	747
Lucy B. Wallace	790
Scatterings	3
Blanks	14

CEMETERY COMMISSIONER

for three years

Vote for ONE

Howard W. Sprague, Sr.	1120
Scatterings	9
Blanks	469

COMMUNITY PRESERVATION COMMITTEE

for three years

Vote for ONE

Deborah H. Thomson	1083
Scatterings	2
Blanks	469

HARVARD BOARD OF HEALTH

for three years

Vote for ONE

Sharon M. McCarthy	930
John D. Rizzo	460
Scatterings	0
Blanks	164

LIBRARY TRUSTEE

for three years

Vote for not more than TWO

Davida J. Bagatelle	1055
Christopher B. Frechette	1004
Scatterings	1
Blanks	1048

PARK AND RECREATION COMMISSIONER

for three years

Vote for not more than TWO

John W. Lee, Jr.	1204	
Mark Mandozzi (write-in)	5	(declined)
Scatterings	20	
Blanks	1879	

PLANNING BOARD

for three years

Vote for not more than TWO

Joseph W. Hutchinson	985
Timothy R. Schmoyer	879
Scatterings	4
Blanks	1240

PLANNING BOARD

for one year

Vote for ONE

Richard C. Marcello	997
Scatterings	1
Blanks	556

SCHOOL COMMITTEE MEMBER

for three years

Vote for not more than TWO

Patricia C. Wenger	810
Sharon D. Cronin	586
Robert Finch Sullebarger	682
Scatterings	2
Blanks	1028

TOWN CLERK

for three years

Vote for ONE

Janet A. Vellante	1294
Scatterings	1
Blanks	259

TREE WARDEN

for one year

Vote for ONE

Christian A. Bilodeau	1218
Scatterings	2
Blanks	334

WARNER FREE LECTURE SOCIETY TRUSTEE

for three years

Vote for not more than TWO

Thomas J. Aciukewicz (write-in)	56
Brian Schmipf (write-in)	36
Michele Girard (write-in)	30
Frederick Hinchliffe (write-in)	17
Scatterings	18
Blanks	2951

WARNER FREE LECTURE SOCIETY TRUSTEE

for two years

Vote for ONE

Timothy C. Borton (write-in)	32
Michele Girard (write-in)	7
Scatterings	23
Blanks	1492

QUESTION #1 - Town Hall Building Project Debt Exclusion

Shall the Town of Harvard be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the design, construction, reconstruction, renovation and historical preservation of the Harvard Town Hall, including, but not limited to handicapped accessibility improvements and the installation of a new heating ventilating and air conditioning system?

Yes	755
No	736
Blanks	63

QUESTION #2 – Littleton County Road Reconstruction and Repair Debt Exclusion

Shall the Town of Harvard be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bond issued to reconstruct and repair Littleton County Road from Old Schoolhouse Road to the Littleton town line?

Yes	827
No	624
Blanks	103

The polls were closed at 8:00 p.m. by Warden Janet Wilhelm and the results were announced at 9:55 p.m.

Sixty-two (62) absentee ballots were cast.

Respectfully submitted,

Janet A. Vellante
Town Clerk

SPECIAL TOWN MEETING

AUGUST 29, 2012

The meeting was called to order in the Bromfield Cronin Auditorium at 7:02 p.m. by Moderator Robert Eubank. The call of the meeting and the return of service were found to be in order by Town Clerk Janet A. Vellante.

Moderator Robert Eubank requested that the town allow the following non-voters to speak to the meeting if necessary:

Timothy Bragan	Town Administrator
Joseph Connelly	Interim Superintendent of Schools
Edward Denmark	Police Chief
Mark Lanza	Town Counsel
Lorraine Leonard	Finance Director
Richard Nota	Director of Public Works
Richard Sicard	Fire Chief

Article 1: Amend Chapter 125 Protective Bylaw - 125-23 Permitted uses in C Districts

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

(Key to revisions: underlining = additions)

§ 125-23. Permitted uses in C Districts. [Added 3-6-1965 ATM by Art. 29; amended 3-6-1971 ATM by Art. 34; 3-4-1972 ATM by Art. 44; 3-3-1973 ATM by Art. 35; 3-26-1977 ATM by Art. 35; 4-5-1986 ATM by Art. 39; 11-16-1987 STM by Art. 10; 3-28-1998 ATM by Art. 29; 12-8-1998 STM by Art. 14; 3-27-2004 ATM by Art. 39]

The intent of the C District is to permit shopping and business services type land uses that meet the needs of the local community rather than the region, and to encourage uses that, when established, result in a traditional New England village form of development of appropriate scale, character, vernacular architecture, design, and detail. It is also the intent of the C District to provide for an array of uses consistent with the Master Plan adopted by the Planning Board, as may be amended, including opportunities for mixed use development, pedestrian interaction, and a vibrant village atmosphere.

A. Permitted uses are:

- (1) As provided in § 125-12, Small-scale commercial uses.
 - (2) As provided in § 125-7, Agricultural uses, § 125-10, Conversion for multiple residence, § 125-15, Earthmoving, § 125-16, Institutional uses, and § 125-41J, Other off-site signs.
 - (3) As provided in § 125-8, Single residence use, on lots as they existed February 1, 1972.
 - (4) As provided in § 125-13, Medium-scale commercial uses, with the exception of Subsections M, T, U and V (laboratory for engineering, research, experimental, or testing activities; landscaping services involving equipment parking; kennel and/or veterinary services; mortuary), however, for § 125-13, Medium-scale commercial uses, Subsection Y permitted uses, only in building(s) existing on October 16, 1998. As provided in § 125-53, Large-Scale Ground Mounted Solar Photovoltaic Facilities Overlay District.
- B. Uses by special permit (see § 125-46, Special permits) issued by the Planning Board as follows:
- (1) As provided in § 125-13, Medium-scale commercial uses, Subsections M, S, T, U, V, Z (inn or bed-and-breakfast establishment, eating establishments with live musical entertainment; laboratory for engineering, research, experimental, or testing activities; shops and sales of supplies for plumbing, electrical, carpentry and other building trades; landscaping services involving equipment parking; kennel and/or veterinary services; mortuary; mixed use village development).
 - (2) As provided in § 125-14, Large-scale commercial uses, except that no special permit shall be issued pursuant to Subsection F thereof for an automobile body shop.

The following motion was made by Timothy Schmoyer, 278 Stow Road, Planning Board, and seconded,

I move that the Town amend the Protective Bylaw of the Town, Chapter 125 of the Town Code, by making the revisions to Section 125-23 thereof, Permitted uses in C Districts as printed on Page 1 and 2 of the Warrant for this special town meeting.

The Planning Board supported this article unanimously.

Voted greater than 2/3 yes that the Town amend the Protective Bylaw of the Town, Chapter 125 of the Town Code, by making the following revisions thereto, or pass any vote or votes in relation thereto.

(Key to revisions: underlining = additions)

§ 125-23. Permitted uses in C Districts. [Added 3-6-1965 ATM by Art. 29; amended 3-6-1971 ATM by Art. 34; 3-4-1972 ATM by Art. 44; 3-3-1973 ATM by Art. 35; 3-26-1977 ATM by Art. 35; 4-5-1986 ATM by Art. 39; 11-16-1987 STM by Art. 10; 3-28-1998 ATM by Art. 29; 12-8-1998 STM by Art. 14; 3-27-2004 ATM by Art. 39]

The intent of the C District is to permit shopping and business services type land uses that meet the needs of the local community rather than the region, and to encourage uses that, when established, result in a traditional New England village form of development of appropriate scale, character, vernacular architecture, design, and detail. It is also the intent of the C District to provide for an array of uses consistent with the Master Plan adopted by the Planning Board, as may be amended, including opportunities for mixed use development, pedestrian interaction, and a vibrant village atmosphere.

A. Permitted uses are:

- (1) As provided in § 125-12, Small-scale commercial uses.
- (2) As provided in § 125-7, Agricultural uses, § 125-10, Conversion for multiple residence, § 125-15, Earthmoving, § 125-16, Institutional uses, and § 125-41J, Other off-site signs.
- (3) As provided in § 125-8, Single residence use, on lots as they existed February 1, 1972.
- (4) As provided in § 125-13, Medium-scale commercial uses, with the exception of Subsections M, T, U and V (laboratory for engineering, research, experimental, or testing activities; landscaping services involving equipment parking; kennel and/or veterinary services; mortuary), however, for § 125-13, Medium-scale commercial uses, Subsection Y permitted uses, only in building(s) existing on October 16, 1998. As provided in § 125-53, Large-Scale Ground Mounted Solar Photovoltaic Facilities Overlay District.

B. Uses by special permit (see § 125-46, Special permits) issued by the Planning Board as follows:

- (1) As provided in § 125-13, Medium-scale commercial uses, Subsections M, S, T, U, V, Z (inn or bed-and-breakfast establishment, eating establishments with live musical entertainment; laboratory for engineering, research, experimental, or testing activities; shops and sales of supplies for plumbing, electrical, carpentry and other building trades; landscaping services involving equipment parking; kennel and/or veterinary services; mortuary; mixed use village development).

- (2) As provided in § 125-14, Large-scale commercial uses, except that no special permit shall be issued pursuant to Subsection F thereof for an automobile body shop.

Approved by the Attorney General on September 10, 2012.

Article 2: Amend Chapter 125 Protective Bylaw - 125-53 Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District.

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

(Key to revisions: underlining = additions)

§125-53 Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District. [Added 11-9-2010 STM by Art. 2]

- A. Purpose and Objectives. The purpose of this Section is to promote the creation of new large-scale ground-mounted solar photovoltaic facilities (SPFs) by:
 - (1) Establishing areas for construction of SPFs;
 - (2) Providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, which standards address public safety and minimize impacts on scenic, natural and historic resources; and
 - (3) Providing adequate financial assurance for the eventual decommissioning of such facilities.
- B. Applicability. This § 125-53 applies to and permits the installation and operation of large-scale (nameplate capacity of 250 kW DC or greater) ground-mounted SPFs in accordance with the provisions hereunder. This section also pertains to physical modifications that materially alter the type, configuration, or size of these facilities or related equipment.
- C. Location. The Solar Photovoltaic Facilities Overlay District shall consist of the following areas:
 - (1) An area of approximately 10.18 acres within Assessor's Map 17A, Parcel 14, with frontage of 110 feet along Harvard Depot Road, bounded as follows: from the intersection of the northern lot boundary with Depot Road, running roughly west for 889 feet, then south 464 feet, then east 659 feet and then northerly following Bowers Brook to Depot Road 587 feet; and,
 - (2) Within the Commercial "C-District" the land shown as Parcels 25 and 27 on Assessor's Map 4, located along Ayer Road, subject to the provisions of §125-53D(6)

D. Review Criteria and Considerations.

- (1) No building permit shall be issued for an SPF without prior approval by the Planning Board of a site plan in accordance with the provisions of §125-38 of this Protective Bylaw. Site plans shall be deemed constructively approved if not acted upon within one year after submission of complete plans.
- (2) Applications for Site Plan Review shall include evidence that the utility company that operates the electrical grid where the facility is to be located has been informed and consents to the solar photovoltaic facility owner or operator's plan to connect to the electrical grid. Off-grid systems are exempt from this requirement.
- (3) The height of all structures comprising the SPF shall not exceed 20 feet above the pre-existing natural grade.
- (4) The applicant shall submit a plan for the operation and maintenance of the SPF.
- (5) The owner, operator, successors, and assigns of the SPF shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures.
- (6) For Parcels 25 and 27 in the Commercial District, as shown on Assessor's Map 4, a one hundred and fifty (150) foot set-back is required from both Ayer Road and Old Mill Road for any SPF constructed. In addition, any SPF located on these parcels must be substantially masked from view with trees, shrubs, or bushes all seasons of the year.
- (7) The applicant shall provide proof of ownership of the proposed site, or proof of a contract or lease with the owner of the site establishing the applicant's right to construct a SPF on the site. The application must be signed by the owner(s) of the property and the company(s) proposing to erect the SPF.
- (8) In addition to the application fee, which shall be determined by the rules for site plan approval, the applicant shall pay a project review fee if so required by the Planning Board in accordance with said rules.

E. Nonuse. All structures associated with an SPF shall be removed within one year of cessation of use. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Removal shall include:

- (1) Removal of all structures, equipment, security barriers and transmission lines from the site.
- (2) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- (3) After consultation with the Planning Board, stabilization or re-vegetation of the site as

necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below grade foundations in order to minimize erosion and disruption to vegetation.

- F. Compliance. Applicants, other than governmental authorities, shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the SPF and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. The project proponent shall submit a fully inclusive estimate of the costs associated with removal prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

The following motion was made by Timothy Schmoyer, 278 Stow Road, Planning Board, and seconded,

I move that the Town amend the Protective Bylaw of the Town, Chapter 125 of the Town Code, by making the revisions to Section 125-53 thereof, Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District, as printed on Page 2 and 3 of the Warrant for this special town meeting.

