

Town of Harvard Massachusetts



**Annual Town Meeting
Saturday, April 6, 2024 – 12:00 p.m.
The Bromfield School Auditorium**



**Annual Town Election
Tuesday, April 9, 2024 – 8:00 a.m. to 8:00 p.m.
The Bromfield School Cafeteria**

Finance Committee Spotlight

This year, three budget options are being presented for the town to decide between. There is a Baseline Budget, a Level-Service Budget (Tier 1 Override), and a Mid-level Growth Budget (Tier 2 Override). It is also worth understanding that another budget option, frequently referred to as the full-growth budget, was also considered but is not being presented as an option to vote on. We will spend a little time discussing each option and explaining the voting process at the Annual Town Meeting and ballot election required for any of these to pass.

Baseline Budget

In many ways, the baseline budget is the standard option that the finance committee strives to bring to the town every year. This budget matches the town's spending with the expected revenues. We have always pushed hard to maintain a balanced budget based on the expected revenues without an override. In previous years, the Finance Committee, Select Board, Town Administration, and School Administration have found ways to minimize the budget and make cuts to meet the bar of a balanced baseline budget. It is an arduous process that involves difficult decisions on all sides. We are balancing fiscal pressures against the Town's ability to provide important services to the people of Harvard. It impacts our quality of life, public safety, and education. We have

been more successful in this pursuit than many other communities around, avoiding an override for many years.

This year, the term Level-Funded has often been used to describe this budget. This is not entirely accurate, however. A level-funded budget would be exactly the same funding level as the prior year. The baseline budget this year is not the same as last year. Expected revenue has increased somewhat, just not at nearly the same rate as costs.

In past years, the cuts needed were difficult but manageable. When addressing the FY25 budget, we began the budget season with a deficit that was twice our starting point last year. It is important to understand that this significant jump comes primarily from factors outside our control's scope. Significant changes in the cost of goods, insurance/benefits, and assessments from the state are important drivers for this increase. Contracts dictate many factors, and while they represent agreements the town has accepted, they are not unilateral choices; the contracts are negotiated with outside parties. A significant portion of the budget is decided before we get to look at it. The aspects more directly within our control are a relatively small portion of the budget. This structural deficit is what has driven us to where we are today.

Even after considering many options, meeting a balanced budget would require significant cuts. The cuts needed would include several layoffs and concrete reductions in services across Town Departments and our Schools.

The Finance Committee is tasked with maintaining a balanced budget and presenting a budget that best upholds the values and goals of the town. It is our assessment that the baseline budget option fails to do that. The loss of teachers and other educational services, the lack of support for public safety, and the cuts to services like the Council on Aging and the Library are not in line with the Town's interests.

Level-Service/Tier 1 Override

This option is designed to balance our need to maintain our current level of service to the town with the need to minimize excess increases in the tax levy. Tier 1 was designed to identify the budgetary needs to provide the same level of service as last year. In some ways, this is the easiest one to explain; this is the status quo budget from a services perspective. It is worth noting that the level-service budget includes the addition of one police officer, which was considered necessary to provide the same level of public safety support.

This override amount is an increase of \$423,902 (as of the time of this writing, it may change slightly). In addition to the 2.5% increase that is built into the expected revenue, the Division of Local Services, MA Department of Revenue,

calculates that this increases property taxes approximately:

- \$126/yr for a home value of \$550,000.
- \$201/yr for the average home value, \$875,968 per the DLS.
- \$241/yr for a home value of \$1,050,000.

These numbers are important to understand but do not tell the entire story. This proposed override tier is needed to avoid significant cuts to available services. While there was much debate on where exactly to fall on this first tier, there was overwhelming support across the various committees and boards to stand behind this tier.

Mid-Level Growth/Tier 2 Override

A level-service budget allows us to go into fiscal year 2025 without the need for impactful cuts to our budget and corresponding services. A level-service budget, however, is only that. It does not provide us with any opportunity to improve or grow. In many aspects, a level-service budget is a reductive target that results in progressive decline. The needs of our people and our town are not stagnant. The requirements for providing a quality education do not stay the same year after year. Level-Service is, itself, an inaccurate term.

The requirements for schools, for public safety, and many other areas are constantly changing. It is not difficult to comprehend that if the job requires 10% more work every year, the same resources cannot continue to perform that job in the long term. Some level of growth must be

supported to continue providing similar services. This tier was designed with this in mind and provides for some, but not all, of the new positions that departments requested. It is called the mid-level growth option because it is a reduction from what departments say is needed. This tier attempts to provide the Town with an option for some growth while still restraining some of the requested positions.

This tier of the override is an additional \$329,062 beyond the tier 1 override (the combined override is \$752,964). If this tier passes, both tiers are enacted, so I will provide the per-home costs for the total amount, not the cost of the \$329,062 on its own. In addition to the 2.5% increase that is built into the expected revenue, the Division of Local Services, MA Department of Revenue, calculates that this increases property taxes approximately:

- \$231/yr for a home value of \$550,000.
- \$368/yr for the average home value, \$875,968 per the DLS.
- \$441/yr for a home value of \$1,050,000.

Voting Process

With several variables in front of us, what to vote for can be murky. There is a vote at the Town meeting for the omnibus budget, and then there are ballot questions at the election for each tier of the override. If your goal is:

- **Baseline Budget:** Vote Yes for the Omnibus budget at the Town Meeting and vote No on ballot question number 2a and 2b.

- **Level-Service/Tier 1:** Vote Yes for the Omnibus budget at the Town Meeting, vote Yes on the ballot question for Tier 2a override, and vote No on the ballot question for Tier 2b.
- **Mid-Level Growth/Tier 2:** Vote Yes for the Omnibus budget at the Town Meeting and vote Yes on ballot questions 2a and 2b.

It is worth pointing out that, regardless of your desired outcome, the passage of the omnibus budget warrant article at the Town meeting is needed. The warrant article for the omnibus budget is needed in all three scenarios; the ballot questions are what will determine whether one or both tiers of the override pass.

Respectfully submitted,

Eric Ward, Chair
Mike Derse
Jennifer Finch
Noyan Kinayman
Hady Lattouf
Vikram Sampige
Bob Thurston

Budget Highlights

In Fiscal Year 2025, the budgetary outlook is characterized by several notable fiscal highlights, underscoring the complexities and strategic considerations.

A projected increase in the tax levy limit to \$23,901,964 is observed, reflecting the town's capacity to generate revenue through property taxes. Meanwhile, new growth is modestly projected at \$120,000, indicating efforts to expand the economic base despite challenges. Net budgeted revenues are recorded at \$33,262,243, evidencing the town's willingness to secure necessary funds for its operations and commitments.

However, the budget also revealed a significant commitment to town expenses (including benefits and insurances) and local school expenses, amounting to \$14,191,340 and \$15,930,250, respectively, highlighting the investment in community services and education. A careful management of debt expenses, amounting to \$3,751,764, is undertaken, demonstrating fiscal prudence.

Despite these efforts, total budgeted expenditures is projected at \$34,431,678, leading to an estimated deficit of \$1,169,435. This deficit underscored the ongoing challenges faced in balancing the budget and the need for strategic financial planning to ensure the town's fiscal sustainability.

To address the fiscal deficit and enhance financial management in the coming years, several strategic recommendations can be made. By fostering a culture of collaboration and information sharing among departments, a more cohesive and efficient

operation can be realized, leading to enhanced decision-making and resource allocation. Furthermore, the adoption of data-driven decision-making should be emphasized as a pivotal strategy. Through this approach, decisions can be informed by comprehensive data analysis, enabling more effective budget management, targeted resource allocation, and improved service delivery. The benefits of such an approach include a more proactive and informed management of the town's finances, ensuring that investments and expenditures are aligned with strategic priorities and the community's needs.

Additionally, the importance of spreading the tax base to ensure fiscal health can be highlighted. By attracting a diverse range of businesses and encouraging residential growth, the tax burden can be distributed more broadly, enhancing revenue generation without overburdening existing taxpayers. This strategy not only promotes economic vitality and stability but also supports the town's ability to fund essential services and infrastructure improvements, contributing to a vibrant and sustainable community.

In summary, the fiscal year 2025 presents both challenges and opportunities for the town. Through strategic initiatives aimed at fostering a culture of collaboration, embracing data-driven decision-making, and broadening the tax base, the town can navigate its fiscal challenges more effectively in the following years. These strategies are essential for enhancing the efficiency, sustainability, and resilience.

Budget Summary

In this section, a brief summary of the town budget will be provided. The following table shows various budget categories including total revenues,

total expenditures, and estimated surplus/(deficit) for the FY25 and FY24 (appropriated).

The stark increase in expenditures in FY25 compared to FY24 is notable. This increase caused a substantial deficit in the budget for FY25. The deficit is further exacerbated by the anemic growth and limited tax base of the town.

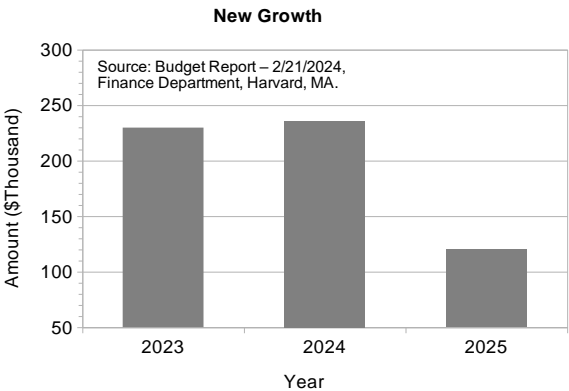
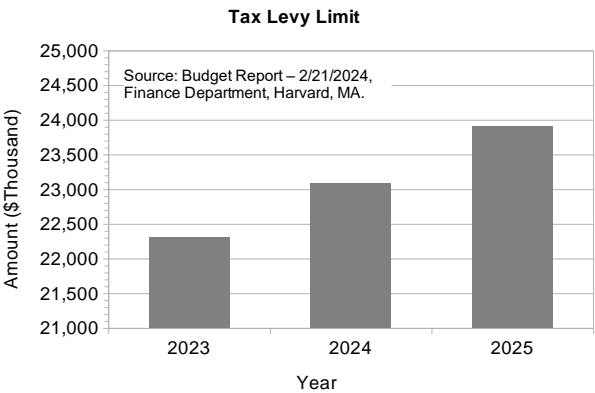
The following general remarks can be made about the budget data:

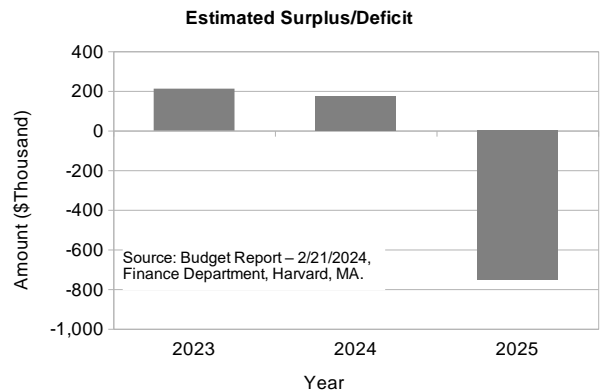
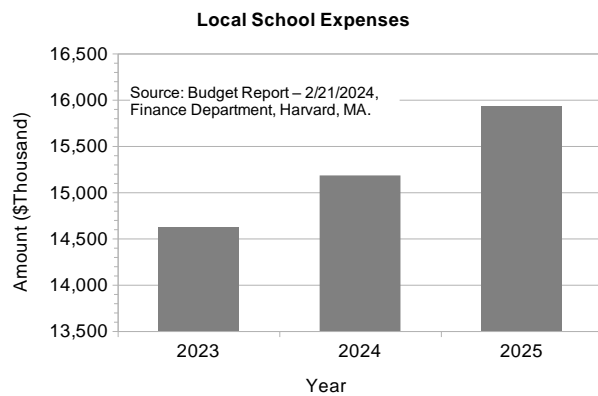
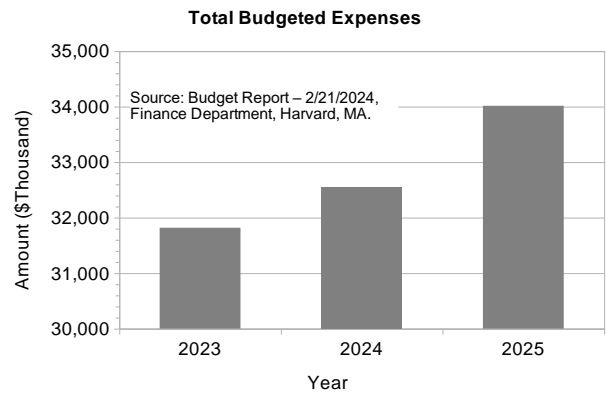
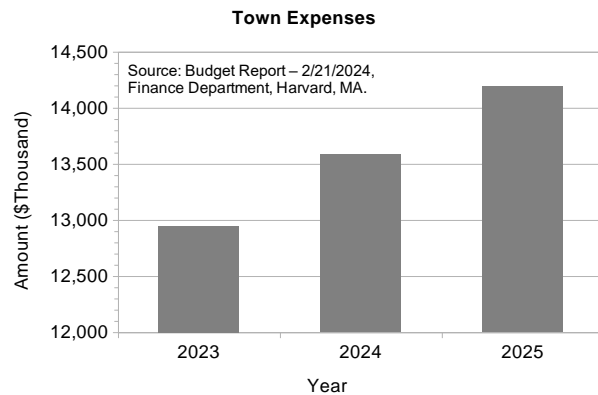
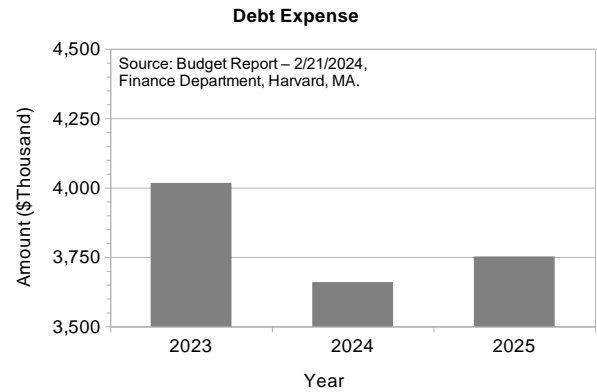
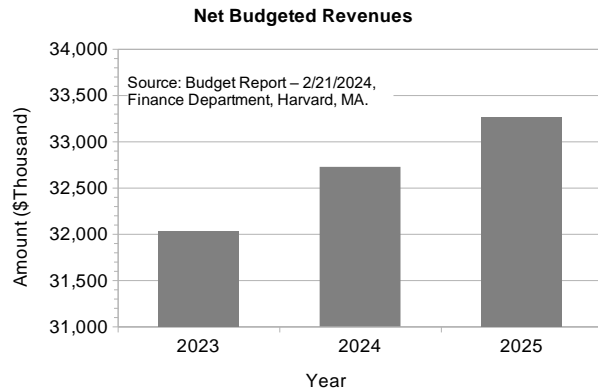
- A moderate increase in **Net Budgeted Revenues** by 1.6%, indicating a growth in the town's revenue generation capabilities between 2024 and 2025.
- A more substantial rise in **Total Budgeted Expenditures** by 4.5%, reflecting significant increases in spending, mostly driven by education and benefits.
- A shift from a surplus in 2024 to a deficit in 2025 in the **Estimated Surplus/Deficit** category, marked by a dramatic drop. This change underscores the fiscal challenges faced by the town, emphasizing the need for careful budget management and strategic financial planning to address the growing expenditures.
- The town will be presented two options to minimize the deficit by approving overrides if it chooses to do so. In the first option, a level-service budget, tax levy will be increased by **\$423,902**. In the second option, the tax levy will be increased by **\$752,964**. The first option should prevent any layoffs while keeping our commitment to the contractual obligations and services. The second option will improve services as deemed necessary.

