

TOWN OF HARVARD

MASSACHUSETTS



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



***Saturday, June 20, 2020 – 10:00 A.M.
Field in front of Library and Bromfield School***

***Annual Town Election
Tuesday, June 23, 2020 - 3 P.M. to 8 P.M.
Bromfield Cafeteria***

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Front Cover Photograph by – Heidi Frank

Mail-in Transfer Station Sticker Request FY21

Name: _____ Date: _____

Street address: _____

Mailing address: _____

[Sticker# _____, [Town Hall use only]

Vehicle 1:

Plate/Registration # _____

[Sticker# _____, [Town Hall use only]

Vehicle 2:

Plate/Registration # _____

*****Be sure to include a copy of a valid registration for each vehicle. *****

FEES \$130.00 (for up to 2 cars)

REPLACEMENT STICKER: \$ 40

AMOUNT ENCLOSED: \$ _____

Make Check Payable to: *Town of Harvard*

Send:

- this form
- your check
- copies of registration for each vehicle
- SELF-ADDRESSED,
STAMPED ENVELOPE

Mail to:

Transfer Station Stickers, Harvard Town Hall,
13 Ayer Road, Harvard, MA 01451



**Please affix transfer station sticker to
INSIDE driver's side lower left corner**

Date entered: _____ (For office use only)

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Massachusetts Official
Absentee Ballot Application

See reverse side for instructions



William Francis Galvin
Secretary of the Commonwealth

**Voter
Information**

1

Name: _____

Legal Voting Residence:

Date of Birth: _____ Telephone Number: _____

E-mail Address: _____

**Ballot
Information**

2

Mail Ballot to: _____

Ballot Requested For:

☐ All elections this year

☐ All general elections (No primaries)

☐ A specific election: _____
Date of Election

Party (only if requesting primary ballot):

State Primaries: _____

Presidential Primary: _____

**Special
Circumstances**
(If applicable)

3

☐ This application is being made by a family member of the voter.

Relationship to voter: _____

☐ Voter is a member of military on active duty or dependent family member of active duty personnel.

☐ Voter is a Massachusetts citizen residing overseas.

☐ Voter has been admitted to a healthcare facility after noon on the fifth day before the election and has designated the following person to hand-deliver the ballot: _____

☐ Voter required assistance in completing application due to physical disability.

Assisting person's name: _____

Assisting person's address: _____

Signed (under penalty of perjury): _____ Date: _____

Eligibility

This application may be completed by...

- A registered voter; or
- A voter's family member (spouse, roommate, parent, sibling, child, aunt, uncle, niece, nephew, grandparent, grandchild, in-law).

Use this application to request an absentee ballot for...

A registered voter who will be unable to vote at the polls on Election Day due to absence from the voter's city or town during polling hours, disability, or religious beliefs.

OR

A non-registered voter who is:

- A Massachusetts citizen absent from the state;
- An active member of the armed forces or merchant marines, their spouse or dependent; or
- A person confined to a correctional facility or jail for reasons other than felony conviction.

Completing the Application

1. Voter Information – Provide the voter's name, legal voting address, and date of birth. Telephone number and e-mail address are optional fields
2. Ballot Information – Provide the address where you want the ballot mailed and indicate for which election(s) you are requesting a ballot. For primaries, if the voter is not enrolled in a party, provide the desired party ballot. Applications for "all elections this year" are valid for one calendar year.
3. Special Circumstances – Check any of the listed circumstances which apply to this application, if any.
4. Sign your name. If you require assistance in signing the application, you may authorize someone to sign your name in your presence. That person must complete the assisting person's information in Section 3.

Submitting the Application

Send the completed application to the local election official at the voter's city or town hall.

Applications can be mailed or hand-delivered. Applications may also be submitted electronically by fax or e-mail, as long as the requester's signature is visible.

Find contact information for local election officials at www.sec.state.ma.us/ele or by calling 1-800-462-VOTE (8683).

FOR REGISTRAR USE ONLY

We certify that the voter for whom this application is being made appears to be eligible to vote from the address listed on the application.

FINANCE COMMITTEE ADDRESS

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

This year we have once again worked closely with the other boards in Town, including the School Committee, the Capital Planning and Investment Committee (CPIC) and the Select Board. The Town has many long-term financial needs that require foresight and strategic planning to successfully execute, and communication among these groups has been productive.

The FY21 budget process has been an exceptionally challenging one. We carefully considered a number of additional spending requests in budgets this year but were not able to fund most. There are also several warrant articles to be voted on this year that we do not support. As a committee, we do not feel this is the right time to take on the additional debt required to fund a new COA building. We also feel that the town deserves to know the full extent of the necessary repairs, in addition to the slate roof, that are identified as needed on the Hapgood Library Building. We don't believe it is fair to continue to come back to town meeting, year after year, with incremental repair spending requests. Let us identify the full costs necessary to maintain this underperforming town asset first. Therefore, we do not support this article.

Budgeted revenue (State Aid, Local Receipts and transfers) has increased by \$1,066,810 over FY2020. Local receipts have been budgeted at a \$145,209 increase after carefully looking at actual investment interest income, expected excise increases, and recommended increases in transfer station fees.

Debt repayment has increased \$1,534,956 over FY2020 largely due to the HES School building project.

Above level service expense requests on the Town side totaled more than \$168,000 and the Schools Budget, as presented, is \$1,001,039 over last year. Insurance and fringe benefits are up over 7%. When we add in the COLA, Step & Column increases from our contractual obligations, growth in our expenses is far outpacing revenue growth. With the limit on our ability to raise the tax levy beyond 2.5%, this is un-sustainable and preventing us from providing a balanced budget to the Select Board. As such, we are recommending an operational budget override of \$317,239. As a town government, we must seek new ways of increasing our revenue while continuing to manage our expenses, including reassessing our definition of "level service" to identify structural spending reductions to avoid additional overrides going forward.

To assist in understanding the various terms in the articles, please see the information in the Town Meeting Vocabulary at the back of this book.

Omnibus Budget

Key features of the proposed FY21 Omnibus Budget are outlined below.

Budget holders were asked to provide a level-service budget, and to request additional funding for new services or personnel separately. The Finance Committee thoroughly reviewed all budgets and

held meetings with budget stakeholders if additional information or clarification was required. We also vetted all additional funding requests and sought to approve those that provided full documentation and data supporting the need for the new service. Unfortunately, the large amount of expense increases has far outpaced the revenue increases and we were left with a substantial deficit of over \$900,000.

- The increase in the total operating budget is \$3,300,650, largely driven by a \$1,001,039 increase in the school budget and a \$385,135 increase in the cost of employee benefits. Employee benefits have continued to increase significantly and this year we have seen an overall 7% increase for health insurance and fringe benefits for town employees.
- We have continued to fund our Other Post Employment Benefit (OPEB) fund at \$500,000 this year. Our willingness, as a town, to deal with this unfunded liability, has greatly reduced our exposure, while contributing positively to our town's excellent bond rating which in turn affords us favorable interest rates for borrowing.
- School contract negotiations are not completed as of this writing, and while step and column (years of service and education level) increases are included in the school salaries, we still do not know what the negotiated COLA increase will be as negotiations are ongoing. We estimate that each 1% in COLA would result in an increase of approximately \$120,000 to the budget. This is a significant item in the current Omnibus budget.
- We have only been able to fund about \$6,500 in additional requests from Town departments in this Budget.

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

In Harvard, our bylaws explicitly state the allowed uses of Free Cash—to fund unexpected expenses in the current fiscal year, to replenish the Stabilization Fund and to provide funding for capital projects. This year we recorded \$1,291,845 of Certified Free Cash. Our Town's Capital Savings and Investment Fund currently totals \$4.6 million.

Lastly, we extend our thanks to Tim Bragan, Town Administrator; Marie Sobalvarro, Assistant Town Administrator; and Lori Bolasevich, Finance Director, for their support, and insight throughout the budget process.

Respectfully submitted,

Don Ludwig - Chair
John Seeley- Vice-Chair
Jennifer Finch - Clerk
Mark Buell

Richard Fellows
Siko Sikochi
Ray Marchica

2021 Omnibus Budget Highlights

This section contains highlights of the Town budget for the upcoming Fiscal Year 2021 which begins this coming July 1st. This is known as the “Omnibus Budget.”

Omnibus Budget: The Omnibus Budget is put together by the Select Board and 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 deficit in 2021 of \$317,239. To fund this deficit it will be necessary for the town to approve an override of the proposition 2 & ½ limit to authorize an increase in the tax levy beyond 2.5 %. The voters last approved an override for the 2008 fiscal year.

Expenditures: Total planned expenditures for Fiscal Year 2021 equal \$33,718,234. This is an increase over Fiscal Year 2020 of \$3,460,856 or 11.44%.

Excluded Debt: The key driver of the increase in expenditures over 2020 is an increase of 60% in Excluded Debt payments which follows on an increase in debt payments in 2020 of 54%. Excluded Debt represents funds borrowed for major capital projects. All borrowing that falls under Excluded Debt must be approved in advance by the Town and is referred to as “excluded” because it does not fall under Proposition 2 & ½. Recent projects funded with Excluded Debt include construction of the new elementary school, renovations to Town Hall and an expansion to the Senior Center at Hildreth House. Total payments in this fiscal year on excluded debt will be \$2,935,167. The steep rise in debt payments is primarily due to the new elementary school. The payments on debt to fund the new elementary school will be \$2,472,915 which represents 84% of the total payments on excluded debt for this fiscal year.

Revenues: Revenues for Fiscal Year 2021 are expected to be \$33,472,097. This is an increase over Fiscal Year 2020 of \$3,013,012 or 10%. Town revenues are derived primarily from the property tax levy which is expected to be \$21,559,559. This is an increase over Fiscal Year 2020 of \$652,672 or 3%. After the property tax levy, the second largest revenue item for the Town is local aid from the Commonwealth. The Finance Committee anticipates local aid will remain roughly level at around \$3,900,000. 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 98% of budgeted expenses for fiscal year 2021 (shows percentage increase over the current fiscal year).

Schools	\$17,488,250 (+6%)	The Schools are the Town's largest expense item and represent 52% of this year's budget. A detailed breakdown of the School budget can be found under "Local Schools." This figure does not include the cost of post retirement and other employee benefits for school employees.
Town Government	\$6,325,470 (+4.7%)	This represents the cost of operating the town, excluding the Schools. The major items are town employees, building maintenance and repair, the Police and Fire Departments, and the Department of Public Works.
Town Government		
Benefits and Insurance	\$5,724,185 (+7.2%)	This is the cost of property and casualty insurance and post-retirement benefits (pensions & health care), plus employee benefits. This number covers all town employees, including the Schools.
Debt Service	\$3,830,329 (+75%)	Total 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.

For Fiscal Year 2021, the Committee's Recommended Capital Plan includes expenditures for 13 projects totaling \$5,978,950. These projects are wide ranging. The cost of most projects is relatively small as compared to the overall budget. The three most expensive projects represent 90% of the Capital Plan. These are the Middle School ramp \$890,000; air conditioning for Bromfield \$150,000; and expansion of the Senior Center at Hildreth House \$4,300,000.

A Warrant Article for each project must be approved at the Town Meeting. The majority of these projects will be funded from the Capital Stabilization and Investment Fund (effectively the Town's savings account). The Committee is recommending borrowing \$660,000 to cover a portion of the cost of the Middle School ramp and \$4.3 million to cover the entire cost of the expansion to Hildreth House.

The Committee ranks projects based on a number of factors including cost, need and the Town's priorities. Not all requested projects are approved. For this fiscal year, the Committee ranked a new police cruiser, the Middle School ramp and road repairs as having the highest priority. The expansion to the Senior Center is ranked as having the lowest priority. The Finance Committee has recommended not approving the Warrant

Article for this expansion in view of the amount of debt the Town has taken on to fund other projects.

More detail on capital investments can be found under the CPIC Report.

Three Year Trend Line: Since fiscal year 2019, Town revenues have increased 18% from \$28,352,919 to \$33,472,097. This includes aid from the Commonwealth. Over this same period, total Town expenses have increased 19% from \$28,344,996 to \$33,789,336.

Five Year 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 Annual Town Meeting.

Going out four years to fiscal year 2025, it is estimated that the Town's total revenues, including receipts from the Commonwealth, will increase by 8% to \$36,267,916. This represents an average annual increase of 2%. It is estimated that expenses will increase by 7.5% to \$36,267,916. This represents an average annual increase of 1.8%.

Some of the key assumptions made in compiling these projections are: health care costs for town employees will increase by 7% in fiscal year 2021 and estimated to increase 5% per year thereafter and that the Capital Plan for the next five years, as presented, will be approved.

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."

