

# TOWN OF HARVARD

MASSACHUSETTS



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



*Saturday, May 4, 2019 – 9:00 A.M.  
The Bromfield School  
Gymnasium*

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**Front Cover Photograph by – Heidi Frank**

## **Report of the Finance Committee**

The Finance Committee is comprised of nine Harvard resident members appointed by the Town Moderator to advise the Select Board and the Town on financial matters and other questions coming before the Town or affecting the financial interests of the Town. In turn, we make recommendations to the voters regarding such matters. During the course of the year, we engage in the following activities:

- Participate in financial meetings with the Select Board, Town Administrator, Finance Director, School Committee, and School Administration.
- Meet with individual town departments as budgets are developed.
- Provide recommendations, where appropriate, to residents on Town Warrant Articles.
- Monitor debt levels and the long term fiscal health outlook in conjunction with the Capital Planning and Investment Committee (CPIC).
- Hold regular public meetings to discuss findings of detailed budget reviews and other significant issues affecting the Town.

### **Budgeting Process**

This year, in conjunction with the Select Board, we implemented the process outlined in the Town Charter passed at last year's Annual Town Meeting and ballot. A joint meeting with the Select Board reviewed their fiscal goals and was the basis for an all boards meeting to review these with all town departments and committees. The Select Board then led the budget process from guideline submissions to departmental questioning and reviews, all jointly with the Finance Committee. On February 5<sup>th</sup>, the Select Board submitted its unbalanced budget to the Finance Committee for our review. After reviewing a list of suggested budget cuts put forth by the Town Administrator, the Finance Committee deliberated and decided on a series of cuts voted on at our February 27<sup>th</sup> meeting. When compared to the original budget submissions, these cuts totaled \$164,615 from the Town budgets and \$150,000 from the School's budget, enabling us to present a balanced budget back to the Select Board on March 5<sup>th</sup> and meet our objective in not having to recommend an operational budget override.

### **Recommendation**

We unanimously recommend the Fiscal Year 2020 Omnibus Budget as presented in the Warrant and further recommend the Report of the Select Board.

Our recommendation is based on the following:

- The budgets are substantially consistent with the following budget principles and objectives: (i) maintain current levels of services to the townspeople while addressing increased demand for services in certain areas; (ii) provide sufficient funds for building and other infrastructure maintenance to ensure that capital facilities and equipment are properly maintained; (iii) ensure adequate reserves and contingency funds for certain future expenses and unforeseen circumstances.

- The budgets can be supported by the Town’s tax base and other revenue sources without jeopardizing the Town’s credit ratings and ability to service its debt in coming years.

The Fiscal Year 2020 operating budget before debt totals \$25,343,799 which is an increase of \$759,546 or approximately 3.1% over the Fiscal Year 2019 operating budget before debt. When debt service including that which Harvard voters have specifically exempted from the limits of proposition 2 1/2, the grand total Omnibus Budget is \$27,300,395, an increase of \$1,436,930 or 5.6% over the Fiscal Year 2019 grand total Omnibus Budget.

## Revenues and Expenses

Seventy eight percent (77.8%) of the revenues required to fund this budget will be raised through the property tax levy. Harvard is expected to receive a slight increase in State Local Aid in Fiscal Year 2020 which is projected to comprise approximately 13.2% of the revenue in Fiscal Year 2020. Local receipts make up approximately 5.3% (excise tax, meals tax, sewer fees, license & permit fees, special assessments, etc.).

On the expense side, about 47.1% of spending is for Schools, 18.23% for employee benefits, insurance and Other Post-Employment Benefits (OPEB) and 6.5% for excluded debt service. The remainder of the expenses are to operate our Town government, and for essential services that are important to the quality of life and safety of residents.

## Free Cash

Free Cash is a revenue source that results from the calculation, as of July 1, of our remaining unrestricted funds from the previous fiscal year, based on the Town balance sheet as of June 30. Revenues in excess of estimates, unspent line items in departmental budgets for the year just ending, plus unexpended Free Cash from the previous year typically make up this fund. Free Cash plays a role in a town’s credit rating and our strong AAA rating is a testament to our prudent policies in its use. Once the balance sheet for the prior year is certified by the Department of Revenue, the Free Cash is available for use once approved via warrant at Town Meeting. Harvard’s percentages are in line with Department of Revenue recommendations which advise a community to strive to generate Free Cash in an amount equal to 5% of its annual budget.

In Harvard, our bylaws explicitly state the allowed uses of Free Cash—to fund unexpected expenses in the current fiscal year, to replenish the Stabilization Fund and to provide funding for capital projects.

This year, we have ~\$1.15M of Free Cash, which represents approximately 3.93% of the total Omnibus Budget.

Respectfully submitted,

Don Ludwig, Chair  
 John Seeley, Vice-Chair  
 Jennifer Finch, Clerk  
 Bruce Nickerson  
 Charles Oliver

Richard Fellows  
 Mark Buell  
 Siko Sikochi (Associate Member)  
 Raymond Marchica (Associate Member)

## Fiscal Year 2020 Omnibus Budget Highlights

This section contains highlights of the Town budget for the upcoming Fiscal Year 2020 which begins this coming July 1<sup>st</sup>. This is known as the “Omnibus Budget” which is up for approval at the Annual Town Meeting.

**Omnibus Budget:** The Omnibus Budget is put together by the Select Board and reviewed by the Finance Committee. It is then subject to approval at the Annual Town Meeting.

**Surplus / Deficit:** If expenditures and revenues come in as expected, the Town will have an operating surplus in 2020 of \$69,064.

**Expenditures:** Total planned expenditures for Fiscal Year 2020 equal \$29,281,832. This represents an increase over Fiscal Year 2019 of \$1,752,390 or 6.36%. The key driver of the increase in expenditures over 2019 is an increase of 53.9% in Excluded Debt and a 26% increase in capital expenditures.

**Revenues:** Revenues for Fiscal Year 2020 are expected to be \$29,350,896. This represents an increase over Fiscal Year 2019 of \$1,727,257 or 6.25%. Town revenues are derived primarily from the property tax levy which is expected to be \$22,842,215. This represents an increase over Fiscal Year 2019 of \$1,309,013 or 6.0%. The second largest revenue item for the Town is local aid from the Commonwealth. The Finance Committee anticipates a slight increase in local aid to \$3,896,520. Other significant sources of revenue are the motor vehicle excise tax and receipts from the ambulance service.

**Major Operating Expenditures:** The following four items represent 93.5% of Omnibus Budget:

<b>Schools</b>	\$13,849,280	The Schools are the Town’s largest expense item and represent 49% of the Omnibus Budget. A detailed breakdown of the School budget can be found under “Local Schools.” This does not include pensions and employee benefits for school employees.
<b>Town Government</b>	\$6,155,469	This represents the cost of operating the town, excluding the Schools. This includes town employees, building maintenance and repair, the Police and Fire Departments, and the Department of Public Works.
<b>Benefits and Insurance</b>	\$5,339,050	This is the cost of property and casualty insurance, pensions plus employee benefits for all town employees, including the Schools.
<b>Debt Service</b>	\$2,036,866	Cost of debt service both within and outside of proposition 2 & 1/2.

**Capital Expenditures:** Each Fiscal Year, the Capital Planning and Investment Committee makes recommendations for capital expenditures. Over the next several years, a number of proposed building projects, if approved, will represent the Town's largest investment. The most significant building project is a new building for Hildreth Elementary School. At last year's town meeting, and by town ballot, a Warrant Article was approved requesting that the town appropriate \$52,800,000 for this project. Of this amount, it is estimated, the Commonwealth will fund \$17,400,000. The cost of servicing the debt associated with this project will be reflected in the Omnibus budget beginning in 2020.

For Fiscal Year 2020, the Capital Planning and Investment Committee's Recommended Capital Plan includes capital expenditures totaling \$1,835,220. These projects are wide ranging. They include The Bromfield School Kitchen and cafeteria upgrades (\$120,000); Ayer Road design and engineering study (\$300,000) and replacing the slate roof on the old library (\$480,000).

A Warrant Article for each project must be approved at the Town Meeting. These projects will be funded from three sources: the Capital Stabilization and Investment Fund (effectively the Town's savings account) (\$660,220); the Devens Fund (\$200,000); and borrowing (\$975,000). The Devens Fund is funded by amounts Devens pays to the Town for students living in Devens who attend Harvard schools (about \$18,200 per year per student). The Capital Stabilization and Investment Fund is effectively the Town's savings account funded through budget surpluses in previous years.

More detail on capital investments can be found under "*Finance Committee Spotlight.*"

**Five Year Trend Line:** Since Fiscal Year 2017, the average annual increase in the total revenue to be raised has been 2.4%. This includes aid from the Commonwealth. Over this same period, total Town expenses have increased at an average annual rate of 4.9%.

**Five Year Financial Projections:** This book includes detailed financial projections to assist the community in understanding the future, as well as the current, impact of decisions made at the Town Meeting.

Going out five years to Fiscal year 2024, it is estimated that the Town's total revenues, including receipts from the Commonwealth, will increase to \$34,322,552. This represents an average annual increase of 4.2%. It is estimated that expenses will increase to \$34,915,627. This represents an average annual increase of 4.8%.

Some of the key assumptions made in compiling these projections are: health care costs for town employees will increase by 7% in fiscal year 2019 and estimated to be 8% per year thereafter and that the Capital Plan for the next five years, as presented, will be approved. Some of the major investments in the Capital Plan for the next five years include the new elementary school building; improvements to Hildreth House and the purchase of two fire trucks. More detail can be found under "*Financial Projections.*"

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

## **Finance Committee Report on Harvard Public Schools**

The Fiscal Year 2020 Omnibus Budget will contain approximately \$17.98 million of funding for the Harvard Public Schools. This represents 66% of the Omnibus Budget Operating Total Before Debt.

This total amount consists of the Schools net budget request of \$13,849,280 and the Schools' share of Employee Benefits of approximately \$4.135 million. The Town's portion of health insurance, retirement plan contributions, payroll taxes, and other benefits for all Town and School employees are combined in the "Insurance and Fringe section" of the Omnibus Budget.

Annually the Omnibus Budget includes \$175k in reserve fund for unforeseen special education expenses, separate from the School's budget.

Another approximately \$3.409 million in revenue/offsets comes from such sources as Devens tuitions, the State Circuit Breaker (Special Education) program, Federal Grants, School Choice and other tuitions such as Community Education that are overseen by the School Committee. These amounts have already been deducted from the total spending anticipated by each of the six major cost centers. Additionally, there are also other specifically designated revenues that are used to cover expenses not in the Omnibus Budget, such as the school lunch program, Bridges (after school care), athletics, etc.

On March 11, 2019 State Representative Jen Benson and State Senator Jamie Eldridge spoke before the School Committee regarding the House Bill, Senate Bill, and Governor Baker's plan for the Chapter 70 funding changes. Higher funding would be calculated for lower income towns, but each of the proposals should result in positive changes to Harvard's budget.

After 2 years of outsourcing the custodial staff at the schools, Dr. Dwight has brought custodians back in-house. This change is nearly net-zero on the school budget side, but an increase on the town insurance and benefits side. Please note that on the school budget documents, the staffing change appears as an approximately \$350,000 shift from operational expenses to salary.

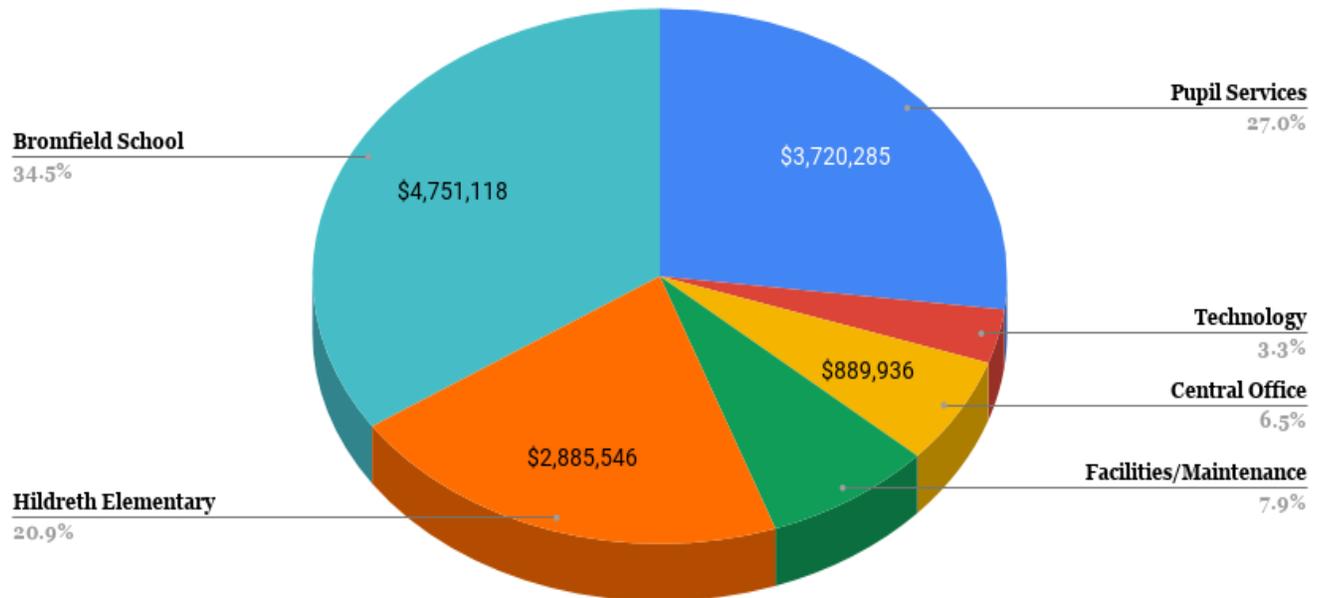
Only the net budget amount (Total Local Schools) is voted on at Annual Town Meeting. This is a "bottom line budget" and the School Committee has the ability to move amounts among their departments and accounts during the fiscal year.

### **Devens Contract**

Students residing in Devens attend both Hildreth Elementary School and The Bromfield School. The contract with MassDevelopment remains a large revenue source that Harvard Schools rely on. The average per-pupil cost for Fiscal Year 2020 is approximately \$18,200 and is adjusted annually. The estimated total tuition payments on behalf of K through Grade 12 will amount to over \$935,000 in Fiscal Year 2020. Should the contract not be renewed in the future, any Devens student would be allowed to stay in the Harvard public school system with MassDevelopment continuing to pay their tuition until graduation.

In addition to tuitions, MassDevelopment funds are used to subsidize certain transportation, athletics, technology, and capital accounts. The receipts of these funds is approximately \$824,240 for Fiscal Year 2020 resulting in a total Devens contribution of \$1.759M.

# Harvard Public Schools, Fiscal Year 2020 Proposed Budget



## Per Pupil Expenditure Comparison

Department	Acton Boxborough	Ayer Shirley	Berlin	Concord Carlisle	Harvard	Lexington	Lincoln Sudbury	Nashoba Regional	State Average
Administration	\$550	\$612	\$1,057	\$898	<b>\$581</b>	\$709	\$620	\$648	<b>\$562</b>
Instructional Leadership	\$952	\$998	\$1,528	\$1,635	<b>\$1,613</b>	\$1,460	\$1,134	\$925	<b>\$1,046</b>
Teachers	\$5,595	\$5,029	\$8,511	\$8,259	<b>\$6,912</b>	\$6,997	\$8,452	\$6,477	<b>\$6,180</b>
Other Teaching Services	\$1,490	\$1,263	\$2,097	\$1,455	<b>\$979</b>	\$1,940	\$884	\$1,502	<b>\$1,324</b>
Professional Development	\$82	\$123	\$139	\$168	<b>\$127</b>	\$196	\$400	\$106	<b>\$157</b>
Materials, Equipment, Technology	\$363	\$533	\$439	\$636	<b>\$646</b>	\$397	\$336	\$354	<b>\$488</b>
Guidance, Counseling, Testing	\$580	\$389	\$685	\$1,243	<b>\$307</b>	\$760	\$1,121	\$730	<b>\$504</b>
Pupil Services	\$1,438	\$1,604	\$1,302	\$2,531	<b>\$1,498</b>	\$1,592	\$1,971	\$1,763	<b>\$1,629</b>
Operations and Maintenance	\$968	\$1,210	\$2,282	\$1,398	<b>\$1,380</b>	\$1,056	\$1,205	\$1,234	<b>\$1,198</b>
Insurance, Retirement, Other Benefits	\$2,362	\$2,499	\$3,267	\$2,073	<b>\$2,723</b>	\$2,652	\$2,753	\$2,431	<b>\$2,824</b>
<b>In-District Per Pupil Expenditure</b>	<b>\$14,382</b>	<b>\$14,261</b>	<b>\$21,307</b>	<b>\$20,294</b>	<b>\$16,766</b>	<b>\$17,760</b>	<b>\$18,876</b>	<b>\$16,171</b>	<b>\$15,913</b>
<b>Total Per Pupil Expenditures</b>	<b>\$15,698</b>	<b>\$14,741</b>	<b>\$21,085</b>	<b>\$22,472</b>	<b>\$18,016</b>	<b>\$18,747</b>	<b>\$21,778</b>	<b>\$16,590</b>	<b>\$16,465</b>

Source: Mass DES - most recent data 2018

Devens's Emerson Green/Grant Road housing is a 3 phase project. Phase 1 is complete with 17 new units, single family and duplexes. Phase 2 is coming along, with about 40 one, two, and three bedroom apartments proposed. The builder hopes for initial occupancy starting in late 2019. At the same time, the building of the new triplex, duplex and single family homes will begin - for approximately 64 housing units total. There is still a phase 3 after that with a proposed additional 43 units. Any students residing here Pre-K through Grade 12 would be a welcome addition to Harvard schools. Earlier enrollment projections indicated that Harvard Schools would be able to accommodate additional students from this development.

More information on the Emerson Green housing can be found here: [www.emersongreen.com/community](http://www.emersongreen.com/community) with phasing overlay maps at the bottom.

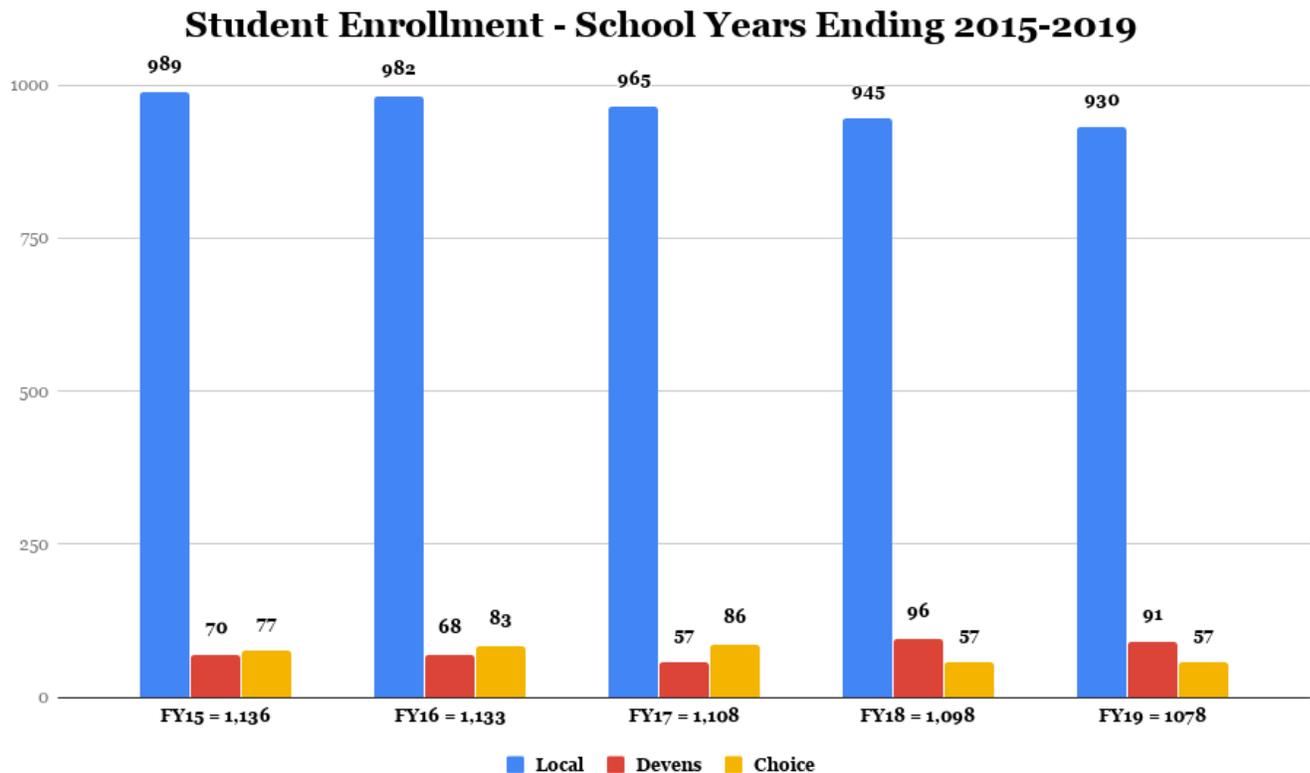
### SCHOOL CHOICE

The inter-district school choice program allows a student to attend a school district that is not their home district. Because of space limitations, every year the School Committee decides whether it will accept new enrollments under this program and, if so, in what grades.