In the following paragraphs, we are going to provide an overview of the major budget

categories and trends of the town's budget across the specified categories from 2023 to 2025. Each plot illustrates the annual figures for a given category. This visual comparison offers insights into the town's financial trends, challenges, and successes over the years.

Tax Levy Limit: The tax levy limit incorporates the annual 2.5% increase of the previous year's levy plus the new growth. There has been no overrides in the budget during the specified time period.





New Growth: The new growth shows an anemic trend. This is a critical category that needs to be addressed in order to continue supporting public education, municipal services, and infrastructure without regularly resorting to significant overrides.

Net Budgeted Revenues: Increase over time, reflecting the town's willingness in growing its

financial resources to meet operational and developmental needs.

Town Expenses: The town expenses demonstrate an upward trend, signaling ongoing investment in municipal services enhance quality of life and support community growth. This is another critical category that needs to be kept under control by decreasing waste and increasing collaboration.

Local School Expenses: The local school expenses also increases at a regular pace. The significant jump from FY24 to FY25 is mainly due to new teacher's union contract.

Debt Expense: Fluctuates, highlighting the town's management of its financial obligations and the impact of debt servicing on overall fiscal health. The jump from FY24 to FY25 is primarily due to the reduction of contributions from the Deven's student contract to various school projects. Note that starting by FY26, some major debt exclusions will get eliminated from the budget, namely Bromfield School Renovation project, Public Library project, and Ayer Road Design project.

Total Budgeted Expenditures: Rises over the years, underscoring the growing costs of providing services and maintaining infrastructure as the town evolves.

Estimated Surplus/Deficit: Varied performance, stressing the importance of balancing revenues and expenditures to ensure financial sustainability.

These analyses underscore the complexities of the town's municipal budget and the need for strategic planning to foster fiscal stability and support the town's long-term objectives.

General Fund Categories

In this section, a summary of the main budget categories will be provided. The categories presented in this section are given below:

- **General Government**
- **Public Safety**
- **Education**
- **Physical Environment**
- **Human Services**
- **Culture & Recreation**
- **Debt Service**
- **Insurance & Fringe Benefits**
- **Reserve Fund**
- **Transfer to Sewer Enterprise**

The following table summarizes the changes between FY24 and FY25.

General Government: The General Government category, which encompasses the administrative and operational backbone of municipal governance, saw its budget increase from \$2,003,683 in FY24 to \$2,117,923 in FY25. This rise in allocation underscores an emphasis on strengthening the efficiency and effectiveness of government functions, demonstrating a commitment to enhancing the quality of public administration and services. Within this category, **Select Board Wages, Total Building Expenses, and Total Finance Department Expenses** are the top-three contributors.

Public Safety: Reflecting a steadfast commitment to the safety and security of the community, the Public Safety budget experienced a notable augmentation, moving from \$2,236,951 in FY24 to \$2,438,261 in FY25.

General Fund Categories

Category	FY24	FY25	Difference
TOTAL EDUCATION	15,292,136	16,040,750	748,614
TOTAL INSURANCE & FRINGE BENEFITS	5,892,761	6,186,669	293,908
TOTAL PUBLIC SAFETY	2,236,951	2,438,261	201,310
TOTAL GENERAL GOVERNMENT	2,003,683	2,117,923	114,240
TOTAL DEBT SERVICE	3,659,468	3,751,764	92,296
TOTAL CULTURE & RECREATION	812,856	869,682	56,826
TOTAL HUMAN SERVICES	371,193	422,910	51,717
RESERVE FUND	350,000	350,000	0
TOTAL PHYSICAL ENVIRONMENT	1,807,357	1,695,395	(111,962)
TRANSFER TO SEWER ENTERPRISE	0	115,000	115,000
GRAND TOTAL	32,426,405	33,988,354	1,561,949

Source: Budget Report – 2/21/2024, Finance Department, Harvard, MA.

This category, which includes funding for police, fire, and emergency services, is pivotal in ensuring the well-being and safety of citizens, highlighting a prioritization of resources towards maintaining and enhancing public safety infrastructure. Within this category, **Total Police Department Wages**, **Police Education/ Training/ Stipends**, and **Total Fire Department Wages** are the top-three contributors.

Education: Education received the highest level of funding among the discussed categories, with the budget increasing from \$15,292,136 in FY24 to \$16,040,750 in FY25. This significant investment in Education underscores the community's dedication to fostering educational excellence and accessibility, supporting the infrastructure, resources, and programs necessary to equip future generations for success.

Physical Environment: In contrast to other categories, the Physical Environment saw a decrease in its budget from \$1,807,357 in FY24 to \$1,695,395 in FY25. This category, essential for maintaining and enhancing the community's physical infrastructure and environmental quality, suggests a strategic reallocation of resources or the completion of specific projects within the fiscal year. The chief reason for the decrease in this category is that the transfer station expenses will be moved to an enterprise fund in FY25. Within this category, **Highway Wages**, **Total DPW Wages**, and **Total DPW Expenses** are the top-three contributors.

Human Services: The budget for Human Services witnessed an increase, moving from \$371,193 in FY24 to \$422,910 in FY25. This enhancement reflects a growing emphasis on social services and support frameworks, aiming to address the diverse

needs of the community through improved access to essential human services and programs. Within this category, **COA Wages**, **COA Expenses**, and **BOH Wages** are the top-three contributors.

Culture & Recreation: The budget for Culture and Recreation, increasing from \$812,856 in FY24 to \$869,682 in FY25, highlights the value placed on cultural enrichment and recreational activities for enhancing community life. This increase may support the development of cultural facilities, public parks, recreational programs, and community events. Investing in culture and recreation not only enriches the community's quality of life but also fosters social unity, promotes physical health, and stimulates economic activity through tourism and local events. Within this category, **Recreation Wages** and **Library Wages** are the top-two contributors.

Debt Service: Debt service payments are critical for maintaining fiscal health and credibility. The increase in the Debt Service budget from \$3,659,468 in FY24 to \$3,751,764 in FY25 reflects responsible fiscal management, ensuring that obligations are met in a timely manner. This careful management of debt service obligations is crucial for sustaining long-term financial stability and maintaining the confidence of investors and stakeholders.

Insurance and Fringe Benefits: The Total Insurance & Fringe Benefits category saw its allocation rise from \$5,892,761 in FY24 to \$6,186,669 in FY25. This increase points to the rising costs associated with employee benefits and insurance coverage, emphasizing the town's commitment to ensuring the welfare and security of its workforce through comprehensive benefits packages. Within this category, **Total Employee Benefits**, **Worcester**

County Retirement, and **OPEB Trust Funding** are the top-three contributors.

Reserve Fund: The Reserve Fund, a critical component of fiscal prudence, remained steady at \$350,000 across both fiscal years. This consistency underscores the importance of maintaining a safety net for unforeseen financial needs, ensuring the town's ability to respond to emergencies and unexpected expenditures without compromising on service delivery.

Transfer to Sewer Enterprise: There has historically been funds appropriated to supplement the sewer enterprise fund. The allocation increased from \$85,000 to \$105,000 in FY24 and to \$115,000 in FY25 to better reflect the actual costs being incurred. This allocation highlights targeted investments in the town's waste-water management and infrastructure, aiming to increase financial visibility, enhance environmental sustainability and public health through improved sewer services.

Grand Total: Reflecting the cumulative impact of budgetary allocations across all categories, the grand total budget grew from \$32,426,405 in FY24 to \$33,988,354 in FY25. This overall increase demonstrates the town's strategic approach to budgeting, aimed at enhancing service delivery, infrastructure, and quality of life for its residents.

General Fund Allocations

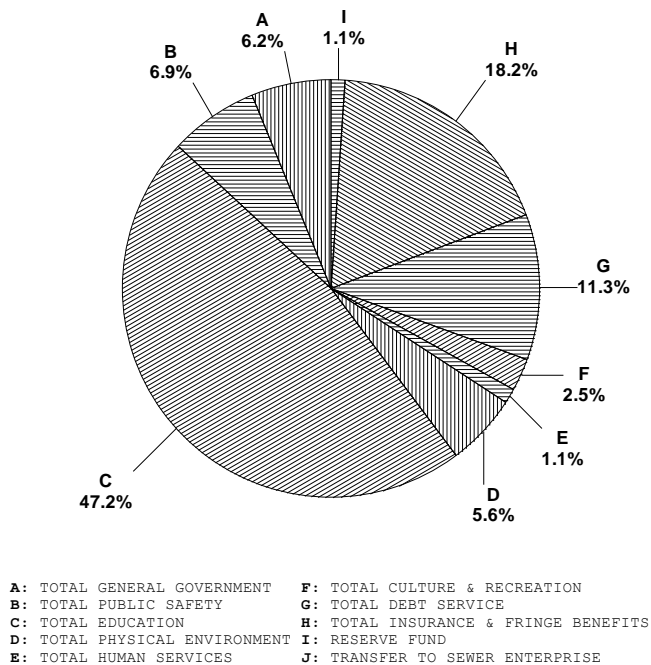
In order to provide a visual representation for the relative share of each fund category, pie charts are plotted for the FY24 and FY25. These visual representations underscore a nuanced evolution in budgetary allocations, where each category's share of the total budget exhibits marginal

variations, signifying strategic adjustments rather than sweeping reallocations.

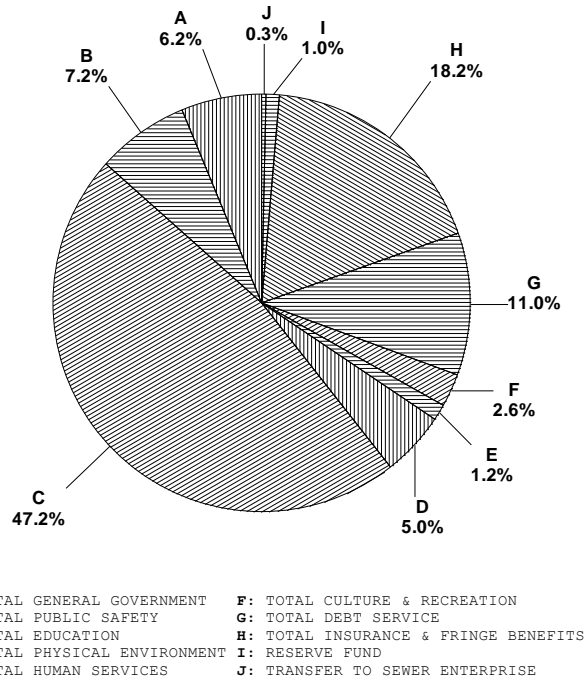
The pie charts reveal that the largest portion of the budget remains dedicated to education, with approximately 47% allocated in both years. This unwavering commitment reflects a deep-seated recognition of education as a cornerstone of community development and prosperity.

By sustaining high investment levels in educational services and infrastructure, the town underscores its long-term vision for nurturing intellectual capital and fostering an environment conducive to learning and growth.

FY24 Budget Allocation
Source: Budget Report – 2/21/2024, Finance Department, Town of Harvard, MA.



FY25 Budget Allocation
Source: Budget Report – 2/21/2024, Finance Department, Town of Harvard, MA.



Similarly, significant allocations towards Insurance & Fringe Benefits, and Debt Service, at around 18% and 11% respectively, underscore a strategic focus on ensuring fiscal health and providing comprehensive benefits for municipal employees. These consistent percentages signal a balanced approach to managing financial obligations and investing in the workforce, which is critical for maintaining operational efficiency and morale.

Public Safety, receiving the third-highest allocation, sees a slight increase from 6.9% in FY24 to 7.2% in FY25. This adjustment, albeit modest, reflects a responsive approach to evolving safety and security needs, emphasizing the importance of a secure environment as a foundation for community well-being.

The introduction of a specific allocation for the Transfer to Sewer Enterprise in FY25, although minor, highlights the town's agility in addressing

Main Benefits and Insurance Budget Categories

	FY22 (Actual)	FY23 (Actual)	FY24 (Appropriated)	FY25 (Selectboard)	Difference
Health Insurance	3,007,954	2,862,240	3,299,062	3,350,761	51,699
Worcester County Retirement	1,128,337	1,241,423	1,394,517	1,522,820	128,303
OPEB Trust Funding	500,000	525,000	500,000	550,000	50,000
Medicare	258,274	264,520	247,000	276,706	29,706
Building and Liability Insurance	221,295	214,656	225,722	230,722	5,000
Workers Compensation Insurance	166,987	147,318	169,000	169,120	120

Source:

FY25 Benefits and Insurance Budget, Finance Department, Harvard, MA.
Budget Report – 2/21/2024, Finance Department, Harvard, MA.

emerging infrastructural needs. This addition, while not significantly altering the overall budget composition, signifies the importance of responsive governance in ensuring sustainable development.

The relative stability in budget allocations from FY24 to FY25 speaks to a strategic continuity that prioritizes education, public safety, and fiscal health. This consistency is not indicative of complacency but rather a focused effort to sustain and build upon the foundations of community welfare and development. It reflects a comprehensive planning approach that carefully balances long-term goals with the immediate needs of the community.

Moreover, the steady allocations across categories demonstrate a commitment to strategic objectives, ensuring that each sector receives the attention and resources necessary to fulfill its role in the town's overall vision.

This approach allows for incremental improvements and adjustments without disrupting the core functions and services essential to the community's quality of life.