Community Comparison Chart

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2020 Population (Cherry Sheet)	Unemployment Rate for FY 2020	FY 2020 Income Per Capita (\$) (Cherry Sheet)	# of real property parcels with single family home - 2020	# of real property parcels with multi family homes - 2020	# of real property parcels with condos or apartments - 2020	# of real property parcels with vacant land - 2020	Number of real property parcels commercial or industrial - 2020	Cherry Sheet Equalized Property Value per Capita (\$)
Acton	23,549	1.60%	69,770	4,975	85	2,668	470	425	195,249
Ayer	8,001	2.50%	33,821	1,659	259	626	219	296	152,394
Berlin	3,020	1.90%	49,317	805	30	215	189	71	212,693
Bolton	5,180	1.70%	74,679	1,706	16	119	287	39	210,009
Boxborough	5,206	1.60%	64,196	1,203	12	818	135	119	226,259
Clinton	13,805	3.20%	30,330	2,419	724	1,081	167	232	100,357
Groton	11,296	1.60%	69,552	3,225	148	307	482	104	157,701
Harvard	6,573	1.90%	69,635	1,692	22	132	249	66	196,255
Lancaster	8,166	1.80%	35,298	2,071	100	172	372	146	116,934
Littleton	9,912	1.90%	49,559	3,029	52	163	504	184	198,672
Lunenburg	11,241	2.50%	36,963	3,543	93	443	464	161	125,022
Maynard	10,676	2.10%	38,049	2,675	270	614	86	161	129,884
Shirley	7,400	2.70%	27,019	1,554	100	310	327	100	95,431
Sterling	7,992	2.50%	45,071	2,540	98	187	356	181	140,995
Stow	7,125	2.00%	62,898	2,104	54	378	178	55	186,168

Data Source	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR	Mass DOR
	FY 2020 Residential and Open Space Total Value (\$)	FY 2020 Residential and Open Space Percent of Total Assessed Value	2020 Average Single Family Value (\$)	FY 2020 Residential Tax Rate (\$/1000)	2020 Average Single Family Tax Bill (\$)	2020 Percent Increase in Average Single Family Tax Bill	FY 2020 Revenue from Tax Levy (\$)	FY 2020 Revenue from All Sources (\$)	Percent of Total Revenue from Tax Levy
Acton	4,152,078,981	89.20%	612,787	19.24	11,790	4.17%	89,564,159	105,717,247	84.72%
Ayer	871,752,300	67.00%	350,208	14.10	4,938	8.91%	24,985,750	38,007,498	65.74%
Berlin	495,179,057	75.50%	430,147	15.79	6,792	7.81%	12,314,017	15,579,389	79.04%
Bolton	1,042,456,235	93.50%	548,884	20.39	11,192	3.54%	22,727,311	25,521,057	89.05%
Boxborough	938,228,640	79.40%	608,780	16.72	10,179	1.85%	19,757,683	22,954,739	86.07%
Clinton	1,246,674,707	80.90%	282,604	15.49	4,378	3.13%	27,222,257	67,057,222	40.60%
Groton	1,828,596,191	94.20%	498,184	17.38	8,658	4.33%	33,723,200	45,301,637	74.44%
Harvard	1,178,193,390	95.60%	632,869	18.47	11,690	6.56%	22,733,888	32,414,643	70.13%
Lancaster	867,276,328	85.00%	360,250	19.85	7,151	6.65%	20,255,838	27,340,692	74.09%
Littleton	1,606,645,605	78.00%	465,384	17.77	8,270	4.16%	41,490,620	63,035,830	65.82%
Lunenburg	1,404,806,468	90.70%	332,447	18.12	6,024	4.40%	28,054,407	44,882,583	62.51%
Maynard	1,397,372,504	91.10%	393,611	20.64	8,124	4.80%	32,663,840	52,371,883	62.37%
Shirley	639,173,415	88.40%	318,236	16.11	5,127	3.08%	11,652,422	17,716,860	65.77%
Sterling	1,030,240,705	87.30%	363,364	16.81	6,108	3.25%	19,848,429	27,712,515	71.62%
Stow	1,258,652,500	92.70%	495,763	20.61	10,218	4.98%	27,991,820	34,009,254	82.31%

FINANCE COMMITTEE REPORT ON HARVARD PUBLIC SCHOOLS

The FY21 Omnibus Budget will contain approximately \$21.566 million of funding for the Harvard Public Schools. This represents 72.11% of the Omnibus Budget Operating Total Before Debt.

This total amount consists of the Schools' net budget request of \$17.413 million and the Schools' portion of Employee Benefits of \$4.152 million. Health insurance, retirement plan contributions, payroll taxes, unemployment, OPEB trust funding, Medicare and all other benefits for all Town and School employees are combined in the Insurance and Fringe section of the Omnibus Budget.

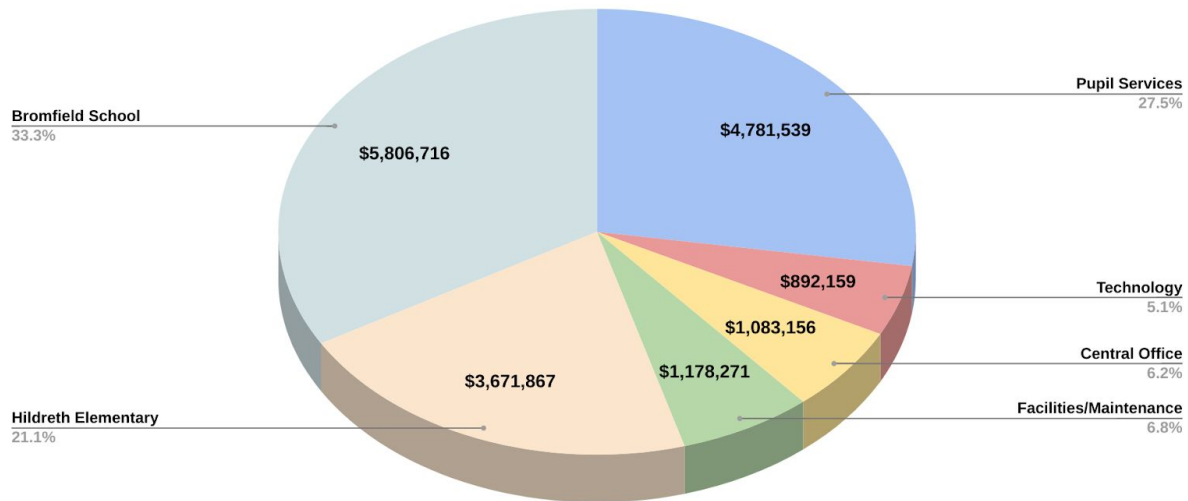
Annually the Omnibus Budget includes \$175k in reserve funds for unforeseen education expenses, separate from the Schools' budget.

Another \$4.044 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. 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, Title I, kindergarten tuition, etc. Due to a change in reporting from the Finance Department, Devens funds are reported differently than in past years.

In November 2019, Governor Baker signed the Student Opportunity Act into law. This is the most significant update of state education funding since the Massachusetts Education Reform Act in 1993. Legislators last year did not release community-by-community or aggregate fiscal 2021 education aid estimates. In Jan 2020 the Governor's budget included some estimates for funding, showing a net positive for the Town of Harvard of about \$10,000. This is subject to change as the House and Senate release their budget proposals for FY21.

Only the net budget amount (Total Education) is voted on at Annual Town Meeting. This is a "bottom line budget" and the School Committee has the ability to transfer between their cost centers during the fiscal year. The "Total Education" line includes the FY21 assessment from Montachusett Vocational Technical School of \$74,542.

Harvard Public Schools, FY21 Proposed Budget



(Figure 1)

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

*Source Mass DESE - most recent data 2018

(Figure 2)

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 tuition for FY20 is approximately \$18,200 and is adjusted annually. The Department of Secondary and Elementary Education (DESE) has not provided current data at this time. The estimated total tuition payments on behalf of K through Grade 12 will amount to over \$1.601 million in FY21. 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 \$1.087 million for FY21. In 2020 the School Committee voted to increase the Devens salary share to \$1.000 million.

Devens's Emerson Green/Grant Road housing is a 3 phase project. Phase 1 is complete with 17 new units, single family and duplexes. Phases 2 and 3 are in various states of construction and sales with a combination of apartments, duplexes, and single family homes. Any students residing here Pre-K through Grade 12 would be a welcome addition to our schools. Earlier enrollment projections indicated that Harvard Schools would be able to accommodate additional students from these new developments.

SCHOOL CHOICE

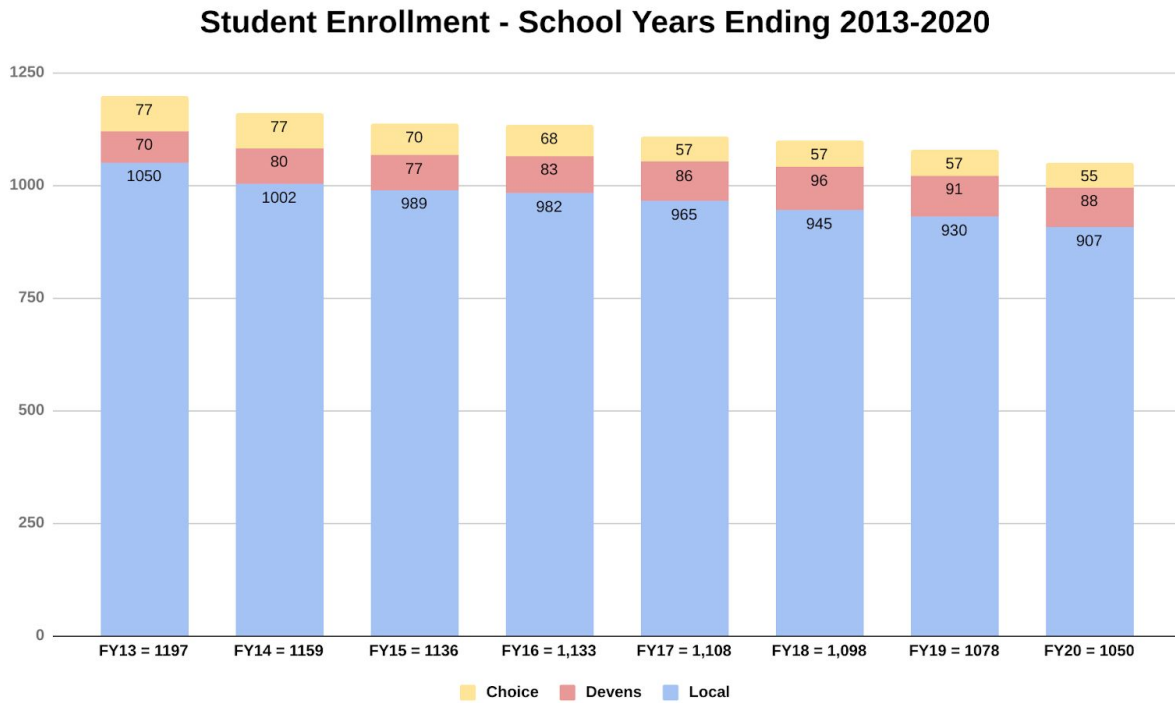
The inter-district school choice program allows a student to attend a school district that is not their home district. Due to space limitations, every year the School Committee decides whether it will accept new enrollments under this program and, if so, how many and in what grades.

The School Choice tuition cap of \$5,000 per student has not changed since inception 29 years ago. . In 2018 the Pioneer Institute released a report that recommended that the tuition be increased. 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 School Choice program. In 2019 State Senator Bruce Tarr of Gloucester filed Bill S.333 calling for an increase from \$5,000 to \$6,500. The bill is currently in the Senate Rules Committee.

For the school year ending in 2020 Harvard Public Schools have 55 School Choice students in, and 3 that have choiced out of the district.

ENROLLMENT

Pupils from Devens and School Choice comprise approximately 13.5% of the student body. Overall enrollment has declined steadily, this is expected to increase in the next few years with the completion of Emerson Green housing.



(Figure 3)

CAPITAL PLANNING

The report of the Capital Planning and Investment Committee (CPIC) found 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 \$1M over a similar time frame. For FY21 CPIC and the Schools have contributed \$300,000 each towards excluded debt. This reduces the direct property tax impact for FY21 to the tax payers.

There are no capital projects scheduled for the elementary school as the new building is expected to be completed in spring of 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 is well under way and as of this printing, the anticipated move-in date is May 2021. 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.) This BAN was paid off when the bulk of the financing was bonded in August 2019. A bond for \$35.228M and after premium and underwriters discounts was secured at that time and the effective interest rate is 2.46%.

Finance Committee Spotlight – Hildreth House Phase 2

Harvard is experiencing a significant demographic shift as baby boomers move into retirement. This year, 28% of the town's population is over the age of 60, and of those, almost 800 have used some service offered by the Council on Aging not including family member support. It is obvious that the use of Council on Aging services is greatly outpacing the annual population increase. It is important to note that we not only serve the seniors, but also those who are disabled and families seeking support or needing help with other social and financial issues and transportation. The COA's vision for the Phase 2 addition is to gather all programs and services on one site instead of having exercise classes, large meals, and other events scattered all over town. Originally, we envisioned one expanded building, but we've come to see the advantages in having two buildings close together.