The Planning Board supported this article unanimously.

Voted greater than 2/3 yes that the Town amend the Protective Bylaw of the Town, Chapter 125 of the Town Code, by making the following revisions thereto.

(Key to revisions: underlining = additions)

§125-53 Large-Scale Ground-Mounted Solar Photovoltaic Facilities Overlay District. [Added 11-9-2010 STM by Art. 2]

- A. Purpose and Objectives. The purpose of this Section is to promote the creation of new large-scale ground-mounted solar photovoltaic facilities (SPFs) by:
- (1) Establishing areas for construction of SPFs;
 - (2) Providing standards for the placement, design, construction, operation, monitoring, modification and removal of such facilities, which standards address public safety and minimize impacts on scenic, natural and historic resources; and
 - (3) Providing adequate financial assurance for the eventual decommissioning of such facilities.
- B. Applicability. This § 125-53 applies to and permits the installation and operation of large-scale (nameplate capacity of 250 kW DC or greater) ground-mounted SPFs in accordance

with the provisions hereunder. This section also pertains to physical modifications that materially alter the type, configuration, or size of these facilities or related equipment.

C. Location. The Solar Photovoltaic Facilities Overlay District shall consist of the following areas:

- (1) An area of approximately 10.18 acres within Assessor's Map 17A, Parcel 14, with frontage of 110 feet along Harvard Depot Road, bounded as follows: from the intersection of the northern lot boundary with Depot Road, running roughly west for 889 feet, then south 464 feet, then east 659 feet and then northerly following Bowers Brook to Depot Road 587 feet; and,
- (2) Within the Commercial "C-District" the land shown as Parcels 25 and 27 on Assessor's Map 4, located along Ayer Road, subject to the provisions of §125-53D(6)

D. Review Criteria and Considerations.

- (1) No building permit shall be issued for an SPF without prior approval by the Planning Board of a site plan in accordance with the provisions of §125-38 of this Protective Bylaw. Site plans shall be deemed constructively approved if not acted upon within one year after submission of complete plans.
- (2) Applications for Site Plan Review shall include evidence that the utility company that operates the electrical grid where the facility is to be located has been informed and consents to the solar photovoltaic facility owner or operator's plan to connect to the electrical grid. Off-grid systems are exempt from this requirement.
- (3) The height of all structures comprising the SPF shall not exceed 20 feet above the pre-existing natural grade.
- (4) The applicant shall submit a plan for the operation and maintenance of the SPF.
- (5) The owner, operator, successors, and assigns of the SPF shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures.
- (6) For Parcels 25 and 27 in the Commercial District, as shown on Assessor's Map 4, a one hundred and fifty (150) foot set-back is required from both Ayer Road and Old Mill Road for any SPF constructed. In addition, any SPF located on these parcels must be substantially masked from view with trees, shrubs, or bushes all seasons of the year.
- (7) The applicant shall provide proof of ownership of the proposed site, or proof of a contract or lease with the owner of the site establishing the applicant's right to construct a SPF on the site. The application must be signed by the owner(s) of the property and the company(s) proposing to erect the SPF.

(8) In addition to the application fee, which shall be determined by the rules for site plan approval, the applicant shall pay a project review fee if so required by the Planning Board in accordance with said rules.

- E. Nonuse. All structures associated with an SPF shall be removed within one year of cessation of use. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Removal shall include:
- (1) Removal of all structures, equipment, security barriers and transmission lines from the site.
 - (2) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - (3) After consultation with the Planning Board, stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below grade foundations in order to minimize erosion and disruption to vegetation.
- F. Compliance. Applicants, other than governmental authorities, shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town must remove the SPF and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. The project proponent shall submit a fully inclusive estimate of the costs associated with removal prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

Approved by the Attorney General on September 10, 2012.

ARTICLE 3: ABANDON AND DISCONTINUE PORTION OF ELM STREET

To see if the Town will vote to discontinue and abandon the portion of Elm Street lying between the northerly boundary of Easement #1 and Ayer Road, which easement and road are shown on a plan entitled "Plan of Easements – Harvard Common – Harvard, Massachusetts" dated December, 1992, prepared by David E. Ross Associates, Inc. and recorded with the Worcester County Registry of Deeds in Plan Book 680, Plan 2, a copy of which plan is on file in the Office of the Town Clerk, or take any action in relation thereto.

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted majority yes that the Town discontinue and abandon the portion of Elm Street lying between the northerly boundary of Easement #1 and Ayer Road, which easement and road are shown on a plan entitled "Plan of Easements – Harvard Common – Harvard, Massachusetts" dated December, 1992, prepared by David E. Ross Associates, Inc. and recorded with the

Worcester County Registry of Deeds in Plan Book 680, Plan 2, a copy of which plan is on file in the Office of the Town Clerk.

ARTICLE 4: AUTHORIZE THE BOARD OF SELECTMEN TO LEASE PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease, as lessee, of property for temporary space to house Town Hall offices and related space located within the town of Harvard (not including Devens) while the current town hall building is being renovated, provided such lease is the lowest cost solution for the relocation of town offices, or take any other action relative thereto.

(Inserted by Board of Selectmen)

The following motion was made by Lucy Wallace, 18 Orchard Hill, Board of Selectmen, and seconded,

I move that the Town authorize the Board of Selectmen to enter into a lease, as lessee, of property for temporary space to house Town Hall offices and related space located within the Town of Harvard (not including Devens) while the current town hall building is being renovated, provided such lease is the lowest cost solution for the relocation of town offices.

The following motion was made by Bill Salter, 3 Elm Street, and seconded,

I move that the Town authorize the Board of Selectmen to enter into a lease, as lessee, of property for temporary space to house Town Hall offices and related space located within the town of Harvard (not including Devens) while the current town hall building is being renovated, provided such lease shall represent the best tradeoff of costs and benefits, including financial and non-financial costs and benefits, for the relocation of town offices.

The Board of Selectmen did not accept the amendment.

A motion by Jim Ware to move the amendment was seconded and voted greater than 2/3 yes.

The amendment was voted majority yes to authorize the Board of Selectmen to enter into a lease, as lessee, of property for temporary space to house Town Hall offices and related space located within the town of Harvard (not including Devens) while the current town hall building is being renovated, provided such lease shall represent the best tradeoff of costs and benefits, including financial and non-financial costs and benefits, for the relocation of town offices.

The following motion was made by Keith Turner, 247 Littleton County Road, and seconded,

I move that the Town amend the motion by deleting the phrase “(not including Devens)”

The Board of Selectmen did not accept the amendment.

The amendment was voted majority yes to amend the motion by deleting the phrase “(not including Devens)”.

The following motion was made by Paul Richards, 63 Westcott Road, and seconded,

I move that the Town amend the motion by changing the phrase “within the Town of Harvard” to “within an eight mile radius as the crow flies of the Town Hall”.

The Board of Selectmen did not accept the amendment.

The Moderator recommended removing “as the crow flies”.

The amendment was voted majority yes to amend the motion by changing the phrase “within the Town of Harvard” to “within an eight mile radius of the Town Hall”

Voted greater than 2/3 yes to authorize the Board of Selectmen to enter into a lease, as lessee, of property for temporary space to house Town Hall offices and related space located within an eight mile radius of the Town Hall while the current town hall building is being renovated, provided such lease shall represent the best tradeoff of costs and benefits, including financial and non-financial costs and benefits, for the relocation of town offices.

ARTICLE 5: AUTHORIZE THE BOARD OF SELECTMEN TO RENT OR LEASE THE OLD LIBRARY

To see if the Town will vote to (a) authorize the Board of Library Trustees to transfer the care, custody, management and control of the old library building located at 7 Fairbank Street to the Board of Selectmen; and (b) authorize the Board of Selectmen to enter into a rental or lease agreement, as lessor, with another party to utilize the old library building located at 7 Fairbank Street, or take any other action relative thereto.

On a motion by William Johnson, 72 Warren Avenue, Board of Selectmen, and seconded,

Voted greater than 2/3 yes to (a) authorize the Board of Library Trustees to transfer the care, custody, management and control of the old library building located at 7 Fairbank Street to the Board of Selectmen; and (b) authorize the Board of Selectmen to enter into a rental or lease agreement, as lessor, with another party to utilize the old library building located at 7 Fairbank Street.

The meeting was dissolved at 8:15 p.m.

Checkers for the meeting were Gail Conlin, Debbie Kaegebein, Frances Maiore, and Dorothy Solbrig, They checked in 198 voters out of a total of 4169 registered voters (3914 active voters).

Respectively submitted,

Janet A. Vellante
Town Clerk

STATE PRIMARY

September 6, 2012

The State Primary was held on September 6, 2012, in the Bromfield School cafeteria. The polls were opened at 7:00 a.m. by Warden Dennis Bradley. There were 4169 registered voters (3914 active voters) and a total of 412 persons (10.5 % of the active voters) cast their votes with the following results:

DEMOCRATIC PARTY VOTES – 235

SENATOR IN CONGRESS

Elizabeth A. Warren	222
Scatterings	1
Blanks	12

REPRESENTATIVE IN CONGRESS – third district

Nicola S. Tsongas	217
Scatterings	0
Blanks	18

COUNCILLOR – third district

Marilyn M. Petitto Devaney	88
Harry S. Margolis	51
Charles N. Shapiro	32
Scatterings	0
Blanks	64

SENATOR IN GENERAL COURT – Middlesex & Worcester district

James B. Eldridge	222
Scatterings	0
Blanks	13

REPRESENTATIVE IN GENERAL COURT – thirty-seventh Middlesex district

Jennifer E. Benson	215
Scatterings	0
Blanks	20

CLERK OF COURTS – Worcester County

Dennis P. McManus	168
Scatterings	0
Blanks	67

REGISTER OF DEEDS – Worcester District

Anthony J. Vigliotti	167
Scatterings	0
Blanks	68

REPUBLICAN PARTY VOTES – 177

SENATOR IN CONGRESS

Scott P. Brown	174
Scatterings	0
Blanks	3

REPRESENTATIVE IN CONGRESS – third district

Jonathan A. Golnik	110
Thomas J.M. Weaver	55
Scatterings	0
Blanks	12

COUNCILLOR – third district

Scatterings	2
Blanks	175

SENATOR IN GENERAL COURT – Middlesex & Worcester district

Dean J. Cavaretta	132
Scatterings	0
Blanks	45

REPRESENTATIVE IN GENERAL COURT – thirty-seventh Middlesex district

Scatterings	4
Blanks	173

CLERK OF COURTS – Worcester County

Scatterings	1
Blanks	176

REGISTER OF DEEDS – Worcester District

Scatterings	1
Blanks	176

GREEN-RAINBOW PARTY VOTES – 0

SENATOR IN CONGRESS

Scatterings	0
Blanks	0

REPRESENTATIVE IN CONGRESS – third district

Scatterings	0
Blanks	0

COUNCILLOR – third district

Scatterings	0
Blanks	0

SENATOR IN GENERAL COURT – Middlesex & Worcester district

Scatterings	0
Blanks	0

REPRESENTATIVE IN GENERAL COURT – thirty-seventh Middlesex district

Scatterings	0
Blanks	0

CLERK OF COURTS – Worcester County

Scatterings	0
Blanks	0

REGISTER OF DEEDS – Worcester District

Scatterings	0
Blanks	0

The polls were closed at 8:00 p.m. by Warden Dennis Bradley and the results were announced at 8:54 PM.

Thirty-eight (38) absentee ballots were cast.

Respectfully submitted,

Janet A. Vellante
Town Clerk

PRESIDENTIAL ELECTION

November 6, 2012

The Presidential Election was held on November 6, 2012, in the Bromfield School Cafeteria. The polls were opened at 7:00 AM by Warden Dennis Bradley. There were 4289 names on the voting list (4072 active voters). A total of 3642 voters, 89.4 % of the total, cast their votes with the following results:

ELECTORS FOR PRESIDENT AND VICE PRESIDENT

Johnson and Gray	Libertarian	46
Obama and Biden	Democrat	2167
Romney and Ryan	Republican	1362
Stein and Honkala	Green-Rainbow	30
Scatterings		4
Blanks		33

SENATOR IN CONGRESS

Scott P. Brown	Republican	1609
Elizabeth A. Warren	Democratic	1982
Scatterings		0
Blanks		51

REPRESENTATIVE IN CONGRESS (Third District)

Nicola S. Tsongas	Democratic	2276
Jonathan A. Golnik	Republican	1229
Scatterings		1
Blanks		136

COUNCILLOR (Third District)

Marilyn M. Petitto Devaney	Democratic	1920
Thomas Sheff	Unenrolled	876
Scatterings		0
Blanks		846

SENATOR IN GENERAL COURT (Middlesex and Worcester District)

James B. Eldridge	Democratic	2299
Dean J. Cavaretta	Republican	1080
Scatterings		0
Blanks		263

REPRESENTATIVE IN GENERAL COURT (Thirty-Seventh Middlesex District)

Jenifer E. Benson	Democratic	2551
Scatterings		0
Blanks		1091

CLERK OF COURTS (Worcester County)

Dennis P. McManus	Democratic	2304
Scatterings		0
Blanks		1338

REGISTER OF DEEDS (Worcester District)

Anthony J. Vigliotti	Democratic	2323
Scatterings		0
Blanks		1319

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

SUMMARY

This proposed law would prohibit any motor vehicle manufacturer, starting with model year 2015, from selling or leasing, either directly or through a dealer, a new motor vehicle without allowing the owner to have access to the same diagnostic and repair information made available to the manufacturer's dealers and in-state authorized repair facilities.