The School Choice tuition cap of \$5,000 per student has not changed since inception 28 years ago. While that amount is far less than it costs to educate a student in the district, due to economy of scale, and only allowing students if space is available, it is a net positive to accept a portion of the student body through the Choice program. The Pioneer Institute released a report last year that called for raising the tuition rate, but no proposals have been brought forward in the state legislature to amend MGL c. 76 s. 12b.

Data from the Mass Department of Elementary and Secondary Education (DESE) shows that in Fiscal Year 2019 - Harvard Schools had 57 School Choice students in, and 3 that have choiced out of the district.

### ENROLLMENT



Pupils from Devens and School Choice comprise approximately 14% of the student body. Overall enrollment has declined steadily since 2015, but is expected to increase in the next few years with the completion of Emerson Green housing.

## **CAPITAL**

The report of the Capital Planning and Investment Committee (CPIC) in this book shows a list of requests from the School Committee going out five years. In addition to CPIC anticipating funding \$1M towards debt for the new elementary school over 4-5 years, the School Committee has reaffirmed their intent to contribute an additional \$1M over a similar time frame.

There are no capital projects scheduled for the elementary school as a new building is expected in 2021.

## **NEW ELEMENTARY SCHOOL BUILDING**

In May of 2018, at the Annual Town Meeting and at the ballot, voters of Harvard approved borrowing \$52.8M to build a new elementary school. Progress on the new elementary school has entered its final design stage, early bid packages were sent out in January, and construction is set to begin. In the last year the School Building Committee has identified approximately \$2M in Value Engineering changes to keep costs within budget. The Town took out a 1 year Bond Anticipation Note (BAN) in July of 2018 for \$5.5M with a Net Interest Cost of 1.7575% (after a 3% municipal loan coupon.) The current municipal bond market is looking favorable as the Town looks towards final financing - bond counsel suggests between 3.75% and 5% can be expected.

## **LEADERSHIP**

Dr. Linda Dwight is in her 5th year as Superintendent of Schools.

Joshua Myler is the Principal at Hildreth Elementary School and Scott Mulcahy is the Associate Principal.

Scott Hoffman is the Principal at The Bromfield School and Robin Benoit is the Associate Principal.

Dr. Julie Horton is Dean of Students.

Dr. Marie Harrington is the Director of Pupil Services.

## **Finance Committee Spotlight**

### **Save Money and Reduce Trash (SMART) Program**

To borrow a phrase from The Harvard Press: “Harvard is about to get SMART”.<sup>i</sup> On December 18, 2018 the Select Board voted unanimously to approve the Transfer Station Committee’s recommendations to adopt the Save Money and Reduce Trash (SMART) program. The program will start on July 1, 2019 and will continue for at least two years.

#### **What is the SMART Program?**

The SMART program is a system in which we pay for the trash as we dispose of it. SMART allows each household to control its volume of trash and encourages recycling – when we recycle more and discard less trash, we will pay less. SMART has been implemented by more than 147 communities in Massachusetts including Acton, Ayer, Bolton, Groton, Littleton, Northborough, and Shirley.

The main goal of the program is to reduce the amount of municipal solid waste generated by the town and, in turn, reduce the town’s waste disposal costs. Moreover, the SMART program offers more equitable disposal costs for the town and its residents - again, when we recycle more and discard less trash, we will pay less; and those discarding more trash will pay more.

#### **How will the SMART Program work?**

There will be two costs to the residents: the permit (or sticker price) which will cover the operating costs of the Transfer Station (electricity, labor, etc), and a fee for each bag which will cover the tipping costs (the costs to dispose of trash). Fees from \$5-\$30 for bulky items and appliances will continue.

#### **Sticker Fee**

The sticker fee will go from the current \$250 per household to \$80 per household, covering the fiscal year from July 1 to June 30 of the following year. ‘Recycling only’ stickers will be discontinued. All residents wishing to use the transfer station for recycling and/or trash will be required to pay the annual sticker fee. The cost of recycling will be included in the sticker fee and there is no limit on recycling.

Residents will continue to pay the sticker fee at the Town Hall.

#### **Bags and Bag Fees**

Proprietary bags will be required for the disposal of waste. The bags will be light green in color and have the Town’s seal and the phrase “Town of Harvard” to allow DPW staff to quickly recognize bags brought to the Transfer Station as official SMART Program bags. The bags will be available in two sizes (15 gallon and 33 gallon). The cost for 15 gallon bags will be \$1.00 each and \$2.00 for each for the 33 gallon.

Senior citizens’ households will receive \$30 of free bags, per household.

Residents will be able to purchase an initial supply of bags at the Town Hall, in June 2019 (at the start of the program) and will receive a coupon to redeem for the bags at that time. The transfer station will be open on Saturdays in June 2019, allowing people to ‘drive through’ and redeem their bag coupons, beginning on June 1, 2019 at specified times. Thereafter, bags can be purchased at a variety of local businesses (full list of purchase locations being finalized).

An example:

The following example illustrates the annual cost for a household taking one bag for the disposal of waste each week using the 33 gallon bags at \$2 each:

Cost item	Current System	SMART Program
Sticker Price	\$250.00	\$80.00
Bag purchases (52 weeks \$2.00)	--	\$104.00
Total Cost per year	\$250.00	\$184.00

### **How will the SMART Program be implemented?**

To ensure a smooth transition to the SMART Program, several initiatives will be implemented

1. The transfer station will be adequately posted with signs to eliminate confusion,
2. A list of locations for the bag vendors be provided,
3. Education will be provided with regards to the many additional items that may be recycled that are not currently being recycled, and
4. At least one public informational meeting will be provided to answer questions and concerns raised by residents.

### **External funding for the SMART Program**

The town has received or will receive grants for the adoption of the SMART Program:

1. \$14,550 SMART startup funds {\$10 per Transfer Station using household} to be used for initial bag purchase and for education/outreach. Receipt is assured upon adoption of SMART;
2. \$7,500 toward another paper compactor in anticipation of increased recycling was already received, and
3. \$4,550 Recycling Performance Grant for DPW expense, public outreach, and education was also received.

### **Other Frequently Asked Questions**

1. What will happen after the initial two years that the Select Board approved?
  - a. The town may permanently adopt or discontinue the program based on the perceived success of the program
2. Do I have to use the Transfer Station? Can I switch to a private trash hauler?
  - a. Yes, you can use a private trash hauler. There is a list of approved private haulers on the town website (Board of Health, "Environment, Trash & Recycling"). However, MA is tightening the regulations for private trash haulers as well.

We thank the Transfer Station Committee for their time, attention, and commitment to this momentous project and for providing information for this spotlight.

<sup>i</sup> "Pay-as-you-throw SMART trash program will start July 1," Joan Eliyesil, *The Harvard Press*, December 20, 2018.

## Financial Projections

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

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

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

### Financial Assumptions

1. The Capital Plan for Fiscal Years 2020-2024, as presented on the following pages.
2. Projections for Fiscal Year 2020 forward do not include funding for any new programs.
3. Local Aid (Cherry Sheet) revenue will increase one-half of one percent annually from 2021 to 2024.
4. A total Stabilization Fund balance of not less than 5% of the total Omnibus Budget before excluded debt.
5. Budget revenues and expenditures will be affected by:
  - a. Total payroll costs, including merit steps, Cost of Living Adjustments, and personnel changes will increase by approximately 2.5% per year.
  - b. Health insurance cost increases will be 7% in Fiscal Year 2020 with an estimated 8% increase in health cost in each of the out years and a 3% cost increase in other insurances and fringe in those same out years.
  - c. Interest rates for new debt will average 4% over the next five years.
  - d. General expenses (non-salary) will increase 1.5% per year.
  - e. Increases in tax revenues from new growth will be approximately \$130,000 per year, starting in Fiscal Year 2020.
  - f. Local receipts will remain level from Fiscal Year 2021 forward.
  - g. Assessments from the State (Cherry Sheet Charges) will increase from Fiscal Year 2020 forward by 3% per year.
  - h. The continuation of the Devens school contract.
6. OPEB will be funded at no less than \$500,000 annually.

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

### Financial Recap & Projection Worksheet

	Actual FY2017	Actual FY2018	Budgeted FY2019	Proposed FY2020	Estimated FY2021	Estimated FY2022	Estimated FY2023	Estimated FY2024
<b>REVENUE</b>								
<b>TAXES</b>								
Levy	\$ 18,389,057	\$ 18,982,563	\$ 19,615,932	\$ 20,287,886	\$ 20,925,083	\$ 21,578,210	\$ 22,247,665	\$ 22,933,857
2 1/2 Allowance	\$ 459,726	\$ 474,564	\$ 490,398	\$ 507,197	\$ 523,127	\$ 539,455	\$ 556,192	\$ 573,346
New Growth	\$ 133,779	\$ 158,805	\$ 181,556	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
General Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excluded Debt *	\$ 1,227,338	\$ 1,258,263	\$ 1,245,316	\$ 1,917,132	\$ 4,053,994	\$ 4,051,379	\$ 3,966,595	\$ 3,911,657
Capital Exclusions								
<b>LOCAL</b>								
Receipts	\$ 1,787,256	\$ 1,830,114	\$ 1,529,500	\$ 1,559,500	\$ 1,589,500	\$ 1,589,500	\$ 1,589,500	\$ 1,589,500
Free Cash	\$ 258,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stabilization	\$ 40,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Inv. Fund	\$ 342,013	\$ 405,643	\$ 419,778	\$ 660,220	\$ 1,087,107	\$ 1,385,795	\$ 809,388	\$ 809,388
Overlay Surplus	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wetlands	\$ 11,983	\$ 12,223	\$ 12,467	\$ 12,716	\$ 12,971	\$ 13,230	\$ 13,495	\$ 13,765
Library	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Sale of Lot Funds	\$ 40,000							
HCTV Fund	\$ 69,138	\$ 71,458	\$ 80,500	\$ 97,001	\$ 97,001	\$ 97,001	\$ 97,001	\$ 97,001
HAS Rcpt Rsvd/Revolving	\$ 129,000	\$ 266,558	\$ 208,493	\$ 277,724	\$ 280,501	\$ 283,306	\$ 286,139	\$ 289,001
<b>STATE</b>								
Cherry Sheet	\$ 3,717,227	\$ 3,762,756	\$ 3,834,699	\$ 3,896,520	\$ 3,916,003	\$ 3,935,583	\$ 3,955,261	\$ 3,975,037
<b>TOTAL</b>	<b>\$ 26,755,703</b>	<b>\$ 27,227,947</b>	<b>\$ 27,623,639</b>	<b>\$ 29,350,896</b>	<b>\$ 32,615,287</b>	<b>\$ 33,603,459</b>	<b>\$ 33,651,236</b>	<b>\$ 34,322,552</b>
<b>EXPENSES</b>								
<b>BUDGET</b>								
General Government	\$ 1,211,387	\$ 1,283,846	\$ 1,441,989	\$ 1,582,049	\$ 1,638,410	\$ 1,671,834	\$ 1,705,939	\$ 1,740,740
Public Safety	\$ 1,674,252	\$ 1,653,639	\$ 2,025,132	\$ 2,081,998	\$ 2,164,886	\$ 2,212,080	\$ 2,260,303	\$ 2,309,578
Education	\$ 12,696,056	\$ 12,846,753	\$ 13,487,101	\$ 13,849,280	\$ 14,165,044	\$ 14,488,007	\$ 14,818,333	\$ 15,156,191
Physical Environment	\$ 1,436,832	\$ 1,510,444	\$ 1,415,566	\$ 1,462,560	\$ 1,492,250	\$ 1,522,543	\$ 1,553,450	\$ 1,584,985
Human Services	\$ 195,016	\$ 227,413	\$ 246,274	\$ 251,463	\$ 282,880	\$ 289,047	\$ 295,348	\$ 301,787
Culture & Recreation	\$ 690,612	\$ 704,018	\$ 744,573	\$ 777,399	\$ 823,202	\$ 841,312	\$ 859,821	\$ 878,737
Insurance & Fringe	\$ 4,079,725	\$ 3,824,739	\$ 5,222,418	\$ 5,339,050	\$ 5,664,732	\$ 6,010,281	\$ 6,376,908	\$ 6,765,899
Debt:								
Debt	\$ 24,032	\$ 120,931	\$ 108,628	\$ 119,734	\$ 103,870	\$ 101,958	\$ 99,851	\$ 99,851
Excluded *	\$ 1,227,338	\$ 1,258,263	\$ 1,245,316	\$ 1,917,132	\$ 4,053,994	\$ 4,051,379	\$ 3,966,595	\$ 3,911,657
Capital Exclusions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER LOCAL</b>								
Overlay	\$ 100,152	\$ 162,848	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Articles	\$ 945,950	\$ 1,249,592	\$ 866,046	\$ 1,138,053	\$ 1,594,860	\$ 1,894,860	\$ 1,319,860	\$ 1,319,860
<b>STATE</b>								
Charges & Offsets	\$ 1,152,521	\$ 1,234,375	\$ 626,399	\$ 663,114	\$ 683,007	\$ 703,498	\$ 724,603	\$ 746,341
<b>TOTAL</b>	<b>\$ 25,433,873</b>	<b>\$ 26,076,861</b>	<b>\$ 27,529,442</b>	<b>\$ 29,281,832</b>	<b>\$ 32,767,135</b>	<b>\$ 33,886,798</b>	<b>\$ 34,081,012</b>	<b>\$ 34,915,627</b>
<b>Surplus/(Deficit)</b>	<b>\$ 1,321,830</b>	<b>\$ 1,151,086</b>	<b>\$ 94,197</b>	<b>\$ 69,064</b>	<b>\$ (151,848)</b>	<b>\$ (283,338)</b>	<b>\$ (429,776)</b>	<b>\$ (593,075)</b>

## Community Comparison Chart

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2019 Population (Cherry Sheet)	Unemployment Rate for FY 2019	FY 2019 Income Per Capita (\$) (Cherry Sheet)	# of real property parcels with single family home - 2019	# of real property parcels with multi family homes - 2019	# of real property parcels with condos or apartments - 2019	# of real property parcels with vacant land - 2019	Number of real property parcels commercial or industrial - 2019	Mass DOR Cherry Sheet Equalized Property Value per Capita (\$)
Acton	23,549	2.4%	61,285	4,965	86	2,655	475	427	189,031
Ayer	8,001	3.6%	32,658	1,626	258	627	253	296	153,950
Berlin	3,020	2.4%	51,247	792	29	213	186	82	211,977
Bolton	5,180	2.7%	75,140	1,689	16	119	304	38	204,028
Boxborough	5,206	2.5%	57,322	1,199	12	818	137	121	224,332
Clinton	13,805	3.8%	29,704	2,412	722	1,031	174	232	103,567
Groton	11,296	2.6%	68,739	3,221	146	284	501	100	158,131
Harvard	6,573	2.6%	64,895	1,688	23	132	251	66	186,406
Lancaster	8,166	3.2%	33,498	2,060	101	173	368	150	116,274
Littleton	9,912	2.6%	47,121	3,005	53	160	518	183	194,262
Lunenburg	11,241	2.7%	35,284	3,530	92	440	473	160	128,303
Maynard	10,676	3.0%	37,389	2,674	271	603	94	162	134,374
Shirley	7,400	3.6%	27,141	1,530	102	185	341	100	94,020
Sterling	7,992	3.0%	42,796	2,536	99	378	361	179	139,913
Stow	7,125	2.4%	67,147	2,097	55	314	186	58	184,344

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2019 Residential and Open Space Total Value (\$)	FY 2019 Residential and Open Space Percent of Total Assessed Value	2019 Average Single Family Value (\$)	FY 2019 Residential Tax Rate (\$/1000)	2019 Average Single Family Tax Bill (\$)	2019 Percent Increase in Average Single Family Tax Bill	FY 2019 Revenue from Tax Levy (\$)	FY 2019 Revenue from All Sources (\$)	Percent of Total Revenue from Tax Levy
Acton	3,957,544,127	88.9%	584,315	19.37	11,318	3.13%	86,225,585	102,532,503	84.10%
Ayer	819,924,700	66.6%	332,635	13.63	4,534	0.44%	23,036,174	35,826,010	64.30%
Berlin	478,295,733	74.7%	418,908	15.04	6,300	9.19%	11,358,709	14,557,868	78.02%
Bolton	985,326,518	93.2%	528,022	20.47	10,809	1.75%	21,634,041	24,243,471	89.24%
Boxborough	918,496,540	78.6%	608,662	16.42	9,994	5.43%	19,176,486	22,679,222	84.56%
Clinton	1,152,491,927	80.6%	266,486	15.93	4,245	-0.77%	26,177,722	55,544,957	47.13%
Groton	1,681,922,996	94.2%	458,228	18.11	8,299	3.71%	32,348,930	44,003,664	73.51%
Harvard	1,170,083,730	95.5%	629,738	17.42	10,970	1.67%	21,343,837	29,256,913	72.95%
Lancaster	818,349,502	86.2%	339,477	19.75	6,705	5.60%	18,752,513	23,909,581	78.43%
Littleton	1,500,388,264	77.9%	435,302	18.24	7,940	4.56%	39,385,789	62,649,668	62.87%
Lunenburg	1,304,701,251	90.5%	308,864	18.68	5,770	3.50%	26,941,204	42,581,331	63.27%
Maynard	1,284,189,236	89.5%	368,438	21.04	7,752	4.19%	31,359,563	51,435,221	60.97%
Shirley	615,836,320	88.5%	309,307	16.08	4,974	3.52%	11,187,586	17,113,086	65.37%
Sterling	971,535,705	86.9%	342,580	17.27	5,916	4.25%	19,311,046	26,319,014	73.37%
Stow	1,203,550,100	91.6%	483,506	20.13	9,733	0.79%	26,439,763	31,775,045	83.21%

## Report of the Capital Planning and Investment Committee

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

Harvard's capital program, consisting of CPIC and the Capital Stabilization and Investment Fund (CSF) was established by the Town to improve capital planning and stabilize the impact on the tax rate due to large capital expenditures. It is the Capital Committee's responsibility to review capital requests submitted by various town departments, boards, or committees and determine if the proposed item represents a genuine need and fit with Town priorities, and if the proposed cost is reasonable.

### Fiscal Year 2020 Process

In August 2018, CPIC solicited Fiscal Year 2020 capital requests and anticipated next five year capital needs from all Town Departments, Boards, and Committees. We reviewed each request, compiled our questions, and met with all requestors to discuss each request and review their answers to our questions. After these meetings each CPIC member independently rated each request against set criteria including: justification of need, the project cost being detailed and substantiated, anticipated useful life of the purchase, availability of alternative funding, impact if the purchase was delayed to a future year, and impact on future Town operating expenses. Each member's ratings were totaled, the projects ranked, and our Committee discussed the ratings and decided which projects were the highest priority for Fiscal Year 2020.

### Fiscal Year 2020 Recommended Capital Plan

The chart below summarizes CPIC's recommended funding projects and source of funding for Fiscal Year 2020. Details of each project are included on pages 16-18.