Social isolation is arguably the most difficult problem for seniors, especially but not only in winter, and particularly in a town like Harvard, where houses are far apart and transportation is often difficult. A good senior center is a place where elderly (and not-so-elderly) residents can spend many hours engaged in social, recreational, and educational activities. Such interaction can be literally life-saving – a way to check in on the well-being of friends and neighbors who might otherwise become more isolated with each passing year.

In the proposed new building, a resident could come for an exercise class in the morning, stay for mid-morning coffee with friends, a card game, or book discussion group, have lunch, and linger for other activities and classes, all without having to get in a car on a hot, sticky, or cold, snowy day. Because of space limitations, we are not able to do this with Hildreth House. This vision, although a beneficial one, is clearly impossible without a bigger building. The seniors could come and go on the van, be warm on winter days and cool in the summer, when heat is a particular problem for them.

This larger building would also serve as a community center to be used by town groups and individuals of all ages for various activities and events. The building will have kitchen facilities, handicap-accessible bathrooms, enough seating for 90 people, and proper sound acoustics to hold performances and special programs. It could be open weekends, when Hildreth House is closed, without threatening the security of sensitive information in staff offices. If needed, the new addition could also be used as an emergency shelter. This can be done by properly sizing the natural gas generator to power the entire building. The large space could even accommodate cots if necessary. The COA building is open year-round so can be used as a cooling center even when the schools are typically closed for the summer.

Data from a 2016 senior needs survey conducted by COA and the Select Board further demonstrated the need for a robust senior center. When asked what types of services offered by the COA were most important, its programs - such as meals, exercise classes,

and other social activities - were overwhelmingly rated first. The survey also showed that 65% of responders plan to remain in Harvard as they age. Providing reliable, targeted services keeps Harvard's seniors independent and in their own homes as long as possible. The COA believes this is in the best interest of the town as a whole because we all benefit from their high rate of volunteerism on town boards and committees. In addition, the town benefits financially from keeping this population here as they contribute far more in taxes than they receive in services.

According to recent projections, debt service for the \$4.3 million capital request to build this new addition would add approximately \$167 to the tax bill of a median-priced, \$563,100 Harvard home in the first year, with payments declining over the life of the loan.

We want to thank the Harvard residents of all ages for their past support of COA programs and events and look forward to offering many more in the future.

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 2021-2025, as presented on the following pages.
2. Projections for Fiscal Year 2021 forward do not include funding for any new programs.
3. Local Aid (Cherry Sheet) revenue will remain flat from 2022 to 2025.
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 3.5% per year.
 - b. Health insurance cost increases will be ~7% in Fiscal Year 2021 with an estimated 5% 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 3% over the next five years.
 - d. General expenses (non-salary) will increase 5.25% 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 increase 2.5% from Fiscal Year 2021 forward.
 - g. Assessments from the State (Cherry Sheet Charges) will remain flat from Fiscal Year 2021 forward.
 - 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.

Town of Harvard - General Fund - 5 Year Budgeted Revenue / Expense Projection

3/30/20 - from Finance Director

	<i>Actual Budget 2019</i>	<i>Actual Budget 2020</i>	<i>Requested Budget 2021</i>	<i>Estimated Budget 2022</i>	<i>Estimated Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>
<u>Budgeted Revenues - Tax Levy (actual \$)</u>							
R.E. Tax Levy Limit from Prior Year	19,615,932	20,287,886	20,906,887	21,559,560	22,228,549	22,914,262	23,617,119
2.5% Increase	490,398	507,197	522,672	538,989	555,714	572,857	590,428
New Growth	181,556	111,804	130,000	130,000	130,000	130,000	130,000
Debt Exclusion - TH Renovations \$2.25M	163,538	161,238	158,938	156,638	153,188	149,738	146,288
Debt Exclusion - TH Renovations Reimb Prem	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)
Debt Exclusion - TH Renovations \$700K	50,138	49,438	48,738	48,038	46,988	45,938	44,888
Debt Exclusion - TH Renovations Reimb CPA	(50,138)	(49,438)	(48,738)	(48,038)	(46,988)	(45,938)	(44,888)
Debt Exclusion - Sr Ctr/Hildreth Hse	108,050	104,800	101,550	98,950	96,350	93,750	91,150
Debt Exclusion - Public Safety	131,694	123,938	116,294	-	-	-	-
Debt Exclusion - Public Library	158,913	150,819	147,781	144,744	136,925	129,375	126,563
Debt Exclusion - Fire Truck	32,250	31,750	31,250	30,750	30,000	29,250	28,500
Debt Exclusion - School	380,944	368,463	361,038	343,725	331,975	320,725	308,813
Debt Exclusion - School Reimb Premiums	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)
Debt Exclusion - Roads	68,200	67,100	61,000	60,000	58,500	57,000	55,500
Debt Exclusion - MWPAT	121,550	121,707	121,866	122,029	122,195	122,365	122,539
Debt Exclusion - MWPAT Reimb from Better	(98,557)	(58,943)	(59,020)	(59,099)	(59,179)	(59,262)	(59,346)
Debt Exclusion - Heavy Duty Dump Truck (2017)	1,426	4,423	18,469	12,750	12,250	11,750	11,250
Debt Exclusion - Bromfield Science Lab (2017)	1,371	4,115	12,579	7,725	7,475	7,225	6,975
Debt Exclusion - HES School Building Project	2,079	760,346	2,472,915	2,406,425	2,343,175	2,279,925	2,216,675
Debt Exclusion - HES Sch Bldg Reimb Cap Stab			(300,000)	(200,000)	(200,000)	(200,000)	(100,000)
Debt Exclusion - HES Sch Bldg Reimb Devens			(300,000)	(200,000)	(200,000)	(200,000)	(100,000)
Subtotal - Debt Exclusions	1,061,965	1,830,262	2,935,167	2,915,144	2,823,361	2,732,348	2,845,413
Subtotal - Budgeted Tax Revenue	21,349,851	22,737,149	24,494,727	25,143,692	25,737,623	26,349,467	27,182,960
<u>Budgeted Revenue-State Aid, Local Rec & Transf</u>							
State - Cherry Sheet Revenue	3,834,699	3,995,193	3,900,000	3,900,000	3,900,000	3,900,000	3,900,000
Estimated Local Receipts	1,693,749	1,559,500	1,704,709	1,747,327	1,791,010	1,835,785	1,881,680
Estimated Local Receipts - Library HPLT Offset	0	0	10,000	10,000	10,000	10,000	10,000
Local School Transfers - Other Funds (No Grants)	1,934,600	2,637,931	3,316,785	3,399,705	3,484,697	3,571,815	3,661,110
Community Preservation for Debt	51,000	50,000	48,738	48,038	46,988	45,938	44,888
Capital Stabilization for Debt	74,750	73,420	372,106	270,794	269,388	263,088	161,738
School Devens Fund for Debt			300,000	200,000	200,000	200,000	100,000
Sewer Betterments for Debt	91,657	91,827	91,947	92,070	92,195	92,324	92,455
Title V Septic Betterment for Debt	11,529	11,529	11,529	11,529	11,529	11,529	11,529
HCTV Fund	80,500	97,001	91,941	91,941	91,941	91,941	91,941
Library Trust Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Wetlands Protection Fund	12,467	13,252	13,500	13,500	13,500	13,500	13,500
Subtotal - Budgeted State Aid, Local Rec & Transf	7,789,951	8,534,653	9,866,254	9,789,902	9,916,247	10,040,918	9,973,840
<u>Budgeted Assessments</u>							
Library - Cherry Sheet Offset Item	(8,284)	(8,529)	(8,936)	(8,936)	(8,936)	(8,936)	(8,936)
School Choice - Cherry Sheet Offset Item	(297,694)	(305,900)	(305,900)	(305,900)	(305,900)	(305,900)	(305,900)
State - Cherry Sheet Assessments	(320,421)	(474,048)	(474,048)	(474,048)	(474,048)	(474,048)	(474,048)
Town - Estimated Overlay	(160,485)	(24,240)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Subtotal - Budgeted Assessments	(786,884)	(812,717)	(888,884)	(888,884)	(888,884)	(888,884)	(888,884)
NET BUDGETED REVENUES	28,352,918	30,459,085	33,472,097	34,044,711	34,764,986	35,501,501	36,267,916
	<i>Actual Budget 2019</i>	<i>Actual Budget 2020</i>	<i>Requested Budget 2021</i>	<i>Estimated Budget 2022</i>	<i>Estimated Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>
<u>Budgeted Expenditures</u>							
Salaries & Wages	15,700,497	16,210,972	17,018,801	17,614,459	18,230,965	18,869,049	19,529,466
Expenses	6,433,206	6,533,984	7,166,919	7,543,182	7,939,199	8,356,007	8,794,698
Health Insurance	2,739,052	3,306,413	3,522,436	3,698,558	3,883,486	4,077,660	4,281,543
Other Insurance & Fringe Benefits	1,393,095	1,532,637	1,701,750	1,752,803	1,805,387	1,859,548	1,915,335
OPEB - Other Post Employment Benefits	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Debt Expense - Prin & Interest Due	1,370,046	2,173,372	3,808,328	3,583,254	3,488,190	3,389,005	3,298,852
R&A Article Expenses	209,100	198,446	71,102	0	0	0	0
TOTAL BUDGETED EXPENDITURES	28,344,996	30,455,824	33,789,336	34,692,255	35,847,226	37,051,270	38,319,893
<u>BUDGET SUMMARY</u>							
Net Budgeted Revenues	28,352,918	30,459,085	33,472,097	34,044,711	34,764,986	35,501,501	36,267,916
Budgeted Expenditures	(28,344,996)	(30,455,824)	(33,789,336)	(34,692,255)	(35,847,226)	(37,051,270)	(38,319,893)
Estimated Surplus / (Deficit)	7,922	3,261	(317,239)	(647,545)	(1,082,240)	(1,549,769)	(2,051,977)

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.

FY21 Process:

In August, 2019, CPIC solicited FY21 and the anticipated next five year capital requests 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, consistency with Town priorities, the project plan and cost being detailed and substantiated, availability of alternative non-tax funding, impact on future Town operating expenses, and how many of our residents will use this item. Each member's ratings were totaled, the projects ranked, and our Committee discussed the ratings and decided which projects should be funded in FY21.

FY21 Recommended Capital Plan:

The chart below summarizes CPIC's recommended FY21 funding projects in order of our ranking, and includes each project's source of funding. Details of each project are included on pages 18-22.

Department	Project Description	Funding Sources
Police	Replace existing police cruiser on regular replacement schedule	\$45,950 CSF
Schools	Replace ramp at middle school with "add on" items (two public bathrooms, additional stair exit, minimal landscaping)	\$660,000 excluded debt \$230,000 CSF
DPW	Repair town roads	\$225,000 CSF

Department	Project Description	Funding Sources
DPW	Ayer Road Engineering Study	\$75,000 CSF
DPW	Light duty dump truck/plow on regular replacement schedule	65,000
DPW	Purchase small tractor to help maintain athletic fields and shovel sidewalks	\$49,000 CSF
War Monument	Restore and expand existing War Monument on Town Common	\$32,000 CSF
Planning Board	Economic impact study of Harvard	\$37,000 CSF
DPW	Design study for future DPW building needs and cost	\$40,000 CSF
Schools	Final phase of improvements/renovations to Cronin Auditorium	\$50,000 CSF
Schools	Design study to replace/upgrade Bromfield athletic lockers/showers	\$20,000 CSF
Schools	Install air conditioning in Bromfield	\$150,000 CSF
Council on Aging	Expansion/addition to Hildreth House	\$4,300,000 Excluded debt

The Capital Stabilization and Investment Fund (CSF)—our “savings account”:

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.

This year, our Committee voted to use \$300,000 of the CSF fund in FY21, and the School Committee “matched” this with Devens funds, to reduce the initial tax impact on residents created by the debt for the new Elementary School. At the time the new

Elementary School was approved by voters (May 2018 ATM), the projected tax increase for the median taxpayer would have been 13% in FY21. Lower than anticipated interest rates resulted in the actual increase being reduced to 11%. With the use of \$600,000 CSF/Devens funds, the actual increase next year will be reduced to 8%. We are pleased we can do this for the taxpayers and minimize year-to-year fluctuations in your tax bills, and we anticipate taking similar action for the next three or four years until other major debt is paid for and comes off the repayment schedule.

The CSF currently has a balance of \$4.6 million. However, as detailed in the 5 Year Capital Plan Projections (chart on pages 23&24), we have requests totaling \$5.5 million for currently identified projects during FY22-FY25 and an additional \$20.5 million major capital items (chart on page 25) typically funded with excluded debt. These longer term projects have identified needs, but only rough estimates of their cost and the interest rates we will incur on the new debt in the future. These projects include a new DPW building (size and cost will be scoped with the study recommended this year), a replacement Tower Truck for the Fire Department, and a potential new/expanded fire station whose need was documented in a study received a few months ago. One additional project not scoped yet (hence not included on this chart) is a replacement roof on the Public Library. This building's original slate roof is currently in good shape and not leaking, but it will be thoroughly evaluated when the leaking section of this building's roof will be replaced this summer.

