

Posted 4.16.2020 at 3:30pm by JAD

**SELECT BOARD
AGENDA
Tuesday, April 21, 2020
7:00pm**

The Select Board Regular Meeting is being held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.

Topic: Select Board

Time: Apr 21, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91310866165?pwd=V3J6N3RPK0RTUk5IQndid0FCdW8xdz09>

Meeting ID: 913 1086 6165

Password: 182853

Dial by your location

+1 253 215 8782 US

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One tap mobile

+13126266799,,123906012# US (Chicago)

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Meeting ID: 913 1086 6165

Find your local number: <https://zoom.us/u/adT7A0uL2>

Agenda Items

- 1) Solar Panel proposal for the new Hildreth Elementary School (HES) building with Energy Advisory Committee member David Fay (7:00)
- 2) Approve minutes of 3/17, 3/26 & 4/7 (7:20)
- 3) Action/Discussion items: (7:25)
 - a) Act on Preliminary Statement for sale of Bond Anticipation Notes
 - b) Act on Pine Hill Village Marketing Plan
 - c) Discuss how to handle the Town Caucus
- 4) Annual appointment process (7:45)
- 5) COVID -19 updates (7:50)

***Next Regular Select Board Meeting
Tuesday, May 5, 2020
7:00pm***

Select Board Minutes

Tuesday, March 17, 2020 at 7:00pm

Town Hall Meeting Room, Harvard, MA

The meeting was called to order at 7:00pm by Vice Chair Rich Maiore in the Town Hall Meeting Room. Select Board members Stu Sklar and Lucy Wallace were in attendance as well as Town Administrator Tim Bragan and Executive Assistant Julie Doucet. Select Board member Kara Minar participated remotely and Chair Alice von Loesecke was absent.

Ayer Road Reconstruction Project

DPW Director Tim Kilhart came to review the proposed Ayer Road Reconstruction Project. This project will repave the road and add a 10' wide multi-use pedestrian/bicycle path. He explained this project is not currently programmed in the regional Transportation Improvement Plan (TIP) but the Town is working diligently to get it approved as soon as feasible. The design for the project has commenced with the \$300,000 allocated by STM in 2019. The project is at the 10% design phase and will progress to 25%, 75%, and 100% as milestones are met. He reviewed the three options being considered and intends on holding a public meeting however due to the current COVID – 19 this has been put on hold. Kilhart is recommending option three outlined below:

- Widen Ayer Road on both sides to provide 11' travel lanes with 4' shoulders and a 10' shared use path with a buffer on the west side of Ayer Road.
- Realign Gebo Lane to intersect perpendicular with Ayer Road.
- Slight realignment of Poor Farm Road to improve sight distance.
- Close access at Lancaster County Road to/from Ayer Road.
- The shared use path will run north parallel to Gebo Lane then east along Lancaster County Road to bypass the constraint of the existing bridge.

Select Board members Stu Sklar and Kara Minar asked why a roundabout is not part of this project. They were both involved in the process when this concept was being considered as a road calming measure and were under the impression the Department of Transportation (DOT) was in favor. Kilhart did not have a specific reason as to why DOT is not agreeable to supporting a roundabout at this time. The board asked Kilhart to seek further guidance from DOT on this change. They realize the importance of public support for this project therefore they need to have all the answers. This project will require an official vote of the Select Board to decide which option the town will move forward with.

FY21 budget review

Bragan reported the budget has not changed besides the Monty Tech estimate decreasing by \$2,000. The Select Board members decided to replenish the reduction for tree trimming with funds from their professional services. On a Wallace/Sklar motion, the board voted unanimously to move \$10,000 from Select Board professional services into the tree warden account.

Bragan said no decisions have been made yet on how to address the deficit if the override does not pass.

They discussed various options to address the funding issues with Transfer Station operations. The board members were reluctant to increase sticker or bag prices; however, Bragan warned necessary decisions on the future of the Transfer Station are imminent.

Annual Town Meeting (ATM) Warrant

Bragan distributed the draft warrant for review. The ATM is scheduled for May 2nd.

On a Wallace/Sklar motion, the board unanimously to put article for old library request for additional funding on the warrant.

Sklar explained article 18 is necessary to correct language for the Senior Tax Exemption approved last year. On a Sklar/Minar motion, the board voted unanimously to include article 18 in the town warrant to correct mistake from last year.

Wallace requested moving the old library roof article prior the CPIC debt article. She thinks this place will offer the best chance for the request to be viewed as a priority. The board agreed to move it.

Bragan will finalize the warrant for their signatures.

Resignations

On a Wallace/Sklar motion, the board voted unanimously to accept resignations from Joe Reynolds from Park & Recreation and Jared Wollaston from the Cultural Council.

Appointments

On a Sklar/Wallace motion, the board voted unanimously to appoint Bob O'Shea and Darren Magan to the Park & Recreation Commission.

On a Sklar/Minar motion, the board voted unanimously to appoint Brian Wickman to the Commission on Disabilities.

Carlson Orchards Farmer Series Pouring Permit

On a Wallace/Sklar motion, the board voted unanimously to issue the farmer winery pouring license with conditions to Carlson Orchards Inc. to be paid in the amount of \$1750.00

Covid-19 updates

Bragan announced all public buildings will be closed beginning tomorrow until April 3rd. Town Hall staff will continue working remotely and staggered hours in the office. He will revisit this decision after the two weeks. Bragan announced how to contact Town Hall staff during the closing will be posted on the town website along with additional information for residents about Covid-19. Bragan said after discussion with the Town Clerk the town caucus set for Monday, March 23rd must be moved to Monday, May 11th. In addition they discussed moving the special state election scheduled for the end of March to May. He reported the legislation is also working on extending budget timeframes into June.

On a Sklar/Minar motion, the board voted unanimously to cancel Harvard Town Caucus on March 23rd.

On a Wallace/Sklar motion, the board voted unanimously to schedule the caucus for Monday, May 11th.

Bragan asked the board to vote in support of moving the State Special Election especially for the many election workers who are over the age of 60. The Town of Lunenburg has begun the process to petition the court to have the date moved and are asking other communities to join them in this effort.

On a Wallace/Sklar motion, the board voted unanimously to join Lunenburg in seeking a delay in Harvard holding the Special State Election.

Bragan said with legislation allowing virtual meetings the town is working with Zoom video conferencing to set up guidelines and procedures.

Declaration of Emergency (Attachment A)

Bragan advised the board to declare an emergency in Harvard. He assured the town there is no emergency

currently however this declaration allows the town to utilize emergency procurement procedures and seek assistance through state and federal emergency agencies.

On a Sklar/Wallace motion, the board voted unanimously in favor of the declaration of emergency.

ATM Warrant

On a Wallace/Sklar motion, the board voted unanimously to approve ATM warrant with edits made.

The meeting was adjourned at 9:00pm.

Documents referenced:

FY21 budget and draft ATM Warrant – version 3

Wollaston resignation letter – dated 2.25.2020

Reynolds resignation letter – dated 3.9.2020

O’Shea vol form – dated 3.11.2020

Magan vol form – dated 3.4.2020

Wickman vol form – dated 1.30.2020

Carlson Orchards ABCC approval – dated 3.5.2020

**TOWN OF HARVARD, MASSACHUSETTS, SELECT BOARD
DECLARATION OF EMERGENCY**

WHEREAS, a sudden, generally unexpected occurrence of circumstances demanding public action has arisen within the world, country, state and Town of Harvard due to the coronavirus pandemic and other illnesses; and

WHEREAS, the President of the United States has declared a national emergency due to this situation and has directed the agencies of the national government to take appropriate actions; and

WHEREAS, the Governor of the Commonwealth of Massachusetts declared a state of emergency and has directed the agencies of the state government to take appropriate actions; and

WHEREAS, The Select Board of the Town of Harvard, Massachusetts, upon advice from the Town Administrator and other advisors, or their designees, have determined that the situation poses a present, reasonable and imminent danger to public health, safety, or general welfare of the people of the Town of Harvard or their property so that it has become necessary for the Town Administrator, which such assistance and staff as he deems necessary, to utilize and coordinate the services, equipment, supplies, and facilities of existing departments, offices, and agencies or the community, both locally, regionally, statewide and nationally, if necessary, including the taking of ordinary and extraordinary actions for the purposes of emergency management and emergency functions to protect the public; and

WHEREAS, a Declaration of Emergency and immediate action is needed to prevent, minimize, or mitigate damage to public health, safety, or general welfare of the people of commonwealth and/or property which may otherwise result from the above described situation;

NOW THEREFORE, the Select Board of the Town of Harvard, Massachusetts, hereby declares that as of **March 17, 2020** a State of Emergency is declared to exist in Harvard, Massachusetts and hereby authorizes and directs, under the direction of the Town Administrator, all Town personnel and agents to take action appropriate to respond to this situation and ratifies, confirms and adopts any related action taken prior to the formal adoption of this Declaration. This Declaration of Emergency shall remain in effect until notice is given, pursuant to the Select Board's judgment, that the State of Emergency no longer exists.

Town of Harvard Select Board

Alice Von Loesecke, Chair

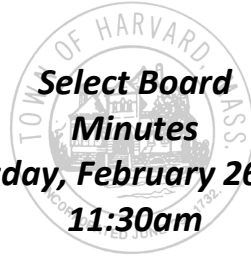
Kara Minar, Clerk

Richard D. Maiore, Vice-Chairman

Stuart Sklar, Member

March 17, 2020

Lucy B. Wallace, Member



**Select Board
Minutes**

Thursday, February 26, 2020

11:30am

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, and Lucy Wallace

Town Staff participants:

Town Administrator Tim Bragan, Meeting Host/Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet, Police Chief Ed Denmark. Fire Chief Rick Sicard and DPW Director Tim Kilhart

Chair Alice von Loesecke opened the meeting by reading the recent legislation passed by the Governor authorizing virtual meetings amidst the COVID-19 pandemic. She asked her fellow board members and town staff to acknowledge their attendance.

Von Loesecke said the main goal for the meeting today is to discuss the response to the COVID-19 outbreak. She reiterated the critical need for social distancing and asked Town Administrator Tim Bragan to report on issues that are arising throughout town.

Bragan reported the public safety department is continuing to encounter residents on public land even though playing fields were closed last week. He has been in contact with Park & Recreation Chair Doug Thornton and the commission held a meeting to discuss this matter. Based on the Governors orders closing playgrounds, fields and parks is necessary. Police Officers continue to find residents in close proximity to each other on fields, at the track and at the overlook on Prospect Hill Road. Signs were placed at the overlook and at the track where people actually took them down. Bragan said people were also found to be congregating at the town beach. He explained the town is simply trying to enforce the Governors orders with respect to social distancing for the protection of everyone.

Lucy Wallace received an email from Board of Health (BoH) member Libby Levison stating the BoH voted to support access to the track for senior citizens in town. They understand the importance of residents being able to get exercise and fresh air during this time. Fire Chief/Emergency Management Director Rich Sicard strongly advised against this. He is concerned this sends a mixed message to residents. His message is for everyone to Stay Home, Stop the Spread and Save Lives. Sicard believes strongly this is the best way to stop the spread and there can be no exceptions. He realizes this creates an inconvenience but it is also important to minimizing the risk to our public safety officials. Kara Minar supports finding a way to allow only senior citizens access to the track. Sicard said what happens when the rules are not followed? Who is responsible for enforcement? Police Chief Ed Denmark agrees with closing the track to reduce the risk of contamination for residents and public safety officials. He appreciates the need for exercise however it should not be more important than protecting public safety. Wallace and Sklar hear the concerns being raised by both the Chiefs but want to find a solution to allow this activity for seniors in town. Wallace asked if specific hours could be offered such as 11am-1pm. Bragan added

Council on Aging Director Debbie Thompson thinks it is best to close the track in an effort to maintain appropriate social distancing.

Von Loesecke thinks the senior citizen hours at the track are manageable but only if the Chiefs are amenable. Chief Denmark reiterated his position especially considering any moves now to reopen areas are premature. He expects we will have a better idea of how the situation will evolve over the next two weeks. Chief Sicard asked to have the Board of Health offer ideas with respect to enforcement as it this is their jurisdiction. The board members remained adamant about finding a way to keep the track open for senior citizens. They decided to consult with the Board of Health and discuss further at the April 7th meeting if need be.

The board discussed the Meals on Wheels program and wrapping of equipment at the playgrounds to deter use. Von Loesecke said the Harvard Lions Club and Park & Recreation Commission have offered to help in these areas.

Bragan announced the businesses that are still open and offering Transfer Station bag sales. This information will be posted on the town website.

Bragan reported town administration is working with labor counsel on workplace issues related to Covid-19. He said town hall staff is working remotely and staggering shifts. He asked to have one board member assist in this area. Von Loesecke volunteered.

The meeting was adjourned at 12:50pm.

Select Board Minutes
Tuesday, April 7, 2020
7:00pm

The Select Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Select Board participants:

Chair Alice von Loesecke, Rich Maiore, Kara Minar, Stu Sklar, Lucy Wallace

Town Staff participants:

Town Administrator Tim Bragan, Meeting Host/Assistant Town Administrator Marie Sobalvarro, Executive Assistant Julie Doucet

Minutes

By a roll call vote, Wallace – aye, Maiore – aye, Minar –aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to approve minutes of 2/25 & 3/3, as presented.

Open Space Committee Appointment

By a roll call vote, Wallace – aye, Maiore – aye, Minar –aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to appoint Dan Daley to Open Space Committee as the rep from Park & Recreation.

Carlson Orchards pouring license fee

Carlson Orchards requested the fee they paid for one day liquor licenses not used be credited toward the fee due for their newly approved pouring license. By a roll call vote, Wallace – aye, Maiore – aye, Minar –aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to apply the balance of unused one days issued for 2019 to the current license fee with a balance of \$550 due.

Tax payment extensions

Bragan announced the town is extending the due date of 2020 Real Estate & Personal Property tax bills to June 1st and excise tax payments to May 1st. There will be no penalty fees assessed.

Covid-19 affects to the FY20 & FY21 budgets

The board members discussed how Covid-19 could impact local and state budgets for FY20 and FY21. Bragan reported revenues are less than forecasted due to the state shutdown. He has instituted a policy with town departments to limit all spending to essential with approval from town administrator required. Bragan will begin working with the Finance Committee on options to address possible budget shortfalls. He explained the State of Massachusetts has a rainy day fund which could be utilized during this time. Bragan will continue to follow the state's budget process closely.

Transfer Station operation and fees

The board needed to revisit previous discussions regarding the Transfer Station. Bragan asked the board to consider relaxing sticker requirements bearing in mind the need to increase user costs. Sobalvarro said with costs increasing and the transfer station still running in a deficit why not simplify the process for residents. Everyone realizes the town will eventually need to decide to either keep running the Transfer Station or move to a more cost effective system. Currently, the sticker revenue helps pay for operations and the bag revenue is applied toward municipal solid waste. By a roll call vote, Wallace – aye, Maiore – aye, Minar –aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to relax regulations, increase sticker price to \$130 for up to two stickers and an additional cost for a third sticker.

Covid19 updates

Bragan confirmed after discussion with the Moderator the Annual Town Meeting is being moved from May 2nd to June 20th. This will follow a traditional schedule with the town election being moved to Tuesday, June 23rd.

They revisited their previous discussion with respect to budget impacts due to the Covid – 19 pandemic. They talked about utilizing the capital and/or the stabilization funds if the override does not pass. Bragan said under the circumstances there is a very good chance it will not. Everyone was in agreement brainstorming ideas sooner rather than later on ways to address budget shortfalls is the best approach. Bragan expects state revenue projections prior to the next Select Board meeting on April 23rd.

Bragan has received complaints related to the closure of the Harvard Gun Club. He said people are under the impression Harvard closed it down. He said this is not the case and the gun club is primarily located in Boxborough. He directed those concerned to contact Boxborough directly.

Bragan prepared the updated town meeting warrant with new dates for the meeting and election for signatures by the board members.

Minar asked about releasing the number of confirmed Covid-19 cases in town. Von Loesecke has noticed some communities are publishing this information on their websites and others are not. In her opinion, residents have the right to know. She believes it is a matter of trust and exhibits full transparency. Wallace and Sklar agree with von Loesecke. Bragan said the release of this information is under the jurisdiction of the Board of Health. Minar believes this may create a false sense of security which is the wrong public message to send. In addition, she wonders about the accuracy of numbers. Von Loesecke invited Ambulance Service Co-Director Jason Cotting to offer his opinion. Cotting said the reporting of confirmed cases, in his opinion, is bad information and he feels good decisions cannot be made with bad information. They decided to reach out to the Emergency Response Team to convey the boards desire to share the number of confirmed cases with an understanding this is a decision to be made by the Board of Health.

By a roll call vote, Wallace – aye, Maiore – aye, Minar –aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to approve the warrant with new dates for the Annual Town Meeting and town Election.

Bragan recommended the Select Board allow Fivesparks to defer rental payments for the old library over the next few months and spread the balance due out over the term of the lease. The board members were agreeable to this suggestion. Town administration will contact Fivesparks about this decision.

Minar asked town administration to inform employees and board/committee members this virus should only be referred to as the Coronavirus or Covid-19 and nothing else.

Bragan reported town hall employees continue to work from home and at the office part of the time. He mentioned there are positions within the town government that are working from home but based on their job responsibilities there is little for them to do. Town administration has begun thinking about how to address employees that have a reduced amount of work due to the state shutdown. He noted in some departments the workload relies primarily on public foot traffic. The board members understand the need for administration to consider all options however during these trying times they do not want to add to the incredible stress employees are under already.

Wallace publically thanked all of the first responders, doctors and nurses within our community for all they are doing.

The meeting was adjourned at 8:40pm.

PRELIMINARY OFFICIAL STATEMENT AND NOTICE OF SALE DATED APRIL 21, 2020

To the best of the Town's knowledge and belief, interest on the Notes is excluded from gross income for Federal income tax purposes, and that interest on the notes is also exempt from Massachusetts personal income taxes. The Town expects to designate the notes as "qualified tax-exempt obligations" for Federal income tax purposes. It should be noted, however, that the Town has not engaged the services of bond counsel, or any other counsel to render a legal opinion with respect to the treatment for Federal or Massachusetts income tax purposes of interest on the Notes.

TOWN OF HARVARD, MASSACHUSETTS \$495,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

The Town of Harvard, Massachusetts (the "Town"), will receive telephone bids at Hilltop Securities Inc. (617-619-4400) until 11:00 A.M. (Eastern Time) on Tuesday, April 28, 2020, for the purchase of the following described Notes (the "Notes" of the Town):

\$495,000 General Obligation Bond Anticipation Notes (new money) dated May 14, 2020 and payable May 14, 2021. Interest will be computed on a 30 day-month/360 day-year basis (360/360).

The Notes are not subject to redemption prior to their stated maturity dates.

The Notes are transferable only in their original form and may not be exchanged or transferred for new note certificates.

Bids must be submitted for all but not less than all of the Notes at a single rate of interest in a multiple of one-hundredth (1/100) of one percent (1%). No bid of less than par and accrued interest to the date of delivery will be considered and **no coupon greater than 3.0% will be accepted**. The right is reserved to reject any or all bids and to reject any bid not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any bid. The Notes will be awarded on the basis of lowest net interest cost to the Town after deduction of premium, if any.

The Notes will be certified as to their genuineness and legality by the State Bureau of Accounts and will not be accompanied by a legal opinion. The Notes will be valid general obligations of the Town and, except to the extent they are paid from the bond proceeds in anticipation of which they are issued or from other sources, are payable as to both principal and interest from taxes which may be levied upon all the property within the territorial limits of the Town and taxable by it, without limit as to rate or amount, except as provided under Chapter 44, Section 20 of the General Laws, with respect to that portion of the principal and interest payments that the Town has voted to exempt from the limit imposed by Chapter 59, Section 21C of the General Laws.
U.S. Bank National Association will serve as Paying Agent on the Notes.

Any bidder who submits a winning bid by telephone in accordance with this Notice of Sale shall be required to provide written confirmation of the terms of the bid by faxing or e-mailing a completed, signed bid form to Hilltop Securities Inc. by not later than 12:00 p.m. on the date of sale.

The Notes will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

If a bidder on the Notes intends to reoffer the Notes to the public, such bidder agrees, by submitting a bid, to abide by the so-called "hold the price" rule under the United States Treasury Department's Issue Price Regulation that became effective June 7, 2017.

Additional information concerning the Town of Harvard and the Notes is contained in the Preliminary Official Statement dated April 21, 2020, to which prospective bidders are directed. The Preliminary Official Statement is provided for informational purposes, and is not a part of this Notice of Sale. Copies of the Preliminary Official Statement may be obtained from Hilltop Securities Inc., 54 Canal Street, 3rd Floor, Boston, Massachusetts 02114, telephone number (617) 619-4400. The Preliminary Official Statement has been

deemed final by the Town except for the omission of the reoffering prices, interest rates, and other terms of the Notes depending on such matters and the identity of the underwriter, but is subject to change without notice and to completion or amendment in a Final Official Statement. **Rule 15c2-12 promulgated by the Securities and Exchange Commission does not apply to this offering of securities.**

The Notes will be delivered to the successful bidder on or about May 14, 2020, by the State Bureau of Accounts for credit to the Town in federal reserve funds.

TOWN OF HARVARD, MASSACHUSETTS
/s/ Lindsay Ames, Town Treasurer

April 21, 2020

**OFFICIAL STATEMENT
TOWN OF HARVARD, MASSACHUSETTS
\$495,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES**

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Harvard, Massachusetts (the "Town") in connection with the sale of an aggregate \$495,000 principal amount of its General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town except information attributed to another governmental agency or official as the source.

Description of the Notes

The Notes will be dated May 14, 2020 and will be payable on May 14, 2021. The Notes will bear interest payable at maturity, calculated on a 30 day-month/360 day-year basis (360/360), at the rate or rates determined upon their sale in accordance with the Notice of Sale dated April 21, 2020.

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Harvard, Massachusetts (the "Town") in connection with the sale of \$495,000 General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town, except information attributed to another governmental agency or official as the source.

The Notes are being offered for sale at public bidding on Tuesday, April 28, 2020, and a Notice of Sale dated April 21, 2020 has been furnished to prospective bidders. Reference is hereby made to the Notice of Sale for the terms and conditions of bidding.

The Notes will be general obligations of the Town for which its full faith and credit are pledged.

Authorization of the Notes and Use of Proceeds

The following table sets forth the principal amounts, purposes, statutory references and other relevant details for the Notes.