The manufacturer would have to allow the owner, or the owner's designated in-state independent repair facility (one not affiliated with a manufacturer or its authorized dealers), to obtain diagnostic and repair information electronically, on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

The manufacturer would have to provide access to the information through a non-proprietary vehicle interface, using a standard applied in federal emissions-control regulations. Such information would have to include the same content, and be in the same form and accessible in the same manner, as is provided to the manufacturer's dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would require a manufacturer of motor vehicles sold in Massachusetts to make available for purchase, by vehicle owners and in-state independent repair facilities, the same diagnostic and repair information that the manufacturer makes available through an electronic system to its dealers and in-state authorized repair facilities. Manufacturers would have to make such information available in the same form and manner, and to the same extent, as they do for dealers and authorized repair facilities. The information would be available for purchase on an hourly, daily, monthly, or yearly subscription basis, for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

For vehicles manufactured from 2002 through model year 2014, the proposed law would also require manufacturers to make available for purchase, by vehicle owners and in-state independent repair facilities, all diagnostic repair tools, incorporating the same diagnostic, repair and wireless capabilities as those available to dealers and authorized repair facilities. Such tools would have to be made available for no more than fair market value and on terms that do not unfairly favor dealers and authorized repair facilities.

For all years covered by the proposed law, the required diagnostic and repair information would not include the information necessary to reset a vehicle immobilizer, an anti-theft device that prevents a vehicle from being started unless the correct key code is present. Such information would have to be made available to dealers, repair facilities, and owners through a separate, secure data release system.

The proposed law would not require a manufacturer to reveal a trade secret and would not interfere with any agreement made by a manufacturer, dealer, or authorized repair facility that is in force on the effective date of the proposed law. Starting January 1, 2013, the proposed law would prohibit any agreement that waives or limits a manufacturer's compliance with the proposed law.

Any violation of the proposed law would be treated as a violation of existing state consumer protection and unfair trade-practices laws.

Yes	2896
No	360
Blanks	386

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

SUMMARY

This proposed law would allow a physician licensed in Massachusetts to prescribe medication, at a terminally ill patient's request, to end that patient's life. To qualify, a patient would have to be an adult resident who (1) is medically determined to be mentally capable of making and communicating health care decisions; (2) has been diagnosed by attending and consulting physicians as having an incurable, irreversible disease that will, within reasonable medical judgment, cause death within six months; and (3) voluntarily expresses a wish to die and has made an informed decision. The proposed law states that the patient would ingest the medicine in order to cause death in a humane and dignified manner.

The proposed law would require the patient, directly or through a person familiar with the patient's manner of communicating, to orally communicate to a physician on two occasions, 15 days apart, the patient's request for the medication. At the time of the second request, the physician would have to offer the patient an opportunity to rescind the request. The patient would also have to sign a standard form, in the presence of two witnesses, one of whom is not a relative, a beneficiary of the patient's estate, or an owner, operator, or employee of a health care facility where the patient receives treatment or lives.

The proposed law would require the attending physician to: (1) determine if the patient is qualified; (2) inform the patient of his or her medical diagnosis and prognosis, the potential risks and probable result of ingesting the medication, and the feasible alternatives, including comfort care, hospice care and pain control; (3) refer the patient to a consulting physician for a diagnosis and prognosis regarding the patient's disease, and confirmation in writing that the patient is capable, acting voluntarily, and making an informed decision; (4) refer the patient for psychiatric or psychological consultation if the physician believes the patient may have a disorder causing impaired judgment; (5) recommend that the patient notify next of kin of the patient's intention; (6) recommend that the patient have another person present when the patient ingests the medicine and to not take it in a public place; (7) inform the patient that he or she may rescind the request at any time; (8) write the prescription when the requirements of the law are met, including verifying that the patient is making an informed decision; and (9) arrange for the medicine to be dispensed directly to the patient, or the patient's agent, but not by mail or courier.

The proposed law would make it punishable by imprisonment and/or fines, for anyone to (1) coerce a patient to request medication, (2) forge a request, or (3) conceal a rescission of a request. The proposed law would not authorize ending a patient's life by lethal injection, active euthanasia, or mercy killing. The death certificate would list the underlying terminal disease as the cause of death.

Participation under the proposed law would be voluntary. An unwilling health care provider could prohibit or sanction another health care provider for participating while on the premises of, or while acting as an employee of or contractor for, the unwilling provider.

The proposed law states that no person would be civilly or criminally liable or subject to professional discipline for actions that comply with the law, including actions taken in good faith that substantially comply. It also states that it should not be interpreted to lower the applicable standard of care for any health care provider.

A person's decision to make or rescind a request could not be restricted by will or contract made on or after January 1, 2013, and could not be considered in issuing, or setting the rates for, insurance policies or annuities. Also, the proposed law would require the attending physician to report each case in which life-ending medication is dispensed to the state Department of Public Health. The Department would provide public access to statistical data compiled from the reports.

The proposed law states that if any of its parts was held invalid, the other parts would stay in effect.

Yes	2229
No	1284
Blanks	129

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 1, 2012?

SUMMARY

This proposed law would eliminate state criminal and civil penalties for the medical use of marijuana by qualifying patients. To qualify, a patient must have been diagnosed with a debilitating medical condition, such as cancer, glaucoma, HIV-positive status or AIDS, hepatitis C, Crohn's disease, Parkinson's disease, ALS, or multiple sclerosis. The patient would also have to obtain a written certification, from a physician with whom the patient has a bona fide physician-patient relationship, that the patient has a specific debilitating medical condition and would likely obtain a net benefit from medical use of marijuana.

The proposed law would allow patients to possess up to a 60-day supply of marijuana for their personal medical use. The state Department of Public Health (DPH) would decide what amount would be a 60-day supply. A patient could designate a personal caregiver, at least 21 years old, who could assist with the patient's medical use of marijuana but would be prohibited from consuming that marijuana. Patients and caregivers would have to register with DPH by submitting the physician's certification.

The proposed law would allow for non-profit medical marijuana treatment centers to grow, process and provide marijuana to patients or their caregivers. A treatment center would have to apply for a DPH registration by (1) paying a fee to offset DPH's administrative costs; (2) identifying its location and one additional location, if any, where marijuana would be grown; and (3) submitting operating procedures, consistent with rules to be issued by DPH, including cultivation and storage of marijuana only in enclosed, locked facilities.

A treatment center's personnel would have to register with DPH before working or volunteering at the center, be at least 21 years old, and have no felony drug convictions. In 2013, there could be no more than 35 treatment centers, with at least one but not more than five centers in each county. In later years, DPH could modify the number of centers.

The proposed law would require DPH to issue a cultivation registration to a qualifying patient whose access to a treatment center is limited by financial hardship, physical inability to access reasonable transportation, or distance. This would allow the patient or caregiver to grow only enough plants, in a closed, locked facility, for a 60-day supply of marijuana for the patient's own use.

DPH could revoke any registration for a willful violation of the proposed law. Fraudulent use of a DPH registration could be punished by up to six months in a house of correction or a fine of up to \$500, and fraudulent use of a registration for the sale, distribution, or trafficking of marijuana for non-medical use for profit could be punished by up to five years in state prison or by two and one-half years in a house of correction.

The proposed law would (1) not give immunity under federal law or obstruct federal enforcement of federal law; (2) not supersede Massachusetts laws prohibiting possession, cultivation, or sale of marijuana for nonmedical purposes; (3) not allow the operation of a motor vehicle, boat, or aircraft while under the influence of marijuana; (4) not require any health insurer or government entity to reimburse for the costs of the medical use of marijuana; (5) not require any health care professional to authorize the medical use of marijuana; (6) not require any accommodation of the medical use of marijuana in any workplace, school bus or grounds, youth center, or correctional facility; and (7) not require any accommodation of smoking marijuana in any public place.

The proposed law would take effect January 1, 2013, and states that if any of its part were declared invalid, the other parts would stay in effect.

Yes	2392
No	1114
Blanks	136

QUESTION #4
THIS QUESTION IS NOT BINDING

Shall the state senator from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U.S. constitution affirming that (1) corporations are not entitled to the constitutional rights of human beings, and (2) both Congress and the states may place limits on political contributions and political spending?

Yes	2441
No	652
Blanks	549

The polls were closed at 8:00 PM by Warden Dennis Bradley. The tallying of votes was completed and the results were announced at 9:30 PM. Six provisional ballots were cast, none of which were determined to be eligible votes. Five absentee ballots which arrived from overseas after November 6, were opened and counted by the Board of Registrars on November 20, 2012 and added to the above totals. Four-hundred ninety absentee ballots were processed and 456 were returned.

A total of 3642 ballots were cast, including the absentee ballots.
Respectfully submitted,

Janet A. Vellante
Town Clerk

OFFICE OF THE TOWN CLERK

This was a busy year in the Town Clerk's office. The following elections and primaries were held during 2012: the Presidential Primary, the Annual Town Election, the State Primary, and the Presidential Election. In addition to the Annual Town Meeting, there were two Special Town Meetings.

The Town Clerk would like to thank the Community Preservation Commission, the Historical Commission, and the town's voters who have continued to support the on-going preservation of the old town records dating back to incorporation in 1732.

The Town Clerk has continued her education by attending classes offered through the Massachusetts Town Clerks' Association, and the City and Town Clerks' Association of Worcester County. She is currently serving a three year term on the Executive Board of the Massachusetts Town Clerks' Association.

BOARD OF REGISTRARS

The current members of the Board of Registrars are Marilyn Morgan, Ruth Miller, Nancy Reifenstein, and Janet Vellante.

Four-hundred seventy-five new voter registrations were processed during this year. The Board certified 1611 signatures on nomination papers, petitions, and absentee ballot applications this year. The board was unable to certify several additional signatures, either because the individual was not a registered voter at the address provided, or the name or address was not legible. Voters are urged to sign petitions legibly and with their name and street address as registered to vote.

There are currently 116 inactive voters (those who have not responded to the annual street listing) on the voters' list. The total number of active voters in Harvard at the end of 2012 was as follows:

Democrat	1017
Republican	584
Green Rainbow	4
Political Designations	8
<u>Unenrolled</u>	<u>2481</u>
 TOTAL active registered voters	 4094

CENSUS

The official population based on the street listing of January 1, 2012 was 5721. This number includes 207 Devens residents, but not the Federal Medical Center.

VITAL RECORDS

Births: There have been twenty-two (22) births recorded for 2012 to date.

Marriages: Nineteen (19) marriages were duly recorded in the town register.

Deaths: Twenty-six (26) deaths were recorded for 2012, 1 of which was not a Harvard resident.

DOG LICENSES

This office issued 1009 dog licenses for the period of April 1, 2012 to March 31, 2013.

REPORT OF REVENUES FOR 2012

The following is a list of monies received by the Town Clerk for certain licenses and fees and the sale of copies of public documents during 2012:

Birth, marriage and death certificates	\$3,085.00
Marriage licenses	425.00
Dog licenses	19,322.00
Zoning Bylaws	84.00
Business (d/b/a) certificates	2,120.00
Street Lists	285.00
Raffle Permits	70.00
Notary fees	148.00
Postage	7.80
Marijuana violations	200.00
Miscellaneous	291.30

TOTAL COLLECTED	\$26,038.10
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Respectfully submitted,

Janet A. Vellante, MMC, CMMC
Town Clerk

INSPECTIONAL SERVICES

BUILDING PERMITS

2012 was the highest permitting year in town history with a total of 276 permits being issued.

Construction of new single family homes rose slightly from 2011 with permits being issues of 8 new homes. Next were permits for renovations and additions with 94 permits being issued.

There were 36 permits for solar panel installations, 26 permits for replacement windows and 9 permits for insulation/weatherization f older homes.

During the past year there were approximately 250 zoning rulings made. Zoning violations were minimal and handled on an as needed basis.

