

# Town of Harvard Massachusetts



Annual Town Meeting  
Saturday, April 29, 2023 - 12:00 p.m.  
The Bromfield School Auditorium



Annual Town Election  
Tuesday, May 9, 2023 - 8:00 a.m. to 8:00 p.m.  
The Bromfield School Cafeteria

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*Front cover photograph by Shannon Molloy*

## FINANCE COMMITTEE SPOTLIGHT

Each year, the Finance Committee works closely with leaders from across town to ensure a balanced budget that aligns with the evolving needs of the town. The work is time-consuming and complex, and the Finance Committee thanks all department and committee heads and their teams for their continued partnership in the annual budget development process. This year, the introduction of a standard format and set of questions was instrumental in streamlining the review process and creating more consistent materials, leaving more time for discussion and planning. This format, put forth by the Finance Director, in conjunction with the Finance Committee and Select Board, provided a specific framework for explaining the needs of each department. The thoughtful answers received were essential in weighing our options.

### Process

The Projected revenue is determined by Harvard's Finance Director based on historical and anticipated changes. Departments and committees are informed of the projected budget and priorities in October, giving them time to assess their operational needs and develop a preliminary budget model. Each department or committee submits materials to the Finance Committee by the end of November, and discussions take place over the next several months, allowing the individual budget owners to review and revise their projections while the Finance Committee evaluates the budget as a whole. In this way, a balanced budget is collaboratively developed in time for Town Meeting in late spring.

### A Commitment to A Balanced Budget

When the FY24 season kicked off in October 2022, the preliminary data was somewhat concerning. Given inflationary costs, the anticipated cost of living increase, plus expenses related to the ongoing exit from pandemic-level spending, the Finance Committee initially received budget projections that exceeded the projected revenues by approximately \$750,000.

The first several meetings seemed to point toward a possible vote on an override at Town Meeting. For the Finance Committee, who are charged with delivering the town a balanced budget, this outcome could not be easily accepted. The department heads and committee chairs were asked to review their initial projections with an eye toward adjusting their request to fit within the approved increase. This is painstaking work, with tough choices made by all committees, including the delay, reframing, reduction, or elimination of activities for the 2024 fiscal year.

The process of proposing, reviewing, challenging, answering, and revising a budget is difficult for everyone involved. It is only through this collaboration that we can achieve what we all set out to achieve in October of the previous year. We genuinely appreciate the effort everyone puts in and ask that you all take a moment to show the heads of these departments the respect and thanks they deserve for how much they put into supporting the town of Harvard in a fiscally responsible way.

## Finance Committee Report for Fiscal Year 2024

When the Finance Committee researched, analyzed, and presented its recommended Omnibus Budget to the Select Board and the Town in May 2022, the world was just beginning to feel the macroeconomic effects of political and financial events well beyond the control of our rural town in Massachusetts. We realized inflation presented a significant problem but had no idea how long prices would continue to rise, how high they would go, and how the Federal Government and State budgeting process would address the concerns. Last year, the committee was pleased to receive a windfall expense reduction from a change in health insurance providers and was able to present a mostly level-service budget that perhaps didn't give everyone what they wanted but certainly met the needs of the Town.

This year was different. State law requires Towns to present and approve only balanced budgets where revenues meet or exceed projected expenses. In December, the Finance Committee first met to discuss how we might balance a projected \$700,000 (~2.5%) FY24 deficit. Costs had risen in almost every department, and no expense category was spared. Fuel, sand, salt, tree work, contractual wage increases, and benefits all correlated strongly with inflation. Talks of an operational override, where the Town votes to permanently increase the budget more than the 2.5% allowed by state law, went from theoretical to seemingly unavoidable.

Following three months of meetings with town departments and committees and hard work by Town Hall and the School Committee, the Finance Committee is proud to say that we do not recommend an override this year. Over a matter of a few weeks in late winter, the \$700,000 deficit was eliminated through both increased state aid, a reduction in proposed spending, and the consumption of funds established over many years and reserved for educating Devens students.

We could not have achieved this without the diligent work of the Town Hall and School administrations. After putting in considerable effort to put together thorough and thoughtful budget proposals, both groups were in a position of needing to reduce that plan significantly. Approximately \$250,000 had to be cut from each side of the budget to maintain a balanced budget in line with the historical split between the two major facets of the total Omnibus Budget. To their great credit, both groups found ways to do this that still meet the needs of the town.

That said, the work is not done. That's what you're here to decide today. No one on the Finance Committee is excited to recommend that the Town postpone hiring long-needed personnel or improving services. We also aren't exactly sure what is going to happen in FY25 when we no longer have a large fund to offset education costs. It turned out that an override recommendation wasn't unavoidable this year,

but another year of global political and financial events may establish a different direction next year.

Still, it's Spring, and much like the season in which it resides, Town Meeting inspires and motivates Harvard to embrace change as we pursue small-town life in an ever-evolving world. The Harvard Finance Committee welcomes all to the 2023 Town Meeting. We ask you to please read the budget and warrant articles with an open, but inquisitive, mind and understand that the work of every Town employee and volunteer makes Town Meeting possible. Please remember that we are all neighbors, and we are fortunate to live in a place that offers us the chance to participate in our local government. Happy Spring!

### **Executive Summary**

The proposed Fiscal Year 2024 (FY24) Omnibus Budget is \$32.5m. It is funded by \$32.5m in projected revenues, resulting in a net surplus of just over \$1,000. The Spring Town Meeting Warrant consists of 27 warrant articles and funding requests. The Finance Committee recommends the passage of the proposed budget.

### **The Finance Committee**

The Finance Committee's central purpose is to maintain a fiscally responsible and balanced budget for the Town. The committee is made up of seven voting and two non-voting members appointed by the Town Moderator, who pursues a membership that represents a cross-section of the entire Town. The Harvard Town Charter assigns ownership of the annual

budget to the Select Board, and it is the Finance Committee's task to meet individually with the various town departments in order to provide analysis of and advise the Select Board in their preparation of the budget presented at Town Meeting.

### **Budget Process**

The Town's annual budget, referred to as the Omnibus Budget, provides a blueprint for all of the money coming in and out of the Town's financial accounts each fiscal year beginning July 1 and ending June 30. The process of creating a budget begins each fall when the Select Board presents its request to all Town departments for departmental-level budgets that meet both the Select Board's financial and operational goals and also the needs of the individual departments. Those budgets are collected in December and provided to the Finance Committee for analysis and review. Over the next two months, the committee meets publicly with each department individually in order to better understand the submitted numbers and the benefits and opportunity costs of making specific expenditures or cuts.

### **Revenues**

Projected revenues for FY2024 are \$32.5m. Eighty-three percent (83%) of the revenues required will be raised through the property tax levy. State Local Aid is projected to comprise approximately 13% of the FY2024 revenue, while local receipts (excise tax, meals tax, sewer fees, license & permit fees, special assessments, etc.) make up approximately 5%.

## Expenses

Expenses for the Town and Schools total \$32.5, representing a 2.3% increase over FY2023. The increase primarily reflects increased personnel expenditures, including contractual salary and wage increases, as well as increases in other operating expenses. Against a backdrop of mid to high single-digit inflation, it is challenging to sustain prior service levels without seeking an override to tax levy constraints; both the Schools and Town worked diligently to present budgets that meet the constraints of proposition 2 ½.

## Free Cash

Free Cash is the term used for remaining unrestricted funds from operations of the previous fiscal year. Free Cash typically derives from revenues in excess of estimates, unspent line items in departmental budgets for the year just ending, plus unexpended Free Cash from the previous year. Once the balance sheet for the prior year is approved via warrant at Town Meeting, the Free Cash is available to fund unexpected expenses in the current fiscal year, to replenish the Stabilization Fund, and to provide funding for capital projects.

This year we expect to move \$1.5m of Certified Free Cash into the Stabilization and Capital Stabilization funds.

## Our Recommendation

We unanimously recommend the Fiscal Year 2024 Omnibus Budget as presented in the Warrant and further recommend the Report of the Select Board. Our recommendation is based on the following:

- The budgets are substantially consistent with the following budget principles and objectives:
  - Maintain current levels of services to the townspeople while addressing increased demand for services in certain areas.
  - Provide sufficient funds for building and other infrastructure maintenance to ensure that capital facilities and equipment are properly maintained.
  - Ensure adequate reserves and contingency funds for certain future expenses and unforeseen circumstances.
- The budgets can be supported by the Town's tax base and other revenue sources without jeopardizing the Town's credit ratings and ability to service its debt in coming years.

The Fiscal Year 2024 operating budget before debt totals \$28,871,937, an increase of \$1.3m or approximately 4.7% over the Fiscal Year 2023 operating budget before debt. With debt service including that which Harvard voters have specifically exempted from the limits of proposition 2 ½, the total Omnibus Budget is approximately \$32,552,535, an increase of approximately \$734,967 or 2.3% over the Fiscal Year 2023 total Omnibus Budget.

## Thank You

The Finance Committee extends a heartfelt thank you to all of the Town departments and the Select Board for their diligence and support in meeting our shared goal of a fiscally

responsible and balanced FY24 budget. In particular, we would like to acknowledge the Town Administration, School Administration, and School Committee who worked through the challenging discussions to get the budget to where we needed it to be.

A special thanks, as well, to the following individuals for their support and insight through the budgeting process, without whom our Annual Town Meeting would not be possible: Tim Bragan, Town Administrator, Marie Sobalvarro, Assistant Town Administrator, and Jared Mullane, Finance Director.

Respectfully submitted,

Jennifer Finch, Chair  
Eric Ward, Vice Chair  
Ethan Pride  
Mike Derse  
Vikram Sampige  
Amy Morton

## OMNIBUS BUDGET HIGHLIGHTS: FISCAL YEAR 2024

The Town budget for the Fiscal Year 2024, which begins July 1, 2023, is known as the

an increase over Fiscal Year 2023 of \$707,224 or 3.06%.

**Omnibus Budget.** This section explains some of the key elements of this year's omnibus budget. Town Administration, the Finance Department, the Finance Committee, and the Select Board have reviewed and approved it. The final step is for the citizens to vote on the budget at the Annual Town Meeting.

After property taxes, the second largest revenue item for the Town is Local Aid from the Commonwealth. At the time of this writing, Governor Healey has recommended \$4,337,830 in Local Aid to the Town. This is an increase of \$27,219 or 0.63%. Other significant sources of revenue are the motor vehicle excise tax, tuition, and grants.

**Funding Level:** Following a revenue-based distribution of funds, departments, boards, commissions, and committees were asked to submit their budgets while attempting to stay under a 2.5% increase from FY23. In many cases, this was not possible due to contractual obligations such as collective bargaining agreements, service contracts, and inflation.

The state also assesses the Town for MBTA, regional transit, Charter School tuition, and School Choice tuition. For FY24 these expenses total \$529,570, a year-over-year decrease of \$96,668.

**Surplus / Deficit:** If expenditures and revenues come in as expected, the Town should have a slight operating surplus of \$1,001.

**Expenditures:** Total expenditures for Fiscal Year 2024 have increased to \$32,552,534. This is a year-over-year increase of \$734,967 or 2.31%

**Revenues:** Net revenues for Fiscal Year 2024 are anticipated at \$32,553,535 an increase over Fiscal Year 2023 of \$524,676, or 2.3%, plus what CPIC is paying toward debt. Town revenues are derived primarily from the property tax levy. The Fiscal Year 2024 estimated tax levy is projected as \$23,796,196

**Excluded Debt:** Excluded Debts are funds borrowed for major capital projects. It is called "excluded" because it is excluded from the 2.5% tax levy increase permitted by Proposition 2½. All borrowing that falls under Excluded Debt must be approved in advance at a Town Meeting. Some of the projects funded in recent years with Excluded Debt include the construction of the new elementary school,



renovation of the town hall, a new fire truck, and a new senior center.

The total excluded debt service in FY24 is \$3,236,500 representing a year-over-year decrease of 2.66%. This is primarily due to the decreasing size of payments on the elementary school.

The Town currently receives a Standard & Poor's (S&P) "AAA" credit rating, their top assessment. Total debt payments in Fiscal Year 2024 will equal 11.24% of anticipated revenues. Increasing this percentage, generally by taking on more debt, could negatively impact the financial rating for future bond issues. This will not preclude borrowing but could make it more expensive.

**Major Expenditures:** The following five items represent ~90% of budgeted expenses for Fiscal Year 2024:

Budget Area	Omnibus Total % of Omnibus	Description
Schools	\$15,292,136 47.2%	The Town's largest appropriation and 47.2% of this year's budget.
Benefits and Insurance	\$5,892,761 18.2%	Including health insurance, retirement funds, unemployment, post-retirement benefits, etc. for all municipal and school employees as well as property and liability insurance for the Town.
Debt Service	\$3,659,468 11.3%	Excluded debt as well as debt funded through appropriation.

<b>Public Safety</b>	\$2,236,951 6.9%	Police and Fire Departments, Tree Warden, Animal Control, Building Inspectors, and Regional Dispatch (911).
<b>General Government</b>	\$2,003,683 6.2%	Town Hall staff including Administration, Finance, Town Clerk, Land Use, Elections, as well as Public Building Expenses.

**Capital Expenditures:** Each Fiscal Year, the Capital Planning and Investment Committee (CPIC) makes recommendations for capital expenditures. These are generally items over \$20,000 and/or with an expected lifespan of 5 or more years. Details on capital investments can be found in the Capital Planning and Investment Committee's (CPIC) report in this book.

For Fiscal Year 2024, the Committee's Recommended Capital Plan includes 14 items totaling \$1,510,000 to be funded by the Capital Stabilization Fund, \$240,000 to be funded through excluded debt, and \$263,088 committed to pay towards debt service.

Proposed capital items include a heavy-duty dump truck, solar panels on the new Council on Aging building, additional road maintenance and repairs, and funding for town building painting and maintenance.

Capital investments must be approved at the Town Meeting. These projects will be funded by the Capital Stabilization and Investment Fund, which effectively acts as the Town's savings account.

CPIC ranks projects based on several factors, including cost, need, and the Town's priorities. Many requested projects are not approved or are deferred.

**Three-Year Trend:** Fiscal Year 2021 was anomalous for many reasons due to the Covid-19 pandemic. Three-year trends are relatively level for revenue and expenses as they were three years ago.

**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. These projections are based on the assumptions that are outlined later in this booklet.

## FY24 FINANCIAL REFERENCE DATA

### Community Comparison Chart

To give perspective to the Town's Omnibus Budget, the tables below include data comparing Harvard to surrounding towns across a range of financial factors. All data presented is derived from the Mass Department of Revenue for the fiscal year 2022.