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, Chairman and Finance Committee Representative
Nate Finch, Vice-Chairman and Community Representative
SusanMary Redinger, School Committee Representative
Teresa Jardon, Secretary and 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 Funded By Capital Stabilization and Investment Fund:

Replacement Police Cruiser (Article 9.1)

The police department requests a replacement for an existing FY 2015 cruiser. This is a part of the department's regular replacement cadence, as repairs and operational costs increase significantly at higher mileage, compounded by wear and tear on the vehicle from long periods of idling. This year's request is for Harvard's first hybrid cruiser, the 2020 Ford Interceptor Utility Vehicle. The fuel savings from increased fuel economy will save an estimated \$3,273 a year, a total of \$13,092 savings over the lifetime of the vehicle, making the net cost of a hybrid almost \$10,000 less than a traditional cruiser with gas engine. In addition, because the engine shuts off when stopped, thus reducing wear from idling, the police chief believes we might be able to stretch the life of the vehicle by an additional year. CPIC recommends this request of \$45,950 be funded by the Capital Stabilization and Investment Fund.

Middle School Ramp: Add Alternates (Article 9.2)

The ramp leading to the second floor middle school wing of Bromfield is deteriorating and no longer structurally sound, nor does it meet current ADA code compliance. Funds for a study of the ramp and replacement options were approved at the 2017 ATM. Replacement of the ramp was deemed necessary. Additional improvements include a set of stairs which will allow students another route in the event of emergencies, as well as a gathering/learning spot in warmer weather. The School Committee also proposes to add two ADA compliant bathrooms which will be usable during school and town events such as the Fourth of July activities, etc., thereby improving security of the school building.

The Capital Committee recommends that \$230,000 of the cost of this project (which will cover the bathrooms, stair, and landscaping) be taken from the Capital Stabilization and Investment Fund, and that the remaining \$660,000 (the cost of the ramp portion of the project) be excluded debt funded.

Reconstruct and Repair Town Roads (Article 9.3)

Historically, most road repair work was funded by Chapter 90 funds--Harvard receives about \$350,000 each year. Unfortunately, we have not seen an increase in this state funding for many years while the cost to do this work continues to escalate. Due to limited funding, we now have a backlog of road work according to the DPW's five year repair plan. DPW strives to maintain each road using the best materials at the proper time to extend the roads' life to the maximum. CPIC recommends \$225,000 be funded from the Capitalization Stabilization and Investment Fund.

Ayer Road Design and Engineering Study (Article 9.4)

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. \$300,000 was approved for this study at ATM May, 2018, but the actual contract cost of the work will be \$375,000. CPIC recommends this additional \$75,000 be funded from the Capital Stabilization and Investment Fund.

Light Duty Utility Truck (Article 9.5)

The DPW requests a replacement of their current (2010) light duty truck which is passing its useful lifespan. Major repairs were made last year at a cost of approximately \$3000, and known upcoming repairs would cost another approximately \$4000. The requested truck is diesel, which provides more power for plowing heavy snow as well as greater towing capacity for the trailers that are often used by the DPW. CPIC recommends this request of \$65,000 be funded by the Capital Stabilization and Investment Fund.

Small Tractor/Mower (Article 9.6)

The DPW, along with the School Committee and Parks and Recreation Department, requests a new tractor mower with multiple attachments to be used by the DPW in maintaining the town's athletic and recreational fields. The required field maintenance is not possible with the town's current equipment, and outside contractors can cost \$2000 or more per day. The new tractor can be used for leaf cleanup in the fall and plowing sidewalks in the winter as well. After discussions with representatives from the School Committee, Parks and Rec, Finance Committee, and the school's Athletic Director, the plan of purchasing a new tractor for DPW use in maintaining fields was agreed upon. CPIC recommends this request of \$49,000 be funded by the Capital Stabilization and Investment Fund.

War Monument (Article 9.7)

The War Monument restoration committee is requesting \$32,000 to restore the World War II Monument that fell into disrepair in the 1970s. The current wooden structure lists the names of 60+ Town residents who served this town and nation during WWII. Funds will be used for two new granite stones, which will be integrated into the granite monument on the Common that commemorates those who served in WWII, Korea and Vietnam, but does not list names. Three new bronze plaques for the expanded monument will list residents who served in WWII, Korea and Vietnam. The project is eligible for a Veteran's Heritage Grant of \$15,000, which, if received, would offset the requested amount. CPIC recommends this request of \$32,000 be funded by the Capital Stabilization and Investment Fund.

Planning Board Market/Ayer Road Corridor Study (Article 9.8)

The Planning Board, through the auspices of the Land Use Boards, is requesting \$37,000 to fund a qualified consultant to conduct a robust market study and fiscal impact analysis on the commercially zoned portion of the Ayer Road corridor in Harvard. This study will provide the Town with critical information on potential corridor development. The proposed market study will determine the square footages of a variety of commercial and other uses in the corridor that are feasible and supported by market metrics. The proposed fiscal impact analysis will estimate the likely tax revenues generated by these uses and will quantify the fiscal impact, including any offset due to a potential increase in required Town services resulting from the development. CPIC recommends this request of \$37,000 be funded by the Capital Stabilization and Investment Fund.

DPW Building Design Study (Article 9.9)

DPW is requesting funds to conduct a conceptual design study to include design options and priorities for renovating or replacing the DPW garage, office area, mechanic's bay and pole barn. These buildings are old with structural integrity concerns and are drafty and energy inefficient in the winter. This project has been on the Capital Plan for years but was delayed last year given timing of the debt for the new elementary school. CPIC recommends this request of \$40,000 be funded from the Capital Stabilization and Investment Fund.

Cronin Auditorium Improvements (Article 9.10)

Upgrades to the Cronin Auditorium began two years ago with improvements to the house and stage lighting, new control boards, stage area upgrades, repairs to the control room, new carpeting and the addition of air-conditioning. This third and final year of fixes to the largest assembly space in town includes replacement of the projection system, final repairs to the sound booth and the replacement/repair of broken seats. CPIC recommends this request of \$50,000 be funded from the Capital Stabilization and Investment Fund.

The Bromfield School - Locker Rooms Study (Article 9.11)

The existing locker rooms are over fifty years old and need major renovation and repairs. Non-functioning plumbing, inadequate storage and poorly laid-out spaces are some of the problems that need to be addressed. A study will help determine the best use/configuration of this space and provide accurate cost estimates for this much-needed project. CPIC recommends this request of \$20,000 be funded from the Capital Stabilization and Investment Fund.

The Bromfield School - Air Conditioning (Article 9.12)

The expansion of air-conditioned spaces in Bromfield will increase the building's efficiency and provide comfortable learning conditions during the lengthier and warmer fall and spring seasons. The addition of new air handling units with air conditioning capability for this phase will cover approximately 10,000 square feet in the high school, including south-facing rooms which currently employ inefficient and costly window units. CPIC recommends this request of \$150,000 be funded from the Capital Stabilization and Investment Fund.

Capital Projects Funded By Excluded Debt:

Hildreth House Building Project -- Phase 2 (Article 11.1)

Phase 1 of this project was funded in 2014-2016 at a total cost of \$1.6 million. Renovations and upgrades included improved safety and accessibility of the Hildreth House with expanded parking and a larger porch with handicapped accessible entrances to the main floor and second floor, as well as numerous improvements in energy efficiency.

Phase 2 will increase the COA's programming space to meet the growth in demand for these services from Harvard's growing senior population. Please see additional details on the needs identified by the COA and how the proposed design will meet those needs in this book's "Spotlight" section on pages 11 & 12. CPIC recommends \$4,300,000 be funded to complete the design and construction of Phase 2 using excluded debt.

Middle School Ramp Replacement – (Article 11.2)

See write-up under Article 9.2 on page 18

Old Library Roof, Gutters and Brickwork (Article 10)

At the 2019 Annual Town Meeting and the ballot, the Town approved a \$480,000 borrowing to repair the roof, flashing and gutters of the Old Library building. At the same ATM, at the request of the Select Board on advice from the Permanent Building Committee, a portion of the Community Preservation funds dedicated to the project were allocated to complete a thorough investigation of the roof and envelope to identify all necessary exterior repairs before any work began.

The detailed results of this investigation confirmed the need to extensively repair or replace the slate roof, flashing, underlayment, and the entire copper gutter system, but

also revealed substantial damage to masonry in the exterior walls that is contributing to known leaks. Two options were presented:

- A \$570,000 construction cost for repairing the roof, gutter systems, and minimal masonry repairs. This option would extend the life of the roof by five years but not address all of the envelope leaks.
- A \$1,050,000 construction cost to completely replace the roof, gutter system and repair all identified masonry issues in the exterior envelope, including a new roof with a 130-year lifespan and securely sealed masonry for the entire building.

The additional debt required to fund the full \$1,300,000 project (including all soft costs and contingencies) would be \$900,000. The Town has applied for a \$600,000 Cultural Facilities grant to offset some of the borrowing. Typically, the maximum grant from this program is \$250,000. Grants will be announced in June, 2020.

Our Committee voted 3-2 to not recommend funding this project at this time. The concerns expressed by members included: (1) we need to see a comprehensive list of all necessary repairs/replacements and their cost to insure this building will be in good shape over the next 10 years, and (2) what alternative options exist for this historic, yet excess Town asset (such as selling the building as a residence or business, donating it to a foundation or non-profit, use by other Town departments, etc.).

Followed by Charts:

- Small Capital – Under \$500K (2 pages)
- Large Capital - \$500K+ (1 page)
- Capital Stabilization & Investment Fund Financial Projections (1 page)
- Excluded Debt Service 10 Year Projections (1 page)

TOWN OF HARVARD						
FY21 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT						
<i>2/20/20 - from Finance Director</i>						
	*FUND	CPIC	Est	Est	Est	Est
SMALL CAPITAL - UNDER \$500K	SOURCE	FY21	FY22	FY23	FY24	FY25
<i>Town Hall Air Conditioning</i>	<i>CSF</i>		<i>30,000</i>			
<i>Town Hall - Paint</i>	<i>CSF</i>				<i>37,750</i>	
<i>Restore & Expand War Monument on the Common</i>	<i>CSF</i>	<i>32,000</i>				
SELECT BOARD / TOWN ADMINISTRATOR TOTAL		32,000	30,000	-	37,750	-
<i>Ayer Rd Market Study and Fiscal Impact Analysis</i>	<i>CSF</i>	<i>37,000</i>				
PLANNING BOARD TOTAL		37,000	-	-	-	-
<i>Police Cruiser Replacement per Schedule</i>	<i>CSF</i>	<i>45,950</i>	<i>46,000</i>	<i>46,000</i>	<i>46,000</i>	<i>46,000</i>
POLICE DEPT TOTAL		45,950	46,000	46,000	46,000	46,000
<i>Upgrade Town's Fire Alarm System</i>	<i>CSF</i>	<i>-</i>		<i>47,000</i>		
<i>Fire Ponds Restoration</i>	<i>CSF</i>		<i>50,000</i>	<i>50,000</i>	<i>50,000</i>	
<i>Fire Dept Pickup Truck with Plow</i>	<i>CSF</i>				<i>50,000</i>	
<i>Replace Engine 3 with Forestry Brush Truck</i>	<i>CSF</i>			<i>211,000</i>		
<i>New Repeater on Future Cell Tower</i>	<i>CSF</i>		<i>30,000</i>			
<i>Replace SCBA Packs</i>	<i>CSF</i>			<i>239,000</i>		
FIRE DEPT TOTAL		-	80,000	547,000	100,000	-
<i>TBS - Middle School Ramp Add-On Items (Public BA, Addl Stair Exit, Landscaping)</i>	<i>CSF</i>	<i>230,000</i>				
<i>TBS - Cronin Auditorium Final Phase Improvement/Renovation</i>	<i>CSF</i>	<i>50,000</i>				
<i>TBS - Design Study - Bromfield Athletic Lockers/Showers Replace/Upgrade</i>	<i>CSF</i>	<i>20,000</i>				
<i>TBS - Install Air Conditioning in Bromfield</i>	<i>CSF</i>	<i>150,000</i>				
<i>TBS - Install HVAC Units</i>	<i>CSF</i>		<i>150,000</i>	<i>150,000</i>		
<i>TBS - Install Card Access System, External Doors</i>	<i>CSF</i>		<i>100,000</i>	<i>100,000</i>		
<i>TBS - Replace Damaged Flooring</i>	<i>Devens</i>			<i>100,000</i>		
<i>TBS - Upgrade Network Backbone (Servers, Switch, Routers)</i>	<i>CSF</i>		<i>150,000</i>			
<i>TBS - Renovate the Locker Rooms</i>	<i>Devens</i>		<i>150,000</i>	<i>150,000</i>		
<i>TBS - Replace Locker Sections</i>	<i>CSF</i>		<i>100,000</i>	<i>100,000</i>	<i>100,000</i>	
<i>TBS - Resurface the Tennis Courts and Basketball Courts</i>	<i>CSF</i>				<i>100,000</i>	
<i>TBS - Main Office Renovation</i>	<i>CSF</i>				<i>200,000</i>	
<i>TBS - Guidance Office Renovation</i>	<i>Devens</i>				<i>100,000</i>	
<i>TBS - Four Renovated Bathrooms</i>	<i>CSF</i>					<i>200,000</i>
<i>TBS - Courtyard Remodel</i>	<i>CSF</i>					<i>200,000</i>