In conclusion, the analysis of budget allocations from FY24 to FY25 reveals a narrative of stability and strategic continuity within the town's fiscal planning. By maintaining relatively consistent percentages across various categories, the town showcases its commitment to education, public safety, and fiscal responsibility. This steady approach underscores the importance of strategic foresight in governance, ensuring that each decision contributes to the holistic development and well-being of the community.

Benefits and Insurance

Benefits and Insurance budget is the second biggest budget category after the local school expenses and deserves a more detailed look. The following table provides a summary of some of the Benefits and Insurance budget categories.

The Benefits and Insurance budget aims to achieve three primary objectives:

- Compliance with legal requirements
- Safeguarding personnel and property
- Competitive benefits for staff.

The mandatory components include Workers' Compensation, Unemployment, Medicare, and the Worcester Regional Retirement assessment. Additionally, the town's acceptance of M.G.L. Ch 32B mandates the provision of life and health insurance for employees, with specific contributions and insurance types codified over the years through town meetings and ballot adoptions.

The town is obligated to fund its insurances and assessments, achieving a level-funded budget could necessitate reducing contributions to the OPEB liability. This reduction could adversely affect the town's bond rating, highlighting the delicate balance between fiscal responsibility and maintaining operational integrity.

FINANCE COMMITTEE REPORT ON HARVARD PUBLIC SCHOOLS

The FY25 Omnibus Budget contains approximately \$20.2 million of funding to support the Harvard Public Schools, representing 69% of the Omnibus Budget Operating Expenses.

This amount consists of the School budget request of \$15.9 million and the School department's portion of employee benefits of \$4.3 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 \$4.6 million in revenue/offsets comes from such sources as Devens tuitions, the State Circuit Breaker (Special Education) program, Federal Grants, School

Choice, Title I, Title IV, and others that the School Committee oversees. Offsets and grants are not included in the \$15.9M budget.

Other specifically designated revenues are used to offset 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 FY25 estimated 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.

DEVENS CONTRACT

Students residing in Devens attend Hildreth Elementary School and The Bromfield School. The contract with Mass Development remains a significant revenue source that Harvard Schools rely on. The FY22 per-pupil tuition per DESE is \$22,492 and is adjusted annually. The fourth quarter bill will be trued up with the audited FY23

rate. The estimated total tuition payments on behalf of K through Grade 12 will amount to over \$2.03 million in FY25. Should the contract not be renewed, 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 specific transportation, athletics, technology, and capital accounts, in addition to salaries for both Bromfield and Hildreth. These funds are in a revolving account and allocated by the School Committee. For FY25, \$2.48 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 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 47 School Choice students from other communities, and other school districts served 4 Harvard students who opted into the School Choice program.

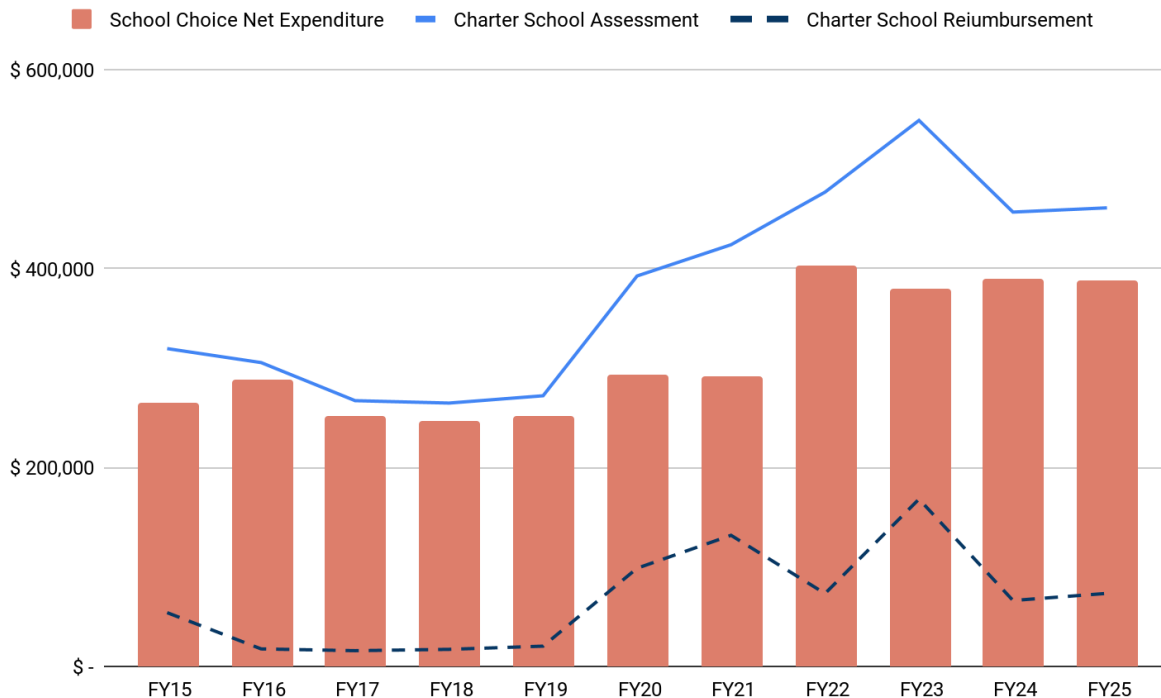
CHARTER SCHOOL

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 teaching method. Charter schools control their own budgets and hire their own 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 2023-2024 school year, 21 students from Harvard attended the Francis W. Parker Charter Essential School. The state cherry sheet estimates for FY25 include a

charter school tuition assessment of \$461,022 while also reimbursing the school district \$73,648 for tuition. Parker determines admission by lottery each spring.



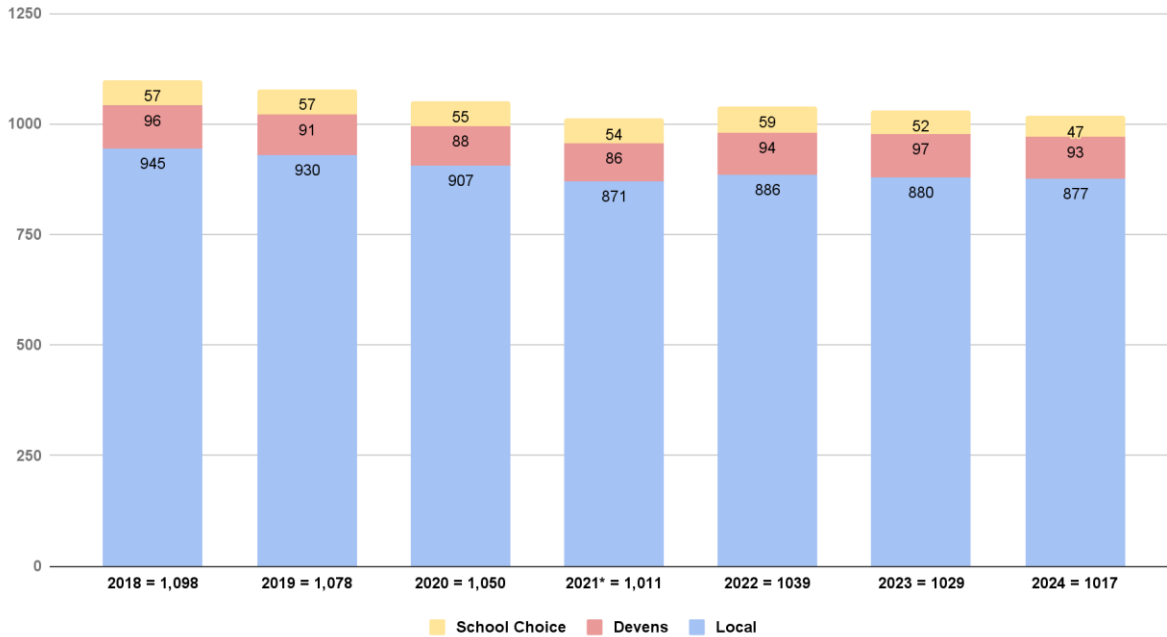
(Figure 1)

ENROLLMENT

Pupils from Devens and School Choice comprise approximately 14.4% of the student body. Total enrollment has declined steadily, as shown in Figure 2, but this trend is expected to reverse in the next few years

with the completion of Emerson Green housing in Devens. 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 2018-2024



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

(Figure 2)

CAPITAL PLANNING

The Capital Planning and Investment Committee (CPIC) report 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. FY25 is the final year of those contributions.

At Hildreth Elementary School, a new safety fence has been proposed. Several projects are proposed for the Bromfield School, including athletic equipment, bathroom renovations, flooring, and repairs to the accessibility ramp near Cronin Auditorium.

Fiscal 2025 Assumptions

Budgeted Expenditures

- **Payroll Costs**
 - Teacher salaries will increase 5.83% in FY25 and 3.95% in FY26.
 - Non-teacher salaries for the school department will increase 7.06% in FY25 and 3.13 % in FY26
 - Town payroll costs including merit steps, Cost of Living Adjustments, and personnel changes will increase by approximately 5.75% in FY25 and 3% thereafter.
 - The police union payroll costs will increase 3.9%, plus \$12,600 for education incentives
 - The public works union payroll costs will increase 5.1% in FY25 and 4.5% in FY26
- **Non-Salary/Non-benefit Expenses**
 - General expenses (non-salary) will increase 5% per year.
 - Interest rates for new debt will average 5.0% over the next three years.
- **Benefits**
 - Health insurance cost increases will increase 8-10% per year.
 - OPEB will be funded at \$575,000 in Fiscal Year 2025 and an additional \$25,000 annually thereafter.
 - The Town's Pension assessment is estimated to increase 10.0% per year.

Budgeted Revenues

- Increases in tax revenues from new growth will be approximately \$120,000 in Fiscal Year 2025 and 2026, and \$100,000 thereafter.
- Local Aid (Cherry Sheet) revenue and budgeted assessments will remain flat from 2025 to 2028.
- Local receipts in the general fund will decrease in Fiscal Year 2025 due to establishing a Water and Trash Enterprise Fund. Receipts will decrease approximately 1.00% in fiscal year 2026 and fiscal year 2027 as interest rates are expected to settle.

Other

- 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.

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

	<i>Actual Budget 2023</i>	<i>Actual 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>
<u>Budgeted Revenues - Tax Levy (actual \$)</u>							
R.E. Tax Levy Limit from Prior Year	22,301,670	23,088,972	23,901,964	25,372,477	26,126,789	26,879,959	27,651,958
2.5% Increase	557,542	577,224	597,549	634,312	653,170	671,999	691,299
New Growth	229,760	235,768	120,000	120,000	100,000	100,000	100,000
Override - Tier 1	-	-	423,902	-	-	-	-
Override - Tier 2	-	-	329,062	-	-	-	-
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	21,300
Debt Exclusion - Ayer Rd Design	111,166	107,800	98,800	-	-	-	-
Debt Exclusion - Purchase of COA Bldg	215,401	213,400	208,200	203,000	197,800	192,600	187,400
Debt Exclusion - Old Library Roof	28,776	30,675	29,875	29,075	28,275	27,475	21,675
Debt Exclusion - Old Library Roof	39,122	40,375	39,375	38,375	37,375	36,375	35,375
Subtotal - Debt Exclusions	3,325,054	3,236,500	3,330,565	2,911,380	2,824,500	2,724,894	2,621,343
Subtotal - Budgeted Tax Revenue	26,414,026	27,138,464	28,703,043	29,038,170	29,704,459	30,376,852	31,064,600
<u>Budgeted Revenue-State Aid, Local Rec & Transf</u>							
State - Cherry Sheet Revenue	4,310,611	4,519,970	4,486,309	4,486,309	4,486,309	4,486,309	4,486,309
Estimated Local Receipts	1,661,862	1,684,514	1,508,127	1,508,327	1,453,527	1,453,527	1,453,527
Community Preservation for Debt	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Sewer Betterments for Debt	92,195	92,324	92,455	92,589	92,726	92,866	93,009
Capital Stabilization for Debt	269,388	-	-	-	-	-	-
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	-	-	-	-	-
Library Trust Fund	5,000	5,000	-	-	-	-	-
Subtotal - Budgeted State Aid, Local Rec & Transf	6,681,272	6,640,275	6,243,308	6,142,592	6,086,879	6,086,319	6,085,762
<u>Budgeted Assessments</u>							
Library - Cherry Sheet Offset Item	(14,179)	(15,414)	(15,759)	(15,759)	(15,759)	(15,759)	(15,759)
School Choice - Cherry Sheet Offset Item	(326,022)	(298,407)	(267,241)	(267,241)	(267,241)	(267,241)	(267,241)
State - Cherry Sheet Assessments	(626,238)	(650,691)	(548,143)	(548,143)	(548,143)	(548,143)	(548,143)
Town - Estimated Overlay	(100,000)	(90,140)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Subtotal - Budgeted Assessments	(1,066,439)	(1,054,652)	(931,143)	(931,143)	(931,143)	(931,143)	(931,143)
NET BUDGETED REVENUES	32,028,859	32,724,087	34,015,207	34,249,619	34,860,195	35,532,028	36,219,219
	<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>
<u>Budgeted Expenditures</u>							
Town Expenses	12,947,284	13,585,301	14,191,340	14,655,952	15,298,574	15,740,456	16,440,491
Local School Expenses	14,622,343	15,181,636	15,930,250	17,067,218	17,621,903	18,194,614	18,785,939
Debt Expense - Prin & Interest Due	4,016,882	3,659,468	3,751,764	3,422,314	3,333,877	3,233,177	3,128,641
R&A Article Expenses	231,058	21,129	26,853	125,000	125,000	125,000	125,000
Sewer Subsidy (Voted in Enterprise Fund)	-	105,000	115,000	115,000	115,000	115,000	115,000
TOTAL BUDGETED EXPENDITURES	31,817,567	32,552,534	34,015,207	35,385,485	36,494,354	37,408,248	38,595,071
<u>BUDGET SUMMARY</u>							
Net Budgeted Revenues	32,028,859	32,724,087	34,015,207	34,249,619	34,860,195	35,532,028	36,219,219
Budgeted Expenditures	(31,817,567)	(32,552,534)	(34,015,207)	(35,385,485)	(36,494,354)	(37,408,248)	(38,595,071)
Estimated Surplus / (Deficit)	211,291	171,553	0	(1,135,866)	(1,634,158)	(1,876,220)	(2,375,852)

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.

FY25 Process

In August 2023, CPIC solicited FY25 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 requesters 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 FY25.