	FY 2022 Population (Cherry Sheet)	Unemployment Rate for FY 2022	FY 2022 Income Per Capita (\$) (Cherry Sheet)	# of real property parcels with single family home - 2022	# of real property parcels with multi family homes - 2022	# of real property parcels with condos or apartments - 2022
Acton	24,021	3.0%	72,152	4,995	83	2,675
Ayer	8,479	5.5%	37,292	1,686	257	650
Berlin	3,158	3.9%	59,308	827	29	282
Bolton	5,665	3.9%	79,953	1,737	15	125
Boxborough	5,506	3.4%	66,227	1,210	12	824
Clinton	15,428	6.6%	30,702	2,437	719	1,129
Groton	11,315	3.0%	68,993	3,238	143	312
Harvard	6,851	2.7%	70,623	1,698	21	182
Lancaster	8,441	4.2%	38,357	2,096	95	172
Littleton	10,141	3.1%	58,520	3,079	52	190
Lunenburg	11,782	4.6%	40,784	3,583	86	448
Maynard	10,746	4.3%	42,854	2,689	263	630
Shirley	7,431	5.6%	30,440	1,568	99	312
Sterling	7,985	4.3%	51,377	2,553	96	208
Stow	7,174	3.0%	76,710	2,108	53	378

	# of real property parcels with vacant land - 2022	Number of real property parcels commercial or industrial - 2022	FY 2022 Cherry Sheet Equalized Property Value per Capita (\$)	FY 2022 Residential and Open Space Total Value	FY 2022 Residential and Open Space Percent of Total Assessed Value	2022 Average Single Family Value
Acton	440	421	205,691	4,556,815,241	89.3%	665,787
Ayer	232	296	166,864	1,009,870,200	69.1%	399,810
Berlin	180	74	224,969	553,402,950	78.0%	460,688
Bolton	254	38	210,334	1,139,845,095	93.9%	592,782
Boxborough	134	119	226,250	1,000,493,050	79.6%	655,560
Clinton	167	229	107,154	1,470,528,512	82.3%	328,504
Groton	476	104	179,691	1,989,265,680	94.3%	535,063
Harvard	238	67	192,685	1,332,340,490	95.4%	674,769
Lancaster	370	148	128,899	953,997,452	85.7%	389,188
Littleton	467	182	219,516	1,812,860,459	79.6%	518,250
Lunenburg	620	161	141,926	1,587,173,648	91.1%	374,392
Maynard	90	159	150,754	1,540,867,742	90.0%	414,137
Shirley	310	114	104,708	711,770,375	88.4%	353,477
Sterling	340	181	157,329	1,176,865,441	87.8%	410,430
Stow	192	59	201,442	1,407,108,632	93.1%	556,907

	<b>FY 2022 Residential Tax Rate (\$/1000)</b>	<b>2022 Average Single Family Tax Bill</b>	<b>2022 Percent Increase in Average Single Family Tax Bill</b>	<b>FY 2022 Revenue from Tax Levy</b>	<b>FY 2022 Revenue from All Sources</b>	<b>FY 2022 Percent of Total Revenue from Tax Levy</b>
Acton	19.45	12,950	3.60%	99,256,117	116,619,868	91.10%
Ayer	13.42	5,365	3.13%	26,338,442	43,198,277	83.75%
Berlin	15.63	7,201	4.16%	12,906,972	16,947,614	82.20%
Bolton	19.87	11,779	2.82%	24,131,878	26,777,386	90.12%
Boxborough	17.42	11,420	7.66%	21,887,645	24,852,331	90.17%
Clinton	14.91	4,898	7.74%	29,855,808	69,246,312	54.69%
Groton	17.19	9,198	3.27%	36,277,152	49,210,323	81.12%
Harvard	17.91	12,085	1.49%	24,993,047	34,652,035	73.77%
Lancaster	19.45	7,570	3.34%	21,662,400	27,056,783	84.27%
Littleton	17.71	9,178	6.51%	45,161,561	65,741,559	76.87%
Lunenburg	17.19	6,436	3.26%	29,956,477	47,301,682	66.95%
Maynard	20.52	8,498	3.42%	36,295,197	57,092,161	72.24%
Shirley	15.48	5,472	1.84%	12,461,681	17,663,967	77.57%
Sterling	15.25	6,259	0.29%	20,444,413	27,525,036	77.74%
Stow	19.56	10,893	2.59%	29,560,213	38,713,992	89.01%

#### Town Assessor Data

<b>How Your Tax Dollars Are Spent</b>		
<b>Services/Departments</b>	<b>Budget %</b>	<b>Budget \$</b>
General Government	5.3%	\$ 1,654,560
Public Safety	6.7%	\$ 2,068,277
Education	47.5%	\$ 14,769,787
Public Works	5.1%	\$ 1,592,553
Health & Human Services	1.0%	\$ 303,546
Culture & Recreation	2.7%	\$ 852,171
Debt Service	11.6%	\$ 3,615,733
Gen. Expense & Employee Benefits	20.0%	\$ 6,205,154

The Harvard Town Assessor's Office has published the brochure ["Town of Harvard Valuation and Tax Summary Fiscal Year 2022"](#). Within the document the following budget and revenue data has been published:

The total valuation of single-family homes in Harvard as of July 1, 2020 was \$1,147,048,080 for the 1,698 homes assessed. Based on these values, the mean (average) value of a home is \$675,528. Based on a property tax rate for FY 2022 of \$17.91 per \$1000 of home value, the mean tax bill is estimated to be \$12,091.97. Using these figures and the town budget, the breakdown of costs for services for the mean household are:

**Average Single-Family Home Value: \$675,529**

**Average Single-Family Property tax at \$17.91: \$12,092**

**Approximate Cost of Services to the Average Homeowner**

<b>Town Service</b>	<b>% Of Budget</b>	<b>Cost</b>
General Government	5.3%	\$ 644
Public Safety	6.7%	\$ 805
Education	47.5%	\$ 5,750
Public Works	5.1%	\$ 620
Health & Human Services	1.0%	\$ 118
Culture & Recreation	2.7%	\$ 332
Debt Service	11.6%	\$ 1,408
Gen. Expense & Employee Benefits	20.0%	\$ 2,416
	100%	\$ 12,092

**Reserve Funds Transfers**

Each year, the finance committee authorizes transfers from the Reserve Fund for "extraordinary or unforeseen" expenditures in town. In the Fiscal Year 2023, the Finance Committee has authorized the following Reserve Funds Transfers (as of 29Mar23). The balance of the Reserve Fund, after these transfers, is \$331,475.03 (from an initial balance of \$350,000.00). There is an expected reserve transfer for the Snow & Ice budget.

<b>Transfer Approved Date</b>	<b>Amount</b>	<b>Receiving Department</b>	<b>Purpose</b>
<b>11/2/22</b>	(22,000.00)	Select Board	Athletic Field/Wetland
<b>1/18/23</b>	(9,770.00)	DPW	Hazardous material requirement
<b>1/18/23</b>	(1,708.00)	Buildings	Beach House ADA

## FINANCE COMMITTEE REPORT ON HARVARD PUBLIC SCHOOLS

The FY24 Omnibus Budget contains approximately \$19.6 million of funding to support the Harvard Public Schools. This represents 68.1% of the Omnibus Budget Operating Expenses.

This amount consists of the School budget request of \$15.1 million and the School department's portion of employee benefits of \$4.5 million. Approximately 80% of total health insurance, retirement plan contributions, payroll taxes, unemployment, OPEB trust funding, Medicare, and all other benefits are for employees of the School, and the remaining 20% are municipal employees. Town and School employees are combined in the Insurance and Fringe section of the Omnibus Budget.

Another \$5.2 million in revenue/offsets come from such sources as Devens tuitions, the State Circuit Breaker (Special Education) program, Federal Grants, School Choice, Title I, Title IV, and others that are overseen

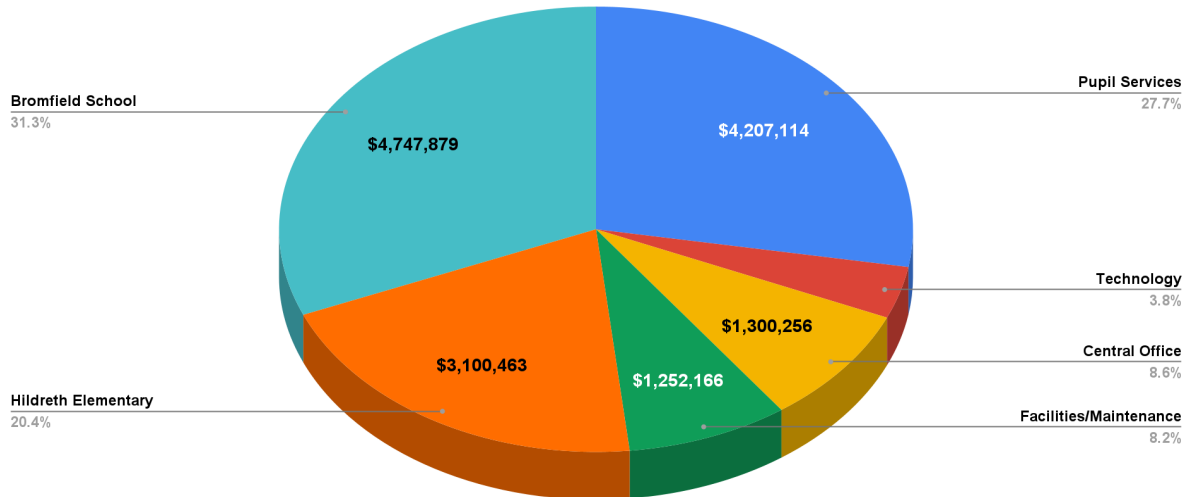
by the School Committee. Offsets and grants are not included in the \$15.1M budget.

Additionally, other specifically designated revenues are used to cover expenses not represented in the Omnibus Budget, such as the school lunch program, athletics, transportation, kindergarten tuition, preschool tuition, etc.

The "Total Education" line in the Omnibus budget includes the FY24 assessment from Montachusett Vocational Technical School of \$110,500.

Only the final budget amount (Total Education) is voted on at the Annual Town Meeting. This is a "bottom-line budget" in which the School Committee has the authority to adjust allocations between their cost centers during the fiscal year in keeping with initiatives and policies they have developed and approved.

## Harvard Public Schools, Fiscal Year 2024 Proposed Budget



(Figure 1)

### DEVENS CONTRACT

Students residing in Devens attend both Hildreth Elementary School and The Bromfield School. The contract with Mass Development remains a large revenue source that Harvard Schools rely on. The average per-pupil tuition per DESE for FY24 is \$21,006 and is adjusted annually. The estimated total tuition payments on behalf of K through Grade 12 will amount to over \$2.04 million in FY24. Should the contract not be renewed in the future, any student residing in Devens may continue in the Harvard public school system, with Mass Development continuing to pay their tuition until graduation.

Mass Development “Devens” funds are used to subsidize certain transportation, athletics, technology, and capital accounts, in addition to salaries for both Bromfield and Hildreth. These funds are in a revolving account wholly administered by the School Committee. For FY24, \$2.7 million is being applied toward the school budget.

### SCHOOL CHOICE

The Inter-District School Choice program allows a student to attend a school district that is not their home district. Each year the School Committee decides whether it will accept new enrollments under this program and, if so, how many and in what grades. When admitting students through school

choice under G.L. c.76, § 12B, school districts may not consider or discriminate based on race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance, or proficiency in the English language. If the number of applicants exceeds the number of available seats, the selection of students must be random.

In addition, the special education cost for each pupil with an individualized education plan is paid in full by the sending district. That amount is determined using the same rate methodology for specific services that are used in the special education Circuit Breaker program.

The School Choice tuition cap of \$5,000 per student has not changed since its inception 30 years ago. While that amount is far less than it costs to educate a student in the district, due to the economy of scale and only allocating space if available, it is a net positive to accept a portion of the student body through the School Choice program.

This school year, Harvard Public Schools welcomed 52 School Choice students from other communities, and other school districts served 3 Harvard students that opted into the School Choice program.

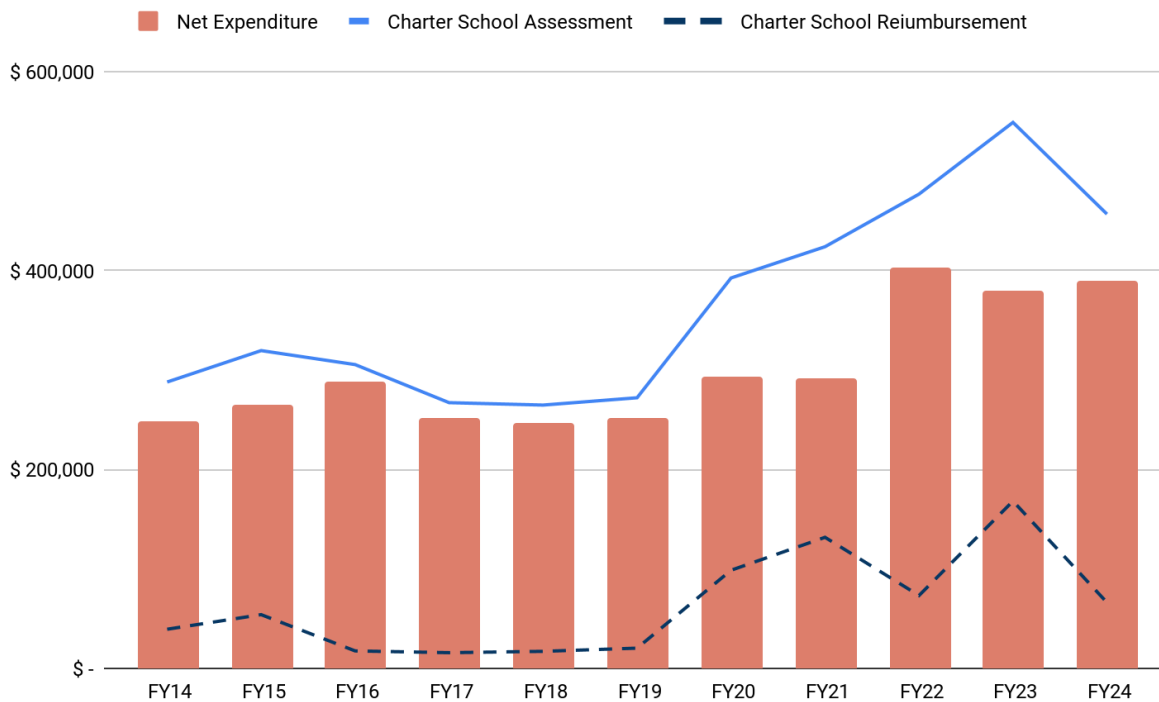
## **CHARTER SCHOOL**

Authorized by the Commonwealth of Massachusetts' Education Reform Act of 1993, charter schools are independent public schools that operate under charters granted by the Commonwealth's Department of Elementary and Secondary Education (DESE.) Once the Board has approved a charter, the school has the freedom to organize around its core mission, curriculum, theme, and/or teaching method. Charter schools are allowed to control their budgets and hire their teachers and staff.

For each student a charter school enrolls, it receives a tuition amount from the state equal to a per-pupil amount calculated by DESE. The state then deducts the same amount from the sending district's state aid account (the sending district being the school district in which the student resides).

For the school year 2022-2023, 23 students from Harvard attended the Francis W. Parker Charter Essential School. The state cherry sheet estimates for FY24 include a charter school tuition assessment of \$456,762 while also reimbursing the school district \$66,500 for tuition. Parker determines admission by lottery each spring.





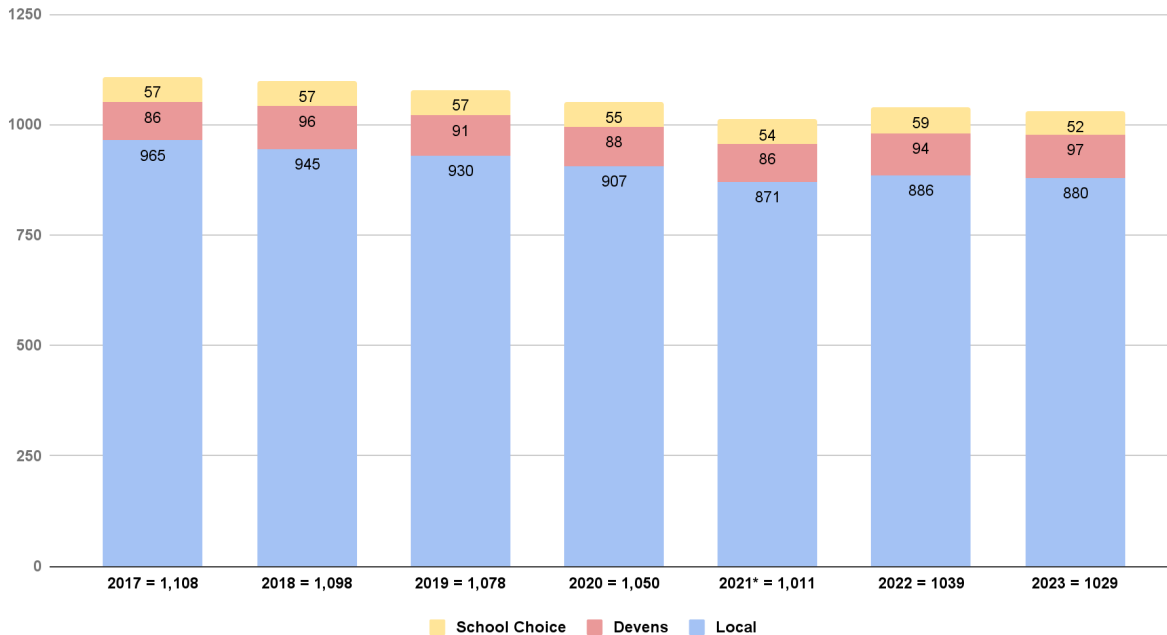
(Figure 2)

## ENROLLMENT

Pupils from Devens and School Choice comprise approximately 14.4% of the student body. Total enrollment has declined steadily, as shown in Figure 3, but this trend is expected to reverse in the next few years

with the completion of Emerson Green housing. The Covid-19 pandemic led to unexpected changes in enrollment in FY21 as families in the district made challenging decisions to balance work, education, and health concerns.

## Student Enrollment - School Years Ending 2017-2023



*\*For the school year ending 2021, the Covid-19 pandemic affected enrollment.*

(Figure 3)

## CAPITAL PLANNING

The report of the Capital Planning and Investment Committee (CPIC) found in this book shows anticipated capital requests from the School Department for the next five years. In FY21, CPIC and the School Department agreed to contribute \$1M each towards the debt for the new elementary school over 4-5 years. These contributions directly reduce Harvard property taxes.

There are no capital projects scheduled for the Hildreth Elementary School, as the building was completed in 2021. Several projects are proposed for the Bromfield School, including replacing damaged flooring, renovating the girls' locker room, and renovations of the gymnasium.