Respectfully submitted,

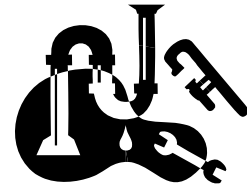
Gabriel Vellante, Jr.
Inspector of Buildings/Zoning Enforcement Officer

PLUMBING AND GAS INSPECTIONS

Gas: 132 in 2012, from 81 in 2011
Plumbing: 102 in 2012, from 85 in 2011

Respectfully submitted,

James Bakun
Gas/Plumbing Inspector



INSPECTOR OF WIRES

New houses/townhouses	8	Security System	6
Addition/Remodel	94	Generators	47
Pools	3	Commercial	22
Solar	36	Repairs/Miscellaneous	30

Total Electrical Permits for 2012: 246

Respectfully submitted,
David Woodsum, Wiring Inspector

DEPARTMENT OF FINANCE

Accounting, Assessing, Collections, Treasury

The following reports comprise the 2012 report of the Finance Department to the Town of Harvard. The Finance Department would like to highlight achievements, changes and ongoing efforts of the past year:

- The Town's bond rating has remained at a very strong AA+. This is due to the strength of the Town's financial team which includes this Department, the Finance Committee, the Capital Planning Committee and the Town Administrator. With this strong rating, the town is able to get more favorable rates on borrowing.
- The restructure of the Assessing Department continues to work well. We have a contract with Regional Resources Group, Inc. for our primary assessing function, while the Assistant Assessor, Sue Fitterman, is here daily to assist residents with questions or issues regarding the assessing process.
- The Finance Department had another personnel change this past year. In June our Finance Assistant, Lisa Parker, left our employ. As we wish Lisa well, we welcome Susan Copeland as our new Finance Assistant. We feel that we currently have a very strong finance team to provide the Town with excellent service to the Town.
- Public electronic access to the finance department continues. Real estate, motor vehicle tax bills, and transfer station stickers can be paid/purchased online. Property valuation data files can be reviewed via computer.
- New features for 2012 included real estate tax billings mailed twice annually for the quarterly tax billing. Two bills are sent together for the August and November billings, and now we will send both the February and May bills together. A new GIS system has been added that the Assessors are currently using, but we expect more widespread usage as we learn what the system can do for the various departments. We have implemented a new water billing system that will also accommodate the future sewer billings. When the sewer billings begin, we will change from semi-annual billings to quarterly. We have also upgraded our financial software by providing redundant disaster recovery services without adding additional hardware.

The following pages contain financial highlights of fiscal 2012. If you would like additional information, please contact us at Town Hall. We can be reached by telephone (978-456-4100) or by e-mail through the town's website. Additional reports such as the balance sheet, annual audit, Schedule A financial summary provided to the Department of Revenue, and the school's End of Year Report provided to the Department of Elementary and Secondary Education are also available.

I would like to thank the employees of the Finance Department at the Town Hall and the School Administration for their diligence in helping Harvard maintain its strong financial condition and accurate financial reporting and processing. The employees and various committees of the town all contribute to Harvard's commitment to its sound financial position and foresight.

Respectfully submitted,
Lorraine Leonard, Finance Director

GENERAL FUND REVENUE

Fiscal Year 2012

PROPERTY TAXES AND STATE AID		
PERSONAL PROPERTY TAX		269,350
REAL ESTATE TAX		16,457,407
STATE AID		
Abatements - Vet. Surviving Spouse	8,561	
Abatements - Elderly	3,482	
Chapter 70	1,718,626	
Charter School Reimb.	28,509	
Lottery	1,162,031	
Veterans Benefits	0	
State Owned Land	6,887	
	Total	2,928,096
GRAND TOTAL		19,654,853

LOCAL RECEIPTS		
MOTOR VEHICLE EXCISE		694,846
PENALTIES AND INTEREST		
Withdrawal Rollback	6,241	
Penalties/Interest on Taxes	55,226	
	Total	61,467
TAX TITLE (LIENS)		69,163
PAYMENTS IN LIEU OF TAXES		7,659
WATER DEPARTMENT		41,336
TRASH DISPOSAL		
Transfer Station Stickers	200,856	
Recycling/Disposal - Residents	19,110	
Recycling - Vendors	20,036	
	Total	240,002
CEMETERY INTERMENT/DEEDS		9,202
LAND RENTAL		625
LIBRARY FINES		9,888

GENERAL FUND REVENUE

Fiscal Year 2012

LOCAL RECEIPTS (continued)		
OTHER DEPT. REVENUE		
Insurance Requests	548	
Tax Collector (Fees/Demands/NSF)	13,775	
Town Clerk (DBAs)	6,294	
Marijuana Fine	100	
Zoning Board Hearings	4,445	
Planning Board Hearings	5,250	
MART Reimbursement	26,419	
MART Van Fees	184	
Copy Machine	1,443	
Notary Fee	52	
Liquor Fee	5,200	
Police Outside Details - Admin	17,016	
Registry Clear Fees	180	
Miscellaneous	229,995	
	Total	310,900
LICENSES AND PERMITS		
Dumpster Permit	53	
Blasting Permit	225	
Fire Department	7,245	
Smoke Detector	2,975	
LP Gas Tank Storage	2,735	
TC, Dog Licenses, Birth, Death, Marriage Cert.	18,000	
Bowling/Pinball	180	
Victuallers	500	
Board of Health	2,465	
Pistol	2,050	
Driveway Inspections	1,750	
Building	75,253	
Plumbing	13,747	
Wiring	16,565	
Gas	6,636	
Fire Alarm	6,046	
Gas and Fuel Storage	1,130	
Cable TV	732	
	Total	158,286
COURT & MOTOR VEHICLE FINES		56,724
INVESTMENT INCOME		4,672
GRAND TOTAL		1,664,770

GENERAL FUND EXPENSES

Fiscal Year 2012

Department	Description	Spent
Town Audit		12,000
Selectmen	Personnel	157,165
	Expense	31,337
	FY11, Wastewater Engineering	137,272
	Art. 23, FY11, Municipal Buildings	13,149
	Art. 24, FY11, Borrowing	9,892
	Art. 6, FY12, Actuarial Report	4,500
	Art. 17, FY12 Municipal Buildings	95,385
	Art. 26, FY12 Town Hall Energy Study	7,860
		<u>268,058</u>
Finance Committee	Expenses	173
Finance Department	Personnel	269,929
	Expense	114,507
	Technology	9,903
		<u>394,338</u>
Law Department	Town Counsel Legal Services	30,047
	Other Legal Services	10,296
		<u>40,343</u>
Personnel	Expenses	0
Town Clerk	Personnel	65,811
	Expense	6,107
		<u>71,918</u>
Elections and Registrars	Personnel	500
	Expense	5,385
		<u>5,885</u>
Land Use Boards	Personnel	46,280
	Expense	11,229
	Art. 29, FY12 Master Plan	33,334
		<u>90,843</u>
Public Buildings	Personnel	23,979
	Expense	237,393
		<u>261,372</u>
Building/Liability Insurance	Expenses	136,916
Town Reports	Expenses	3,690
Communications	Personnel	191,240
	Expense	18,700
		<u>209,940</u>

GENERAL FUND EXPENSES

Fiscal Year 2012

Department	Description	Spent
Police	Personnel	765,097
	Expense	89,437
	Art. 25, FY12 Police Radios	15,000
		<u>869,534</u>
Fire	Personnel	178,193
	Expense	35,500
	Art. 7, FY12, Fire Potective Gear	9,175
	Art. 8, FY12, Fire Gas Meter	2,250
	Art. 20, FY12, Forestry Fire Truck	<u>140,000</u>
		365,118
Building Inspection	Personnel/Expenses	49,181
Gas Inspection	Personnel/Expenses	5,902
Plumbing Inspection	Personnel/Expenses	8,234
Wire Inspection	Personnel/Expenses	14,784
Animal Control	Personnel/Expense	15,425
Tree Warden	Expenses	13,290
Montachusett Tech	Expenses	78,202
Highway Administration	Personnel	632,814
Highway Constr. And Maint.	Expense	255,875
Snow and Ice	Expense	135,992
Street Lighting	Expenses	6,155
DPW Articles	Art. 15, FY11, DPW Garage Roof	28,550
	Art. 19, FY12, DPW Garage Floor	6,013
	Art. 24, FY12, Littleton County Road	<u>16,216</u>
		50,778
Waste Collection/Disposal	Expense	160,551
Water Distribution	Expenses	15,786
	Art. 18, FY11, Water System Upgrade	24,957
	Art. 19, FY11, Water System Upgrade	18,050
	Art. 22, FY12, Water System Upgrade	<u>204,897</u>
		263,691
Pond Committee	Expenses	33,500
	Art. 17, FY11, Pond Dam Repairs	<u>12,050</u>
		45,550

GENERAL FUND EXPENSES

Fiscal Year 2012

Department	Description	Spent
Cemetery	Expense	2,220
Board of Health	Personnel/Expense	24,209
Council on Aging	Personnel/Expenses	68,879
MART Van Services	Personnel/Expense	21,153
Veterans' Services	Veterans' Benefits/Expenses	10,413
Library	Personnel	365,710
	Expenses	150,010
		<u>515,720</u>
Recreation	Personnel/Expenses	14,619
Parks	Personnel/Expense	43,747
Historical Commission	Expenses	94
Agricultural Commission	Art. 43, FY11	1,895
Recurring Capital	Public Works Equipment	63,830
	Police Cruiser	29,000
		<u>92,830</u>
Retirement of Debt	Expenses	710,000
Interest - Debt, Costs	Expenses	323,312
State Assessments	Expenses	581,661
Insurance - Town Share	Expenses	2,386,832
Benefits Administration	Expenses	1,611
Retirement/Pensions	Expenses	558,414
Workers Compensation	Expenses	71,984
Unemployment	Expenses	74,768
Deferred Compensation	Expenses	9,199
Grand Total		10,168,614

HARVARD PUBLIC SCHOOLS

Omnibus Budget and Articles Approved by Town Meeting

Department	Expend. FY12	Subtotal	Grand Total
Superintendent			
Salaries/Benefits	\$ 370,386		
Transportation	239,960		
Other Expenses	112,829		
		<u>\$ 723,175</u>	
Maintenance			
Salaries	\$ 437,507		
Utilities	286,606		
Services	200,106		
		<u>\$ 924,219</u>	
Harvard Elementary			
Salaries	\$ 2,248,282		
Expenses	103,162		
		<u>\$ 2,351,444</u>	
Bromfield School			
Salaries	\$ 3,407,037		
Expenses	118,097		
		<u>\$ 3,525,135</u>	
Special Education Services			
Salaries	\$ 1,854,482		
Other Expenses	69,050		
Collaborative Services	544,843		
Transportation	311,060		
Tuition	682,684		
PreSchool	103,416		
		<u>\$ 3,565,535</u>	
Technology			
Salaries	\$ 124,062		
Expenses	138,540		
		<u>\$ 262,602</u>	
Total Omnibus			<u>\$ 11,352,110</u>
Articles			
FY12, Art. 11, Bromfield Walkway	20,000		
FY12, Art. 12 Bromfield Oil to Gas	29,985		
FY12, Art. 13 HES Office Flooring	3,772		
FY12, Art. 15 HES Boiler	24,818		
FY12, Art. 16 HES Playground	65,000		
		<u>\$ 143,575</u>	

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2012

	End. Balance 06/30/11	Revenue	Expend.	End. Balance 06/30/12
SCHOOL REVOLVING				
Community Education	7,893	279,134	266,052	20,975
Devens	245,987	1,062,881	1,078,804	230,064
School Lunch	18,718	566,132	588,155	(3,306)
School Athletics	46,560	249,067	272,143	23,484
School Rental	3,980	14,241	17,044	1,178
Kindergarten Tuition	2,355	153,242	153,749	1,848
Preschool Revolving	4,299	32,898	35,000	2,197
School Bus Revolving	5,675	65,341	70,000	1,016
Restitution, Lost Books	2,910	9	-	2,919
Bromfield Student Activity	17,463	264,742	259,862	22,343
HES Student Activity	11,066	63,479	68,098	6,447
SCHOOL GIFTS				
Waters Foundation	392	0	392	0
HES Gift	1,943	28,451	22,200	8,194
Bromfield Gift	12,543	24,879	22,606	14,816
Shaw Trust	271,899	68,801	69,471	271,230
SCHOOL GRANTS				
Early Childhood	(611)	913		302
Special Education	(23,241)	258,298	278,923	(43,866)
Curriculum Frameworks	0	7,334	7,945	(611)
Ed Jobs Grant	0	1,854	1,854	0
Educator Quality	5,550	16,561	22,111	(0)
School Age IDEA	(12,836)	12,836		0
PreSchool IDEA	(5,637)	5,681	43	0
Academic Support	0	2,300	2,300	0
Kindergarten Enhancement	(3,415)	31,740	28,326	(0)
School Choice (Special Revenue)	3,354	368,631	370,000	1,985
Circuit Breaker (Special Revenue)	18,455	502,140	496,206	24,389
MUNICIPAL REVOLVING				
Wetlands Fees	2,971	1,513	0	4,483
Council on Aging	12,195	9,117	11,847	9,465
Law Enforcement Trust	1,445	0	0	1,445
Park and Recreation	34,985	72,724	78,872	28,836
Insurance Recovery	0	3,251	711	2,540
4th of July	(4,246)	14,093	9,116	731
Ambulance	17,360	135,794	86,672	66,482
Municipal Building Pilot Program	6,899	17,839	22,172	2,566