FY25 Recommended Capital Plan

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

Dept	Project	Amount
DPW	F-550 Dump Truck	\$120,000
DPW	Garage Construction Project	\$10m ¹
DPW	Mini Excavator	\$70,000
DPW	Road Maintenance & Repairs	\$200,000
Facilities	Library Mechanicals	\$200,000
Fire	Radio Replacements	\$237,000
Parks & Rec	Beach House & Area Upgrades	\$20,355
Parks & Rec	Field Upgrades	\$26,523
Police	UHF Radio Repeater	\$74,000
Schools	Athletic Equipment	\$53,215
Schools	HES Fencing	\$21,437
Schools	Plow Truck	\$65,000
Schools	Science Wing Restrooms	\$100,000
Schools	TBS Flooring	\$130,000
Schools	TBS Gym Shades & speakers	\$25,174
Schools	TBS Retaining Wall, Ramp, Rear stairs	\$125,000
CPIC	Debt for Police & Fire Equipment, Water System	\$61,738
CPIC	HES Debt Offset	\$100,000

¹To be paid for with excluded debt

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

One of the primary purposes of the CSF is to stabilize the impact of capital expenditures on the tax rate over time. Prior to the establishment of the CSF in 2011, Harvard funded most capital expenditures on a “pay as you go” basis. In order to build and maintain a sustainable capital fund, in May, 2010, the Town established a policy to transfer the prior year'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 \$100,000 of the CSF fund in FY25, 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. This is the final payment, completing the commitment CPIC made to spend \$1M in this effort.

The CSF currently has a balance of \$2.4 million. As detailed in the 5-Year Capital Plan Projections, we have requests totaling approximately \$7 million for currently identified projects during FY25-FY29, plus a few large capital items coming up - DPW building, firehouse, new athletic fields, Bromfield improvements - 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
Mike Derse, Vice-Chair and Finance Committee Representative
Abby Besse, School Committee Representative
Charles Oliver, 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

F-550 Dump Truck (Article 12)

The DPW requests funds for a replacement medium-sized dump truck, to replace their current 2012 model. This is a scheduled replacement.

CPIC recommends \$120,000 be funded from the Capitalization Stabilization and Investment Fund.

Road Repairs (Article 12)

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.

Garage Construction Project (Article 14)

The DPW requests funds to do a renovation of the DPW building, which is in dire need of major work. This is a follow-on to past requests, which created a design for the building, and includes new offices, a new mechanic's garage, and new storage buildings for large DPW equipment.

CPIC recommends \$10 million be funded via excluded debt.

Mini Excavator (Article 12)

The DPW requests funds for a replacement mini excavator, to replace their current 2009 model.

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

Fire Dept Radio Replacements (Article 12)

The fire dept requests funds to replace their aging mobile radios and pagers. These are the radios used to coordinate firefighters during an emergency, and pagers to contact volunteers.

CPIC recommends \$237,000 be funded from the Capitalization Stabilization and Investment Fund.

Library HVAC Mechanicals (Article 12)

The facilities manager requests funds to replace the HVAC components of the public library, which are at their end of life.

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

Athletic Field Upgrades (Article 12)

The Parks and Rec department requests funds to update signage, fencing, irrigation, and parking facilities at various athletic fields.

CPIC recommends \$26,523 be funded from the Capitalization Stabilization and Investment Fund.

Beach House and Area Upgrades (Article 12)

The Parks and Rec department requests funds to renovate the Beach House including new doors, fascia, and gutters, as well as to address drainage issues in the surrounding landscape.

CPIC recommends \$20,355 be funded from the Capitalization Stabilization and Investment Fund.

Police UHF Radio Repeater (Article 12)

The police department requests funds to add a UHF radio repeater to replace their existing VHF radio repeater, as the department is moving to the now-standard UHF format.

CPIC recommends \$74,000 be funded from the Capitalization Stabilization and Investment Fund.

Bromfield Athletic Equipment (Article 12)

The Harvard Public Schools request funds to replace its aging – and in some cases broken – track and field equipment.

CPIC recommends \$53,215 be funded from the Capitalization Stabilization and Investment Fund.

Hildreth Elementary Fencing (Article 12)

The Harvard Public Schools request funds to add a fence around the school playground fields, to keep children and balls from running into the parking lot.

CPIC recommends \$21,437 be funded from the Capitalization Stabilization and Investment Fund.

School Plow Truck (Article 12)

The Harvard Public Schools request funds to buy a used plow truck for clearing school property in the winter and landscaping work the rest of the time.

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

Bromfield Science Wing Restrooms (Article 12)

The Harvard Public Schools request funds to renovate the restrooms in the science wing of Bromfield, since they are outdated and have various ADA compliance issues. This work will be done by the school maintenance staff.

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

Bromfield Flooring Replacement (Article 12)

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 the last couple years, 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 Upgrades (Article 12)

The Harvard Public Schools request funds to add shades to the windows of the Bromfield Gym, as well as to replace the existing speaker system used during assemblies and games.

CPIC recommends \$25,174 be funded from the Capitalization Stabilization and Investment Fund.

Bromfield Retaining Wall, Ramp, Rear Stairs (Article 12)

The Harvard Public Schools request funds to renovate the retaining wall and wheelchair ramp in front of Cronin auditorium, as well as the rear stairs at Bromfield. All have deteriorated significantly and need significant repairs.

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

HES Building Debt (Article 12)

Past CPIC committees committed to paying \$1m over 6 years to help offset the initial tax impact of the new Hildreth school building. This year marks the final payment, with a sum of \$100,000.

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

Existing CPIC Debt (Article 12)

Past CPIC committees committed to paying the debt service on loans for fire and police equipment.

CPIC recommends \$61,000 be funded from the Capitalization Stabilization and Investment Fund.

Other Projects Considered But Not Recommended for FY24

Fire Station Design (\$300,000)

CPIC voted to delay the design work until a location was chosen and nearer to construction time, which is estimated to be FY27.

Police Roof Replacement (\$58,000)

This was mainly requested in service of the accompanying solar panel addition, but that request was for next year. The roof still has several years of life to it, so it is not needed to be replaced for that reason now. Given our limited budget, this got delayed until at least next year when we can consider solar.

Bromfield Cronin Auditorium Seating Replacement (\$97,000)

A large portion of this cost was reupholstering the seats, with only a portion being for the ADA compliance changes. The committee would like to see the ADA compliance portion put forth individually, since the upholstery seems to be in sufficiently good condition, and a full replacement of all seats was outside this year's budget.

Bromfield Locker Sections (\$200,000)

This request was simply outside of CPIC's budget this year.

Bromfield HVAC (\$1,700,000)

There is a study to determine what HVAC work needs to be done which has not been completed. CPIC voted to wait until the study is finished before voting for money for the HVAC work.

Automated Athletic Field Liner (\$60,000)

Though CPIC understands the benefits this kind of machinery would give to the town and its athletic coaches, this request was simply outside of CPIC's budget this year.

Master Plan Update (\$100,000)

This request was put in less because it needed to be done and more as a formality as the Town Planner felt it was required to be brought up by Massachusetts policies. Neither CPIC nor the Planning Board felt updates were necessary at this time.

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

TOWN OF HARVARD
FY25 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT - SMALL CAP - UNDER \$500K

	*FUND	Est	Est	Est	Est	Est
SMALL CAPITAL - UNDER \$500K	SOURCE	FY25	FY26	FY27	FY28	FY29
Master Plan	NF	99,000	-	-	-	-
PLANNING - TOTAL		99,000	-	-	-	-
New Library Mechanicals	CSF	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	-
Police Station Solarization		-	170,000	-	-	-
Police Station Roof and Engineering	NF	95,500	-	-	-	-
Municipal bldgs carpet replacement (town hall/police/library/hildreth)		-	-	-	-	90,000
Library rubber roof replacement		-	-	-	-	30,000
Library parking lot paving		-	-	-	-	90,000
BUILDING - FACILITIES TOTAL		295,500	450,000	30,000	30,000	210,000
Upgrade and Replace Repeater to UHF Frequency	CSF	74,000	-	-	-	-
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	-	-	-
Computer Server Update and Replacement plus all PCs		-	25,000	-	-	-
POLICE TOTAL		74,000	60,000	50,000	150,000	-
Replace Inspection Vehicle		-	-	-	-	75,000
Purchase Utility Terrain Vehicle		-	-	35,000	-	-
Replacement of Fire Repeaters		-	225,000	-	-	-
Radio Replacements	CSF	237,000	-	-	-	-
FIRE TOTAL		237,000	225,000	35,000	-	75,000
Ambulance Replacement		-	-	-	435,000	-
AMBULANCE TOTAL		-	-	-	435,000	-
ADA Compliance	CSF	125,000	125,000	-	-	-
HES Fence	CSF	21,437	-	-	-	-
School Athletic Equipment	CSF	53,215	100,000	100,000	100,000	100,000
School District Plow Truck with Lift Gate	CSF	65,000	-	-	-	-
TBS Cronin Auditorium Seat Replacement	Withdrawn	97,000	-	-	-	-
TBS Flooring	CSF	130,000	130,000	-	-	-
TBS Gym Renovation - Window Treatments; speaker system	CSF	25,174	-	-	-	-
TBS Replace Student Locker Sections	NF	197,996	-	-	-	-
TBS Student Restrooms (2) in Science Wing	CSF	100,000	100,000	-	-	-
TBS Hot Water Boiler		-	125,000	-	-	-
TBS Exterior Doors		-	100,000	100,000	-	-
New Tractor		-	-	50,000	-	-
HES Gym Floor Refinishing		-	-	-	-	25,000
HES Wall and Floor Upkeep		-	-	-	-	20,000
SCHOOL TOTAL		814,822	680,000	250,000	100,000	145,000
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 2012 F-550	CSF	120,000	-	-	-	-
John Deere Mini-Excavator - Trade in 2009 JD Mini-Excavator	CSF	70,000	-	-	-	-
Heavy Duty Dump Truck - Trade In 2002 Dump Truck		-	275,000	-	-	-
Heavy Duty Dump Truck - Trade In 2003 Dump Truck		-	-	275,000	-	-
F-250 Pick Up Truck - Trade in 2014 F-250 Pick Up Truck		-	-	-	90,000	-
Tractor w/ Brush Mower - Trade in 2010 Tractor w/ Brush Mower		-	-	-	150,000	-
Light Duty Dump Truck (18,000 GVW) - Trade In 2015 Ford F-550		-	-	-	-	140,000
PUBLIC WORKS TOTAL		390,000	475,000	475,000	440,000	340,000
Beach House/Area Upgrades	CSF	20,355	-	-	-	-
Field Upgrade	CSF	26,523	-	-	-	-
Town Beach ADA Access	CPC	23,720	-	-	-	-
Robotic Field Lining System	NF	61,000	-	-	-	-
PARK & REC TOTAL		131,598	-	-	-	-
Drawdown Pump and Motor Overhaul		-	75,000	-	-	-
BARE HILL POND TOTAL		-	75,000	-	-	-
DPW Equipment - \$160,000 - Art 16 ATM 5/1/2010	CSF	10,625	10,375	-	-	-
Fire Equipment - \$505,000 - Art 22 ATM 5/1/2010 Fire Truck	CSF	31,875	31,125	-	-	-
Water System Upgrade - \$300,000 - Art 22 ATM 4/2/2011	CSF	19,238	18,788	18,338	18,038	18,038
Art 25 ATM 5/5/18 HES Building Project - \$53,597,807	CSF	100,000	-	-	-	-
CSF LONG TERM DEBT TOTAL		161,738	60,288	18,338	18,038	18,038
SMALL CAPITAL - UNDER \$500K - GRAND TOTAL		2,203,658	2,025,288	858,338	1,173,038	788,038

CSF=Capital Stabilization Fund

NF=Not Funded

CPC=Community Preservation Fund

TOWN OF HARVARD

FY25 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT - LARGE CAPITAL

LARGE CAPITAL - \$500K+	ATM Vote	Project Complete	1st Debt Payment	Funding Source	Est FY25	Est FY26	Est FY27	Est FY28	Est FY29	Total
<i>Replace Engine 1</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	-	-	-	-	1,000,000	1,000,000
FIRE TOTAL					-	-	-	-	1,000,000	1,000,000
<i>DPW Building</i>	<i>4/6/24</i>	<i>FY2026</i>	<i>FY2026</i>	<i>Excluded Debt</i>	9,894,200	-	-	-	-	9,894,200
DPW Total					9,894,200	-	-	-	-	9,894,200
<i>TBS HVAC</i>	<i>Not funded</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	1,700,000	-	-	-	-	1,700,000
<i>TBS Building improvements</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	-	-	7,500,000	-	-	7,500,000
<i>TBS Roof Replacement</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	-	-	-	2,000,000	-	2,000,000
SCHOOL TOTAL					1,700,000	-	7,500,000	2,000,000	-	11,200,000
LARGE CAPITAL - OVER \$500K - GRAND TOTAL					11,594,200	-	7,500,000	2,000,000	-	22,094,200

TOWN OF HARVARD				
FY25 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT				
	Est	Est	Est	Est
<i>EXCLUDED DEBT SERVICE 10-YEAR PROJECTIONS THRU FY2028</i>	FY25	FY26	FY27	FY28
Total Small Capital - Under \$500K	1,467,704	2,025,288	858,338	1,173,038
Total Large Capital - \$500K+	643,622	-	-	-
HES MSBA Project	100,000	-	-	-
Fire Equipment	31,875	31,125	30,375	-
Water	19,238	18,788	18,338	18,038
DPW Equipment	10,625	10,375	10,125	-
Less Requests Funded by Debt Exclusion	(643,622)	-	-	-
NET FROM CAPITAL STABILIZATION & INVESTMENT FUND	1,629,442	2,085,576	917,176	1,191,076
ESTIMATED CAPITAL STABILIZATION & INVESTMENT FUND BALANCE				
12/31/23 Balance - Capital Stabilization & Investment Fund	2,575,123	2,207,188	621,612	204,436
Free Cash - Estimated Transfer In - May ATM	1,261,506	500,000	500,000	500,000
Requests Funded by Capital Stabilization & Investment Fund Above	(1,629,442)	(2,085,576)	(917,176)	(1,191,076)
ESTIMATED FUND BALANCE AT FISCAL YEAR END	2,207,188	621,612	204,436	(486,640)