TOWN OF HARVARD						
FY21 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT						
<i>2/20/20 - from Finance Director</i>						
	*FUND	CPIC	Est	Est	Est	Est
SMALL CAPITAL - UNDER \$500K	SOURCE	FY21	FY22	FY23	FY24	FY25
<i>TBS - Gymnasium Renovation - Hanging Curtain, Painting, Floor</i>	<i>CSF</i>					<i>150,000</i>
<i>School Buildings Performance Audit</i>	<i>CSF</i>					<i>50,000</i>
<i>Central Office / HES - Moving Expenses</i>			<i>60,000</i>			
SCHOOL TOTAL		450,000	710,000	600,000	500,000	600,000
<i>Reconstruct & Repair Town Roads (Supplement to Chapter 90)</i>	<i>CSF</i>	<i>225,000</i>	<i>300,000</i>			
<i>Engineering Study - Ayer Road</i>	<i>CSF</i>	<i>75,000</i>				
<i>Light Duty Utility Truck with Plow (15,000 GVW) Replace 2010 Ford F-350</i>	<i>CSF</i>	<i>65,000</i>				
<i>Light Duty Dump Truck (18,000 GVW) Trade In 2011 Ford F-550</i>	<i>CSF</i>		<i>85,000</i>			
<i>Light Duty Dump Truck (18,000 GVW) Trade 2012 F-550</i>	<i>CSF</i>					<i>90,000</i>
<i>Small Tractor for Athletic Fields & Sidewalks</i>	<i>CSF</i>	<i>49,000</i>				
<i>Design Study - DPW Building Needs</i>	<i>CSF</i>	<i>40,000</i>				
<i>DPW Building - Design & Procurement</i>	<i>CSF</i>		<i>150,000</i>			
<i>John Deere Mini-Excavator - Trade in 2009 JD Mini-Excavator</i>	<i>CSF</i>					<i>70,000</i>
<i>Front End Bucket Loader - Trade In 2000 Caterpillar Loader</i>	<i>CSF</i>			<i>200,000</i>		
<i>Heavy Duty Dump Truck (45,000 GVW) Trade In 1999 Dump Truck</i>	<i>CSF</i>				<i>200,000</i>	
PUBLIC WORKS TOTAL		454,000	535,000	200,000	200,000	160,000
<i>DPW Equipment - \$160,000 - Art 16 ATM 5/1/2010</i>	<i>CSF</i>	<i>11,488</i>	<i>11,263</i>	<i>11,050</i>	<i>10,850</i>	<i>10,625</i>
<i>Fire Equipment - \$505,000 - Art 22 ATM 5/1/2010 Fire Truck</i>	<i>CSF</i>	<i>39,732</i>	<i>38,944</i>	<i>38,200</i>	<i>32,550</i>	<i>31,875</i>
<i>Water System Upgrade - \$300,000 - Art 22 ATM 4/2/2011</i>	<i>CSF</i>	<i>20,888</i>	<i>20,588</i>	<i>20,138</i>	<i>19,688</i>	<i>19,238</i>
<i>Art 25 ATM 5/5/18 HES Building Project - \$53,597,807</i>	<i>CSF</i>	<i>300,000</i>	<i>200,000</i>	<i>200,000</i>	<i>200,000</i>	<i>100,000</i>
CSF LONG TERM DEBT TOTAL		372,108	270,795	269,388	263,088	161,738
SMALL CAPITAL - UNDER \$500K - GRAND TOTAL		1,391,058	1,671,795	1,662,388	1,146,838	967,738
<i>CSF = Paid for from the Capital Stabilization & Investment Fund</i>						
<i>Devens = Paid for from the School Devens Fund</i>						
<i>* Fund Source for Budget Years FY2022 thru FY2025 are subject to change.</i>						

TOWN OF HARVARD									
FY21 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT									
<i>2/20/20 - from Finance Director</i>									
	ATM	Project	1st Debt	CPIC	Est	Est	Est	Est	Est
LARGE CAPITAL - \$500K+	VOTE	Complete	Payment	FY21	FY22	FY23	FY24	FY25	FY26 - FY30
<i>Replace 2005 Fire Engine #1</i>	<i>May 2024</i>	<i>May 2025</i>	<i>FY26</i>					<i>600,000</i>	
<i>Replace Fire Tower Truck</i>	<i>May 2024</i>	<i>May 2026</i>	<i>FY27</i>					<i>1,400,000</i>	
<i>Refurb Central Fire Station or Build New One</i>									<i>16,000,000</i>
FIRE DEPT TOTAL				-	-	-	-	2,000,000	16,000,000
<i>Middle School Ramp Replacement</i>	<i>May 2020</i>	<i>May 2022</i>	<i>FY23</i>	<i>660,000</i>					
SCHOOL TOTAL				660,000	-	-	-	-	-
<i>Well Field Development / Water Source (see Note 1 below)</i>	<i>TBD</i>								
WATER DEPT TOTAL				-	-	-	-	-	-
<i>DPW Building - Construction</i>	<i>May 2022</i>	<i>May 2025</i>	<i>FY26</i>			<i>2,500,000</i>			
PUBLIC WORKS TOTAL				-	-	2,500,000	-	-	-
<i>COA Hildreth House Expansion/Addition</i>	<i>May 2020</i>	<i>May 2023</i>	<i>FY23</i>	<i>4,300,000</i>					
COUNCIL ON AGING TOTAL				4,300,000	-	-	-	-	-
<i>New Library - New Roof</i>									<i>TBD</i>
LIBRARY TOTAL				-	-	-	-	-	-
LARGE CAPITAL - \$500K+ - GRAND TOTAL				4,960,000	-	2,500,000	-	2,000,000	16,000,000
<i>Note 1 - While no proposal has been received for a new water source, it is listed as this is being closely monitored.</i>									

TOWN OF HARVARD						
FY21 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT						
<i>2/20/20 - from Finance Director</i>						
	CPIC	Est	Est	Est	Est	Est
<i>FINANCIAL PROJECTIONS - CAPITAL</i>	FY21	FY22	FY23	FY24	FY25	FY26 - FY30
Total Small Capital - Under \$500K	1,391,058	1,671,795	1,662,388	1,146,838	967,738	-
Total Large Capital - \$500K+	4,960,000		2,500,000	-	2,000,000	16,000,000
Less Funding from Other Sources - School Devens Fund	-	(150,000)	(250,000)	(100,000)		
Less Requests Likely Funded by Debt Exclusion	(4,960,000)		(2,500,000)	-	(2,000,000)	(16,000,000)
NET FROM CAPITAL STABILIZATION & INVESTMENT FUND	1,391,058	1,521,795	1,412,388	1,046,838	967,738	-
ESTIMATED CAPITAL STABILIZATION & INVESTMENT FUND BALANCE						
2/5/20 Balance - Capital Stabilization & Investment Fund	4,608,390	3,967,332	2,945,537	2,033,149	1,486,311	1,018,573
Free Cash - Estimated Transfer In - October STM	750,000	500,000	500,000	500,000	500,000	500,000
Requests Funded by Capital Stabilization & Investment Fund Above	(1,391,058)	(1,521,795)	(1,412,388)	(1,046,838)	(967,738)	-
ESTIMATED FUND BALANCE AT FISCAL YEAR END	3,967,332	2,945,537	2,033,149	1,486,311	1,018,573	1,518,573

TOWN OF HARVARD

FY21 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT

2/20/20 - from Finance Director

EXCLUDED DEBT SERVICE 10-YEAR PROJECTIONS THRU FY2031		FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Current Town Share Excluded Long Term Debt:		BOND AMT										
Town Hall Renovations - Art 18 ATM 4/28/2012	2,250,000	158,938	156,638	153,188	149,738	146,288	142,838	139,388	137,088	134,788	132,488	125,188
Senior Center (Hildreth House) Improve - Art 22 ATM 3/28/15	1,241,000	101,550	98,950	96,350	93,750	91,150	83,550	81,150	78,750	76,950	75,150	73,350
Public Safety - Refunding of 11/15/2000	1,200,000	116,294	-	-	-	-	-	-	-	-	-	-
Public Library - Refunding 11/1/2004	1,395,000	147,781	144,744	136,925	129,375	126,563	-	-	-	-	-	-
Fire Truck - Art 24 ATM 3/28/2015	350,000	31,250	30,750	30,000	29,250	28,500	27,750	27,000	26,500	26,000	25,500	-
DPW - Art 23 ATM 4/1/17 Heavy Duty Dump Truck	75,092	18,469	12,750	12,250	11,750	11,250	10,750	10,250	-	-	-	-
School - Refunding of 11/1/2004	3,380,000	361,038	343,725	331,975	320,725	308,813	-	-	-	-	-	-
Art 25 ATM 5/5/18 HES Building Project	31,533,161	2,472,915	2,406,425	2,343,175	2,279,925	2,216,675	2,153,425	2,085,300	2,022,300	1,959,300	1,896,300	1,839,600
Art 27 ATM 4/1/17 Bromfield Science Lab	69,492	12,579	7,725	7,475	7,225	6,975	6,725	6,475	6,225	5,975	5,725	5,500
MWPAT - MA Water Pollution Abate Trust - Art 25 ATM 5/5/2009	1,835,169	62,846	62,930	63,016	63,103	63,193	63,285	63,378	63,474	63,572	63,671	63,773
Roads - Art 27 ATM 4/28/2012	648,000	61,000	60,000	58,500	57,000	55,500	54,000	52,500	41,500	25,700	10,200	-
Art 23 ATM 5/4/19 Ayer Rd Design - Est @ 2.75% - 10 yrs	300,000		38,250	37,425	36,600	35,775	34,950	34,125	33,300	32,475	31,650	30,825
Art 23 ATM 5/4/19 Heavy Duty Dump Truck - Est @ 2.75% - 15 yrs	195,000		18,850	18,460	18,070	17,680	17,290	16,900	16,510	16,120	15,730	15,340
Art 23 ATM 5/4/19 Old Library Slate Roof - Est @ 2.75% - 20 yrs	335,713		26,018	25,556	25,095	24,633	24,171	23,710	23,248	22,787	22,325	21,863
Total Current Town Share Excluded Long Term Debt Payments		3,544,660	3,407,754	3,314,295	3,221,605	3,132,994	2,618,734	2,540,176	2,448,895	2,363,666	2,278,738	2,175,439
Less School Devens Fund Transfer for HES Building Project		(300,000)	(200,000)	(200,000)	(200,000)	(100,000)						
Less Capital Stabilization Fund Transfer for HES Building Project		(300,000)	(200,000)	(200,000)	(200,000)	(100,000)						
Adjusted Total Current Town Share Excluded Long Term Debt Payments		2,944,660	3,007,754	2,914,295	2,821,605	2,932,994	2,618,734	2,540,176	2,448,895	2,363,666	2,278,738	2,175,439
Potential New Excluded Debt:												
Middle School Ramp - Est @ 3.00% - 20 yrs	660,000			52,800	51,810	50,820	49,830	48,840	47,850	46,860	45,870	44,880
COA Hildreth House Expansion/Addition - Est @ 3.00% - 20 yrs	4,300,000			344,000	337,550	331,100	324,650	318,200	311,750	305,300	298,850	292,400
DPW Building Construction - Est @ 3.50% - 20 yrs	2,500,000						212,500	208,125	203,750	199,375	195,000	190,625
Replace 2005 Fire Engine #1 - Est @ 3.50% - 15 yrs	600,000						61,000	59,600	58,200	56,800	55,400	54,000
Replace Fire Tower Truck - Est @ 3.50% - 15 yrs	1,400,000							142,333	139,067	135,800	132,533	129,267
New Library - New Roof - TBD - 20 yrs	TBD											
Total Potential New Excluded Debt Payments		-	-	396,800	389,360	381,920	647,980	777,098	760,617	744,135	727,653	711,172
Grand Total - Projected Excluded Debt		2,944,660	3,007,754	3,311,095	3,210,965	3,314,914	3,266,714	3,317,274	3,209,512	3,107,801	3,006,392	2,886,611
		FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
FY2020 ASSESSED VALUES		1,232,972,724										
Cost per \$1,000 Property Valuation		\$2.388	\$2.439	\$2.685	\$2.604	\$2.689	\$2.649	\$2.690	\$2.603	\$2.521	\$2.438	\$2.341

Note: Potential new debt costs are estimates, as well as the associated projected debt service payments.