## **FY24 Financial Assumptions**

1. The Capital Plan for Fiscal Years 2024-2028, as presented on the following pages.
2. Local Aid (Cherry Sheet) revenue will remain flat from 2025 to 2028, while budgeted assessments will increase 12% per year.
3. A total Stabilization Fund balance of not less than 5% of the total Omnibus Budget before excluded debt. This is funded by certified free cash.
4. Budget revenues and expenditures will be affected by:
  - a. Total Town payroll costs, including merit steps, Cost of Living Adjustments, and personnel changes will increase by approximately 3% per year.
  - b. Health insurance cost increases will increase 5% per year.
  - c. Interest rates for new short-term debt will average 4% over the next five years and 5% for new long-term debt.
  - d. General expenses (non-salary) will increase 3.25% per year.
  - e. Education related expenses will increase 3.25% per year.
  - f. Increases in tax revenues from new growth will be approximately \$130,000 in Fiscal Year 2024, \$115,00 in Fiscal Year 2025 and \$100,000 thereafter.
  - g. Local receipts will increase by .8% in Fiscal Year 2024 and between 1.43% and 1.72% from Fiscal Year 2025 through Fiscal Year 2027.
  - h. Assessments from the State (Cherry Sheet Charges) are estimated to increase 3% starting in fiscal year 2024.
5. OPEB will be funded at \$550,000 in Fiscal Year 2024 and an additional \$25,000 annually thereafter.
6. The Town's Pension assessment is estimated to increase 10.0% per year.

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

	<i>Actual Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<b><u>Budgeted Revenues - Tax Levy (actual \$)</u></b>							
R.E. Tax Levy Limit from Prior Year	22,301,670	23,088,972	23,796,196	24,506,101	25,218,754	25,949,223	26,697,954
2.5% Increase	557,542	577,224	594,905	612,653	630,469	648,731	667,449
New Growth	229,760	130,000	115,000	100,000	100,000	100,000	100,000
Debt Exclusion - TH Renovations \$2.25M	153,188	149,738	146,288	142,838	139,388	137,088	134,788
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	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Debt Exclusion - TH Renovations Reimb CPA	(46,988)	(45,938)	(44,888)	(43,838)	(42,788)	(42,088)	(41,388)
Debt Exclusion - Sr Ctr/Hildreth Hse	96,350	93,750	91,150	83,550	81,150	78,750	76,950
Debt Exclusion - Public Library	136,925	129,375	126,563	-	-	-	-
Debt Exclusion - Fire Truck	30,000	29,250	28,500	27,750	27,000	26,500	26,000
Debt Exclusion - School - Bromfield Renov	331,975	320,725	308,813	-	-	-	-
Debt Exclusion - School Reimb Premiums	(2,200)	(2,200)	(2,200)	-	-	-	-
Debt Exclusion - Roads	58,500	57,000	55,500	54,000	52,500	41,500	25,700
Debt Exclusion - MWPAT	122,195	122,366	122,540	122,717	122,899	123,083	123,273
Debt Exclusion - MWPAT Reimb from Better	(59,179)	(59,262)	(59,346)	(59,432)	(59,520)	(59,610)	(59,701)
Debt Exclusion - Heavy Duty Dump Truck (2017)	12,250	11,750	11,250	10,750	10,250	-	-
Debt Exclusion - Bromfield Science Lab (2017)	7,475	7,225	6,975	6,725	6,475	6,225	5,975
Debt Exclusion - HES School Building Project	2,343,175	2,279,925	2,216,675	2,153,425	2,085,300	2,022,300	1,959,300
Debt Exclusion - HES Sch Bldg Reimb Cap Stab	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - HES Sch Bldg Reimb Devens	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - Ladder Truck	78,307	80,600	78,600	76,600	74,600	72,600	70,600
Debt Exclusion - Heavy Duty Dump Truck	28,921	31,300	30,300	29,300	28,300	27,300.00	21,300.00
Debt Exclusion - Ayer Rd Design	111,166	107,800	98,800	-	-	-	0
Debt Exclusion - Purchase of COA Bldg	215,401	213,400	208,200	203,000	197,800	192,600.00	187,400
Debt Exclusion - Old Library Roof	28,776	30,675	29,875	29,075	28,275	27,475.00	21,675.00
Debt Exclusion - Old Library Roof	39,122	40,375	39,375	38,375	37,375	36,375.00	35,375.00
<b>Subtotal - Debt Exclusions</b>	<b>3,325,054</b>	<b>3,236,500</b>	<b>3,330,565</b>	<b>2,911,380</b>	<b>2,824,500</b>	<b>2,724,894</b>	<b>2,621,343</b>
<b>Subtotal - Budgeted Tax Revenue</b>	<b>26,414,026</b>	<b>27,032,696</b>	<b>27,836,667</b>	<b>28,130,135</b>	<b>28,773,723</b>	<b>29,422,848</b>	<b>30,086,746</b>
<b><u>Budgeted Revenue-State Aid, Local Rec &amp; Transf</u></b>							
State - Cherry Sheet Revenue	4,310,611	4,337,830	4,337,830	4,337,830	4,337,830	4,337,830	4,337,830
Estimated Local Receipts	1,661,862	1,675,372	1,699,297	1,728,606	1,754,406	1,754,406	1,754,406
Community Preservation for Debt	46,988	45,938	44,888	43,838	43,838	-	-
Sewer Betterments for Debt	92,195	92,324	92,455	92,589	92,589	92,866	93,009
Capital Stabilization for Debt	269,388	-	161,738	60,288	60,288	18,038	17,738.00
School Devens Fund for Debt	200,000	200,000	100,000	-	-	-	-
Title V Septic Betterment for Debt	11,529	11,529	11,529	11,529	11,529	11,529	11,529
HCTV Fund	83,700	81,000	81,000	81,000	81,000	81,000	83,700
Library Trust Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>Subtotal - Budgeted State Aid, Local Rec &amp; Transf</b>	<b>6,681,272</b>	<b>6,448,993</b>	<b>6,533,736</b>	<b>6,360,680</b>	<b>6,386,480</b>	<b>6,300,669</b>	<b>6,303,212</b>
<b><u>Budgeted Assessments</u></b>							
Library - Cherry Sheet Offset Item	(14,179)	(15,414)	(17,264)	(19,335)	(21,656)	(24,254)	(27,165)
School Choice - Cherry Sheet Offset Item	(326,022)	(283,170)	(317,150)	(355,208)	(397,833)	(445,573)	(499,042)
State - Cherry Sheet Assessments	(626,238)	(529,570)	(593,118)	(664,293)	(744,008)	(833,289)	(933,283)
Town - Estimated Overlay	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
<b>Subtotal - Budgeted Assessments</b>	<b>(1,066,439)</b>	<b>(928,154)</b>	<b>(1,027,532)</b>	<b>(1,138,836)</b>	<b>(1,263,497)</b>	<b>(1,403,116)</b>	<b>(1,559,490)</b>
<b>NET BUDGETED REVENUES</b>	<b>32,028,859</b>	<b>32,553,535</b>	<b>33,342,870</b>	<b>33,351,978</b>	<b>33,896,706</b>	<b>34,320,401</b>	<b>34,830,468</b>
	<i>Estimated Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<b><u>Budgeted Expenditures</u></b>							
Town Expenses	12,947,284	13,585,301	13,992,296	14,479,804	14,985,124	15,508,982	16,052,135
Local School Expenses	14,622,343	15,181,636	15,588,240	16,094,858	16,617,941	17,158,024	17,715,660
Debt Expense - Prin & Interest Due	4,016,882	3,659,468	3,811,609	3,187,225	3,097,354	2,955,870	2,851,050
R&A Article Expenses	231,058	21,129	125,000	125,000	125,000	125,000	125,000
Sewer Subsidy (Voted in Enterprise Fund)	-	105,000	105,000	105,000	105,000	105,000	105,000
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>31,817,567</b>	<b>32,552,534</b>	<b>33,622,146</b>	<b>33,991,886</b>	<b>34,930,418</b>	<b>35,852,876</b>	<b>36,848,844</b>
<b><u>BUDGET SUMMARY</u></b>							
Net Budgeted Revenues	32,028,859	32,553,535	33,342,870	33,351,978	33,896,706	34,320,401	34,830,468
Budgeted Expenditures	(31,817,567)	(32,552,534)	(33,622,146)	(33,991,886)	(34,930,418)	(35,852,876)	(36,848,844)
Estimated Surplus / (Deficit)	211,291	1,001	(279,275)	(639,908)	(1,033,712)	(1,532,475)	(2,018,376)

## REPORT OF THE CAPITAL PLANNING AND INVESTMENT COMMITTEE

The Capital Planning and Investment Committee (CPIC) submits 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, commissions, or committees and determine if the proposed items represent a genuine need and fit with Town priorities, and if the proposed cost is reasonable.

### FY24 Process

In August 2022, CPIC solicited FY24 projects 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, environmental impact considerations, and how many of our residents will be impacted by this item. The projects were ranked according to these ratings, which informed our Committee's discussions and votes to recommend (or not) to the Finance Committee and Select Board which projects should be funded in FY24.

### FY24 Recommended Capital Plan

The chart below summarizes the requests considered by CPIC and the recommended source of funding for FY24. Detailed descriptions of each project are included in this report.

Dept	Project	Amount
Schools	Renovate Girls' Locker Room	\$150,000
Schools	12-Passenger Van for Schools	\$30,000
Schools	TBS Flooring	\$130,000
Schools	TBS Gym - Curtain, Painting, BB Hoops	\$125,000
COA	COA Solar Panels	\$170,000
Library	Library Fire Alarm	\$50,000
Building/Facilities	Painting of Municipal Buildings	\$185,000

Building/Facilities	Public Safety Building Elevator	\$150,000
Police	Public Safety Building Parking Lot	\$100,000
Fire	Hybrid Fire Command Car	\$65,000
Fire	SCBA Air Compressor	\$60,000
Parks and Rec	Athletic Field Restoration	\$25,000
DPW	Road Maintenance Money	\$200,000
Town Administrator	Town Buildings VOIP Phone System	\$70,000
CPIC	HES Debt	\$200,000
CPIC	Older Debt	\$63,000
DPW	Design of DPW Building	\$600,000 <sup>1</sup>
DPW	Heavy-Duty Dump Truck	\$240,000 <sup>2</sup>
Schools	TBS HVAC Engineering Study	\$422,928 <sup>3</sup>

<sup>1</sup> To be paid for with ARPA funds

<sup>2</sup> To be paid for with excluded debt

<sup>3</sup> Reappropriation of funds approved in previous years.

### **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's 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 \$200,000 of the CSF fund in FY24, and the School Committee “matched” this with Devens funds, to reduce the tax impact on residents created by the initial debt payments for the new Hildreth Elementary School. We are pleased we can do this for the taxpayers to lower tax bills and minimize year-to-year fluctuations. We anticipate allocating a final \$100K of the CSF fund in FY25 in order to complete the \$1M commitment made to ease the impact of the repayment schedule.

The CSF currently has a balance of \$2.9 million. As detailed in the 5-Year Capital Plan Projections, we have requests totaling approximately \$5 million for currently identified projects during FY25-FY28, plus a few large capital items coming up - DPW building, firehouse, athletic fields - which will likely require excluded debt.

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

Respectfully submitted,

**Voting members:**

Nate Finch, Chair and Community Representative  
Sharlene Cronin, Vice-Chair and School Committee Representative  
Eric Ward, Finance Committee Representative  
Don Ludwig, Select Board Representative  
Jeffrey Lin, Community Representative

**Ex-Officio Members:**

Tim Bragan, Town Administrator  
Linda Dwight, School Superintendent  
Jared Mullane, Finance Director

## **Capital Projects Recommended**

### **Bromfield Girls' Locker Room (Article 14.1)**

The Harvard Public Schools request funds to renovate the Bromfield girls' locker room. The locker rooms are in disrepair and do not function for the students. Many shower stalls are non-functional and the layout is a poor use of space for today's needs. This request would fund a complete overhaul of the girls' locker room, mirroring the work done to renovate the boys' locker room last year. This would include new lockers, storage, laundry capabilities, and ADA-accessible shower stalls. Similar to the boys' locker room last year, this work would be performed by the school facilities director and his staff.

CPIC recommends \$150,000 be funded from the Capitalization Stabilization and Investment Fund.

### **12-Passenger Van (Article 14.2)**

The Harvard Public Schools request funds to purchase a 12-passenger van for the transportation of students to school activities. The school currently must pay Dee Bus an extremely high fee to transport students to sports events and extracurricular activities. The school has a couple of older 8-passenger vans which require two trips to take most groups to events, resulting in multiple trips and wasted time and fuel. The 12-passenger van would reduce many of these to a single trip and would be more reliable than the older vans the school currently has.

CPIC recommends \$30,000 be funded from the Capitalization Stabilization and Investment Fund.

### **Bromfield Flooring Replacement (Article 14.3)**

The Harvard Public Schools request funds to replace portions of the flooring in Bromfield. Much of the flooring is at least 20 years old and needs replacement. This request would fund replacement with

environmentally friendly tiles that do not need regular waxing as the current floors require, saving custodial time and cleaning supplies. This is a continuation of the request from last year, and saves the town money by having the project performed by the school facilities director and his staff.

CPIC recommends \$130,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Bromfield Gym Renovation (Article 14.4)**

The Harvard Public Schools request funds to renovate the Bromfield gym. A large curtain is used regularly to divide the gym into two sections for different classes to use. This curtain and the mechanism to move it are falling apart and need to be replaced. The gym walls and exposed ceiling needs to be painted, as it has not been done in many years. Finally, the basketball hoops are original to the gym, and lack some safety features of newer systems.

CPIC recommends \$125,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Solar Panels for New COA Building (Article 14.5)**

The Council on Aging requests funds to pay for solar panels to be placed on the roof of the new COA building. The building is well placed for a solar installation, with a large, unobstructed roof, and the panels would save the town money in the long run. This project will be eligible for up to 30% reimbursement through the federal Inflation Reduction Act.

CPIC recommends \$170,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Library Fire Alarm System (Article 14.6)**

The Harvard Public Library requests funds to replace the existing fire alarm system, which is outdated and parts are no longer available for it. The existing system also requires specialists from the manufacturer to service it, whereas a new system would not require this added expense and difficulty.

CPIC recommends \$50,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Painting of Municipal Buildings (Article 14.7)**

The facilities director requests funds for routine exterior painting of Town Hall, the Harvard Public Library, and the Public Safety building. This regular maintenance not only keeps our public buildings looking good, but it is a preventative measure that saves us money in the long run by protecting against rot and decay.

CPIC recommends \$185,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Public Safety Building Elevator (Article 14.8)**

The facilities director requests funds to replace the elevator in the public safety (police & ambulance) building. The existing elevator is over 20 years old and the manufacturer no longer produces parts used to repair this model of elevator. In order to have parts available for repairs, the elevator mechanism



needs to be replaced with an updated version. Currently, if essential hardware in the elevator were to fail, we could lose ADA accessibility within the building for an extended period of time depending on part availability.

CPIC recommends \$150,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Public Safety Building Parking Lot (Article 14.9)**

The police chief requests funds to repave the Public Safety Building's parking lot, as well as address drainage issues in the driveway. The parking lot was paved during construction in 2002 and has been patched and repaired since then, but is in need of a full repave at this point.

CPIC recommends \$100,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Hybrid Fire Command Car (Article 14.10)**

The Fire Department requests funds to purchase a replacement vehicle for the Fire Chief. This is a scheduled replacement of an existing vehicle. The hybrid vehicle will show significant fuel savings over the current non-hybrid vehicle.

CPIC recommends \$65,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **SCBA Air Compressor (Article 14.11)**

The Fire Department requests funds to purchase a new air compressor for the firefighters' air tanks. The current compressor is 32 years old and beyond its expected lifespan. It is a critical part of our firefighters' safety equipment and needs to be replaced.

CPIC recommends \$60,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Restoration of Athletic Fields (Article 14.12)**

The Parks and Recreation Department requests funds for an extensive renovation of one of the town's athletic fields, as a part of an ongoing rotation of maintenance and resting program.

CPIC recommends \$25,000 be funded from the Capitalization Stabilization and Investment Fund.

#### **Road Repairs (Article 14.13)**

The DPW requests funds to maintain the town's public roads. While the town receives money from the state (known as Chapter 90) for road repairs, the funds from the state do not increase as fast as road repair costs. This request would fund additional road repairs needed across the town, including paving and crack sealing.

CPIC recommends \$200,000 be funded from the Capitalization Stabilization and Investment Fund.

**Town VOIP Phone System (Article 14.14)**

The town administrator requests funds to replace the town's aging phone system in Town Hall, the Public Safety Building, the COA building, and the Public Library with a typical modern VOIP phone system. The current phone system is unstable, does not meet 911 safety needs for town employees, nor does it afford the standard conveniences expected in today's more distributed world.

CPIC recommends \$70,000 be funded from the Capitalization Stabilization and Investment Fund.

**Engineering Design of DPW Building**

The DPW requests funds to pay for engineering documents to be produced for the replacement of the DPW buildings. The DPW buildings are used by many town employees daily and are in truly dire need of replacement.

CPIC recommends \$600,000 be funded from the ARPA funds allocated to the town.

**Heavy-Duty Dump Truck**

The DPW requests funds to purchase a new heavy-duty dump truck. This vehicle is used extensively during snow removal as well as for other purposes. The current vehicle is nearing 25 years old and needs significant repairs.