TOWN OF HARVARD
FY25 CAPITAL PLANNING & INVESTMENT COMMITTEE REPORT

EXCLUDED DEBT SERVICE 10-YEAR PROJECTIONS THRU FY2034		FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
Current Town Share Excluded Long Term Debt:		BOND AMT									
Town Hall Renovations - Art 18 ATM 4/28/2012	2,250,000	146,288	142,838	139,388	137,088	134,788	132,488	125,188	122,713	115,238	112,743
Senior Center (Hildreth House) Improve - Art 22 ATM 3/28/15	1,241,000	91,150	83,550	81,150	78,750	76,950	75,150	73,350	71,550	69,750	67,800
Public Library - Refunding 11/1/2004	1,395,000	126,563	-	-	-	-	-	-	-	-	-
Fire Truck - Art 24 ATM 3/28/2015	350,000	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	11,250	10,750	10,250	-	-	-	-	-	-	-
School - Bromfield Renovation - Refunding of 11/1/2004	3,380,000	308,813	-	-	-	-	-	-	-	-	-
HES Building Project - Art 25 ATM 5/5/18	31,533,161	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	1,694,700
Bromfield Science Lab Art 27 ATM 4/1/17	69,492	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	63,193	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	55,500	54,000	52,500	41,500	25,700	10,200	-	-	-	-
Ayer Rd Design - Art 23 ATM 5/4/19	300,000	98,800	-	-	-	-	-	-	-	-	-
Heavy Duty Dump Truck - Art 23 ATM 5/4/19	195,000	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	208,200	203,000	197,800	192,600	187,400	182,200	178,950	172,450	168,550	164,650
Old Library Slate Roof - Art 23 ATM 5/4/19	335,713	29,875	29,075	28,275	27,475	21,675	21,075	20,700	19,950	19,500	19,050
Old Library Slate Roof - Art 14 ATM 5/15/21	485,097	39,375	38,375	37,375	36,375	35,375	34,375	33,750	32,500	31,750	31,000
Fire Truck - Art 2 ATM 10/16/21	965,096	78,600	76,600	74,600	72,600	70,600	68,600	67,350	59,850	58,500	57,150
Total Current Town Share Excluded Long Term Debt Payments	3,540,056	2,918,672	2,831,791	2,732,187	2,628,634	2,535,784	2,408,161	2,337,391	2,271,172		
Less School Devens Fund Transfer for HES Building Project	(100,000)	-	-	-	-	-	-	-	-	-	-
Less Capital Stabilization Fund Transfer for HES Building Project	(100,000)	-	-	-	-	-	-	-	-	-	-
Adjusted Total Current Town Share Excluded Long Term Debt Payments	3,340,056	2,918,672	2,831,791	2,732,187	2,628,634	2,535,784	2,408,161	2,337,391	2,271,172		-
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 Building Construction - Est 30 yrs @ 5%	9,894,200	-	643,632	643,632	643,632	643,632	643,632	643,632	643,632	643,632	643,632
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%	1,000,000	-	-	-	-	-	-	116,667	113,333	110,000	106,667
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%	24,000,000	-	-	-	-	-	-	-	2,000,000	1,960,000	1,920,000
Townwide Radio/Communication Est 10 yrs 5%	900,000	-	-	135,000	130,500	126,000	121,500	117,000	112,500	108,000	103,500
TBS - Roof Replacement - Est 20 yrs @ 5%	2,000,000	-	-	-	-	-	-	-	200,000	195,000	190,000
TBS - HVAC Replacement - Est 15 yrs @ 5%	3,200,000	-	-	198,333	192,667	187,000	181,333	175,667	170,000	164,333	158,667
TBS - Building Improvements	7,500,000	-	-	-	-	875,000	850,000	825,000	800,000	775,000	750,000
Total Potential New Excluded Debt Payments	-	1,465,242	1,921,075	1,890,409	2,734,742	2,679,075	2,740,076	4,771,075	4,672,575	4,169,076	
Grand Total - Projected Excluded Debt	3,340,056	4,383,914	4,752,866	4,622,596	5,363,376	5,214,859	5,148,237	7,108,466	6,943,747		
		FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	
FY2023 ASSESSED VALUES	1,731,541,400										
Cost per \$1,000 Property Valuation		\$1.929	\$2.532	\$2.745	\$2.670	\$3.097	\$3.012	\$2.973	\$4.105	\$4.010	

Note: Potential new debt costs are estimates, as well as the associated projected debt service payments. Page 29

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. Locally the town committee which administers these funds is referred to as the Community Preservation Committee or CPC. The Commonwealth allocates these funds in the form of a match up to 100% of the dollars collected via a property tax surcharge of up to 3% by participating towns and cities. When Harvard adopted the CPA our surcharge was 1.1% which limited our possible state match. In May 2024, the town voted to increase our CPA surcharge to state maximum, from 1.1 to 3%, which also means we are eligible for a larger percentage match from the state. This will greatly increase the size and scope of projects that the town CPC will be able to fund. 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 these three areas. CPA Funds may also be saved for future years and may be used to pay municipal bonds, for approved projects.

It is hoped that by increasing the local surcharge the CPC will be able to play a more vital role as a funding source in the coming years.

Activities of the CPC

The projects that Annual Town Meeting approved on April 29, 2024, include:

- \$50,000 for ADA upgrades at the Harvard Park playground
- \$35,404 for baseball and Softball field improvements
- \$200,000 for the purchase of a conservation restriction for a parcel of land on Littleton County Road.
- \$5,760 for Fire reports preservation.
- \$36,100 for the Municipal Affordable Housing Trust reserve fund.
- \$45,938 toward the debt payment on Town Hall
- \$2,000 for CPC Administrative expenses

FY 2025 CPC approved applications

All of the projects listed have been approved unanimously by the CPC, final adoption requires an affirmative Town Meeting vote on April 6, 2024.

- \$200,000 for the Conservation Fund.
- \$50,000 for Invasive Plant Management.
- \$40,000 for resurfacing the Bromfield Outdoor Basketball court
- \$23,720 for American with Disabilities Act improvements at the Town beach.
- \$25,000 for stairs at McCurdy Track
- \$190,000 for affordable units at Emerson Green
- \$44,888 for Town Hall Bond repayment.
- \$31,275 for preservation of Town Hall documents

- \$750 to finish restoration of the Civil War Honor Roll plaques, initially funded in FY22.
- \$18,000 for CPC Admin Expenses

Respectfully submitted,

Stu Sklar, Chair

Jane Biering, Treasurer

Beth Williams, Secretary

Todd Currie

Marisa Steele, Park&Recreation Rep

Pam Marston, Historic Commission Rep

Doug Thorton, Planning Board Rep

John Lee, Conservation Commission Rep

Arielle Jennings, Municipal Affordable Housing Trust Rep

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

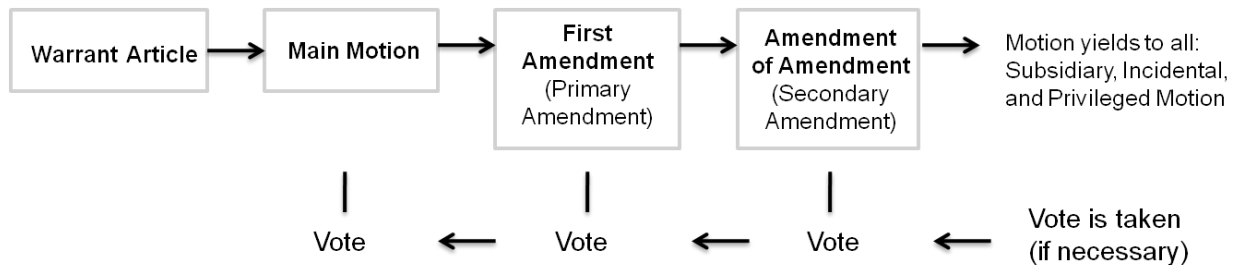
The Warrant is the agenda for Town Meeting. The articles in the Warrant are taken up at Town Meeting by vote upon motions. The Moderator will call for a motion, and when it is made it becomes the Main Motion. The article in the Warrant defines the limit or scope of the subject matter to be contained 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	Description	Amount
1	Annual Reports	
2	Pay Bills of Prior Fiscal Year	315
3	Network Security Risk Assessment	25,000
4	Master Plan Update	24,950
5	Voting Machines	5,800
6	Personnel Policies Update	15,000
7	OPEB Funding	25,000
8	Transfer Free Cash to Stabilization	TBD
9	Transfer Free Cash to Capital Stabilization	TBD
10	Omnibus Budget	33,988,354
11	Performance-Based Wage Adjustments	26,853
12	Capital Planning and Investment Committee Recommended Expenditures	1,467,704
13	Capital Planning and Investment Committee Debt Payment	161,738
14	Capital Planning and Investment Committee Debt Recommendations	9,894,200
15	Community Preservation Report	
16	Community Preservation Committee Recommended Expenditures	601,663
17	Transfer Station Enterprise Fund	
18	Water Enterprise Fund	
19	Enterprise Fund Budgets	
	Sewer	247,455
	Water	65,000
	Trash	267,772
	Ambulance	260,000
20	Revolving Funds	
21	Municipal Charges Lien Bylaw	
22	Multi-Family Overlay District Bylaw Amendment	
23	Grant of Easement to Town of Littleton	
24	Citizens' Petition	
25	Acceptance of Gifts of Property	
26	Acceptance of Highway Funds	

**WARRANT FOR THE 2024 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 6th day of April, 2024 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 2023, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the sum of \$314.82. be transferred from the General Stabilization Account, for the purpose of paying a prior year bill for the DPW and Select Board departments.

ARTICLE 3: NETWORK SECURITY RISK ASSESSMENT

To see if the Town will vote to transfer a sum of money from the General Stabilization Account to conduct a required network security risk assessment on the Town's network, with funds to be expended by the Finance Director, with the approval of the Town Administrator, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the sum of \$25,000. be transferred from the General Stabilization Account, for the purpose of conducting a required Network Security Risk Assessment of the Town's network.

ARTICLE 4: MASTER PLAN UPDATE

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Director of Planning, with the approval of the Planning Board, to update the Town's Master Plan, or pass any vote or votes in relation thereto.

(Inserted by Planning Board)

FINANCE COMMITTEE DOES NOT RECOMMEND – the passage of this article.

ARTICLE 5: VOTING MACHINES

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Town Clerk with the approval of the Town Administrator, for the purchase of a new voting machine, or pass any vote or votes in relation thereto.

(Inserted by Town Clerk)

FINANCE COMMITTEE RECOMMENDS – the sum of \$5,800. be transferred from the General Stabilization Account, for the purpose of purchasing a new voting machine to be used in conjunction with the new voting machine for which a local resident donated funding.

ARTICLE 6: PERSONNEL POLICIES UPDATE

To see if the Town will vote to transfer a sum of money from the General Stabilization Account, to be expended by the Human Resources Director, with the approval of the Personnel Board, to update the Personnel Policies, or pass any vote or votes in relation thereto.

(Inserted by Personnel Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$15,000. be transferred from the General Stabilization Account, for the purpose of contracting to update the Town's Personnel Policies which have not been updated since the early 2000s.

ARTICLE 7: OTHER POST EMPLOYMENT BENEFITS (OPEB) FUNDING

To see if the Town will vote to transfer a sum of money from the Fiscal Year 2023 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 \$25,000. be transferred from the Fiscal Year 2023 Certified Free Cash to be combined with the funds in the omnibus budget, and deposited into the Town's OPEB account.

ARTICLE 8: 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 2023 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 2023 Certified Free Cash to the Stabilization Account, in accordance with the Town Code.

ARTICLE 9: 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 2023 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 2023 Certified Free Cash to the Capital Stabilization and Investment Fund in conformance with the Town Code.

ARTICLE 10: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, such sums of money as may be necessary to defray expenses for the ensuing fiscal year, a portion of which appropriation shall be contingent upon the passage of a so-called Proposition Two and One-Half Levy Limit Override referendum ballot question (Question #2) at the Town Election to be held on April 9, 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 and Enterprise Budgets for Fiscal Year 2024 as voted by the Select Board and detailed on pages 38 to 44.

ARTICLE 11: 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 10 of the Warrant for the 2024 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2025, or pass any vote or votes in relation thereto.
(Inserted by Select Board)

FINANCE COMMITTEE RECOMMENDS – the sum of \$26,853. be raised and appropriated to supplement the amount appropriated under Article 10 of the Warrant for the 2024 Annual Town Meeting for salaries and wages of non-school officials and employees in order to fund performance-based wage adjustments for Fiscal Year 2025.

ARTICLE 12: CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMENDED EXPENDITURES

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the following sums of money to be expended by the following boards and officials for the capital projects and acquisitions described and numbered below, each of which shall be a separate appropriation, and to provide for said appropriations from the funding sources, 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)

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
	MILEAGE - TOWN ADMINISTRATOR	5,400	5,400	8,400
	WAGES - SELECT BOARD	343,148	349,013	375,566
1	SELECT BOARD WAGES	348,548	354,413	383,966
	SELECT BOARD PUR SERVICES	15,930	13,000	20,000
	SELECT BAORD MEDICAL SERVICES	5,710	-	-
	EMPLOYEE TRAIN & PROF DEV	4,860	1,000	5,000
	TOWN REPORTS	3,413	6,000	6,000
	SELECT BOARD OFFICE SUPPLIES	2,867	-	3,000
	SELECT BOARD-MEETINGS & DUES	1,814	4,000	5,000
2	SELECT BOARD EXPENSES	34,594	24,000	39,000
	FIN COMM MEETINGS & DUES	184	200	200
3	FIN COM MEETINGS & DUES	184	200	200
	ACCOUNTING SALARY & WAGES	198,413	186,378	199,562
	ASSESSOR WAGES	48,703	52,697	56,440
	TREAS/COLLECTOR WAGES	146,272	164,158	169,858
	OVERTIME	375	600	633
	ACCOUNTING CERTFICATION SALARY	1,000	1,000	1,000
4	TOTAL FINANCE DEPT WAGES	394,763	404,833	427,493
	MAPPING AND DEEDS	3,314	5,100	5,100
	TRAINING, SUBSCRIPTIONS & DUES	5,788	8,709	13,810
	OTHER PROFESSIONAL SERVICES	129,145	126,850	144,850
	POSTAGE	25,011	24,150	30,000
	OFFICE SUPPLIES	3,406	3,500	3,500
	COPY MACHINE SUPPLIES	8,135	6,590	6,590
5	TOTAL FINANCE DEPT EXPENSES	174,799	174,899	203,850
	TECHNOLOGY	108,041	122,881	124,992
6	TOTAL TECHNOLOGY	108,041	122,881	124,992
	TOWN COUNSEL-LGL SERVICES	44,818	35,000	40,000
	OTHER LEGAL SERVICES	54,024	40,000	35,000
7	TOTAL LEGAL EXPENSE	98,842	75,000	75,000
	WAGES BD SUPPLIES	-	100	100
8	TOTAL PERSONNEL BD SUPPLIES	-	100	100
	TOWN CLERK - SALARY	80,518	144,104	159,415
	TOWN CLERK CERTIFICATION SAL	-	-	1,000
	TOWN CLERK - OVER TIME	-	500	4,800
9	TOWN CLERK WAGES	80,518	144,604	165,215
	TOWN CLERK-OFFICE SUPPLIES	2,164	1,735	3,500
	CONTRACTED SERVICES	-	-	3,108
	PUB REPRINTING	3,546	5,700	5,700
	TOWN CLERK MEETINGS & DUE	2,544	3,000	3,000
10	TOWN CLERK EXPENSE	8,254	10,435	15,308