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2012

	End. Balance 06/30/11	Revenue	Expend.	End. Balance 06/30/12
MUNICIPAL GIFT				
DARE	2,822	0	0	2,822
Harvard Village Fund	153	0	0	153
Bare Hill Pond	239	0	13	225
John Gray Transfer Station	1,105	0	0	1,105
Police	599	600	614	585
Library	3,240	443	0	3,683
Library - Sun Hill	6,036	0	3,390	2,645
Council on Aging	9,170	1,575	0	10,745
Skateboard Park	1,500	0	0	1,500
Ambulance	3,358	3,730	158	6,930
Highway Athletic Fields	124	0	0	124
Care of Park/Common	1,540	0	0	1,540
Cable PEG Access Gift	78,383	24,652	27,473	75,563
Fire Department Gift	887	0	0	887
Collin Fay Gift	1,000	0	0	1,000
Shaker Cemetery Grave Markers	0	4,026	2,100	1,926
Town Hall Restoration Gift	0	81	0	81
RESERVED FOR APPROPRIATION				
Sale of Cemetery Lots	136,457	12,685	0	149,142
Ambulance	57,628	13,778	0	71,405
MUNICIPAL GRANTS				
Extra Poll Hours	142	164	0	306
Library - State Aid	31,354	6,229	8,824	28,759
Cultural Council	3,324	3,870	2,970	4,224
Historical Commission	5,000	0	0	5,000
Council on Aging	(359)	6,963	4,371	2,233
Fire SAFE	0	9,480	7,873	1,607
Curbside Recycling	11,813	620	0	12,433
Bullet Proof Vests	828	0	0	828
Fire Safety Equipment	2,812	0	0	2,812
Law Enforcement Equipment	7,027	0	0	7,027
Park & Rec Trail Grant	(1,413)	1,971	0	559
Barehill Pond Project	39,219	179,316	106,446	112,089
Pedestrian Bike Path	3,514	0	0	3,514
Emergency Preparedness	8,446	2,380	479	10,347
State 911 Grant	0		17,925	(17,925)
Green Community	0	70,600	66,478	4,122
DCR Fire Grant	0	1,977		1,977
Rural Fire Assistance	37	0	0	37
Solar Grant	12,382	0	0	12,382

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2012

	End. Balance 06/30/11	Revenue	Expend.	End. Balance 06/30/12
OTHER				
Community Preservation Fund	83,821	230,551	125,750	188,621
Recreation Land	12,365	0	0	12,365
Elementary School Lighting	9,179	0	0	9,179
Highway Fund	(160,359)	155,424	410,304	(415,239)
Sewer Construction	0	1,409,715	1,413,585	(3,870)
Affordable Housing Trust	448,870	41,337	140,426	349,781
Equitable Sharing	630	0	0	630
Police Details	(31,446)	119,512	95,099	(7,033)
Stabilization Fund	1,255,115	23,830	35,000	1,243,945
Capital Stabilization Fund	1,115,229	422,465	483,000	1,054,694
Conservation Funds	181,066	3,048	5,902	178,212
Conservation Funds-CPA	771,686	10,885	5,635	776,936
<i>Note: Trust Fund Activity is summarized in the report of the Town Treasurer</i>				

Other Financial Information:

Long-Term Debt

Project	06/30/11	Retired FY12	06/30/12	Final Payment
Public Safety Building Construction	\$ 1,350,000	\$ 135,000	\$ 1,200,000	2021
Bromfield School	\$ 4,410,000	\$ 315,000	\$ 3,380,000	2025
School, noncalled			\$ 945,000	2015
Bromfield School Roof	\$ 750,000	\$ 125,000	\$ 625,000	2017
Old Bromfield/Library	\$ 1,840,000	\$ 135,000	\$ 1,395,000	2025
Public Library, noncalled			\$ 405,000	2015
DPW Equipment			\$ 160,000	2024
Fire Equipment			\$ 505,000	2024
<i>* Some calculations appear off, it is due to refinancing of debt in May, 2012</i>				
Total	\$ 8,350,000	\$ 710,000	\$ 8,615,000	

TOWN OF HARVARD TRUST FUNDS
DECEMBER 31, 2012 BALANCES

FUND NAME	BEGIN BAL PRINCIPAL	NET CHANGE	ENDING CASH VALUE
CEMETERY FUNDS			
Cemetery Perpetual Care	\$229,103.44	(\$2,745.17)	\$226,358.27
Charles Whitney	\$16,706.20	\$195.97	\$16,902.17
John Maynard	\$37,153.32	\$435.79	\$37,589.11
Emily Sibley	\$21,404.27	\$251.06	\$21,655.33
Bellevue Cemetery	\$35,863.13	\$420.66	\$36,283.79
Shaker & Sears	\$5,029.59	\$58.99	\$5,088.58
LIBRARY FUNDS			
Ring Book Fund	\$5,832.50	\$68.41	\$5,900.91
George Clarke	\$1,121.77	\$81.55	\$1,134.91
Walter Whitney	\$21,185.33	\$248.49	\$21,433.82
Hap good	\$48,495.50	\$568.83	\$49,064.33
Lawrence	\$12,810.10	\$150.25	\$12,960.35
Mary E Blood	\$6,594.22	\$77.36	\$6,671.58
Andrew Fairbanks	\$3,239.31	\$38.00	\$3,277.31
Miscellaneous Funds			
Ginny Thurston Civic Scholarship	\$17,627.28	\$206.75	\$17,834.03
Harvard 300th Anniv	\$14,014.57	\$164.40	\$14,178.97
Warner Lecture	\$30,810.29	(\$1,184.06)	\$29,626.23
Maynard Clock	\$1,180.67	\$13.85	\$1,194.52
Georgia Whitney Poor	\$22,179.85	\$260.16	\$22,440.01
Warren Harrod-4th of July	\$2,359.59	\$27.69	\$2,387.28
Harvard Salvage-4th of July	\$2,218.62	\$26.03	\$2,244.65
Stanley Hildreth Clock	\$999.44	(\$128.85)	\$870.59
Stanley Hildreth Common	\$5,786.95	\$49.66	\$5,836.61
Tuttle Memorial	\$12,588.66	\$147.67	\$12,736.33
Will Post Memorial	\$8,697.03	(\$199.19)	\$8,497.84
Entrepreneur's Scholarship	\$1,024.64	\$12.02	\$1,036.66
TOTAL OF TRUST FUNDS			
	\$1,332,948.48	(\$129,523.86)	\$1,203,356.21

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
ACCORSI, JOAN E	\$61,481.84				\$61,481.84
ADAMS, JAMIE L	\$48,915.15		\$892.50		\$49,807.65
ADAMS, TRACY L	\$1,213.17				\$1,213.17
ALDRICH, OONA	\$890.00				\$890.00
ALENSON, AUDREY W	\$6,105.64				\$6,105.64
ALEXANDER, PAMELA S	\$24,783.65				\$24,783.65
ALLARD, ELIZABETH A	\$47,201.60			\$85.00	\$47,286.60
ALLARD, LAURENCE S	\$41,873.57	\$9,782.81	\$31.50		\$51,687.88
ALLARD, MARYANNE F	\$42,115.73				\$42,115.73
AMBROSINO, CYNTHIA U	\$86,646.70			\$1,365.00	\$88,011.70
AMMESMAKI, NICHOLAS	\$31,268.76	\$1,964.12			\$33,232.88
ANDREWS, RYAN P	\$2,022.57				\$2,022.57
ANDREWS, SUSAN E	\$37,804.80				\$37,804.80
ANEY, SOPHIA L	\$921.34				\$921.34
ANTHONY, JENNIFER	\$162.50				\$162.50
APONTE, ALFREDO L	\$48,868.80				\$48,868.80
ASHLEY, CHRISTINA	\$1,831.20				\$1,831.20
AYER, CAROL B	\$150.00				\$150.00
AYLES, DAWN M	\$67,609.36		\$500.00		\$68,109.36
BABST, JEROME	\$21,875.52		\$1,110.50		\$22,986.02
BABU, OVIDIU D	\$62,188.53	\$39,833.73	\$46,012.64		\$148,034.90
BAGATELLE, DAVIDA J	\$84,553.57			\$1,075.64	\$85,629.21
BAKUN, JAMES E	\$11,036.20				\$11,036.20
BAMFORD, ANN	\$3,999.96				\$3,999.96
BARANOWSKI, JENNIFER D	\$29,976.07		\$1,333.08	\$335.65	\$31,644.80
BARBER, DUANE D	\$2,325.00				\$2,325.00
BARMAKIAN, PETER M	\$37,384.00	\$55.05			\$37,439.05
BARTON, WILLIAM K	\$4,865.00				\$4,865.00
BASHTA, JESSICA K	\$25,670.08		\$899.08		\$26,569.16
BASSAGE, AMY P	\$57,699.25			\$25.00	\$57,724.25
BATCHELDER, HELEN J	\$1,350.00				\$1,350.00
BEALE, CARLSON M	\$2,253.66				\$2,253.66
BEARCE, MATTHEW W	\$42,993.60	\$1,386.01			\$44,379.61
BECKETT, ELAINE M	\$10,863.27		\$415.77		\$11,279.04
BELL, DAVID K	\$1,400.00				\$1,400.00
BERTHOUD, WILLIAM D	\$1,500.00				\$1,500.00

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
BESOLD, STEPHEN G	\$89,915.97				\$89,915.97
BILODEAU, ELISE M	\$6,733.95	\$92.85			\$6,826.80
BOISVERT, DAVID A	\$66,182.18		\$7,892.92	\$492.95	\$74,568.05
BOLDUC, KRISTEEN E	\$21,741.77				\$21,741.77
BOSTWICK, MICHELLE E	\$7,041.78				\$7,041.78
BOWEN, NANCY E	\$750.00				\$750.00
BOWLING, JAMES	\$672.00				\$672.00
BOWOLICK, NATHAN W	\$0.00		\$4,736.96		\$4,736.96
BOYLE, CHRISTOPHER	\$34,615.44				\$34,615.44
BRAGAN, TIMOTHY P	\$109,572.80		\$3,692.28		\$113,265.08
BRAGG, MARGARET M	\$86,646.70		\$3,139.69	\$1,012.50	\$90,798.89
BROOKS, MARTHA C	\$74,775.12		\$6,505.34	\$917.88	\$82,198.34
BROUGH, JOCELYN M	\$12,122.07				\$12,122.07
BRUIN, BRANDON T	\$0.00		\$780.00		\$780.00
BRUNING, GAYLE D	\$31,000.64		\$2,990.00		\$33,990.64
BURGWINKEL JR, EDWIN H	\$0.00		\$8,034.00		\$8,034.00
BURNELL, JENNIFER E	\$17,042.51		\$3,065.50		\$20,108.01
BURNS, CHRISTINA M	\$22,333.96				\$22,333.96
BUTLER, JACQUELINE C	\$30,590.82		\$758.68		\$31,349.50
CADMAN, ALEXANDER J	\$86.25				\$86.25
CAMPBELL, MARYBETH L	\$74,775.12		\$200.00	\$888.16	\$75,863.28
CANOLE, JOSEPH W	\$50,368.80	\$4,065.98	\$1,040.00		\$55,474.78
CANTILLON, LINDA J	\$897.59				\$897.59
CARD, WILLIAM J	\$3,986.92	\$196.11	\$174.32		\$4,357.35
CARLSON, GRACE	\$43.20				\$43.20
CARLSON, SAMUEL B	\$2,992.37				\$2,992.37
CARLUCCI, KELLIE B	\$62,647.45		\$2,835.00	\$440.07	\$65,922.52
CARROLL, MARY E	\$63,255.61			\$799.54	\$64,055.15
CASTRO CASTELLANOS, M J	\$86,646.70		\$697.71	\$1,685.69	\$89,030.10
CASTRO, WILLIAM J	\$60,068.82		\$13,407.20		\$73,476.02
CAVANAUGH, ALEXA	\$400.00		\$210.00		\$610.00
CAVANAUGH, JUDITH L	\$46,246.43		\$560.00		\$46,806.43
CHANDLER, GAIL M	\$910.00				\$910.00
CHANDLER, TONI A	\$19,178.13		\$200.00		\$19,378.13
CHAPMAN, PAMELA C	\$71,729.57		\$500.00	\$515.79	\$72,745.36
CHEVERALLS, MARYANN T	\$64,727.92		\$2,097.15		\$66,825.07