Community Preservation Committee

The Town of Harvard adopted the provisions of the Community Preservation Act (CPA) in 2001, allowing our community to enjoy distributions from a trust fund established by the Commonwealth of Massachusetts. The Commonwealth allocates these funds in the form of a match of up to 100% of dollars collected via a property tax surcharge of up to 3% by participating towns and cities. (At the time of adoption, Harvard voted a surcharge of 1.1%, which remains unchanged to date.) 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.

Between its inception and the end of fiscal 2020, Harvard has raised over \$4.0 million under the program, including more than \$2.7 million raised locally. The Commonwealth's fund declined in value from FY2017 to FY2019, for two reasons. First, the fee structure at statewide Registries of Deeds had remain unchanged since 2001. Second, the number of participating CPA communities grew steadily over that time period. As a result, Harvard saw its State match decline from a high of 100% in 2001 to 29.7% in FY2017 and then to 15% in FY2019.

Legislation passed in the FY2020 State budget, however, increased the recording fees at the Registries of Deeds. The nonprofit Community Preservation Coalition estimates that this change will bring in approximately \$60 million – as compared to the roughly \$24 million realized in recent years – to the CPA Trust Fund each year. (These are Coalition estimates; the Department of Revenue will provide an official estimate in Spring 2020.)

State matches will reflect this increase in funding beginning in FY2022. The Committee believes that this increase will help Harvard substantially in future years, given that the total grant monies requested for qualified projects frequently exceed available funds. Moreover, there was an additional one-time infusion of \$20 million from the consolidated net surplus made available to the CPA Trust Fund for FY2021. With this additional funding infusion, the current State match level totals 23.9%.

Activities of the Community Preservation Committee

At the 2019 Annual Town Meeting, the Committee voted to recommend CPA funding for a total of five projects. The approved projects for FY19 were:

- \$40,000 from FY2020 Community Preservation Fund unspecified reserves to the Select Board to preserve and restore the roof and gutters of the Old Library Building, and/or to perform associated structural analysis,

- \$25,635 from FY2020 Community Preservation Fund historic reserves to the Town Clerk for the preservation of historic town documents,
- \$46,368 from FY2020 Community Preservation Fund Affordable Housing Reserves and \$27,321 from Community Preservation Fund unspecified reserves to the Municipal Affordable Housing Trust Fund,
- \$125,000 from FY2020 Community Preservation Fund unspecified reserves, to be deposited by the Conservation Commission to the Conservation Fund,
- \$50,000 from the FY2020 Community Preservation Fund unspecified reserves for payment of debt for the renovation of Town Hall,
- \$15,000 from the FY2020 Community Preservation Fund unspecified reserves for the installation of a self-service key management system for boats, life jackets and paddles at Town Beach,
- \$2,500 from FY2020 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 \$331,824.

FY2021 Applications

During 2019, the CPC received six applications for consideration for FY2021 funding, as listed below:

- \$500,000 (over two years) from the Conservation Commission and the Community Harvest Project for the purchase of an Agricultural Preservation Restriction on a 70-acre parcel at 115 Prospect Hill Road,
- \$200,000 from the Conservation Commission to infuse the Conservation Fund,
- \$110,000 from the Harvard Public School District for resurfacing the tennis courts and conducting an engineering study to determine the feasibility of fully renovating and expanding them,
- \$89,200 from the Historical Commission for the restoration of the remaining section of the Bromfield Stone Wall,
- \$24,700 from the Fire Department for the preservation of historic fire records,
- \$25,000 from the Town Clerk for the preservation of historic town documents,

As with fiscal year 2020, 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 recommended paying \$50,000 from unspecified reserves to service the bond for Town Hall historic renovation.

The recommendations of the CPC will be included in the 2020 Annual Town Meeting Finance Committee Report Recommendations and Warrant Articles.

Finally, the CPC once again extended invitations to peer town organizations to share their multi-year visions with us, as part of an effort to increase transparency, break through committee silos, and manage CPA monies more strategically, rather than transactionally. We continue to maintain close ties with the Select Board and the Finance Committee to coordinate funding across the broad range of programs and initiatives intended to maximize the quality of life in the Harvard community.

Respectfully submitted,

Didi Chadran, Appointed, Chairman

John Lee, Appointed, Treasurer

Beth Williams, Appointed, Secretary

Michelle Catalina, Appointed

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

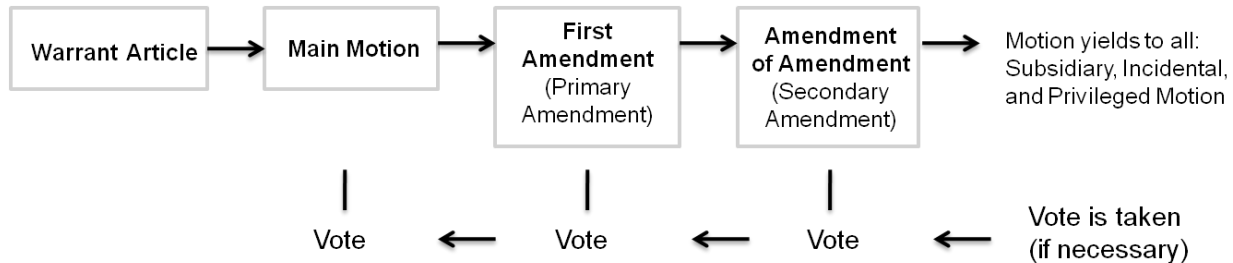
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained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

Summary of Warrant Articles

Article		\$ Amount
1	Annual Reports	
2	Extend Sunset Dates	
3	Omnibus Budget	33,718,234
4	Voting Booths and Stanchions	1,000
5	Charlie Waite Field Electrical Repair	7,200
6	Performance-based Wage Adjustments	26,602
7	Purchase and Install SCADA Control Panels	17,500
8	Fire Department Equipment Valves and Piping	18,800
9	Capital Planning and Investment Committee	
	Recommended Expenditures (Items 1 through 12)	1,018,950
10	Old Library Roof Additional Funding	921,360
11	Capital Planning and Investment Committee	
	Debt Recommendations (Items 1 and 2)	4,960,000
12	Community Preservation Committee Report	
13	Community Preservation Committee	
	Recommended Expenditures	320,700
14	New Ambulance Enterprise Fund	
15	FY2021 Enterprise Fund Budgets	
	• Sewer Enterprise Fund	241,947
	• Ambulance Enterprise Fund	243,338
16	Amend Code of Harvard, Ch. 21, Revolving Funds	
17	Revolving Funds	
18	Amend Cap on Property Taxes for Means-tested Seniors	
19	Citizen Petition	
20	Acceptance of Gifts of Property	
21	Acceptance of Highway Funds	

**WARRANT FOR THE 2020 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 20th day of June, 2020 at 1:00 p.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: EXTEND SUNSET DATES

To see if the Town will vote to extend the expenditure authorization expiration date for the expenditures authorized under the following articles:

- 1) Article 41 (Conservation Commission Invasive Plants) of the Warrant of April 5, 2016;
- 2) Article 19 (Bromfield Hot Water Tanks), Article 21 (Bromfield Bathroom Renovation), and Article 28 (Conservation Commission Invasive Plants) all of the Warrant of May 5, 2018;
- 3) Article 3 (Extend Sunset Date) of the Warrant of May 4, 2019 originally for Article 22 (Fire Pond Restoration) of the Warrant for the 2017 Annual Town Meeting; and
- 4) Article 22-4 (Conservation Commission Land) of the Warrant of May 4, 2019

to June 30, 2022, or take any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the extension of the sunset date for all Articles above to June 30, 2022.

ARTICLE 3: 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 2021, 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 2021 as detailed on pages 35 to 39.

ARTICLE 4: VOTING BOOTHS AND STANCHIONS

To see if the Town will vote to raise and appropriate a sum of money to be expended by the Town Clerk, to purchase new portable voting booths and stanchions to be used for voting (early and election day voting) for the Town, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$1,000 be raised and appropriated to purchase new portable voting booths and stanchions for the Town.

		FY18	FY19	FY20	FY21
Line #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	REQUEST
	TOWN AUDIT	20,000	20,000	21,000	21,000
	GASB 74/75 AUDIT	-	-	-	8,500
1	TOWN AUDIT	20,000	20,000	21,000	29,500
	TOWN ADMINISTRATOR MILEAGE	4,500	5,314	5,400	5,400
	SELECTMEN-PERSONNEL	55,453	62,026	65,280	65,386
	ASST TOWN ADMINISTRATOR / HR	56,638	66,605	81,183	82,913
	TOWN ADMINISTRATOR WAGES	135,366	145,371	153,969	156,586
2	SELECT BOARD PERSONNEL	251,958	279,315	305,832	310,285
	POSTAGE	15,656	17,335	17,840	17,840
	COPY MACHINE SUPPLIES	5,871	6,060	4,000	6,000
	EMPLOYEE TRAIN & PROF DEV	96	844	1,000	1,000
	SELECTMEN OFFICE SUPPLIES	502	506	-	-
	SEL PRE EMPLOYMENT PHYS	937	454	-	-
	SELECTMEN PUR SERVICES	12,269	19,928	20,000	13,000
	SELECTMEN-MEETINGS & DUES	2,176	1,903	4,000	4,000
3	SELECT BOARD EXPENSES	37,507	47,030	46,840	41,840
4	FIN COM MEETINGS & DUES	180	180	200	200
	ACCOUNTING CERTIFICATION SALARY	500	1,000	1,000	1,000
	TREA/COLL CERTIFICATION SALARY	-	980	1,000	-
	MILEAGE REIMBURSEMENT	-	-	3,000	-
	ACCOUNTING SALARY & WAGES	138,664	139,917	161,958	159,516
	ASSESSOR WAGES	38,605	37,508	38,769	44,079
	TREAS/COLLECTOR WAGES	120,979	150,677	154,594	143,353
	OVERTIME	-	-	2,000	2,000
5	FINANCE DEPT PERSONNEL	298,747	330,081	362,322	349,948
	TECHNOLOGY SERVICES & SUPPLIES	-	44	-	-
	OTHER PROFESSIONAL SERVICES	89,144	90,102	90,000	93,000
	MAPPING AND DEEDS	2,816	4,348	3,000	4,600
	TRAINING, SUBSCRIPTIONS & DUES	5,375	2,526	7,500	5,000
	COMPUTER/PRINTER SUPPLIES	-	521	-	-
	OFFICE SUPPLIES	3,206	1,930	3,200	3,000
6	FINANCE DEPT EXPENSES	100,539	99,470	103,700	105,600
7	TECHNOLOGY	74,280	82,369	80,000	80,000
	TOWN COUNSEL-LGL SERVICES	29,383	36,967	35,000	35,000
	OTHER LEGAL SERVICES	5,028	1,112	20,000	20,000
8	LEGAL EXPENSE	34,411	38,079	55,000	55,000
9	PERSONNEL BD SUPPLIES	-	-	100	100
	TOWN CLERK - SALARY	65,555	76,627	79,997	80,973
	TOWN CLERK CERTIFICATION SAL	-	-	1,000	1,000
	OTHER IN-SERVICE TRAINING	-	155	-	-
10	TOWN CLERK PERSONNEL	65,555	76,782	80,997	81,973
	TOWN CLERK-OFC SUPPLIES	1,785	4,528	1,600	1,735
	PUB REPRINTING	5,190	4,877	5,500	5,700
	TOWN CLERK MEETINGS & DUE	2,601	2,424	3,000	3,000
11	TOWN CLERK EXPENSE	9,576	11,829	10,100	10,435
	REGISTRARS HONORARIA	500	500	500	500
	CENSUS	764	800	900	1,200
	ELECTION SUPPLIES	4,719	10,403	8,800	11,750
12	ELECTIONS & REGISTRARS	5,983	11,703	10,200	13,450
13	LAND USE BOARDS PAYROLL	55,450	56,971	145,136	147,622