Department	Project Description	CPIC Rating	Recommended Funding Source
Fire	Replace all remaining fire hose that failed annual pressure testing standards and all 30+ year old nozzles.	110	\$23,500 CSF
DPW	Ayer Road Design and Engineering Study	107	\$300,000 Excluded Debt
Schools	Bromfield Kitchen and Cafeteria Upgrades	97	\$120,000 Devens funds
Schools	Bromfield Roof Repair	95	\$80,000 Devens funds
Town Hall	Add additional parking spaces near the Fire station	92	\$21,500 CSF
Ambulance	Replace outdated VHF portable radios with UHF radios compatible with the Fire Department.	89	\$45,000 CSF
Schools	Replace Bromfield School gym bleachers	88	\$75,000 CSF
DPW	Scheduled replacement of 1996 Mack 6-wheel heavy duty dump truck.	87	\$195,000 Excluded debt
Conservation Commission	Purchase conservation land on Willard Lane.	84	\$100,000 CSF
Town Hall	Replace slate roof on the Old Library.	82	\$480,000 Excluded debt

DPW	Scheduled replacement of 2008 light duty dump truck.	78	\$76,500 CSF
Town Hall	Repair, paint and upgrade old Fire/Ambulance Building behind Town Hall used for Town vault	77	\$20,300 CSF
DPW	Refurbish 1999 street sweeper	75	\$20,000 CSF
Schools	Second year of three year Cronin Auditorium replacements/upgrades	73	\$100,000 CSF
Schools	Install air conditioning in Bromfield Science Wing	72	\$65,000 CSF
DPW	Fund small capital items (use all toward street sweeper refurbish)	70	\$40,000 CSF

### **The Capital Stabilization and Investment Fund (CSF)**

One of the primary purposes of the CSF is to stabilize the impact of capital expenditures on the tax rate over time. Prior to the establishment of the CSF in 2011, Harvard funded most capital expenditures on a “pay as you go” basis. In order to build and maintain a sustainable capital fund, in May 2010, the Town established a policy to transfer the prior year Certified Free Cash to the CSF unless the Town’s Stabilization Fund needs replenishing or there are unforeseen expenses in the current fiscal year that the budget cannot absorb.

As a result of larger than historical Certified Free Cash the past several years and the School’s ability to fund some of their requests using Devens funds, the CSF currently has a balance of \$3, 016,654. However, as detailed in the 5 Year Capital Plan Projections, we have requests totaling just over \$6.9 million for currently identified projects. In addition, our Committee set a goal to use \$1 Million of this fund over the next 5-6 years to reduce the initial tax impact on residents created by the debt repayment for the new Elementary School. Harvard’s substantial CSF is one of the reasons Harvard has been able to maintain its top bond rating to secure lower long term debt interest rates than most other towns in the Commonwealth.

### **Major Capital Projects and Long Term Debt**

The Town will go to the debt market this summer to sell bonds to fund the new Elementary School (25 year bond), the Heavy Duty Dump Truck (15 year bond) and the Old Library Roof (20 year bond). Debt funding these projects will leverage the town’s Triple A bond rating and take advantage of the current low interest rates.

The Committee expresses its sincere appreciation to the Town Administrator, Finance Director and all the Town Department Heads, Boards and Committees for their help in the review process this year.

Respectfully submitted,

Voting members:

John Seeley, Finance Committee and Co-Chair  
SusanMary Redinger, School Committee and Co-Chair  
Teresa Jardon, Community Representative  
Nate Finch, Community Representative  
Alice von Loesecke, Select Board Representative

Ex-Officio Members:

Tim Bragan, Town Administrator  
Linda Dwight, School Superintendent  
Lori Bolasevich, Finance Director

## **Capital Projects Recommended – Funding Source: Capital Stabilization Fund**

### **Bromfield Gym Bleachers (Article 22-1)**

The current bleachers in the Bromfield Gymnasium are over 45 years old and no longer meet current safety standards. The wood has split in areas, the safety railings are inadequate, and the wall attachments have weakened. Replacement bleachers that provide the same amount of seating in the allocated space have been identified at a cost of \$75,000. CPIC recommends this request be funded from the Capital Stabilization and Investment Fund.

### **Upgrades to the Cronin Auditorium (Article 22-2)**

The Cronin Auditorium is the largest assembly space in the Town of Harvard and as a result is in continuous use. Last year CPIC approved \$100,000 for the first year of a three-year upgrade of the auditorium. Phase One addressed the house and stage lighting, control boards and stage area upgrades. Phase Two will include repairs to the control room, new carpeting, repairs/replacement of non-functioning seating and the addition of air conditioning. CPIC recommends that this project of \$100,000 be funded from the Capital Stabilization and Investment Fund.

### **Addition of Air Conditioning Units for the Bromfield Science Wing (Article 22-3)**

New Air Handler Units were installed in the Bromfield Science Wing in 2016 to meet air safety regulations in the science wing. At that time, the plumbing and structural work was laid for future chillers to be added. The rooms in that wing are south facing and temperatures in the rooms exceed 80 degrees on an increasing number of high temp days in the fall and spring. Currently, inefficient window unit air conditioners are used to improve the room temperatures. Adding two chiller units to the current AHU's will provide cooler, conditioned air to approximately 25% of the school (10+ classrooms and common areas). CPIC recommends this request of \$65,000 be funded from the Capital Stabilization and Investment Fund.

### **Willard Lane Conservation Land (Article 22-4)**

The Conservation Commission and the Harvard Conservation Trust are proposing the purchase of 23.3 acres of land on Willard Lane, currently in Chapter 61, that abuts multiple conservation land parcels and serves as a trail linkage from Bare Hill Pond to Still River. Their plan is to split the current lot into two lots, one to be sold as a single house lot, the other to be placed in Conservation. In addition to the proceeds from the single house lot, the remaining funds for the purchase would come from the Conservation Trust, the Community Preservation Committee and the Capital Committee, all of which have approved the project. The Bare Hill Pond Committee has also endorsed the land purchase. CPIC recommends this request of \$100,000 be funded by the Capital Stabilization and Investment Fund.

### **Replacement of Fire Hoses and Nozzles (Article 22-5)**

The Fire Department is looking to replace the remainder of its old fire hose, as it has been failing pressure tests. This project began two years ago and the Department is looking to complete it this year. In addition, the Department would like to replace its nozzles, which are even older than the hose, and provide many substantial benefits - only one person is needed to manage a hose due to lower pressure, lower pressure from the truck reduces wear on the pump, the new nozzles can be serviced in-house whereas the old ones had to be sent away to be calibrated, and the new nozzles have a longer reach and put out more water than the old nozzles. CPIC recommends this request of \$23,500 be funded by the Capital Stabilization and Investment Fund.

### **Town Center Fire Station Parking (Article 22-5)**

When the recent Hildreth House improvements were completed, the Fire Department lost the ability to park several vehicles close to their building due to site regrading and paving. Volunteer firefighters now must park further away in the Hildreth House or Town Hall parking areas, slowing their response time. The proposed project includes leveling a portion of the slope in front and to the side of the Fire House, paving and striping, resulting in the addition of 10-12 parking spaces. A portion of the work will be completed by the DPW, reducing the cost to the Town. CPIC recommends this request of \$21,500 be funded by the Capital Stabilization and Investment Fund.

### **Replace Light Duty Dump Truck (Article 22-6)**

This is a scheduled replacement of our 2008 Ford F-550 with a new Ford F-550 with plow. The Town owns four of these vehicles that are used every day with a replacement cycle of every 10 years. CPIC recommends this request of \$76,500 be funded from the Capital Stabilization and Investment Fund.

### **Refurbish Street Sweeper (Article 22-7)**

Harvard owns a 1999 Elgin Pelican street sweeper that has aged to the point of needing frequent, costly repairs. The annual spring road sweeping is contracted out (primarily due to the poor condition of our sweeper), but a reliable sweeper is needed frequently for cleaning the Town Common, town and school parking lots, and spot clean ups during road construction or accidents. Tim Kilhart refurbished a similar sweeper in Hubbardston and reported it is now a much more dependable machine. Mr. Kilhart proposes using all \$40,000 of DPW's annual Misc. Small Capital budget toward the estimated \$60,000 refurbishing cost. CPIC recommends an additional \$20,000 be funded from the Capital Stabilization and Investment Fund.

### **Replacement Mobile Radios for the Ambulance Service (Article 22-8)**

The Ambulance service would like to replace their current handheld VHF radios with UHF radios. The current radios are about 15 years old, no longer supported by the company that made them, replacement parts are not available, and are considered "Business Class" instead of "Mission Critical Class". In addition, they do not work on the same frequency as the fire department and surrounding ambulance services, which can cause delays and communication problems. The police and fire departments have recommended this changeover to UHF as well. CPIC recommends this request of \$45,000 be funded by the Capital Stabilization and Investment Fund.

### **Ambulance Building Repairs (Article 22-9)**

The small white building next to Town Hall once housed the Town's ambulance. It now serves as the Town vault, which holds the Town's archived historical documents as required by law. The building's exterior is in urgent need of repairs and painting, upgrades to the heat and dehumidification system and generator repairs. As currently planned, a portion of the work will be completed by Montachusett Regional Vocational Technical School students, significantly reducing the cost to the Town. CPIC recommends this request of \$20,300 be funded by the Capital Stabilization and Investment Fund.

## **Capital Projects Recommended – Funding Source: Debt Exclusion**

### **Ayer Road Design and Engineering Study (Article 23-1)**

Ayer Road from Route 2 to the Ayer town line, last paved in 1992, needs a complete repair and upgrade including sidewalks, bicycle lanes, and an improved drainage system. Tim Kilhart, our DPW Director, has successfully gotten this project listed on the Federal Transportation Improvement Plan (TIP) so that Federal funds would cover all of the estimated \$5.5 million construction cost. In his experience with similar projects in other towns, he is convinced funding the design and engineering study (which would need to be completed in any scenario moving

forward) would substantially increase Harvard's ability to secure these Federal funds. CPIC recommends this request of \$300,000 be funded using excluded debt.

### **Replace Heavy Duty Dump Truck (Article 23-2)**

This is a scheduled replacement of our 1996 Mack 6-wheel heavy duty dump truck. The Town owns six of these vehicles, each on a roughly 20 year replacement cycle. They are used for construction projects and hauling materials year round and for plowing and sanding of roads during the winter. CPIC recommends this request of \$195,000 be funded using excluded debt.

### **Old Library Roof (Article 23-3)**

The Hapgood Library (aka the Old Library) is in need of having its original 132 year old slate roof, underlayment, copper flashings, valleys, gutters and downspouts replaced. Despite previous repairs, the roof continues to leak, causing ongoing damage to interior walls. A full inspection and estimates were obtained from two companies that specialize in slate roofs in order to scope the project and estimate the cost. Some of the slates may be able to be recycled; however, as a precaution the estimated project cost includes complete replacement with new slate. The town's Permanent Building Committee will oversee the project, which is planned to begin in 2019. CPIC recommends this request of \$480,000 be funded by Excluded Debt. Article 21 (Community Preservation Committee) is recommending supplemental funding of \$100,000 from the Community Preservation Reserves. The CPIC-recommended borrowing will be reduced by \$100,000 to \$380,000 if the recommended Community Preservation funds are approved by voters.

## **Capital Projects Recommended – Funding Source: Devens Funding**

**Bromfield Kitchen and Cafeteria Upgrades** Upgrades to the Bromfield Kitchen will address multiple items, including equipment, floors and sinks. The current refrigerator and freezer are over 30 years old and are now failing. Frequent repairs have been made, but are no longer cost-effective. The flooring in the kitchen has degraded and has been cited by the Board of Health as no longer complying with safety regulations. The hand sinks in the kitchen used by employees are leaking and corroded and beyond repair. CPIC supports the School Committee's use of Devens funds in the amount of \$120,000 for this project.

### **Bromfield Roof Repair**

Over the summer of 2018 a water leak was discovered in the Bromfield School after damage to interior walls was discovered. While the drain has since been repaired, a roof inspection identified a number of other damaged roof areas in need of replacement or repair to prevent further damage. CPIC supports the School Committee's use of Devens funds in the amount of \$80,000 for this project.

**TOWN OF HARVARD  
5-YEAR CAPITAL PLAN SUMMARY  
FISCAL YEARS 2020 - 2024**

2/27/19 - from Finance Director

	FY20	FY21	FY22	FY23	FY24
<b>Fire Dept.</b>	23,500	123,000	50,000	638,000	50,000
<b>Police Dept.</b>	-	-	-	-	-
<b>Ambulance</b>	45,000	-	-	-	-
<b>Public Works, Roads</b>	300,000	300,000	300,000	-	-
<b>Public Works, Equipment</b>	331,500	181,500	125,000	240,000	240,000
<b>Public Works, Facilities</b>	-	175,000	-	-	-
<b>Council on Aging</b>	-	-	-	-	-
<b>Selectboard / Town Administrator</b>	521,800	30,000	-	-	47,000
<b>Conservation Commission</b>	100,000	-	-	-	-
<b>School Dept. (see Dept. Detail for \$ breakdown)</b>	540,000	690,000	650,000	350,000	500,000
<b>CSF Debt</b>					
<b>DPW Equipment - \$160,000 - Art 16 ATM 5/1/2010</b>	11,713	11,488	11,263	11,050	10,850
<b>Fire Truck - \$505,000 - Art 22 ATM 5/1/2010</b>	40,519	39,732	38,944	38,200	32,550
<b>Water System Upgrade - \$300,000</b>	21,188	20,888	20,588	20,138	19,688
<b>Total Non-Major Capital Requests</b>	<b>1,935,220</b>	<b>1,571,608</b>	<b>1,195,795</b>	<b>1,297,388</b>	<b>900,088</b>

*Total Non-Major Capital Requests FY20-FY24*

<b>Major Capital Projects</b>	-	<b>3,000,000</b>	<b>3,900,000</b>	-	-
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*Total Major Capital Projects - FY20-FY24*

<b>Total All Capital Requests</b>	<b>1,935,220</b>	<b>4,571,608</b>	<b>5,095,795</b>	<b>1,297,388</b>	<b>900,088</b>
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*Total All Capital Requests - FY20-FY24*

**TOWN OF HARVARD**  
**5-YEAR CAPITAL SUBMISSIONS BY DEPARTMENT**  
**FUNDING FISCAL YEARS 2020 - 2024**

2/27/19 - from Finance Director

	Recommended Funding Source	FY20	FY21	FY22	FY23	FY24
<b>Fire Department</b>						
Upgrade town's fire alarm system	CSF		43,000			
Fire Ponds Restoration	CSF		50,000	50,000	50,000	
Replace Fire Hose and Nozzles	CSF	23,500				
Brush Truck	CSF				155,000	
Pickup Truck w/plow	CSF					50,000
Replace Engine 3 with Forestry Truck	???				203,000	
New Repeater on Future Cell Tower	CSF		30,000			
Replace SCBA Packs	CSF				230,000	
Fire Engine	Major Cap					
<b>Ambulance</b>						
Radio	CSF	45,000				
<b>Public Works, Roads</b>						
Ayer Road Design and Engineering	Bond/BAN	300,000				
Reconstruct and Repair Town Roads	Bond/BAN		300,000	300,000		
<b>Public Works, Equipment</b>						
DPW Misc. Equipment (small capital)	CSF	40,000	40,000	40,000	40,000	40,000
Mechanics Lifts (4 Portable) (funded stm 11.6.17)		-				
Light Duty Utility Truck (18,000GVW) <u>No Trade In</u>	CSF		76,500			
New Catch Basin Truck w/ Crane on 2019 Ford F-550						
Refurbish Street Sweeper	CSF	20,000				
Light Duty Dump Truck (15,000 GVW, Trade 2008 F-550)	CSF	76,500		85,000		
Heavy Duty Dump Truck (45,000 GVW, trade 1999 Dump Truck)	Bond/BAN	195,000				
Light Duty Utility Truck (18,000GVW)(Trade 2011 Utility Truck)	CSF		65,000			
Heavy Duty Dump Truck						200,000
Front End Bucket Loader - Trade 2000 Caterpillar Loader					200,000	
<b>Public Works, Facilities</b>						
Conceptual Design, Reno. or Add. to DPW facility	CSF		25,000			
Design & Procurement, Construction of DPW Facility	Major Cap		150,000			
<b>Council on Aging</b>						
Hildreth House Addition	Major Cap					
<b>Selectboard / Town Administrator</b>						
Fire Department Parking	CSF	21,500				
Ambulance Building Repairs	CSF	20,300				
Old Library Roof	Bond/BAN	480,000				
Town Hall Air Conditioning			30,000			
Town Hall - Paint						47,000
<b>Conservation Commission</b>						
Purchase Willard Lane Property	CSF	100,000				
<b>Capital Stabilization Fund Long Term Debt Payments</b>						
DPW Equipment - \$160,000 - Art 16 ATM 5/1/2010	CSF	11,713	11,488	11,263	11,050	10,850
Fire Equipment - \$505,000 - Art 22 ATM 5/1/2010 Fire Truck	CSF	40,519	39,732	38,944	38,200	32,550
Water System Upgrade - \$300,000	CSF	21,188	20,888	20,588	20,138	19,688
<b>Sub-total, Town Submissions:</b>		<b>1,395,220</b>	<b>881,608</b>	<b>545,795</b>	<b>947,388</b>	<b>400,088</b>
CSF= Paid for from the Capital Stabilization Fund;		Bond/BAN=Borrowed, Long Term or Short Term			Levy= Raised Tax Levy	
Cap Excl.=Raised thru taxes and paid for in a single year;		Major Cap = See Major Capital Schedule				
<b>* Funding Sources for Budget years FY2021 through FY2024 are subject to change</b>						

**TOWN OF HARVARD**  
**5-YEAR CAPITAL SUBMISSIONS BY DEPARTMENT**  
**FUNDING FISCAL YEARS 2020 - 2024**

2/27/19 - from Finance Director

	Recommended Funding Source	FY20	FY21	FY22	FY23	FY24
<b>School Dept.</b>						
TBS-Renovate Cronin Auditorium (Lights, Carpet,Curtain,Seats & Sound Upgrades)	CSF	100,000	50,000			
TBS - Design/Repair or Replace ramp to MS	CSF		240,000			
TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC)	Grant	100,000				
TBS - Replace gym bleachers	CSF	75,000				
TBS - Replace Refrigeration System in the Cafeteria, Handsinks, Floor	Devens	120,000				
TBS - Repair Roof	Devens	80,000				
TBS - Add air conditioning to the AHU for Science Wing	CSF	65,000				
TBS - Replace AHU and add Air Conditioning to Classrooms	CSF		150,000			
TBS - Install HVAC units	CSF			150,000	150,000	
TBS - Install card access system, external doors	CSF		100,000	100,000		
TBS - Replace Damaged Flooring	Devens				100,000	
TBS - Upgrade Network Backbone (Servers, switch, routers)	CSF			150,000		
TBS-Renovate the Locker Rooms	Devens		150,000	150,000		
TBS-Replace Locker sections	CSF			100,000	100,000	100,000
TBS-Resurface the Tennis Courts and Basketball Courts	CSF					100,000
TBS-Main Office Renovation	CSF					200,000
TBS-Guidance Office Renovation	Devens					100,000
BH-Move and/or Renovate Central Office	Major Cap					
<b>CSF/Grants Sub-total, School Submissions:</b>		<b>340,000</b>	<b>540,000</b>	<b>500,000</b>	<b>250,000</b>	<b>400,000</b>
<b>Devens Sub-total, School Submissions:</b>		<b>200,000</b>	<b>150,000</b>	<b>150,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total, All Town &amp; School Requests</b>		<b>1,935,220</b>	<b>1,571,608</b>	<b>1,195,795</b>	<b>1,297,388</b>	<b>900,088</b>

**NOTES:**

**TOWN OF HARVARD  
5-YEAR MAJOR CAPITAL PROJECTS  
FISCAL YEARS 2020 - 2024**

*2/27/19 - from Finance Director*

	FY20	FY21	FY22	FY23	FY24
<b>Fire Dept.</b>					
Replace Tower Truck			1,400,000		
Replace Engine #1					
<b>Public Works, Facilities</b>					
Design & Procurement, Construction of DPW Facility			2,500,000		
<b>Water Dept.</b>					
Well field Development/ Water source (Note 1)					
<b>Hildreth House Building Committee</b>					
COA Facility		3,000,000			
<b><i>Sub-total, Town Submissions:</i></b>	-	<b>3,000,000</b>	<b>3,900,000</b>	-	-
<b>School Dept.</b>					
			-		
<b><i>Sub-total, School Submissions:</i></b>	-	-	-	-	-
<b>Total, All Town &amp; School Submissions</b>	-	<b>3,000,000</b>	<b>3,900,000</b>	-	-

**\$ 6,900,000**

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

**TOWN OF HARVARD**  
**5-YEAR MAJOR PROJECTS DEBT TIMING**

*2/27/19 - from Finance Director*

	ATM Vote	Project Completion	1st Debt Service	FY20	FY21	FY22	FY23	FY24	FY25-FY27
<b>Fire Dept.</b>									
New Fire Engine (2022)	Apr-21	Jan-22	FY23			1,400,000			
New Fire Engine (2025)	Apr-24	Jun-25	FY26						575,000
<b>Public Works, Facilities</b>									
Design & Procurement, Construction of DPW Facility	Apr-21	Oct-22	1/2 @FY23			2,500,000			
<b>Water Dept.</b>									
Well field Development/ Water source (Note 1)	TBD								
<b>Hildreth House Building Committee</b>									
Hildreth House Addition	Apr-20	Jun-22	FY23		3,000,000				
<b>Sub-total, Town Submissions:</b>				-	<b>3,000,000</b>	<b>3,900,000</b>	-	-	<b>575,000</b>
<b>School Dept.</b>									
<b>Sub-total, School Submissions:</b>				-	-	-	-	-	-
<b>Total, All Town &amp; School Submissions</b>				-	<b>3,000,000</b>	<b>3,900,000</b>	-	-	<b>575,000</b>

\$ 7,475,000

\* This snapshot highlights the large project proposals which the Town may face in coming years to be funded by new debt. The costs shown are rough estimates provided by either the Selectmen or by the School Committee.