Purpose	This Issue	Original Bond Authorization	Statutory Reference	Dates of Authorization
Dump Truck	\$ 195,000	\$ 195,000 (1)	Ch.44, s. 7(1)	5/4/19, art. 23-2
Ayer Road Design & Engineering Study	300,000	300,000 (1)	Ch.44, s. 7(7)	5/4/19, art. 23-1
TOTAL	\$ 495,000			

(1) On May 7, 2019, the Town voted to exempt these authorizations from the limitations of Proposition 2 ½.

Financial Advisory Services of Hilltop Securities Inc.

Hilltop Securities Inc. serves as financial advisor to the Town of Harvard, Massachusetts.

THE TOWN OF HARVARD, MASSACHUSETTS

General

The Town of Harvard, incorporated as a town in 1732, is located in Worcester County in north-central Massachusetts. It is bordered by the Towns of Ayer and Shirley on the north; Littleton, Boxborough, and Stow on the east; Bolton on the south; and Lancaster on the west. Harvard is 22 miles northeast of Worcester, 31 miles northwest of Boston, and 206 miles from New York City. The Town has a total area of 26.97 square miles and, according to a census taken by the Town, as of January 1, 2010 the population was 5,752.

Through its zoning and other town bylaws, conservation land purchases and historic preservation efforts, Harvard is dedicated to maintaining its historical, small town environment and open spaces.

Local Government

The Town of Harvard operates under an open town meeting form of government. The affairs of the Town are generally administered by a five-member Select Board elected for staggered three-year terms.

Principal Executive Officers

<u>Town Title</u>	<u>Name</u>	<u>Manner of Selection</u>	<u>Term Expires</u>
Select Board, Chair	Alice Von Loesecke	Elected	2022
Select Board, Vice Chair	Richard D. Maiore	Elected	2020
Select Board, Clerk	Kara Minar	Elected	2020
Select Board, Member	Lucy B. Wallace	Elected	2021
Select Board, Member	Stuart Sklar	Elected	2022
Town Administrator	Timothy Bragan	Appointed	2021
Finance Director	Lori J. Bolasevich	Appointed	2021
Treasurer/Tax Collector	Lindsay Ames	Appointed	2020
Town Clerk	Marlene Kenney	Appointed	2020

Municipal Services

The Town provides general governmental services for the territory within its boundaries, except for Fort Devens which closed in 1993.

Public Safety – The Town provides police and fire protection as well as an ambulance service. The Town also provides animal inspection and control services.

Public Works – The Town provides a solid waste transfer station and highway maintenance, including salting and sanding of the Town's approximately 65 miles of roadway.

Parks and Recreation and Conservation Land – The Town maintains several fine parks and playgrounds for its residents. Swimming and sailing programs are provided at a beach on the shores of Bare Hill Pond, a 330-acre lake which is a major recreational resource and where swimming, sailing and canoeing lessons are offered in the summer and cross-country skiing and skating take place in the winter. In addition, there are over 2,000 acres of conservation land throughout the Town, much of it interconnected by walking trails.

COVID-19

COVID-19 is a new respiratory disease caused by a novel coronavirus that has not previously been seen in humans. On March 10, 2020, the Governor of The Commonwealth of Massachusetts declared a state of emergency to support the Commonwealth's response to the outbreak of the virus. On March 11, 2020 the World Health Organization declared COVID-19 a pandemic. On March 13, 2020, the President declared a national emergency due to the outbreak, which has enabled disaster funds to be made available to states to fight the pandemic. On March 15, 2020, the Governor

announced emergency actions to help address the spread of the virus, and as a result the Town closed all municipal buildings to the public until at least May 4, 2020. The Town is adhering to these actions by strictly following the public health recommendations of social distancing guidelines and limiting public gatherings to 10 people or less. Town employees are currently reporting to work as directed and under the discretion of management. The Town continues to and expects to continue to maintain all essential functions and services.

Pursuant to M.G.L. Chapter 44, Section 31, the Town can set up a fund specifically related to COVID-19 expenses. This fund should capture all costs related to the COVID-19 pandemic and deficit spend for these costs, including but not limited to, overtime, cleaning and medical supplies, and IT equipment. At The Town has created such fund.

The virus and the resulting actions by national, state and local governments is altering the behavior of businesses and people in a manner that will have negative impacts on global and local economies. There can be no assurances regarding the extent to which COVID-19 will impact the national and state economies and, accordingly, how it will adversely impact municipalities, including the Town. These negative impacts are likely to include reduced collections of property taxes and other revenues, including local meals and rooms tax revenue, motor vehicle excise taxes and other fees and charges collected by the Town. Currently, the Town Administrator instilled a spending freeze on all General Fund non-emergency purchases, as well as the requirement for pre-approval for all General Fund purchases except mandatory departmental expenditures required by law, or utilities such as heating gas and oil, electricity, internet, cable, etc.

Education

The Town provides a kindergarten through grade 12 public school program on one centrally located campus. Its state-renowned public school system is comprised of two schools: Hildreth Elementary School (grades K-5) and The Bromfield School (grades 6-12). The renovation and expansion of the Bromfield School was completed in August 2003. The Parker Charter School at Devens is an alternative for 9th - 12th graders (based on lottery admission), offering student-centered, inquiry-based interdisciplinary programs.

Vocational education for grades 9 through 12 is provided by the Montachusett Regional Vocational-Technical School District located in Fitchburg.

Public School Enrollments (1)

The following table presents actual enrollments for the school years listed below:

Grades	Actual				
	2015-16	2016-17	2017-18	2018-19	2019-20
K-5	425	422	432	428	412
6-12	708	684	655	627	619
Total	1,133	1,106	1,087	1,055	1,031

Source: Superintendent of Schools.

(1) Excludes students who attend other schools on a tuition basis that participate in the special education program.

Transportation

The principal highways serving the Town are State Route 2 which runs across northern Massachusetts, and Interstate Route 495. State Route 110 and Interstate Route I90 connect the region to Worcester. The Springfield Terminal Railway line (the former Boston and Maine Railroad) parallels Route 2 and provides access to a network of intermodal facilities serving central and eastern Massachusetts.

Population

	Harvard		Worcester County		Massachusetts	
	Total	% Change from Previous Census	Total	% Change from Previous Census	Total	% Change from Previous Census
2010	6,520	9.0%	798,552	6.3%	6,547,629	3.1%
2000	5,981	(51.5)	750,963	5.8	6,349,097	5.5
1990 (1)	12,329	1.3	709,705	9.8	6,016,425	4.9
1980 (1)	12,170	(2.6)	646,352	1.5	5,737,037	0.9

Source: U.S. Department of Commerce, Bureau of the Census.

(1) Includes the population of Fort Devens that was closed in 1993.

On the basis of the 2010 Federal Census and an area of 26.4 square miles, the Town has a population density of approximately 227 persons per square mile.

Age and Income Levels

	Harvard	Massachusetts	United States
Median Age:			
2010	42.8	39.1	37.2
2000	40.6	36.5	35.3
1990	25.1	33.6	32.9
Median Family Income:			
2010	\$ 154,543	\$ 81,165	\$ 51,144
2000	107,934	61,664	50,046
1990	84,414	44,367	35,225
Per Capita Income:			
2010	\$ 48,946	\$ 33,966	\$ 27,334
2000	40,867	25,952	21,587
1990	31,295	17,224	14,420

Source: U.S. Department of Commerce, Bureau of the Census. Significant differences in age and income data from 1990 to 2000 are attributable, in part, to the phase out and closure of the Fort Devens Army Base completed in 1993.

Labor Force, Employment and Unemployment Rate

According to the Massachusetts Department of Employment and Training, in November 2019, the Town had a total labor force of 2,864, of whom 2,805 were employed and 59 or 2.1% were unemployed as compared with 2.3% for the Commonwealth and 2.5% for Worcester County.

The following table sets forth the Town's average labor force and unemployment rates for calendar years 2014 through 2018 and the unemployment rates for Worcester County and the Commonwealth for the same period:

Calendar Year	Town of Harvard		Worcester County	Massachusetts
	Labor Force	Unemployment Rate	Unemployment Rate	Unemployment Rate
2018	2,832	2.6%	3.5%	3.3%
2017	2,738	2.9	3.9	4.4
2016	2,644	2.7	3.9	3.7
2015	2,645	3.7	5.3	4.9
2014	2,678	4.1	5.8	5.8

Source: Massachusetts Division of Employment and Training.

Employment and Payrolls

The U.S. Department of Labor uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

Industry	Calendar Year average				
	2014	2015	2016	2017	2018
Natural Resources and Mining	43	48	45	57	58
Construction	214	216	157	170	211
Manufacturing	1,214	1,270	1,397	1,690	1,743
Trade, Transportation & Utilities	226	282	331	559	572
Information	76	73	73	50	43
Financial Activities	31	41	86	93	96
Professional and Business Services	713	658	835	755	740
Education and Health Services	517	516	535	546	588
Leisure and Hospitality	290	302	301	307	284
Other Services	34	36	36	35	32
Total Employment	3,358	3,442	3,796	4,262	4,367
Number of Establishments	261	259	275	266	273
Average Weekly Wages	\$ 1,378	\$ 1,411	\$ 1,409	\$ 1,364	\$ 1,436
Total Wages	\$ 288,966,418	\$ 301,825,987	\$ 327,251,444	\$ 350,148,763	\$ 374,046,816

Source: Massachusetts Department of Employment and Training. Data based upon place of employment, not place of residence.

Building Permits

Calendar Year	New Residential	All Other	Total
2019	14	301	315
2018	13	275	288
2017	9	205	214
2016	16	290	306
2015	3	260	263

Source: Building Inspector.

PROPERTY TAXATION

The principal revenue source of the Town is the tax on real and personal property. The amount to be levied in each year is the amount appropriated or required by law to be raised for municipal expenditures less estimated receipts from other sources and less appropriations voted from funds on hand. The total amount levied is subject to certain limits prescribed by law; for a description of those limits, see "Tax Limitations," below.

The estimated receipts for a fiscal year from sources other than the property tax may not exceed the actual receipts during the preceding fiscal year from the same sources unless approved by the State Commissioner of Revenue. Excepting special funds the use of which is otherwise provided for by law, the deduction for appropriations voted from funds on hand for a fiscal year cannot exceed the "free cash" as of the beginning of the prior fiscal year as certified by the State Director of Accounts plus up to nine months' collections and receipts on account of earlier years' taxes after that date. Subject to certain adjustments, free cash is surplus revenue less uncollected overdue property taxes from earlier years.

Although an allowance is made in the tax levy for abatements (see "Abatements and Overlay," below), no reserve is generally provided for uncollectible real property taxes. Since some of the levy is inevitably not collected, this creates a cash deficiency which may or may not be offset by other items (see "Taxation to Meet Deficits," below).

Tax Levy Computation

Following is a comparison of the Town's tax levy computations for the following fiscal years:

	Fiscal Year Ended				
	Fiscal 2020	Fiscal 2019	Fiscal 2018	Fiscal 2017	Fiscal 2016
Gross Amount to be Raised:					
Appropriations	\$ 31,601,926	\$ 28,335,584	\$ 27,832,233	\$ 27,206,248	\$ 24,986,681
Other Local Expenditures	314,429	440,424	515,362	391,697	497,164
State & County Charges	474,048	320,421	913,688	796,834	840,067
Overlay Reserve	24,240	160,485	162,587	100,152	86,579
Total Gross Amount to be Raised	\$ 32,414,643	\$ 29,256,913	\$ 29,423,870	\$ 28,494,931	\$ 26,410,491
Less Estimated Receipts & Other Revenue:					
Estimated Receipts from State	3,995,193	3,834,699	3,754,490	3,717,142	3,621,604
Estimated Receipts - Local	2,180,049	2,149,443	2,295,920	2,284,529	1,962,485
Available Funds Appropriated:					
Free Cash	2,442,931	1,332,858	1,664,335	1,360,062	-
Revenue Sharing	-	-	-	-	-
Other Available Funds	1,062,582	596,076	839,036	1,274,944	1,307,072
Free Cash & Other Revenue Used to Reduce the Tax Rate	-	-	-	-	-
Total Estimated Receipts & Revenue	\$ 9,680,755	\$ 7,913,076	\$ 8,553,781	\$ 8,636,677	\$ 6,891,161
Net Amount to be Raised (Tax Levy)	\$ 22,733,888	\$ 21,343,838	\$ 20,870,089	\$ 19,858,254	\$ 19,519,330
Property Valuation	\$ 1,232,972,724	\$ 1,225,249,001	\$ 1,216,914,789	\$ 1,097,141,087	\$ 1,081,403,326
Tax Rate per \$1,000					
Residential	\$ 18.47	\$ 17.42	\$ 17.15	\$ 18.10	\$ 18.05
Commercial/Industrial/Personal	\$ 18.44	\$ 17.42	\$ 17.15	\$ 18.10	\$ 18.05

Source: Board of Assessors.

Note: Property tax rates may not be set by the local assessors until they have been approved by the Commissioner of Revenue.

Assessed and Equalized Valuations

Property is classified for the purpose of taxation according to its use. The legislature has in substance created three classes of taxable property: (1) residential real property, (2) open space land, and (3) all other (commercial, industrial and personal property). Within limits, cities and towns are given the option of determining the share of the annual levy to be borne by each of the three categories. The share required to be borne by residential real property is at least 50 per cent of its share of the total taxable valuation; the effective rate for open space must be at least 75 per cent of the effective rate for residential real property; and the share of commercial, industrial and personal property must not exceed 175 percent of their share of the total valuation. A city or town may also exempt up to 20 percent of the valuation of residential real property (where used as the taxpayer's principal residence) and up to 10 percent of the valuation of commercial real property (where occupied by certain small businesses). Property may not be classified in a city or town until the State Commissioner of Revenue certifies that all property in the city or town has been assessed at its fair cash value. Such certification must take place every five years, or pursuant to a revised schedule as may be issued by the Commissioner.

Related statutes provide that certain forest land, agricultural or horticultural land (assessed at the value it has for these purposes) and recreational land (assessed on the basis of its use at a maximum of 25 percent of its fair cash value) are all to be taxed at the rate applicable to commercial property. Land classified as forest land is valued for this purpose at five percent of fair cash value but not less than ten dollars per acre.

In order to determine appropriate relative values for the purposes of certain distributions to and assessments upon cities and towns, the Commissioner of Revenue biennially makes a redetermination of the fair cash value of the taxable property in each municipality. This is known as the "equalized value". See "INDEBTEDNESS" below.

Valuation of real and personal property in Harvard is established by the Board of Assessors. The Town underwent revaluation most recently in fiscal 2018.

Fiscal Year	Assessed Valuations (1)			Official Equalized Valuation (2)	Assessed Valuation as a Percent of Equalized
	Real Property	Personal Property	Total		
2020	\$1,218,488,180	\$14,484,544	\$1,232,972,724	\$1,289,986,700	95.5%
2019	1,210,371,380	14,877,621	1,225,249,001	1,289,986,700	95.0
2018 (3)	1,202,164,780	14,750,009	1,216,914,789	1,112,579,800	109.4
2017	1,081,673,660	15,467,427	1,097,141,087	1,112,579,800	98.6
2016	1,066,198,560	15,204,766	1,081,403,326	1,122,008,200	96.4

(1) Source: Board of Assessors.

(2) Source: Massachusetts Department of Revenue - Equalized valuations are established as of January 1 of even-numbered years for the next two years.

(3) Revaluation year.

Classification of Property

Following is a breakdown of the Town's assessed valuations for the following fiscal years.

Property Type	Fiscal 2020		Fiscal 2019		Fiscal 2018 (1)	
	Amount	% of Total	Amount	% of Total	Amount	% of Total
Residential	\$ 1,178,193,390	95.6 %	\$ 1,170,083,730	95.5 %	\$ 1,162,405,780	95.5 %
Commercial	37,797,690	3.1	37,787,450	3.1	37,268,500	3.1
Industrial	2,497,100	0.2	2,500,200	0.2	2,490,500	0.2
Personal	14,484,544	1.2	14,877,621	1.2	14,750,009	1.2
Total	\$ 1,232,972,724	100.0 %	\$ 1,225,249,001	100.0 %	\$ 1,216,914,789	100.0 %

Source: Board of Assessors.

(1) Revaluation year.

Largest Taxpayers

Following are the largest taxpayers in the Town based upon assessed valuations for fiscal 2020, all of whom, are current in their property tax payments:

Name	Nature of Business	Fiscal 2020 Assessed Value
Massachusetts Electric Co.	Utility	\$ 4,311,198
12 Lancaster County Rd LLC	Commercial Office	3,921,600
Individual	Residential Properties	2,996,100
Boston Gas	Utility	2,989,156
Verizon New England	Utility	2,819,400
Individual	Commercial/Residential Properties	2,797,400
Westward Orchards Inc.	Retail	2,650,725
New England Power	Utility	2,627,097
LTI Harvard Appleworks LP	Commercial Office	2,620,900
Ayer Road Realty LLC	Commercial Office	2,343,700
Total		<u>\$ 30,077,276</u>

Source: Board of Assessors.

Abatements and Overlay

The Town is authorized to increase each tax levy by an amount approved by the State Commissioner of Revenue as an "overlay" to provide for tax abatements. If abatements are granted in excess of the applicable overlay, the excess is required to be added to the next tax levy.

Abatements are granted where exempt real or personal property has been assessed or where taxable real or personal property has been overvalued or disproportionately valued. The assessors may also abate uncollectible personal property taxes. They may abate real and personal property taxes on broad grounds (including inability to pay) with approval of the State Commissioner of Revenue. but uncollected real property taxes are not ordinarily written off until they become municipal "tax titles" by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of the tax and charging surplus.

The following table sets forth the amount of the overlay reserve for the last five fiscal years and abatements granted during the fiscal year against that fiscal year's levy:

Fiscal Year	Gross Tax Levy	Overlay Reserve		Abatements & Other Charges Granted for Fiscal Year
		Dollar Amount	Percent of Gross Levy	
2019	\$21,343,838	\$160,485	0.7%	\$47,086
2018	20,870,348	162,587	0.8	55,702
2017	19,858,254	100,152	0.5	49,270
2016	19,519,330	86,579	0.4	56,870
2015	18,912,428	79,453	0.4	28,000

Source: Town Accountant.

Tax Collections

The Town has accepted a statute providing for quarterly tax payments; under the statute, preliminary tax payments are due on August 1 and November 1 with payment of the actual tax bill (after credit is given for the preliminary payments) in installments on February 1 and May 1 if actual tax bills are mailed by December 31. Interest accrues on delinquent taxes at the rate of 14 percent per annum retroactive to the due date.

The following table presents the Town's tax collections for the following fiscal years:

<u>Fiscal Year</u>	<u>% of Net Gross Tax Levy</u>	<u>Reserve for Abatements</u>	<u>Net Tax Levy (1)</u>	<u>Collected at FY-End (2,3,4)</u>
2019	\$21,343,838	\$160,485	\$21,183,353	99.7%
2018	20,870,348	162,587	20,707,813	99.2
2017	19,858,254	100,152	19,758,102	98.8
2016	19,519,377	86,579	19,432,798	98.3
2015	18,912,428	79,453	18,832,975	97.9

Source: Board of Assessors as to rates and levies; Town Accountant as to collections.

(1) Net of overlay for abatements.

(2) I.e., at the end of the fiscal year for which levied.

(3) Actual collections less refunds, but excluding proceeds of tax titles and possessions attributable to that year's levy. Non-cash credits which may be abated later are not included in the amount allowed for refunds here.

(4) Collections for the current fiscal year are comparable to previous fiscal years.

Tax Titles and Possessions

Real property (land and buildings) is subject to a lien for the taxes assessed upon it, subject to any paramount federal lien and subject to bankruptcy and insolvency laws. (In addition, real property is subject to a lien for certain unpaid municipal charges or fees.) If the property has been transferred, an unenforced lien expires on the fourth December 31 after the end of the fiscal year to which the tax relates. If the property has not been transferred by the fourth December 31, an unenforced lien expires upon a later transfer of the property. Provision is made, however, for continuation of the lien where it could not be enforced because of a legal impediment.

The persons against whom real or personal property taxes are assessed are personally liable for the tax (subject to bankruptcy and insolvency laws). In the case of real property, this personal liability is effectively extinguished by sale or taking of the property as described below.

Massachusetts law permits a municipality either to sell by public sale (at which the municipality may become the purchaser) or to take real property for nonpayment of taxes. In either case, the property owner can redeem the property by paying the unpaid taxes, with interest and other charges, but if the right of redemption is not exercised within six months (which may be extended an additional year in the case of certain installment payments), it can be foreclosed by petition to the Land Court. Upon foreclosure, a tax title purchased or taken by the municipality becomes a "tax possession" and may be held and disposed of in the same manner as other land held for municipal purposes.

Taxes Outstanding

The following table presents aggregate overdue property taxes and tax liens outstanding for the last five fiscal years:

<u>FY Ending 6/30</u>	<u>Aggregate Taxes Outstanding (1)</u>	<u>Tax Liens</u>	<u>Total</u>
2019	\$255,738	\$537,975	\$793,713
2018	260,500	528,737	789,237
2017	401,110	414,310	815,420
2016	329,850	388,792	718,642
2015	523,520	492,003	1,015,523

Source: Town Accountant.

(1) For five prior fiscal years. Excludes abated taxes; includes taxes in litigation, if any. Includes amounts owed for 1.1% Community Preservation surcharge.

Taxation to Meet Deficits

As noted elsewhere (see *“Abatements and Overlay”* above) overlay deficits, i.e. tax abatements in excess of the overlay included in the tax levy to cover abatements, are required to be added to the next tax levy. It is generally understood that revenue deficits, i.e. those resulting from non-property tax revenues being less than anticipated, are also required to be added to the tax levy (at least to the extent not covered by surplus revenue).

Amounts lawfully expended since the prior tax levy and not included therein are also required to be included in the annual tax levy. The circumstances under which this can arise are limited since municipal departments are generally prohibited from incurring liabilities in excess of appropriations except for major disasters, mandated items, contracts in aid of housing and renewal projects and other long-term contracts. In addition, utilities must be paid at established rates and certain established salaries, e.g. civil service, must legally be paid for work actually performed, whether or not covered by appropriations.

Cities and towns are authorized to appropriate sums, and thus to levy taxes, to cover deficits arising from other causes, such as “free cash” deficits arising from a failure to collect taxes. This is not generally understood, however, and it has not been the practice to levy taxes to cover free cash deficits. Except to the extent that such deficits have been reduced or eliminated by subsequent collections of uncollected taxes (including sales of tax titles and tax possessions), lapsed appropriations, non-property tax revenues in excess of estimates, other miscellaneous items or funding loans authorized by special act, they remain in existence.