		FY18	FY19	FY20	FY21
Line #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	REQUEST
	MONT REG PLANNING COMM	1,743	1,786	1,835	1,867
	OFFICE EXPENSES	505	554	1,000	1,018
	PURCHASE OF SERVICE	2,025	2,463	6,283	5,196
14	LAND USE EXPENSE	4,272	4,804	9,118	8,081
15	PUB BLDG-PERSONNEL	26,264	30,934	33,367	33,570
	BUILDING REPAIRS	103,496	104,836	100,000	100,000
	EQUIPMENT	-	-	2,500	2,500
	ELECTRICITY	45,715	47,288	36,000	48,000
	ATHOL SOLAR GENERATION-CONTRAC	6,227	(1,320)	-	-
	OIL	1,817	7,716	12,000	9,000
	GAS	32,164	38,593	56,000	47,000
	SUPPLIES	1,505	1,548	1,500	1,500
	WASTE WATER TREAT OPER	82,709	96,111	85,000	85,000
	PUB BLDG PURCH SERVICES	12,136	28,026	37,750	37,750
16	PUBLIC BUILDINGS EXPENSE	285,769	322,797	330,750	330,750
17	TOWN REPORTS	14,029	4,880	5,000	5,000
	TOTAL GENERAL GOVERNMENT	1,284,521	1,417,225	1,599,662	1,603,354
18	COMMUNICATIONS EXPENSE	155,265	175,000	201,369	218,750
	UNIFORM EXPENSES	9,372	10,715	11,500	11,500
	OFFICE SUPPLIES	2,575	3,586	3,550	3,550
	CRUISER MAINTENANCE	10,163	10,205	10,000	10,000
	OPERATING EXPENSES	28,239	24,852	37,000	33,000
	DUES AND MEMBERSHIPS	1,799	2,549	2,500	2,500
	POLICE CRUISER	34,213	35,762	-	45,950
	PUB SAFETY BLDG OPERATING COST	28,203	25,249	20,800	24,800
19	POLICE DEPT EXPENSE	114,564	112,918	85,350	131,300
	POLICE CHIEF - SALARY	149,023	130,088	133,977	133,340
	POLICE PERSONNEL - SALARY	442,643	522,972	575,784	557,312
	EDUCATION/TRAINING SALARY	69,085	75,298	72,799	116,995
	POLICE ADMIN SALARY	51,700	54,496	106,462	107,073
	OVERTIME	148,641	122,032	162,456	165,104
20	POLICE DEPT PERSONNEL	861,093	904,886	1,051,478	1,079,824
	FIRE ON-CALL WAGES	105,591	122,820	121,114	153,311
	FIRE CHIEF - SALARY	86,322	110,469	113,202	108,138
	FIRE OFFICERS STIPENDS	19,678	12,400	14,500	14,500
	FIRE DEPARTMENT WAGES FF/EMT	-	72,570	65,333	64,916
	FIRE OVERTIME & ADDL UP TO 53 HR/WK	-	269	14,414	14,659
21	FIRE DEPT PERSONNEL	211,591	318,528	328,563	355,524
	FIRE DEPARTMENT EXPENSES	51,602	42,467	51,582	53,763
	FIRE DEPT-RADIO REPL&REPA	2,360	4,527	2,600	2,650
	FIRE-PROTECTIVE CLOTHING	11,657	18,059	12,486	13,610
22	FIRE DEPT EXPENSES	65,618	65,053	66,668	70,023
	BUILDING INSPECTOR SALARY	53,511	55,604	76,757	86,176
	BLDG INSPECTOR EXPENSE	1,981	2,221	-	4,000
23	BUILDING & ZONING INSPECTOR	55,491	57,825	76,757	90,176
24	GAS INSPECTOR SALARY	2,854	3,260	4,000	4,000
25	PLUMBING INSPECTOR SALARY	7,000	7,446	7,000	7,000
26	WIRE INSPECTOR SALARY	10,014	13,526	11,000	11,000
	ANIMAL CONTROL OFFICER SALARY	16,500	15,125	16,863	16,500

		FY18	FY19	FY20	FY21
Line #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	REQUEST
	ANIMAL CONTROL EXPENSE	-	-	750	750
27	ANIMAL CONTROL	16,500	15,125	17,613	17,250
28	TREE WARDEN EXPENSES	14,000	20,000	22,500	35,000
	TOTAL PUBLIC SAFETY	1,513,991	1,693,567	1,872,298	2,019,847
	SCHOOL - CENTRAL OFFICE	987,614	1,073,604	994,936	1,083,156
	SCHOOL - MAINTENANCE	1,093,924	1,168,729	1,177,110	1,178,271
	SCHOOL - HILDRETH EDUCATION	2,820,893	3,274,646	3,464,237	3,671,867
	SCHOOL - BROMFIELD EDUCATION	4,378,301	5,393,663	5,596,118	5,806,716
	SCHOOL - SPECIAL EDUCATION	3,240,912	3,964,871	4,339,525	4,781,539
	SCHOOL - TECHNOLOGY	476,854	466,229	849,065	892,159
29	LOCAL SCHOOL TOTAL	12,998,498	15,341,742	16,420,991	17,413,708
30	MONT REG VOC TECH ASSESS	112,453	75,877	66,220	74,542
	TOTAL EDUCATION	13,110,951	15,417,618	16,487,211	17,488,250
	HIGHWAY SUPT SALARY	97,595	101,774	104,015	112,208
	HIGHWAY PERSONNEL	497,191	520,161	577,583	573,595
	HIGHWAY ON CALL REGULAR	26,283	25,284	49,670	-
	TRANSFER STATION WAGES	28,606	26,152	32,494	35,194
	DIRECTORS BENEFITS CONTRACTED	3,150	4,249	4,200	4,500
	OVERTIME	13,120	(486)	50,100	26,350
31	DPW PERSONNEL	665,946	677,136	818,062	751,847
	HIGHWAY ELECTRIC	7,636	10,642	8,600	8,600
	HIGHWAY TELEPHONE	3,126	2,724	3,200	3,200
	POLICE DET'LS HARVARD OFFICERS	11,115	13,704	15,000	15,000
	VEHICLE MAINTENANCE	41,155	50,423	43,200	45,200
	HIGHWAY GENERAL SUPPLIES	27,600	21,389	32,700	34,500
	OFFICE SUPPLIES	2,835	1,107	2,100	2,100
	HIGHWAY CLOTHING/SAFETY E	10,531	11,757	11,000	12,000
	ROAD MAINT. MATERIALS	60,319	38,749	48,800	48,800
	CONTRACT SERVICES	59,999	72,334	60,500	63,500
	PAINTING LINES	2,278	12,439	13,500	13,500
	HIGHWAY FUEL	56,599	68,539	74,500	74,500
32	DPW EXPENSE	283,193	303,808	313,100	320,900
	SNOW & ICE ON CALL REGULAR	-	-	-	50,910
	SNOW & ICE OVERTIME	82,573	94,751	-	25,000
	OUTSIDE CONTRACTORS	-	-	1,000	1,000
	SAND	27,251	32,470	19,000	19,000
	SALT	173,854	151,784	76,000	76,000
	EQUIPMENT	15,409	13,339	16,000	16,000
33	DPW SNOW & ICE	299,086	292,345	112,000	187,910
34	STREET LIGHTS & TRAFFIC SIGNAL	6,826	6,914	6,500	7,000
35	DPW SMALL EQUIPMENT UNDER \$20K	30,000	28,991	30,000	30,000
36	DPW CAPITAL EQUIPMENT \$20K+				40,000
	TRANSFER STATION HAZAR WASTE	4,063	3,251	3,907	4,250
	TRANSFER STATION ELECTRIC	1,805	1,948	2,000	2,000
	TRANSFER STATION-GLASS REMOVAL	2,512	3,371	3,500	5,100
	TRANSFER STATION TELEPHONE	95	-	250	250
	TRANSFER STATION REPAIR & MAIN	5,262	8,005	6,000	8,000
	TRANSFER STATION TIRE DISPOSAL	329	652	800	800
	TRANSFER STATION TRUCKNG/SOLID	55,210	38,500	37,200	40,000

		FY18	FY19	FY20	FY21
Line #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	REQUEST
	TRANSFER STATION SOLID WASTE	70,266	89,224	88,000	81,300
	TRANSFER STATION CONSTR DEBRIS	19,295	20,617	16,500	16,500
	TRANSFER STATION CONTROLLED MAT	4,562	3,405	8,000	8,000
	TRANSFER STATION OFFICE PAPER	-	234	-	-
	TRANSFER STATION CONSULTANT	5,294	5,453	6,000	6,000
	TRANSFER STATION SUPPLIES	1,065	701	1,800	1,800
	TRANSFER STATION SENIOR BAGS	-	-	-	5,000
	TRANSFER STATION PAPER DISPOSAL	-	-	-	36,456
37	TRANSFER STATION EXPENSE	169,757	175,361	173,957	215,456
38	WATER DEPT PURCH SERVICES	27,947	22,607	25,000	27,000
39	BARE HILL POND EXPENSE	27,388	22,127	28,000	28,000
40	CEMETERY EXPENSE	97	2,282	2,500	2,500
	TOTAL PHYSICAL ENVIRONMENT	1,510,240	1,531,572	1,509,119	1,610,613
41	BD OF HEALTH-PERSONNEL	16,718	17,799	19,323	19,771
	NASHOBA HEALTH DISTRICT	23,261	24,424	25,646	26,929
	MINUTEMAN HOME CARE SERV.	1,146	1,146	1,146	1,146
	B.O.H.-OFFICE SUPPLIES	310	134	715	728
	BD OF HEALTH PURCH SERV	734	1,165	2,495	3,607
	BOH - MEETINGS/CONF/MILEAGE REIMB	-	-	-	365
42	BOARD OF HEALTH EXPENSE	25,451	26,869	30,002	32,775
43	COA WAGES	116,305	122,783	132,348	161,432
44	COA EXPENSE	1,803	1,815	1,995	10,547
45	MART WAGES	33,879	34,997	37,673	35,108
46	MART EXPENSE	401	997	1,000	1,000
	VETERANS AGENT SALARY	5,200	5,200	5,980	5,980
	VETERANS EXPENSE	542	-	1,500	1,500
	VETERANS' BENEFITS	27,165	23,965	23,200	25,000
47	VETERANS SERVICES	32,907	29,165	30,680	32,480
	TOTAL HUMAN SERVICES	227,463	234,425	253,021	293,113
	LIBRARY DIRECTOR	90,314	92,797	100,468	101,770
	LIBRARY PERSONNEL	335,415	353,922	366,162	375,662
48	LIBRARY PERSONNEL	425,729	446,719	466,630	477,432
	LIBRARY PURCHASE SERVICE	61,928	61,394	60,270	62,150
	LIBRARY MATERIALS	92,557	94,703	98,805	100,873
49	LIBRARY EXPENSE	154,485	156,096	159,075	163,023
50	HCTV PERSONNEL	40,256	50,867	86,371	37,552
	COMM CABLE ACCESS EXPENSES	28,214	21,275	30,630	56,389
	COMM CABLE ACCESS BENEFIT CHARGEBACKS	399	401	-	
51	CABLE ACCESS EXPENSE	28,613	21,676	30,630	56,389
52	BEACH PERSONNEL - DIRECTOR	12,272	12,291	15,485	15,950
53	BEACH EXPENSES	12,135	19,361	19,361	21,297
54	COMMONS & SCHOOL/GROUNDS EXPENSE	31,650	25,650	25,650	25,650
55	HIST COMM - EXPENSES	-	438	150	250
56	AGRICULTURAL COMMISSION EXP	-	25	500	1,000
	TOTAL CULTURE & RECREATION	705,140	733,123	803,852	798,543
57	ISSUANCE COSTS	8,490	8,992	10,000	10,000
58	LONG TERM DEBT - PRINCIPAL	960,532	1,100,873	1,088,359	2,380,898
59	LONG TERM DEBT - INTEREST	210,381	263,666	910,120	1,427,431
60	SHORT TERM INTEREST	80,881	209,896	174,893	12,000

		FY18	FY19	FY20	FY21
Line #	ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	REQUEST
	TOTAL DEBT SERVICE	1,260,283	1,583,428	2,183,372	3,830,329
	DEFERRED COMP BENEFITS	9,671	10,397	13,000	13,340
	ATM 050518 A:42 WAGE ADJ/STUDY	-	-	-	-
	WORKERS COMP INSURANCE	102,564	123,862	128,197	136,599
	UNEMPLOYMENT INSURANCE	17,284	7,733	35,000	25,000
	LIFE INSURANCE	29	11,457	12,960	12,960
	HEALTH INSURANCE TOWN SHARE	2,353,266	2,739,052	3,306,413	3,522,436
	MEDICARE TOWN SHARE	206,698	224,863	206,474	245,000
	DISABILITY INS TOWN SHARE	29,094	26,755	25,500	32,400
	WORC COUNTY RETIREMENT	756,788	836,356	894,559	1,020,125
	BENEFITS ADMINISTRATION	7,779	1,991	2,500	2,500
	OPEB TRUST FUNDING	450,000	500,000	500,000	500,000
61	TOTAL EMPLOYEE BENEFITS	3,933,172	4,482,466	5,124,603	5,510,360
62	BLDG AND LIAB INSURANCE	134,288	149,681	214,447	213,825
	TOTAL INSURANCE & FRINGE BENEFITS	4,067,460	4,632,147	5,339,050	5,724,185
63	RESERVE FUND	-	-	330,000	350,000
64	TRANSFER TO CAP STABILIZATION	40,000	40,000	40,000	-
	GRAND TOTAL OMNIBUS BUDGET	23,720,050	27,283,106	30,442,584	33,718,234
		23,720,050	27,283,106	30,442,584	33,718,234
	SEWER ENTERPRISE FUND				
	PURCHASED SERVICES	28,533	140,075	156,823	150,000
	IDC - TRF TO GEN FUND (FOR DEBT PMT)	91,657	91,657	91,827	91,947
	TOTAL SEWER ENTERPRISE	120,190	231,732	248,650	241,947
	AMBULANCE ENTERPRISE FUND				
	PERSONNEL				50,112
	STIPENDS				64,276
	PURCHASED SERVICES - ALS FEES				40,000
	FACILITY SUPPLIES & EXPENSE				3,000
	UNIFORM EXPENSE				3,200
	MISC FEES FOR SERVICE				5,000
	MED EQUIP REPAIR & MAINT				7,500
	LICENSING EXPENSE - EMT				7,350
	TRAINING - NEW EMT CLASSES				15,000
	CONTINUING EDUCATION - EMT				7,000
	COMPUTERS & SOFTWARE				2,500
	MEDICAL SUPPLIES				30,000
	OFFICE SUPPLIES				2,400
	RADIO COMMUNICATIONS				2,000
	VEHICLE MAINTENANCE				4,000
	TOTAL AMBULANCE ENTERPRISE				243,338

ARTICLE 5: CHARLIE WAITE FIELD ELECTRICAL REPAIR

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 replace the underground electrical system at the Charlie Waite Field in order to facilitate the operation of the irrigation system, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$7,200 be raised and appropriated to have the electrical system replaced at Charlie Waite Field which will allow the DPW to use the irrigation system at this field.