Efforts are underway on several projects to improve the cost estimates. The planning of these large projects requires further refinement as we seek to balance a project's impact on the Town's debt and the urgency to address the Town's building and infrastructure needs.

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

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

**Town of Harvard  
Excluded Debt Service 10-Year Projections  
Through FY2030**

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

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

2/27/19 - from Finance Director

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<b>Current Long Term Debt:</b>											
- Public Safety Building	123,938	116,294	-	-	-	-	-	-	-	-	-
- Bromfield School	368,463	361,038	343,725	331,975	320,725	308,813	-	-	-	-	-
- Library	150,819	147,782	144,744	136,925	129,375	126,563	-	-	-	-	-
- MWPAT Sewer Project (net of Betterments)	62,765	62,847	62,930	63,016	63,103	63,194	63,285	63,379	63,474	63,571	63,672
- Town Hall	161,238	158,938	156,638	153,188	149,738	146,288	142,838	139,388	137,088	134,788	132,488
- Littleton Cty Rd	67,100	61,000	60,000	58,500	57,000	55,500	54,000	52,500	41,500	25,700	10,200
- Fire Truck (Tanker)	31,750	31,250	30,750	30,000	29,250	28,500	27,750	27,000	26,500	26,000	25,500
- Hildreth House Access	104,800	101,550	98,950	96,350	93,750	91,150	83,550	81,150	78,750	76,950	75,150
<b>Total Current LT Debt Payments</b>	<b>1,070,873</b>	<b>1,040,699</b>	<b>897,737</b>	<b>869,954</b>	<b>842,941</b>	<b>820,008</b>	<b>371,423</b>	<b>363,417</b>	<b>347,312</b>	<b>327,009</b>	<b>307,010</b>
<b>Current Short Term Debt:</b>											
- Elementary School Feasibility (BAN) \$89,953	1,618										
- Heavy Duty Dump truck (BAN) \$145,600	2,619										
- Bromfield Science Lab (BAN) \$140K	2,518										
- Library Front Entrance (BAN) \$200K	3,597										
- HES Building Project (BAN) \$5.5M	164,542										
<b>Total Current ST Debt Payments</b>	<b>174,894</b>	<b>0</b>									
<b>Potential New Debt:</b>											
- Heavy Duty Dump truck \$145,600 - 12 yrs - 3.75%		23,498	19,594	19,032	18,469	17,907	12,438	12,063	11,688	11,313	10,938
- Bromfield Science Lab \$140K - 14 yrs - 3.75%		17,688	14,688	14,313	13,938	13,563	13,188	12,813	12,438	12,063	11,688
- Library Front Entrance \$200K - 20 yrs - 3.75%		17,313	16,938	16,563	16,188	15,813	15,438	15,063	14,688	14,313	13,938
- HES Building Project \$34,834,899 - 25 yrs - 3.75%		3,333,114	2,622,657	2,570,344	2,518,032	2,465,719	2,413,407	2,361,094	2,308,782	2,256,469	2,204,157
- Ayer Road Study \$300K - 15 yrs - 5%		35,000	34,000	33,000	32,000	31,000	30,000	29,000	28,000	27,000	26,000
- Heavy Duty Dump Truck \$195K - 15 yrs - 4%		20,800	20,280	19,760	19,240	18,720	18,200	17,680	17,160	16,640	16,120
- Old Library Roof \$480K - 20 yrs - 5%		48,000	46,800	45,600	44,400	43,200	42,000	40,800	39,600	38,400	37,200
- DPW Building (2023) \$2.5M - 20 yrs - 5%			5,250	250,000	243,750	237,500	231,250	225,000	218,750	212,500	206,250
- Hildreth Hse Addition (2023) \$3M - 20 yrs - 5%				300,000	292,500	285,000	277,500	270,000	262,500	255,000	247,500
- Fire Truck (2022) \$1.4M - 15 yrs - 4%				76,000	75,200	74,400	73,600	72,800	72,000	71,200	70,400
- Fire Truck (2025) \$575,000 - 15 yrs - 4%							61,333	59,800	58,267	56,733	55,200
* - Town Roads Ph 1,2,3 (2024) \$900K - 15 yrs - 5%			10,500	10,500	10,500	105,000	102,000	99,000	96,000	93,000	90,000
<b>Potential New Debt Payments</b>	<b>0</b>	<b>3,495,413</b>	<b>2,790,707</b>	<b>3,355,112</b>	<b>3,284,217</b>	<b>3,307,822</b>	<b>3,290,354</b>	<b>3,215,113</b>	<b>3,139,873</b>	<b>3,064,631</b>	<b>2,989,391</b>
<b>Projected Total Excluded Debt</b>	<b>1,245,767</b>	<b>4,536,112</b>	<b>3,688,444</b>	<b>4,225,066</b>	<b>4,127,158</b>	<b>4,127,830</b>	<b>3,661,777</b>	<b>3,578,530</b>	<b>3,487,185</b>	<b>3,391,640</b>	<b>3,296,401</b>

<b>FY2019 ASSESSED VALUES</b>	1,225,249,001	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<b>Cost per \$1000 Property Valuation</b>		\$1.017	\$3.702	\$3.010	\$3.448	\$3.368	\$3.369	\$2.989	\$2.921	\$2.846	\$2.768	\$2.690

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

Notes:

\* Town Roads Improvements are considered at \$300K each year for 3 years, Assuming BAN(s) at 3.5% with convert to a 5% - 15 yr Bond in Year 4

# TOWN OF HARVARD CAPITAL STABILIZATION AND INVESTMENT FUND

## 5-YEAR PROJECTIONS FOR FISCAL YEARS 2020 - 2024

2/27/19 - from Finance Director

	FY20	FY21	FY22	FY23	FY24
<b>Total, All Town &amp; School Requests</b>	<b>1,935,220</b>	<b>1,571,608</b>	<b>1,195,795</b>	<b>1,297,388</b>	<b>900,088</b>
Capital Fund debt included above	73,420	72,108	70,795	69,388	63,088
<b>Other Funding Sources</b>					
"Other Funding Source" (CPC, Reserve Receipts Funds)					
Devens/Shaw Trust	200,000	150,000	150,000	100,000	100,000
Grants	100,000				
Requests Funded by Other Sources	300,000	150,000	150,000	100,000	100,000
<b>Subtotal Requests less Other Sources</b>	<b>1,635,220</b>	<b>1,421,608</b>	<b>1,045,795</b>	<b>1,197,388</b>	<b>800,088</b>
<b>Possible Capital Exclusion or Debt - all items ≥ \$100K</b>					
Ayer Road Study	300,000				
DPW trucks ≥ \$100k	195,000				
Town roads		300,000	300,000		
Old Library Roof	480,000				
Requests Available for Funding by Debt or Capital Exclusion	975,000	300,000	300,000	-	-
Requests Likely Funded by Debt or Capital Exclusion	975,000	300,000	300,000	-	-
<b>Total Requests after Other Sources, Debt, and Capital Exclusion</b>	<b>660,220</b>	<b>1,121,608</b>	<b>745,795</b>	<b>1,197,388</b>	<b>800,088</b>
<b>Capital Stabilization Fund Projection</b>					
<b>Estimated Fund Balance - beginning of fiscal year</b>	3,976,740	3,656,520	2,874,912	2,469,117	1,611,729
Free Cash (Transfer In - \$1,151,086 Certified 7/1/18)	300,000	300,000	300,000	300,000	300,000
Add from raise & approp (DPW Recur)	40,000	40,000	40,000	40,000	40,000
Requests funded by Capital Stabilization Fund	(660,220)	(1,121,608)	(745,795)	(1,197,388)	(800,088)
<b>Fund balance - end of year (with above assumptions)</b>	<b>3,656,520</b>	<b>2,874,912</b>	<b>2,469,117</b>	<b>1,611,729</b>	<b>1,151,641</b>

## Community Preservation Committee

With the enactment of the Community Preservation Act (CPA) in 2000, the Commonwealth of Massachusetts established a trust fund that would match up to 100% of dollars collected via a property tax surcharge of up to 3% by towns which adopted the terms of the act. Accepted uses of the funds include the acquisition and restoration of Open Space and Recreation assets, the development and support of Affordable Community Housing, and Historic Preservation initiatives; a minimum of 10% of each year's new funds must go to each of the three areas.

The Town of Harvard adopted the Act's provisions in 2001, voting a surcharge of 1.1%. Between its inception and the end of Fiscal Year 2015, Harvard has raised approximately \$4.0 million under the program, including more than \$2.4 million raised locally. Unfortunately, the Commonwealth's fund, financed by fees collected at Registries of Deeds statewide, continued to decline from Fiscal Year 2017 to Fiscal Year 2019. Steady growth in the number of participating communities – which now includes 172 communities, including Boston, Somerville, and nine other municipalities – exacerbates the situation for Harvard. Harvard has seen its State match decline by nearly half over time, from 29.7% to as low as 15%. The State match for Fiscal Year 2018 would have fallen below that level, to 13.8%, but for lobbying by the non-profit Community Preservation Coalition to secure an extra \$10 million in funding for CPA from the State's budget surplus. With this additional funding infusion, the current State match level totals 19%.

Despite various efforts in the State House to address the growing shortfalls in the CPA funding mechanism, they remain little changed to this day.

### Activities of the Community Preservation Committee

At the 2018 Annual Town Meeting, the Committee voted to recommend CPA funding for a total of five projects. The approved projects for Fiscal Year 2019 were:

- \$26,000 from Fiscal 2019 Community Preservation Fund historic reserves to the Town Clerk for the preservation of historic town documents,
- \$26,000 from Fiscal 2019 Community Preservation Fund unspecified reserves, to be expended by the Conservation Commission for the purpose of controlling invasive plants on lands acquired with Community Preservation funds,
- \$26,000 from Fiscal 2018 Community Preservation Fund unspecified reserves to the Community Preservation Committee Affordable Housing Reserves,
- \$51,000 from the Fiscal 2019 Community Preservation Fund unspecified reserves for payment of debt for the renovation of Town Hall,
- \$2,500 from Fiscal 2018 Community Preservation Fund unspecified reserves, to be expended by the Harvard Community Preservation Committee for administrative expenses.

The aggregated total funding for these projects was \$131,500.

### Fiscal Year 2020 Applications

During 2018, the CPC received ten applications for consideration for Fiscal Year 2020 funding, as listed below:

- \$100,000 from the Select Board for the restoration of the Old Library roof,

- \$10,000 from the Parks & Recreation Committee for the replacement of trees along Pond Road,
- \$15,000 from the Parks & Recreation Committee for the installation of a self-service boat rental kiosk at Bare Hill Pond,
- \$25,635 from the Town Administrator for the preservation of historic town documents,
- \$46,268 from the Affordable Housing Trust to transfer to its fund,
- \$3,200,000 from the Bromfield School Turf Project for the installation of an artificial turf sports field on Pond Road,
- \$125,000 from the Bromfield School Turf Project for the reseeding and improvement of the athletic field in front of the Harvard Public Library and The Bromfield School,
- \$200,000 from the Conservation Commission to transfer to its fund,
- \$89,200 from the Historical Commission for the continuation of restoration work on the Bromfield Stone Wall,
- \$2,500 from the Community Preservation Committee for administrative fees.

As with Fiscal Year 2019, the CPC needs to consider its obligation to service the \$1 million bond for Town Hall historic renovation under Warrant Article 18 of the April 28, 2012 Annual Town Meeting, which the town voted to approve. To meet this obligation, the CPC submitted a warrant article to recommend payment of \$51,000 from unspecified reserves to service the bond for Town Hall historic renovation.

The recommendations of the CPC will be included in the 2019 Annual Town Meeting Finance Committee Report Recommendations and Warrant Articles.

Finally, the CPC continued to extend invitations to peer town committees and organizations to participate in our monthly meetings to share their multi-year visions with us. By initiating these conversations, the CPC seeks to increase transparency, break out of our committee “silo,” and manage CPA monies more strategically, instead of simply reacting to the slate of applications we receive each fall. We plan to continue these conversations, as well as to collaborate more proactively with Harvard’s Finance Committee and the Capital Planning and Investment Committee.

Respectfully submitted,  
 Didi Chadran, Chair  
 John Lee, Treasurer  
 Beth Williams, Secretary  
 John Mark Walker  
 Erin McBee, Planning Board Representative  
 Pam Marston, Historical Commission Representative  
 Joanne Ward, Conservation Commission Representative  
 Fran Nickerson, Municipal Affordable Housing Trust Representative  
 Doug Thornton, Park & Recreation Commission

## TOWN MEETING PROCEDURES

League of Women Voters of Harvard, 2009

### ***SPEAKING AT TOWN MEETING***

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

### ***WARRANT ARTICLES***

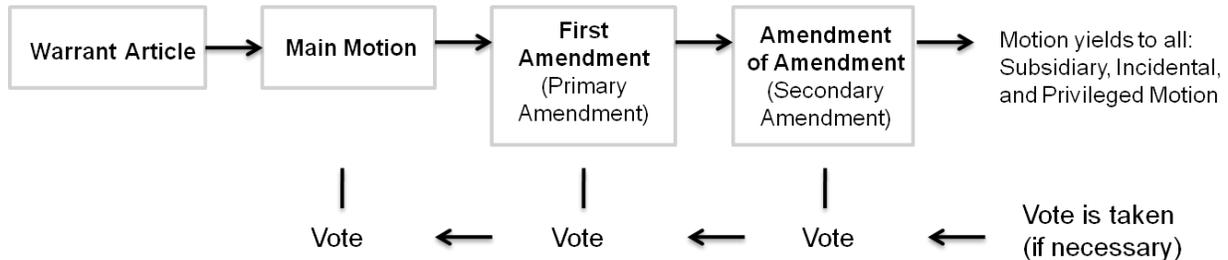
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained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

### ***MAIN MOTIONS***

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

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

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



### ***SUBSIDIARY MOTIONS***

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

### ***INCIDENTAL MOTIONS***

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

### ***PRIVILEGED MOTIONS***

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

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

**SUBSIDIARY MOTIONS**

Relate to Main Motion.

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

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

**INCIDENTAL MOTIONS**

Incidental motions relate to the conduct of the meeting.

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

Consensus approval accepted, if no one objects.

## Summary of Warrant Articles

Article	Amount
1 Annual Reports	
2 Pay Bill of Prior Fiscal Year	\$ 6,407
3 Extend Sunset Date of Article 22 of April 2017 ATM	
4 Other Post-Employment Benefits Actuarial Audit	8,000
5 Information Technology Upgrade	TBD
6 Stabilization Fund Funding	TBD
7 Amend Article 3 Hapgood Library of October 2018 STM	
8 Rescind Borrowing Authority	
9 Transfer of Borrowing Proceeds	59,372
10 Sewer Enterprise Retained Earnings	40,075
11 Omnibus Budget	27,300,395
12 Reserve Fund Fiscal Year 2020	350,000
13 Operating Expenses for Senior Transportation	25,552
14 Purchase Precinct Scanner and Ballot Box	5,000
15 Roadside Tree Maintenance	20,000
16 Performance-Based Wage Adjustments	23,456
17 Facility Manager	26,757
18 DPW Position	41,944
19 Seasonal Mowing	15,000
20 Capital Planning and Investment Fund Funding	40,000
21 Transfer from Certified Free Cash to the Capital Stabilization and Investment Fund	TBD
22 Capital Planning and Investment Committee Recommended Expenditures	660,220
23 Capital Planning and Investment Committee Debt Recommendations	975,000
24 Report on Establishing a Cap on Property Taxes for Means Tested Senior Citizens	
25 Community Preservation Committee Report	
26 Community Preservation Committee Recommended Expenditures	391,824
27 Local Option Room Tax	
28 Town Charter Changes	
29 Budget Bylaw	
30 Amend Protective Bylaw – Groundwater Protection Overlay District	
31 Amend Protective Bylaw – Erosion Control	
32 Citizen Petition – Marijuana	
33 Citizen Petition – Amend Chapter 125	
34 Amend Revolving Fund Bylaw	
35 Revolving Fund	
36 Acceptance of Gifts of Property	
37 Acceptance of Highway Funds	

**WARRANT FOR THE 2019 TOWN OF HARVARD  
ANNUAL TOWN MEETING AND ELECTION  
COMMONWEALTH OF MASSACHUSETTS**

WORCESTER, ss.

To the Constable of the Town of Harvard:

Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town, who are qualified to vote in Town affairs, to meet in The Bromfield School on Saturday, the 4th day of May, 2019 at 9:00 a.m. by the clock to act on the following articles:

**ARTICLE 1: ANNUAL REPORTS**

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

(Inserted by Select Board)

**ARTICLE 2: PAY BILL OF PRIOR FISCAL YEAR**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money to pay bills of Fiscal Year 2018, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$6,407 be transferred from the Stabilization Fund to pay the prior year bill of the DPW.***

**ARTICLE 3: EXTEND SUNSET DATE**

To see if the Town will vote to extend the expenditure authorization expiration date for the expenditures authorized under Article 22 (Fire Pond Restoration) of the Warrant for the 2017 Annual Town Meeting from June 30, 2019 to June 30, 2020, or take any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the extension of the sunset date for Article 22 (Fire Pond Restoration) of the Warrant for the 2017 Annual Town Meeting from June 30, 2019 to June 30, 2020.***

**ARTICLE 4: OTHER POST EMPLOYMENT BENEFITS (OPEB) ACTUARIAL AUDIT**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money to conduct an OPEB actuarial audit in Fiscal Year 2019, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS- the sum of \$8,000 be transferred from the Stabilization Fund to conduct an OPEB actuarial audit in the current fiscal year.***

**ARTICLE 5: INFORMATION TECHNOLOGY UPGRADE**

To see if the Town will vote to transfer a sum of money from the Fiscal Year 2018 Certified Free Cash Account to purchase various Information Technology Equipment for various departments in order to upgrade outdated and broken equipment, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE DEFERS*** – making a recommendation on this article at this time. The Finance Committee did not have all of the information necessary at the time warrant had to be printed to make a recommendation. We will be reviewing material regarding this article in the days and weeks prior to Town Meeting and will make a recommendation at Town Meeting.

#### **ARTICLE 6: STABILIZATION FUND FUNDING**

To see if the Town will vote to transfer a sum of money from Fiscal Year 2018 Certified Free Cash to the Stabilization Fund, or pass any vote or votes in relation thereto.  
(Inserted by Finance Committee)

***FINANCE COMMITTEE RECOMMENDS*** – the sum or sums of money be transferred from the Fiscal Year 2018 Certified Free Cash Account in accordance with Chapter 17, Section 17-4 of the Town Code.