CPIC recommends \$240,000 be funded via excluded debt.

**Bromfield HVAC Engineering Design**

The Harvard Public Schools request that past funds allocated to Bromfield HVAC replacement be reallocated toward an engineering design document that would encompass the replacement of all of Bromfield remaining outdated HVAC systems. Many of the HVAC mechanicals in Bromfield are well past their life expectancy. The schools and CPIC decided that getting an engineering study of the systems would allow the town to replace a larger number of them at once, potentially saving the town money, as well as ensuring the taxpayers are given accurate estimates about the cost of their replacements.

CPIC recommends that existing funds of \$422,928 allocated in FY22 and FY23 for Bromfield HVAC replacement be reallocated to additionally be used to fund an engineering study of Bromfield's HVAC system, and the sunset dates of those funds to be extended to the end of FY25.

**Other Projects Considered But Not Recommended for FY24****Bromfield Hallway Lockers**

The student lockers at The Bromfield School are original to the building and 20-40 years old. Many lockers are broken, rusted, or otherwise deteriorating. This request would fund the replacement of a portion of the lockers, focusing on the oldest and least functional, with the intent of requesting funds for the remaining lockers next year.

While CPIC acknowledges the need and is generally in favor of replacing the lockers in Bromfield, the large number of requests we have received this year requires us to look for some places where we can delay projects to mitigate the impact on the CSF in any one particular year. With that in mind, the CPIC does not recommend this request of \$100,000 be funded this year.

### **Fire Station Building Design**

The committee agrees that the current fire station fits neither the town's nor the firefighter's needs. The design was originally scheduled to be requested next year, and was moved up due to interest in a grant that might come available. However, that grant did not come available, and with a limited budget, CPIC does not recommend this request for \$550,000 at this time.

### **Public Safety Building Roof and Solar**

The public safety building is a large consumer of electricity, and thus would appear to be a good candidate for solar panels to mitigate that cost. However, the roof on the building is 5 to 10 years out from needing a replacement, which puts the building in the awkward state of having a roof that is too old to have solar put over it, but too new to be replaced right now. Despite the committee's favorable opinion of solar, with the cost of an early roof replacement in mind, the Committee does not recommend these requests for \$50,000 for the roof and \$170,000 for solar panels at this time.

### **Pickleball Courts**

Parks and Rec requested funds for pickleball courts to be created by McCurdy track. Despite a large number of pickleball players currently overwhelming Bromfield's tennis courts, with the limited resources available to CPIC this year, the committee was not able to recommend this request for \$300,000 at this time.

### **Athletic Fields Land Acquisition**

The athletic fields committee (a committee composed of members from the schools, parks and rec, and the open space committee) asked for funds to purchase land for use in building new athletic fields for the town. The committee is still generally in favor of funding new athletic fields, as the current number of fields is insufficient for the town's needs, and overuse of those fields causes their condition to significantly deteriorate further each year. Unfortunately, the athletic fields committee does not have a proposal for a specific parcel that would be purchased. CPIC cannot approve funds to be used to purchase land before a parcel has been chosen, as Town Meeting must vote specifically for the town to acquire land. As such, the committee cannot recommend the athletic fields committee's request for \$500,000.

### **Followed by Charts**

- Five Year Capital Plan Summary
- Five Year Major Projects
- Excluded Debt Service 10-year Projections
- CSF Sources and Uses Projections for Five Years

<b>TOWN OF HARVARD</b>						
<b>FY24 CAPITAL PLANNING &amp; INVESTMENT COMMITTEE REPORT - SMALL CAP - UNDER \$500K</b>						
	<b>*FUND</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>
	<b>SOURCE</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>
<b>SMALL CAPITAL - UNDER \$500K</b>						
COA Solar Panels	CSF	170,000	-	-	-	-
Phone System Replacement	CSF	70,000	-	-	-	-
<b>SELECT BOARD / TOWN ADMINISTRATOR TOTAL</b>		<b>240,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Elevator Upgrade - Police/Public Safety	CSF	150,000	-	-	-	-
Exterior/Interior Painting	CSF	185,000	-	-	-	-
New Library Mechanicals		-	200,000	-	-	-
Paving of Municipal Lots		-	-	280,000	-	-
Roof Replacement @ Beach House, Still River Fire and Old Ambulance Building		-	-		30,000	-
Library Floor Replacement		-	-	-	-	30,000
<b>BUILDING - FACILITIES TOTAL</b>		<b>335,000</b>	<b>200,000</b>	<b>280,000</b>	<b>30,000</b>	<b>30,000</b>
Roof Replacement - Police Station			-	50,000	-	-
Parking Lot Pave/Repair	CSF	100,000	-	-	-	-
Upgrade and Replace Mobiles, Base and Portable Radios to NexGen		-	-	-	-	150,000
Replace weapons/Tasers/Training/Active Shooter Equipment		-	-	-	50,000	-
Purchase a new drone UAV for joint operation with FD		-	-	35,000	-	-
Replace and upgrade Station UPS System - Eaton		-	25,000	-	-	-
Computer Server Update and Replacement plus all PCs		-	-	26,000	-	-
Public Safety Building Solar Photovoltaic System		-	170,000	-	-	-
<b>POLICE DEPT TOTAL</b>		<b>100,000</b>	<b>195,000</b>	<b>111,000</b>	<b>50,000</b>	<b>150,000</b>
Upgrade Town's Fire Alarm System		-	48,890	-	-	-
Fire Ponds Restoration		-	50,000	-	-	-
Replace SCBA Air Compressor	CSF	60,000	-	-	-	-
Replace Hybrid Command Car	CSF	65,000	-	-	-	-
Purchase Utility Terrain Vehicle		-	-	-	35,000	-
<b>FIRE DEPT TOTAL</b>		<b>125,000</b>	<b>98,890</b>	<b>-</b>	<b>35,000</b>	<b>-</b>
TBS - Replace Damaged Flooring	CSF	130,000	130,000	-	-	-
TBS - Renovate Girls Locker Rooms	CSF	150,000	-	-	-	-
TBS - Gymnasium Renovation - Hanging Curtain, Painting, Floor	CSF	125,000	150,000	-	-	-
14-16 passenger small bus for athletics	CSF	30,000	-	-	-	-
TBS - Replace Student Locker Sections		-	230,000	-	-	-
TBS - Four Renovated Bathrooms		-	100,000	100,000	-	-
Field improvements and equipment/structures		-	100,000	100,000	100,000	100,000
TBS - Replace Exterior Metal Doors		-	100,000	100,000	-	-
Pick up truck F350 with a trailer		-	60,000	-	-	-
Solar arrays for the parking lots		-	50,000	-	-	-
Upgrades to address accessibility audit implementation		-	75,000	-	-	-
TBS - Hot Water Boiler		-	-	125,000	-	-
New Tractor		-	-	-	50,000	-
<b>SCHOOL TOTAL</b>		<b>435,000</b>	<b>995,000</b>	<b>425,000</b>	<b>150,000</b>	<b>100,000</b>
Reconstruct & Repair Town Roads (Supplement to Chapter 90)	CSF	200,000	200,000	200,000	200,000	200,000
Light Duty Dump Truck (18,000 GVW) Trade In 2011 Ford F-550		-	-	-	-	-
Light Duty Dump Truck (18,000 GVW) Trade 2012 F-550		-	90,000	-	-	-
DPW Building - Design & Procurement		-	-	-	-	-
John Deere Mini-Excavator - Trade in 2009 JD Mini-Excavator		-	70,000	-	-	-
Front End Bucket Loader - Trade In 2000 Caterpillar Loader		-	-	-	-	-
Heavy Duty Dump Truck - Trade In 1999 Dump Truck	Debt	240,000	-	-	-	-
Heavy Duty Dump Truck - Trade In 2002 Dump Truck		-	-	240,000	-	-
Heavy Duty Dump Truck - Trade In 2003 Dump Truck		-	-	-	240,000	-
F-250 Pick Up Truck - Trade in 2014 F-250 Pick Up Truck		-	-	-	-	70,000
Tractor w/ Brush Mower - Trade in 2010 Tractor w/ Brush Mower		-	-	-	-	125,000
<b>PUBLIC WORKS TOTAL</b>		<b>440,000</b>	<b>360,000</b>	<b>440,000</b>	<b>440,000</b>	<b>395,000</b>
Library Fire Alarm Panel	CSF	50,000	-	-	-	-
<b>LIBRARY TOTAL</b>		<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Field Maintenance	CSF	25,000	25,750	26,523	27,319	28,139
Athletic Field Acq		-	500,000	-	-	-
Pickleball Court		-	300,000	-	-	-
<b>PARK &amp; REC TOTAL</b>		<b>25,000</b>	<b>525,750</b>	<b>26,523</b>	<b>27,319</b>	<b>28,139</b>
Drawdown Pump and Motor Overhaul		-	-	75,000	-	-
<b>BARE HILL POND TOTAL</b>		<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>-</b>
DPW Equipment - \$160,000 - Art 16 ATM 5/1/2010	CSF	10,850	10,625	10,375	-	-
Fire Equipment - \$505,000 - Art 22 ATM 5/1/2010 Fire Truck	CSF	32,550	31,875	31,125	-	-
Water System Upgrade - \$300,000 - Art 22 ATM 4/2/2011	CSF	19,688	19,238	18,788	18,338	18,038
Art 25 ATM 5/5/18 HES Building Project - \$53,597,807	CSF	200,000	100,000	-	-	-
<b>CSF LONG TERM DEBT TOTAL</b>		<b>263,088</b>	<b>161,738</b>	<b>60,288</b>	<b>18,338</b>	<b>18,038</b>
<b>SMALL CAPITAL - UNDER \$500K - GRAND TOTAL</b>		<b>2,013,088</b>	<b>2,536,378</b>	<b>1,417,811</b>	<b>750,657</b>	<b>721,177</b>

TOWN OF HARVARD												
FY24 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT - LARGE CAPITAL												
											School	
<b>LARGE CAPITAL - \$500K+</b>	<b>ATM Vote</b>	<b>Project Complete</b>	<b>1st Debt Payment</b>	<b>Funding Source</b>	<b>Est FY24</b>	<b>Est FY25</b>	<b>Est FY26</b>	<b>Est FY27</b>	<b>Est FY28</b>	<b>Est FY29 - FY31</b>	<b>Est FY26-30</b>	<b>Total</b>
<i>Town Wide Radio/Communication Proj</i>	<i>May 2025</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	-	-	900,000	-	-	-	-	900,000
<i>Fire Station Design Study</i>	<i>May 2024</i>	<i>Jan 2025</i>	<i>FY 2026</i>	<i>TBD</i>	-	550,000	-	-	-	-	-	550,000
<i>New Fire Station</i>	<i>May 2027</i>	<i>TBD</i>	<i>TBD</i>	<i>Debt</i>	-	-	-	-	16,000,000	-	-	16,000,000
<i>Replace Engine 1</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>Debt</i>	-	-	-	-	-	825,000	-	825,000
<b>FIRE TOTAL</b>					-	550,000	900,000	-	16,000,000	825,000	-	18,275,000
<i>DPW Design &amp; Procurement</i>	<i>N/A</i>	<i>Dec 2023</i>	<i>N/A</i>	<i>ARPA</i>	600,000	-	-	-	-	-	-	600,000
<b>DPW Total</b>					600,000	-	-	-	-	-	-	600,000
<i>TBS HVAC</i>	<i>May 2024</i>	<i>TBD</i>	<i>FY 2026</i>	<i>Debt</i>	-	3,000,000	-	-	-	-	-	3,000,000
<i>TBS Main Office/School Entry Renovation/Counseling Offices</i>	<i>May 2024</i>	<i>TBD</i>	<i>FY 2026</i>	<i>Debt</i>	-	2,500,000	-	-	-	-	-	2,500,000
<i>TBS Main Cafeteria/Courtyard/Classrooms</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>Debt</i>	-	-	-	-	-	-	5,000,000	5,000,000
<i>TBS Roof Replacement</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>Debt</i>	-	-	-	-	-	-	2,000,000	2,000,000
<b>SCHOOL TOTAL</b>					-	5,500,000	-	-	-	-	7,000,000	12,500,000
<b>LARGE CAPITAL - OVER \$500K - GRAND TOTAL</b>					600,000	6,050,000	900,000	-	16,000,000	825,000	7,000,000	31,375,000

<b>TOWN OF HARVARD</b>					
<b>FY24 CAPITAL PLANNING &amp; INVESTMENT COMMITTEE REPORT</b>					
	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>	<b>Est</b>
<b>EXCLUDED DEBT SERVICE 10-YEAR PROJECTIONS THRU FY2033</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28 - FY32</b>
Total Small Capital - Under \$500K	1,750,000	1,874,640	1,417,811	691,819	721,177
Total Large Capital - \$500K+		6,050,000	900,000	-	23,825,000
HES MSBA Project	200,000	100,000	-	-	-
Fire Equipment	32,550	31,875	31,125	30,375	-
Water	19,688	19,238	18,788	18,338	87,150
DPW Equipment	10,850	10,625	10,375	10,125	-
Less Funding from Other Sources - School Devens Fund	-	-	-	-	-
Less Requests Likely Funded by Debt Exclusion	(240,000)	(6,050,000)	(900,000)	-	(23,825,000)
<b>NET FROM CAPITAL STABILIZATION &amp; INVESTMENT FUND</b>	<b>1,773,088</b>	<b>2,036,378</b>	<b>1,478,099</b>	<b>750,657</b>	<b>808,327</b>
<b>ESTIMATED CAPITAL STABILIZATION &amp; INVESTMENT FUND BALANCE</b>					
2/28/23 Balance - Capital Stabilization & Investment Fund	3,074,068	2,600,981	1,064,603	86,505	(164,153)
Free Cash - Estimated Transfer In - May ATM	1,300,000	500,000	500,000	500,000	500,000
Requests Funded by Capital Stabilization & Investment Fund Above	(1,773,088)	(2,036,378)	(1,478,099)	(750,657)	(808,327)
<b>ESTIMATED FUND BALANCE AT FISCAL YEAR END</b>	<b>2,600,981</b>	<b>1,064,603</b>	<b>86,505</b>	<b>(164,153)</b>	<b>(472,480)</b>