Tax Limitations

Chapter 59, Section 21C of the General Laws, also known as Proposition 2½, imposes two separate limits on the annual tax levy of a city or town.

The primary limitation is that the tax levy cannot exceed 2½ percent of the full and fair cash value. If a city or town exceeds the primary limitation, it must reduce its tax levy by at least 15 percent annually until it is in compliance, provided that the reduction can be reduced in any year to not less than 7½ percent by majority vote of the voters, or to less than 7½ percent by two-thirds vote of the voters.

For cities and towns at or below the primary limit, a secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2½ percent, subject to exceptions for property added to the tax rolls or property which has had an increase, other than as part of a general revaluation, in its assessed valuation over the prior year’s valuation.

This “growth” limit on the tax levy may be exceeded in any year by a majority vote of the voters, but an increase in the secondary or growth limit under this procedure does not permit a tax levy in excess of the primary limitation, since the two limitations apply independently. In addition, if the voters vote to approve taxes in excess of the “growth” limit for the purpose of funding a stabilization fund, such increased amount may only be taken into account for purposes of calculating the maximum levy limit in each subsequent year if the board of selectmen of a town or the city council of a city votes by a two-thirds vote to appropriate such increased amount in such subsequent year to the stabilization fund.

The applicable tax limits may also be reduced in any year by a majority vote of the voters.

The State Commissioner of Revenue may adjust any tax limit “to counterbalance the effects of extraordinary, non-recurring events which occurred during the base year”.

The statute further provides that the voters may exclude from the taxes subject to the tax limits and from the calculation of the maximum tax levy (a) the amount required to pay debt service on bonds and notes issued before November 4, 1980, if the exclusion is approved by a majority vote of the voters, and (b) the amount required to pay debt service on any specific subsequent issue for which similar approval is obtained. Even with voter approval, the holders of the obligations for which unlimited taxes may be assessed do not have a statutory priority or security interest in the portion of the tax levy attributable to such obligations. It should be noted that Massachusetts General Laws Chapter 44, Section 20 requires that the taxes excluded from the levy limit to pay debt service on any such bonds and notes be calculated based on the true interest cost of the issue. Accordingly, the Department of Revenue limits the amount of taxes which may be levied in each year to pay debt service on any such bonds and notes to the amount of such debt service, less a pro rata portion of any original issue premium received by the city or town that was not applied to pay costs of issuance.

Voters may also exclude from the Proposition 2½ limits the amount required to pay specified capital outlay expenditures or for the city or town’s apportioned share for certain capital outlay expenditures by a regional governmental unit. In addition, the city

council of a city, with the approval of the mayor if required, or the board of selectmen or the town council of a town may vote to exclude from the Proposition 2½ limits taxes raised in lieu of sewer or water charges to pay debt service on bonds or notes issued by the municipality (or by an independent authority, commission or district) for water or sewer purposes, provided that the municipality's sewer or water charges are reduced accordingly.

In addition, Proposition 2½ limits the annual increase in the total assessments on cities and towns by any county, district, authority, the Commonwealth or any other governmental entity (except regional school districts, the MWRA and certain districts for which special legislation provides otherwise) to the sum of (a) 2½ percent of the prior year's assessments and (b) "any increases in costs, charges or fees for services customarily provided locally or for services subscribed to at local option". Regional water districts, regional sewerage districts and regional veterans districts may exceed these limitations under statutory procedures requiring a two-thirds vote of the district's governing body and either approval of the local appropriating authorities (by two-thirds vote in districts with more than two members or by majority vote in two-member districts) or approval of the registered voters in a local election (in the case of two-member districts). Under Proposition 2½ any State law to take effect on or after January 1, 1981 imposing a direct service or cost obligation on a city or town will become effective only if accepted or voluntarily funded by the city or town or if State funding is provided. Similarly, State rules or regulations imposing additional costs on a city or town or laws granting or increasing local tax exemptions are to take effect only if adequate State appropriations are provided. These statutory provisions do not apply to costs resulting from judicial decisions.

The Town has been in full compliance with Proposition 2½ since its inception. (See "Impact of Proposition 2½" below.)

Unused Levy Capacity (1)

The following table sets forth the Town's tax levy limits and unused levy capacity for the following fiscal years:

	For Fiscal Years				
	2020	2019	2018	2017	2016
Primary Levy Limit (2)	\$ 30,824,318	\$ 30,631,225	\$ 30,422,870	\$ 27,428,527	\$ 27,035,083
Prior Fiscal Year Levy Limit	20,287,886	19,615,932	18,962,563	18,369,058	17,784,982
2.5% Levy Growth	507,197	490,398	474,564	459,726	444,625
Current Fiscal Year New Growth (3)	111,804	181,556	158,805	133,779	159,451
Current Fiscal Year Override	-	-	-	-	-
Growth Levy Limit	20,906,887	20,287,886	19,595,932	18,962,563	18,389,058
Debt Exclusions	1,830,265	1,061,966	1,281,968	1,029,340	952,414
Capital Expenditures Exclusions	-	-	-	-	185,000
Other Adjustments	-	-	-	-	-
Tax Levy Limit	22,737,152	21,349,852	20,877,900	19,991,903	19,526,472
Tax Levy	22,733,888	21,343,838	20,870,089	19,858,254	19,519,330
Unused Levy Capacity (4)	\$ 3,264	\$ 6,014	\$ 7,811	\$ 133,649	\$ 7,142
Unused Primary Levy Capacity (5)	\$ 9,917,431	\$ 10,343,339	\$ 10,826,938	\$ 8,465,964	\$ 8,646,025

(1) Source: Massachusetts Department of Revenue.

(2) 2.5% of assessed valuation.

(3) Allowed increase for new valuations - certified by the Department of Revenue.

(4) Tax Levy Limit less Tax Levy.

(5) Primary Levy Limit less Growth Levy Limit.

Sale of Tax Receivables

Cities and towns are authorized to sell delinquent property tax receivables by public sale or auction, either individually or in bulk.

Impact of Proposition 2 1/2

The Town of Harvard has experienced significant voter support of capital projects and operating budget exemptions from Proposition 2 1/2. From 1990 to 2000, various projects totaling \$4,300,745 have been presented before town meeting for exclusion from the limitations of Proposition 2 1/2, of which \$3,760,845 was approved; i.e., general overrides of \$839,645, capital expenditure overrides in the amount of \$916,200 and debt exclusions totaling \$2,005,000. Debt exclusion votes in fiscal 1999 and fiscal 2000 exempted all debt authorized in March 1998 and March 1999. In April 2001, voters approved debt exclusions for the purchase of a fire truck (\$200,000) and an addition /renovation to the middle/high school

(\$17,500,000). In April 2003 voters approved a \$550,000 operating override by a 58 to 42 percent margin to support the 2004 fiscal year operating budget. On March 30, 2004, the Town voted a debt exclusion for a public library construction project (\$2,600,000). On April 2, 2005, at the Annual Town Election, the Town voted a \$500,000 general operating override. On March 28, 2006, the Town voted to exempt debt service on \$1,250,000 school roof bonds from the limitations of Proposition 2 ½. In fiscal years 2007, 2008 and 2009, the Town voted operating overrides of \$400,000, \$763,500 and \$200,000, respectively. In fiscal year 2015, the Town voted debt exclusions for the town Hildreth House project (\$1,241,000), the roads (\$750,000) and \$2,970,000 of the \$3,970,000 town hall renovation project. Most recently, the Town voted debt exclusions for the fire ponds restoration (\$100,000), dump truck (\$182,000) and Bromfield School science labs (\$175,000). In fiscal year 2018, the Town voted debt exclusions for the Old Library ADA Accessibility project (\$383,000) and a new school (\$53,597,807) of which the Town expects to receive approximately 50.68% reimbursement on eligible project costs from the MSBA.

Initiative Petitions

Various proposals have been made in recent years for legislative amendments to the Massachusetts Constitution to impose limits on state and local taxes. To be adopted, such amendments must be approved by two successive legislatures and then by the voters at a state election.

Community Preservation Act

The Massachusetts Community Preservation Act (the “CPA”) permits cities and towns that accept its provisions to levy a surcharge on its real property tax levy, dedicate revenue (other than state or federal funds), and to receive state matching funds for (i) the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, open space, and affordable housing and (ii) the acquisition, preservation, rehabilitation and restoration of historic resources. The provisions of the CPA must be accepted by the voters of the city or town at an election after such provisions have first been accepted by either a vote of the legislative body of the city or town or an initiative petition signed by 5% of its registered voters.

A city or town may approve a surcharge of up to 3% (but not less than 1% under certain circumstances) and may make an additional commitment of funds by dedicating revenue other than state or federal funds, provided that the total funds collected do not exceed 3% of the real property tax levy, less any exemptions adopted (such as an exemption for low-income individuals and families and for low and moderate-income senior citizens, an exemption for \$100,000 of the value of each taxable parcel of residential real property or \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in Chapter 59, Section 2A of the General Laws, and an exemption for commercial and industrial properties in cities and towns with classified tax rates). In the event that the municipality shall no longer dedicate all or part of the additional funds to community preservation, the surcharge on the real property tax levy of not less than 1% shall remain in effect, provided that any such change must be approved pursuant to the same process as acceptance of the CPA. The surcharge is not counted in the total taxes assessed for the purpose of determining the permitted levy amount under Proposition 2½ (see “*Tax Limitations*” under “PROPERTY TAXATION” above). A city or town may revoke its acceptance of the provisions of the CPA at any time after 5 years from the date of such acceptance and may change the amount of the surcharge or the exemptions to the surcharge at any time, including reducing the surcharge to 1% and committing additional municipal funds as outlined above, provided that any such revocation or change must be approved pursuant to the same process as acceptance of the CPA.

Any city or town that accepts the provisions of the CPA will receive annual state matching grants to supplement amounts raised by its surcharge and dedication of revenue. The state matching funds are raised from certain recording and filing fees of the registers of deeds. Those amounts are deposited into a state trust fund and are distributed to cities and towns that have accepted the provisions of the CPA, which distributions are not subject to annual appropriation by the state legislature. The amount distributed to each city and town is based on a statutory formula and the total state distribution made to any city or town may not exceed 100% of the amount raised locally by the surcharge on the real property tax levy.

The amounts raised by the surcharge on taxes, the dedication of revenue and received in state matching funds are required to be deposited in a dedicated community preservation fund. Each city or town that accepts the provisions of the CPA is required to establish a community preservation committee to study the community preservation needs of the community and to make recommendations to the legislative body of the city or town regarding the community preservation projects that should be funded from the community preservation fund. Upon the recommendations of the committee, the legislative body of the city or town may appropriate amounts from the fund for permitted community preservation purposes or may reserve amounts for spending in future fiscal years, provided that at least 10% of the total annual revenues to the fund must be spent or set aside for open space purposes, 10% for historic resource purposes and 10% for affordable housing purposes.

The CPA authorizes cities and towns that accept its provisions to issue bonds and notes in anticipation of the receipt of surcharge and dedicated revenues to finance community preservation projects approved under the provisions of the CPA. Bonds and notes issued under the CPA are general obligations of the city or town and are payable from amounts on deposit in the community preservation fund. In the event that a city or town revokes its acceptance of the provisions of the CPA, the surcharge shall remain in effect until all contractual obligations incurred by the city or town prior to such revocation, including the payment of bonds or notes issued under the CPA, have been fully discharged.

The Town accepted the Act at the February 26, 2001 Special Town Meeting and set the rate at 1.1% minus certain exemptions. The Town implemented the program in fiscal 2002 and collected \$232,122 in surcharges and \$43,037 in state matching funds for fiscal 2019. The CPA Trust Fund balance as of June 30, 2019 was \$208,769.

TOWN FINANCES

The Budget and Appropriation Process

The annual appropriations of the Town are ordinarily made at the annual meeting that takes place between February and June. Appropriations may also be voted at special meetings. The Town has a finance committee that submits reports and recommendations on proposed expenditures at Town Meeting.

The school budget is limited to the total amount appropriated by the Town Meeting, but the school committee retains full power to allocate the funds appropriated.

Mandatory items, such as state and county assessments, abatements in excess of overlays, principal and interest not otherwise provided for and final judgments are included in the tax levy whether or not included in the budget. Revenues are not required to be set forth in the budget, but estimated non-tax revenues are taken into account by the assessors in fixing the tax levy.

Operating Budget Trends

The following table sets forth the trend in the Town's operating budgets for the following fiscal years:

	Appropriated Fiscal 2020	Appropriated Fiscal 2019	Appropriated Fiscal 2018	Appropriated Fiscal 2017	Appropriated Fiscal 2016
General Government	\$ 1,582,049	\$ 1,405,486	\$ 1,362,097	\$ 1,361,381	\$ 1,269,488
Public Safety	1,804,274	2,003,331	1,583,701	1,709,135	1,729,228
Schools	13,849,280	13,487,101	13,118,292	12,701,359	12,407,805
Public Works	1,462,560	1,413,337	1,366,133	1,362,010	1,345,314
Human Services	251,463	246,381	219,040	203,417	180,049
Culture and Recreation	777,399	733,587	689,982	701,056	617,286
Employee Benefits	5,339,050	5,222,418	4,415,409	4,203,537	4,025,198
Debt Service	1,956,596	1,279,212	1,330,456	1,268,035	1,102,841
Total	<u>\$ 27,022,671</u>	<u>\$ 25,790,853</u>	<u>\$ 24,085,110</u>	<u>\$ 23,509,930</u>	<u>\$ 22,677,209</u>

Source: Town Accountant.

Education Reform

State legislation known as the Education Reform Act of 1993, as amended, imposes certain minimum expenditure requirements on municipalities with respect to funding for education and related programs, and may affect the level of state aid to be received for education. The requirements are determined on the basis of formulas affected by various measures of wealth and income, enrollments, prior levels of local spending and state aid, and other factors. Since its passage, the Town has complied with the Act and appropriations for education have equaled or exceeded the minimum required level.

Revenues

Property Taxes: Property taxes are the major source of revenue of the Town. The total amount levied is subject to certain limits prescribed by law; for a description of those limits, see "Tax Limitations" above.

State Aid: In addition to grants for specified capital purposes (some of which are payable over the life of the bonds issued for the projects), the Commonwealth provides financial assistance to cities and towns for current purposes. Payments to cities and towns are derived primarily from a percentage of the State's personal income, sales and use, and corporate excise tax receipts, together with the net receipts from the State Lottery. A municipality's state aid entitlement is based on a number of different formulas, of which the "schools" and "lottery" formulas are the most important. Both of the major formulas tend to provide more state aid to poorer communities. The formulas for determining a municipality's state aid entitlement are subject to amendment by the state legislature and, while a formula might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid, but the actual state aid payments may vary from the estimate.

In the fall of 1986, both the State Legislature (by statute, repealed as of July 1, 1999) and the voters (by initiative petition) placed limits on the growth of state tax revenues. Although somewhat different in detail, each measure essentially limited the annual growth in state tax revenues to an average rate of growth in wages and salaries in the Commonwealth over the three previous calendar years. If not amended, the remaining law could restrict the amount of state revenues available for state aid to local communities.

Following are state aid payments (excluding grants), comprised mainly of education, lottery and school construction aid, and received by the Town for fiscal years 2015 through 2019 and an estimate for fiscal year 2020:

Fiscal Year	Receipts
2020 (estimate)	\$ 12,659,903 (1)
2019	4,832,190 (2)
2018	3,636,947 (3)
2017	3,360,744
2016	3,248,614
2015	3,202,598

Source: Town Accountant.

(1) Includes \$8,979,139 MSBA grant receipts.

(2) Includes \$1,290,615 MSBA grant receipts.

(3) Includes \$186,647 MSBA grant receipts.

State School Building Assistance Program: Under its school building assistance program, the Commonwealth of Massachusetts provides grants to cities, towns and regional school districts for school construction projects. Until July 26, 2004, the State Board of Education was responsible for approving grants for school projects and otherwise administering the program. Grant amounts ranged from 50% to 90% of approved project costs. Municipalities generally issued bonds to finance the entire project cost, and the Commonwealth disbursed the grants in equal annual installments over the term of the related bonds.

Pursuant to legislation which became effective on July 26, 2004, the state legislature created the Massachusetts School Building Authority (the "Authority") to finance and administer the school building assistance program. The Authority has assumed all powers and obligations of the Board of Education with respect to the program. In addition to certain other amounts, the legislation dedicates a portion of Commonwealth sales tax receipts to the Authority to finance the program.

Projects previously approved for grants by the State Board of Education are entitled to receive grant payments from the Authority based on the approved project cost and reimbursement rate applicable under the prior law. The Authority has paid and is expected to continue to pay the remaining amounts of the grants for such projects either in annual installments to reimburse debt service on bonds issued by the municipalities to finance such projects, or as lump sum payments to contribute to the defeasance of such bonds.

Projects on the priority waiting list as of July 1, 2004 are also entitled to receive grant payments from the Authority based on the eligible project costs and reimbursement rates applicable under the prior law. With limited exceptions, the Authority is required to fund the grants for such projects in the order in which they appear on the waiting list. Grants for any such projects that have been completed or substantially completed have been paid and are expected to continue to be paid by the Authority in lump sum payments, thereby eliminating the need for the Authority to reimburse interest expenses that would otherwise be incurred by the municipalities to permanently finance the Authority's share of such project costs. Interest on debt issued by municipalities prior to July 1, 2004 to finance such project costs, and interest on temporary debt until receipt of the grant, is included in the approved costs of such projects. Grants for any such projects that have not yet commenced or that are underway have been and are expected to continue to be paid by the Authority as project costs are incurred by the municipality pursuant to a project funding agreement between the Authority and the municipality, eliminating the need for the municipality to borrow even on a temporary basis to finance the Authority's share of the project costs in most cases.

The range of reimbursement rates for new project grant applications submitted to the Authority on or after July 1, 2007 has been reduced to between 40% and 80% of approved project costs. The Authority promulgated new regulations with respect to the application and approval process for projects submitted after July 1, 2007. The Authority expects to pay grants for such projects as project costs are incurred pursuant to project funding agreements between the Authority and the municipalities. None of the interest expense incurred on debt issued by municipalities to finance their portion of the costs of new projects will be included in the approved project costs eligible for reimbursement.

Federal Aid: In addition to state aid, the Town receives annually certain amounts of recurring federal aid, comprised of aid to education. Following is a five-year history of federal aid received by the Town, excluding school lunch assistance, and an estimate for the current fiscal year:

<u>Fiscal Year</u>	<u>Receipts</u>
2020 (est.)	\$516,922
2019	427,566
2018	385,440
2017	506,764
2016	432,912
2015	469,492

Source: Town Accountant.

Motor Vehicle Excise Tax: An excise is imposed on the registration of motor vehicles (subject to exemptions) at a rate of \$25 per \$1,000 of valuation. The excise is collected by and for the benefit of the municipality in which the motor vehicle is customarily kept. Valuations are determined by a statutory formula based on manufacturers' list price and year of manufacture. Bills not paid when due bear interest at 12 percent per annum. Provision is also made for suspension of registration by the registrar of motor vehicles, who may also after a hearing suspend the owner's operating license. The following table presents a five-year history of motor vehicle excise tax receipts of the Town and an estimate for the current fiscal year:

<u>Fiscal Year</u>	<u>Receipts (1)</u>
2020 (est.)	\$978,500
2019	948,914
2018	937,335
2017	913,676
2016	868,903
2015	834,969

Source: Town Accountant.

(1) Net after refunds. Includes receipts from prior years' levies.

Water Rates and Services: Water services are provided to 73 customers in the Town Center. This constitutes about five percent of the improved parcels in Harvard. Water rates for domestic and commercial users are billed according to metered usage on a semi-annual basis. There is no public sewer service in Harvard.

For fiscal 2019, water revenues totaled approximately \$52,174 and operating expenses totaled \$22,607 including capital costs, equipment, and other operating costs.

Annual Audits

The financial statements of the Town of Harvard are audited annually by Roselli, Clark and Associates, Certified Public Accountant, of Harvard, Massachusetts. A copy of the fiscal 2019 audit is attached hereto as Appendix A.

The attached statements speak only as of their date, and only to the matters expressly set forth therein. The auditors have not been engaged to review this Official Statement or to perform audit procedures regarding the post-audit period, nor have the auditors been requested to give their consent to the inclusion of their report in Appendix A. The auditors have not been engaged to verify the financial information set out in Appendix A and are not passing upon and do not assume responsibility for the sufficiency, accuracy or completeness of the financial information presented in that appendix.

Financial Statements

Set forth on the following pages are Governmental Funds Balance Sheets for fiscal years 2019, 2018 and 2017 and a Statements of Revenues, Expenditures, and Changes in Fund Balances for fiscal years ended June 30, 2019 through June 30, 2015. Said statements were extracted from the Town's audited financial statements.

TOWN OF HARVARD, MASSACHUSETTS

**Balance Sheet
Governmental Funds
June 30, 2019 (1)**

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 4,835,707	\$ 3,437,931	\$ 4,062,461	\$ 12,336,099
Investments	3,828,919	-	805,863	4,634,782
Receivables, net of allowance for uncollectibles:				
Property taxes	814,105	-	7,420	821,525
Excise taxes	82,306	-	-	82,306
Departmental, user charges and other	4,325	-	81,537	85,862
Intergovernmental	439,570	1,344,483	178,315	1,962,368
Prepaid items	356,415	-	-	356,415
Total Assets	10,361,347	4,782,414	5,135,596	20,279,357
Deferred Outflows of Resources	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 10,361,347	\$ 4,782,414	\$ 5,135,596	\$ 20,279,357
Liabilities				
Warrants and accounts payable	\$ 1,451,092	\$ 2,634,982	\$ 91,437	\$ 4,177,511
Retainage payable	-	72,220	-	72,220
Other liabilities	1,854	-	1,808	3,662
Bond anticipation notes payable	-	6,075,553	-	6,075,553
Total Liabilities	1,452,946	8,782,755	93,245	10,328,946
Deferred Inflows of Resources				
Unavailable revenue - property taxes	724,217	-	7,420	731,637
Unavailable revenue -other	86,187	-	81,537	167,724
Total Deferred Inflow of Resources	810,404	-	88,957	899,361
Fund Balances				
Nonspendable	356,415	-	363,629	720,044
Restricted	137,246	255,654	4,653,675	5,046,575
Committed	1,150,459	-	-	1,150,459
Assigned	241,665	-	-	241,665
Unassigned	6,212,212	(4,255,995)	(63,910)	1,892,307
Total Fund Balances	8,097,997	(4,000,341)	4,953,394	9,051,050
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 10,361,347	\$ 4,782,414	\$ 5,135,596	\$ 20,279,357

(1) Extracted from the Town's audited Financial Statements.