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
CHILDS, DANIEL E	\$390.00				\$390.00
CLARK, CAROLE G	\$43,553.60				\$43,553.60
CLARKE, JOSHUA N	\$80,598.25		\$1,137.50		\$81,735.75
CLAYBURN, JOB R	\$2,856.00				\$2,856.00
COATES, JOHN J	\$62,387.15	\$36,140.74	\$23,022.39		\$121,550.28
CONKLIN, DEBORAH J	\$3,850.00				\$3,850.00
CONNELLY, JOSEPH J	\$131,999.96				\$131,999.96
CONNORS, JOHN T	\$0.00		\$390.00		\$390.00
CONTE, MARYANN Z	\$77,823.17		\$500.00	\$557.29	\$78,880.46
COOKE, LYNN H	\$8,165.17		\$400.00		\$8,565.17
COOKE, TOM	\$390.00				\$390.00
COPELAND, SUSAN E	\$19,739.81		\$142.24		\$19,882.05
CORBETT, JOHN P	\$0.00		\$1,638.00		\$1,638.00
CORRENTY, PAUL S	\$81,978.32		\$10,300.00	\$675.00	\$92,953.32
CORRENTY, SHARON C	\$71,312.06		\$5,915.00	\$337.50	\$77,564.56
COSTA, JENNIFER M	\$11,620.58		\$850.00		\$12,470.58
COZZENS, MARGARET R	\$15,869.66		\$850.00		\$16,719.66
COZZOLINO, ALFRED F	\$10,597.94				\$10,597.94
CREAVEN, MICHELLE M	\$76,324.67		\$200.00	\$947.50	\$77,472.17
CREGAN, MARY-ELIZABETH	\$62,868.46		\$2,500.00		\$65,368.46
CRISTY, MATTHEW Q	\$536.87		\$1,498.16		\$2,035.03
CRITTENDON, LAUREN M	\$62,868.46			\$454.08	\$63,322.54
CUDMORE, KAREN L	\$84,861.16		\$210.00	\$162.00	\$85,233.16
CULLINANE, F ROBERT	\$86,646.70		\$2,020.00	\$1,075.64	\$89,742.34
CURLEY, JENNIFER E	\$7,133.20				\$7,133.20
CYR, DANA	\$0.00		\$598.00		\$598.00
DALMER, JEREMY M	\$0.00		\$2,030.00		\$2,030.00
DANIELLS, ALEXANDRA N	\$840.35				\$840.35
DECOSTE, ERIN M	\$15,978.78				\$15,978.78
DEBETTENCOURT, FRANK H	\$4,390.00		\$100.00		\$4,490.00
DEGARA, DENNIS L	\$56,264.05		\$2,000.00	\$2,151.28	\$60,415.33
DEGREGORIO, PAMELA M	\$106,870.66				\$106,870.66
DELANEY, AMANDA	\$21,879.61		\$350.00		\$22,229.61
DEMETROS, CATHERINE	\$325.00				\$325.00
DEMKOSKI, LINDA V	\$47,686.37			\$547.00	\$48,233.37
DENEEN, KAREN A	\$59,533.32		\$1,500.00	\$2,151.28	\$63,184.60

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
DENMARK, EDWARD D	\$103,513.84		\$23,768.80	\$2,587.85	\$129,870.49
DESARRO, MICHAEL D	\$84,763.10			\$1,039.63	\$85,802.73
DESJARDINS, LOREN A	\$17,245.24				\$17,245.24
DICKASON, JEAN M	\$15,237.29				\$15,237.29
DOHERTY, KATHLEEN R	\$86,646.70		\$2,728.50	\$2,151.28	\$91,526.48
DONNELLAN, KATHLEEN A	\$90,381.11		\$1,265.65		\$91,646.76
DOUCET, JULIE A	\$44,630.40			\$25.50	\$44,655.90
DOWNING, SUSAN D	\$86,380.75				\$86,380.75
DRINKWINE, SHAWN	\$0.00		\$376.00		\$376.00
DRISTILARIS, JOHN G	\$2,417.15	\$1,114.71	\$44,108.27		\$47,640.13
DUBE, MICHAEL	\$70.00		\$4,602.00		\$4,672.00
DUCKETT, JENNIFER M	\$1,060.53				\$1,060.53
DUMONT, WILFRED B	\$820.41				\$820.41
DUNN, RAYMOND	\$0.00		\$3,680.00		\$3,680.00
DURANCEAU, JACQUES L	\$86,646.70				\$86,646.70
DUTKEWYCH, ALEXANDRA J	\$286.65				\$286.65
DWIGHT, LINDA G	\$111,015.37				\$111,015.37
DYER, JANIS C	\$49,847.42		\$2,677.88	\$366.20	\$52,891.50
EDMONDS, CARRIE M	\$12,497.96				\$12,497.96
EDMUNDS, JOANNE I	\$14,560.00				\$14,560.00
EGAN, ELIZABETH N	\$61,049.19			\$744.46	\$61,793.65
EKLUND, JENNIFER	\$52,782.24		\$186.00		\$52,968.24
ERDOS, EMILY C	\$205.68				\$205.68
FARINELLI, CHRISTIANNA D	\$80.00				\$80.00
FARNSWORTH, LORI A	\$36,752.49		\$207.34	\$271.25	\$37,231.08
FARNSWORTH, SUSAN E	\$34,567.76		\$1,850.00		\$36,417.76
FERGUSON, CARLISLE	\$101.25				\$101.25
FERGUSON, DEBRA J	\$130.00				\$130.00
FERGUSON, J BRINTON	\$2,827.50				\$2,827.50
FERNANDEZ, ROBERT L	\$12,260.00		\$500.00		\$12,760.00
FIELDS, STEPHEN	\$0.00		\$390.00		\$390.00
FINN, ROBERT W	\$0.00		\$234.00		\$234.00
FITTERMAN, SUZANNE M	\$36,164.80				\$36,164.80
FLAGG, CAROL ANNE	\$9,745.53				\$9,745.53
FLANDERS, JAMES D	\$18,331.98	\$1,358.32	\$2,501.66		\$22,191.96
FLOKOS, HEATHER E	\$127.50				\$127.50

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
FLOKOS, MATTHEW R	\$2,410.28				\$2,410.28
FORCE, MARK E	\$73,093.50			\$2,000.00	\$75,093.50
FOREMAN, MICHELLE	\$58,650.49		\$2,975.00		\$61,625.49
FORTUNATO, DANIELE M	\$50,961.64	\$647.17	\$6,054.48		\$57,663.29
FOSS, BLANCHE A	\$496.00				\$496.00
FOSTER, KEVIN M	\$80,598.25		\$5,071.00	\$1,000.55	\$86,669.80
FOSTER, KEVIN P	\$1,700.00		\$613.45		\$2,313.45
FRASER, JENNIFER A	\$67,792.27		\$1,730.79	\$303.75	\$69,826.81
FRENCH, DAWN A	\$6,063.71				\$6,063.71
FRIEDRICH, KATHERINE M E	\$1,324.80				\$1,324.80
FRIEDRICH, ROBERT D	\$357.18				\$357.18
FROTHINGHAM, ELIZABETH S	\$325.00				\$325.00
FROTHINGHAM, MARGARET K	\$1,501.02				\$1,501.02
GAGNON, LISA V	\$55,134.40			\$197.10	\$55,331.50
GALESKI, LORELEI G	\$33,219.68		\$350.00		\$33,569.68
GAMAGE, KIRSTI A	\$76,449.67		\$500.00		\$76,949.67
GANNON, MARTIN	\$0.00		\$2,730.00		\$2,730.00
GATTO, JOSEPH P	\$0.00		\$3,680.00		\$3,680.00
GENETTI, CHARLES	\$20,947.20	\$9,557.61	\$11,025.42		\$41,530.23
GILBERT, BENJAMIN L	\$38,868.70	\$6,485.77			\$45,354.47
GILBERT, RONALD C	\$59,006.40	\$12,391.86	\$5,696.65		\$77,094.91
GILFIX, DAVID J	\$80,598.25			\$1,000.55	\$81,598.80
GINTNER, MATTHEW T	\$36,654.40	\$1,200.58			\$37,854.98
GLENNY, MATTHEW S	\$14,630.49	\$1,068.19			\$15,698.68
GOGUEN, DAVID J	\$0.00		\$758.50		\$758.50
GOLDSMITH, ELIZABETH C	\$1,051.98		\$1,784.73		\$2,836.71
GORDON, PAMELA	\$232.42				\$232.42
GOULD, BARBARA ANN E	\$86,646.70			\$2,151.28	\$88,797.98
GRANT, MACKENZIE A	\$144.04				\$144.04
GRECO, JEFFREY E	\$40,694.11	\$6,152.32	\$44.19		\$46,890.62
GROGAN, MARGARET A	\$37,139.00		\$350.00	\$476.10	\$37,965.10
GUSHLAW, GREGORY P	\$0.00		\$1,872.00		\$1,872.00
HADORN, MARGARET	\$16,254.38		\$350.00		\$16,604.38
HAMILTON, SUSAN A	\$11,673.57				\$11,673.57
HANSEN, CYNTHIA K	\$66,182.18				\$66,182.18
HARMON, PAUL	\$21,340.08		\$200.00		\$21,540.08

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
HARRINGTON, CHRIS P	\$0.00		\$1,092.00		\$1,092.00
HARRIS, CYNTHIA J	\$82,092.88		\$1,365.00	\$287.55	\$83,745.43
HARROD, EDGAR W	\$3,510.00				\$3,510.00
HARROD, GREGORY	\$5,395.00		\$525.00		\$5,920.00
HART, ELIZABETH K	\$8,560.04				\$8,560.04
HART, LESLIE R	\$3,725.00				\$3,725.00
HARTONO, KRISTY M	\$22,491.49		\$225.00		\$22,716.49
HAYES, ARPITHA K	\$507.50				\$507.50
HAYES, JILL M	\$26,082.89				\$26,082.89
HAZEL, DAVID E	\$3,245.00				\$3,245.00
HAZOURY, DENISE M	\$0.00		\$100.00		\$100.00
HAZOURY, ERIC A	\$3,589.63				\$3,589.63
HENDERSON, GARY L	\$0.00		\$936.00		\$936.00
HENRY, M GRETCHEN	\$96,835.64		\$3,000.00	\$1,682.50	\$101,518.14
HERBERT, WILLIAM	\$7,939.55				\$7,939.55
HERMANS, ROBIN C	\$53,723.42				\$53,723.42
HERON, LEE D	\$0.00		\$858.00		\$858.00
HETTICH, MADELEINE L	\$25.68				\$25.68
HILL, THOMAS N	\$1,216.96				\$1,216.96
HILL, THOMAS P	\$1,225.00		\$8,357.00		\$9,582.00
HOAGLUND, DUANE L	\$4,768.15	\$1,097.79	\$148.76		\$6,014.70
HOCH, CATHERINE E	\$487.50		\$1,444.00		\$1,931.50
HOFFMAN, JUDITH	\$97.50				\$97.50
HOFFMAN, SCOTT M	\$100,102.89			\$540.00	\$100,642.89
HOFFMANN, MICHAEL J	\$0.00		\$1,100.00		\$1,100.00
HOLLAND, MARIA E	\$20,687.20				\$20,687.20
HOLMES, CHRISTOPHER K	\$0.00		\$2,761.00		\$2,761.00
HOLMES, JAMES R	\$20,402.64	\$127.58			\$20,530.22
HOLMES, SUSAN	\$43,553.60		\$350.00	\$1,100.32	\$45,003.92
HOLT, WYATT	\$84,861.25		\$2,172.33	\$675.00	\$87,708.58
HOPKINS, LISA J	\$86,646.70			\$2,151.28	\$88,797.98
HORGAN, PHILIP F	\$916.00				\$916.00
HORNE, ROBERT S	\$0.00		\$65.00		\$65.00
HORTON, JULIE R	\$70,401.01		\$4,973.80	\$516.79	\$75,891.60
HUCHOWSKI, KERRA V	\$945.00				\$945.00
HUGHES, ADAM	\$735.00				\$735.00