**TOWN OF HARVARD**  
**FY24 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT**

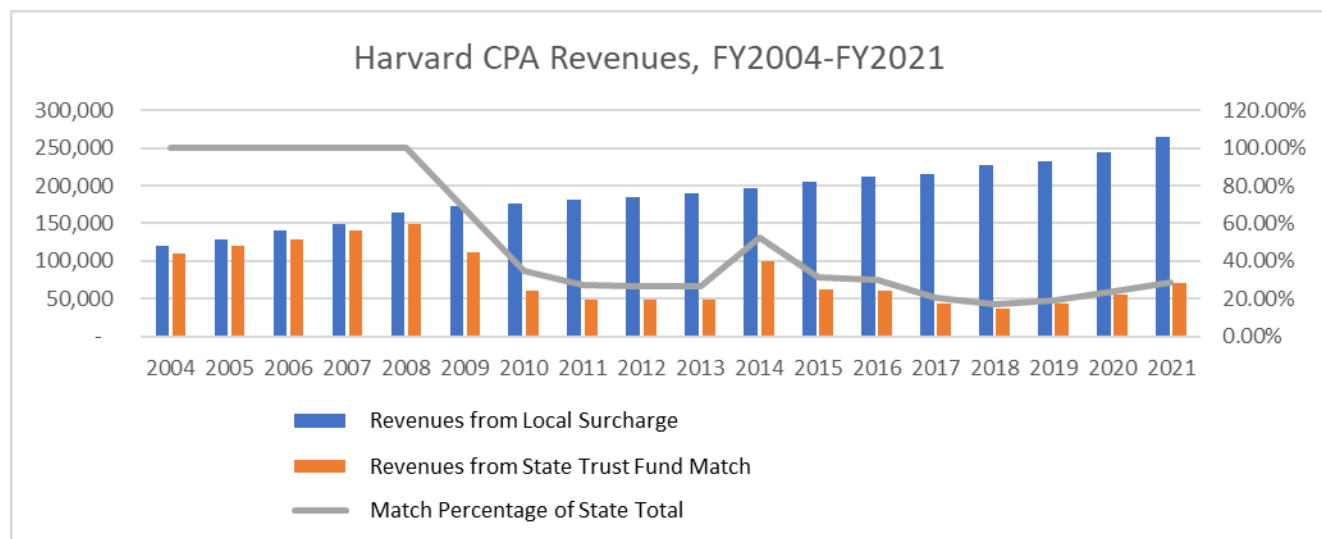
EXCLUDED DEBT SERVICE 10-YEAR PROJECTIONS THRU FY2033		FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	
Current Town Share Excluded Long Term Debt:		BOND AMT										
Town Hall Renovations - Art 18 ATM 4/28/2012	2,250,000	149,738	146,288	142,838	139,388	137,088	134,788	132,488	125,188	122,713	115,238	
Senior Center (Hildreth House) Improve - Art 22 ATM 3/28/15	1,241,000	93,750	91,150	83,550	81,150	78,750	76,950	75,150	73,350	71,550	69,750	
Public Library - Refunding 11/1/2004	1,395,000	129,375	126,563	-	-	-	-	-	-	-	-	
Fire Truck - Art 24 ATM 3/28/2015	350,000	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	11,750	11,250	10,750	10,250	-	-	-	-	-	-	
School - Bromfield Renovation - Refunding of 11/1/2004	3,380,000	320,725	308,813	-	-	-	-	-	-	-	-	
HES Building Project - Art 25 ATM 5/5/18	31,533,161	2,279,925	2,216,675	2,153,425	2,085,300	2,022,300	1,959,300	1,896,300	1,839,600	1,789,200	1,738,800	
Bromfield Science Lab Art 27 ATM 4/1/17	69,492	7,225	6,975	6,725	6,475	6,225	5,975	5,725	5,500	5,300	5,100	
MWPAT - MA Water Pollution Abate Trust - Art 25 ATM 5/5/2009	1,835,169	63,103	63,193	63,285	63,378	63,474	63,572	63,671	63,773	63,878	63,984	
Roads - Art 27 ATM 4/28/2012	648,000	57,000	55,500	54,000	52,500	41,500	25,700	10,200	-	-	-	
Ayer Rd Design - Art 23 ATM 5/4/19	300,000	107,800	98,800	-	-	-	-	-	-	-	-	
Heavy Duty Dump Truck - Art 23 ATM 5/4/19	195,000	31,300	30,300	29,300	28,300	27,300	21,300	20,500	-	-	-	
Senior Center Acq. & Renovation - Art 1 ATM 10/16/21	2,644,833	213,400	208,200	203,000	197,800	192,600	187,400	182,200	178,950	172,450	168,550	
Old Library Slate Roof - Art 23 ATM 5/4/19	335,713	30,675	29,875	29,075	28,275	27,475	21,675	21,075	20,700	19,950	19,500	
Old Library Slate Roof - Art 14 ATM 5/15/21	485,097	40,375	39,375	38,375	37,375	36,375	35,375	34,375	33,750	32,500	25,750	
Fire Truck - Art 2 ATM 10/16/21	965,096	80,600	78,600	76,600	74,600	72,600	70,600	68,600	67,350	59,850	58,500	
Total Current Town Share Excluded Long Term Debt Payments		3,645,990	3,540,056	2,918,672	2,831,791	2,732,187	2,628,634	2,535,784	2,408,161	2,337,391	2,265,172	
Less School Devens Fund Transfer for HES Building Project		(200,000)	(100,000)	-	-	-	-	-	-	-	-	
Less Capital Stabilization Fund Transfer for HES Building Project		(200,000)	(100,000)	-	-	-	-	-	-	-	-	
Adjusted Total Current Town Share Excluded Long Term Debt Payments		3,245,990	3,340,056	2,918,672	2,831,791	2,732,187	2,628,634	2,535,784	2,408,161	2,337,391	2,265,172	
Potential New Excluded Debt:												
Devens Water Connection - Est 20 yrs @ 2%	4,850,000	-	296,610	296,610	296,610	296,610	296,610	296,610	296,610	296,610	296,610	
DPW Dump Truck - Est 12 yrs @ 5%	240,000	-	32,000	31,000	30,000	29,000	28,000	27,000	26,000	25,000	24,000	
DPW Building Construction - Est 20 yrs @ 5%	5,000,000	-	-	500,000	487,500	475,000	462,500	450,000	437,500	425,000	412,500	
Athletic Fields - Est 15 years @ 5%	4,500,000	-	-	525,000	510,000	495,000	480,000	465,000	450,000	435,000	420,000	
Replace 2005 Fire Engine #1 - Est 15 years @ 5%	800,000	-	-	-	-	93,333	90,667	88,000	85,333	82,667	80,000	
Fire Station Design - Est 5 yrs @ 5%	550,000	-	-	137,500	132,000	126,500	121,000	115,500	-	-	-	
New Fire Station - Est 20 yrs @ 5%	16,000,000	-	-	-	-	-	-	-	-	1,600,000	1,560,000	
Townwide Radio/Communication Est 10 yrs 5%	900,000	-	-	-	135,000	130,500	126,000	121,500	117,000	112,500	108,000	
TBS - Roof Replacement - Est 20 yrs @ 5%	2,000,000	-	-	-	-	-	-	-	-	200,000	195,000	
TBS - HVAC Replacement - Est 20 yrs @ 5%	3,200,000	-	-	320,000	312,000	304,000	296,000	288,000	28,000	272,000	264,000	
New Library - New Roof - TBD - 20 yrs	TBD	-	-	-	-	-	-	-	-	-	-	
Total Potential New Excluded Debt Payments		-	-	1,482,500	1,576,500	1,624,333	1,576,167	1,528,000	1,117,833	3,127,167	3,039,500	
Grand Total - Projected Excluded Debt		3,245,990	3,340,056	4,401,172	4,408,291	4,356,520	4,204,801	4,063,784	3,525,994	5,464,558	5,304,672	
FY2023 ASSESSED VALUES		1,589,094,617	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Cost per \$1,000 Property Valuation			\$2.043	\$2.102	\$2.770	\$2.774	\$2.742	\$2.646	\$2.557	\$2.219	\$3.439	\$3.338

## REPORT OF THE 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.



Source: [Community Preservation Coalition](#).

The contributions from the Commonwealth's CPA Trust Fund declined between FY2017 and FY2019, due partly to fee structures at statewide Registries of Deeds that remained unchanged since 2001, and partly to steady growth in the number of participating CPA communities. After hitting a low mark of 19% in 2018, the fee schedule at the Registry of Deeds was updated; Harvard's state match rose to 28.6% in 2021 and is projected to rise significantly further in 2022, to 43.8%.

In the latest positive development for Harvard's CPC, the Community Preservation Coalition reports that \$10 million in state budget surplus funding will hopefully be added to the CPA trust fund in January 2023. It is hoped that the combination of the updated funding mechanism and the contribution from this budget surplus will help the CPC play a more vital role as a funding resource for the Town of Harvard in the coming years.



### **Activities of the Community Preservation Committee**

The funding initiatives warranted by the CPC at the 2022 Annual Town Meeting included:

- \$25,000 from the Parks & Recreation Commission for the completion of town docks,
- \$30,000 from the Parks & Recreation Commission for the installation of a mooring and raft anchoring system in Bare Hill Pond,
- \$36,000 from the Parks & Recreation Commission to fund safety improvements to the playground at Harvard Park,
- \$100,000 from the Open Space Committee to support the purchase of an Agricultural Preservation Restriction on a 70-acre parcel at 115 Prospect Hill Road by the Community Harvest Project,
- \$50,000 from the Open Space Committee for the acquisition of conservation land at Still River Woods,
- \$11,495 from the Harvard Fire Department for the preservation of historic fire department documents,
- \$2,500 from FY2021 Community Preservation Fund unspecified reserves, to be expended by the Harvard Community Preservation Committee for administrative expenses.
- \$33,800.00 from Community Preservation Fund to the Municipal Affordable Housing Trust for the development of affordable housing.

The aggregated funding for these projects totaled \$288,795.00.

### **FY2024 Applications**

During 2022, the CPC received ten applications for consideration for FY2024 funding, as listed below:

- \$26,000 from the Land Stewardship Committee for Invasive Plant Management,
- \$30,635 from the Town Clerk's Office for the Preservation of Historic Files,
- \$50,000 from the Parks & Recreation Commission to upgrade ADA compliance to the playground at Harvard Park,
- \$200,000 from the Open Space Committee to support the purchase of a parcel of land on Littleton County Road
- \$300,000 from Parks & Recreation to support the construction of Pickleball courts,
- \$5,760 from the Harvard Fire Department for the preservation of historic fire department documents,
- \$200,000 from Parks & Recreation to acquire land for Athletic Fields,
- \$38,879 from the Municipal Affordable Housing Trust for the development of affordable housing.

In addition to these applications, the CPC will warrant approximately \$45,938 to retire debt associated with the historic preservation of Town Hall, and \$2,500 for administrative expenses incurred in the course of managing work required under the Massachusetts CPA, totaling \$944,883.00.

The recommendations of the CPC will be included in the 2023 Annual Town Meeting Finance Committee Report Recommendations and Warrant Articles.

Respectfully submitted,

Beth Williams, Appointed, Chair

John Lee, Appointed, Treasurer

John Mark Walker, Appointed, Secretary

Mark Morin, Park & Recreation Commission Representative

Pam Marston, Historical Commission Representative

Joanne Ward, Conservation Commission Representative

Arielle Jennings, Municipal Affordable Housing Trust Representative

Doug Thornton, Planning Board Representative

## **TOWN MEETING PROCEDURES**

### **League of Women Voters of Harvard**

#### ***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***

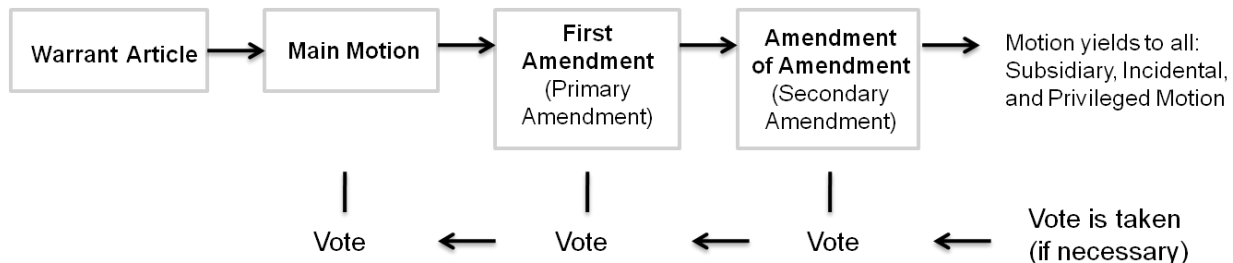
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained 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	Pay Bills of Prior Fiscal Year	
3	Ayer Road Title Research	\$ 60,000
4	Town's Financial Software Upgrade and Training	\$ 22,326
5	Tax Title Legal Requirements	\$ 75,000
6	Bare Hill Pond Algae Bloom Monitoring	\$ 7,000
7	Opioid Settlement Funds	\$ 72,788
8	Other Post-Employment Benefits Funding	\$ 50,000
9	Transfer from Free Cash to Stabilization Account	\$ TBD
10	Transfer from Free Cash to Capital Stabilization and Investment Fund	\$ TBD
11	Omnibus Budget	\$ 32,426,405
12	Performance-Based Wage Adjustments	\$ 21,129
13	Approve DPW Collective Bargaining Agreement	\$ TBD
14	Capital Planning and Investment Committee Recommended Expenditures	\$ 1,510,000
15	Capital Planning and Investment Committee Debt Payment	\$ 263,088
16	Capital Planning and Investment Committee Debt Recommendations	\$ 240,000
17	Amend Use of Prior Articles & Extend Sunset Dates	
18	Community Preservation Committee Report	
19	Community Preservation Committee Recommended Expenditures	\$ 375,202
20	Leasing of Land for Solar Array at the DPW	
21	FY24 Enterprise Fund Budgets:	
	Ambulance	\$ 269,429
	Sewer	\$ 232,574
22	Harvard Parks & Recreation Departmental Revolving Fund	
23	Revolving Funds	
24	Amend Chapter 39 (Firearms and Explosives) of the Code of Harvard	
25	Citizen Petition – Changing State Flag and Seal of Massachusetts	
26	Acceptance of Gifts of Property	
27	Acceptance of Highway Funds	

**WARRANT FOR THE 2023 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 Cronin Auditorium located in The Bromfield School on Saturday, the 29th day of April 2023 at 12:00 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: PAY BILLS OF PRIOR FISCAL YEARS**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money to pay bills of Fiscal Year 2022, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

**ARTICLE 3: AYER ROAD TITLE RESEARCH**

To see if the Town will vote to transfer a sum of money from the General Stabilization Account to conduct title research for properties along Ayer Road, between Route 2 and the Ayer Town Line, as part of the Transportation Improvement Program's requirements for the \$12+ Million road reconstruction grant, to be expended by the Department of Public Works Director, with the approval of the Town Administrator, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$60,000. be transferred from the General Stabilization Account, for the purpose of conducting title research for properties along Ayer Road, between Route 2 and the Ayer Town Line, as part of the Transportation Improvement Program's requirements for the \$12+ Million road reconstruction grant.***

**ARTICLE 4: TOWN'S FINANCIAL SOFTWARE (MUNIS) UPGRADE and TRAINING**

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Finance Director, to upgrade the Town's financial software, MUNIS, and to provide for the necessary training as well, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$22,326. be transferred from the General Stabilization Account to upgrade the Town's financial software, MUNIS, and to provide for the necessary training as well.***

**ARTICLE 5: TAX TITLE LEGAL REQUIREMENTS**

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Treasurer/Collector with the approval of the Finance Director, to provide for hiring a tax title legal expert to assist the Finance Department with its legal work related to tax title, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$75,000 be transferred from the General Stabilization Account to provide for hiring a tax title legal expert to assist the Finance Department with its legal work related to tax title.***

#### **ARTICLE 6: BARE HILL POND ALGAE BLOOM MONITORING**

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Bare Hill Pond Watershed Management Committee, to provide the Bare Hill Pond Management Committee with the necessary funds to assist them in monitoring and treating algal blooms on Bare Hill Pond, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$7,000. be transferred from the General Stabilization Account to provide the Bare Hill Pond Management Committee with the necessary funds to assist them in monitoring and treating algal blooms on Bare Hill Pond.***

#### **ARTICLE 7: OPIOID SETTLEMENT FUNDS**

To see if the Town will vote to transfer a sum of money from the Fiscal Year 2022 Certified Free Cash to be placed in an Opioid Settlement Account to be expended by various public safety departments, with the approval of the Select Board, in conformance with the legal requirements of the various legal settlements, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$72,788.44 received from the State as a result of various legal settlements, to be transferred from the Fiscal Year 2022 Certified Free Cash, placed in an Opioid Settlement Account and be expended by various public safety departments, with the approval of the Select Board, in conformance with the legal requirements of the various legal settlements.***

#### **ARTICLE 8: OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUNDING**

To see if the Town will vote to transfer a sum of money from the Fiscal Year 2022 Certified Free Cash, to be combined with the funds in the omnibus budget, and deposited into the Town's OPEB account, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$50,000. be transferred from the Fiscal Year 2022 Certified Free Cash to be combined with the funds in the omnibus budget, and deposited into the Town's OPEB account.***

#### **ARTICLE 9: TRANSFER FROM CERTIFIED FREE CASH TO THE STABILIZATION ACCOUNT**

To see if the Town will vote to transfer a sum of money from Fiscal Year 2022 Certified Free Cash to the Stabilization Account, in accordance with the Town Code, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$\_\_\_\_\_. be transferred from the Fiscal Year 2022 Certified Free Cash to the Stabilization Account, in accordance with the Town Code.***

**ARTICLE 10: TRANSFER FROM CERTIFIED FREE CASH TO THE CAPITAL  
STABILIZATION AND INVESTMENT FUND**

To see if the Town will vote to transfer a sum of money from Fiscal Year 2022 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$\_\_\_\_\_ be transferred from Fiscal Year 2022 Certified Free Cash to the Capital Stabilization and Investment Fund in conformance with the Town Code.***

**ARTICLE 11: OMNIBUS BUDGET**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, such sums of money as may be necessary to defray the expenses of the Town for Fiscal Year 2024, or pass any vote or votes in relation thereto.