ARTICLE 6: 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 3 of the Warrant for the 2020 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2021, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$26,602 be raised and appropriated to supplement the amount appropriated under Article 3 of the Warrant for the 2020 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2021.

ARTICLE 7: PURCHASE AND INSTALL SCADA CONTROL PANELS

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, with the approval of the Select Board, for the purchase and installation of two supervisory control and data acquisition control panels for the Harvard Water Department, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$17,500 be raised and appropriated to update our old equipment in the Water Department so they can continue to remotely monitor the Town's water supply and respond quickly if an emergency should arise.

ARTICLE 8: REPLACE VALVES AND RE-PIPE DECK GUN ON FIRE DEPARTMENT EQUIPMENT

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Select Board, to replace the valves that are used for water supply during a fire event and the piping for the deck gun on Engine 2, which will allow it to be lowered below the height of the rest of the truck while in transit, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$18,800 be raised and appropriated to replace the valves used for water supply during a fire event, and to replace the piping for the deck gun on Engine 2.

ARTICLE 9: 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 18 to 21 of this book for detailed descriptions of the following items. Each of these items will be discussed separately, and if Town Meeting or the moderator wishes they will be voted separately.)*

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Sources</i>
1	Police Cruiser Replacement	Police Chief with Select Board approval	\$45,950	Capital Stabilization and Investment Fund
2	Middle School Ramp (add alternates)	Superintendent of Schools with School Committee approval	\$230,000	Capital Stabilization and Investment Fund
3	Reconstruct and Repair Town Roads	Department of Public Works Director with Select Board approval	\$225,000	Capital Stabilization and Investment Fund
4	Ayer Road Engineering Study	Department of Public Works Director with Select Board approval	\$75,000	Capital Stabilization and Investment Fund
5	Light Duty Utility Truck w/plow	Department of Public Works Director with Select Board approval	\$65,000	Capital Stabilization and Investment Fund
6	Small Tractor for Athletic Fields and Sidewalks	Department of Public Works Director with Select Board approval	\$49,000	Capital Stabilization and Investment Fund
7	Restore and Expand War Monument on the Common	War Monument Committee with Select Board approval	\$32,000	Capital Stabilization and Investment Fund
8	Ayer Road Market Study and Fiscal Impact Analysis	Planning Board with Select Board approval	\$37,000	Capital Stabilization and Investment Fund
9	DPW Building Needs Study	Department of Public Works Director with Select Board approval	\$40,000	Capital Stabilization and Investment Fund

10	Cronin Auditorium Improvements/Renovation	Superintendent of Schools with School Committee approval	\$50,000	Capital Stabilization and Investment Fund
11	Bromfield Athletic Lockers/Shower Design Study	Superintendent of Schools with School Committee approval	\$20,000	Capital Stabilization and Investment Fund
12	Bromfield Air-Conditioning	Superintendent of Schools with School Committee approval	\$150,000	Capital Stabilization and Investment Fund

(Inserted by the Capital Planning and Investment Committee)

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

ARTICLE 10: OLD LIBRARY ROOF ADDITIONAL FUNDING

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$921,360 to be combined with funds (\$480,000) appropriated under Article 23 (#3) of the Annual Town Meeting of May 2019 to completely replace the roof and gutter system and repair all identified masonry issues in the exterior envelope, 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 June, 2020 Annual Town Election, or pass any vote or votes in relation thereto.

(Inserted by the Select Board)

FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE DO NOT RECOMMEND THE PASSAGE OF THIS ARTICLE – There is a general agreement amongst the majority of the Finance Committee that the Old Library building should undergo a thorough public review of purpose before any additional funds are allocated to it or spent on it. Over the past few years the building has seen a continual increase in the scope and costs of required and/or desired maintenance. The building, as currently used, does not generate income, nor fully defray the expenses of regular, ongoing maintenance. The Finance Committee majority believes that a thorough, public examination should be done of both current estimations of required work and foreseeable expenses and scope for the next 5 years. The majority of the Capital Planning and Investment Committee want to see a comprehensive list of all necessary repairs and costs for the building, and what alternative options exist for this historic, yet excess, Town asset.

ARTICLE 11: 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 June, 2020 Annual Town Election, or pass any vote or votes in relation thereto: ***(see pages 21 & 22 of this book for detailed descriptions of the following items. Each of these items will be discussed separately, and if Town Meeting or the moderator wishes they will be voted separately.)***

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Sources</i>
1	COA Hildreth House Expansion/Addition	Council on Aging with Select Board approval	\$4,300,000	Borrowing MGL Ch. 44
2	Middle School Ramp Replacement	Superintendent of Schools with School Committee approval	\$660,000	Borrowing MGL Ch. 44

(Inserted by the Capital Planning and Investment Committee)

FINANCE COMMITTEE DOES NOT RECOMMEND - passage of item 1 of this article, COA Hildreth House Expansion/Addition, as a majority of the Committee believes this is not the time to be adding this level of debt to the Town's debt portfolio.

FINANCE COMMITTEE RECOMMENDS – the passage of Item 2 of Article 11.

CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDS – the passage of items 1 and 2 of this article and that both be funded through the issuance of debt.

ARTICLE 12: 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 2021 Community Preservation Budget as printed in the 2020 Finance Committee Report, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE 13: 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 and purposes 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 2021 with expiration dates set forth below, or pass any vote or votes in relation thereto: *(see the CPC Report on pages 28 to 30)*

	<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	Tennis Court Resurfacing	Harvard Public Schools	\$40,000	Fiscal 2021 Community Preservation Fund Unspecified Reserves June 30, 2022
2	Restoration of the Bromfield Wall along Massachusetts Avenue	Harvard Historical Commission	\$89,200	Fiscal 2021 Community Preservation Fund Unspecified Reserves June 30, 2022

3	Preservation of Historic Fire Department Documents	Harvard Fire Department	\$6,000	Fiscal 2021 Community Preservation Fund Unspecified Reserves June 30, 2021
4	Affordable Housing Funds	Municipal Affordable Housing Trust	\$33,000	Fiscal 2021 Community Preservation Fund Unspecified Reserves
5	Conservation Commission Fund	Conservation Commission	\$150,000	Fiscal 2021 Community Preservation Fund Unspecified Reserves
6	Community Preservation Committee Administrative Expenses	Community Preservation Committee	\$2,500	Fiscal 2021 Community Preservation Fund Unspecified Reserves June 30, 2021

(Inserted by the Community Preservation Committee)

ARTICLE 14: NEW AMBULANCE ENTERPRISE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53F ½ to establish the Town's ambulance service as an enterprise fund effective July 1, 2020 and transfer the balances of the Ambulance Revolving Fund and Receipts Reserved for Appropriation to the fund balance of said enterprise fund, or take any other vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 15: FY2021 ENTERPRISE FUND BUDGETS

To see if the Town will vote to raise and appropriate or transfer from available funds sums of money to defray the regular expenses of both the Town Sewer, and Ambulance Enterprise Funds, in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53F ½ for Fiscal Year 2021, or take any other action relative thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 16: 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 a new section, Section 21-5.8, Parks and Recreation Field Maintenance Revolving Fund as follows:

§ 21-5.8 Parks and Recreation Field Revolving Fund.

- A. Fund name. There shall be a separate fund called the Parks and Recreation Field Maintenance Revolving Fund authorized for use by the Parks and Recreation Commission.
- B. Revenues. The Town Accountant shall establish the Parks and Recreation Field Maintenance 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 town fields operated 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 Field Maintenance Revolving Fund for the expenses of the Town Fields.
- D. Fiscal Years. The Parks and Recreation Field Revolving Fund shall operate for fiscal years that begin on or after July 1, 2020.

and by also deleting from said Chapter 21, Section 21-5.3, Ambulance Service Revolving Fund, or pass any vote or votes in relation thereto.
(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the passage of this article as it will create a new revolving fund that will be a funding mechanism for maintenance of our fields.

ARTICLE 17: 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 2021:

Revolving Fund	Expenditure Limit
Council on Aging	\$35,000.
Fourth of July Committee	\$40,000.
Fire Department S.A.F.E. Program	\$15,000.
Application Review Advertising & Professional Service Cost	\$1,000.
Harvard Community Cable Access Committee	\$25,000.
Parks and Recreation Beach	\$65,000.
Parks and Recreation Field Maintenance	\$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 18: AMEND CHAPTER 412 OF THE ACTS OF 2018 – CAP ON PROPERTY TAXES FOR MEANS TESTED SENIORS

To see if the Town will vote to authorize the Select Board to petition the General Court of Massachusetts to amend Section 1 of Chapter 412 of the Acts of 2018 as follows:

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

“SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Harvard there shall be ~~an exemption from a cap on~~ a cap on the property tax equal to 10 per cent of total annual household income, or such other per cent of income as determined under section 3. The exemption shall be applied to the domicile of the taxpayer only. The exemption provided for in this section shall be in addition to any other exemptions allowed pursuant to the General Laws, provided that, in no event shall the property taxes be reduced by more than 50 per cent by this exemption.”

Or pass any vote or votes in relation thereto.
(Inserted by Select Board)

ARTICLE 19: CITIZEN PETITION

To see if the Town will vote to place the following parcels of land under the authority and jurisdiction of the Parks and Recreation Commission, ownership remaining with the citizens of the town.

- A. Pond Road Walking Path – 0.9 acres along Pond Rd. – GIS Map 22A lot 15
- B. Bare Hill Pond Beach – 8.27 acres on the end of Pond Rd. – GIS Map 22A lot 14
- C. Bare Hill Pond Woods – 9.17 acres on Pond and Whitman Rd.s – GIS Map 22A lots 8-13
- D. Charlie Waite Fields – 5.05 acres on Lancaster County Rd – GIS Map 8 lot 62.4
- E. Harvard Park/McCurdy track – 13.93 acres on Lancaster County Rd. – GIS Map 8 lots 21.1, 21.2, 21.3
- F. Ryan Land & Depot Rd. Fields – 30.33 acres on Depot Rd. – GIS Map 12 lot 1.2

(Inserted by Citizens Petition)

ARTICLE 20: 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 21: 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 2021 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 23rd day of June, 2020, from 3 p.m. to 8 p.m., 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, two positions for three years; and Warner Free Lecture Society Trustee, two positions for three years.

QUESTION #1 – GENERAL OVERRIDE

Shall the Town of Harvard be allowed to assess an additional \$320,000 in Real Estate and Personal Property Taxes for the purpose of funding the operating budgets of the Public Schools and the Town for the fiscal year beginning July 1, 2020?

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

QUESTION #2 – COUNCIL ON AGING HILDRETH HOUSE EXPANSION/ADDITION

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, engineer, bid, and construct a new detached addition to the Hildreth House?

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

QUESTION #3 – MIDDLE SCHOOL RAMP REPLACEMENT

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 Middle School Ramp?

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 additional bonds issued in order to replace the slate roof on the Old Town Library and repair the brickwork adjacent to the roof?

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

(The polls will be open from 3:00 p.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 7th day of April, Two Thousand and Twenty.

Harvard Select Board:

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

A TOWN MEETING VOCABULARY

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

HOW TO PARTICIPATE IN THE WORK OF OUR TOWN

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

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

Phone Numbers:

_____, _____
(Last Name) (First Name) (____) _____ - _____
(Home)

(Street Address) (____) _____ - _____
(Office)

(E-Mail Address) (____) _____ - _____
(Fax)

(Place of Employment) (____) _____ - _____
(Cell)

(Profession/Title)

Committee Preference:

1. _____

2. _____

3. _____

Relevant Experience, Education: _____

Relevant Degrees, Professional Certificates: _____

Prior Committee Experience

Yr. Appt. Committee Yr. Exp'd

Areas of Interest: (✓ appropriate line or lines)

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

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

NOTES:



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Harvard, MA
Permit No. 10

RURAL PATRON OR BOXHOLDER

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