TOWN OF HARVARD, MASSACHUSETTS

**Balance Sheet
Governmental Funds
June 30, 2018 (1)**

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 5,374,717	\$ 735,549	\$ 3,367,739	\$ 9,478,005
Investments	2,930,922	-	537,888	3,468,810
Receivables, net of allowance for uncollectibles:				
Property taxes	852,640	-	7,960	860,600
Excise taxes and other	102,267	-	107,343	209,610
Intergovernmental	5,548	231,525	184,854	421,927
Prepaid items	254,900	-	-	254,900
Total Assets	9,520,994	967,074	4,205,784	14,693,852
Deferred Outflows of Resources	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$ 9,520,994	\$ 967,074	\$ 4,205,784	\$ 14,693,852
Liabilities				
Warrants and Accounts Payable	\$ 1,679,004	\$ 408,461	\$ 19,510	\$ 2,106,975
Other liabilities	18,207	-	1,805	20,012
Bond anticipation notes payable	-	562,200	-	562,200
Total Liabilities	1,697,211	970,661	21,315	2,689,187
Deferred Inflows of Resources				
Unavailable revenue - property taxes	709,367	-	7,960	717,327
Unavailable revenue - motor vehicle excise	97,103	-	-	97,103
Unavailable revenue - departmental	5,164	-	107,343	112,507
Total Deferred Inflow of Resources	811,634	-	115,303	926,937
Fund Balances				
Nonspendable	254,900	-	361,579	616,479
Restricted	156,229	817,911	3,707,587	4,681,727
Committed	432,546	-	-	432,546
Assigned	88,177	-	-	88,177
Unassigned	6,080,297	(821,498)	-	5,258,799
Total Fund Balances	7,012,149	(3,587)	4,069,166	11,077,728
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 9,520,994	\$ 967,074	\$ 4,205,784	\$ 14,693,852

(1) Extracted from the Town's audited Financial Statements.

TOWN OF HARVARD, MASSACHUSETTS

**Balance Sheet
Governmental Funds
June 30, 2017 (1)**

	General	Capital Project Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and cash equivalents	\$ 5,007,362	\$ 1,445,122	\$ 3,249,590	\$ 9,702,074
Investments	1,959,226	-	551,470	2,510,696
Receivables, net of allowance for uncollectibles:				
Real Estate and personal property taxes	807,731	-	7,802	815,533
Other	88,114	-	133,429	221,543
Intergovernmental	-	-	37,949	37,949
Total Assets	\$ 7,862,433	\$ 1,445,122	\$ 3,980,240	\$ 13,287,795
Deferred Outflows of Resources	\$ -	\$ -	\$ -	\$ -
Total Assets and Deferred Outflows of Resources	7,862,433	1,445,122	3,980,240	13,287,795
Liabilities				
Warrants and Accounts Payable	\$ 1,263,468	\$ 113,709	\$ 101,194	\$ 1,478,371
Other liabilities	25,839	-	89	25,928
Bond anticipation notes payable	-	633,833	-	633,833
Total Liabilities	1,289,307	747,542	101,283	2,138,132
Deferred Inflows of Resources				
Unavailable revenue - property taxes	750,011	-	7,802	757,813
Unavailable revenue - motor vehicle excise	88,114	-	-	88,114
Unavailable revenue - departmental	-	-	133,429	133,429
Total Deferred Inflow of Resources	838,125	-	141,231	979,356
Fund Balances				
Nonspendable	-	-	300,549	300,549
Restricted	169,462	918,526	3,444,449	4,532,437
Committed	256,500	-	-	256,500
Assigned	122,865	-	-	122,865
Unassigned	5,186,174	(220,946)	(7,272)	4,957,956
Total Fund Balances	5,735,001	697,580	3,737,726	10,170,307
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 7,862,433	\$ 1,445,122	\$ 3,980,240	\$ 13,287,795

(1) Extracted from the Town's audited Financial Statements.

TOWN OF HARVARD, MASSACHUSETTS
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2019 (1)

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Property taxes, net of tax refunds	\$ 21,278,619	\$ -	\$ 231,939	\$ 21,510,558
Intergovernmental	6,697,315	2,635,098	4,335,962	13,668,375
Motor Vehicle and other excise taxes	994,186	-	-	994,186
Licenses and permits	162,628	-	-	162,628
Penalties and Interest on Taxes	154,631	-	-	154,631
Fines and forfeitures	59,423	-	-	59,423
Departmental and other revenues	431,115	-	2,121,127	2,552,242
Contributions and Donations	-	-	82,484	82,484
Investment income	329,295	-	52,927	382,222
Total Revenues	<u>30,107,212</u>	<u>2,635,098</u>	<u>6,824,439</u>	<u>39,566,749</u>
EXPENDITURES:				
Current:				
General government	1,646,063	1,855	343,942	1,991,860
Public safety	1,824,971	-	193,938	2,018,909
Education	15,530,916	6,091,564	2,431,077	24,053,557
Public Works	1,577,526	295,390	392,656	2,265,572
Health and human services	234,595	-	43,892	278,487
Culture and Recreation	788,236	165,935	487,501	1,441,672
Pensions and Fringe Benefits	7,888,695	-	-	7,888,695
State and county charges	329,836	-	-	329,836
Debt Service				
Principal	986,528	-	-	986,528
Interest	247,611	-	-	247,611
Total Expenditures	<u>31,054,977</u>	<u>6,554,744</u>	<u>3,893,006</u>	<u>41,502,727</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(947,765)</u>	<u>(3,919,646)</u>	<u>2,931,433</u>	<u>(1,935,978)</u>
OTHER FINANCING (USES) SOURCES:				
Premium from issuance of bond anticipation notes	-	-	68,145	68,145
Transfers In	2,284,115	-	-	2,284,115
Transfers Out	(250,502)	(77,108)	(2,115,350)	(2,442,960)
Total Other Financing (Uses) Sources, Net	<u>2,033,613</u>	<u>(77,108)</u>	<u>(2,047,205)</u>	<u>(90,700)</u>
Change in Fund Balances:	<u>1,085,848</u>	<u>(3,996,754)</u>	<u>884,228</u>	<u>(2,026,678)</u>
Beginning of Year	<u>7,012,149</u>	<u>(3,587)</u>	<u>4,069,166</u>	<u>11,077,728</u>
End of Year	<u>\$ 8,097,997</u>	<u>\$ (4,000,341)</u>	<u>\$ 4,953,394</u>	<u>\$ 9,051,050</u>

(1) Extracted from the Town's audited financial statements.

TOWN OF HARVARD, MASSACHUSETTS
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018 (1)

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real Estate and Personal Property Taxes, Net	\$ 20,895,812	\$ -	\$ 226,729	\$ 21,122,541
Intergovernmental	6,771,294	418,172	3,370,340	10,559,806
Motor Vehicle and other Excises	963,714	-	-	963,714
Licenses and Permits	158,949	-	-	158,949
Departmental and other Revenue	443,923	-	2,020,673	2,464,596
Penalties and Interest on Taxes	103,949	-	-	103,949
Fines and Fees	56,710	-	-	56,710
Investment Income	(16,402)	-	(20,631)	(37,033)
Contributions and Donations	-	-	72,845	72,845
Total Revenues	<u>29,377,949</u>	<u>418,172</u>	<u>5,669,956</u>	<u>35,466,077</u>
EXPENDITURES:				
General government	1,590,689	46,287	134,668	1,771,644
Public safety	1,855,245	60	122,922	1,978,227
Education	13,164,699	884,654	4,406,947	18,456,300
Public Works	1,491,491	182,000	207,554	1,881,045
Health and human services	228,843	23,470	39,707	292,020
Culture and Recreation	718,506	-	128,373	846,879
Pensions and Fringe Benefits	7,013,858	-	-	7,013,858
State and County Tax Assessments	903,516	-	-	903,516
Debt Service				
Principal maturities	1,000,529	-	-	1,000,529
Interest	269,389	-	-	269,389
Total Expenditures	<u>28,236,765</u>	<u>1,136,471</u>	<u>5,040,171</u>	<u>34,413,407</u>
Excess of Revenues Over Expenditures	<u>1,141,184</u>	<u>(718,299)</u>	<u>629,785</u>	<u>1,052,670</u>
OTHER FINANCING (USES) SOURCES:				
Transfers In	526,982	71,400	136,980	735,362
Transfers Out	(391,018)	(54,268)	(435,325)	(880,611)
Total Other Financing (Uses) Sources, Net	<u>135,964</u>	<u>17,132</u>	<u>(298,345)</u>	<u>(145,249)</u>
Net Change in Fund Balances	<u>1,277,148</u>	<u>(701,167)</u>	<u>331,440</u>	<u>907,421</u>
Fund Balances - Beginning of Year	<u>5,735,001</u>	<u>697,580</u>	<u>3,737,726</u>	<u>10,170,307</u>
Fund Balances - End of Year	<u>\$ 7,012,149</u>	<u>\$ (3,587)</u>	<u>\$ 4,069,166</u>	<u>\$ 11,077,728</u>

(1) Extracted from the Town's audited financial statements.

TOWN OF HARVARD, MASSACHUSETTS
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2017 (1)

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real Estate and Personal Property Taxes, Net	\$ 19,873,389	\$ -	\$ 217,288	\$ 20,090,677
Intergovernmental	6,517,069	-	3,535,882	10,052,951
Motor Vehicle and other Excises	933,276	-	-	933,276
Licenses and Permits	192,254	-	-	192,254
Departmental and other Revenue	452,392	-	2,017,471	2,469,863
Penalties and Interest on Taxes	108,360	-	-	108,360
Fines and Fees	58,645	-	-	58,645
Investment Income	46,142	-	8,917	55,059
Contributions and Donations	11,983	-	57,906	69,889
Total Revenues	<u>28,193,510</u>	<u>-</u>	<u>5,837,464</u>	<u>34,030,974</u>
EXPENDITURES:				
General government	1,382,386	179,605	246,290	1,808,281
Public safety	1,798,705	81	14,456	1,813,242
Education	12,973,436	115,788	4,870,741	17,959,965
Public Works	1,648,182	-	528,103	2,176,285
Health and human services	195,011	1,335,009	27,907	1,557,927
Culture and Recreation	713,388	-	110,197	823,585
Pensions and Fringe Benefits	7,285,058	-	-	7,285,058
State and County Tax Assessments	788,508	-	-	788,508
Debt Service				-
Principal maturities	1,050,881	-	8,647	1,059,528
Interest	254,509	-	2,882	257,391
Total Expenditures	<u>28,090,064</u>	<u>1,630,483</u>	<u>5,809,223</u>	<u>35,529,770</u>
Excess of Revenues Over Expenditures	103,446	(1,630,483)	28,241	(1,498,796)
OTHER FINANCING (USES) SOURCES:				
Proceeds from the issuance of long-term debt	-	1,429,000	-	1,429,000
Premiums received on issuance of long-term debt	-	91,056	-	91,056
Transfers In	321,138	100,000	-	421,138
Transfers Out	(231,526)	-	(421,138)	(652,664)
Total Other Financing (Uses) Sources, Net	<u>89,612</u>	<u>1,620,056</u>	<u>(421,138)</u>	<u>1,288,530</u>
Net Change in Fund Balances	193,058	(10,427)	(392,897)	(210,266)
Fund Balances - Beginning of Year	5,541,943	708,007	4,130,623	10,380,573
Fund Balances - End of Year	<u>\$ 5,735,001</u>	<u>\$ 697,580</u>	<u>\$ 3,737,726</u>	<u>\$ 10,170,307</u>

(1) Extracted from the Town's audited financial statements.

TOWN OF HARVARD, MASSACHUSETTS
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2016 (1)

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real Estate and Personal Property Taxes, Net	\$ 19,489,288	\$ -	\$ 213,651	\$ 19,702,939
Intergovernmental	5,601,521	-	3,715,842	9,317,363
Motor Vehicle and other Excises	868,903	-	-	868,903
Licenses and Permits	150,539	-	-	150,539
Departmental and other Revenue	438,709	-	2,089,263	2,527,972
Penalties and Interest on Taxes	148,068	-	-	148,068
Fines and Fees	69,979	-	-	69,979
Investment Income	174,096	-	52,667	226,763
Contributions and Donations	-	-	231,808	231,808
Total Revenues	<u>26,941,103</u>	<u>-</u>	<u>6,303,231</u>	<u>33,244,334</u>
EXPENDITURES:				
General government	1,366,986	2,669,762	945,045	4,981,793
Public safety	2,278,562	167,677	24,297	2,470,536
Education	12,520,482	-	4,022,780	16,543,262
Public Works	1,540,383	-	338,982	1,879,365
Health and human services	190,827	11,150	34,853	236,830
Culture and Recreation	620,076	-	138,709	758,785
Fringe Benefits	2,899,640	-	-	2,899,640
Pensions	3,035,364	-	-	3,035,364
State and County Tax Assessments	820,134	-	-	820,134
Debt Service				
Principal maturities	816,529	-	-	816,529
Interest	167,534	-	-	167,534
Total Expenditures	<u>26,256,517</u>	<u>2,848,589</u>	<u>5,504,666</u>	<u>34,609,772</u>
Excess of Revenues Over Expenditures	684,586	(2,848,589)	798,565	(1,365,438)
OTHER FINANCING (USES) SOURCES:				
Proceeds from the issuance of long-term debt	-	4,423,000	-	4,423,000
Transfers In	279,867	1,402,000	-	1,681,867
Transfers Out	(1,412,479)	-	(467,884)	(1,880,363)
Total Other Financing (Uses) Sources, Net	<u>(1,132,612)</u>	<u>5,825,000</u>	<u>(467,884)</u>	<u>4,224,504</u>
Net Change in Fund Balances	(448,026)	2,976,411	330,681	2,859,066
Fund Balances - Beginning of Year	5,989,969	(2,268,404)	3,799,942	7,521,507
Fund Balances - End of Year	<u>\$ 5,541,943</u>	<u>\$ 708,007</u>	<u>\$ 4,130,623</u>	<u>\$ 10,380,573</u>

(1) Extracted from the Town's audited financial statements.

(1) Extracted from the Town's audited financial statements.

TOWN OF HARVARD, MASSACHUSETTS
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2015 (1)

	General	Capital Project Funds	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:				
Real Estate and Personal Property Taxes, Net	\$ 19,181,689	\$ -	\$ 208,631	\$ 19,390,320
Intergovernmental	4,098,992	-	3,084,653	7,183,645
Motor Vehicle and other Excises	834,969	-	-	834,969
Licenses and Permits	156,877	-	-	156,877
Departmental and other Revenue	502,703	-	1,840,732	2,343,435
Penalties and Interest on Taxes	151,360	-	-	151,360
Fines and Fees	66,147	-	-	66,147
Investment Income	69,742	-	8,090	77,832
Contributions and Donations	-	-	128,375	128,375
Total Revenues	<u>25,062,479</u>	<u>-</u>	<u>5,270,481</u>	<u>30,332,960</u>
EXPENDITURES:				
General government	1,357,160	525,375	1,092,859	2,975,394
Public safety	1,620,715	7,323	37,736	1,665,774
Education	12,178,644	-	3,787,468	15,966,112
Public Works	1,768,852	344,635	606,824	2,720,311
Culture, Recreation and Human Services	787,900	144,809	148,237	1,080,946
Fringe Benefits	2,394,306	-	-	2,394,306
Pensions	1,561,793	-	-	1,561,793
State and County Tax Assessments	803,080	-	-	803,080
Debt Service				-
Principal maturities	810,000	-	-	810,000
Interest	156,229	-	-	156,229
Total Expenditures	<u>23,438,679</u>	<u>1,022,142</u>	<u>5,673,124</u>	<u>30,133,945</u>
Excess of Revenues Over Expenditures	1,623,800	(1,022,142)	(402,643)	199,015
OTHER FINANCING (USES) SOURCES:				
Proceeds from the issuance of long-term debt	-	-	230,570	230,570
Transfers In	143,582	125,000	2,573	271,155
Transfers Out	(551,468)	-	(143,582)	(695,050)
Total Other Financing (Uses) Sources, Net	<u>(407,886)</u>	<u>125,000</u>	<u>89,561</u>	<u>(193,325)</u>
Net Change in Fund Balances	1,215,914	(897,142)	(313,082)	5,690
Fund Balances - Beginning of Year	4,774,055	(1,371,262)	4,113,024	7,515,817
Fund Balances - End of Year	<u>\$ 5,989,969</u>	<u>\$ (2,268,404)</u>	<u>\$ 3,799,942</u>	<u>\$ 7,521,507</u>

(1) Extracted from audited financial statements of the Town.

Unassigned General Fund Balance and Free Cash

Under Massachusetts law an amount known as "free cash" is certified as of the beginning of each fiscal year by the State Bureau of Accounts and this, together with certain subsequent tax receipts, is used as the basis for subsequent appropriations from available funds, which are not required to be included in the annual tax levy.

Under the Uniform Municipal Accounting System (UMAS) prescribed by the Commonwealth of Massachusetts Department of Revenue, adjusted for accounts receivable, free cash is undesignated fund balance. Uncollected property taxes are fully reserved under UMAS.

The following table sets forth the trend in the Town's unassigned general fund balances and free cash as certified by the Bureau of Accounts:

<u>Year</u>	Unassigned General Fund Balance for Fiscal Year <u>Ending June 30 (1)</u>	Certified Free Cash for Fiscal Year <u>Beginning 7/1 (2)</u>
2019	\$6,212,212	\$1,291,845
2018	6,080,297	1,151,086
2017	5,186,174	1,332,858
2016	4,570,114	1,664,335
2015	5,355,623	1,360,062

(1) Source: Audited Financial Statements.

(2) Source: Massachusetts Department of Revenue. Subject to certain adjustments, free cash is surplus revenue less uncollected and overdue property taxes from prior years.

Stabilization Funds

The Town has a stabilization fund that is accounted for in the Trust Funds. The Stabilization Fund plus accrued interest income may be appropriated by town meeting for any municipal purpose. The following table sets forth the trend in the Town's Stabilization Fund balances.

<u>Year</u>	<u>Stabilization Fund Balance</u>
2019	\$1,245,992
2018	1,205,617
2017	1,188,017
2016	1,188,541
2015	1,211,510

The Town also maintains a Capital Stabilization Fund. The following table sets for the trend in the Town's Capital Stabilization Fund balance for the following fiscal years.

<u>Year</u>	<u>Capital Stabilization Fund Balance</u>
2019	\$3,386,666
2018	3,198,008
2017	2,367,131
2016	1,017,812
2015	1,888,235

Investment of Town Funds

Investments of funds of cities and towns, except for trust funds, are generally restricted by Massachusetts General Laws Chapter 44, §55. That statute permits investments of available revenue funds and bond and note proceeds in term deposits and certificates of deposits of banks and trust companies, in obligations issued or unconditionally guaranteed by the federal government or an agency thereof with a maturity of not more than one year, in repurchase agreements with a maturity of not more than 90 days secured by federal or federal agency securities, in participation units in the Massachusetts Municipal Depository Trust ("MMDT"), or in shares in SEC-registered money market funds with the highest possible rating from at least one nationally recognized rating organization.

MMDT is an investment pool created by the Commonwealth. The State Treasurer is the sole trustee, and the funds are managed under contract by an investment firm under the supervision of the State Treasurer's office. According to the State Treasurer the Trust's investment policy is designed to maintain an average weighted maturity of 90 days or less and is limited to high-quality, readily marketable fixed income instruments, including U.S. Government obligations and highly-rated corporate securities with maturities of one year or less.

Trust funds, unless otherwise provided by the donor, may be invested in accordance with §54 of Chapter 44, which permits a broader range of investments than §55, including any bonds or notes that are legal investments for savings banks in the Commonwealth. The restrictions imposed by §54 and §55 do not apply to city and town retirement systems.

INDEBTEDNESS

General Information on Debt Authorization and Legal Limit

Bonds and notes are generally authorized on behalf of a town by a two-thirds vote of the town meeting. Borrowings for certain purposes require state administrative approval. Temporary loans in anticipation of current revenues and certain state and county reimbursements are generally authorized by majority vote, but provision is made for temporary loans in anticipation of federal grants and for other purposes in certain circumstances without town meeting authorization.

The General Debt Limit of a city or town consists of a Normal Debt Limit and a Double Debt Limit. The Normal Debt Limit is 5 percent of the valuation of taxable property as last equalized by the State Department of Revenue. A city or town can authorize debt up to this amount without state approval. It can authorize debt up to twice this amount (the Double Debt Limit) with the approval of the state Municipal Finance Oversight Board composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts.

There are many categories of debt which are exempt from and do not count against either the normal debt limit or the double debt limit. Among others, these exempt categories include temporary loans in anticipation of current revenues, temporary loans in anticipation of grants and reimbursements, certain school bonds, sewer bonds, bonds for water, gas, electric, telecommunication systems, solid waste disposal facility bonds and economic development bonds supported by tax increment financing; and subject to special debt limits, bonds for housing, urban renewal and economic development purposes. Revenue bonds not backed by the credit of the municipality and are not reflected in any statement of indebtedness herein.

Types of Obligations

General Obligations. Massachusetts cities and towns are authorized to issue general obligation indebtedness of these types:

Serial Bonds and Notes. These are generally required to be payable in annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. A level debt service schedule, or a schedule that provides for a more rapid amortization of principal than level debt service, is permitted. The principal amounts of certain economic development bonds supported by tax increment financing may be payable in equal, diminishing or increasing amounts beginning within 5 years after the date of issue. The maximum terms of serial bonds and notes vary from one year to 40 years, depending on the purpose of the issue. The maximum terms permitted are set forth in the statutes. In addition, for many projects, the maximum term may be determined in accordance with useful life guidelines promulgated by the State Department of Revenue ("DOR"). Serial bonds and notes may be issued for the purposes set forth in the statutes. In addition, serial bonds and notes may be issued for any other public work improvement or asset not specifically listed in the Statutes that has a useful life of at least 5 years. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum applicable term measured from the date of the original bonds or notes and must produce present value savings over the debt service of the refunded bonds. Generally, the first required annual payment of principal of the refunding bonds cannot be later than the first principal payment of any of the bonds or notes being refunded thereby, however, principal payments made before the first principal payment of any of the bonds or notes being refunded thereby may be in any amount.