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
	REGISTRARS HONORARIA	400	500	500
	CENSUS	1,577	1,500	3,000
	ELECTION SUPPLIES	9,267	7,400	12,300
11	TOTAL ELECTIONS & REGISTRARS	11,244	9,400	15,800
	LAND USE BOARDS - WAGES	160,328	204,883	216,469
12	TOTAL LAND USE BOARDS - WAGES	160,328	204,883	216,469
	PURCHASE OF SERVICE	5,824	6,615	9,995
	OFFICE EXPENSES	622	2,300	1,000
	DUES/ PROFESSIONAL DEVLEOPMENT	-	1,000	2,000
	MONT REG PLANNING COMM	2,029	2,100	2,200
13	TOTAL LAND USE EXPENSE	8,475	12,015	15,195
	Climate Misc Expenses	-	2,636	2,636
14	TOTAL CLIMATE EXPENSE	-	2,636	2,636
	HCTV WAGES WAGES	41,298	58,912	2,681
15	TOTAL HCTV WAGES WAGES	41,298	58,912	2,681
	HCTV EXPENSES	55,767	47,088	22,860
16	TOTAL HCTV EXPENSES	55,767	47,088	22,860
	PUB BLDG-WAGES WAGES	34,856	37,634	39,666
17	TOTAL PUB BLDG-WAGES WAGES	34,856	37,634	39,666
	ELECTRICITY	84,448	57,000	84,000
	GAS	27,597	40,000	40,000
	OIL	3,727	2,000	3,838
	WATER	1,465	-	1,750
	SEWER	394	-	90
	BUILDING REPAIRS	218,177	153,000	158,810
	EQUIPMENT	1,567	2,500	5,600
	PROFESSIONAL SERVICES	6,392	-	-
	PUB BLDG PURCH SERVICES	20,543	63,750	65,662
	INTERNET	329	-	5,600
	SUPPLIES	1,948	1,500	2,142
	WASTE WATER TREAT OPER (SEWER SUBSIDY)	127,814	-	-
18	TOTAL PUBLIC BUILDINGS EXPENSE	494,401	319,750	367,492
	TOTAL GENERAL GOVERNMENT	2,054,912	2,003,683	2,117,923
	COMMUNICATIONS EXPENSE	204,606	235,000	245,000
19	TOTAL COMMUNICATIONS EXPENSE	204,606	235,000	245,000
	POLICE OFFICE SUPPLIES	3,951	4,500	4,500
	POLICE CRUISER MAINTENANCE	8,652	11,500	11,500
	POLICE OPERATING EXPENSES	39,013	43,250	47,200
	POLICE UNIFORM EXPENSES	13,208	13,500	16,000
	POLICE DUES AND MEMBERSHIPS	2,500	3,000	3,000
	POLICE CRUISER	60,000	55,500	70,000
20	TOTAL POLICE DEPT EXPENSE	127,324	131,250	152,200

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
	POLICE - OFFICER WAGES	724,297	745,289	838,433
	POL-EDUCATION/TRAINING/STIPENDS	132,243	133,340	150,278
	POLICE - ADMIN ASST WAGES	118,586	127,922	136,094
	POLICE - OVERTIME	162,469	165,000	165,000
21	TOTAL POLICE DEPT WAGES	1,137,595	1,171,551	1,289,805
	FIRE FT WAGES FF/EMT	200,668	210,702	222,948
	FIRE ON-CALL WAGES	170,826	187,851	202,961
	FIRE OVERTIME & ADDL UP TO 53 HR/WK	13,466	16,917	17,844
	FIRE OFFICERS STIPENDS	14,500	14,500	14,500
22	TOTAL FIRE DEPT WAGES	399,460	429,970	458,253
	FIRE EXPENSES	67,824	50,000	52,300
	FIRE DEPT-RADIO REPL&REPA	1,736	2,850	2,850
	FIRE-PROTECTIVE CLOTHING	2,822	22,535	23,704
	FIRE - OFFICE SUPPLIES	-	1,800	1,800
	FIRE - PROFESSIONAL DEVELOPMENT	1,818	6,456	6,500
23	TOTAL FIRE DEPT EXPENSES	74,200	83,641	87,154
	BUILDING INSPECTOR WAGES	89,136	99,035	104,259
	BLDG INSPECTOR EXPENSE	4,924	4,000	4,000
24	TOTAL BUILDING & ZONING INSPECTOR	94,060	103,035	108,259
	GAS INSPECTOR WAGES	6,879	4,000	6,800
25	TOTAL GAS INSPECTOR WAGES	6,879	4,000	6,800
	PLUMBING INSPECTOR SALARY	10,754	7,000	7,600
26	TOTAL PLUMBING INSPECTOR SALARY	10,754	7,000	7,600
	WIRE INSPECTOR SALARY	22,527	11,000	17,000
27	TOTAL WIRE INSPECTOR SALARY	22,527	11,000	17,000
	ANIMAL CONTROL OFFICER SALARY	21,460	18,254	20,840
28	TOTAL ANIMAL CONTROL OFFICER SALARY	21,460	18,254	20,840
	ANIMAL CONTROL EXPENSE	268	250	1,250
29	TOTAL ANIMAL CONTROL EXPENSE	268	250	1,250
	TREE WARDEN EXPENSES	35,501	42,000	44,100
30	TOTAL TREE WARDEN EXPENSES	35,501	42,000	44,100
	TOTAL PUBLIC SAFETY	2,134,634	2,236,951	2,438,261
	SCHOOL - CENTRAL OFFICE	1,307,556	1,300,257	1,550,357
	SCHOOL - FACILITIES	1,200,023	1,252,166	1,311,668
	SCHOOL - HILDRETH EDUCATION	2,977,694	3,100,463	4,830,204
	SCHOOL - BROMFIELD HS	4,402,689	4,747,879	4,425,701
	SCHOOL - BROMFIELD MS	-	-	2,302,044
	SCHOOL - PUPIL SERVICES	3,863,436	4,207,114	1,006,000
	SCHOOL - TECHNOLOGY	523,020	573,757	504,276
31	LOCAL SCHOOL TOTAL	14,274,418	15,181,636	15,930,250
32	TECH SCHOOL ASSESS	101,904	110,500	110,500
	TOTAL EDUCATION	14,376,322	15,292,136	16,040,750

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
Line	ACCOUNT DESCRIPTION	FY23 EXPENDED	FY24 BUDGET	REQUESTED BUDGET
	HIGHWAY WAGES WAGES	678,375	769,002	869,312
	TRANSFER STATION WAGES	27,944	27,797	Enterprise in FY25
	SEASONAL	2,584	-	-
	OVERTIME	22,218	59,420	60,905
	DIRECTOR BENEFITS CONTRACTED	3,960	3,960	3,960
33	TOTAL DPW WAGES	735,081	860,179	934,177
	HIGHWAY ELECTRIC	9,824	12,000	12,000
	HWY VEHICLE MAINTENANCE	90,177	55,265	59,265
	HWY ROAD MAINT. MATERIALS	25,649	48,800	48,800
	HWY PAINTING LINES	13,500	21,500	21,500
	TREE EXPENSES	-	20,000	20,000
	HWY CONTRACT SERVICES	63,933	67,700	88,940
	HIGHWAY TELEPHONE	1,654	3,200	3,200
	POLICE DET'LS HARVARD OFFICERS	4,900	15,000	15,000
	HWY GENERAL SUPPLIES	34,254	35,500	35,500
	HWY OFFICE SUPPLIES	1,038	2,100	2,100
	HWY FUEL	108,245	74,500	78,500
	HWY CLOTHING/SAFETY E	10,842	14,000	14,000
34	TOTAL DPW EXPENSE	364,016	369,565	398,805
	SNOW & ICE ON CALL REGULAR	34,215	51,928	51,928
	SNOW & ICE OVERTIME	101,025	36,072	36,072
	EQUIPMENT	34,682	16,000	16,000
	OUTSIDE CONTRACTORS	-	1,000	1,000
	SAND	31,934	19,000	19,000
	SALT	247,927	76,000	76,000
35	TOTAL DPW SNOW & ICE	449,783	200,000	200,000
	STREET LIGHTS & TRAFFIC SIGNAL	9,592	9,500	9,738
36	TOTAL STREET LIGHTS & TRAFFIC SIGNAL	9,592	9,500	9,738
	DPW SMALL EQUIPMENT UNDER \$20K	30,000	30,000	30,000
37	DPW SMALL EQUIPMENT UNDER \$20K	30,000	30,000	30,000
	DPW CAPITAL EQUIPMENT \$20K+	39,855	40,000	40,000
38	DPW CAPITAL EQUIPMENT \$20K+	39,855	40,000	40,000

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
	TRANSFER STATION ELECTRIC	931	4,000	Enterprise in FY25
	TRANSFER STATION REPAIR & MAIN	8,010	10,738	Enterprise in FY25
	TRANSFER STATION SOLID WASTE	99,176	65,000	Enterprise in FY25
	TRANSFER STATION TRUCKNG/SOLID	-	45,000	Enterprise in FY25
	TRANSFER STATION CONSTR DEBRIS	8,115	12,000	Enterprise in FY25
	TRANSFER STATION CONTROLLED MAT	6,779	10,500	Enterprise in FY25
	TRANSFER STATION-GLASS REMOVAL	7,722	11,250	Enterprise in FY25
	TRANSFER STATION TIRE DISPOSAL	231	800	Enterprise in FY25
	TRANSFER STATION HAZAR WASTE	4,159	4,500	Enterprise in FY25
	TRANSFER STATION CONSULTANT	5,785	6,000	Enterprise in FY25
	TRANSFER STATION TELEPHONE	-	250	Enterprise in FY25
	TRANSFER STATION SUPPLIES	2,396	1,800	Enterprise in FY25
39	TOTAL TRANSFER STATION EXPENSE	143,304	171,838	-
	WATER DEPT PURCH SERVICES	42,042	51,700	Enterprise in FY25
40	TOTAL WATER DEPT PURCH SERVICES	42,042	51,700	-
	BARE HILL POND EXPENSE	28,077	28,000	35,000
41	TOTAL BARE HILL POND EXPENSE	28,077	28,000	35,000
	CEMETERY EXPENSE	2,096	2,500	2,500
42	TOTAL CEMETERY EXPENSE	2,096	2,500	2,500
	COMMON & FIELD MAINTENANCE	48,051	44,075	45,175
43	TOTAL COMMON & FIELD MAINTENANCE	48,051	44,075	45,175
	TOTAL PHYSICAL ENVIRONMENT	1,891,897	1,807,357	1,695,395
	BOH - WAGES WAGES	21,853	24,994	48,435
44	TOTAL BOH - WAGES WAGES	21,853	24,994	48,435
	BOH - PURCHASED SERVICES	2,559	7,710	5,430
	BOH - WATER QUALITY MONITORING	2,566	4,115	4,605
	NASHOBA HEALTH DISTRICT	27,669	29,052	32,718
	MINUTEMAN HOME CARE SERV.	1,410	-	-
	BOH - OFFICE SUPPLIES	892	746	746
	BOH - MEETINGS/CONF/MILEAGE REIMB	298	746	399
45	TOTAL BOARD OF HEALTH EXPENSE	35,394	42,369	43,898
	COA WAGES	199,116	238,342	256,763
46	TOTAL COA WAGES	199,116	238,342	256,763
	COA EXPENSE	9,977	12,080	22,190
47	TOTAL COA EXPENSE	9,977	12,080	22,190
	MART WAGES	21,996	20,397	23,284
48	TOTAL MART WAGES	21,996	20,397	23,284
	MART EXPENSE	741	1,000	1,000
49	TOTAL MART EXPENSE	741	1,000	1,000
	VETERANS AGENT SALARY	5,554	6,011	6,340
50	TOTAL VETERANS AGENT SALARY	5,554	6,011	6,340

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
	VETERANS EXPENSE	454	1,000	1,000
	VETERANS' BENEFITS	14,339	25,000	20,000
51	TOTAL VETERANS EXPENSE	14,793	26,000	21,000
	TOTAL HUMAN SERVICES	309,424	371,193	422,910
	LIBRARY WAGES	474,420	537,413	554,350
52	TOTAL LIBRARY WAGES	474,420	537,413	554,350
	LIBRARY PURCHASED SERVICES	49,978	61,930	62,158
	LIBRARY MATERIALS	107,658	115,112	118,383
53	TOTAL LIBRARY EXPENSE	157,636	177,042	180,541
	RECREATION WAGES	-	65,492	101,092
54	TOTAL RECREATION	-	65,492	101,092
	TRAINING, SUBSCRIPTIONS & DUES	-	1,050	1,050
	OFFICE SUPPLIES	-	1,000	1,000
55	TOTAL RECREATION EXPENSES	-	2,050	2,050
	BEACH DIRECTOR WAGES	17,057	-	-
56	TOTAL BEACH DIRECTOR WAGES	17,057	-	-
	BEACH EXPENSES	35,663	21,829	21,829
57	TOTAL BEACH EXPENSES	35,663	21,829	21,829
	P&R MISC EXP	5,626	7,280	7,820
58	TOTAL P&R MISC EXP	5,626	7,280	7,820
	HIST COMM - EXPENSES	310	250	500
59	TOTAL HIST COMM - EXPENSES	310	250	500
	AGRICULTURAL COMMISSION EXP	270	1,500	1,500
60	TOTAL AGRICULTURAL COMMISSION EXP	270	1,500	1,500
	TOTAL CULTURE & RECREATION	690,982	812,856	869,682
61	ISSUANCE COSTS	4,945	17,500	17,500
62	LONG TERM DEBT - PRINCIPAL	2,576,142	2,318,851	2,511,619
63	LONG TERM DEBT - INTEREST	1,413,740	1,311,117	1,210,645
64	SHORT TERM INTEREST	-	12,000	12,000
	TOTAL DEBT SERVICE	3,994,827	3,659,468	3,751,764
	WORC COUNTY RETIREMENT	1,241,423	1,394,517	1,522,820
	WORKERS COMP INSURANCE	147,318	169,000	169,120
	UNEMPLOYMENT INSURANCE	39,992	23,000	45,080
	DEFERRED COMP BENEFITS	22,408	19,500	26,500
	MEDICARE TOWN SHARE	264,520	247,000	276,706
	HEALTH INSURANCE TOWN SHARE	2,862,240	3,299,062	3,350,761
	LIFE INSURANCE	12,608	12,960	12,960
	DISABILITY INS TOWN SHARE	22,498	-	-
	BENEFITS ADMINISTRATION	1,250	2,000	2,000
	OPEB TRUST FUNDING	525,000	500,000	550,000
65	TOTAL EMPLOYEE BENEFITS	5,139,257	5,667,039	5,955,947
	BLDG AND LIAB INSURANCE	214,656	225,722	230,722