#### **ARTICLE 7: AMEND ARTICLE 3 HAPGOOD LIBRARY**

To see if the Town will vote to amend Article 3 Hapgood Library of the October 22, 2018 Special Town Meeting, by replacing the word “was” after “a) \$191,000” with “shall be” in order to be able to transfer the \$191,000 from the Capital Stabilization and Investment Fund as authorized by the Capital Planning and Investment Committee, or pass any vote or votes in relation thereto.  
(Inserted by Select Board and Capital Planning and Investment Committee)

***FINANCE COMMITTEE RECOMMENDS*** – the amendment to transfer \$191,000 from the Capital Stabilization and Investment Fund to the Old Library Accessibility project. Due to an error in the wording of the original article of October 2018, the Committee's vote to approve the transfer was presented in the past tense. The passage of this article is necessary so we can continue to pay for the project without having to borrow money and pay unnecessary interest charges.

#### **ARTICLE 8: RESCIND BORROWING AUTHORITY**

To see if the Town will vote to rescind the \$383,000 borrowing authorized by its vote under Article 7 of the November 6, 2017 Special Town Meeting for the Old Library ADA Accessibility Project, or pass any vote or votes in relation thereto.  
(Inserted by the Select Board)

***FINANCE COMMITTEE RECOMMENDS*** – the passage of this article. The original borrowing authorization was needed to fund the Old Library Accessibility Project. The borrowing became unnecessary when a \$192,000 grant was obtained and the Capital Planning and Investment Committee voted to approve \$191,000 from the Capital Stabilization and Investment Fund.

#### **ARTICLE 9: TRANSFER OF BORROWING PROCEEDS**

To see if the Town will vote to appropriate and transfer the unexpended amount of money that was initially borrowed to finance the Hildreth House Senior Center Project (Phase 1) that is now complete and for which no further liability remains, to pay a portion of the costs of the Old Library Accessibility (front entrance) project that have not yet been expended, including the payment of all costs incidental and related thereto, as permitted by Chapter 44, Section 20 of the General Laws thereby reducing the amount needed to be borrowed under Article 3 of the October 22, 2018 Special Town Meeting, or take any other action relative thereto.  
(Inserted by Select Board)

**THE FINANCE COMMITTEE RECOMMENDS** – *the Town appropriate \$59,371.79 of unexpended bond proceeds from the Hildreth House Project (Phase 1) to the Old Library Accessibility Project thus reducing the amount still needed to be borrowed for the project from \$200,000 to \$140,628.21. This action is needed as the original project for Hildreth House was completed under budget and thus stranding \$59,371.79 of the total amount borrowed. State law says that we cannot use this money to pay down the original debt because the amount is greater than \$50,000 and that we have to appropriate it to another borrowing obligation. The Select Board voted to reduce the amount to be borrowed for the Old Library Accessibility Project by the same amount as being appropriated in this article. Note: This does not reduce the borrowing authorization of \$200,000 for the Old Library Accessibility Project, just the amount needed to be borrowed.*

#### **ARTICLE 10: SEWER ENTERPRISE RETAINED EARNINGS**

To see if the Town will vote to transfer \$40,075 from the Certified Sewer Enterprise Retained Earnings Fund to the Fiscal Year 2019 Sewer Enterprise Expense Account, or pass any vote or votes in relation thereto.

(Inserted by Water and Sewer Commission)

**FINANCE COMMITTEE RECOMMENDS** – *the sum of \$40,075 be transferred from the Certified Sewer Enterprise Retained Earnings Fund to the Fiscal Year 2019 Sewer Enterprise Expense Account. This is basically moving the Enterprise Fund's Free Cash to the current year account.*

#### **ARTICLE 11: OMNIBUS BUDGET**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, such sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2020, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

**FINANCE COMMITTEE RECOMMENDS** – *the total amount of the Omnibus Budget and Enterprise Budget for Fiscal Year 2020 as detailed on pages 34 to 40.*

#### **ARTICLE 12: RESERVE FUND – FISCAL YEAR 2020**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be placed in the Reserve Fund Account for unforeseen and extraordinary expenses for Fiscal Year 2020, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

**FINANCE COMMITTEE RECOMMENDS** – *the sum of \$350,000 for the Reserve Fund. This is to cover the potential unforeseen emergency needs of all municipal departments including the School.*

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

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>GENERAL GOVERNMENT</b>						
<b>Select Board</b>						
1	Personnel	232,603	248,130	251,958	279,900	305,193
2	Town Audit	15,000	20,000	20,000	20,000	21,000
	Expenses	13,359	10,713	14,060	20,000	25,000
	Copy Machine	3,238	5,878	5,801	3,800	4,000
	Postage	15,887	17,663	14,906	17,000	17,840
3	Total Expenses	32,484	34,254	34,767	40,800	46,840
	Total Select Board	280,087	302,384	306,725	340,700	373,033
<b>Finance Committee</b>						
4	Expenses	176	176	180	200	200
<b>Finance Department</b>						
	Personnel	343,494	318,314	296,757	336,331	358,554
	Certification Compensation	1,192	1,000	499	2,000	2,000
5	Total Personnel	344,686	319,314	297,256	338,331	360,554
	Technology Services & Supplies	30,682	See line #7	See line #7	See line #7	See line #7
	Expenses	92,750	85,321	100,444	102,700	103,700
6	Total Expenses	123,431	85,321	100,444	102,700	103,700
7	Technology	16,749	64,922	74,280	80,000	80,000
	Total Finance Department	484,866	469,557	471,980	521,031	544,254
<b>Legal</b>						
	Town Counsel Fees & Expenses	30,172	22,782	29,383	35,000	35,000
	Other Legal Fees & Expenses	27,029	19,995	5,028	20,000	20,000
8	Total Legal	57,201	42,777	34,411	55,000	55,000
<b>Personnel Board</b>						
9	Expenses	-	-	-	100	100
<b>Town Clerk</b>						
	Personnel	70,426	70,934	65,555	76,627	78,991
	Certification Compensation	1,000	1,000	-	1,000	1,000
10	Total Personnel	71,426	71,934	65,555	77,627	79,991
	Expenses	1,709	1,679	9,636	4,825	4,600
	Publications Reprinting/Codification	5,050	4,481	5,190	5,200	5,500
11	Total Expenses	6,759	6,160	14,826	10,025	10,100
	Total Town Clerk	78,185	78,094	80,381	87,652	90,091
<b>Elections &amp; Registrars</b>						
	Registrars' Honoraria	500	500	500	500	500
	Expenses	5,325	6,278	4,719	8,800	8,800
	Census	690	511	763	800	900
12	Total Elections & Registrars	6,515	7,289	5,982	10,100	10,200

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>Land Use Boards</b>						
13	Personnel	53,972	54,641	55,450	56,978	131,029
	Conservation Expenses, ZBA Expenses, and Planning Board Expenses:					
	Office Supplies	369	418	505	1,000	2,530
	Purchase Services	8,424	2,172	2,026	1,600	4,753
	MRPC Assessment	1,659	1,701	1,742	1,786	1,835
14	Total Expenses	10,452	4,291	4,272	4,386	9,118
	*Subsidies from other funds	<i>incl. above</i>				
	<b>Total Land Use Boards</b>	<b>64,424</b>	<b>58,932</b>	<b>59,722</b>	<b>61,364</b>	<b>140,147</b>
<i>* Wetland Bylaw Fees FY20 \$13,252</i>						
<b>Public Buildings</b>						
15	Personnel	26,346	25,946	26,264	32,292	33,274
	Operating Expenses	39,502	34,530	13,543	39,250	39,250
	Energy	79,147	83,126	84,424	104,000	104,000
	Maintenance & Equipment	59,770	40,909	103,496	102,500	102,500
	Waste Water Treatment Ops.	85,479	63,847	82,709	85,000	85,000
16	Total Expenses	263,898	222,412	284,171	330,750	330,750
	<b>Total Public Buildings</b>	<b>290,244</b>	<b>248,358</b>	<b>310,435</b>	<b>363,042</b>	<b>364,024</b>
<b>Annual Town Reports</b>						
17	Expenses	3,560	3,820	14,029	4,000	5,000
<b>TOTAL GENERAL GOVERNMENT</b>		<b>1,265,258</b>	<b>1,211,387</b>	<b>1,283,846</b>	<b>1,443,189</b>	<b>1,582,049</b>
<b>PUBLIC SAFETY</b>						
<b>Police Department</b>						
19	Personnel	879,960	888,559	861,093	1,018,156	1,010,211
	Public Safety Building	40,723	21,938	27,727	20,800	20,800
	Cruiser Maintenance	8,703	9,955	10,163	10,000	10,000
	Supplies & Expenses	48,412	44,648	41,984	53,550	54,550
20	Total Expenses	97,838	76,541	79,874	84,350	85,350
21	Police Vehicle	34,213	34,213	34,213	36,000	-
	<b>Total Police Department</b>	<b>1,012,011</b>	<b>999,313</b>	<b>975,180</b>	<b>1,138,506</b>	<b>1,095,561</b>
<b>Communications Department (NVRDD)</b>						
	Personnel					
	Expenses	193,576	167,598	160,265	187,293	201,369
22	<b>Total Communications Department</b>	<b>193,576</b>	<b>167,598</b>	<b>160,265</b>	<b>187,293</b>	<b>201,369</b>

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>Fire Department</b>						
23	Personnel	188,613	221,565	211,325	316,499	328,563
	Expenses	49,832	50,765	51,602	50,650	51,582
	Radio Replacement & Repair	2,340	988	2,360	2,550	2,600
	Protective Equipment	5,078	12,542	11,657	11,891	12,486
24	Total Expenses	57,250	64,295	65,618	65,091	66,668
	Total Fire Department	245,863	285,860	276,944	381,590	395,231
<b>Ambulance *</b>						
	Personnel			50,060	61,200	135,224
	Expenses	134,968	67,928	61,782	108,893	102,000
	Training	25,883	21,066	21,407	38,400	40,500
25	Total Ambulance	160,852	88,994	133,249	208,493	277,724
<i>* Note : The Ambulance budget will be paid out of the Ambulance Revolving Account (see Revolving Account Article in warrant).</i>						
<b>Building &amp; Zoning Inspector</b>						
26	Fees & Expenses	62,175	80,191	55,491	50,000	50,000
<b>Gas Inspector</b>						
27	Fees & Expenses	3,522	3,521	2,854	4,000	4,000
<b>Plumbing Inspector</b>						
28	Fees & Expenses	5,425	8,117	9,142	7,000	7,000
<b>Wiring Inspector</b>						
29	Fees & Expenses	10,099	12,358	10,014	11,000	11,000
<b>Animal Control</b>						
	Personnel	16,500	16,500	16,500	16,500	16,863
	Expenses	459	-	-	750	750
30	Total Animal Control	16,959	16,500	16,500	17,250	17,613
<b>Tree Warden</b>						
31	Expenses	13,361	11,800	14,000	20,000	22,500
<b>TOTAL PUBLIC SAFETY</b>		<b>1,723,841</b>	<b>1,674,252</b>	<b>1,653,639</b>	<b>2,025,132</b>	<b>2,081,998</b>

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>SCHOOLS</b>						
<b>Local Schools</b>						
<b>Administration</b>						
	Salaries/Benefits	415,380	424,913	498,506	436,980	409,044
	Transportation	257,660	309,572	323,000	350,000	390,000
	Other Expenses	132,642	159,095	162,699	107,392	90,892
	<b>Total Administration</b>	<b>805,682</b>	<b>893,580</b>	<b>984,205</b>	<b>894,372</b>	<b>889,936</b>
<b>Maintenance</b>						
	Salaries	457,540	155,119	143,320	153,622	538,475
	Utilities	303,000	273,119	260,207	250,000	225,000
	Other Expenses	224,502	660,648	654,732	718,657	323,635
	<b>Total Maintenance</b>	<b>985,042</b>	<b>1,088,886</b>	<b>1,058,259</b>	<b>1,122,279</b>	<b>1,087,110</b>
<b>Hildreth Elementary School</b>						
	Salaries	2,500,758	2,458,017	2,440,690	2,649,492	2,783,090
	Expenses	121,539	123,288	168,258	140,940	102,456
	<b>Total Elementary</b>	<b>2,622,297</b>	<b>2,581,305</b>	<b>2,608,949</b>	<b>2,790,432</b>	<b>2,885,546</b>
<b>The Bromfield School</b>						
	Salaries	4,016,018	4,095,906	3,711,832	4,346,902	4,573,081
	Expenses	198,788	226,891	199,463	196,505	178,037
	<b>Total Bromfield</b>	<b>4,214,806</b>	<b>4,322,797</b>	<b>3,911,295</b>	<b>4,543,407</b>	<b>4,751,118</b>
<b>Pupil Services (SPED)</b>						
	Salaries	2,115,468	2,120,112	1,816,524	2,257,306	2,265,540
	Other Expenses	102,398	66,329	80,415	108,975	133,161
	Collaborative Services	520,202	400,436	591,554	792,476	812,307
	Transportation	384,446	336,838	288,525	330,910	314,000
	Tuition	123,712	374,133	273,660	88,526	111,937
	Pre-School Salaries	103,733	40,579	44,336	47,156	81,792
	Pre-School Expenses	1,153	-	709	3,327	1,548
	<b>Total Pupil Services</b>	<b>3,351,112</b>	<b>3,338,427</b>	<b>3,095,722</b>	<b>3,628,676</b>	<b>3,720,285</b>
<b>Technology</b>						
	Salaries	150,009	241,171	280,473	305,417	313,346
	Expenses	145,657	136,870	178,322	125,946	135,719
	<b>Total Technology</b>	<b>295,666</b>	<b>378,041</b>	<b>458,794</b>	<b>431,363</b>	<b>449,065</b>
	Subsidies from Other Funds	<i>incl. above</i>				
32	<b>Total Local Schools</b>	<b>12,274,605</b>	<b>12,603,036</b>	<b>12,117,225</b>	<b>13,410,529</b>	<b>13,783,060</b>
33	<b>Montachusett Regional Voc. Tech.</b>	<b>121,504</b>	<b>93,020</b>	<b>112,453</b>	<b>76,572</b>	<b>66,220</b>
<b>TOTAL SCHOOLS</b>		<b>12,396,109</b>	<b>12,696,056</b>	<b>12,229,678</b>	<b>13,487,101</b>	<b>13,849,280</b>
<b>PHYSICAL ENVIRONMENT</b>						
<b>Department of Public Works</b>						
34	Personnel	674,209	733,647	665,946	737,509	771,503
	Maintenance & Equipment	103,433	90,397	101,474	98,800	92,000
	Fuel	51,946	51,400	56,599	74,500	74,500
	Improvements & Construction	73,103	88,852	114,358	117,000	134,800
	Snow & Ice Removal	193,347	255,069	299,086	112,000	112,000
	Telephone & Electricity	9,313	10,480	10,762	11,700	11,800
35	<b>Total Expenses</b>	<b>431,142</b>	<b>496,198</b>	<b>582,280</b>	<b>414,000</b>	<b>425,100</b>
36	Small Equipment Repair/Replace.	26,504	17,909	30,000	30,000	30,000
	<b>Total Department of Public Works</b>	<b>1,131,856</b>	<b>1,247,754</b>	<b>1,278,225</b>	<b>1,181,509</b>	<b>1,226,603</b>

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>Solid Waste Transfer</b>						
	Transfer Station Expenses	162,974	146,239	165,195	170,050	170,050
	Hazardous Waste Disposal	9,173	3,907	4,562	3,907	3,907
37	Total Solid Waste Transfer	172,147	150,146	169,757	173,957	173,957
<b>Street Lights &amp; Traffic Signal</b>						
38	Expenses	9,578	6,025	6,826	6,500	6,500
<b>Water Department</b>						
39	Expenses	17,987	17,339	27,947	23,100	25,000
<b>Pond Committee</b>						
40	Expenses	25,030	13,068	27,128	28,000	28,000
<b>Cemeteries</b>						
41	Expenses	1,819	2,500	561	2,500	2,500
<b>TOTAL PHYSICAL ENVIRONMENT</b>		<b>1,358,417</b>	<b>1,436,832</b>	<b>1,510,444</b>	<b>1,415,566</b>	<b>1,462,560</b>
<b>HUMAN SERVICES</b>						
<b>Board of Health</b>						
42	Personnel	9,022	7,042	16,718	18,640	19,089
	Expenses	764	537	1,044	1,600	3,210
	Nashoba Assoc. Boards of Health	16,035	22,654	23,261	24,424	25,646
	Minuteman Home Center	1,146	1,016	1,146	1,146	1,146
43	Total Expenses	17,944	24,207	25,451	27,170	30,002
	Total Board of Health	26,966	31,249	42,169	45,810	49,091
<b>Council on Aging</b>						
44	Personnel	88,429	113,417	116,305	131,496	131,024
45	MART Personnel	33,161	31,066	33,879	37,673	37,673
46	Expenses	1,933	1,849	1,753	1,995	1,995
47	MART Van Expenses	612	732	401	1,000	1,000
	Total Expenses	2,545	2,581	2,154	2,995	2,995
	Subsidies from Other Funds*	<i>incl. above</i>				
	Total Council on Aging	124,136	147,064	152,337	172,164	171,692
* \$8,000 for Formula Grant						
<b>Veterans' Services</b>						
	Personnel	5,200	5,200	5,200	5,200	5,980
	Expenses	134	644	542	1,500	1,500
	Benefits	14,736	10,859	27,165	21,600	23,200
	Total Expenses	14,870	11,503	27,707	23,100	24,700
48	Total Veterans' Services	20,070	16,703	32,907	28,300	30,680
<b>TOTAL HUMAN SERVICES</b>		<b>171,172</b>	<b>195,016</b>	<b>227,413</b>	<b>246,274</b>	<b>251,463</b>

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>CULTURE AND RECREATION</b>						
<b>Library*</b>						
49	Personnel	408,855	413,798	425,729	446,737	460,177
50	Expenses	149,384	153,760	154,103	156,291	159,075
	Subsidies from Other Funds*	<i>incl. above</i>				
	<b>Total Library</b>	<b>558,239</b>	<b>567,558</b>	<b>579,832</b>	<b>603,028</b>	<b>619,252</b>
* \$5,000 to be transferred from Library Expendable Trust Funds.						
<b>Cable Access</b>						
51	Personnel			40,256	52,348	66,371
	Expenses		6,728	28,423	28,152	30,630
	Equipment		62,410	-	-	-
52	Total Expenses		69,138	28,423	28,152	30,630
	Subsidies from Other Funds*	<i>incl. above</i>				
	<b>Total Cable Access</b>	<b>-</b>	<b>69,138</b>	<b>68,679</b>	<b>80,500</b>	<b>97,001</b>
* \$97,001 to be transferred from Charter revenues						
<b>Parks &amp; Recreation</b>						
53	Commons & Schools/Grounds Exp.	26,824	22,292	31,650	25,650	25,650
54	Beach Expense	15,530	18,347	11,585	19,361	19,361
55	Beach Personnel - Director	11,508	13,234	12,272	15,034	15,485
	Groundskeeping Personnel	-	-	-	-	-
	<b>Total Parks &amp; Recreation</b>	<b>53,862</b>	<b>53,873</b>	<b>55,507</b>	<b>60,045</b>	<b>60,496</b>
<b>Historical Commission</b>						
56	Expenses	-	43	-	500	150
<b>Agricultural Commission</b>						
57	Expenses	-	-	-	500	500
<b>TOTAL CULTURE AND RECREATION</b>		<b>612,101</b>	<b>690,612</b>	<b>704,018</b>	<b>744,573</b>	<b>777,399</b>
<b>INSURANCE AND FRINGE</b>						
<b>Property/Liability</b>						
58	Insurance	107,966	101,525	134,288	201,825	214,447
<b>Employee Benefits</b>						
	Worcester Regional Retirement	682,457	737,805	756,788	851,961	894,559
	Workers' Compensation Insurance	100,363	134,949	102,564	115,500	128,197
	Unemployment Insurance	21,097	41,270	16,044	35,000	35,000
	Medicare	199,975	204,498	206,698	200,850	206,474
	Health Insurance	2,090,765	2,351,219	2,117,824	3,265,782	3,306,413
	Life Insurance	-	-	29	12,000	12,960
	Deferred Compensation	15,483	13,889	9,671	13,000	13,000
	Disability Insurance	21,900	25,004	29,094	24,000	25,500
	Benefits Administration	57	19,566	1,738	2,500	2,500
	OPEB Trust Funding	450,000	450,000	450,000	500,000	500,000
59	<b>Total Employee Benefits</b>	<b>3,582,097</b>	<b>3,978,200</b>	<b>3,690,450</b>	<b>5,020,593</b>	<b>5,124,603</b>
<b>TOTAL INSURANCE &amp; FRINGE</b>		<b>3,690,063</b>	<b>4,079,725</b>	<b>3,824,738</b>	<b>5,222,418</b>	<b>5,339,050</b>
<b>TOTAL OPERATING BEFORE DEBT</b>		<b>21,216,961</b>	<b>21,983,880</b>	<b>21,433,776</b>	<b>24,584,253</b>	<b>25,343,799</b>