Serial bonds may be issued as "qualified bonds" with the approval of the state Municipal Finance Oversight Board composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the Board. Qualified bonds may mature not less than 10 nor more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service paid by the State from state aid or other state payments; administrative costs and any loss of interest income to the State are to be assessed upon the city or town.

Tax Credit Bonds or Notes. Subject to certain provisions and conditions, the officers authorized to issue bonds or notes may designate any duly authorized issue of bonds or notes as "tax credit bonds" to the extent such bonds and notes are otherwise permitted to be issued with federal tax credits or other similar subsidies for all or a portion of the borrowing costs. Tax credit bonds may be made payable without regard to the annual installments required by any other law, and a sinking fund may be established for the payment of such bonds. Any investment that is part of such a sinking fund may mature not later than the date fixed for payment or redemption of the applicable bonds.

Bond Anticipation Notes. These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed ten years from their original dates of issuance, provided that for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount

at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. For certain school projects, however, notes may be refunded from time to time for a period not to exceed seven years without having to pay any portion of the principal of the notes from revenue funds. The maximum term of bonds issued to refund bond anticipation notes is measured (except for notes issued for certain school projects) from the date of the original issue of the notes.

Revenue Anticipation Notes. The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawfully unappropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. (See "Taxation to Meet Deficits" under "PROPERTY TAX" above.) In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Grant Anticipation Notes. These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. Generally they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds. Cities and towns may issue revenue bonds for solid waste disposal facilities and for projects financed under the Commonwealth Water Pollution Abatement and Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition to general obligation bonds and notes, cities and towns having electric departments may issue revenue bonds, and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy. The Town does not have an electric department.

**Direct Debt Summary
As of June 30, 2019,
Including Subsequent Issue**

General Obligation Bonds:		
Schools (1)	\$ 1,910,000	
General (2)	5,890,000	
Sewer (3)	2,217,479	
Water (4)	255,000	
Total Long Term Debt		\$ 10,272,479
Bonds dated 8/22/19		31,755,000
 Short Term Indebtedness:		
Bond Anticipation Notes Outstanding (5)	495,000	
Total Short Term Debt after this Issue		495,000
Total Direct Debt		\$ 42,522,479

- (1) Exempt from the limits of Proposition 2 ½.
- (2) \$5,385,000 is exempt from the limits of Proposition 2 ½.
- (3) \$184,456 is outside the Town's debt limit; \$1,670,864 is exempt from the limits of Proposition 2 ½.
- (4) Outside the Town's general debt limit.
- (5) This issue, payable May 14, 2021.

Key Debt Ratios

	As of June 30				
	2019	2018	2017	2016	2015
Amount (1)	\$10,272,479	\$11,373,352	\$12,485,793	\$12,225,854	\$8,728,197
Per Capita Debt (2)	\$1,576	\$1,744	\$1,915	\$1,875	\$1,339
Percent of Assessed Valuation (3)	0.84%	0.93%	1.14%	1.13%	0.82%
Percent of Equalized Valuation (4)	0.80%	1.02%	1.12%	1.09%	0.78%
Per Capita as a Percent of Personal Income per Capita (2)	3.22%	3.56%	3.91%	3.83%	2.74%

(1) Excludes temporary loans, lease purchase obligations, overlapping debt and unfunded pension liability.

(2) Source: U.S. Department of Commerce, Bureau of the Census - Latest applicable actuals or estimates.

(3) Source: Board of Assessors - Assessed valuation as of the prior January 1.

(4) Source: Massachusetts Department of Revenue. (Equalized valuation in effect for that fiscal year.)

Authorized Unissued Debt and Prospective Financing

Currently, the Town has approximately \$19,939,776 of authorized but unissued debt. Of this amount, \$18,986,318 is the remainder of the Hildreth Elementary school construction project, which represents the amount to be reimbursed by the Massachusetts School Building Authority. The balance represents other various municipal projects.

Annual Debt Service as of June 30, 2019, Including Subsequent Issue (1)

Fiscal Year	Outstanding		Total Debt Service	Cumulative %
	Principal	Interest		Principal Retired
2020	\$ 1,088,359	\$ 837,462	\$ 1,925,821	2.6 %
2021	2,380,898	1,427,430	3,808,328	8.3
2022	2,243,492	1,339,761	3,583,254	13.6
2023	2,236,142	1,252,047	3,488,190	18.9
2024	2,223,850	1,165,155	3,389,005	24.2
2025	2,221,619	1,077,233	3,298,852	29.5
2026	1,789,446	993,507	2,782,952	33.7
2027	1,787,335	915,423	2,702,758	38.0
2028	1,730,286	840,657	2,570,943	42.1
2029	1,718,301	767,482	2,485,784	46.2
2030	1,706,382	694,547	2,400,929	50.3
2031	1,669,531	628,200	2,297,731	54.2
2032	1,667,748	568,515	2,236,262	58.2
2033	1,666,034	508,878	2,174,911	62.2
2034	1,506,529	455,338	1,961,866	65.8
2035	1,501,529	411,313	1,912,841	69.3
2036	1,485,000	367,325	1,852,325	72.9
2037	1,325,000	323,413	1,648,413	76.0
2038	1,260,000	283,500	1,543,500	79.0
2039	1,260,000	245,700	1,505,700	82.0
2040	1,260,000	207,900	1,467,900	85.0
2041	1,260,000	170,100	1,430,100	88.0
2042	1,260,000	132,300	1,392,300	91.0
2043	1,260,000	94,500	1,354,500	94.0
2044	1,260,000	56,700	1,316,700	97.0
2045	1,260,000	18,900	1,278,900	100.0
Total	<u>\$ 42,027,479</u>	<u>\$ 15,783,285</u>	<u>\$ 57,810,764</u>	

(1) Excludes temporary loans, lease purchase obligations, overlapping debt, unfunded pension liability and other post-employment benefits liability.

Overlapping Debt

The following table presents the outstanding bonded debt of the Montachusett Regional Vocational-Technical School District, the sole entity whose indebtedness is chargeable to the Town of Harvard or payable from taxation of property within the Town:

	<u>Outstanding Bonded Debt as of 6/30/19</u>	<u>Authorized Unissued</u>	<u>Assessment for Operations & Debt Service Fiscal 2020 (1)</u>
Montachusett Regional Vocational- Technical School District (2)	\$1,160,000	\$ 0	\$66,074

(1) Dollar assessment based upon total net operating expenses, inclusive of debt service where applicable.

(2) Source: District Treasurer's Office. The operating expenses of regional school districts, including debt service when applicable, are apportioned among the member municipalities in accordance with the agreements establishing the districts, subject to the provisions of the Education Reform Act of 1993.

Contracts

Municipal contracts are generally limited to currently available appropriations. A city or town generally has authority to enter into contracts for the exercise of any of its corporate powers for any period of time deemed to serve its best interests, but generally only when funds are available for the first fiscal year; obligations for succeeding fiscal years generally are expressly subject to availability and appropriation of funds. Municipalities have specific authority in relatively few cases to enter long-term contractual obligations that are not subject to annual appropriation, including contracts for refuse disposal and sewage treatment and disposal. Municipalities may also enter into long-term contracts in aid of housing and renewal projects. There may be implied authority to make other long-term contracts required to carry out authorized municipal functions, such as contracts to purchase water from private water companies.

Municipal contracts relating to solid waste disposal facilities may contain provisions requiring the delivery of minimum amounts of waste and payments based thereon and requiring payments in certain circumstances without regard to the operational status of the facilities.

Municipal electric departments have statutory power to enter into long-term contracts for joint ownership and operation of generating and transmission facilities and for the purchase or sale of capacity, including contracts requiring payments without regard to the operational status of the facilities.

Pursuant to the Home Rule Amendment to the Massachusetts Constitution, cities and towns may also be empowered to make other contracts and leases.

The Town of Harvard is currently a participant in the following long term contracts of a material nature:

<u>Purpose</u>	<u>Contract Expiration Date</u>	<u>Annual Cost 2019</u>	<u>Budgeted Cost 2020</u>
Rubbish Removal	June 30, 2021	\$72/ton	\$80/ton
School Bus	June 30, 2022	\$ 441,000	\$ 492,000

RETIREMENT SYSTEM

The Massachusetts General Laws provide for the establishment of contributory retirement systems for state employees, for teachers and for county, city and town employees other than teachers. Teachers are assigned to a separate statewide teachers' system and not to the city and town systems. For all employees other than teachers, this law is subject to acceptance in each city and town. Substantially all employees of an accepting city or town are covered. If a town has a population of less than 10,000 when it accepts the statute, its non-teacher employees participate through the county system and its share of the county cost is proportionate to the aggregate annual rate of regular compensation of its covered employees. In addition to the contributory systems, cities and towns provide non-contributory pensions to a limited number of employees, primarily persons who entered service prior to July 1, 1937 and their dependents. The Public Employee Retirement Administration Commission ("PERAC") provides oversight and guidance for and regulates all state and local retirement systems.

The obligations of a city or town, whether direct or through a county system, are contractual legal obligations and are required to be included in the annual tax levy. If a city or town, or the county system of which it is a member, has not established a retirement system funding schedule as described below, the city or town is required to provide for the payment of the portion of its current pension obligations which is not otherwise covered by employee contributions and investment income. "Excess earnings," or earnings on individual employees' retirement accounts in excess of a predetermined rate, are required to be set aside in a pension reserve fund for future, not current, pension liabilities. Cities and towns may voluntarily appropriate to their system's pension reserve fund in any given year up to five percent of the preceding year's tax levy. The aggregate amount in the fund may not exceed ten percent of the equalized valuation of the city or town.

If a city or town, or each member city and town of a county retirement system, has accepted the applicable law, it is required to annually appropriate an amount sufficient to pay not only its current pension obligations, but also a portion of its future pension liability. The portion of each such annual payment allocable to future pension obligations is required to be deposited in the pension reserve fund. The amount of the annual city or town appropriation for each such system is prescribed by a retirement system funding schedule which is periodically reviewed and approved by PERAC. Each system's retirement funding schedule is designed to reduce the unfunded actuarial pension liability of the system to zero by not later than June 30, 2030, with annual increases in the scheduled payment amounts of not more than 4.5 percent. The funding schedule must provide that payment in any year of the schedule is not less than 95 percent of the amount appropriated in the previous fiscal year. City, town and county systems which have an approved retirement funding schedule receive annual pension funding grants from the Commonwealth for the first 16 years of such funding schedule. Pursuant to recent legislation, a system (other than the state employees' retirement system and the teachers' retirement system) which conducts an actuarial valuation as of January 1, 2009, or later, may establish a revised schedule which reduces the unfunded actuarial liability to zero by not later than June 30, 2040, subject to certain conditions. If the schedule is so extended under such provisions and a later updated valuation allows for the development of a revised schedule with reduced payments, the revised schedule shall be adjusted to provide that the appropriation for each year shall not be less than that for such year under the prior schedule, thus providing for a shorter schedule rather than reduced payments.

City, town and county systems may choose to participate in the Pension Reserves Investment Trust Fund (the "PRIT Fund"), which receives additional state funds to offset future pension costs of participating state and local systems. If a local system participates in the PRIT Fund, it must transfer ownership and control of all assets of its system to the Pension Reserves Investment Management Board, which manages the investment and reinvestment of the PRIT Fund. Cities and towns with systems participating in the PRIT Fund continue to be obligated to fund their pension obligations in the manner described above. The additional state appropriations to offset future pension liabilities of state and local systems participating in the PRIT Fund are required to total at least 1.3 percent of state payroll. Such additional state appropriations are deposited in the PRIT Fund and shared by all participating systems in proportion to their interests in the assets of the PRIT Fund as of July 1 for each fiscal year.

Cost-of-living increases for each local retirement system may be granted and funded only by the local system, and only if it has established a funding schedule. Those statutory provisions are subject to acceptance by the local retirement board and approval by the local legislative body, which acceptance may not be revoked.

The Town provides for pension benefits to substantially all employees through a contributory retirement system under the Massachusetts Contributory Law. Employee contributions constitute an annuity fund from which a portion of the retirement allowance is paid. The remaining portion is paid by the Town on a funding schedule (actuarially determined) as directed by the Public Employee Retirement Administration Commission (PERAC) through the Worcester County Retirement Board.

The annual contributions of the Town to the Retirement System for the following fiscal years are as follows:

<u>Fiscal Year</u>	<u>Contributory</u>
2020	\$900,768
2019	836,356
2018	756,788
2017	737,805
2016	682,957

Source: Town Accountant.

As of January 1, 2018 (the date of the last actuarial valuation report), assuming an 7.75% discount rate, the total pension benefit obligation for the Worcester Regional Retirement System was \$1,514,623,300 and the actuarial value of plan assets as of January 1, 2018 was \$685,488,133, leaving an unfunded actuarial accrued liability of \$829,135,167, a funding ratio of 45.3%. The Town's share of the System's unfunded actuarial liability as of January 1, 2018 valuation is approximately \$10,715,196 or 1.5%.

Cost-of-living increases for each local retirement system may be granted and funded only by the local system, and only if it has established a funding schedule. Those statutory provisions are subject to acceptance by the local retirement board and approval by the local legislative body, which acceptance may not be revoked. The Worcester County Retirement Board has accepted this statute.

Worcester Regional Retirement System Funding Schedule (As of January 1, 2018)

Fiscal Year Ending	Employer Normal Cost	Amortization Payment of UAL	Amortization Payment of ERI 2002	Amortization Payment of ERI 2003	Amortization Payment of ERI 2010	Total Employer Cost	Increase over Prior Year	Unfunded Actuarial Accrued Liability
2019	\$20,350,226	\$34,558,075	\$1,423,676	\$279,128	\$5,770	\$56,616,875		\$829,135,167
2020	21,024,235	39,440,820	1,487,741	291,689	5,769	62,250,254	9.95%	856,436,937
2021	21,725,204	44,853,675	1,554,689	304,815	5,770	68,444,153	9.95%	880,800,931
2022	22,454,212	50,851,184	1,624,651	318,532	5,769	75,254,348	9.95%	901,455,763
2023	23,212,380	57,499,149	1,697,760	332,866	-	82,742,155	9.95%	917,514,533
2024	24,000,875	64,852,121	1,774,159	347,845	-	90,975,000	9.95%	927,960,266
2025	24,820,910	72,988,609	1,853,996	363,498	-	100,027,013	9.95%	931,629,650
2026	25,673,745	81,988,674	1,937,425	379,855	-	109,979,699	9.95%	927,194,915
2027	26,560,696	91,940,424	2,024,611	396,949	-	120,922,680	9.95%	913,143,617
2028	27,483,123	102,940,836	2,115,718	414,811	-	132,954,488	9.95%	887,756,113
2029	28,442,448	117,741,010	-	-	-	146,183,458	9.95%	849,080,469
2030	29,440,146	131,288,566	-	-	-	160,728,712	9.95%	794,904,529
2031	30,477,752	146,243,467	-	-	-	176,721,219	9.95%	722,724,811
2032	31,556,862	162,748,118	-	-	-	194,304,980	9.95%	629,711,919
2033	32,679,136	180,959,190	-	-	-	213,638,326	9.95%	512,672,066
2034	33,846,301	198,008,618	-	-	-	231,854,919	8.53%	368,004,295
2035	35,060,153	205,928,963	-	-	-	240,989,116	3.94%	194,751,175
2036	36,322,559	-	-	-	-	36,322,559	-84.93%	-
2037	37,635,462	-	-	-	-	37,635,462	3.61%	-
2038	39,000,881	-	-	-	-	39,000,881	3.63%	-
2039	40,420,916	-	-	-	-	40,420,916	3.64%	-
2040	41,897,753	-	-	-	-	41,897,753	3.65%	-
2041	43,433,664	-	-	-	-	43,433,664	3.67%	-
2042	45,031,010	-	-	-	-	45,031,010	3.68%	-
2043	46,692,250	-	-	-	-	46,692,250	3.69%	-
2044	48,419,940	-	-	-	-	48,419,940	3.70%	-
2045	50,216,738	-	-	-	-	50,216,738	3.71%	-
2046	52,085,407	-	-	-	-	52,085,407	3.72%	-
2047	54,028,823	-	-	-	-	54,028,823	3.73%	-
2048	56,049,976	-	-	-	-	56,049,976	3.74%	-

SOURCE: January 1, 2018 Worcester Regional Retirement System Actuarial Valuation, KMS Actuaries and PERAC.

The foregoing data does not include the retirement system costs or liabilities of any larger entity of which the Town is constituent part and for which it is assessed a share of expenses.

Other Post-Employment Benefits

In addition to pension benefits, cities and towns may provide retired employees with health care and life insurance benefits. The portion of the cost of such benefits paid by cities or towns is generally provided on a pay-as-you-go basis. The pay-as-you-go cost to the Town for such benefits in recent years has been as follows:

<u>Fiscal Year</u>	<u>Annual Required Contribution</u>
2020 (budgeted)	\$ 2,561,229
2019	1,959,672
2018	1,931,456
2017	1,956,976
2016	1,975,937
2015	1,959,543

The Governmental Accounting Standards Board (“GASB”) recently promulgated its Statement Nos. 43 and 45, which will for the first time require public sector entities to report the future costs of these non-pension, post-employment benefits in their financial statements. These new accounting standards do not require pre-funding the payment of these costs as the liability for such costs accrues, but the basis applied by the standards for measurement of costs and liabilities for these benefits is conservative if they continue to be funded on a pay-as-you-go basis and will result in larger yearly cost and liability accruals than if the cost of such benefits were pre-funded in a trust fund in the same manner as traditional pension benefits. Cities and towns that choose to self-insure all or a portion of the cost of the health care benefits they provide to employees and retirees may establish a trust fund for the purpose of paying claims. In addition, cities and towns may establish a trust fund for the purpose of pre-funding other post-employment benefits liability in the same manner as traditional pension benefits.

The Town has performed an actuarial valuation study of its other post-employment benefits as of July 1, 2017. The unfunded actuarial accrued liability (“UAAL”) was \$34,033,522 assuming a discount rate of 4.51%. On August 1, 2013, the Town created an OPEB Trust Fund with an initial appropriation of \$250,000. The OPEB Trust Fund balance as of June 30, 2019 was \$3,325,442.

EMPLOYEE RELATIONS

City and Town employees (other than managerial or confidential employees) are entitled to join unions and to bargain collectively on questions of wages, hours and other terms and conditions of employment.

The Town employs approximately 275 persons on a full or part-time basis including those in the School Department. Approximately 46 percent belong to unions or other collective bargaining groups as shown below:

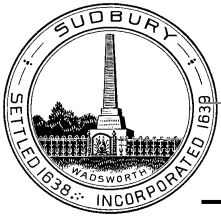
<u>Employee Category</u>	<u>Represented by</u>	<u>Number of Employees</u>	<u>Contract Expires</u>
Police	MA Coalition of Police	6	6/30/22
Public Works	American Federation of State, County and Municipal Employees	12	6/30/20
School: Teachers & Nurses	MA Teachers Association	<u>111</u>	8/31/20
Total		129	

LITIGATION

There are various suits pending in courts within the State in which the Town is a defendant. In the opinion of Counsel for the Town, no litigation is pending, or to his knowledge, threatened, which is likely to result, either individually or in the aggregate, in final judgments against the Town that would materially affect its financial position.

TOWN OF HARVARD, MASSACHUSETTS
/s/ Lindsay Ames, Town Treasurer

April 21, 2020



TOWN OF SUDBURY

SUDBURY HOUSING TRUST

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776

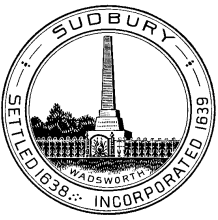
978-639-3387

<http://www.sudbury.ma.us>

MARKETING PLAN FOR LOTTERY OF

Pine Hill Village Homeownership Units Harvard, MA

FEBRUARY 3, 2020, REVISED APRIL 1, 2020



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

<http://www.sudbury.ma.us>
Housing@town.sudbury.ma.us

Developer Certification:

“As authorized representative of Pine Hill Village, owner and developer of the Pine Hill Village in Harvard, I have reviewed this plan and agree to implement this AFHMP, which shall be made effective as of the approval date.

Further, by signing this form, Pine Hill Village LLC and its owners and principals agrees to review and update its AFHMP as necessary in order to comply with all applicable statutes, regulations, executive orders and other binding DHCD requirements pertaining to affirmative fair housing marketing and resident selection plans reasonably related to such statutes, regulations, executive orders, as same may be amended from time to time.

I hereby certify that all the information stated herein, as well as any information provided herewith, is true and accurate.

Peter Cricones, Mgr

January 23, 2020

Authorized Representative, Date

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PURPOSE OF PLAN

The Pine Hill Village, Harvard project is permitted under a Comprehensive Permit, submitted by Developer/Owner, The Pine Hill Village, Harvard. The Pine Hill Village, Harvard units will be monitored in accordance with Chapter 40B guidelines under the New England Fund (“NEF”) program by Metrowest Collaborative Development as the Monitoring Agent.

Full development of the Pine Hill Village, Harvard includes 23 ownership condominium units, of which 6 will be deed restricted.

This marketing plan addresses the deed-restricted ownership units, and the lottery that will be held to identify eligible buyers.

The development rights and obligations for development of the Pine Hill Village, Harvard affordable homeownership units, including the development and affirmative marketing of the unit, are with the Pine Hill Village, Harvard.

The lottery will be used to create a ranked applicant list for the project for the units available for sale within 18 months of the lottery. If the unit becomes available, and there are no qualified buyers on the lottery list, the unit will be sold on a First-Come First-Served manner, using the same eligibility guidelines below, updated for new income limits if needed.

This marketing plan describes the project, and the marketing and outreach efforts in compliance with Fair Housing requirements, the eligibility criteria and the lottery and buyer selection process. The application material describes the unit and the process in more detail.

The lottery plan will implement the income restrictions and any and all other procedures set forth below in compliance with the DHCD Affirmative Fair Housing Marketing Plan guidelines updated December 2014.

KEY CONTACTS

Developer:

Pine Hill Village, Harvard

Lottery Agent:

Elizabeth Rust, Lara Plaskon
Sudbury Housing Trust
278 Old Sudbury Rd
Sudbury, MA 01776
housing@sudbury.ma.us

Monitoring Agent:

Metro West Collaborative Development
Nancy Flynn-Barvick
Affordable Housing Programs Manager
79-B Chapel Street
Newton, MA 02458
Phone: (617) 923-3505 x6

PROJECT DESCRIPTION

The **Pine Hill Village, Harvard** development was approved by the Harvard Zoning Board of Appeals (ZBA) on October 30, 2008 with a comprehensive permit. The permit was subsequently sold in 2018 and is now active.