TOWN OF HARVARD				
FY25 GENERAL FUND DETAILED BUDGET - DEPT & CATEGORY TOTALS				
				FY25
		FY23	FY24	REQUESTED
Line	ACCOUNT DESCRIPTION	EXPENDED	BUDGET	BUDGET
66	TOTAL BLDG AND LIAB INSURANCE	214,656	225,722	230,722
	TOTAL INSURANCE & FRINGE BENEFITS	5,353,913	5,892,761	6,186,669
67	RESERVE FUND	-	350,000	350,000
	GRAND TOTAL	30,806,911	32,426,405	33,873,354

<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>
1 F-550 Dump Truck	Director of Public Works, with Select Board approval	\$120,000
2 Mini-Excavator	Director of Public Works, with Select Board approval	\$70,000
3 Road Maintenance & Repairs	Director of Public Works, with Select Board approval	\$200,000
4 Library Mechanicals	Facilities Manager, with Select Board approval	\$200,000
5 Radio Replacements	Fire Chief, with Select Board approval	\$237,000
6 Beach House & Area Upgrades	Recreation Director, with Parks & Rec Commission approval	\$20,355
7 Field Upgrades	Recreation Director, with Parks & Rec Commission approval	\$26,523
8 UHF Radio Repeater	Police Chief, with Select Board approval	\$74,000
9 Athletic Equipment	Superintendent of Schools, with School Committee approval	\$53,215
10 HES Fencing	Superintendent of Schools, with School Committee approval	\$21,437
11 Plow Truck	Superintendent of Schools, with School Committee approval	\$65,000
12 Science Wing Restrooms	Superintendent of Schools, with School Committee approval	\$100,000
13 TBS Flooring	Superintendent of Schools, with School Committee approval	\$130,000
14 TBS Gym Shades & Speakers	Superintendent of Schools, with School Committee approval	\$25,174
15 TBS Retaining Wall, Ramp, and Rear Stairs	Superintendent of Schools, with School Committee approval	\$125,000

THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article, all of the items 1 through 15 totaling \$1,467,704, and be funded from the Capital Stabilization and Investment Fund.

ARTICLE 13: 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 2025, 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 \$161,738. be funded from the Capital Stabilization and Investment Fund.

ARTICLE 14: CAPITAL PLANNING AND INVESTMENT COMMITTEE DEBT RECOMMENDATIONS

To see if the Town will vote to appropriate and borrow the following sums of money to be combined with funds (\$235,000) appropriated under Article 23 of the May 4, 2019 Annual Town Meeting (\$100,000) and appropriated under Article 14 of the May 15, 2021 Annual Town Meeting (\$135,000), for the design, construction, and renovations of the DPW facility, to be expended by the Director of Public Works, with the approval of the Select Board, and that such appropriation shall be contingent upon the passage of a so called Proposition Two and One-half debt exclusion ballot question at the April 9, 2024 Annual Town Election, or pass any vote or votes in relation thereto:

(Inserted by Capital Planning and Investment Committee, Finance Committee, and Select Board)

	<i>Description of Acquisition or Project</i>	<i>Board or Official Authorized to Expend Funds</i>	<i>Amount</i>	<i>Funding Source</i>
1	Department of Public Works Building	Director of Public Works with Select Board Approval	\$9,894,200	Borrowing M.G.L. Ch. 44

FINANCE COMMITTEE AND THE CAPITAL PLANNING AND INVESTMENT COMMITTEE RECOMMEND – the passage of this article for design, construction and renovation of two structures at the DPW (the 1950s garage and the 1930 pole barn), and recommend that the sum of \$9,894,200 be funded through debt authorization.

ARTICLE 15: 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 2025 Community Preservation budget as printed in the 2024 Finance Committee Report, or pass any vote or votes in relation thereto.

(Inserted by the Community Preservation Committee)

ARTICLE 16: 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 2025, 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	Stairs at McCurdy Track	Parks and Recreation Commission	\$25,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
2	Bromfield Outdoor Basketball Court Upgrade	Parks and Recreation Commission	\$40,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
3	Conservation Fund	Conservation Commission	\$200,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
4	Invasive Plant Management	Conservation Commission	\$50,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
5	Preservation of Town Hall documents	Town Clerk	\$31,275	Fiscal 2025 Community Preservation Fund Unspecified Reserves
6	Affordable Housing Reserves	Municipal Affordable Housing Trust	\$190,000	Fiscal 2025 Community Preservation Fund Unspecified Reserves
7	Debt Payment on Town Hall	Finance Director	\$44,888	Fiscal 2025 Community Preservation Fund Unspecified Reserves
8	Community Preservation Committee Administrative Expenses	Community Preservation Committee	\$20,500	Fiscal 2025 Community Preservation Fund Unspecified Reserves

ARTICLE 17: NEW TRANSFER STATION ENTERPRISE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53F ½ to establish the Town's transfer station operations as an enterprise fund effective July 1, 2024, or take any other vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

TOWN OF HARVARD			
TRANSFER STATION ENTERPRISE BUDGET			
	FY23	FY24	FY25
ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
TRANSFER STATION WAGES	27,944	27,797.00	30,224
TOTAL DPW WAGES	27,944	27,797	30,224
TRANSFER STATION ELECTRIC	931	4,000.00	4,000
TRANSFER STATION REPAIR & MAIN	8,010	10,738.00	10,738
TRANSFER STATION SOLID WASTE	99,176	65,000.00	88,350
TRANSFER STATION TRUCKNG/SOLID	-	45,000.00	80,490
TRANSFER STATION CONSTR DEBRIS	8,115	12,000.00	18,245
TRANSFER STATION CONTROLLED MAT	6,779	10,500.00	10,500
TRANSFER STATION-GLASS REMOVAL	7,722	11,250.00	11,875
TRANSFER STATION TIRE DISPOSAL	231	800.00	800
TRANSFER STATION HAZAR WASTE	4,159	4,500.00	4,500
TRANSFER STATION CONSULTANT	5,785	6,000.00	6,000
TRANSFER STATION TELEPHONE	-	250.00	250
TRANSFER STATION SUPPLIES	2,396	1,800.00	1,800
TOTAL TRANSFER STATION EXPENSE	143,304	171,838	237,548
TRANSFER STATION TOTALS	171,248	199,635	267,772
TOWN OF HARVARD			
WATER ENTERPRISE BUDGET			
	FY23	FY24	FY25
ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
WATER DEPT PURCH SERVICES	42,042	51,700.00	65,000.00

TOWN OF HARVARD			
FY25 AMBULANCE ENTERPRISE FUND			
	FY23	FY24	FY25
ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
<i>PERSONNEL</i>	31,714	63,444	67,175
<i>STIPENDS</i>	46,008	70,500	65,000
<i>Overtime</i>	7,520	12,297	13,095
TOTAL SALARIES & WAGES	85,242	146,241	145,270
<i>PURCHASED SERVICES - ALS FEES</i>	34,615	52,000	50,000
<i>FACILITY SUPPLIES & EXPENSE</i>	405	4,000	2,500
<i>MED EQUIP REPAIR & MAINT</i>	6,293	6,800	6,000
<i>MISC FEES FOR SERVICE</i>	4,985	2,300	2,300
<i>LICENSING EXPENSE - EMT</i>	-	2,000	2,000
<i>TRAINING - NEW EMT CLASSES</i>	-	2,800	1,800
<i>CONTINUING EDUCATION - EMT</i>	7,329	7,000	5,500
<i>OFFICE SUPPLIES</i>	453	1,800	1,500
<i>COMPUTERS & SOFTWARE</i>	3,524	3,300	2,800
<i>VEHICLE MAINTENANCE</i>	8,052	9,800	9,800
<i>UNIFORM EXPENSE</i>	1,085	1,600	1,450
<i>MEDICAL SUPPLIES</i>	6,744	4,300	4,000
<i>RADIO COMMUNICATIONS</i>	1,917	25,488	25,080
<i>TRANSFER TO GEN FUND - IDC</i>			
TOTAL EXPENSES	75,402	123,188	114,730
AMBULANCE TOTALS	160,644	269,429	260,000
TOWN OF HARVARD			
FY25 SEWER ENTERPRISE FUND			
	FY23	FY24	FY25
ACCOUNT DESCRIPTION	EXPENDED	BUDGET	REQUEST
<i>PURCHASED SERVICES</i>	46,696	140,250	155,000
<i>IDC - TRF TO GEN FUND (FOR DEBT PAYMENT)</i>	92,195	92,324	92,455
TOTAL SEWER ENTERPRISE	138,891	232,574	247,455

ARTICLE 18: NEW WATER ENTERPRISE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53F ½ to establish the Town's water operations as an enterprise fund effective July 1, 2024, or take any other vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 19: FY2025 ENTERPRISE FUND BUDGETS

To see if the Town will vote to raise and appropriate or transfer from available funds sums of money to defray the regular expenses of both the Town Sewer, and Ambulance Enterprise Funds, in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 53F ½ for Fiscal Year 2025, or pass any vote or votes in relation thereto.

(Inserted by Finance Director)

FINANCE COMMITTEE RECOMMENDS – the passage of this article.

ARTICLE 20: 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 2025, or pass any vote or votes in relation thereto:

(Inserted by Finance Committee)

Revolving Fund	Expenditure Limit
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	140,000.
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 21: MUNICIPAL CHARGES LIEN BYLAW

To see if the Town will vote to amend the Code of the Town of Harvard by adding thereto the following new chapter authorizing municipal charges liens, or pass any vote or votes in relation thereto.

(Inserted by Select Board)

Chapter 58. Municipal Charges Lien

Section 1. Authority. This by-law is adopted pursuant to the provisions of M.G.L. c. 40, § 21 and c. 40, § 58. and any other relevant statutes and regulations.

Section 2. Purpose. The purpose of the establishment of a Municipal Charges Lien is to provide a cost-effective method of collecting a charge, fine, penalty and/or fee assessed against an owner of real property in the Town of Harvard who fails. and/or refuses to pay said charge or charges, fine or fines, penalty or penalties and/or fee or fees when due, by placing a lien upon real estate owned by the property owner.

Section 3. Charge and/or Fee. The Municipal Charges Lien shall apply to the following municipal charges and/or fees:

- a) Charges, penalties, fines or fees, including interest and all costs to record said lien(s) in the Worcester District Registry of Deeds, for violations of the Town of Harvard Protective Bylaw.
- b) Charges, penalties, fines or fees, including interest and all costs to record said lien(s) in the Worcester District Registry of Deeds, for violations of the Town of Harvard general bylaws relating to Alarm Systems, Alcoholic Beverages, Animal Control/Dogs, Bare Hill Pond, Canvassers and Solicitors, Firearms and Explosives, Historic Districts, House Numbering, Scenic Roads, Streets and Sidewalks, Stretch Energy Code, Water Usage and Wetlands Protection.

Section 4. Lien Establishment. The Municipal Charges Lien will take effect upon the recording of a statement of unpaid municipal charges, fines, penalties and fees, setting forth the amount due, including recording costs, the address(es) of the land to which the lien is to apply and the name of the assessed owner.

Section 5. Collection of the Lien.

- a) The Tax Collector shall be responsible for collecting the charges secured by the lien.
- b) The Tax Collector shall notify the Assessors of all unpaid municipal charges, fines, penalties and that have not been paid or appealed to the court at the end of each month.
- c) The Assessors shall prepare a statement of Municipal Charges Lien for each person from the list(s) received from the Town Clerk or person responsible for collecting the charge, fine or penalty and shall forward said statement of lien to the Tax Collector who shall cause said statement(s) to be recorded in the Worcester District Registry of Deeds.

Section 6. Unpaid Municipal Charges Liens.

- a) If a charge, fine, penalty or fee secured by the lien is unpaid when the Assessors are preparing the real estate tax list and warrant, the Tax Collector shall certify the charge or penalty to the Assessors' Department and the Assessors shall add the charge or fee to the next property tax bill to which it relates, and commit it with the warrant to the collector as part of the tax.
- b) If the property to which the charge, fine, penalty and/or fee relates is tax exempt, the charge or fee shall be committed as a tax on said property.

Section 7. Release of Lien. The Municipal Charges Lien may be discharged by filing a certificate from the Tax Collector that all municipal charges or fees constituting a lien, together with any interests and: costs have been paid or legally abated. All costs of recording or discharging a lien under this section shall be borne by the owner of the property.

**ARTICLE 22: AMEND CHAPTER 125, PROTECTIVE BYLAW, of the CODE of
HARVARD by ADDING SECTION 125-60: MBTA COMMUNITIES
MULTI-FAMILY OVERLAY DISTRICT**

To see if the Town will vote to amend Chapter 125, Protective Bylaw, of the Town Code by adding the following section, 125-60: MBTA Communities Multi-Family Overlay District, or take any vote or votes in relation thereto.

(Inserted by Planning Board)

§ 125-60: MBTA Communities Multi-family Overlay District

A. Purpose

The purpose of the MBTA Communities Multi-family Overlay District (MCMOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

1. Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
2. Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services with reasonable proximity to a transit station;
3. Preserve open space and viable agricultural land in the community by locating new housing within or adjacent to existing developed areas and infrastructure;
4. Help implement Master Plan goals, the Housing Production Plan and the Ayer Road Vision Plan.

B. Establishment and Applicability

This MCMOD is an overlay district having a land area of approximately eight (8) acres in size that is superimposed over the underlying zoning district (s) and is shown on the Zoning Map.

1. Applicability of MCMOD. An applicant may develop multi-family housing located within a MCMOD in accordance with the provisions of this § 125-60.

2. Underlying Zoning. The MCMOD is an overlay district superimposed on underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, as well as for uses allowed as of right or by special permit in the MCMOD. Uses that are not identified in §125-60 are governed by the requirements of the underlying zoning district(s).