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
HUGHES, LUCILLE	\$492.00				\$492.00
HUGHES, SCOTT T	\$54,054.61	\$16,617.05	\$37,886.94		\$108,558.60
HUNT, NIKOLAUS	\$0.00		\$598.00		\$598.00
HUNTER, KAREN J	\$200.00				\$200.00
HURLEY, CYNTHIA A	\$0.00		\$1,395.40		\$1,395.40
HUSSEIN, ISSA	\$0.00		\$2,504.00		\$2,504.00
HYDE, JESSICA	\$65,837.70		\$1,010.00	\$405.00	\$67,252.70
IGO, SUSAN	\$25,385.50				\$25,385.50
INTO, STEPHEN W	\$580.00				\$580.00
IZZO, JACK J	\$54,061.88	\$8,687.09	\$18,519.20		\$81,268.17
JONES, CHRISTOPHER W	\$90,053.67		\$1,538.48		\$91,592.15
JONES, DONALD E	\$38,772.80	\$56.52	\$350.00		\$39,179.32
KELLEY, ANDREW	\$17.30				\$17.30
KEANE , KATHERINE M	\$18,414.00				\$18,414.00
KEATING, DENISE D	\$66,715.10			\$821.59	\$67,536.69
KEITH, MAUREEN E	\$69,160.27		\$1,670.71		\$70,830.98
KELLEY, ALEXANDRA G	\$7,469.34				\$7,469.34
KELLEY, BARBARA A	\$85,487.47		\$5,884.33	\$1,228.50	\$92,600.30
KENDALL, GEORGE R	\$23,559.57		\$2,265.50		\$25,825.07
KENNEDY, ALICE M	\$5,086.05				\$5,086.05
KENNEDY, DEIDRE D	\$181.88				\$181.88
KENNEDY, KARA J	\$3,052.54				\$3,052.54
KENNEDY, KATHRYN	\$2,448.40				\$2,448.40
KENNEDY, RYAN E	\$1,123.92				\$1,123.92
KENNEFICK, SEAN M	\$3,635.00				\$3,635.00
KENNY-PESSIA, EMMA E	\$120.00				\$120.00
KENT-BARNES, AMY M	\$15,686.35				\$15,686.35
KERWIN, DIANE E	\$20,693.28	\$248.49	\$850.00	\$131.25	\$21,923.02
KHURANA, MARISA	\$21,122.68				\$21,122.68
KIMBALL, KATHY K	\$26,529.93		\$350.00		\$26,879.93
KING, JAMES	\$256.00				\$256.00
KINGSBURY, ABIGAIL H	\$47,201.60				\$47,201.60
KISH, SHEILA J	\$27,563.63				\$27,563.63
KITTREDGE, KATHLEEN	\$87,896.65		\$1,815.76	\$2,151.28	\$91,863.69
KLIGERMAN, MICHELLE E	\$26,529.93				\$26,529.93
KOZLOWSKI, CELESTE F	\$5,369.46				\$5,369.46

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
KRANZ, ELISABETH D	\$35,529.33		\$100.00	\$162.00	\$35,791.33
KUSS, HILARY B	\$0.00		\$3,680.00		\$3,680.00
LAPRADE, CRAIG K	\$0.00		\$3,744.00		\$3,744.00
LANDRY, JACKSON C	\$3,133.87				\$3,133.87
LANDRY, PAUL J	\$49,214.40	\$6,732.34	\$350.00		\$56,296.74
LANZA, DONNA E	\$80,598.25				\$80,598.25
LAVERTUE, MARK S	\$37,597.56				\$37,597.56
LAZARO, KRISTINA M	\$42,525.74				\$42,525.74
LEROY, SEAN F	\$2,387.07				\$2,387.07
LESAGE, P HARRY	\$2,453.00				\$2,453.00
LEE, BRITTANY S	\$342.11				\$342.11
LEE, JOHN W	\$379.52				\$379.52
LEEMING, EDWARD H	\$456.00				\$456.00
LEGER, HEATHER L	\$32.50				\$32.50
LEMIEUX, MAUREEN	\$130.00				\$130.00
LEONARD, LORRAINE A	\$109,082.40			\$2,727.05	\$111,809.45
LINVILLE, THOMAS R	\$54,640.51		\$70.00		\$54,710.51
LOMBARD, JANET H	\$84,633.47		\$1,360.34	\$2,106.95	\$88,100.76
LONG, RENEE M	\$20,314.84				\$20,314.84
LUCIER, STEPHEN H	\$1,707.60				\$1,707.60
LYNCH, MELISSA A	\$0.00		\$1,100.00		\$1,100.00
LYONS, JOANNE C	\$13,173.00		\$850.00		\$14,023.00
MORTIMER, PATRICK E	\$0.00		\$546.00		\$546.00
MACMILLAN, JENNIFER B	\$15,580.92				\$15,580.92
MAKOSKY, KATHRYN	\$325.00				\$325.00
MALLOY, ROBIN S	\$1,265.00				\$1,265.00
MANGAT, MANDEEP	\$80.00				\$80.00
MANLEY, RICHARD D	\$0.00		\$1,170.00		\$1,170.00
MANLY, HOWARD C	\$650.00				\$650.00
MANLY, RACHEL G	\$541.92				\$541.92
MARRESE, CHRISTOPHER R	\$1,723.00				\$1,723.00
MARSTON, PAMELA	\$80.00				\$80.00
MARTINEAU, ERIC P	\$13,783.06	\$6,138.99	\$165.36		\$20,087.41
MARYA, SANGITA	\$66,235.34			\$485.90	\$66,721.24
MATTIE, BRYCE N	\$55,216.55		\$9,200.02	\$406.72	\$64,823.29
MAYO, DEBRA L	\$29,893.16				\$29,893.16

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
MAZZU, VERONICA C	\$1,680.00				\$1,680.00
MCARDLE, PETER	\$212.00				\$212.00
MCCANN, LIANNE C	\$24,831.05				\$24,831.05
MCCORMACK, CONSTANCE S	\$16,623.62				\$16,623.62
MCELHANEY, WILLIAM J	\$4,030.00		\$100.00		\$4,130.00
MCGARTY, MICHAEL T	\$0.00		\$1,110.50		\$1,110.50
MCINTYRE, JANE	\$1,150.00				\$1,150.00
MCKENNA, CLAUDIA A	\$37,702.37				\$37,702.37
MCKENNA, MARK D	\$38,246.40	\$3,474.99	\$350.00	\$174.90	\$42,246.29
MCMANUS, KRISTIN M	\$51,725.60		\$1,023.16		\$52,748.76
MCNALLY, JOHN T	\$780.00		\$20,904.00		\$21,684.00
MCNAMARA, ELIZABETH JB	\$640.00				\$640.00
MCNAMARA, JAMES A	\$0.00		\$10,686.00		\$10,686.00
MCNERNEY, GRETCHEN A	\$61,785.74				\$61,785.74
MELVIN, ROBERT J	\$45,311.41	\$5,346.56			\$50,657.97
MENDELL, DIANE M	\$15,578.15				\$15,578.15
MERCADANTE, TALIA R	\$52,421.30		\$2,238.50	\$101.25	\$54,761.05
MERRIHEW, SARA E	\$46,278.25		\$4,246.94		\$50,525.19
MEYER, BARBARA	\$9,250.00				\$9,250.00
MILLER, MIRANDA J	\$54,425.04		\$1,621.25	\$324.00	\$56,370.29
MONETTE, THERESA M	\$56,264.05		\$177.25	\$1,875.00	\$58,316.30
MONSEN, CARLY A	\$50,321.25		\$5,185.00		\$55,506.25
MONTALTO, HEATHER	\$18,440.13		\$910.00		\$19,350.13
MOODY, EVERETT L	\$780.00		\$7,644.00		\$8,424.00
MOORE, JUDY S	\$88,281.25		\$1,042.60	\$2,151.28	\$91,475.13
MORRIS, PAUL J	\$1,830.00				\$1,830.00
MORRISON, BARBARA F	\$3,913.73				\$3,913.73
MORRISON, EMILY	\$0.00		\$65.00		\$65.00
MORRISON, GRACE L	\$3,840.27				\$3,840.27
MOULTRIP, DONALD	\$0.00		\$385.00		\$385.00
MRAKOVICH, SHARON E	\$26,530.65				\$26,530.65
MURPHY, CYNTHIA	\$133.88				\$133.88
MURPHY, KIMBERLY A	\$9,259.20		\$1,800.40		\$11,059.60
MURPHY, PETER R	\$80,598.25		\$3,635.00	\$1,000.55	\$85,233.80
MURPHY, SEAN G	\$6,773.10		\$100.00		\$6,873.10
NATOLI, PATRICIA	\$42,703.65	\$13,015.57	\$3,749.44		\$59,468.66

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
NEUSCH, JOHN P	\$0.00		\$6,441.00		\$6,441.00
NEVILLE, TERRI	\$97.50				\$97.50
NEWBOULD, ERIN J	\$74,775.12			\$93.75	\$74,868.87
NEWMAN, GREGORY	\$55,046.40	\$17,705.00	\$22,478.00		\$95,229.40
NICKERSON, BRUCE E	\$186.76				\$186.76
NIGZUS, CHARLES	\$6,035.00		\$525.00		\$6,560.00
NIGZUS, COLLEEN R	\$67,805.93		\$4,098.67	\$405.00	\$72,309.60
NIGZUS, STEVE A	\$320.00				\$320.00
NILAN, PATRICIA J	\$78,047.81		\$19.91	\$531.17	\$78,598.89
NILAND, MELISSA J	\$80,179.90		\$2,555.00	\$162.50	\$82,897.40
NOCKA, JULIA F	\$0.00		\$2,510.00		\$2,510.00
NOGLER, LORI K	\$3,257.49		\$400.00		\$3,657.49
NOGLER, SCOT	\$6,710.00		\$1,000.00		\$7,710.00
NOGLER, SHANE E	\$1,105.00				\$1,105.00
NORMANDIN, CARRIE B	\$61,785.76		\$1,680.00		\$63,465.76
NORMANDIN, EVANN	\$65.00				\$65.00
NORTHROP, MATTHEW	\$7,177.00		\$1,226.50		\$8,403.50
NOTA, RICHARD C	\$103,691.20			\$2,592.28	\$106,283.48
NURMI, JANICE R	\$17,100.44				\$17,100.44
NUTTER, DEBBIE J	\$53,899.20				\$53,899.20
O'BRIEN, PAIGE	\$2,565.18				\$2,565.18
O'SHEA, JAMES F	\$121,128.72				\$121,128.72
O'SHEA, KELLY A	\$678.75				\$678.75
OWENS, KYLE	\$0.00		\$2,040.00		\$2,040.00
PAPIA, CYNTHIA B	\$8,804.64		\$750.00		\$9,554.64
PARDA, DALE L	\$24,166.58		\$350.00		\$24,516.58
PARKER, LISA A	\$18,649.48				\$18,649.48
PAWSON, KENNETH L	\$43,553.60	\$6,385.91	\$200.00		\$50,139.51
PERRY, ANDREW S	\$40,559.97	\$4,137.16	\$3,499.72		\$48,196.85
PERRY, NELSON W	\$13,804.96	\$1,936.18	\$11,091.12		\$26,832.26
PERWAK, BRIAN	\$2,355.00		\$100.00		\$2,455.00
PESA, MADISON M	\$1,578.90				\$1,578.90
PESA, PAT A	\$163.13				\$163.13
PESSIA, BARBARA J	\$0.00		\$1,877.00		\$1,877.00
PETERS, JIM F	\$3,678.13				\$3,678.13
PETERSEN, WENDY L	\$750.00				\$750.00

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
PEURA, OKSANA A	\$42,093.30				\$42,093.30
PICHE, DONNA	\$63,255.61			\$777.55	\$64,033.16
PIERCE, DEBORAH A	\$88,130.52		\$1,730.79	\$2,106.95	\$91,968.26
PIKE, JONATHAN R	\$8,314.85				\$8,314.85
PODZYCKI, SUSAN E	\$459.84		\$10,164.15		\$10,623.99
POITRAS, MICHAEL R	\$21,312.74	\$930.43			\$22,243.17
POLIS, CATHERINE D	\$89,915.97		\$2,395.79		\$92,311.76
POLLOCK, NANCY G	\$3,408.68				\$3,408.68
PRESCOTT, CYNTHIA A	\$20,730.54		\$1,350.00		\$22,080.54
RAILSBACK, NANCY L	\$500.00				\$500.00
RAMIREZ, VICTORIA L	\$84,861.25				\$84,861.25
RAMOS, JUAN D	#VALUE!		\$390.00		\$390.00
REALE, CHRISTINE	\$80,598.25		\$1,049.00	\$1,000.55	\$82,647.80
REDFORD, ANNIE F	\$27,748.93		\$1,249.46		\$28,998.39
REEDICH, MATTHEW	\$747.50				\$747.50
REITER, MASON A	\$123.75				\$123.75
REITER, MATTHEW L	\$172.50				\$172.50
RENNA, JENNIE E	\$32,215.68				\$32,215.68
REYNOLDS, THOMAS E	\$86,646.70		\$4,266.00	\$1,075.64	\$91,988.34
RICHARD, COURTNEY B	\$15,411.06				\$15,411.06
RICHARD-HARRINGTON, GABRIELL	\$15,172.99		\$1,500.00		\$16,672.99
RIDDLE, CAROL M	\$12,880.80				\$12,880.80
RIVARD, ALEXIS	\$0.00		\$1,515.00		\$1,515.00
RIVERA, DEBRA L	\$13,742.77				\$13,742.77
ROBICHAUD, LISA	\$30,483.40		\$1,605.14		\$32,088.54
ROBINSON, NICHOLAS P	\$97.50				\$97.50
ROSS, ELKE - EDDA	\$4,150.00				\$4,150.00
ROUTE, TAMMY A	\$54,603.37		\$5,600.00		\$60,203.37
ROUVEL, PATRICIA M	\$40,471.11	\$3,410.32	\$3,011.36		\$46,892.79
RUCINSKI, ROBERT	\$0.00		\$750.00		\$750.00
SAWYER, ANDREW P	\$20,937.21				\$20,937.21
SAYDAH, NATALIE	\$51.90				\$51.90
SCHEMEL, JUSTINE	\$50.00				\$50.00
SCHEMEL, RUTH E	\$10,206.18		\$878.35		\$11,084.53
SCHENDEN, JANET A	\$36,065.70		\$350.00		\$36,415.70
SCHMIDT, JONATHAN	\$51.90				\$51.90