Line #	Department/Account	Actual FY16	Actual FY17	Actual FY18	Budgeted FY19	Request FY20
<b>NON-EXCLUDED DEBT</b>						
<b>Debt Expense</b>						
	Senior Center (Hildreth House) Improve Principal					10,000
	Senior Center (Hildreth House) Improve Interest					5,938
	MCWT MA Clean Water Trust Sewer Principal*					24,852
	MCWT MA Clean Water Trust Sewer Interest*					8,033
	MCWT Reduction - 59.4% Sewer Betterments*					(32,884)
	Sewer System Connections Principal					10,000
	Sewer System Connections Interest					3,525
60	Debt Payment	5,000	14,033	30,311	30,396	29,464
61	Borrowing Cost	-	9,999	8,490	3,500	10,000
	Debt Expense Total Payments	5,000	24,032	38,801	33,896	39,464
<b>TOTAL OPERATING AFTER NON-EXCLUDED DEBT</b>		<b>21,221,961</b>	<b>22,007,912</b>	<b>21,472,576</b>	<b>24,618,149</b>	<b>25,383,263</b>
<b>EXCLUDED DEBT</b>						
<b>Permanent Debt</b>						
	Public Safety Building (2000) Principal	140,000	135,000	130,000	125,000	120,000
	Public Safety Building (2000) Interest	15,125	12,375	9,563	6,694	3,938
	Bromfield School (2004) Principal	350,000	345,000	340,000	335,000	330,000
	Bromfield School (2004) Interest	66,358	60,813	53,538	45,944	38,463
	Library (2004) Principal	145,000	140,000	140,000	140,000	135,000
	Library (2004) Interest	27,888	25,038	22,063	18,913	15,819
	School Roof (2006) Principal	125,000	125,000	-	-	-
	School Roof (2006) Interest	6,521	2,656	-	-	-
	MWPAT Sewer Project (net of Betterments before FY20) Prin.	43,983	44,545	50,149	46,424	91,979
	MWPAT Sewer Project (net of Betterments prior to FY20) Int.	19,128	18,088	17,180	16,260	29,729
	Sewer Project Reduction - Sewer Betterments					(58,943)
	MWPAT Reduction - Sewer Betterments					(58,943)
	Town Hall Principal (net of CPA)		112,500	115,000	115,000	115,000
	Town Hall Interest		90,000	50,838	48,538	46,238
	Littleton County Road Principal		58,000	55,000	55,000	55,000
	Littleton County Road Interest		25,720	14,300	13,200	12,100
	Fire Tanker Truck Principal		25,000	25,000	25,000	25,000
	Fire Tanker Truck Interest		14,000	7,750	7,250	6,750
	Hildreth House Accessibility Principal			66,000	65,000	65,000
	Hildreth House Accessibility Interest			37,230	43,050	39,800
	HES Principal				-	-
	HES Interest				-	671,365
62	Excluded Debt Total Payments	939,003	1,227,338	1,133,611	1,106,273	1,742,238
<b>Temporary Debt</b>						
63	Exempt BAN Total Payments	-	-	100,540	139,043	174,894
<b>TOTAL EXCLUDED DEBT</b>		<b>939,003</b>	<b>1,227,338</b>	<b>1,234,151</b>	<b>1,245,316</b>	<b>1,917,132</b>
<b>GRAND TOTAL OMNIBUS BUDGET</b>		<b>22,160,964</b>	<b>23,235,250</b>	<b>22,706,727</b>	<b>25,863,465</b>	<b>27,300,395</b>
<b>ENTERPRISE FUND:</b>						
<b>Sewer Department</b>						
	Operating Expenses	100,000	100,000	38,578	100,000	100,000
	Debt Service (from Betterments)	90,710	91,483	91,657	91,657	91,657
	Total Expenses	190,710	191,483	130,235	191,657	191,657
64	Total Sewer Enterprise	190,710	191,483	130,235	191,657	191,657
<i>All operating expenses to be funded by rates and fees.</i>						

**ARTICLE 13: OPERATING EXPENSES FOR SENIOR TRANSPORTATION**

To see if the Town will vote to raise and appropriate a sum of money, to be spent by the Council on Aging (COA), to cover the operating expenses for a vehicle, to be donated to the COA by the Friends of the COA, used to transport senior and disabled citizens, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

*FINANCE COMMITTEE RECOMMENDS – the sum of \$25,552 be raised and appropriated to cover the operating expenses for a vehicle, to be donated to the COA by the Friends of the COA, used to transport senior and disabled citizens. This will increase the COA’s vehicle operation expense budget in the future.*

**ARTICLE 14: PURCHASE PRECINCT SCANNER AND BALLOT BOX**

To see if the Town will vote to raise and appropriate a sum of money to be expended by the Town Clerk, to purchase a new precinct scanner and voting box for the Town, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

*FINANCE COMMITTEE RECOMMENDS – the sum of \$5,000 be raised and appropriated to purchase a new precinct scanner and voting box for the Town.*

**ARTICLE 15: DPW – ROADSIDE TREE MAINTENANCE**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to be expended by the Department of Public Works Director, with the approval of the Select Board, to contract with a professional company to trim trees and large brush along the Town’s roadsides, with unexpended funds as of June 30, 2020 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

*FINANCE COMMITTEE RECOMMENDS – the sum of \$20,000 be raised and appropriated to contract with a professional company to trim trees and large brush along Harvard’s roadsides.*

**ARTICLE 16: PERFORMANCE-BASED WAGE ADJUSTMENTS**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to supplement the amount appropriated under Article 11 of the Warrant for the 2019 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2020, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

*FINANCE COMMITTEE RECOMMENDS – the sum of \$23,456 be raised and appropriated to supplement the amount appropriated under Article 11 of the Warrant for the 2019 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2020.*

**ARTICLE 17: FACILITIES MANAGER/BUILDING INSPECTOR and ZONING ENFORCEMENT OFFICER**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to create a new full-time position of Facilities Manager/Building Inspector and Zoning Enforcement Officer in FY20, by amending line #26 of the Town Budget found on page 36 of this warrant, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$26,757 be raised and appropriated to supplement the amount appropriated under Article 11 of the Warrant for the 2019 Annual Town Meeting, Public Safety, Building and Zoning Inspector, Wages and Expenses, Line 26. This will provide a much needed service that will help identify and prioritize maintenance of our public buildings.***

**ARTICLE 18: DPW POSITION**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to add a position to the Department of Public Works roster in Fiscal Year 2020, by amending line #34 of the Town Budget found on page 37 of this warrant, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$41,944 be raised and appropriated to supplement the amount appropriated under Article 11 of the Warrant for the 2019 Annual Town Meeting, Physical Environment, DPW, Wages, Line 34. This will allow the Town to plow the schools in the winter and eliminate the need for a seasonal mower for areas throughout the town. This position will save the Town money just on the school plowing alone. This article is a result of the School Department and Town Administration working together to address an ongoing financial issue for the School and the Town.***

**ARTICLE 19: SEASONAL MOWING**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended by the Department of Public Works Director, with the approval of the Select Board, to hire someone on a part-time basis to do seasonal mowing, with unexpended funds as of June 30, 2020 being returned to their funding source, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000 be raised and appropriated only if Article 18 does not pass. If Article 18 passes then we would recommend taking no action on this article. The intent of this article is so that the DPW seasonal mowing program can continue in Fiscal Year 2020.***

**ARTICLE 20: CAPITAL STABILIZATION AND INVESTMENT FUND FUNDING**

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

(Inserted by Finance Committee)

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

**ARTICLE 21: TRANSFER FROM CERTIFIED FREE CASH TO THE CAPITAL STABILIZATION AND INVESTMENT FUND**

To see if the Town will vote to transfer a sum of money from Fiscal Year 2018 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

***FINANCE COMMITTEE RECOMMENDS – the sum or sums of money be transferred from the Fiscal Year 2018 Certified Free Cash Account in accordance with Chapter 17, Section 17-4 of the Town Code.***

**ARTICLE 22: CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDED EXPENDITURES**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the following sums of money to be expended by the following boards and officials for the capital projects and acquisitions described and numbered below, each of which shall be a separate appropriation, and to provide for said appropriations from the funding sources with the expenditure expiration dates set forth below, or pass any vote or votes in relation thereto: *(see pages 16 & 17 of this book for detailed descriptions of the following items)*

<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Sources and Expiration Date</i>
1 Replace Bromfield Gym bleachers	Superintendent of Schools with School Committee approval	\$75,000	Capital Stabilization and Investment Fund June 30, 2020
2 Cronin Auditorium upgrades and replacements	Superintendent of Schools with School Committee approval	\$100,000	Capital Stabilization and Investment Fund June 30, 2021
3 Air-condition Bromfield Science wing	Superintendent of Schools with School Committee approval	\$65,000	Capital Stabilization and Investment Fund June 30, 2021
4 Purchase conservation land	Conservation Commission with Select Board approval	\$100,000	Capital Stabilization and Investment Fund June 30, 2020
5 Replace fire hose and nozzles	Fire Chief with Select Board approval	\$23,500	Capital Stabilization and Investment Fund June 30, 2020
6 Add parking near the Fire Station	Fire Chief with Select Board approval	\$21,500	Capital Stabilization and Investment Fund June 30, 2021
7 Replace Light Duty dump truck	Department of Public Works Director with Select Board approval	\$76,500	Capital Stabilization and Investment Fund June 30, 2020
8 Recurring DPW small capital items	Department of Public Works Director with Select Board approval	\$40,000	Capital Stabilization and Investment Fund June 30, 2020
9 Refurbish street sweeper	Department of Public Works Director with Select Board approval	\$20,000	Capital Stabilization and Investment Fund June 30, 2020
10 Replace outdated radios	Ambulance Director with Select Board approval	\$45,000	Capital Stabilization and Investment Fund June 30, 2020
11 Repair and paint Old Ambulance Building	Town Administrator with Select Board approval	\$20,300	Capital Stabilization and Investment Fund June 30, 2021
12 Debt payment	Town Treasurer with Select Board approval	\$73,420	Capital Stabilization and Investment Fund June 30, 2020

(Inserted by the Capital Planning and Investment Committee)

***FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article and all of the items 1 through 12 and that all of these be funded from the Capital Stabilization and Investment Fund.***

**ARTICLE 23: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT RECOMMENDATIONS**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, the following sums of money to be expended by the following boards and officials for the capital projects and acquisitions described and numbered below, each of which shall be a separate appropriation, and to determine whether such appropriation shall be provided by a borrowing pursuant to the provisions of Massachusetts General Laws Chapter 44, contingent upon the passage of a Proposition Two and One-half debt exclusion ballot question(s) at the May, 2019 Annual Town Election, or pass any vote or votes in relation thereto: *(see pages 17 & 18 of this book for detailed descriptions of the following items)*

	<b>Description of Acquisition or Project</b>	<b>Board or Official Authorized to Expend Funds</b>	<b>Amount</b>	<b>Funding Sources and Expiration Date</b>
1	Ayer Road Design and Engineering Study	Department of Public Works Director with Select Board approval	\$300,000	Borrowing MGL Ch. 44 Proposition Two and One-half ballot question
2	Replace Heavy Duty dump truck	Department of Public Works Director with Select Board approval	\$195,000	Borrowing MGL Ch. 44 Proposition Two and One-half ballot question
3	Replace slate roof at Old Library	Permanent Building Committee with Select Board approval	\$480,000	Borrowing MGL Ch. 44 Proposition Two and One-half ballot question

(Inserted by the Capital Planning and Investment Committee)

**FINANCE COMMITTEE RECOMMENDS** – *the passage of Items 1 and 2 of Article 23 and DOES NOT RECOMMEND the passage of Article 23, Item 3. The Finance Committee does not recommend item 3 of this article, Replace slate roof at old library, as a majority of the Committee believes the costs are too high.*

**CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS** – *the passage of items 1 through 3 of this article and that they all be funded through the issuance of debt.*

**ARTICLE 24: HEAR REPORT AND UPDATE ON AN ACT AUTHORIZING THE TOWN OF HARVARD TO ESTABLISH A CAP ON PROPERTY TAXES FOR MEANS TESTED SENIOR CITIZENS**

To see if the Town will vote to hear a report and update on the legislation proposed in Article 39 of the 2018 Annual Town Meeting Warrant for a Means Tested Senior Citizens Property Tax Exemption legislation for Harvard, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

**ARTICLE 25: COMMUNITY PRESERVATION COMMITTEE REPORT**

To see if the Town will vote to accept the report and recommendations of the Community Preservation Committee on the Fiscal Year 2020 Community Preservation Budget as printed in the 2019 Finance Committee Book, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

**ARTICLE 26: COMMUNITY PRESERVATION COMMITTEE**

To see if the Town will vote to appropriate and transfer the following sums of money to be expended by the following boards and officials for the projects described and numbered below, each of which shall be a separate appropriation and transfer, and to provide for said appropriations from the funding sources with expenditures to begin in Fiscal Year 2020 with expiration dates set forth below, or pass any vote or votes in relation thereto: *(see the Community Preservation Committee Report on pages 26 & 27)*

<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Sources and Expiration Date</i>
1 Replace slate roof at Old Library	Permanent Building Committee	\$100,000	Fiscal 2020 Community Preservation Fund Unspecified Reserves June 30, 2021
2 Boat rental kiosk	Parks & Recreation Committee	\$15,000	Fiscal 2020 Community Preservation Fund Unspecified Reserves June 30, 2020
3 Preservation of historic Town documents	Town Clerk	\$25,635	Fiscal 2020 Community Preservation Fund Unspecified Reserves June 30, 2020
4 Affordable housing funds	Municipal Affordable Housing Trust	\$46,368	Community Preservation Affordable Housing Reserves
5 Affordable housing funds	Municipal Affordable Housing Trust	\$27,321	Fiscal 2020 Community Preservation Fund Unspecified Reserves
6 Conservation Commission fund	Conservation Commission	\$125,000	Fiscal 2020 Community Preservation Fund Unspecified Reserves
7 Town Hall renovation debt service	Select Board	\$50,000	Fiscal 2020 Community Preservation Fund Unspecified Reserves June 30, 2021
8 Community Preservation Committee administrative expenses	Community Preservation Committee	\$2,500	Fiscal 2020 Community Preservation Fund Unspecified Reserves June 30, 2021

(Inserted by the Community Preservation Committee)

**ARTICLE 27: LOCAL OPTION ROOM TAX**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 64G, Section 3A, as amended, and impose a local excise tax upon the transfer of occupancy of any room or rooms in a bed and breakfast establishment, hotel, lodging house, short term rental, or motel located within the Town at a rate of 6%, said excise tax to take effect on the first day of the calendar quarter commencing at least thirty days after such vote of the Town Meeting, or pass any vote or votes in relation thereto.

(Inserted by Select Board).

***FINANCE COMMITTEE RECOMMENDS – the passage of this article as it will provide another revenue source to the Town and thus reduce our dependence on the property tax to fund our budgets.***

## **ARTICLE 28: CHARTER CHANGES**

To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth to adopt a special substantially the same as the following act, or pass any vote or votes in relation thereto.

### **AN ACT RELATIVE TO THE TOWN CHARTER OF THE TOWN OF HARVARD.**

*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.** Article 3, Section 3-1 (e) 2 ii) of the Charter of the town of Harvard, which is on file in the office of the archivist of the Commonwealth, as provided in Section 12 of Chapter 43B of the General Laws, is hereby amended by striking out the word “shall” in the second sentence thereof and inserting in its place the word “may” and by inserting immediately after the third sentence thereof “If a vacancy occurs within 60 days of the Town Election the Select Board may choose not to fill the vacant position.”,

so that, as amended, said Article 3, Section 3-1 (e) 2 ii) provides that:

“(ii) School Committee, Trustees of the Harvard Public Library, and Trustees of the Warner Free Lecture Society - The remaining members of the agency shall give notice of the vacancy to the Select Board and to the public. The Select Board and the remaining members of the elected board may, by joint vote, not less than one week after notice of the date on which the vote is to be taken, fill the vacancy until the next Town Election. The affirmative votes of the majority of the persons entitled to vote on the vacancy shall be necessary for the election. If a vacancy occurs within 60 days of the Town Election the Select Board may choose not to fill the vacant position.”

**SECTION 2.** Said charter is hereby further amended by inserting in Article 3, Section 3-2 (b) 1 vi) thereof the words “conform to the Town Bylaw” after the word “shall” in the second sentence thereof by striking therefrom the words “begin in September/October annually with a joint meeting of the Select Board, School Committee, Finance Committee, Capital Planning and Investment Committee, Planning Board, Board of Library Trustees, Board of Health, Conservation Commission, Community Preservation Committee, Park and Recreation Commission, and others as deemed necessary by the Select Board. A review of the proposed budget shall occur in January with final presentation to the Town for approval at the Annual Town Meeting.” so that, as amended, said Article 3, Section 3-2 (b) 1 vi) provides as follows:

“(vi) Prepare and submit the budget of the Town as set forth in Article 6. The budget shall support the articulated policy goals and initiatives. Budget preparation shall conform to the Town Bylaw.”

**SECTION 3.** Said charter is hereby further amended by striking from Article 4, Section 4-5 (a) thereof the word “appoints” and inserting in its place the word “creates”, so that, as amended, said Article 4, Section 4-5 (a) provides that:

“(a) Together with a Director of Community and Economic Development, if the Select Board creates one, work to accomplish the community and economic goals as envisioned by the Select Board.”

**SECTION 4.** Said charter is hereby further amended by striking from the fourth sentence of Article 5, Section 5-3 (a) thereof the word “shall” and inserting in its place the word “may”, so that, as amended, said Article 5, Section 5-3 (a) provides that:

“(a) There shall be a Finance Department managed by the Finance Director/Town Accountant reporting to the Town Administrator and the Select Board. This department will include a Treasurer/Collector and a Principal Assessor. The Department shall be responsible for the performance of all the fiscal and financial activities of the Town. The Finance Director/Town Accountant, upon certification as a school business

administrator and at the will of the School Committee, may serve as the School Business Manager and report to the Superintendent of Schools and the School Committee for all school-related financial activities.”

**SECTION 5.** Said charter is hereby further amended by a.) Striking from Article 6, Section 6-2 thereof the words “but not later than December 31”; b.) by striking from the first line thereof “Select Board” and inserting in its place “Finance Committee”; and by striking from the second line thereof “Finance Committee” and inserting in its place “Select Board”, so that, as amended, said Article 6, Section 6-2 provides that:

“Within the time fixed by bylaw, the Finance Committee shall submit to the Select Board for its analysis, comments, and recommended funding, a proposed balanced operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents.”

**SECTION 6.** Said charter is hereby further amended by striking from second line of Article 6, Section 6-4 (b) “Finance Committee” and inserting in its place “Select Board”; striking from the second and third lines thereof “Select Board” and inserting in its place “Finance Committee”; and striking from the fourth line thereof “Select Board” and inserting in its place “Finance Committee”; so that, as amended, said Article 6, Section 6-4 (b) provides that:

“(b) Upon completion of its initial review of the budget, at least 30 days prior to the first session of the Annual Town Meeting, the Select Board shall meet with the Finance Committee and the Capital Planning and Investment Committee to discuss any changes it recommends to the budget as initially prepared by the Finance Committee. After consideration of the recommendations of the Finance Committee, the Select Board shall make such changes to the budget as it deems appropriate and shall present a revised budget to the Finance Committee.”

**SECTION 7.** This act shall take effect upon its passage.  
(Inserted by the Select Board and Finance Committee)

## **ARTICLE 29: AMEND THE CODE OF THE TOWN OF HARVARD – BUDGET BYLAW**

To see if the Town will vote to amend the Code of the Town of Harvard by adding thereto the following new Chapter relative to the budget process, or pass any vote or votes in relation thereto.