(Inserted by Select Board and Finance Committee)

***FINANCE COMMITTEE RECOMMENDS – the total amount of the Omnibus Budget for Fiscal Year 2024 as detailed on pages 39 to 44.***

**ARTICLE 12: PERFORMANCE-BASED WAGE ADJUSTMENTS**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to supplement the amount appropriated under Article 11 of the Warrant for the 2023 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2024, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE RECOMMENDS – the sum of \$21,129. be raised and appropriated to supplement the amount appropriated under Article 11 of the Warrant for the 2023 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2024.***

**ARTICLE 13: APPROVE NEW DPW COLLECTIVE BARGAINING AGREEMENT AND  
FUNDS TO PAY FOR FISCAL YEAR 2024.**

To see if the Town will vote to approve the most recent Collective Bargaining Agreement between the Town and AFSCME 93, Harvard Department of Public Works which has been approved by said Union and the Select Board and to raise and appropriate, borrow, or transfer a sum of money to pay for the cost of funding Fiscal Year 2024 of said agreement, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

***FINANCE COMMITTEE DOES NOT HAVE A RECOMMENDATION – at this time as the contract negotiation are ongoing.***

**ARTICLE 14: 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



		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	TOWN AUDIT	21,000	-	-
	<b>TOTAL TOWN AUDIT</b>	<b>21,000</b>	Budgeted w/ finance in FY23	
	MILEAGE - TOWN ADMINISTRATOR	5,400	5,400	5,400
	WAGES - SELECT BOARD	314,116	330,696	349,013
<b>1</b>	<b>SELECT BOARD WAGES</b>	<b>319,516</b>	<b>336,096</b>	<b>354,413</b>
	EMPLOYEE TRAIN & PROF DEV	60	1,000	1,000
	SELECT BOARD OFFICE SUPPLIES	1,158	-	-
	SELECT BOARD PUR SERVICES	19,412	13,000	13,000
	SELECT BOARD-MEETINGS & DUES	1,852	4,000	4,000
	TOWN REPORTS	-	6,000	6,000
<b>2</b>	<b>SELECT BOARD EXPENSES</b>	<b>22,482</b>	<b>24,000</b>	<b>24,000</b>
	FIN COMM MEETINGS & DUES	180	200	200
<b>3</b>	<b>FIN COM MEETINGS &amp; DUES</b>	<b>180</b>	<b>200</b>	<b>200</b>
	ACCOUNTING SALARY & WAGES	155,264	124,746	186,378
	ASST TOWN CLERK/RECEPTIONIST	-	55,572	-
	ASSESSOR WAGES	45,786	48,126	52,697
	TREAS/COLLECTOR WAGES	145,872	140,908	164,158
	OVERTIME	700	1,750	600
	ACCOUNTING CERTIFICATION SALARY	1,000	1,000	1,000
	TREA/COLL CERTIFICATION SALARY	-	1,000	-
<b>4</b>	<b>TOTAL FINANCE DEPT WAGES</b>	<b>348,622</b>	<b>373,102</b>	<b>404,833</b>
	MAPPING AND DEEDS	2,440	4,400	5,100
	TRAINING, SUBSCRIPTIONS & DUES	5,543	9,428	8,709
	OTHER PROFESSIONAL SERVICES	132,202	126,600	126,850
	POSTAGE	19,401	23,000	24,150
	OFFICE SUPPLIES	2,487	3,000	3,500
	COPY MACHINE SUPPLIES	5,888	6,590	6,590
<b>5</b>	<b>TOTAL FINANCE DEPT EXPENSES</b>	<b>167,961</b>	<b>173,018</b>	<b>174,899</b>
	TECHNOLOGY	117,661	107,776	122,881
<b>6</b>	<b>TOTAL TECHNOLOGY</b>	<b>117,661</b>	<b>107,776</b>	<b>122,881</b>
	TOWN COUNSEL-LGL SERVICES	58,104	35,000	35,000
	OTHER LEGAL SERVICES	29,794	20,000	40,000
<b>7</b>	<b>TOTAL LEGAL EXPENSE</b>	<b>87,898</b>	<b>55,000</b>	<b>75,000</b>
	WAGES BD SUPPLIES	-	100	100
<b>8</b>	<b>TOTAL PERSONNEL BD SUPPLIES</b>	<b>-</b>	<b>100</b>	<b>100</b>
	TOWN CLERK - SALARY	89,682	77,812	144,104
	TOWN CLERK CERTIFICATION SAL	577	1,000	-
	TOWN CLERK - OVERTIME	-	-	500
<b>9</b>	<b>TOWN CLERK WAGES</b>	<b>90,259</b>	<b>78,812</b>	<b>144,604</b>
	TOWN CLERK-OFFICE SUPPLIES	1,657	1,735	1,735
	PUB REPRINTING	6,064	5,700	5,700
	TOWN CLERK MEETINGS & DUE	1,829	3,000	3,000
<b>10</b>	<b>TOWN CLERK EXPENSE</b>	<b>9,550</b>	<b>10,435</b>	<b>10,435</b>
	REGISTRARS HONORARIA	500	500	500
	CENSUS	1,078	1,500	1,500

		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	ELECTION SUPPLIES	9,228	9,600	7,400
11	<b>TOTAL ELECTIONS &amp; REGISTRARS</b>	<b>10,805</b>	<b>11,600</b>	<b>9,400</b>
	LAND USE BOARDS - WAGES	160,840	163,218	204,883
12	<b>TOTAL LAND USE BOARDS WAGES</b>	<b>160,840</b>	<b>163,218</b>	<b>204,883</b>
	PURCHASE OF SERVICE	1,579	2,975	6,615
	OFFICE EXPENSES	287	2,320	2,300
	LAND USE TECHNOLOGY	-	4,455	-
	DUES/ PROFESSIONAL DEVLEOPMENT	-	-	1,000
	MONT REG PLANNING COMM	1,924	2,000	2,100
13	<b>TOTAL LAND USE EXPENSE</b>	<b>3,789</b>	<b>11,750</b>	<b>12,015</b>
	CLIMATE MISC EXPENSES	-	-	2,636
14	<b>TOTAL CLIMATE EXPENSE</b>	<b>-</b>	<b>-</b>	<b>2,636</b>
	HCTV WAGES	64,440	69,648	58,912
15	<b>TOTAL HCTV WAGES</b>	<b>64,440</b>	<b>69,648</b>	<b>58,912</b>
	HCTV EXPENSES	46,092	54,052	47,088
16	<b>TOTAL HCTV EXPENSES</b>	<b>46,092</b>	<b>54,052</b>	<b>47,088</b>
	PUB BLDG-WAGES WAGES	33,144	34,782	37,634
17	<b>TOTAL PUB BLDG WAGES</b>	<b>33,144</b>	<b>34,782</b>	<b>37,634</b>
	ELECTRICITY	39,219	57,000	57,000
	GAS	29,078	40,000	40,000
	OIL	1,496	2,000	2,000
	BUILDING REPAIRS	78,346	128,000	153,000
	EQUIPMENT	168	2,500	2,500
	PUB BLDG PURCH SERVICES	26,286	63,750	63,750
	SUPPLIES	1,195	1,500	1,500
	WASTE WATER TREAT OPER (SEWER SUBSIDY)	150,738	85,000	enterprise
18	<b>TOTAL PUBLIC BUILDINGS EXPENSE</b>	<b>326,527</b>	<b>379,750</b>	<b>319,750</b>
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>1,830,766.83</b>	<b>1,883,339</b>	<b>2,003,683</b>
	COMMUNICATIONS EXPENSE	199,500	220,000	235,000
19	<b>TOTAL COMMUNICATIONS EXPENSE</b>	<b>199,500</b>	<b>220,000</b>	<b>235,000</b>
	POLICE PUB SAFETY BLDG OPER COST	27,420	Budgeted w/ Public Bldgs	
	POLICE OFFICE SUPPLIES	3,534	4,000	4,500
	POLICE CRUISER MAINTENANCE	9,132	10,000	11,500
	POLICE OPERATING EXPENSES	56,368	34,000	43,250
	POLICE UNIFORM EXPENSES	12,522	13,500	13,500
	POLICE DUES AND MEMBERSHIPS	2,500	2,500	3,000
	POLICE CRUISER	45,950	60,000	55,500
20	<b>TOTAL POLICE DEPT EXPENSE</b>	<b>157,426</b>	<b>124,000</b>	<b>131,250</b>
	POLICE - OFFICER WAGES	657,609	741,802	745,289
	POL-EDUCATION/TRAINING/STIPENDS	100,261	128,000	133,340
	POLICE - ADMIN ASST WAGES	111,207	117,013	127,922
	POLICE - OVERTIME	144,689	165,245	165,000
21	<b>TOTAL POLICE DEPT WAGES</b>	<b>1,013,767</b>	<b>1,152,060</b>	<b>1,171,551</b>
	FIRE FT WAGES FF/EMT	191,544	185,770	210,702

		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	FIRE ON-CALL WAGES	155,660	173,615	187,851
	FIRE OVERTIME & ADDL UP TO 53 HR/WK	11,007	15,635	16,917
	FIRE OFFICERS STIPENDS	13,975	14,500	14,500
<b>22</b>	<b>TOTAL FIRE DEPT WAGES</b>	<b>372,187</b>	<b>389,520</b>	<b>429,970</b>
	FIRE EXPENSES	61,249	46,692	50,000
	FIRE DEPT-RADIO REPL&REPA	13,708	2,700	2,850
	FIRE-PROTECTIVE CLOTHING	-	18,745	22,535
	FIRE - OFFICE SUPPLIES	-	1,550	1,800
	FIRE - DUES/SUBSCRIPTIONS	-	2,506	-
	FIRE - TRAVEL	-	150	-
	FIRE - PROFESSIONAL DEVELOPMENT	-	3,800	6,456
<b>23</b>	<b>TOTAL FIRE DEPT EXPENSES</b>	<b>74,957</b>	<b>76,143</b>	<b>83,641</b>
	BUILDING INSPECTOR WAGES	86,150	91,530	99,035
	BLDG INSPECTOR EXPENSE	4,220	4,000	4,000
<b>24</b>	<b>TOTAL BUILDING &amp; ZONING INSPECTOR</b>	<b>90,371</b>	<b>95,530</b>	<b>103,035</b>
	GAS INSPECTOR WAGES	9,956	4,000	4,000
<b>25</b>	<b>TOTAL GAS INSPECTOR WAGES</b>	<b>9,956</b>	<b>4,000</b>	<b>4,000</b>
	PLUMBING INSPECTOR SALARY	15,373	7,000	7,000
<b>26</b>	<b>TOTAL PLUMBING INSPECTOR SALARY</b>	<b>15,373</b>	<b>7,000</b>	<b>7,000</b>
	WIRE INSPECTOR SALARY	26,659	11,000	11,000
<b>27</b>	<b>TOTAL WIRE INSPECTOR SALARY</b>	<b>26,659</b>	<b>11,000</b>	<b>11,000</b>
	ANIMAL CONTROL OFFICER SALARY	16,500	18,254	18,254
<b>28</b>	<b>TOTAL ANIMAL CONTROL OFFICER SALARY</b>	<b>16,500</b>	<b>18,254</b>	<b>18,254</b>
	ANIMAL CONTROL EXPENSE	-	750	250
<b>29</b>	<b>TOTAL ANIMAL CONTROL EXPENSE</b>	<b>-</b>	<b>750</b>	<b>250</b>
	TREE WARDEN EXPENSES	35,000	36,750	42,000
<b>30</b>	<b>TOTAL TREE WARDEN EXPENSES</b>	<b>35,000</b>	<b>36,750</b>	<b>42,000</b>
	<b>TOTAL PUBLIC SAFETY</b>	<b>2,011,695.79</b>	<b>2,135,007</b>	<b>2,236,951</b>
	SCHOOL - CENTRAL OFFICE	976,992	1,223,600	1,300,257
	SCHOOL - MAINTENANCE	1,128,749	1,175,352	1,252,166
	SCHOOL - HILDRETH EDUCATION	3,128,878	2,998,136	3,100,463
	SCHOOL - BROMFIELD EDUCATION	4,572,012	4,717,294	4,747,879
	SCHOOL - SPECIAL EDUCATION	3,727,465	3,975,449	4,207,114
	SCHOOL - TECHNOLOGY	406,300	532,512	573,757
<b>31</b>	<b>LOCAL SCHOOL TOTAL</b>	<b>13,940,396</b>	<b>14,622,343</b>	<b>15,181,636</b>
<b>32</b>	<b>TECH SCHOOL ASSESS</b>	<b>43,614</b>	<b>135,872</b>	<b>110,500</b>
	<b>TOTAL EDUCATION</b>	<b>13,984,010</b>	<b>14,758,215</b>	<b>15,292,136</b>
	HIGHWAY WAGES WAGES	697,574	789,966	769,002
	TRANSFER STATION WAGES	25,782	31,089	27,797
	OVERTIME	28,918	57,970	59,420
	DIRECTOR BENEFITS CONTRACTED	4,500	4,500	3,960
<b>33</b>	<b>TOTAL DPW WAGES</b>	<b>756,774</b>	<b>883,525</b>	<b>860,179</b>
	HIGHWAY ELECTRIC	9,595	10,000	12,000
	HWY VEHICLE MAINTENANCE	60,732	52,000	55,265
	HWY ROAD MAINT. MATERIALS	22,268	48,800	48,800

		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	HWY PAINTING LINES	8,078	13,500	21,500
	TREE EXPENSES	-	-	20,000
	HWY CONTRACT SERVICES	67,453	65,000	67,700
	HIGHWAY TELEPHONE	1,741	3,200	3,200
	POLICE DET'LS HARVARD OFFICERS	2,648	15,000	15,000
	HWY GENERAL SUPPLIES	25,977	34,500	35,500
	HWY OFFICE SUPPLIES	649	2,100	2,100
	HWY FUEL	73,753	74,500	74,500
	HWY CLOTHING/SAFETY E	11,297	12,000	14,000
<b>34</b>	<b>TOTAL DPW EXPENSE</b>	<b>284,191</b>	<b>330,600</b>	<b>369,565</b>
	SNOW & ICE ON CALL REGULAR	34,140	51,928	51,928
	SNOW & ICE OVERTIME	91,084	36,072	36,072
	EQUIPMENT	25,732	16,000	16,000
	OUTSIDE CONTRACTORS	-	1,000	1,000
	SAND	31,635	19,000	19,000
	SALT	170,505	76,000	76,000
<b>35</b>	<b>TOTAL DPW SNOW &amp; ICE</b>	<b>353,096</b>	<b>200,000</b>	<b>200,000</b>
	STREET LIGHTS & TRAFFIC SIGNAL	8,725	8,200	9,500
<b>36</b>	<b>TOTAL STREET LIGHTS &amp; TRAFFIC SIGNAL</b>	<b>8,725</b>	<b>8,200</b>	<b>9,500</b>
	DPW SMALL EQUIPMENT UNDER \$20K	30,000	30,000	30,000
<b>37</b>	<b>DPW SMALL EQUIPMENT UNDER \$20K</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
	DPW CAPITAL EQUIPMENT \$20K+	39,960	40,000	40,000
<b>38</b>	<b>DPW CAPITAL EQUIPMENT \$20K+</b>	<b>39,960</b>	<b>40,000</b>	<b>40,000</b>
	TRANSFER STATION ELECTRIC	1,784	2,500	4,000
	TRANSFER STATION REPAIR & MAIN	16,888	11,500	10,738
	TRANSFER STATION SOLID WASTE	73,098	73,682	65,000
	TRANSFER STATION TRUCKING/SOLID	30,163	49,168	45,000
	TRANSFER STATION CONSTR DEBRIS	11,642	11,552	12,000
	TRANSFER STATION CONTROLLED MAT	1,938	8,000	10,500
	TRANSFER STATION-GLASS REMOVAL	8,268	10,710	11,250
	TRANSFER STATION TIRE DISPOSAL	455	800	800
	TRANSFER STATION HAZAR WASTE	3,891	4,500	4,500
	TRANSFER STATION CONSULTANT	5,785	6,000	6,000
	TRANSFER STATION TELEPHONE	-	250	250
	TRANSFER STATION SUPPLIES	2,507	1,800	1,800
<b>39</b>	<b>TOTAL TRANSFER STATION EXPENSE</b>	<b>156,419</b>	<b>180,462</b>	<b>171,838</b>
	WATER DEPT PURCH SERVICES	27,061	51,700	51,700
<b>40</b>	<b>TOTAL WATER DEPT PURCH SERVICES</b>	<b>27,061</b>	<b>51,700</b>	<b>51,700</b>
	BARE HILL POND EXPENSE	27,005	28,000	28,000
<b>41</b>	<b>TOTAL BARE HILL POND EXPENSE</b>	<b>27,005</b>	<b>28,000</b>	<b>28,000</b>
	CEMETERY EXPENSE	2,500	2,500	2,500
<b>42</b>	<b>TOTAL CEMETERY EXPENSE</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	COMMON & FIELD MAINTENANCE	-	43,000	44,075
<b>43</b>	<b>TOTAL COMMON &amp; FIELD MAINTENANCE</b>	<b>-</b>	<b>43,000</b>	<b>44,075</b>