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
SCHMIDT, JONATHAN M	\$2,083.50				\$2,083.50
SCHMIDT, MATTHEW L	\$480.69				\$480.69
SCHMIDT, SHARON C	\$17,635.91				\$17,635.91
SCHWARTZ, SABRINA M	\$0.00		\$1,687.00		\$1,687.00
SCHWINGER, ALICE R	\$15,935.66		\$1,700.00		\$17,635.66
SEGALOFF, RACHEL S	\$6,412.12				\$6,412.12
SEIGRIST, HEIDI H	\$1,100.00				\$1,100.00
SENNOTT, JULIE	\$65.00				\$65.00
SHAW, ANDREW T	\$0.00		\$390.00		\$390.00
SHAW, JEFFREY E	\$0.00		\$4,484.00		\$4,484.00
SHAW, JOSEPH A	\$4,525.00		\$525.00		\$5,050.00
SHAW, KAREN	\$369.25				\$369.25
SHAW, WALTER B	\$6,645.00		\$100.00		\$6,745.00
SHEA, BARBARA E	\$53,261.00		\$500.00		\$53,761.00
SHELTON, MARY JANE	\$26,104.53		\$3,555.00		\$29,659.53
SHEPARD, ERICA D	\$3,377.34				\$3,377.34
SHEPARD, SAMUEL H	\$342.45				\$342.45
SHEPHERD, PATRICIA L	\$69,106.97		\$471.75		\$69,578.72
SHIELDS, MARK D	\$0.00		\$1,226.50		\$1,226.50
SHUTTLE, KAREN J	\$45,627.15				\$45,627.15
SICARD, RICHARD A	\$66,924.80				\$66,924.80
SIEGRIST, HENLEY	\$65.00				\$65.00
SILVA, ASHLEY	\$65.00				\$65.00
SILVER, CASEY	\$390.00				\$390.00
SILVER, SUSAN V	\$80,598.25		\$16,370.12	\$2,001.10	\$98,969.47
SKROCKI, ANDREW R	\$51,046.47		\$5,533.49		\$56,579.96
SMETHURST, PAMELA	\$1,040.00				\$1,040.00
SNELL, CHRISTOPHER E	\$71,312.06		\$400.00		\$71,712.06
SOLDI, LISA A	\$86,646.70		\$1,497.71	\$2,151.28	\$90,295.69
SOLDI, STEVEN	\$0.00		\$1,687.00		\$1,687.00
SORENSEN, MARY MARNA	\$4,953.76				\$4,953.76
SPECHT, ALAN T	\$2,805.00				\$2,805.00
SPECHT, JENNIFER	\$787.50				\$787.50
STEADMAN, JULIANA	\$1,040.00				\$1,040.00
STEEVES, CYNTHIA M	\$15,726.98				\$15,726.98
STOFFEL, EDWARD M	\$24,355.51				\$24,355.51

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
STRNISTE, JASON P	\$0.00		\$390.00		\$390.00
SUCHECKI, ERIN K	\$19,597.14		\$274.50		\$19,871.64
SULLIVAN, ARLENE N	\$66,182.18			\$821.59	\$67,003.77
SULLIVAN, MARY D	\$22,901.48		\$1,112.28		\$24,013.76
SWEARINGEN, TYLER A	\$1,852.25				\$1,852.25
SWEENEY, MARY B	\$98.18				\$98.18
SZOCIK, ROBERT A	\$30,298.68	\$2,899.66	\$4,340.83		\$37,539.17
TABOR, RICHARD W	\$95,146.62		\$1,820.25		\$96,966.87
TARULLO, EVAN	\$1,938.00				\$1,938.00
TARULLO, GLENN M	\$88,301.75			\$657.71	\$88,959.46
TASCHEREAU, KRISTEN A	\$0.00		\$5,192.00		\$5,192.00
TAVILLA, SONYA L	\$19,255.24		\$856.13		\$20,111.37
TENNESON, PETER A	\$2,093.98				\$2,093.98
THOMPSON, DEBORAH D	\$51,917.22				\$51,917.22
THOMPSON, MARC T	\$420.00				\$420.00
THOMSEN, JANE E	\$4,939.48				\$4,939.48
THURSTON, JOSHUA W	\$15,974.64				\$15,974.64
TORIGIAN, CHRISTINE M	\$18,105.57				\$18,105.57
TOWNSEND, ANASTASIA K	\$57,846.12				\$57,846.12
TRAVERS, JACQUELINE M	\$52,410.95		\$687.52		\$53,098.47
TREMBLAY, ROBERT	\$27,079.14	\$2,056.87			\$29,136.01
TURNBALL, CAROLINE	\$618.75				\$618.75
TUTTLE, SHARLENE F	\$84,861.25		\$1,037.83	\$337.50	\$86,236.58
VALLADARES, JULIO	\$6,637.71				\$6,637.71
VANDER VEEN MIDEY, KRISTEN B	\$86,380.75		\$687.21	\$635.68	\$87,703.64
VELLANTE, GABRIEL J	\$41,815.39				\$41,815.39
VELLANTE, JANET A	\$65,358.40		\$999.96	\$650.00	\$67,008.36
VELTRI, MARIA G	\$9,550.00				\$9,550.00
VENDITTI, RYAN P	\$0.00		\$2,761.00		\$2,761.00
VENO, JUDITH M	\$43,720.00			\$546.50	\$44,266.50
VENO, MEGHAN	\$97.50				\$97.50
VENO, SUSAN E	\$3,850.80				\$3,850.80
VERROCHI, EMILY J	\$56,620.33		\$500.00		\$57,120.33
VIOLETTE, PETER D	\$0.00		\$3,744.00		\$3,744.00
WAGER, GLORIA	\$28,417.47			\$201.02	\$28,618.49
WAGNER, GIOANNE L	\$62,403.33			\$464.81	\$62,868.14

EE Name	Base Pay	OT Amount	Other Amount	Annuity Amount	Gross Amount
WAITE, CYNTHIA M	\$44,817.59		\$350.00	\$498.94	\$45,666.53
WAITE, JESSICA A	\$2,310.00				\$2,310.00
WAITE, JONATHAN D	\$3,300.00				\$3,300.00
WALKER, DEBORAH H	\$30,337.18		\$350.00		\$30,687.18
WALKER, NICHOLAS J	\$2,010.96				\$2,010.96
WALKONEN, EDWARD J	\$0.00		\$1,560.00		\$1,560.00
WALRATH, KAREN E	\$200.00				\$200.00
WALSH, CATHLEEN	\$1,809.96				\$1,809.96
WALTON, MARIA P	\$1,090.00				\$1,090.00
WARREN , JUSTIN K	\$5,572.70				\$5,572.70
WARREN, PETER E	\$42.41				\$42.41
WASS, RUSSELL D	\$88,322.83		\$1,538.48		\$89,861.31
WEAVER, LAWRENCE T	\$38,772.80	\$235.49			\$39,008.29
WELTON, MARIANNE B	\$1,267.50				\$1,267.50
WENGER, GARY	\$1,877.50		\$1,840.00		\$3,717.50
WHARTON, HANNAH C	\$196.89				\$196.89
WHAYNE, SUSANNE S	\$650.00				\$650.00
WIENER, DEBRA A	\$14,828.49				\$14,828.49
WILKINSON, TAMRA L	\$39,586.54				\$39,586.54
WILLARD, PAUL P	\$12,500.04				\$12,500.04
WILLIAMS, CARLY M	\$1,781.27				\$1,781.27
WILLIAMS, JOANNE M	\$27,632.53		\$360.00	\$280.85	\$28,273.38
WILLIAMS, MITCHELL R	\$4,049.36				\$4,049.36
WILSON, MARY C	\$81,339.20			\$1,016.74	\$82,355.94
WILSON, ROBERT N	\$812.50				\$812.50
WOOD, EMMA R	\$782.14				\$782.14
WOODSUM, DAVID S	\$17,971.00		\$100.00		\$18,071.00
WOODSUM, JANET E	\$16,174.04				\$16,174.04
ZADROGA, MARY E	\$64,898.80			\$168.75	\$65,067.55
ZADROGA, MEAGAN Y	\$200.00				\$200.00
ZAIS, KAREN S	\$372.00				\$372.00
ZAYKA, THEODORE M	\$5,355.15				\$5,355.15
ZIMMER, JOSHUA T	\$1,329.60				\$1,329.60
ZIMMER, MARGARET M	\$67,709.84			\$824.25	\$68,534.09
	\$12,946,255.20	\$234,733.92	\$674,422.91	\$76,221.71	\$13,931,633.74

TOWN OF HARVARD FIRE SIGNALS

12	Route 2 East of Route 110	216	Upper Littleton Road at Littleton Town Line
14	Route 2 West of Route 110	217	Green Hill Road
21	Out of Town	221	Pinnacle Road
31	Library	222	Park Lane
32	Harvard Common	223	Little Common (Fairbanks Street)
33	Unitarian Church	224	Oak Hill Road
34	Town Hall	225	Cleaves Hill Road
35	Fire Station	226	Woodchuck Hill Road
36	Congregational Church	227	Route 111 at Stow Road
52	Town Beach	231	Route 111 at Boxboro Town Line (Route 495 & Codman Hill)
53	Lancaster Shore- Turners Lane	232	Sherry Road
54	Clinton Shore	233	Littleton County Road at Cleaves
112	Catholic Church		
113	Willow Road	234	Littleton County Road at Littleton Town Line
114	Madigan Road	235	Slough Road
115	Still River Road at Prospect Hill Road	236	Haskell
116	Still River Depot Road	241	Hynes Lane
117	Still River Road at Bolton Town Line	242	Murray Lane
	St. Benedicts	243	Eldridge Road
118	Under Pin Hill Road and Lovers Lane	311	Finn Road at Stow Town Line
121	Depot Road at Craggs Road (Pattee Road & Town Dump)	312	Hillcrest Drive
122	Harvard Depot	313	Withington Lane
123	Prospect Hill Road	314	East Bare Hill Road
124	Whitney Road	315	Westcott Road
125	Mill Road	316	Jacob Gates Road
126	Old Shirley Road	4321	Elementary School
131	Ayer Road at Route 2	6321	Junior Senior High School
132	Ayer Road at Old Mill Road	321	Bromfield Street at Bolton Road
133	Ayer Road at Ayer Town Line	322	Bolton Road at West Bare Hill Rd.
134	Lancaster County Road (goat farm & Cedar Ledge Road)	323	Abbot Lane
135	Old Mill Road	324	Partridge Hill Road and Deerfoot Trail
136	Blanchard Road	325	Brown Road
141	Poor Farm Road	411	West Bare Hill Road
142	South Shaker Road, Quarry Lane	412	Woodside Road
143	Glenview Drive	413	Scott Road
144	Shaker Road at Ayer Town Line (Sheehan Road)	414	Bowers Road
145	Shaker Hills	511	Warren Avenue
211	Lower Littleton Road at Cruft Lane, Orchard Hill	512	Tahanto Trail
212	Lower Littleton Road at Route 2	513	Peninsula Road
213	Lower Littleton Road at Littleton Town Line	5321	Old Bromfield Building
214	Sawyer Lane	5321	Bromfield House
215	Upper Littleton Road at and including Old School House Rd.		

SPECIAL CALLS

10 Repeated -- Civil Defense Call
2-2-2 All Clear
5-5-5 No School if blown at 7 A.M.
2 blasts at 12 noon - Test Blows