Chapter 14\_\_\_\_, Budget Process

Section 1: Budget Timeline

The budget process will start no less than 8 months prior to the date of the Annual Town Meeting as set by the Select Board.

Departments, boards, and committees shall submit their budget requests, on forms approved by the Finance Committee, no later than 2 months after the start date of the budget process.

The Finance Committee must provide an initial budget roll-up to the Select Board within a month after receipt of the budgets from the various departments, boards and committees.

All financial warrant articles must be submitted to the Finance Committee and Select Board no later than three months prior to the Annual Town Meeting.

The Finance Committee shall submit its budget recommendation to the Select Board no less than 60 days prior to the date of the Annual Town Meeting.

The Select Board shall submit its recommended budget to the Finance Committee no less than 35 days prior to Town Meeting for inclusion in the warrant booklet.  
(Inserted by Select Board and Finance Committee)

**FINANCE COMMITTEE RECOMMENDS** – the passage of this article as it will allow for a reasonable timeline for the budget process, as required by the recently adopted Town Charter, but does not have specific dates as the Charter does, so as to allow flexibility without having to petition the State Legislature each time the Town wishes to make a change to the budget process.

### **ARTICLE 30: AMEND THE PROTECTIVE BYLAW**

To see if the Town will vote to amend Chapter 125 of the Code of the Town of Harvard, the Protective Bylaw, by making the following revisions thereto, or pass any vote or votes in relation thereto:

[Key to revisions; underlining = additions; ~~strikethrough~~ = deletions]

§ 125-56 GROUNDWATER PROTECTION OVERLAY DISTRICT [Added 05-05-2018 ATM by Art. 34]

A. **Purpose of District.** The purpose of this Groundwater Protection Overlay District is to:

- (1) Promote the health, safety, and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the Town of Harvard;
- (2) Preserve and protect existing and potential sources of drinking water for the Town of Harvard and the portion of the Town of Littleton's and the Town of Ayer's Zone II within the Town of Harvard's boundaries;
- (3) Conserve natural resources in the Town of Harvard; and
- (4) Prevent temporary and permanent contamination of the environment.

B. **Applicability.** The Groundwater Protection Overlay District is superimposed on the AR, C, and W ~~Districts-zoning districts in proximity to municipal drinking water wells and their wellhead protection areas.~~ This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Applicable activities and uses in a portion of one of the underlying zoning districts that fall within the Groundwater Protection Overlay District must additionally comply with the requirements of this bylaw. Uses prohibited in the underlying zoning districts shall not be permitted in the Groundwater Protection Overlay District.

C. **Definitions.**

#### **AQUIFER**

A geologic formation composed of rock, sand or gravel that contains significant amounts of potentially recoverable water.

#### **AUTOMOBILE GRAVEYARD**

An establishment that is maintained, used, or operated for storing, keeping, buying, or selling wrecked, scrapped, ruined, or motor vehicle parts as defined in M.G.L. Chapter ~~e~~ 140B, Section§ 1.

#### **CMR**

Code of Massachusetts Regulations.

## **COMMERCIAL FERTILIZER**

Any substance containing one or more recognized plant nutrients which is used for its plant nutrient content and which is designed for use, or claimed to have value in promoting plant growth, except unmanipulated animal and vegetable manures, marl, lime, limestone, wood ashes, gypsum, and other products exempted by state regulations.

## **DISCHARGE**

The accidental or intentional disposal, deposit, injection, dumping, spilling, leaking, pouring, or placing of toxic or hazardous material or hazardous waste upon or into any land or water such that it may enter the surface or ground waters.

## **DRY WELL**

A subsurface pit with open-jointed lining or holes through which stormwater drainage from roofs, basement floors, foundations or other areas seep into the surrounding soil.

## **GROUNDWATER PROTECTION OVERLAY DISTRICT**

The land area consisting of aquifers, Interim Wellhead Protection Areas (IWPA) servicing municipal drinking water wells, and Zone II recharge areas as identified on a map and adopted pursuant to this bylaw.

## **HAZARDOUS MATERIAL**

Any substance in any form which because of its quantity, concentration, or its chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with one or more substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment, when improperly stored, treated, transported, disposed of, used, or otherwise managed. Hazardous material includes, without limitation, synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defined as toxic or hazardous under MGL c. 21E. This term shall not include hazardous waste or oil.

## **HAZARDOUS WASTE**

A substance or combination of substances, which because of quantity, concentration, or physical, chemical or infectious characteristics may cause, or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness or pose a substantial present or potential hazard to human health, safety, or welfare or to the environment when improperly treated, stored, transported, used or disposed of, or otherwise managed. This term shall include all substances identified as hazardous pursuant to the Hazardous Waste Regulations, 310 CMR 30.000.

## **HISTORICAL HIGH GROUNDWATER TABLE ELEVATION**

A groundwater elevation determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey.

## **IMPERVIOUS SURFACE**

Material or structure on, above, or below the ground that does not allow precipitation or surface water runoff to penetrate into the soil.

## **INTERIM WELLHEAD PROTECTION AREA (IWPA)**

The MassDEP designated protection radius around a public water well that lacks a Zone II.

## **JUNKYARD**

An establishment that is maintained, operated, or used for storing, keeping, buying, or selling junk, or for the maintenance or operation of an automobile graveyard, as defined in MGL Chapter 140B, Section § 1.

## **LANDFILL**

A facility established in accordance with a valid site assignment for the purposes of disposing solid waste into or on the land, pursuant to the Solid Waste Regulations, 310 CMR 19.006.

**MASSDEP**

Massachusetts Department of Environmental Protection.

**MGL**

Massachusetts General Laws.

**NON-SANITARY WASTEWATER**

Wastewater discharges from industrial and commercial facilities containing wastes from any activity other than collection of sanitary sewage, including, but not limited to, activities specified in 310 CMR 15.004(6).

**OPEN DUMP**

A facility operated or maintained in violation of the Resource Conservation and Recovery Act, 42 U.S.C. § 4004(a)(b), or state regulations and criteria for solid waste disposal.

**PETROLEUM PRODUCT**

Includes, but not limited to, fuel oil; gasoline; diesel; kerosene; aviation jet fuel; aviation gasoline; lubricating oils; oily sludge; oil refuse; oil mixed with other wastes; crude oils; or other liquid hydrocarbons regardless of specific gravity. Petroleum product shall not include liquefied petroleum gas, including, but not limited to, liquefied natural gas, propane or butane.

**RECHARGE AREAS**

Land areas, such as a Zone II or Interim Wellhead Protection Area, where precipitation and surface water infiltrates into the ground to replenish groundwater and aquifers used for public drinking water supplies.

**SEPTAGE**

The liquid, solid, and semi-solid contents of privies, chemical toilets, cesspools, holding tanks, or other sewage waste receptacles. This term shall not include any material that is a hazardous waste, as defined by 310 CMR 30.000.

**SLUDGE**

The solid, semi-solid, and liquid residue that results from a process of wastewater treatment or drinking water treatment including wastewater residuals. This term shall not include grit, screening, or grease and oil which are removed at the headworks of a facility.

**TREATMENT WORKS**

Any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation, or reuse of waterborne pollutants, but not including any works receiving hazardous waste from off the site of the works for the purpose of treatment, storage, or disposal.

**UTILITY WORKS**

Regulated activities providing for public services, including roads, water, sewer, electricity, gas, telephone, transportation and their associated maintenance activities. This term shall include the installation of detention and retention basins for the purpose of controlling stormwater.

**VERY SMALL QUANTITY GENERATOR**

Any public or private entity, other than residential, which produces less than 27 gallons (100 kilograms) a month of hazardous waste or waste oil, but not including any acutely hazardous waste as defined in 310 CMR 30.136.

**WASTE OIL RETENTION FACILITY**

A waste oil collection facility for automobile service stations, retail outlets, and marinas which is sheltered and has adequate protection to contain a spill, seepage, or discharge of petroleum waste products in accordance with MGL c.21, § 52A.

## ZONE II

The delineated recharge area to a public drinking water well as approved by MassDEP and defined under the Massachusetts Drinking Water Regulations, 310 CMR 22.00.7.

- D. **Establishment and delineation of Groundwater Protection Overlay District.** For the purposes of this bylaw, there are hereby established within the Town of Harvard certain groundwater protection areas consisting of aquifers and/or recharge areas. These areas are delineated on a map entitled Harvard Groundwater Protection Overlay District, dated February 8, 2018, which is hereby made part of the Groundwater Protection Overlay District Bylaw and is on file in the office of the Town Clerk.
- E. **District boundary disputes.**
- (1) If the location of the Groundwater Protection Overlay District in relation to a particular parcel is in doubt, resolution of the boundary dispute shall be through a special permit application to the special permit granting authority (SPGA). Any application for a special permit for this purpose shall be accompanied by adequate documentation.
  - (2) The burden of proof shall be upon the landowner to demonstrate that the location of the Groundwater Protection Overlay District with respect to a particular parcel(s) of land is uncertain. At the request of the landowner, the Town may engage a professional engineer, hydrologist, geologist, or soil scientist to determine more accurately the boundaries of the Groundwater Protection Overlay District with respect to a particular parcel(s) of land, and may charge the owner for the cost of the investigation. Changes to the Groundwater Protection Overlay District require Town Meeting approval.
  - (3) Where the boundary line of the Groundwater Protection Overlay District divides a lot or parcel, ~~the requirements established by this bylaw shall apply to the entire lot or parcel~~ only that portion of a lot or parcel that falls within the district shall be subject to the provisions herein.
- F. **Permitted uses.** The following uses are permitted within the Groundwater Protection Overlay District, provided that all necessary permits, orders, or approvals required by local, state, or federal law are also obtained:
- (1) Conservation of soil, water, plants, and wildlife;
  - (2) Outdoor recreation, nature study, boating, fishing, hunting where otherwise legally permitted, and operations associated with the Town Beach under the auspices of the Park and Recreation Commission, Department of Public Works, or other authorized Town department;
  - (3) Foot, bicycle, all-terrain vehicles and/or horse paths, and bridges;
  - (4) Normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices;
  - (5) Maintenance, repair, and enlargement of any existing structure, subject to Subsections **G** and **H** of this bylaw;
  - (6) Residential development, subject to Subsections **G** and **H** of this bylaw;
  - (7) Farming, gardening, nursery, conservation, forestry, harvesting, and grazing, subject to Subsections **G** and **H** of this bylaw;
  - (8) Construction, maintenance, repair, and enlargement of drinking water supply related facilities such as, but not limited to, wells, pipelines, aqueducts, and tunnels;

- (9) Any use permitted in the underlying zoning except for those uses specifically prohibited in Subsections **G** and **H** of this bylaw;
- (10) Temporary or seasonal portable toilets; and
- (11) Storage or composting of animal manure, subject to approval by the Board of Health (BOH) of a manure management plan, as required by the BOH stable permit.

**G. Prohibited uses.** The following land uses and activities are prohibited unless designed in accordance with the specified performance standards:

- (1) Landfills and open dumps;
- (2) Automobile graveyards and junkyards;
- (3) Landfills receiving only wastewater residuals and/or septage, including those approved by MassDEP pursuant to MGL ~~Chapter~~ 21 ~~Sections~~ 26 through § 53, MGL ~~Chapter~~ 111 ~~Sections~~ 17, and MGL ~~Chapter~~ 83, ~~Sections~~ § 6 and § 7;
- (4) Facilities that generate, treat, store, or dispose of hazardous waste that are subject to MGL c. 21C and 310 CMR 30.000, except for:
  - (a) Very small quantity generators as defined under 310 CMR 30.000;
  - (b) Household hazardous waste centers and events under 310 CMR 30.390;
  - (c) Waste oil retention facilities required by MGL ~~Chapter~~ 21, ~~Section~~ § 52A;
  - (d) Water remediation treatment works approved by MassDEP for the treatment of contaminated waters.
- (5) Petroleum, fuel oil, and heating oil bulk stations and terminals, including, but not limited to, those listed under North American Industry Classification System (NAICS) Codes 424710 and 454311, except for liquefied petroleum gas;
- (6) Storage of liquid hazardous materials and/or liquid petroleum products unless such storage is above ground level and on an impervious surface and either:
  - (a) In container(s) or aboveground tank(s) within a building; or
  - (b) Outdoors in covered container(s) or aboveground tank(s) in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all containers or 110% of the largest container's storage capacity, whichever is greater.
  - (c) However, these storage requirements shall not apply to the replacement of existing tanks or systems for the keeping, dispensing or storing of gasoline provided the replacement is performed in a manner consistent with state and local requirements.
- (7) Storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31;
- (8) Storage of deicing chemicals unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;

- (9) Storage of commercial fertilizers, pesticides, and herbicides unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate;
- (10) Stockpiling and disposal of snow and ice containing deicing chemicals brought in from outside the Groundwater Protection Overlay District;
- (11) Commercial earth removal, consisting of the removal of soil, loam, sand, gravel, or any other earth material to within four feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, except for excavations for building foundations, roads, utility works or wetland restoration work conducted in accordance with a valid order of conditions issued pursuant to MGL ~~Chapter~~ 131, ~~Section~~ § 40 and 45; and
- (12) Treatment or disposal works subject to 314 CMR 5.00, for non-sanitary wastewater, including those activities listed under 310 CMR 15.004(6):
  - (a) Treatment works approved by MassDEP designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and
  - (b) Publicly owned treatment works.

H. **Uses and activities requiring a special permit.** The following uses and activities are permitted only upon the issuance of a special permit by the Planning Board, who is the SPGA, under such conditions as they may require:

- (1) Enlargement or alteration of existing uses that do not conform to the Groundwater Protection Overlay District;
- (2) Except as prohibited under Subsection G of this bylaw, activities that involve the handling of toxic or hazardous materials in quantities greater than those associated with normal household use and which are permitted in the underlying zoning district;

I. **Artificial recharge for impervious surfaces.** If new construction would render impervious any lot or parcel more than 15% or 2,500 square feet, whichever is greater, the Building Commissioner shall refer the matter to the Planning Board for site plan review. The Board may require applicants to provide a system of artificial recharge that will not degrade water quality, or to provide an alternate means of preventing contaminants from entering the Groundwater Protection Overlay District.

J. **Procedures for issuance of a special permit.**

- (1) The Planning Board shall grant a special permit if they determine, in conjunction with the Building Commissioner, Select Board, Fire Department, Board of Health, Police Department, Engineering Consultant, Department of Public Works Director, Conservation Commission and Historical Commission (if applicable), that the intent of this bylaw, as well as its specific criteria, are met. The SPGA shall not grant a special permit under this section unless the petitioner's application materials include, in the SPGA's opinion, sufficiently detailed, definite, and credible information to support positive findings in relation to the standards given in this section. The SPGA shall document the basis for any departures from the recommendations of the other municipal boards, departments or commissions in its decision.
- (2) The SPGA may grant the required special permit only upon finding that the proposed use meets the following standards, those specified in § 125-56G above and any regulations or guidelines adopted by the SPGA. The proposed use must:

- (a) In no way, during construction or thereafter, adversely affect the quality or quantity of the water supplies protected by the Groundwater Protection Overlay District; and
- (b) Be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed.
- (3) The SPGA may adopt controls to govern design features of projects within the Groundwater Protection Overlay District. Such design controls shall be consistent with Chapter **130**, Article **IV**, Design and Construction Standards, of the Town of Harvard Planning Board Subdivision Regulations.
- (4) The applicant shall follow § **133-21** of the Planning Board Procedural Rules and Regulations for application submission in addition to the following:
  - (a) A complete list of chemicals, pesticides, herbicides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use; and
  - (b) For activities using or storing hazardous materials or wastes, a management plan shall be prepared and filed with the Fire Chief and Board of Health. The plan will be consistent with the requirements of § **125-56G** above and shall include:
    - [1] Provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism, including spill containment and cleanup procedures;
    - [2] Provisions for indoor, secured storage of hazardous materials or wastes with impervious floor surfaces; and
    - [3] Evidence of compliance with the Massachusetts Hazardous Waste Regulations, 310 CMR 30.000.

**K. Enforcement.**

- (1) Written notice of any violations of this bylaw shall be given by the Zoning Enforcement Officer to the responsible person as soon as possible after detection of a violation or a continuing violation. Notice to the assessed owner of the property shall be deemed notice to the responsible person. Such notice shall specify the requirement or restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventive measures required for avoiding future violations and a schedule of compliance.
- (2) A copy of such notice shall be submitted to the Select Board, Planning Board, Board of Health, Conservation Commission, and Water and Sewer Commission. The cost of containment, cleanup, or other action of compliance shall be borne by the owner/operator of the premises.

**L. Severability.** If any provision of this bylaw is held invalid by a court of competent jurisdiction, the remainder of the bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of this bylaw shall not affect the validity of the remainder of this bylaw.

(Inserted by Planning Board)

**ARTICLE 31: AMEND PROTECTIVE BYLAW**

To see if the Town will vote to amend Chapter 125 of the Code of the Town of Harvard, Protective Bylaw, by adding thereto a new Section 125-57, entitled Erosion Control as follows, or pass any vote or votes in relation thereto:

**§125-57**  
**EROSION CONTROL (v8 – 3/25/2019)**

**A. Purpose**

The purpose of the Erosion Control Section is to protect, maintain, and enhance the public health, safety, environment, and general welfare by establishing minimum requirements and procedures to control the adverse effects of soil erosion and sedimentation, construction site runoff, increased post-development stormwater runoff, decreased groundwater recharge, and nonpoint source pollution associated with new development, redevelopment, and other land alterations.

**B. Applicability**

Any property owner or representative seeking to engage in land disturbance activities meeting or exceeding the thresholds in Section (3) below shall make a determination of whether this section is applicable to the anticipated land disturbance based on the criteria below.

(1) Consultation (Optional)

It is highly recommended that the property owner or representative request an optional consultation whereby the Planning Board 's designee may consult with the property owner or their representative to discuss the proposed land disturbance and, if deemed necessary, conduct a site visit. The Planning Board designee will provide a non-binding consultation and opinion to assess what steps may be necessary.

(2) Determination of Applicability

Property owner or representative shall make a determination of one of the following regarding proposed land disturbance activity:

- (a) Not Applicable
- (b) Exempt (Section C below)
- (c) Eligible for Waiver from these requirements (Section D below)
- (d) Minor permit required (defined in Section M. below)
- (e) Major permit required (defined in Section M. below)

Based on this determination, property owner or representative shall proceed in accordance with the appropriate sections below.

(3) Thresholds to Require Permit

No person or entity shall undertake land clearing/grading activities:

- (a) Of an area with greater than a 25% slope of at least 5,000 contiguous square feet, and/or
- (b) A 30,000 square feet of total disturbance or more on a single or adjoining parcels

without first obtaining an Erosion Control Permit from the Planning Board, unless specifically exempted under Section C below or having been issued a Waiver under Section D. below. Any owner, contractor, or persons considering land clearing and/or grading as defined above shall submit an application for review in accordance with this Section.

(4) Non-commercial agricultural operations shall comply with the provisions of this Section except that the application may follow the Minor Permit Submission Requirements of Section E. below.

- (5) To prevent duplicative permitting requirements, a person otherwise required to file a stormwater management and erosion control plan for a project or activity shall be exempt from this requirement if such a plan has been filed with, and approved by, the Planning Board, Conservation Commission, or the Zoning Board of Appeals.

### **C. Exemptions**

The provisions of this Section shall not apply to the following activities which shall be classified as exempt:

- (1) Construction of any State or Town agency project approved by the Select Board or Town Meeting, as applicable;
- (2) Non-commercial timber cutting for fuel based on forestry Best Management Practices (fBMPs), as defined in Section L. below, provided that clear-cutting does not occur;
- (3) Commercial agricultural activities;
- (4) Agricultural uses on parcels of land of more than five (5) acres or two (2) acres for small plot farm) which are exempt from regulation by zoning under Massachusetts General Laws Chapter 40A, Section 3; and
- (5) Properties Under Forest Management Plans defined in Massachusetts General Laws Chapter 61). For lands devoted to forest purposes, the following activities are exempt from this Section:
  - (a) Cutting by an owner or tenant of any forest product for their own non-commercial use;
  - (b) Cutting or the sale of such products by any owner to an amount not exceeding 25,000 board feet or fifty cords on any parcel of land at any one time;
  - (c) Cutting for clearance or maintenance on-rights-of-way pertaining to public utilities and public highways;
  - (d) Clearing land for building or for purposes of cultivation;
  - (e) Maintenance cutting in pastures;
  - (f) Routine maintenance of vegetation and removal of dead or diseased limbs and/or trees necessary to maintain the health of cultivated plants, to contain noxious weeds and/or vines; and
  - (g) Commercial timbering, with a valid commercial harvesting permit.