		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	<b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>1,685,730</b>	<b>1,797,987</b>	<b>1,807,357</b>
	BOH - WAGES WAGES	20,426	22,872	24,994
<b>44</b>	<b>TOTAL BOH - WAGES</b>	<b>20,426</b>	<b>22,872</b>	<b>24,994</b>
	BOH - PURCHASED SERVICES	2,575	5,343	7,710
	BOH - WATER QUALITY MONITORING	-	4,072	4,115
	NASHOBA HEALTH DISTRICT	28,274	27,669	29,052
	MINUTEMAN HOME CARE SERV.	1,533	1,533	-
	BOH - OFFICE SUPPLIES	1,286	746	746
	BOH - MEETINGS/CONF/MILEAGE REIMB	-	325	746
<b>45</b>	<b>TOTAL BOARD OF HEALTH EXPENSE</b>	<b>33,668</b>	<b>39,688</b>	<b>42,369</b>
	COA WAGES	153,586	191,534	238,342
<b>46</b>	<b>TOTAL COA WAGES</b>	<b>153,586</b>	<b>191,534</b>	<b>238,342</b>
	COA EXPENSE	10,657	10,547	12,080
<b>47</b>	<b>TOTAL COA EXPENSE</b>	<b>10,657</b>	<b>10,547</b>	<b>12,080</b>
	MART WAGES	19,141	20,402	20,397
<b>48</b>	<b>TOTAL MART WAGES</b>	<b>19,141</b>	<b>20,402</b>	<b>20,397</b>
	MART EXPENSE	650	1,000	1,000
<b>49</b>	<b>TOTAL MART EXPENSE</b>	<b>650</b>	<b>1,000</b>	<b>1,000</b>
	VETERANS AGENT SALARY	5,100	5,980	6,011
<b>50</b>	<b>TOTAL VETERANS AGENT WAGES</b>	<b>5,100</b>	<b>5,980</b>	<b>6,011</b>
	VETERANS EXPENSE	-	1,000	1,000
	VETERANS' BENEFITS	13,478	25,000	25,000
<b>51</b>	<b>TOTAL VETERANS EXPENSE</b>	<b>13,478</b>	<b>26,000</b>	<b>26,000</b>
	<b>TOTAL HUMAN SERVICES</b>	<b>256,706.01</b>	<b>318,023</b>	<b>371,193</b>
	LIBRARY WAGES	456,215	520,728	537,413
<b>52</b>	<b>TOTAL LIBRARY WAGES</b>	<b>456,215</b>	<b>520,728</b>	<b>537,413</b>
	LIBRARY PURCHASED SERVICES	61,195	61,530	61,930
	LIBRARY MATERIALS	102,069	109,266	115,112
<b>53</b>	<b>TOTAL LIBRARY EXPENSE</b>	<b>163,264</b>	<b>170,796</b>	<b>177,042</b>
	RECREATION WAGES	-	-	65,492
<b>54</b>	<b>TOTAL RECREATION</b>	<b>-</b>	<b>-</b>	<b>65,492</b>
	TRAINING, SUBSCRIPTIONS & DUES	-	-	1,050
	OFFICE SUPPLIES	-	-	1,000
<b>55</b>	<b>TOTAL RECREATION EXPENSES</b>	<b>-</b>	<b>-</b>	<b>2,050</b>
	BEACH DIRECTOR WAGES	9,554	17,066	-
<b>56</b>	<b>TOTAL BEACH DIRECTOR WAGES</b>	<b>9,554</b>	<b>17,066</b>	<b>-</b>
	BEACH EXPENSES	21,297	21,297	21,829
<b>57</b>	<b>TOTAL BEACH EXPENSES</b>	<b>21,297</b>	<b>21,297</b>	<b>21,829</b>
	P&R MISC EXP	69,547	5,650	7,280
<b>58</b>	<b>TOTAL P&amp;R MISC EXP</b>	<b>69,547</b>	<b>5,650</b>	<b>7,280</b>
	HIST COMM - EXPENSES	32	250	250
<b>59</b>	<b>TOTAL HIST COMM - EXPENSES</b>	<b>32</b>	<b>250</b>	<b>250</b>
	AGRICULTURAL COMMISSION EXP	1,909	1,245	1,500
<b>60</b>	<b>TOTAL AGRICULTURAL COMMISSION EXP</b>	<b>1,909</b>	<b>1,245</b>	<b>1,500</b>

		FY22	FY23	FY24
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
	<b>TOTAL CULTURE &amp; RECREATION</b>	<b>721,818.53</b>	<b>737,032</b>	<b>812,856</b>
61	ISSUANCE COSTS	7,992	15,000	17,500
62	LONG TERM DEBT - PRINCIPAL	2,243,492	2,576,142	2,318,851
63	LONG TERM DEBT - INTEREST	1,339,761	1,413,740	1,311,117
64	SHORT TERM INTEREST	2,172	12,000	12,000
	<b>TOTAL DEBT SERVICE</b>	<b>3,593,417.53</b>	<b>4,016,882</b>	<b>3,659,468</b>
	WORC COUNTY RETIREMENT	1,128,337	1,241,423	1,394,517
	WORKERS COMP INSURANCE	166,987	164,684	169,000
	UNEMPLOYMENT INSURANCE	9,207	20,000	23,000
	DEFERRED COMP BENEFITS	17,381	18,500	19,500
	MEDICARE TOWN SHARE	258,274	241,000	247,000
	HEALTH INSURANCE TOWN SHARE	3,007,954	3,102,831	3,299,062
	LIFE INSURANCE	12,386	12,960	12,960
	DISABILITY INS TOWN SHARE	23,351	30,900	-
	BENEFITS ADMINISTRATION	1,063	2,000	2,000
	OPEB TRUST FUNDING	500,000	525,000	500,000
65	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>5,124,941</b>	<b>5,359,298</b>	<b>5,667,039</b>
	BLDG AND LIAB INSURANCE	221,295	230,726	225,722
66	<b>TOTAL BLDG AND LIAB INSURANCE</b>	<b>221,295</b>	<b>230,726</b>	<b>225,722</b>
	<b>TOTAL INSURANCE &amp; FRINGE BENEFITS</b>	<b>5,346,236.16</b>	<b>5,590,024</b>	<b>5,892,761</b>
67	RESERVE FUND	-	350,000	350,000
	<b>GRAND TOTAL OMNIBUS BUDGET</b>	<b>29,430,381</b>	<b>31,586,509</b>	<b>32,426,405</b>

<b>TOWN OF HARVARD</b>			
<b>AMBULANCE ENTERPRISE FUND BUDGET</b>			
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>ACCOUNT DESCRIPTION</b>	<b>EXPENDED</b>	<b>BUDGET</b>	<b>REQUEST</b>
PERSONNEL	-	70,000	63,444
STIPENDS	41,372	57,000	70,500
Overtime		-	12,297
<b>TOTAL SALARIES &amp; WAGES</b>	<b>41,372</b>	<b>127,000</b>	<b>146,241</b>
PURCHASED SERVICES - ALS FEES	46,728	48,000	52,000
FACILITY SUPPLIES & EXPENSE	1,517	15,000	4,000
MED EQUIP REPAIR & MAINT	5,571	2,000	6,800
MISC FEES FOR SERVICE	5,267	5,000	2,300
LICENSING EXPENSE - EMT	457	1,800	2,000
TRAINING - NEW EMT CLASSES	-	12,000	2,800
CONTINUING EDUCATION - EMT	4,267	8,000	7,000
OFFICE SUPPLIES	1,202	2,000	1,800
COMPUTERS & SOFTWARE	253	3,000	3,300
VEHICLE MAINTENANCE	9,383	7,500	9,800
UNIFORM EXPENSE	817	1,875	1,600
MEDICAL SUPPLIES	8,630	20,000	4,300
RADIO COMMUNICATIONS		2,000	25,488
TRANSFER TO GEN FUND - IDC		-	
<b>TOTAL EXPENSES</b>	<b>84,093</b>	<b>128,175</b>	<b>123,188</b>
<b>AMBULANCE TOTALS</b>	<b>125,465</b>	<b>255,175</b>	<b>269,429</b>
<b>TOWN OF HARVARD</b>			
<b>SEWER ENTERPRISE FUND BUDGET</b>			
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
<b>ACCOUNT DESCRIPTION</b>	<b>EXPENDED</b>	<b>BUDGET</b>	<b>REQUEST</b>
REPAIRS & MAINTENANCE			
SEWER UTILITIES			
PURCHASED SERVICES	11,411	50,000	140,250
PURCHASED SERVICES (from retained earn)		30,000	
IDC - TRF TO GEN FUND (FOR DEBT PMT)	92,070	92,195	92,324
<b>TOTAL SEWER ENTERPRISE EXPENSE</b>	<b>103,481</b>	<b>172,195</b>	<b>232,574</b>

appropriations from the funding sources, and that any funds remaining will be returned to their funding source, or pass any vote or votes in relation thereto:  
(Inserted by the Capital Planning and Investment Committee)

	<i><b>Description of Acquisition or Project</b></i>	<i><b>Board or Official Authorized to Expend Funds</b></i>	<i><b>Amount</b></i>	<i><b>Funding Source</b></i>
1	Renovate Girls' Locker Room	Superintendent of Schools with School Committee approval	\$ 150,000	Capital Stabilization Fund
2	Passenger Van for Schools	Superintendent of Schools with School Committee approval	\$ 30,000	Capital Stabilization Fund
3	Bromfield School Flooring	Superintendent of Schools with School Committee approval	\$ 130,000	Capital Stabilization Fund
4	Bromfield School Gym: Painting, Curtain, Basketball Hoops	Superintendent of Schools with School Committee approval	\$ 125,000	Capital Stabilization Fund
5	Council on Aging Building Solar Panels	Permanent Building Committee with Select Board approval	\$ 170,000	Capital Stabilization Fund
6	Library Fire Alarm	Facilities Manager with Select Board approval	\$ 50,000	Capital Stabilization Fund
7	Painting of Municipal Buildings	Facilities Manager with Select Board approval	\$ 185,000	Capital Stabilization Fund
8	Public Safety Building Elevator	Facilities Manager with Select Board approval	\$ 150,000	Capital Stabilization Fund
9	Paving Public Safety Building Parking Lot	Facilities Manager with Select Board approval	\$ 100,000	Capital Stabilization Fund
10	Hybrid Fire Command Car	Fire Chief with Select Board approval	\$ 65,000	Capital Stabilization Fund
11	Self-Contained Breathing Apparatus (SCBA) Air Compressor	Fire Chief with Select Board approval	\$ 60,000	Capital Stabilization Fund
12	Field Rotation/Restoration	Recreation Director with approval of Parks & Recreation Commissioners	\$ 25,000	Capital Stabilization Fund
13	Road Maintenance	Director of Public Works with the approval of the Select Board	\$ 200,000	Capital Stabilization Fund
14	Town Voice Over Internet Protocol Phone System	Town Administrator with the approval of the Select Board	\$ 70,000	Capital Stabilization Fund

***FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article, all of the items 1 through 14 totaling \$1,510,000., and be funded from the Capital Stabilization and Investment Fund.***

## **ARTICLE 15: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT PAYMENT**

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to be expended by the Town Treasurer, with the approval of the Select Board, to fund the Capital Planning and Investment Committee's debt service for Fiscal Year 2024, or pass any vote or votes in relation thereto.  
(Inserted by Finance Committee and Capital Planning and Investment Committee)



***FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article, and the sum of \$263,088. be funded from the Capital Stabilization and Investment Fund.***

**ARTICLE 16: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT RECOMMENDATIONS**

To see if the Town will vote to borrow 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 following funding sources, or pass any vote or votes in relation thereto:

(Inserted by Finance Committee and Capital Planning and Investment Committee)

<i>Description of Acquisition or Project</i>		<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Source</i>
1	Heavy Duty Dump Truck	Director of Public Works with the approval of the Select Board	\$ 240,000	Borrowing M.G.L. Ch. 44

***FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article and the sum of \$240,000., and that it be funded through debt authorization.***

**ARTICLE 17: AMEND USE OF PRIOR ARTICLES AND EXTEND SUNSET DATES**

To see if the Town will vote to amend its votes under: Article 9, #12, of the June 20, 2020 Annual Town Meeting; Article 8, #4, of the May 15, 2021 Annual Town Meeting; and Article 18, #1, of the May 24, 2022 Annual Town Meeting to allow the previously appropriated funds to be used to provide for an HVAC engineering study and that Article 9, #12, of the June 20, 2020 Annual Town Meeting and Article 8, #4, of the May 15, 2021 Annual Town Meeting by extending their respective sunset dates extended to June 30, 2025, or pass any vote or votes in relation thereto.

(Inserted by the Capital Planning and Investment Committee)

**ARTICLE 18: 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 2024 Community Preservation budget as printed in the 2023 Finance Committee Report, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

**ARTICLE 19: 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 2024, and that any funds remaining will be returned to their funding source, or pass any vote or votes in relation thereto:

(Inserted by the Community Preservation Committee)

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Source</i>
1	ADA Playground Upgrade	Parks and Recreation Commission	\$ 50,000	Fiscal 2024 Community Preservation Fund Unspecified Reserves
2	Baseball and Softball Field Improvements	Parks and Recreation Commission	\$ 35,404	Fiscal 2024 Community Preservation Fund Unspecified Reserves
3	Littleton County Road Conservation Restriction	Conservation Commission	\$ 200,000	Fiscal 2024 Community Preservation Fund Unspecified Reserves
4	Fire Reports Preservation	Harvard Fire Department	\$ 5,760	Fiscal 2024 Community Preservation Fund Unspecified Reserves
5	Affordable Housing Reserves	Municipal Affordable Housing Trust	\$ 36,100	Fiscal 2024 Community Preservation Fund Unspecified Reserves
6	Debt Payment on Town Hall	Finance Director	\$ 45,938	Fiscal 2024 Community Preservation Fund Unspecified Reserves
7	Community Preservation Committee Administrative Expenses	Community Preservation Committee	\$ 2,000	Fiscal 2024 Community Preservation Fund Unspecified Reserves

## **ARTICLE 20: LEASE OF LAND FOR INSTALLATION OF SOLAR ARRAY AT THE DPW**

To see if the Town will vote to authorize the Select Board to lease the Old Landfill Area at the Department of Public Works, located off Depot Road, for the purpose of installing a ground mounted solar photovoltaic system for a term to be specified in a Power Purchase Agreement and lease agreement between the Town and the company chosen to install the photovoltaic system, or pass any vote or votes in relation thereto.  
(Inserted by Select Board)

## **ARTICLE 21: FY2024 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 1/2 for Fiscal Year 2024, or pass any vote or votes in relation thereto.  
(Inserted by Finance Director)

***FINANCE COMMITTEE RECOMMENDS – the passage of this article.***

## **ARTICLE 22: HARVARD PARKS AND RECREATION NON-BEACH REVOLVING FUND**

To see if the Town will vote to amend Chapter 21 of the Town Code, Departmental Revolving Funds, by adding thereto the following new section to authorize the establishment of a revolving fund, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E1/2, for the Parks and Recreation non-beach and non-field revenue, or pass any vote or votes in relation thereto.

(Submitted by Harvard Parks and Recreation Commission)

#### **§21-5.10 Parks and Recreation Revolving Fund.**

**A.** Fund name. There shall be a separate fund called the Parks and Recreation Revolving Fund, authorized for use by the Harvard Parks and Recreation Director.

**B.** Revenues. The Town Accountant shall establish the Parks and Recreation Revolving Fund as a separate account and credit to the Fund all of the fees charged and received by the Harvard Parks and Recreation Director in connection with various non-beach activities.

**C.** Purposes and expenditures. During each fiscal year, the Harvard Parks and Recreation Director may incur liabilities against and spend monies from the Parks and Recreation Revolving Fund for the expenses of the programs for which the fees are collected.

**D.** Fiscal years. The Parks and Recreation Revolving Fund shall operate for fiscal years that begin on or after July 1, 2023.

***FINANCE COMMITTEE RECOMMENDS – the passage of this article.***

#### **ARTICLE 23: 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 2024, or pass any vote or votes in relation thereto:  
(Inserted by Finance Committee)

<b>Revolving Fund</b>	<b>Expenditure Limit</b>
Council on Aging	\$ 35,000.
Fourth of July Committee	40,000.
Fire Department S.A.F.E. Program	30,000.
Application Review Advertising & Professional Service Cost	1,000.
Harvard Community Cable Access Committee	25,000.
Parks and Recreation Beach	120,000.
Parks and Recreation Field Maintenance	65,000.
HES EVCS Revolving Fund	20,000.
Parks and Recreation Revolving Fund	120,000.

***FINANCE COMMITTEE RECOMMENDS – the passage of this article.***

#### **ARTICLE 24: AMEND CHAPTER 39, FIREARMS and EXPLOSIVES, of the CODE of HARVARD**

To see if the Town will vote to amend Chapter 39, Firearms and Explosives, of the Town Code by making the following revisions or take any vote or votes in relation thereto.

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

Hunting, Trapping, Firearms, and Explosives

§ 39-1 ~~Discharge prohibited; exceptions.~~ Consent is required for hunting, trapping, or discharging of firearms or explosives on public or private property. It is expressly understood that hunting, trapping, or the discharging of firearms or explosives on public or private property is not allowed without written consent and having that consent on one's person at all times during any of these activities.

A. No person shall hunt, trap, or snare game, fire or discharge any firearms or explosives of any kind within the limits of any highway, park, or other public property, or Bare Hill Pond, ~~except~~ without the permission of the Select Board; or on any private property, ~~except~~ without the written consent of the owner or legal occupant thereof; ~~provided, however, that this bylaw shall not apply to the lawful defense of life or property nor to any law enforcement officer acting in the discharge of their duties.~~ And such consent shall be carried at all times by such person and, upon request, it shall be shown to any police officer, game warden, or to any other local or state law enforcement official or to the property owner, legal occupant, or his/her agent.

B. For the purposes of this bylaw, regulations promulgated by state agencies having jurisdiction over public property within the Town specifically authorizing hunting and/or fishing thereon shall constitute written consent.