The project is located on Stow Road in the Town of Harvard, Massachusetts. The site is 20.5 acres, and the project consists of 23 units, of which 6 will be affordable and sold via lottery. The application package has details regarding the affordable units.

The monthly Condominium fee is estimated at \$127/month, which represents a proportional share of the total condominium expenses covering septic and well maintenance, landscaping and snow removal and other maintenance, insurance and contribution to reserve based on the square footage of the unit. The homeowner will also pay monthly real estate taxes.

SALES PRICES

The affordable units will be offered under the New England Fund (“NEF”) program. NEF units are created through a Comprehensive Permit issued by the Town of Harvard Zoning Board of Appeals. Sale prices of NEF units are set so that a household earning 70% of area median income in the Eastern Worcester County would not expend more than 30% of income for housing.

The following parameters are used:

- 2020 Income Limits
- The condominium fees are calculated based on relative sales value.
- The interest rate is 3.90% (Freddie Mac 30YFR 3/23/20 of 3.65% plus 0.25%).
- Harvard FY20 tax rate

Harvard Pine Hill Village - 2BR 80% AMI		Harvard Pine Hill Village - 3BR 80% AMI	
Housing Cost:		Housing Cost:	
Sales Price	\$203,500	Sales Price	\$226,000
5% Down payment	\$10,175	5% Down payment	\$11,300
Mortgage	\$193,325	Mortgage	\$214,700
Interest rate	3.90%	Interest rate	3.90%
Amortization	30	Amortization	30
Monthly P&I Payments	\$911.85	Monthly P&I Payments	\$1,012.67
Tax Rate	\$18.47	Tax Rate	\$18.47
monthly property tax	\$313	monthly property tax	\$348
Hazard insurance	\$68	Hazard insurance	\$75
PMI	\$126	PMI	\$140
Condo/HOA fees (if applicable)	\$126	Condo/HOA fees (if applicable)	\$142
Monthly Housing Cost	\$1,545	Monthly Housing Cost	\$1,717
Necessary Income:	\$61,783	Necessary Income:	\$68,696
Household Income:		Household Income:	
# of Bedrooms	2	# of Bedrooms	3
Sample Household size	3	Sample Household size	4
80% AMI	\$70,650	80% AMI	\$78,500
Target Housing Cost	\$1,766	Target Housing Cost	\$1,963
10% Window	\$61,819	10% Window	\$68,688
Target Housing Cost (70%AMI)	\$1,545	Target Housing Cost (70%AMI)	\$1,717

MARKETING PLAN

A marketing plan for an affordable housing lottery demonstrates and ensures Fair Housing regulations are complied with and that the units are made available to a wide audience of qualified people.

The marketing and outreach activities are intended to communicate and advertise these opportunities. In general, the plan includes sending notices or flyers to local groups and organizations, notices for website publications, and advertisements in newspapers and periodicals. In accordance with the guidelines, the marketing period will start at least 60 days before the application period closes, and all advertisements will run twice.

During the general marketing period, the Developer and the lottery administrator will offer one ‘informational session’ for members of the public to educate them about the Units and the lottery process. This will take place in a publically accessible location.

Group	What to send
MetroWest Daily news	Ad
Dover Patch	Ad
Sampan Newspaper	Ad
O Jornal/O Jornal Brasileiro	Ad
El Mundo	Ad
Bay State Banner	Ad
Harvard Civic Groups, churches, temples	Flyer
Local housing Authorities	Flyer

Notice to Harvard Town Committees and employees	Email notice
Interested Person database	Email Notice/Flyer
Town of Harvard website	Website
Harvard Elder Housing Committee	Flyer
Harvard Public Library	Flyer
Action for Boston Community Development, Inc.	Flyer
Metrolist Clearinghouse	Flyer
Social Service Agencies, other non-profits, CDCs	Flyer
Mass Access	Website
Fair Housing Center of Boston	
Massachusetts Affordable Housing Alliance	Website
Merrimack Valley Housing Partnership	Flyer
Cambodian Mutual Assistance Association of Lowell	
Action for Boston Community Development, Inc	Flyer
Vietnamese American Initiative For Development	Flyer
Asian Community Development Corporation	Flyer
Asian American Civic Association Inc	Flyer
Vietnamese American Civic Association	Flyer
Urban Edge Housing Corporation Inc	Flyer
Neighborhood Development Corporation of Jamaica Plain	Flyer
La Alianza Hispana Inc	Flyer
Coalition For A Better Acre Inc	Flyer
Metropolitan Boston Housing Partnership	Flyer
South Middlesex Opportunity Council	Flyer
Community Teamwork	Flyer

ELIGIBILITY AND PREFERENCES

INCOME

Income eligibility, as stated in the Guidelines, is governed by the rules and standards employed by the Department of Housing and Urban Development (“HUD”) in the selection of income-eligible tenants for publicly subsidized housing, as determined in the manner described in 24 CFR 5.609. The provisions of this section are intended to complement and not to override or supersede any applicable fair marketing regulations of DHCD, the Massachusetts Commission Against Discrimination, or any Town regulation with jurisdiction and like purpose, to provide low and/or moderate income housing.

The applicant household is required to be at or less than 80% of the Eastern Worcester County (AMI) as published by HUD for total Gross Annual Household Income. Gross Annual Household Income includes all income prior to any deductions from all adult household members. This lottery will use the income limits in effect, currently 2020 income limits. An imputed income amount of .06% of assets will be added to income for assets over \$5,000.

1 person - \$54,950, 2 person - \$62,800, 3 person - \$70,650,
4 person - \$78,500, 5 person – \$84,800, 6 person - \$91,100

ASSETS

Household assets shall not exceed \$75,000 in value for the affordable units. Assets include, but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values.

Assets that are included conform to the guidance from DHCD, and include retirement and pension funds amounts that can be withdrawn less penalties or transaction costs.

FIRST-TIME HOMEBUYER

All qualified applicants shall be first-time homebuyers and must not have had an ownership interest in a residential property for the preceding 3 years, including in trust, with exceptions made for:

1. displaced homemakers, where the displaced homemaker (an adult who has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family), while a homemaker, owned a home with his or her partner or resided in a home owned by the partner;
2. single parents, where the individual owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);
3. households where at least one household member is 55 or over;
4. households that owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations; and
5. households that owned a property that was not in compliance with State, local or model building codes and that cannot be brought into compliance for less than the cost of constructing a permanent structure.

OTHER ELIGIBILITY CRITERIA

Individuals who have a relationship to the Developer or who have a financial interest in the Project and their families shall not be eligible to participate in the lottery.

HOUSEHOLD SIZE PREFERENCE

The objective of these State subsidy programs is to provide housing to appropriate sized families, and to that end, there will be preference given in the lotteries with respect to the number of bedrooms needed.

A "household" is defined as two or more persons who will regularly live in the unit as their primary residence and who are related by blood, marriage, law or who have otherwise evidenced a stable inter-dependent relationship, or an individual.

Within an applicant pool, first preference shall be given to households requiring at least the total number of bedrooms in the unit based on the following criteria:

1. There is at least one occupant per bedroom.
2. A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
3. Other household members may share but shall not be required to share a bedroom.

LOCAL PREFERENCE JUSTIFICATION

The Lottery Agent shall set aside 70% (rounded down) of the Affordable Units to applicants that claim a local preference, designating local preference for four (4) of the six (6) Harvard Pine Hill Village, Harvard units.

Approximately 18% of households (335) in Harvard are Low Income. Comprehensive Housing Affordability Strategy (CHAS) data for 2012-2016 reports that there are 1,925 households in Harvard:

- 4% (75) of Harvard households are extremely low income – below 30% Area Median Income (AMI)
- 10% (190) are very low income – between 30% and 50% AMI,
- 4% (70) are low income – between 50% and 80% AMI.

There is a very limited pool of affordable ownership units currently available in Harvard. A low income family of three in Harvard at 80% of the Area Median Income (AMI) earns no more than \$67,950 annually, per the HUD 2019 Income Limits for Eastern Worcester County. Using a 30% housing allowance, and other current parameters, such a family can afford to pay a sales price of \$195,000 for a 2BR unit.

A survey of ownership listings taken from online real estate database Trulia.com on January 30, 2020 showed a total of 33 homes for sale. Of the listings, 4 were under \$500,000, with an older 1BR home for \$300k, and the other three for \$395k, \$430k, and \$495k. There are no affordable homeownership opportunities for low income households in Harvard.

~One-quarter (23% or 439 households) of all households in Harvard are cost-burdened. There are 150 renters in Harvard, of which 85 are low income. Although all 85 low-income renter households in Harvard are not currently searching for rental housing, 71% of these households are cost-burdened, meaning that they spend more than 30% of their incomes on housing costs.

The request for local preference is justified. Given the absence of any ownership units affordable to low-income residents of Harvard, as well as the housing cost burden faced by one-quarter of Harvard residents, Harvard would like to offer more affordable homeownership opportunities to its residents.

Any person or household who qualifies under the local preference shall have equal consideration in the Local Pool, and will also be eligible in the General Pool. If the percentage of minority local resident applicants in the local preference pool is less than the percentage of minorities in the surrounding HUD-defined area, minority applicants will be added to the local pool until the percentage of minorities in the local pool is equal to the percentage of minorities in the surrounding HUD-defined area. The local preference is defined further as residents of the town, to include:

- Current Harvard residents; or
- Families with children enrolled in Harvard schools; or
- Employees of the Town of Harvard; or
- Employees of the Harvard businesses.

MINORITY PREFERENCE

The Town is committed to providing equal access to all applicants. In the event that the pool of applicants with a local preference does not include at least 19.3% of households (for Worcester MSA) who have one or more member who is a minority as defined in the application, then other eligible minority applicants will be included in the lottery for the local preference units. The number of minority applicants needed in order to meet or exceed 27% will be determined, and then eligible minority applicants will be included from the general pool through a minority pre-lottery.

Applicants are able to claim minority preferences if they include self-declarations as proof.

LOTTERY PROCEDURES

The main objective of the lottery process is to ensure that all winners are able to close on the unit while conducting Fair Housing practices. To that end, qualifications and eligibility are verified prior to entering the lottery.

The Lottery Agent will provide a complete application package to each person requesting an application. The application form and package is attached and provides ample detail on the procedures and process, including a description of the eligibility requirements, as well as the date of lottery and how the lottery winners will be chosen.

Applications will be available on-line, and sent to any requesting party, and will also be available at the Harvard Public Library.

Key elements of the lottery process include:

- Only qualified eligible applicants will enter the lottery.
- Applicants will be notified of their standing and drawing results.
- A minority pre-lottery will be held if required.
- The lottery will be held in a public setting, and the results posted.
- Records will be retained for audit purposes.

The ballots are randomly drawn and placed in the order drawn. Units are awarded to households based on bedroom sizes, using the household size preference defined above, by proceeding down the list of lottery winners to the first household on the list which is of appropriate size for three-bedroom, then two-bedroom units.

A general list will be created through this lottery and maintained with ranking, contact information, and #BR needed until the unit is sold, or all persons have declined to purchase.

Applicants selected in the lottery who require special accessibility or reasonable accommodation features or modification will be given the opportunity to request such modifications.

Before Purchase and Sale Agreement has been signed, final income and assets will be verified to ensure the buyer's verified income meets the eligibility income limits, if over 60 days.

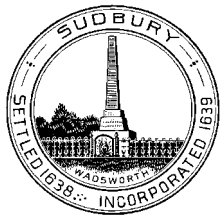
Current mortgage requirements include:

1. The loan must have a fixed interest rate through the full term of the mortgage.
2. The loan must have a current fair market interest rate, no more than 2 percentage points above the current MassHousing rate.
3. The loan can have no more than 2 points.
4. The buyer must provide a down payment of at least 3%; half must come from the buyer's own funds.
5. The loan must be from a financial institution.
6. The buyer may not pay more than 38% of their monthly income for the housing costs unless approved by the lender.
7. Non-household members shall not be permitted as co-signers of the mortgage.

AFFORDABILITY RESTRICTIONS

It is important that the potential homeowner be advised and is fully aware of the restrictions on the property, and three documents assist the purchaser in understanding the complexities in the deed restriction.

1. There is the deed rider itself, which is available in hard copy in the office and can be sent electronically upon request.
2. The terms of the deed restriction are detailed in the disclosure section of the application, and acknowledgement signatures are required.
3. The restrictions are also covered in the Information Session, though attendance is not a requirement for application.



Town of Sudbury

Sudbury Housing Trust

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776
978-639-3387

Housing@Sudbury.Ma.US

Information and Application for Affordable Housing Lottery

Pine Hill Village Pine Hill Way, Harvard, MA ZIP New Construction Condominium Units Four 2BR \$203,500, Two 3BR \$226,000

This packet contains specific information for the lottery for six affordable homeownership units at the Pine Hill Village development in Harvard, MA, including eligibility requirements, the selection process, and a lottery application.

The key milestones for this housing opportunity:

- Application Period opens TBD, 2020
- Information Session TBD, 2020, 7 pm,
- Application Deadline TBD, 2020, 1 pm
- Lottery TBD, 2020

This application is a first step in the lottery process and does not assure you a home. Applicants must secure approval for a mortgage loan and submit evidence of such approval together with the application.

Please contact the agent below for any questions or to **submit your application**:

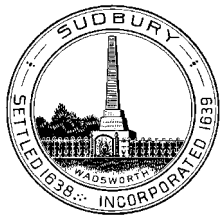
Lara Plaskon
Sudbury Housing Trust
278 Old Sudbury Rd
Sudbury, MA 01776
(978) 639-3387
housing@Sudbury.Ma.US

Project description

The **Pine Hill Village, Harvard** development was approved by the Harvard Zoning Board of Appeals (ZBA) on October 30, 2008. The project is located on Stow Road in the Town of Harvard, Massachusetts. The site is 20.5 acres, and the project consists of 23 units, of which 6 will be affordable and sold via lottery. The application package has details regarding the affordable units.

The specific units are: 2BR: 1B, 12B, 6A, 9C (triplex). 3BR: 9A, 16B (duplex)

- Units 1B and 6A are 2BR units in the Tavern unit style, with 943 sq ft on two floors with the common living area on the first floor, and two bedrooms and 1 full bath on the second floor.
- Unit 9C is a 2BR unit in the Greek Revival style triplex, with 814 sq ft on two floors with two bedrooms and 1 full bath on the second floor and the common living areas and a half bath downstairs.
- Unit 12B is a 2BR unit in the Barn unit style on the upper level, with 1176 sq ft on a single floor with two bedrooms and 1 full bath.
- Unit 9A is a 3BR unit in Greek Revival style triplex, with 1034 sq ft on two floors with two bedrooms and 1 full bath on the second floor and the master bedroom, common living areas and a full bath downstairs.
- Unit 16B is a 3BR unit in the Barn, with 1600 sq ft on two floors with the common living areas, two bedrooms and 1.5 bath on the second floor, and another bedroom on the third floor.



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The units have carpet throughout with vinyl in bathroom and kitchens. The units will have range, microwave, and dishwasher and no refrigerator. There is propane heat, well water, the units have a shared septic. There is deeded parking for each unit.

The affordable units will be available for sale in pace with the market rate units. Unit 1B is planned to be delivered first in the fall of 2020, and the remaining units following in early 2021.

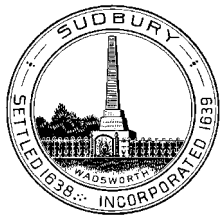
The monthly Condominium fee is estimated at \$127/month for the 2BR and \$142/month for the 3BR, which represents a proportional share of the total condominium expenses covering septic and well maintenance, landscaping and snow removal and other maintenance, insurance and contribution to reserve based on the square footage of the unit. The homeowner will also pay monthly real estate taxes.

These affordable units are permitted under a Comprehensive Permit and will be monitored in accordance with Chapter 40B guidelines under the New England Fund ("NEF") program. Sale prices of NEF units are set so that a household earning 70% of area median income would not expend more than 30% of income for housing. The units will be available to income eligible first-time homebuyers, with some exceptions permitted under the program, as noted in this application.

Lottery description:

1. The applications for this housing opportunity will be generally available, including on-line, in hardcopy at the Harvard Town Offices, and Harvard Public Library, sent to anyone interested in the lottery. Notice of the lottery will be advertised, and communicated widely through local, regional and state channels.
2. Applications must be received in hardcopy and will be checked for completion of all required components. An application will be considered complete when all required items on the checklist have been provided. Applicants are encouraged to complete the checklist as an aide to the process. We do not accept email or fax submission of applications.
3. For all units, the applicant's household size will be determined from the application, and required number of bedrooms as indicated on the application. Within each lottery pool, priority shall be given to households requiring at least the number of bedrooms for that unit. Smaller households are encouraged to apply.
4. The applicant's income will be verified and compared to the income limits published by HUD for Eastern Worcester County (AMI). Income includes all income prior to any deductions from all adult household members, and are determined using the method as in the HUD Section 8 program defined at 24 CFR 5.609. An imputed income amount of 0.06% of assets will be added to income for assets over \$5,000. The most up-to-date income limits will be used, currently the 2020 limits:
1 person - \$54,950, 2 person - \$62,800, 3 person - \$70,650,
4 person - \$78,500, 5 person - \$84,800, 6 person - \$91,100
5. Household assets shall not exceed \$75,000 in value. Assets include but are not limited to all cash, cash in savings accounts, checking accounts, certificates of deposit, bonds, stocks, the cash value of retirement accounts, value of real estate holdings and other capital investments. The value of necessary personal property (furniture, vehicles) is excluded from asset values. Equity from the sale of any home will be included with other household assets that cannot exceed the household asset value limits noted above.
6. Eligible applicants must be a First-time Homebuyer. This is further defined as a household that has not owned a home within three years, including in trust, preceding the application, with the exception of displaced homemaker, single parents and senior households (at least one household member is 55 or over). Any previously or currently owned home must be sold prior to purchase of the affordable unit.

A displaced homemaker is an individual who is an adult, who has owned a home only with a spouse, who is legally separated from a spouse, and who does not currently own the home previously owned with a spouse.



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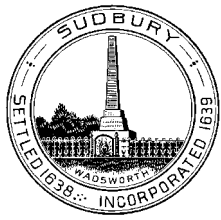
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Single parents are individuals who owned a home with his or her partner or resided in a home owned by the partner and is a single parent (is unmarried or legally separated from a spouse and either has 1 or more children of whom the individual has custody or joint custody, or is pregnant);

Additional exceptions are made for households that owned a principal residence not permanently affixed to a permanent foundation, and households that owned a property that was not in compliance with State, local or model building codes.

Eligible applicants cannot own residential property, whether for primary, secondary or investment purposes.

7. Persons must submit all the necessary information by the application deadline. Late applications (applications mailed and/or received after the above date) and applications that are incomplete will not be accepted. No faxed or emailed applications will be accepted.
8. All applicants will be screened for eligibility. Applicants who have been deemed ineligible will be notified in writing of the decision and given time to contact the lottery agent in writing to disagree with the determination. A final lottery eligibility letter will be mailed to each applicant indicating their final eligibility determination, preferences and the lottery specifics (date/time).
9. The Town is committed to providing equal access to all applicants. The Local Pool will be balanced to avoid any disparate impact, ensuring that the local pool reflects the racial/ethnic balance of the HUD defined Metropolitan Statistical Area ("MSA"). Specifically, if the percentage of minority local resident households in the local preference pool is less than the percentage of minorities in the surrounding HUD-defined area (19.3%), minority applicants will then be included from the general pool through a minority pre-balancing to the local preference pool. Applicants are able to claim minority preferences if they include self-declarations as proof.
10. Applicants that qualify for a local preference will be placed in the local pools. Three of the two-bedroom units, and one of the three-bedroom units are available for local residents. Applicants will be entered into all the pools for which they qualify; so a local resident will be included in both general and local pools. Local resident includes:
 - Current Harvard residents
 - Families with children enrolled in the Town of Harvard's schools;
 - Harvard municipal employees; or
 - People employed by businesses located in the Town of Harvard, including with a bona fide offer of employment.
11. There will be two lottery pools created for these opportunities.
 - 1) General Pool (2BR 6A, 3BR 9A)
 - 2) Local Pool (2BR 1B, 12B, 9C, 3BR 16B):
12. The lottery numbers will be pulled randomly by an independent third party in a public setting. Lottery numbers will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists. The list of numbers drawn will be posted and letters will be mailed within three business days to the winners.
13. Once the tickets have been randomly drawn and listed in the drawn order, the unit is then ranked based on bedroom size. The top ranked household needing at least three bedrooms will be offered the opportunity to purchase the unit, then moving to two bedroom. The household size preference shall be given to households based on the following criteria.
 - There is at least one occupant occupants per bedroom.
 - A husband and wife, or those in a similar living arrangement, shall be required to share a bedroom.
 - Other household members may share but shall not be required to share a bedroom.
14. The lottery agent shall maintain all Lottery Drawing Lists. In the event that any of the applicants withdraw for any reason, or do not comply with guidelines, the next qualified applicant in the lottery pool ranked by bedroom size need, will be offered the unit.