C. Definitions

For purposes of this §125-60, the following definitions shall apply.

1. Affordable unit. A multi-family housing unit that is subject to a use restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

2. Affordable housing. Housing that contains Affordable Units as defined by this § 125-60.

3. Applicant. A person, business, or organization that applies for a building permit, Site Plan Review, or Special Permit.

4. Area Median Income (AMI). The median family income for the metropolitan statistical region that includes the Town of Harvard as defined by the U.S. Department of Housing and Urban Development (HUD).

5. As of right. Development that may proceed under the Zoning in place at time of application without the need for a special permit, variance, zoning amendment, waiver, or other discretionary zoning approval.

6. Compliance Guidelines. Compliance Guidelines for Multi-Family Zoning Districts Under Section 3A of the Zoning Act as further revised or amended from time to time.

7. EOHLC. The Massachusetts Executive Office of Housing and Livable Communities, or any successor agency.

8. Development standards. Provisions of § 125-60 G. General Development Standards made applicable to projects within the MCMOD.

9. Lot Coverage. The maximum area of a lot covered by impervious surfaces, including the footprint of buildings, parking, sidewalks, patios, and decks.

10. MBTA. Massachusetts Bay Transportation Authority.

11. Mixed-use development. Development containing a mix of residential uses and non-residential uses, including, commercial, institutional, industrial, or other uses.

12. Multi-family housing. A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

13. Multi-family zoning district. A zoning district, either a base district or an overlay district, in which multi-family housing is allowed as of right.

14. Open space. Contiguous undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other within resources within a parcel boundary.

15. Parking, structured. A structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, but is entirely covered, and has a parking surface at least eight

feet below grade. Structured Parking does not include surface parking or carports, including solar carports.

16. Parking, surface. One or more parking spaces without a built structure above the space. A solar panel designed to be installed above a surface parking space does not count as a built structure for the purposes of this definition.

17. Residential dwelling unit. A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

18. Section 3A. Section 3A of the Zoning Act.

19. Site plan review authority. Harvard Planning Board.

20. Special permit granting authority. (if it were mixed use) Harvard Planning Board

21. Subsidized Housing Inventory (SHI). A list of qualified Affordable Housing Units maintained by EOHLC used to measure a community's stock of low-or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law.

24. Transit station. The Ayer or Littleton MBTA commuter rail station.

D. Permitted Uses

1. Uses Permitted As of Right. As many as 120 units of multi-family housing is permitted as of right within the MCMOD.

2. Uses Permitted by Special Permit. The following uses require a Special Permit from the Harvard Planning Board:

a. Mixed-use development. Uses in a mixed-use development are as follows:

Ground Floor
125-12 Small Scale Commercial uses
125-13A Medical or Dental Office
125-13B Automated teller machine (not a drive-up facility)
125-13C Personal or business service including barber or beauty salon, shoe repair, tailoring, business or trade schools, photocopying, and locksmith
125-13G Dry cleaning and laundry pick-up station
125-13H Nursery school, Kindergarten or day-care center for preschool children
125-13L Catering service, delicatessen or other food market, or a permitted eating establishment

Ground Floor
125-13P Restaurant or other food service establishment whose principal business is the sale of prepared foods or beverages that are consumed on the premises or carried out by retail customers.
Pharmacy
Recreation, dance, or fitness facility
Grocery or farm products retail store with less than 10,000 square feet of gross floor area.
Any Floor
Residential (required component).

- b. Affordable Ownership Units. More than 120 units of which 25% of the additional units over 120 units must be affordable at 80% AMI;
- c. Affordable Rental Units. Any units in excess of 120 units may be allocated as rental units, of which 25% of the additional units over 120 units must be affordable at 80% AMI; A sufficient number of units above 120 units must be designated affordable such that at least 25% of rental units in the development shall be restricted to occupancy by Income Eligible Households, earning 80% or less of the area median income, and the window of affordable rent will be set at 30% of the 70% median income, to conform with 760 CMR 56.00. These restrictions will enable 100% of the rental units to be included in the Subsidized Housing Inventory.

3. Accessory Uses. The following uses are considered accessory as of right to any of the permitted uses in § 125-60 D.1:

- a. Parking, including surface parking and parking within a structure such as an above ground or underground parking garage, or other building on the same lot as the principal use.

E. Dimensional Standards

1. Table of Dimensional Standards. Notwithstanding anything to the contrary in this Zoning, the dimensional requirements applicable in the MCMOD are as follows:

Standard	
Lot Size	
Minimum (SF)	40,000
Height	
Stories (Maximum)	3
Feet (Maximum)	45
Minimum Open Space	30%

2. Floor area and Maximum Lot Coverage

Standard	
Floor Area Ratio (FAR)	2.5
Maximum Lot Coverage	70%
Minimum Gross Density	15 per acre (-0% / +5%)

3. Frontage and Setbacks

Standard	
Minimum Frontage (ft)	50
Front Yard Setback	
Min to Max (ft)	10-40
Side Yard Setback	
Corner (ft)	10-40
Interior (ft)	10-40
Rear Yard Setback	
Min to Max (ft)	20-40

4. Multi-Building Lots. In the MCMOD, lots may have more than one principal building.

5. Exceptions. The limitation on height of buildings shall not apply to roof lines, chimneys, ventilators, towers, silos, spires, or other ornamental features of buildings, which features are in no way used for living purposes and do not constitute more than 25% of the ground floor area of the building. Roof-top mechanicals shall be screened.

6. Renewable Energy Installations. The Site Plan Review Authority or Special Permit Granting Authority may waive the height and setbacks in § 125-60 E. Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of

the building and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking

These parking requirements are applicable to development in the MCMOD.

1. Number of parking spaces. The following maximum numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Auto Parking Spaces	Bicycle Spaces
Multi-Family	1.5	1
Mixed Use (Non-Residential/Commercial)	Sum of uses computed separately (see 3 below)	1 for each 10 parking spaces, rounding up

2. Bicycle storage. For a multi-family development of [25] units or more, or a mixed-use development of [25,000] square feet or more, covered parking bicycle parking spaces may be integrated into the structure of the building(s).

3. Shared Parking within a Mixed-Use Development. Parking requirements for a mix of uses on a single site may be adjusted through the Site Plan Review process, if the applicant can demonstrate that shared spaces will meet parking demands by using accepted methodologies.

4. Number of electric vehicle (EV) charging stations. For all uses within the MCMOD, electric charging stations are required with one EV space required for every [twenty (20)] parking spaces, rounded up to the next highest number of EV stations. (No EV charging stations allowed inside.)

G. General Development Standards

1. Development standards in the MCMOD are applicable to all multi-family development with more than [25] units or mixed-use development of more than [25,000] SF within the MCMOD. These standards are components of the Site Plan Review process in § 125-38.

2. Site Design.

a. Sidewalks. Sidewalks and walkways shall conform to the requirements in § 125-39G, and shall provide direct connections among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

b. Vehicular Access. Parking and loading shall conform to the requirements in § 125-39 A. Driveways shall conform to the requirements in § 125-39 B. Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

c. Open Space. Open spaces shall conform to the requirements in § 125-39 C.

d. Screening. Screening shall conform to the requirements in § 125-39 D.

e. Plantings. Plantings shall include species that are native or adapted to the region. Plants on the Massachusetts Prohibited Plant List and Invasive Plant List, as may be amended, shall be prohibited.

f. Lighting. Lighting shall conform to the requirements in § 125-40. Light levels shall meet or exceed the minimum design guidelines defined by the Illuminating Engineering Society of North America (IESNA) and shall provide illumination necessary for safety and convenience while preventing glare and overspill onto adjoining properties and reducing the amount of skyglow.

g. Mechanicals. Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

h. Dumpsters. Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.

i. Stormwater management. Strategies that demonstrate compliance with the Local Harvard Bylaw of the construction activities and the proposed project with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines. Drainage shall conform to the requirements in § 125-39F.

j. Water supply. Any well must comply with MassDEP's well guidelines. These guidelines require a public water supply well if the well services were more than 24 people.

3. Buildings: General.

a. Entries. Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.

4. Buildings: Multiple buildings on a lot.

a. For a mixed-use development, uses may be mixed within the buildings or in separate buildings.

b. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

c. A paved pedestrian network shall connect parking to the entries to all buildings and the buildings to each other.

d. The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.

e. The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

5. Buildings: Mixed-use development.

- a. In a mixed-use building, access to and egress from the residential component shall be clearly differentiated from access to other uses. Such differentiation may occur by using separate entrances or egresses from the building or within a lobby space shared among different uses.
- b. Paved pedestrian access from the residential component shall be provided to residential parking and amenities and to the public sidewalk, as applicable.
- c. Materials for non-residential uses shall be stored inside or under cover and shall not be accessible to residents of the development.
- d. Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.

6. Buildings: Shared Outdoor Space. Multi-family housing and mixed-use development shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard, rooftop, or terrace.

7. Buildings: Corner Lots. A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- a. Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- b. Fire exits serving more than one story shall not be located on either of the street-facing façades.

8. Parking.

- a. **Surface parking** shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- b. **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- c. **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings or mixed-use development shall be subordinate in design and placement to the multi-family or mixed-use building(s) on the lot.

9. Waivers. Upon the request of the Applicant and subject to compliance with the Compliance Guidelines, the Site Plan Review Authority may waive the requirements of this § 125-60 G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCMOD.

H. Affordability Requirements.

1. Purpose.

- a. Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;

- b. Provide for a full range of housing choices for households of all incomes, ages, and sizes;
- c. Increase the production of affordable housing units to meet existing and anticipated housing needs; and
- d. Work to overcome economic segregation allowing Harvard to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

2. Applicability.

This requirement is applicable to all residential and mixed-use developments with ten (10) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

3. Affordability requirements.

All units affordable to households earning 80% or less of AMI created in the MCMOD under this section must be eligible for listing on DHCD's Subsidized Housing Inventory.

4. Provision of Affordable Housing. not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For purposes of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded down to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

5. Development Standards. Affordable Units shall be:

- a. Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;
- b. Proportionately dispersed throughout the development with respect to location, unit type, quality and character, room size, and number and distribution of bedrooms, and in all respects shall be indistinguishable from the development's comparable market-rate dwelling units;
- c. Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;
- d. Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;
- e. Distributed proportionately across each phase of a phased development.
- f. The dimensional requirements that are set forth in Section E of these bylaws shall apply both to the development's affordable dwelling units and its market-rate dwelling units.

g. Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis. The last Occupancy permit issued shall be for a market-rate unit.

6 Administration.

a. The Zoning Enforcement Officer/Building Commissioner shall be responsible for administering and enforcing the requirements in this section.

b. Severability: if any provision of this bylaw were determined to be invalid by a court of competent jurisdiction, the remainder hereof shall not be affected but shall remain in full force and effect. The invalidity of any provision of this bylaw shall not affect the validity of the remainder of the bylaw.

ARTICLE 23: GRANT OF EASEMENT to TOWN of LITTLETON

To see if the Town will vote to authorize the Select Board to convey to the Town of Littleton an easement to construct, install, and maintain utilities for the supply of water in any portion of the public way in Harvard being a portion of Littleton County Road extending south from the Littleton Town Line to Beaver Brook Road in Boxborough, as shown on the plan set entitled “Town of Littleton, Massachusetts, Electric Light and Water Departments, Water Supply Main Extension Littleton / Boxborough DWSRF No. 12397”, dated October 2023, prepared by Weston & Sampson Engineers, Inc., a copy of which is on file with the Town Clerk, and as may be amended; and further to authorize the Select Board to enter into such agreements and execute such documents and instruments as may be necessary or convenient to effectuate the purposes of this article; or take any other action relative thereto.
(Inserted by Select Board)

ARTICLE 24: CITIZENS PETITION

To see if the Town will vote to request that the Select Board delay selling the parcel of land, with the building thereon, known and numbered as 39 Massachusetts Avenue, Harvard, Massachusetts and described in the deed dated June 2, 1982 and recorded with the Worcester District Registry of Deeds in Book 7501, Page 344 (“the Property”), and allow it to continue to be used as a residence for refugees, with utilities paid by tenants, in exchange for a monthly payment equal to the monthly cost of insurance for the Property and a fair and appropriate rent, for a period of at least five years, or pass any vote or votes in relation thereto.
(Inserted by Citizen Petition)

ARTICLE 25: 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 26: 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 April, 2024, from 8 a.m. to 8 p.m., to cast their ballots for the following officers and questions:

Moderator, 1 position for 3 years; Select Board, 1 position 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.

QUESTION #1 – Department of Public Works Building Project

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 the design, construction, and renovation of the DPW 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: The Town previously appropriated funds for an analysis of the DPW facility. The subsequent phase further defined the components requiring code-compliant renovations, repairs, and improvements. Passage of this ballot question will allow the Town to borrow the funds (\$9,894,200, not including interest) appropriated at the April 6, 2024 Annual Town Meeting (Article 14) for the design, construction, project management and other incidental and related costs outside of the financial constraints of Proposition Two and One-half.

QUESTION #2 – General Override – 2 Tiers

(Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail.)

2A Shall the Town of Harvard be allowed to assess an additional \$423,902 in real estate and personal property taxes for the purpose of funding the operating budgets of both Municipal Departments (\$83,830) and Public Schools (\$340,072) for the fiscal year beginning July 1, 2024?

YES _____ NO _____

(Requires a majority vote for passage.)

2B Shall the Town of Harvard be allowed to assess an additional \$752,964 in real estate and personal property taxes [which includes the amounts in Question 2A (\$423,902)] for the purpose of funding the Administrative Assistant position for the DPW (\$48,994), additional hours for the Board of Health Administrative Assistant (\$20,800), a Special Education Teacher (\$95,000) and an Athletic Director (\$100,000) for the Public Schools, and accompanying Benefits (\$64,268) for the positions listed in this question (2B), for the fiscal year beginning July 1, 2024?

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

Summary of ballot question: Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If more than one question passes, the question with the highest dollar amount will prevail. Question 2A provides for substantially the same services as provided in the current fiscal year (FY2024). Question 2B includes the level service in 2A plus allows the Town to add hours to one position and to fill another position, it allows the School Department to add two new positions, and it provides funding for the benefits for all of these positions.

(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 5th day of March, Two Thousand and Twenty-Four.

Harvard Select Board:

Richard Maiore, Chair
Donald Ludwig
Erin McBee
Kara McGuire Minar
Charles Oliver

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

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:

Do you have any time restrictions?	YES	NO
Are you a registered voter?	YES	NO

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

Processed by _____ on _____

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