### **D. Waivers**

A waiver from the requirements of this Section may be granted for any activity that meets or exceeds the thresholds provided in Section B(3) above. Petitioners seeking waiver(s) shall provide the Planning Board with appropriate documentation in support of said waiver(s).

- (1) The removal of hazardous or invasive trees shall require a consultation with Planning Board designee to ensure that removal is necessary, will not destabilize the soil, and will not impact wetlands or other sensitive environmental areas;
- (2) To remedy a potential fire hazard based on a consultation and written recommendation by the Town's Fire Chief;
- (3) The construction and maintenance of public and private streets and utilities within town-approved roadway layouts and easements, approved in accordance with the Planning Board's Subdivision Rules and Regulations, Chapter 130 of the Code of the Town of Harvard and other public roads and streets. Waiver shall be deemed automatically granted by the Planning Board based on an approved

Definitive Plan or other Town approval necessary to construct streets and utilities, with standard condition that addresses erosion and sedimentation control;

- (4) Work conducted in accordance with a valid earth removal permit issued by the Town of Harvard (see Section 125-15);
- (5) Work conducted in accordance with an approved Natural Resource Conservation Service Agricultural Plan; and
- (6) Other waivers from strict compliance of any of these requirements may be granted if it is determined that such requirements are unnecessary due to the size or character of the development project or because of the natural conditions at the site and where such action is:
  - (a) Allowed by Federal, State, or local statutes and/or;
  - (b) In the public interest; and
  - (c) Not inconsistent with the purpose of this Section.

#### **E. Minor Permit Procedure**

Minor permits, as defined in Section L below, shall have a less detailed administrative application and filing process as follows:

- (1) The applicant shall arrange for a site walk with the Planning Board designee to view the project area and discuss protective measures;
- (2) Completed erosion control application form;
- (3) Fee of \$25.00;
- (4) Sketch plan showing limits and scope of work and proposed Best Management Practices (BMPs);
- (5) Project narrative that includes a description of the proposed project and a description of how and where stormwater will be controlled and erosion and sediment controls to be used; and
- (6) Permit issuance by the Planning Board is required prior to any site altering activity.

Minor permits shall, as applicable, based on project type and scale, and determined after consultation with Planning Board designee, comply with the requirements of Sections H. and I. below.

#### **F. Major Permit Procedure**

Major permits, as defined in Section L below, shall be as follows:

- (1) Permit Required;
  - (a) Projects that exceed the threshold in Section B(3) above and are not exempt or issued a waiver shall require an Erosion Control Permit in accordance with this Section; and
  - (b) Permit issuance by the Planning Board is required prior to any site altering activity.
- (2) Fee; and

- (a) At the time of an application, the applicant shall pay a filing fee of \$200 as specified on the Erosion Control Application; and
- (b) The Planning Board may waive the filing fee, consultant fee, and costs and expenses for an application filed by a government agency, the Town, or a non-governmental organization working the interest of the Town.

(3) Major Permit Application Filing;

Applications for erosion control permits shall include the materials as specified below. Applicants shall file one (1) original completed application packet and seven (7) copies. Application packets shall include:

- [1] Written application for an Erosion Control Permit shall be filed with the Planning Board to perform activities affecting areas protected by this Section. The application shall include such information and plans as are deemed necessary by the Planning Board to describe proposed activities and their effects on the areas and at a minimum include:
  - [1] Completed erosion control application form;
  - [2] Filing fee of \$200.00;
  - [3] Project narrative that includes a description of the proposed project and a description of how and where stormwater will be controlled and erosion and sediment controls to be used, plus a description of any specimen trees within the project area; and
  - [4] Engineered plan set, signed and stamped by a professional engineer or a professional land surveyor registered in the Commonwealth of Massachusetts, and drawn at a legible scale and including
    - [a] Existing conditions plan;
    - [b] Proposed conditions plan; and
    - [c] Erosion control plan.
- [2] The existing and proposed conditions plans shall identify significant natural features and specimen trees within the project area.
- [3] The Erosion and Sediment Control Plan shall include the following related specifically to the disturbance area:
  - [1] Location of all structural and non-structural erosion and sediment control measures and BMPs;
  - [2] Locations where stabilization practices are expected to occur;
  - [3] Locations for storage of materials, waste, vehicles, equipment, soil, snow, and other potential contaminants;
  - [4] Operations and Maintenance Plan for BMP's including inspections and maintenance activities as noted in Section I. below;
  - [5] Areas where previous stabilization has been accomplished and no further construction-phase permit requirements apply; and

[6] Any other information deemed necessary by the Planning Board.

## **G. Review Standards**

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

- (1) Clearing for utility trenching shall be limited to the minimum area necessary to maneuver a backhoe or other construction equipment. Roots should be cut cleanly rather than pulled or ripped out during utility trenching. Tunneling for utilities installation should be utilized wherever feasible to protect root systems of trees;
- (2) Sites shall be designed in such a way as to avoid impacts to rare and endangered species and their habitat on a site, and to maintain contiguous forested areas to the extent practicable; and
- (3) In the design of a site, priority shall be given to retention of existing stands of trees, trees at site perimeter, contiguous vegetation with adjacent sites (particularly existing sites protected through conservation restrictions), and specimen trees.

## **H. Permits and Conditions**

- (1) Erosion Control Permit and approved plans shall be posted at the work site over the duration of site disturbance, construction, and post-construction cleanup;
- (2) No activities shall commence without receiving and complying with an Erosion Control permit issued pursuant to this Section;
- (3) Understory vegetation beneath the drip line of preserved trees shall also be retained in an undisturbed state. During clearing and/or construction activities, all vegetation to be retained shall be surrounded by temporary protective fencing or other measures before any clearing or grading occurs, and maintained until all construction work is completed and the site is cleaned up. Barriers shall be large enough to encompass the essential root zone of all vegetation to be protected. All vegetation within the protective fencing shall be retained in an undisturbed state;
- (4) Development envelopes for structures, driveways, wastewater disposal, lawn areas, and utility work shall be designated to limit clearing and grading;
- (5) Other efforts to minimize the clearing and grading on a site associated with construction activities shall be employed, such as parking of construction vehicles, offices/trailers, stockpiling of equipment/materials, etc. in areas already planned for permanent structures. Topsoil, gravel, or other construction or landscaping materials shall not be stockpiled in areas of protected trees, wetlands, and/or their vegetated buffers;
- (6) Finished grades should be limited to no greater than a 2:1 slope, while preserving, matching, or blending with the natural contours and undulations of the land to the greatest extent possible;
- (7) The proper site management techniques that will be followed during construction:
  - (a) BMPs shall be employed to avoid detrimental impacts to existing vegetation, soil compaction, and damage to root systems; and
  - (b) The extent of a site exposed at any one time shall be limited through phasing of construction operations. Effective sequencing shall occur within the boundaries of natural drainage areas.

- (8) Protection of the site during construction through adequate erosion and sedimentation controls:
- (a) Temporary or permanent diversions, berms, grassed waterways, special culverts, shoulder dikes or such other mechanical measures as are necessary may be required by the Planning Board to intercept and divert surface water runoff. Runoff flow shall not be routed through areas of protected vegetation or re-vegetated slopes and other areas. Temporary runoff from erosion and sedimentation controls shall be directed to BMP's such as vegetated swales. Retaining walls may be required where side slopes are steeper than a ratio of 2:1;
  - (b) Erosion and sedimentation controls shall be constructed in accordance with the Department of Environmental Protection Stormwater Guidance manual;
  - (c) Erosion control measures shall include the use of erosion control matting, silt fencing, hay bales, mulches, and/or temporary or permanent cover crops as may be most appropriate for the area. Erosion control measures damaged from heavy rainfalls, severe storms, and construction activity shall be repaired immediately;
  - (d) Erosion control matting or mulch shall be anchored where:
    - [1] Plantings are on areas subject to mulch removal by wind or water flows
    - [2] Where side slopes are steeper than 2:1 or exceed 10 feet in height.
    - [3] During the months of October through March when seeding and sodding may be impractical, anchored mulch may be applied at the Planning Board's discretion.
  - (e) Runoff from impervious surfaces shall be recharged on the site by stormwater infiltration basins, vegetated swales, constructed wetlands, rain gardens, or similar systems covered with natural vegetation. Runoff shall not be discharged directly to rivers, streams, or other surface water bodies. Dry wells shall be used only where other methods are not feasible. All such basins and wells shall be preceded by oil, grease, and sediment traps. The mouths of all catch basins shall be fitted with filter fabric during the entire construction process to minimize siltation or such basins shall be designed as temporary siltation basins with provisions made for final cleaning; and
- (9) Re-vegetate the site immediately after grading:
- (a) Proper re-vegetation techniques shall be employed using native plant species, proper seed bed preparation, fertilizer and mulching to protect germinating plants. Re-vegetation shall occur on cleared sites within seven (7) calendar days of final grading and shall occur during the planting season appropriate to the selected plant species;
  - (b) A minimum of 4 inches of topsoil shall be placed on all areas subject to land disturbance which are proposed to be planted; and
  - (c) Finished grade shall be no higher than the trunk flare(s) of trees to be retained. If a grade change of 6 inches or more at the base of the tree is proposed, a retaining wall or tree well may be required.

## **I. Monitoring and Inspections**

- (1) After installation of barriers around preserved areas and construction of all structural erosion and sedimentation controls, an initial site inspection and approval, by the Planning Board's designee, of

erosion and sedimentation controls and placement of tree protection measures shall occur. This inspection shall occur before any clearing or grading has begun;

- (2) Routine inspections during the period of construction and remediation, by the Planning Board 's designee of preserved areas and erosion and sedimentation controls shall be made at varying intervals depending on the extent of site alteration and the frequency and intensity of rainfall;
- (3) Effective stabilization of re-vegetated areas must be approved by the Planning Board's designee before erosion and sedimentation controls are removed. The Planning Board designee shall complete an inspection prior to removal of erosion and sedimentation controls; and
- (4) The applicant shall be required to conduct weekly inspections of all erosion and sedimentation control measures on the site during the period of construction and during remediation to ensure that they are properly functioning as well as to conduct inspections following any storm that totals one (1) inch of rain within a 24-hour period.

#### **J. Appeal of Permit**

Any person aggrieved by the decision of the Planning Board, whether or not previously a party to the preceding, may appeal the decision in accordance with Massachusetts General Laws Chapter 40, Section 17.

#### **K. Enforcement**

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

#### **L. Definitions**

**AGRICULTURE, COMMERCIAL**- Land in commercial agriculture use shall be as defined in Massachusetts General Laws Chapter 128, Section 1A used as such for commercial purposes.

**AGRICULTURE, NON-COMMERCIAL** – Land in non-commercial agriculture refers to farms and other agricultural uses as defined in Massachusetts General Laws Chapter 128, Section 1A which are not intended for commercial sales to sustain the enterprise economically.

**APPLICANT** – A person submitting an application for development, a permit, or other required approval under the Protective Bylaw. "Applicant" includes the owner of the property subject to the application and any person designated in writing by the owner to represent the owner.

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

**BEST MANAGEMENT PRACTICES, FORESTRY (fBMPs)** – Proactive practical methods or practices prescribed under Massachusetts General Laws Chapter 132 used during forest management to achieve goals related to water quality, silviculture, wildlife and biodiversity, aesthetics, and/or recreation.

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

**CLEARCUTTING** – Clearfelling, or clearcut logging is a forestry/logging practice in which most or all trees in an area are uniformly cut down.

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

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

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

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

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

**GRADING** – A term used in engineering which includes excavation, filling, clearing, the installation of swales or drains, the creation of impervious surface, or any combination thereof as part of site alteration or preparation, which modifies the existing surface of the land.

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

**INVASIVE SPECIES** - an "invasive species" is defined as a species that is:

- (1) Non-native (or alien) to the ecosystem under consideration;
- (2) Whose introduction causes or is likely to cause economic or environmental harm or harm to human health; and
- (3) Which may be listed by the Massachusetts Invasive Plant Advisory Group (MIPAG) as an invasive plant.

**LAND DISTURBANCE** – Any activity which affects the ground surface and/or vegetation (i.e.: clearing, grubbing, cut/fill, grading, excavating for foundations, etc.).

**PERMIT, MAJOR** – A major erosion control permit is intended for those circumstances that meet or exceed the threshold in Section C(3) above and are not subject to a waiver or exemption.

**PERMIT, MINOR** – A minor erosion control permit is intended for those circumstances that exceed the threshold noted in Section B(3) above that are not expected to create significant erosion issues, for example, where no additional impervious surface is being created by accessory and/or non-principal uses.

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

**SPECIMEN TREE** - A native, introduced or naturalized, tree which is important because of its impact on community character, its significance in the historic/cultural landscape or its value in enhancing the effects

of wildlife habitat. Any tree with a dbh of 6 inches or larger is eligible to be considered a specimen tree. Trees that have a small height at maturity or are slow growing, such as flowering dogwood or American holly with a dbh of 4 inches or larger are eligible to be considered specimen trees.

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

**SITE** – Shall include the following meanings:

- a. Generally, a site is a contiguous area of land, including a lot or lots or a portion thereof, upon which a project is developed or proposed for development.
- b. For the purpose of erosion control, a site shall include the lot (locus) which includes clearings, structures and utilities, temporary earthen disturbances, excavations, and trenching locations, at a minimum.

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

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

(Inserted by Planning Board)

### **ARTICLE 32: CITIZEN PETITION – MARIJUANA**

The operation within the Town of Harvard of any marijuana establishment, as defined in Massachusetts General Laws c. 94G, § 1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any other type of licensed marijuana-related business, is prohibited. This prohibition shall not apply to the sale, distribution, or cultivation of marijuana for medical purposes by a Registered Marijuana Dispensary as defined by and registered under Chapter 369 of the Acts of 212.

(Inserted by Petition)

### **ARTICLE 33: CITIZEN PETITION – AMEND CHAPTER 125**

Chapter 125 Protective Bylaw

Article 1 General Provisions

125-2 Definitions

#### **MARIJUANA ESTABLISHMENT**

A marijuana cultivator, independent testing laboratory, marijuana product manufacturer, medical marijuana treatment center and/or any contribution thereof, but excluding a marijuana retailer as defined in M.G.L. c. 94G Section 1 and a marijuana social consumption establishment.

(Inserted by Petition)

### **ARTICLE 34: AMEND THE CODE OF HARVARD, CHAPTER 21, REVOLVING FUNDS**

To see if the Town will vote to amend the Code of Harvard, Chapter 21, Revolving Funds, by adding thereto in Section 21-5.4, Fire Department S.A.F.E. Program Revolving Fund, sub-section B., Revenues., at the end of the sentence the words “and including local Burn Permit fees.” Section B to read as amended:

“B. Revenues. The Town Accountant shall establish the Fire Department S.A.F.E. Program Revolving Fund as a separate account and credit to the Fund all of the fees charged and received by the Fire Department in connection with said program and including local Burn Permit fees.”

And to also add a new Section 21-5.7, Parks and Recreation Beach Revolving Fund as follows:

§ 21-5.7 Parks and Recreation Beach Revolving Fund.

- A. Fund name. There shall be a separate fund called the Parks and Recreation Beach Revolving Fund authorized for use by the Parks and Recreation Commission.
- B. Revenues. The Town Accountant shall establish the Parks and Recreation Beach Revolving Fund as a separate account and credit to the Fund all of the program and activity fees charged and received by the Parks and Recreation Commission in connection with the activities at the beach, on the water, docks, and moorings operated by or allowed by the Parks and Recreation Commission.
- C. Purposes and expenditures. During each fiscal year, the Parks and Recreation Commission may incur liabilities against and spend monies from the Parks and Recreation Beach Revolving Fund for the expenses of the Town Beach.
- D. Fiscal Years. The Parks and Recreation Beach Revolving Fund shall operate for fiscal years that begin on or after January 1, 2019.

This fund will have all revenues collected in accordance with Section 21-5.7 B. above credited to the Fund starting on January 1, 2019, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the passage of this article. The first change is to make the bylaw comport to the original article that created the revolving fund whereby the Burn Permit fees were mentioned and approved as a source of funding for this revolving fund. The second part of this article creates a new revolving account for the Parks and Recreation Commission to utilize in running all beach, boating and water activities without the legal requirement of having funds over a certain dollar amount removed from the account.***

**ARTICLE 35: REVOLVING FUNDS**

To see if the Town will vote to set the following limits on the amounts to be expended from the following revolving funds during Fiscal Year 2020:

<b>Revolving Fund</b>	<b>Expenditure Limit</b>
Council on Aging	\$35,000.
Fourth of July Committee	\$40,000.
Harvard Ambulance Service	\$277,724.
Fire Department S.A.F.E. Program	\$15,000.
Application Review Advertising and Professional Service Cost	\$1,000.
Harvard Community Cable Access Committee	\$25,000.
Parks and Recreation Beach	\$65,000.

or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

***FINANCE COMMITTEE RECOMMENDS – the authorization of the expenditure limits above in accordance with the Town’s bylaws.***

**ARTICLE 36: ACCEPTANCE OF GIFTS OF PROPERTY**

To see if the Town will vote to accept gifts of land or interests in land for any municipal purpose, and authorize the Select Board to acquire said parcels of land or interests therein so donated or purchased by eminent domain for the purpose of confirming and making clear the Town’s title to said parcels of land or interests therein, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

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

**ARTICLE 37: ACCEPTANCE OF HIGHWAY FUNDS**

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

(Inserted by Select Board)

*FINANCE COMMITTEE COMMENT -- We are pleased that these funds continue to be distributed and look forward to the release of Fiscal Year 2020 Chapter 90 awards.*

\*\*\*\*\*

And furthermore, in the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the said Town who are qualified to vote in Town affairs, to meet at The Bromfield School, 14 Massachusetts Avenue, on Tuesday, the 7<sup>th</sup> day of May, 2019, to cast their ballots for the following officers and questions:

Moderator, one position for one year; Select Board, two positions for three years; Library Trustee, two positions for three years; School Committee, one position for three years; School Committee, one position for two years; Warner Free Lecture Society Trustee, two positions for three years; Warner Free Lecture Society Trustee, one position for two years.

**QUESTION #1 – ACCEPTANCE OF CHAPTER 412 OF THE ACTS OF 2018 - AN ACT AUTHORIZING THE TOWN OF HARVARD TO ESTABLISH A CAP ON PROPERTY TAXES FOR MEANS TESTED SENIOR CITIZENS**

Shall the Town of Harvard accept the provisions of Chapter 412 of the Acts of 2018, an act authorizing the Town of Harvard to establish a cap on property taxes for means tested senior citizens?

YES \_\_\_\_\_ NO \_\_\_\_\_

(Requires a majority vote for passage.)

**QUESTION #2 – AYER ROAD DESIGN AND ENGINEERING**

Shall the Town of Harvard be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to design and engineer improvements to Ayer Road from Route 2 north to the Ayer town line?

YES \_\_\_\_\_ NO \_\_\_\_\_

(Requires a majority vote for passage.)

**QUESTION #3 – HEAVY DUTY DUMP TRUCK**

Shall the Town of Harvard be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to purchase a heavy duty dump truck for the Department of Public Works?

YES \_\_\_\_\_ NO \_\_\_\_\_

(Requires a majority vote for passage.)

**QUESTION #4 – SLATE ROOF FOR OLD LIBRARY**

Shall the Town of Harvard be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to replace the slate roof on the Old Town Library?

YES \_\_\_\_\_ NO \_\_\_\_\_

(Requires a majority vote for passage.)

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

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

Given under our hands this 2nd day of April, Two Thousand and Nineteen.

**Harvard Select Board:**

- Lucy B. Wallace, Chair
- Richard Maiore
- Kara McGuire Minar
- Stuart Sklar
- Alice von Loesecke

## A TOWN MEETING VOCABULARY

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

**NOTES:**





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Harvard, MA  
Permit No. 10

## **RURAL PATRON OR BOXHOLDER**

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