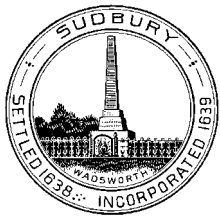
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15. Regardless of the order drawn, all households of appropriate size for each unit size will be given the opportunity to buy a unit before any smaller household from either lottery pool. If there are more local units than local applicants needing all of the bedrooms of the unit, the local unit will be offered to the next ranked applicant in the general list needing all of the bedrooms in the unit. The ranked local applicants needing one fewer bedroom will then be considered in drawing order, followed by the ranked general applicants needing one fewer bedroom than in the unit.
16. Top ranked applicants are offered the next available unit. If any applicant is offered a unit and opts not to proceed, they will be moved to the bottom of the list, unless there are extenuating circumstances related to hardship.
17. The winners will sign a reservation form and provide a \$1,000 deposit in the form of a certified or bank check within a mutually agreed upon timeframe. This is applied to the overall purchase amount. The condominium requires a \$2,000 contribution upon sale.
18. Final qualification against all requirements will be verified before the execution of Purchase and Sale Agreement. Applicants must submit a copy of their mortgage application along with updated income and asset documentation as requested by the Lottery Agent. Applicants must be continuously eligible for 60 days prior to final qualification.
19. Final applicant certification is performed by the Monitoring Agent (Metro West Collaborative Development) within 60 days of closing.
20. If the lottery lists are depleted before all units are sold, the remaining units will be offered in a First-Come First-Served basis through 2021, after which time a new lottery will be held.
21. There are specific closing and financing requirements for loans on these units, which are listed below. We strongly encourage households to apply through banks who are aware of the resale restrictions and guidelines for affordable housing programs. These banks will likely have access to additional first-time homebuyer programs that may be of great assistance and increase your buying power such as the Massachusetts Housing Partnership's ONE Mortgage Program or MassHousing no-MI product.
 - The loan must have a fixed interest rate through the full term of the mortgage.
 - The loan must have a current fair market interest rate.
 - The interest rate must be locked in – not floating.
 - The buyer must provide a down payment of at least 3%, 1.5% of which must come from the buyer's own funds.
 - The loan can have no more than 2 points.
 - The buyer may not pay more than 38% of their monthly income for monthly housing costs.
 - Mortgage co-signers are not accepted.
 - Loans from non-institutional lenders will not be accepted.
 - FHA will no longer accept the deed rider that survives foreclosure.
22. The Fair Housing Act prohibits discrimination on the basis of race, creed, color, sex, age, disability, marital status, familial status, veteran status, sexual orientation, and/or national origin, or any other basis prohibited by law and is specifically prohibited in the sale of these units. An applicant who believes that they have been discriminated against in the buyer selection and sales process may contact: the Massachusetts Commission Against Discrimination; and/or the United States Department of Housing and Urban Development.
23. Disabled persons are entitled to request reasonable accommodation of rules, policies, or services, or reasonable modification of housing.
24. Resale process: The Monitoring Agent has up to 90 days after you give notice of your intention to sell the home to close on a sale to an Eligible Purchaser, or to close on a sale to a Monitoring Agent, or to a buyer that one of them may designate. This time period can be extended, as provided in the Deed Rider, to arrange for details of closing, to locate a subsequent purchaser if the first selected purchaser is unable to obtain financing, or for lack of cooperation on your part. If you attempt to sell or transfer the home without complying with the Deed Rider requirements, the Monitoring Agents may, among their other rights, void any contract for such sale or the sale itself.



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AFFORDABLE HOUSING APPLICATION

Must Be Completed and Returned to Sudbury Housing Trust Office by **TBD 2020, 1 pm**

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

Co-Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that applies):

Website: _____ Letter: _____

Advertisement: _____ Other: _____

THIS APPLICATION IS NOT COMPLETE IF NOT SUBMITTED WITH:

_____ Completed application signed by all individuals over the age of 18.

_____ Copy of 2017, 2018 and 2019 Federal tax returns, as filed, with W-2's and schedules for 2019 tax return, for every current or future person living in the household over the age of 18. State returns are not required.

- ***If you do not have copies of your Federal tax returns, you must complete form 4506-T & submit to the IRS for transcripts of your tax return or verification of non-filing. Obtain a copy of the form at irs.gov.***

_____ Copy of five most recent consecutive pay stubs for every household member over the age of 18.

_____ Current statements and documents that indicate the payment amounts from all other sources of income of all members listed on the application, such as family support, alimony, child support, Social Security benefits, pensions, unemployment compensation, workman's compensation, disability and any other form of income. Equivalent of IRS form Schedule C for self-employment income for 2019.

_____ Current statements (last 3 consecutive months) of all assets, including international assets, on financial institution letterhead showing current value including all bank accounts, investment accounts, cash life insurance policies, retirement accounts for every household member over the age of 18.

- ***On financial institution letterhead, Include all pages***
- ***Please explain any non-payroll deposits over \$500 by notation on the statement.***

_____ Mortgage pre-approval and proof of adequate assets to cover down payment and closing costs. These units are not eligible for FHA or family loans, and applicants cannot spend more than 38% of their monthly income for monthly housing costs.

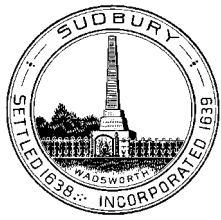
_____ Documentation regarding current interest in real estate, if applicable.

_____ No Income Statement, signed and notarized, for any household member over 18 with no source of income, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.

_____ No Child Support Statement, signed and notarized, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.

_____ Gift Letter, signed by donor, if applicable, indicating that there is no expected repayment of the gift. See Sudbury Housing Trust website for form.

_____ Minority Self-Declaration Statement, signed and dated, if applicable, containing the language "Under penalties of Perjury." See Sudbury Housing Trust website for form.



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Household Information – List all members of your household including yourself. Number of Bedrooms Needed: _____

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)	Relation to Head	Married? (Y/N)	Full Time Student? (Y/N)	Age	Date of Birth	Minority Category * (Optional)
HEAD						
2						
3						
4						
5						
6						

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (no n-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Local Preference – Check all that apply, and attach documentation:

- 1) current Harvard resident, address: _____
- 2) Families with children enrolled in the Town of Harvard’s schools, school/grade: _____
- 3) employee of the Town of Harvard, title: _____
- 4) employee of businesses located in the Town of Harvard/Business Name: _____

Property - Do you own or have an interest in any real estate, land and/or mobile home? Yes () No ()

Address: _____ Current Value: _____

[Provide current assessment information, and current mortgage statement]

Have you disposed of any property for less than its value in the past two years? Yes () No () If yes, attach a description

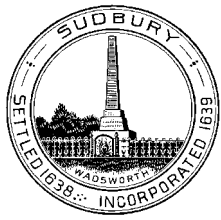
Have you sold real estate or other property in the past three years? Yes () No () If yes, attach settlement statement

When: _____ Address: _____

Sales Price: _____

Purchase Price plan - Purchase price: \$203,000 or \$226,000

- Amount and source of Down Payment: _____
- Amount and source of Gift: _____
- Amount of Mortgage: _____
- Amount and source available for Closing Costs: _____



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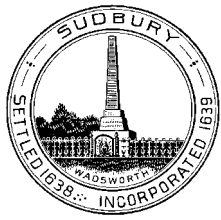
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Income - List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

Assets - List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

#	Type of Asset	Account No	Value, Balance
1	Checking account		
2	Savings account		
3	Checking account		
4	Savings account		
5	Retirement account		
6	Other: _____		
7	Other: _____		
8	Other: _____		
9	Other: _____		
TOTAL			



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APPLICANT(S) CERTIFICATION

I/We certify that our household size is _____ persons, as documented herein.

I/We certify that our total household income equals \$_____, and our household has assets totaling \$_____, as documented herein.

I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.

I/We certify that I am/we, or our family, are not related to the Developer of The Pine Hill Village property, the Lottery Agent, the Monitoring Agent or any party of this project.

I/We understand that it is my/our obligation to secure the necessary mortgage for the purchase of the home and all expenses, including closing costs and down payments, are my/our responsibility.

I/We understand that if I/we do not obtain a mortgage commitment and sign a purchase and sale agreement within forty-five days after the lottery the unit will be offered to the next eligible applicant on the waiting list.

I/We understand that this property will have a deed restriction which specifies the resale, refinance and other provisions of the property as outlined below. The restriction ensures that the unit remains affordable for future purchasers of the property.

- The property must be the owner's principal residence.
- The property cannot be refinanced without prior approval of the Monitoring Agent. Affordable units may not be refinanced for more than 97% of their Maximum Resale Price.
- There is a limit on the resale price of the unit so that the unit will always be affordable. The formula for calculating the maximum resale price will be established at the time of purchase and will be based on the Area Median Income at the time of resale. If an owner wants to sell their affordable unit, they are required to notify the Monitoring Agent.
- No capital improvements can be made without the Monitoring Agent's pre-approval.

I/We have been advised that a copy of the Universal Deed Rider is available with the Lottery Agent.

I/We understand that Sudbury Housing Trust (SHT) is not responsible for incomplete applications received by mail, email, or fax. I/We understand SHT may notify applicants if their application is incomplete after the deadline. I/We understand that the only guarantee for confirmation of a complete application is to drop it off prior to the deadline and review with SHT staff.

I/We understand that if I/we are selected to purchase a home, I/we must continue to meet all eligibility requirements of the Monitoring Agent and any participating lender(s) until the completion of such purchase. I/We understand that I/we must be qualified and eligible under any and all applicable laws, regulations, guidelines, and any other rules and requirements.

Your signature(s) below gives consent to the Lottery Agent or its designee to verify information provided in this application. The applicant agrees to provide additional information on request to verify the accuracy of all statements in this application.

I/We consent to the disclosure of such information for the purpose of income, asset and any other verification related to my/our application.

No application will be considered complete unless signed and dated by the Applicant/Co-Applicant.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.

Add Picture

**Affordable
Homeownership
Opportunity
Harvard, MA**

Pine Hill Village

Stow Road, Harvard

New Construction!

6 Units

Four 2BR \$203,500, Two 3BR \$226,000

Applications accepted date through date 1 p.m.

Information Session: date at 7 p.m.

place

Lottery: date at 7 p.m.

place

Applicant Qualifications Include

Income Limits (80% of Eastern Worcester area median income)

1 person - \$54,950, 2 person - \$62,800, 3 person - \$70,650,

4 person - \$78,500, 5 person - \$84,800, 6 person - \$91,100

Asset Limit \$75,000

Lara Plaskon, Sudbury Housing Trust, *Lottery Agent*

278 Old Sudbury Road, Sudbury MA 01776

978-639-3387, Housing@sudbury.ma.us

Deed Restrictions Apply

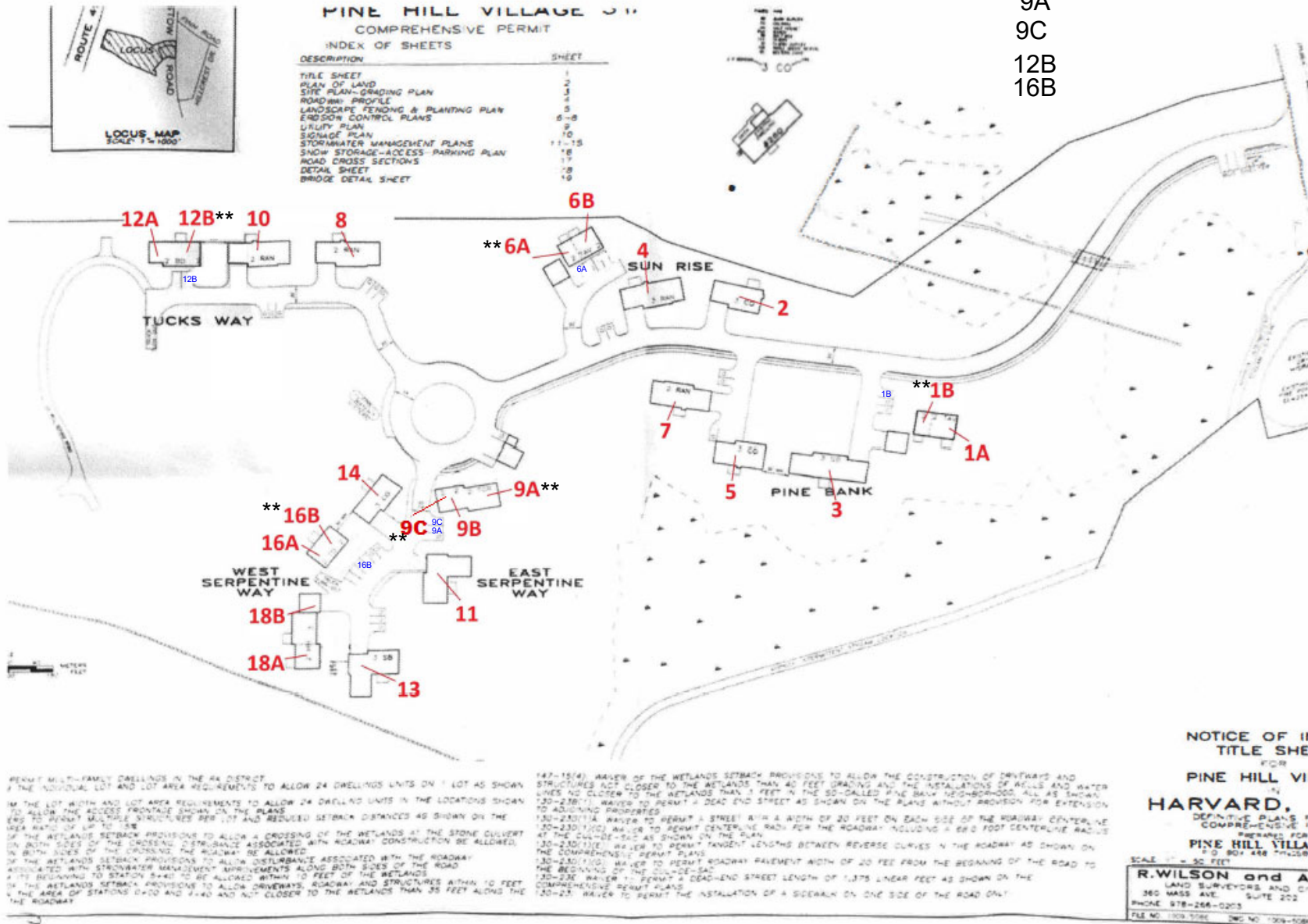
Sudbury Housing Trust does not discriminate based on race, color, national origin, religion, sex, familial status, and handicap (disability). Disabled persons are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the disabled person equal opportunity to use and enjoy the housing.



AFFORDABLE UNIT LOCATOR PLAN: PINE HILL WAY, HARVARD, MA

**Denotes Affordable Units:

- 1B
- 6A
- 9A
- 9C
- 12B
- 16B



147-15(4): WAIVER OF THE WETLANDS SETBACK PROVISIONS TO ALLOW THE CONSTRUCTION OF DRIVEWAYS AND STRUCTURES NOT CLOSER TO THE WETLANDS THAN 40 FEET GRADING AND THE INSTALLATIONS OF WELLS AND WATER LINES NOT CLOSER TO THE WETLANDS THAN 1 FEET IN THE SO-CALLED PINE BANK NEIGHBORHOOD, ALL AS SHOWN 130-238(1): WAIVER TO PERMIT A DEAD END STREET AS SHOWN ON THE PLANS WITHOUT PROVISION FOR EXTENSION TO ADJOINING PROPERTIES.
130-230(1)(A): WAIVER TO PERMIT A STREET WITH A WIDTH OF 20 FEET ON EACH SIDE OF THE ROADWAY CENTERLINE 130-230(1)(C): WAIVER TO PERMIT CENTERLINE RADIUS FOR THE ROADWAY INCLUDING A 600 FOOT CENTERLINE RADIUS AT THE CURVE-TO-CURVE AS SHOWN ON THE PLAN.
130-230(1)(E): WAIVER TO PERMIT TANGENT LENGTHS BETWEEN REVERSE CURVES IN THE ROADWAY AS SHOWN ON THE COMPREHENSIVE PERMIT PLANS.
130-230(1)(G): WAIVER TO PERMIT ROADWAY PAVEMENT WIDTH OF 20 FEET FROM THE BEGINNING OF THE ROAD TO THE BEGINNING OF THE CURVE-TO-CURVE.
130-230(1)(H): WAIVER TO PERMIT A DEAD-END STREET LENGTH OF 1,137.5 LINEAR FEET AS SHOWN ON THE COMPREHENSIVE PERMIT PLANS.
130-230(1)(I): WAIVER TO PERMIT THE INSTALLATION OF A SIDEWALK ON ONE SIDE OF THE ROAD ONLY.

PERMIT MULTI-FAMILY DWELLINGS IN THE 4A DISTRICT.
14 THE INDIVIDUAL LOT AND LOT AREA REQUIREMENTS TO ALLOW 24 DWELLING UNITS ON 1 LOT AS SHOWN 15 THE LOT WIDTH AND LOT AREA REQUIREMENTS TO ALLOW 24 DWELLING UNITS IN THE LOCATIONS SHOWN TO ALLOW THE ACCESS FRONTAGE SHOWN ON THE PLANS 16 TO PERMIT MULTIPLE STRUCTURES PER LOT AND REDUCED SETBACK DISTANCES AS SHOWN ON THE AREA MAPS UP TO 15% OF THE WETLANDS SETBACK PROVISIONS TO ALLOW A CROSSING OF THE WETLANDS AT THE STONE CULVERT ON BOTH SIDES OF THE CROSSING. DISTURBANCE ASSOCIATED WITH ROADWAY CONSTRUCTION BE ALLOWED IN BOTH SIDES OF THE CROSSING THE ROADWAY BE ALLOWED. OF THE WETLANDS SETBACK PROVISIONS TO ALLOW DISTURBANCE ASSOCIATED WITH THE ROADWAY ASSOCIATED WITH STORMWATER MANAGEMENT IMPROVEMENTS ALONG BOTH SIDES OF THE ROAD 17 TO PERMIT STATION 8+40 TO BE ALLOWED WITHIN 10 FEET OF THE WETLANDS 18 OF THE WETLANDS SETBACK PROVISIONS TO ALLOW DRIVEWAYS, ROADWAY AND STRUCTURES WITHIN 10 FEET OF THE AREA OF STATIONS 0+00 AND 1+40 AND NOT CLOSER TO THE WETLANDS THAN 35 FEET ALONG THE ROADWAY

	Phase Number	Area	Street Address	Style of Unit	Original Submission			Revised Proposal			
					# of Bedrooms	SF	Market/Aff	# of Bedrooms	SF	Market/Aff	
1	Phase 1	Pine Bank	1A	Tav (Duplex)-det garage	2	1577	Market	2	1577	Market	
2			1B	Tav (Duplex)	2	943	Aff	2	943	Aff	
3			3	SB (The Wayland)	3	2216	Market	3	2216	Market	
4			5	Co. (The Concord)	3	2016	Market	3	2016	Market	
5			7	Ranch (The Wellesley)	2	1378	Market	2	1378	Market	
	Phase 2	Tucks Way									
6			8	Ranch (The Wellesley)	2	1378	market	2	1378	market	
7			10	Ranch (The Wellesley)	2	1378	market	2	1378	market	
8			12B	BD (Garden) (really the Barn)	2	1176	AF	2	1176	AF	
9			12A	BD (Garden) (the Barn)	2	1414	market	2	1414	market	
	Phase 2	Sunrise	2	Co. (the Concord)	3	2016	Market	3	2016	Market	
10			4	Ranch (the Bedford)	3	1500	Market	3	1500	Market	
11			6B	Tav -det. Garage	2	1577	Market	2	1577	Market	
12			6A	TD (the Tavern)	2	943	Aff	2	943	Aff	
13											
14	Phase 3	E. Serpentine	9A	Triplex-TGR (The Greek Revival)	3	1035	Market	3	1035	Aff	
15			9B	Triplex-TGR (The Greek Revival)	2	814	Aff	2	814	market	
16			9C	Triplex-TGR (The Greek Revival)	2	814	Aff	2	814	Aff	
17			11	WC (The Weston)	3	2216	market	2	2216	market	
18			13	SB (The Lexington)	3	2299	market	3	2299	market	
19	Phase 3	W. Serpentine	14	Co. (The Concord)	3	2016	market	3	2016	market	
20			16A	TD (lower) The Barn	2	1414	market	2	1176	market	
21			16B	TD (upper) The Barn	2	1176	aff	3	1600	aff	
22			18B	HH (duplex) The Half House	2	1570	Market	2	1570	Market	
23			18A	HH (duplex) The Half House	3	1710	Market	2	1710	Market	
	Affordables:	1B, 6A, 9B, 9C, 12B, 16B									23
					Make 9B a 2 bedroom market rate unit						
					For 16B, add a third bedroom to the third floor, also adding an additional sf for a total of 1600sf						
					Also, 16A changed in size so it is 1176sf. Will now be called "the Barn II" (see attached plan)						
					Change 11 Pine Hill Way to a 2 bedroom						
					Change 18A to 2BR						

Pine Hill Village
Harvard, MA

Phase Number	Street Name	Style of Unit	Address Address	SF SF	Market/Aff Type	Price Price	Percent Unit Ownership Percent Ownership	Condo Fee Condo Fee
Phase 1	Sunrise		Pine Bank					
		TD (really the TAV) Dplx Ranch (the Bedford) Co. (the Concord) TD (really the Tavern) Dplx	1A 1B 3 5 7	1577 943 2216 2016 1378	Market Aff Market Market Market	\$ 460,000.00 \$ 185,000.00 \$ 515,000.00 \$ 505,000.00 \$ 455,000.00	5% 2% 6% 6% 5%	\$313 \$126 \$351 \$344 \$310
	Pine Bank		Tucks Way					
		Ranch (The Wellesley) Co. (The Concord) SB (The Wayland) Tav (Duplex)	8 10 12B 12A	1378 1378 1176 1414	Market Market Aff Market	\$ 455,000.00 \$ 455,000.00 \$ 185,000.00 \$ 450,000.00	5% 5% 2% 5%	\$310 \$310 \$126 \$307
	Tucks Way		Sunrise					
		TF (Garden) TF (Garden) Ranch (The Wellesley) Ranch (The Wellesley)	2 4 6B 6A		2016 market 1500 market 1577 market 943 Aff	\$ 505,000.00 \$ 465,000.00 \$ 445,000.00 \$ 185,000.00	6% 5% 5% 2%	\$344 \$317 \$303 \$126
	W. Serpentine		E. Serpentine					
		TF (upper) TF (lower) Co. (The Concord) HH (duplex) HH (duplex)	9A 9B 9C 11 13	1035 814 814 2216 2299	Aff Market Aff market market	\$ 208,000.00 \$ 385,000.00 \$ 185,000.00 \$ 520,000.00 \$ 535,000.00	2% 4% 2% 6% 6%	\$142 \$262 \$126 \$354 \$364
	E. Serpentine		W. Serpentine					
		SB (The Lexington) WC (the Weston) Triplex Triplex Triplex	14 16A 16B 18B 18A		2016 market 1414 maket 1600 aff 1570 market 1710 market	\$ 505,000.00 \$ 450,000.00 \$ 208,000.00 \$ 445,000.00 \$ 470,000.00	6% 5% 2% 5% 5%	\$344 \$307 \$142 \$303 \$320
		\$75,000				\$ 9,176,000.00	100%	\$6,250.00
							Total Budget	\$75,000.00

Expense Items – Projected

Septic System Maintenance/Inspection	\$6,000.00
Well System Maintenance/Inspections	\$10,000.00
Insurance	\$13,000.00
Landscaping	\$10,000.00
Snow Plowing	\$10,000.00
Sprinkler Maintenance/Inspections	\$600.00
Reserve Account	\$8,000.00
Utilities	\$5,000.00
Propane	\$700.00
Maintenance	\$4,000.00
Management	\$6,000.00
Miscellaneous	\$1,700.00

TOTAL ACTUAL EXPENSES **\$75,000.00**

Septic Escrow Reserve-Collected at closing **\$2,000.00** **\$** **46,000.00**

Condo Fees

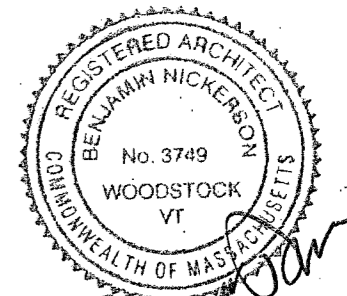
Yearly **\$75,000.00**

East Serpentine
 *9A, 9B, *9C Pine Hill Way
 *=Affordable Unit

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARVARD, MASS.