#### § 39-2 Exceptions

A. This bylaw shall not apply to the lawful defense of life or property nor to any law enforcement officer acting in the discharge of their duties.

B. Person(s) legally licensed under M.G.L. Chapter 131 hunting on public land owned or maintained by the Town, so long as written permission of the Town is granted; said written permission shall be carried with the person hunting at all times and, upon request, it shall be shown to any police officer, game warden, or to any other local or state law enforcement official or Town official.

#### § 39-3 Violations and penalties.

A. Any police officer of the Town may enforce the provisions of this section. .

B. As an alternative to criminal fines imposed under M.G.L. Chapter 131, Section 90, ~~Violations~~ Violators of this bylaw shall be punishable by a civil fine of not to exceed less than \$250 nor more than \$500, \$50.00 for each offense.

(Inserted by Police Chief)

### ARTICLE 25: CITIZEN PETITION

#### Resolution in Support of Changing the State Flag & Seal of Massachusetts

**Whereas** the history of the Commonwealth of Massachusetts is replete with instances of conflict between the European Colonists and the Native Nations of the region, who first extended the hand of friendship to the Colonists on their shores in 1620, and helped them to survive starvation during the settlers' first winters on their land;

**Whereas** members of the Native Nation for whom the State of Massachusetts is named were ambushed and killed by Myles Standish, first commander of the Plymouth Colony, in April of 1623, barely two years after the Pilgrims arrived on their shores;

**Whereas** the Colonial broadsword brandished above the head of the Native man on the Massachusetts State Flag and Seal is modeled after Myles Standish's own broadsword, borrowed for that purpose from the Pilgrim Hall in Plymouth by the illustrator Edmund Garrett in 1884;

**Whereas** the belt binding the Native's cloak on the Flag and Seal is modeled after a belt worn by Metacomet, known to the English as King Philip, who was among the Wampanoag leaders who resorted to a mutually destructive war in 1675-76 in defense of Native lands against Colonial encroachment;

**Whereas** the proportions of the body of the Native man in the Flag and Seal were modeled from a Native skeleton kept in Winthrop, the bow modeled after a bow taken from a Native man shot and killed by a colonist in Sudbury in 1665, and his facial features taken from a photograph of an Ojibwe chief from Great Falls, Montana, considered by the illustrator to be a “fine specimen of an Indian,” though not from Massachusetts;

**Whereas** the history of relations between Massachusetts since Colonial times and the Native Nations who continue to live within its borders includes the forced internment of thousands of so-called “praying Indians” on Deer Island, in Boston Harbor, where they died by the hundreds of exposure in 1675, their subsequent enslavement in Boston, Bermuda, and the Caribbean Islands, the offering of 40 pounds sterling as bounty for the scalps of Native men, women and children in Massachusetts beginning in 1686, increased to 100 pounds sterling for the scalps of Native adult males by 1722, half that amount for Native women and children;

**Whereas** Native Nations within the boundaries of Massachusetts were kept in a state of serfdom, and their members considered wards of the state until the nonviolent action of the so-called Mashpee Rebellion of 1833 led to the granting of Native self-governance by the Massachusetts legislature in 1834, as if the sovereign right of Native self-government was the Massachusetts legislature's to confer;

**Whereas** Native Americans were legally prohibited from even stepping foot into Boston from 1675 until 2004, when that law was finally repealed;

**Whereas** the 400<sup>th</sup> anniversary of the landing of the colonists at Plymouth Plantation in the year 2020, afforded every citizen of the Commonwealth a chance to reflect upon this history and come to an awareness of the possibility of a better relationship between the descendants of the Colonial immigrants and the Native Nations of the Commonwealth;

**Whereas** Native Americans have long suffered the many abuses of racism, the appropriation of their symbols for public schools and sports teams, the loss of their ancestral lands and the encroachment of their cultural lifeways;

**Whereas** the land area now known as the Town of Harvard shares a rich Native history with modern tribal Nations like the Nipmuc, who lived here for thousands of years before the first colonial settlers arrived, in 1658;

Now, therefore, **BE IT RESOLVED** that the Town of Harvard hereby adopts this resolution in support of the work of the Special Commission Relative to the Seal and Motto of the Commonwealth, created by a Resolve of the General Court in 2021 and appointed by the Governor **to recommend changes to the current flag and seal of Massachusetts**; and in support of a new seal and motto for the Commonwealth that may better reflect our aspirations for harmonious and respectful relations between all people who now call Massachusetts home. The town clerk shall be advised to forward a copy of this resolution to Representative Antonio Cabral and to Senator Nick Collins, co-chairs of the Joint Committee on State Administration, and to Sen. Jamie Eldridge and Representative Danillo Sena, and request that they continue their strong advocacy and support for the work of the aforementioned Special Commission.

(Inserted by Citizen Petition)

## ARTICLE 26: 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 27: 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 RECOMMENDS – the passage of this article.***

\*\*\*\*\*

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 9th day of May, 2023, from 8 a.m. to 8 p.m., to cast their ballots for the following officers and questions:

Moderator, 1 position for 1 year; Select Board, 2 positions for 3 years; Library Trustees, 2 positions for three years; School Committee, 2 positions for 3 years; Warner Free Lecture, 2 positions for 3 years; Warner Free Lecture, 1 position for 2 years

### QUESTION #1 – Permanent Water Connection with Devens

Shall the Town of Harvard be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to fund the costs of making various water system improvements, including, but not limited to, (i) the construction of a new water system interconnection between the Town of Harvard and Devens water distribution systems; and (ii) an associated pumping system and chemical feed facility, and for the payment of all other costs incidental and related thereto ?

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

(Requires a majority vote for passage.)

Summary of ballot question: In February, at the Special Town Meeting held on February 13<sup>th</sup>, the Town voted to support this endeavor by passing Article 3. This ballot question is needed in order to finalize the funding for this project. The project itself will allow for a water connection to Devens and will help the Town deal with current and future water treatment issues. Most importantly, the water connection to Devens will provide for a source of water that is already treated for Per-fluorinated and Poly-fluorinated Substances (PFAS).

### QUESTION #2 – Department of Public Works Heavy Duty Truck Debt Exclusion

Shall the Town of Harvard be allowed to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay for the bond issued to purchase a new heavy-duty vehicle to replace a 1999 heavy-duty vehicle?

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

(Requires a majority vote for passage.)

Summary of ballot question: This ballot question will allow the Town to replace a twenty-four-year-old heavy duty plow vehicle with a newer more efficient heavy-duty plow vehicle.

### **QUESTION #3 – Community Preservation Fund – Change Surcharge**

Shall the Town of Harvard amend its acceptance of sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body at its Special Town Meeting held on February 13, 2023, a summary of which appears below?

YES \_\_\_\_\_ NO \_\_\_\_\_  
(Requires a majority vote for passage.)

Summary of ballot question: Harvard accepted Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act, and established a “Community Preservation Fund” with a dedicated funding source. Fund monies may be spent to (1) acquire, create and preserve open space, which includes land for park and recreational uses and the protection of public drinking water well fields, aquifers and recharge areas, wetlands, farmland, forests, marshes, beaches, scenic areas, wildlife preserves, and other conservation areas, (2) rehabilitate and restore land for recreational use, (3) acquire, preserve, rehabilitate and restore historic buildings and resources, (4) acquire, create, preserve and support affordable housing and (5) rehabilitate and restore open space and affordable housing that was acquired or created with community preservation funds.

The current funding source is a 1.1% surcharge on the annual property tax assessed on real property. This amendment will increase the surcharge from 1.1% to 3% and add the following exemptions from the annual surcharge: (1) property owned and occupied as a domicile of a person who qualifies for low-income housing, or low or moderate-income senior housing, as defined in the Act; (2) \$100,000 of the value of each taxable parcel of residential real property as defined for property tax classification purposes; and (3) \$100,000 of the value of each parcel of commercial or industrial property as defined for property tax classification purposes. This amendment will take effect starting in fiscal year 2024, which begins on July 1, 2023. The surcharge will continue to be calculated in the same manner by multiplying the real estate tax on the parcel by the adopted percentage. A taxpayer receiving any other exemption or abatement of tax on real property receives a pro rata reduction in surcharge.

### **QUESTION #4 – Charter Amendment – Moderator Term of Office**

Shall this town approve the charter amendment approved by the First Session of the 2022 Annual Town Meeting on May 14, 2022 as summarized below?

YES \_\_\_\_\_ NO \_\_\_\_\_  
(Requires a majority vote for passage.)

Summary of proposed Charter amendment: The Charter amendment proposed at the First Session of the 2022 Annual Town Meeting changes the term of office for the Moderator from one year to three years. The proposed Charter amendment has been approved by the Attorney General of the Commonwealth. If approved at this election, it will take effect at the next annual election.

(The polls will be open from 8:00 a.m. to 8:00 p.m.) And you are directed to serve this Warrant by posting three attested copies thereof, one at the Town Hall, one at the Post Office in Harvard, and one on the Town website, 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 22nd day of March, Two Thousand and Twenty-Three.

**Harvard Select Board:**

Richard Maiore, Chair  
Kara McGuire Minar

Donald Ludwig  
Charles Oliver

Erin McBee



## Glossary

This Glossary of Terms is provided by the Division of Local Services, within the Massachusetts Department of Revenue, Jan 2020. The following has been pared down from the full twenty-page list of terms. For the complete list of terms please visit: [www.mass.gov/DLS](http://www.mass.gov/DLS)

**Bond Anticipation Note (BAN)** – Short-term debt instrument used to generate cash for initial project costs with the expectation the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be reissued for up to 10 years, provided principal repayment begins after two years (MGL c. 44 § 17).

**Bond Rating (Municipal)** – A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard & Poor's, use rating systems that designate a letter or a combination of letters and numerals, where AAA is the highest rating and C1 is very low.

**Capital Budget** – An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a

capital budget should identify the method to finance each recommended expenditure (e.g., tax levy or rates) and identify those items that were not recommended.

**Capital Improvement Program** – A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital plan. It coordinates community planning, fiscal capacity, and physical development. While all the community's needs should be identified in the program, there is a set of criteria that prioritize the expenditures.

**Chapter 70 School Aid** – Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.

**Chapter 90 Highway Funds** – State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects (MGL c. 90 § 34).

**Cherry Sheet** – Named for the cherry-colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns, and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form

of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services.

**Cherry Sheet Assessments** – Estimates of annual charges to cover the costs of certain state and county programs.

**Cherry Sheet Offset Items** – Local aid that may be spent without appropriation in the budget but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public library grants.

**Citizens' Petitions** – 10 citizens for an Annual Town Meeting or 100 citizens for Special Town Meeting may submit a petition requesting that a specific article be included in the next Town Meeting warrant.\*

**Community Preservation Act (CPA)** – Enacted as MGL c. 44B in 2000, the CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation, and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; c) the acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use; d) the acquisition, creation, preservation, and support of

community housing; e) the rehabilitation and restoration of open space or community housing that is acquired or created using monies from the fund; and (f) a municipal affordable housing trust. Acceptance requires a town meeting or city council approval or a citizen petition, together with referendum approval by majority vote. The local program is funded by a local surcharge of up to 3 percent on real property tax bills and matching dollars from the state generated from the registry of deeds fees.

**Community Preservation Fund** – A special revenue fund established pursuant to MGL c. 44B to receive all monies collected to support a CPA program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the state, and proceeds from the sale of certain real estate.

**Debt Authorization** – Formal approval by a two-thirds vote of town meeting or city council to incur debt, in accordance with procedures stated in MGL c. 44 §§ 1, 2, 3, 4a, 6-15.

**Debt Exclusion** – An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy but outside of the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The

amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

**Debt Limit** – The maximum amount of debt a municipality may authorize for qualified purposes under state law. Under MGL c. 44 § 10, debt limits are set at 5 percent of EQV. By petitioning the Municipal Finance Oversight Board, a community can receive approval to increase its debt limit to 10 percent of EQV.

**Debt Service** – The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Department of Elementary and Secondary Education (DESE)** – State department providing resources to school administrators, teachers, students, and parents in Massachusetts. The DESE Finance section deals with a wide range of school finance issues and takes a major role in determining state aid to municipalities for education via the Local Aid projects that make up the Cherry Sheet process.

**Devens Fund** – A revolving fund administered by the School Committee composed of tuition dollars paid by MassDevelopment for the education of students residing inside the Devens community.\*

**DLS** – The Department of Revenue's Division of Local Services.

**Fiscal Year (FY)** – Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. Since 1976, the federal government fiscal year has begun on October 1 and ended on September 30. In each case, the designation of the fiscal year is that of the calendar year in which the fiscal year ends.

**Free Cash** – Remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimate on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

**General Fund** – The fund used to account for most financial resources and activities governed by the normal town meeting or city council appropriation process.

**Governmental Accounting Standards Board (GASB)** – The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

**Home Rule** – Refers to the power of municipalities to regulate their affairs by

bylaws/ordinances or home rule charters subject to certain limitations.

**Levy** – The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is reestablished every year in accordance with Proposition 2½ provisions.

**Levy Limit** – A levy limit is one of two types of levy (tax) restrictions imposed by MGL c. 59 § 21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

**Local Aid** – Revenue allocated by the state to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the Cherry Sheets. Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

**Local Receipts** – Locally generated revenues other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges.

**Massachusetts School Building Authority (MSBA)** – Administers the state program

that reimburses cities, towns, and regional school districts varying percentages of their school construction costs depending on the community's or district's wealth and the category of reimbursement.

**MGL** – Massachusetts General Laws.

**Motor Vehicle Excise** – A locally imposed annual tax assessed to owners of motor vehicles registered to addresses within the community (MGL c. 60A). The excise tax rate is set by statute at \$25.00 per \$1,000 of vehicle value.

**New Growth** – The additional tax revenue generated by new construction, renovations, and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or revaluations.

**Nonrecurring Revenue Source** – A one-time source of money available to a city or town. By its nature, a nonrecurring revenue source cannot be relied upon in future years, and therefore, such funds should not be used for operating or other expenses that continue from year to year.

**Omnibus Budget** – For convenience, all recommended appropriations for operating expenses of the various Town departments, boards, committees, and commissions are gathered together in one article called the Omnibus Budget.\*

**OPEB (Other Post-Employment Benefits) –**

Many public employees earn benefits over their years of service that they do not receive until after their government employment ends. While pensions are the most common of these, other post-employment benefits generally include combinations of health, dental, vision, and life insurance. These are provided to eligible retirees and sometimes to their beneficiaries, and as a group, are referred to as OPEB.

**Overlay (Overlay Reserve, or Allowance for Abatements and Exemptions) –**

An account that funds anticipated property tax abatements, exemptions, and uncollected taxes. Additions to the overlay reserve need not be funded by the normal appropriation process but instead raised on the tax rate recapitulation sheet.

**Override –** A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**Proposition 2½ –** A state law enacted in 1980, Proposition 2½ regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

**Raise and Appropriate –** A phrase used to identify an expenditure's funding source as money generated by the tax levy or other local receipt.

**Reserve Fund –** An amount (not to exceed 5 percent of the tax levy for the preceding year) set aside annually within a community's budget to provide a funding source for extraordinary or unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.

**Revolving Fund –** A fund that allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Stabilization Fund –** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL c. 40 § 5B). Communities may establish one or more stabilization funds for different purposes and may appropriate any amounts into them. A two-thirds vote of a town meeting or city council is required to establish, amend the purpose of, or appropriate money from a stabilization fund. A majority vote of a town meeting or city council is required to appropriate money into a stabilization fund.

**Tax Rate** – The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Unfunded OPEB Liability** – This is the difference between the value assigned to the benefits (other than retirement) already earned by a municipality's employees and the assets the local government will have on hand to meet these obligations. (See OPEB)

*\*Harvard specific numbers or name.*

# TOWN OF HARVARD

## VOLUNTEER APPLICATION

(12/02/2008)



Thank you for your interest in serving the town of Harvard. Please complete this application to be kept informed of volunteer opportunities and/or to apply for a specific position or fill a vacancy when one occurs. You may be also be contacted based on your stated areas of interest for other opportunities to volunteer. Your application will be kept on file for 3 years.

**Date of Application:**

**Applicant Information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home/Work Phone #** \_\_\_\_\_ **Mobile Phone#** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Indicate below which Board(s) or Committee(s) are of interest to you:**

\_\_\_\_\_  
**Have you previously been a member of a Board, Committee or Commission** (either in Harvard or elsewhere)? If so, please list the Board name and your approximate dates of service:

\_\_\_\_\_  

<b>Do you have any time restrictions?</b>	<b>YES</b>	<b>NO</b>
<b>Are you a registered voter?</b>	<b>YES</b>	<b>NO</b>

**Please list your present occupation and employer** (you may also attach your résumé or CV)

\_\_\_\_\_  
**Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest?** (If YES, please describe the possible conflict)

\_\_\_\_\_  
**Please outline any education, special training or other areas of interest you have that may be relevant to the appointment sought.**

Received by Town of Harvard  
Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov)

Processed by \_\_\_\_\_ on \_\_\_\_\_