BENJAMIN NICKERSON ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

SHEET 5 OF 8
 DECEMBER 4, 2019



RIGHT SIDE ELEVATION

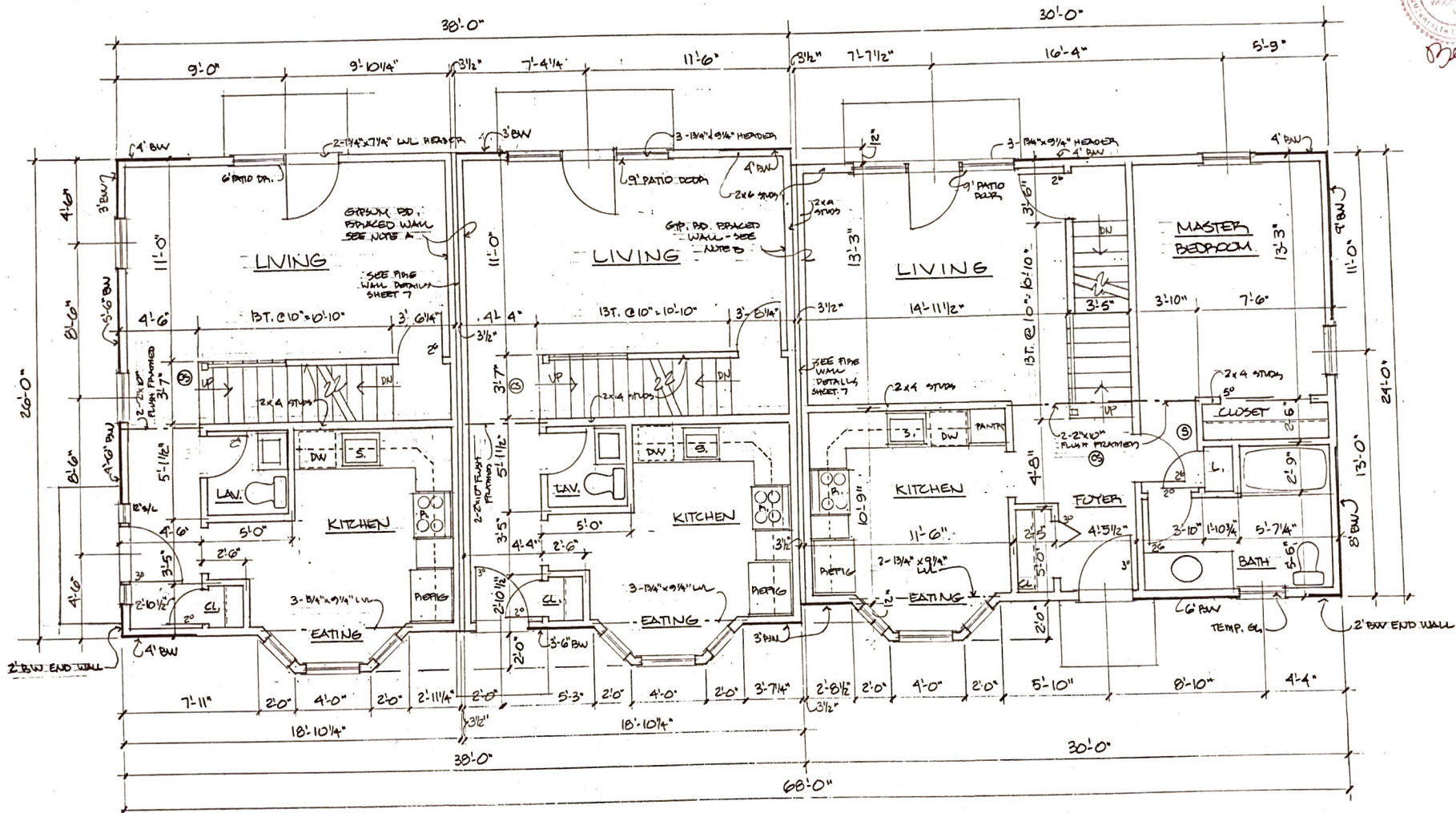
1/4" = 1'-0"

WINDOW NUMBERS REFER TO ROUGH OPENINGS
 IN FEET AND INCHES (E 2896 = 2'-8" x 4'-6" R.O.
 BEDROOM WINDOWS TO BE MASS. EMERGENCY EGRESS
 SIZED - MAIN NET OPENINGS 20" x 24" AND 3, 3 SF. D.H.
 ON ANY FLOOR (MASS AMENDMENTS R.310.2.1, EXCEPTION 3)

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARTFORD, MASS.

BENJAMIN NICKERSON
 ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

SHEET 2 OF 8
 DECEMBER 1, 2019



FIRST FLOOR PLAN

1/4" = 1'-0"

NOTES

- ⊙ = CO AND SMOKE DETECTOR
- ⊙ = SMOKE DETECTOR
- EXTERIOR WALLS = 2x6 STUDS @ 16" OC
- INTERIOR WALLS = 2x4 STUDS @ 16" OC
- HEADERS = 2-2"x8" EXCEPT AS NOTED
- PLAN TO BE BUILT REVERSED
- PROVIDE NFPA 130 SPRINKLER PER MASS AMENDMENTS R 313.1.1

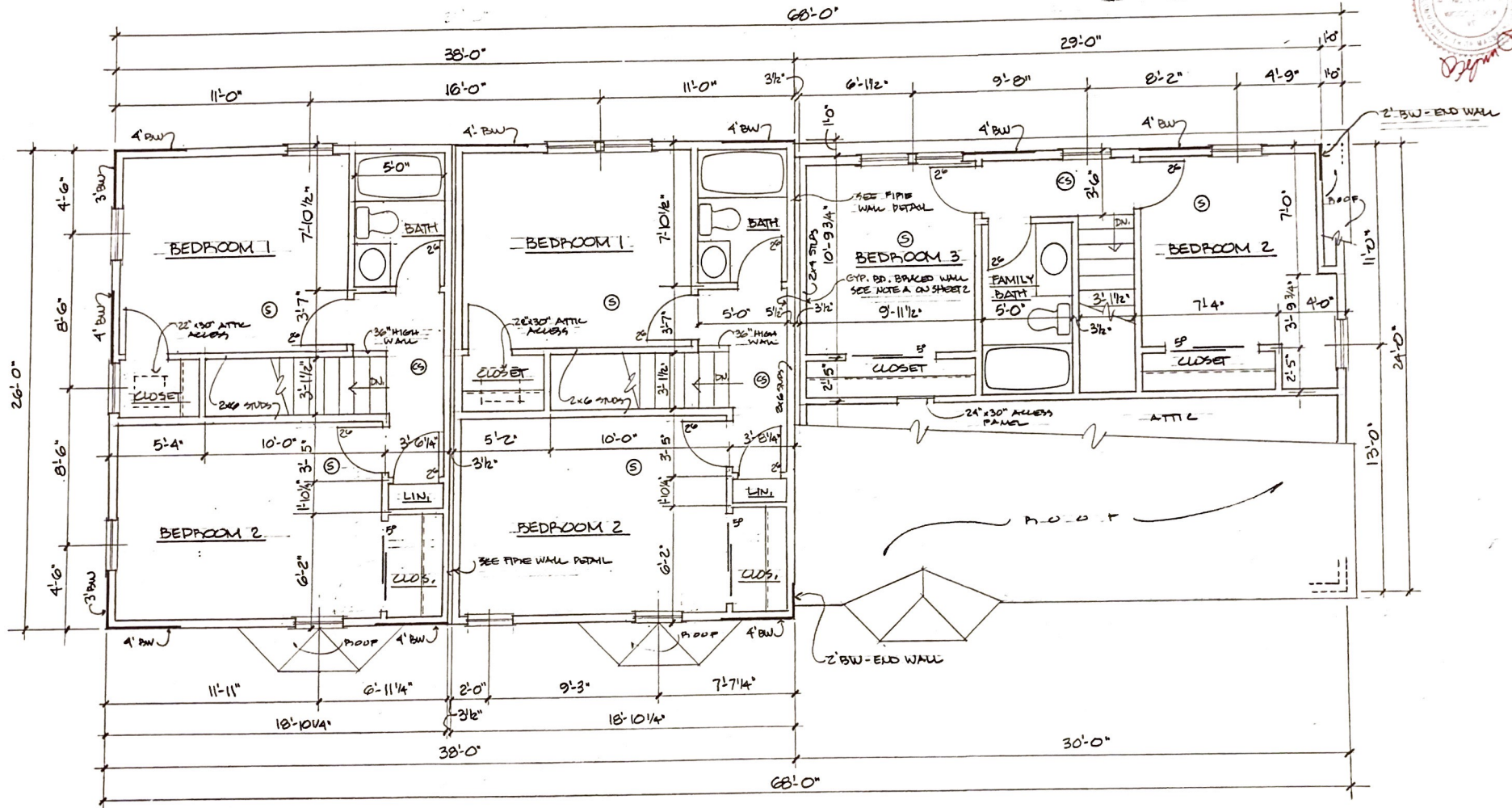
SPACED WALLS

- NOTE A - 1/2" GYP. BD. PANELS, INSTALL VERTICAL SCREWS OR NAILS @ 7"
- NOTE B - 1/2" GYP. BD. PANELS, INSTALL VERTICAL SCREWS OR NAILS @ 6" ALONG EDGES, AND @ 7" IN THE FIELD
- BW = SPACED WALL PANEL IN LENGTH INDICATED
- CONSTRUCTED OF 7/16" SHEATHING WITH Gd COMMON NAILS @ 6" ON EDGES AND 12" IN FIELD. 3-1/2d COMMON NAILS @ 16" OC FROM SOLE PL. INTO TRIM JOIST. 1d COMMON NAILS @ 6" OF TOP NAILED FROM RIM JOIST ABOVE INTO TOP PLATE.

3 UNIT GREEK REVIVAL
 PINE HILL VILLAGE
 HARVARD, MASS.

BENJAMIN NICKERSON
 ARCHITECT
 6 MECHANIC ST.
 WOODSTOCK, VT

SHEET 3 OF 8
 DECEMBER 4, 2019



SECOND FLOOR PLAN

1/4" = 1'-0"

EXTERIOR WALLS = 2x6 STUDS @ 16" OC.
 SEE NOTES ON SHEET 2


Alternative Designs Inc
20-039

UNIT 1	
FIRST FLOOR	1176 S.F.
TOTAL	1176 S.F.

UNIT 2	
SECOND FLOOR	1176 S.F.
THIRD FLOOR	266 S.F.
TOTAL	1442 S.F.



"The Barn II"
 Unit 2: 16B Pine Hill Way
 Affordable Unit

1 AI FRONT ELEVATION
 SCALE: 1/4" = 1'-0"

2015 INTERNATIONAL RESIDENTIAL CODE

CODE

- ALL CONSTRUCTION SHALL FOLLOW LOCAL STATE BUILDING CODE, MANUFACTURERS' SPECIFICATIONS, AND WELL KNOWN INDUSTRY STANDARDS. IF ANY QUESTIONS SHALL ARISE, THE DESIGNER OR ENGINEER ON RECORD SHALL BE CONTACTED.
- INTERNATIONAL RESIDENTIAL CODE 2015 (IRC 2015) AND THE REFERENCED STANDARDS INCLUDED THEREIN. AHJ = AUTHORITY HAVING JURISDICTION.
 - A. NUMBER OF UNITS: 2 (1 OR 2)
 - B. NUMBER OF STORIES: 2 (MAX. 3)

DESIGN LOADS

- UNIFORM FLOOR LIVE LOAD (NON-BEDROOM):
 - A. NON-BEDROOM 40PSF
 - B. BEDROOM 30PSF
 - C. ATTIC 20PSF
- UNIFORM FLOOR DEAD LOAD: 10PSF
- ROOF SNOW LOAD (AHJ):

5. SEISMIC

- A. DESIGN CATEGORY (AHJ) (A-E, R301.2.2), (C FOR MOST OF SOUTH AND CENTRAL NH AND B FOR MA)

6. DAMAGE

- A. WEATHERING: SEVERE (CONCRETE) (R301.2(3))
- B. TERMITE INFESTATION PROBABILITY: SLIGHT (NORTHERN NH), MODERATE (SOUTHERN NH), HEAVY (MA)

7. DESIGN FROST DEPTH OF 4 FEET BELOW FINISHED GRADE (4' IS TYPICAL; VERIFY AS NEEDED WITH AHJ)

- 8. WINTER DESIGN TEMP: NH: 0 DEG. F., MA 10 DEG. F. (PER 301.2(1))
- 9. FLOOD HAZARD (AHJ): NO

GENERAL NOTES

- THESE DRAWINGS REPRESENT AN OVERALL DESIGN CONCEPT. THEY ARE PREPARED WITH THE INTENT TO DEMONSTRATE THE OVERALL DESIGN ARRANGEMENT AND METHODS OF ASSEMBLY TO THE VARIOUS COMPONENTS. THE DRAWINGS DO NOT INDICATE EXTENSIVE DETAILS. THE CONTRACTOR SHALL HAVE REVIEWED THESE PLANS, SEEN THE SUBJECT PROPERTY, AND BE

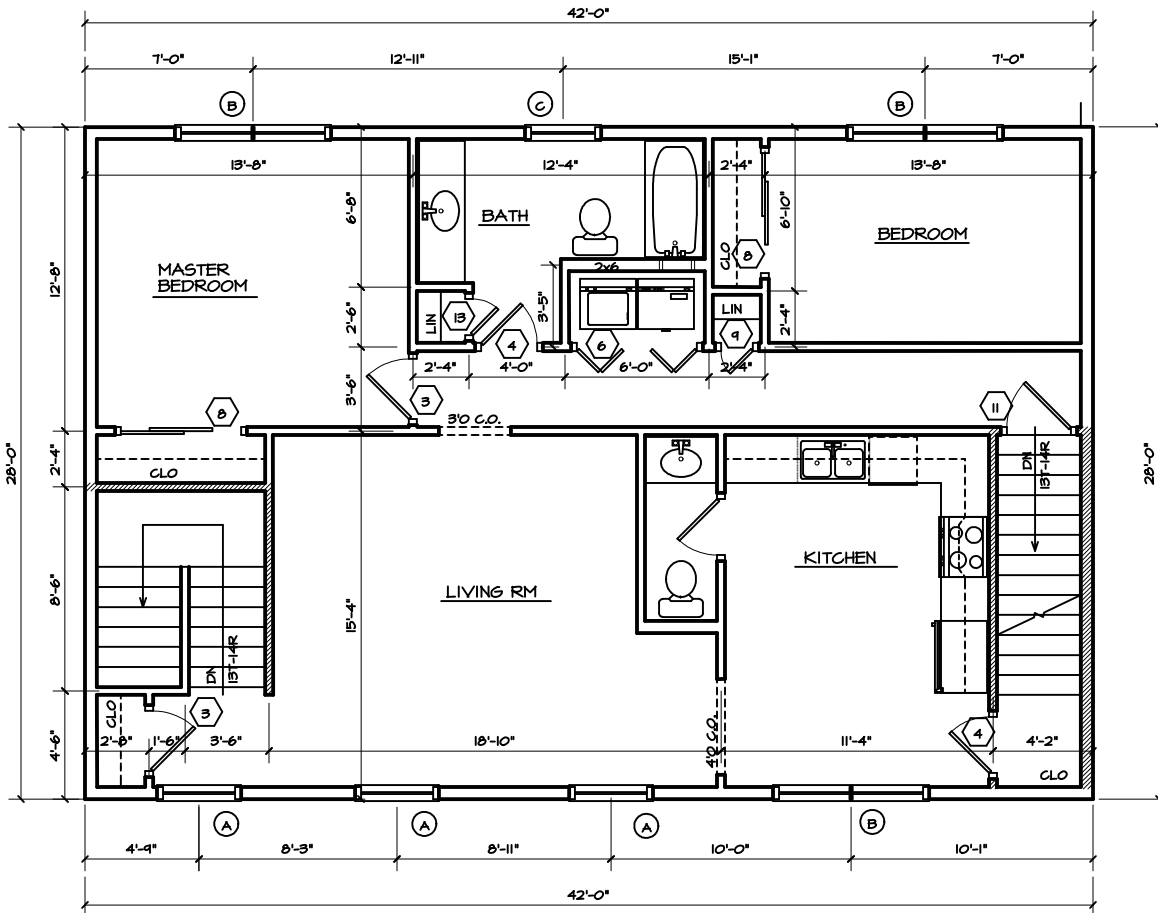
- THE OWNER AND CONTRACTOR SHALL HOLD HARMLESS THE DESIGNER FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES (INCLUDING LEGAL FEES) ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK BY THE CONTRACTOR.

- ALL DIMENSIONS SHOULD BE READ OR CALCULATED AND NEVER SCALED.
- ALL DIMENSIONS AND CONDITIONS MUST BE VERIFIED IN THE FIELD BY THE CONTRACTOR. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER OR STRUCTURAL ENGINEER BEFORE PROCEEDING.


- IN THE EVENT OF A CONFLICT BETWEEN PLANS, SPECIFICATIONS, AND DETAILS, THE DESIGNER OR STRUCTURAL ENGINEER SHALL BE NOTIFIED IMMEDIATELY FOR CONSULTATION. IF CONDITIONS AT THE SITE ARE DIFFERENT THAN SHOWN, THE DESIGNER OR STRUCTURAL ENGINEER SHALL BE NOTIFIED BEFORE ANY WORK IS PROCEEDED WITH.

- ALTERNATIVE DESIGN ASSUMES NO LIABILITY AS A RESULT OF ANY CHANGES OR NON CONFORMANCE WITH THESE PLANS EXCEPT UPON THE WRITTEN APPROVAL OF THE DESIGNER OR ENGINEER ON RECORD.

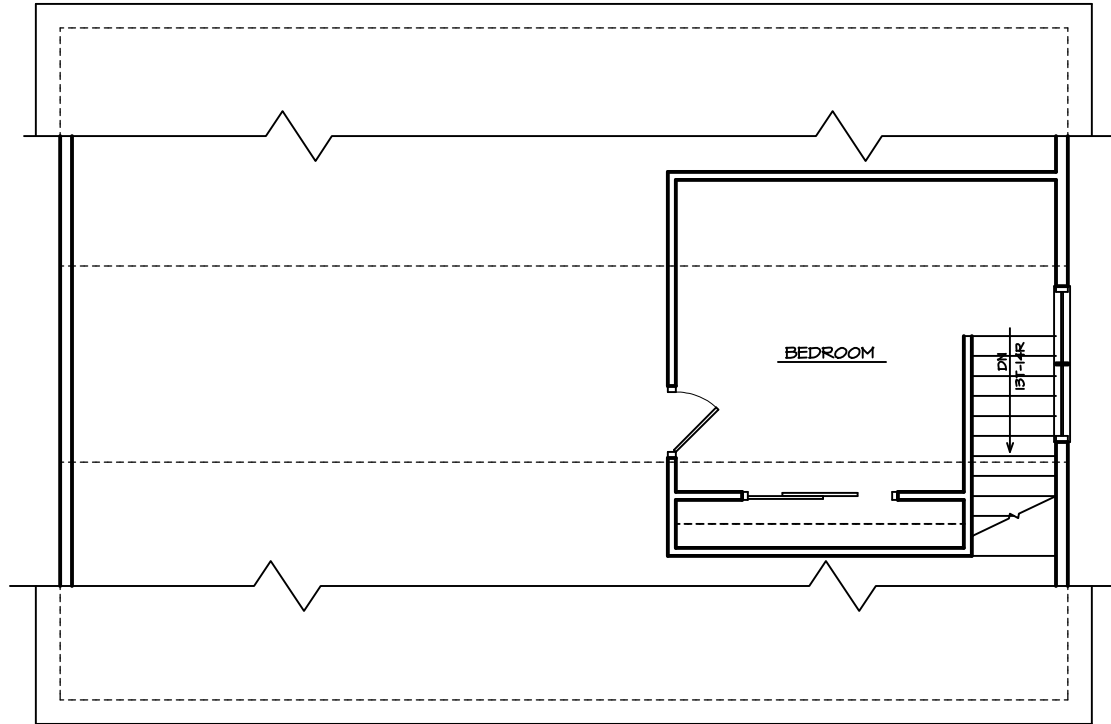
- ALTERNATIVE DESIGN ASSUMES NO LIABILITY FOR WORK PERFORMED WITHOUT AN ACCEPTABLE PROGRAM OF TESTING AND INSPECTION AS APPROVED BY THE ENGINEER ON RECORD.

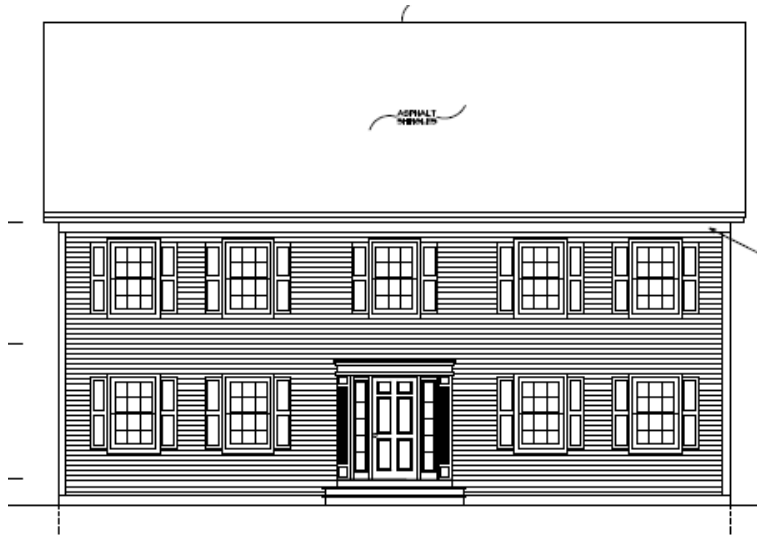


1 SECOND FLOOR PLAN
 A5 SCALE: 1/4" = 1'-0"

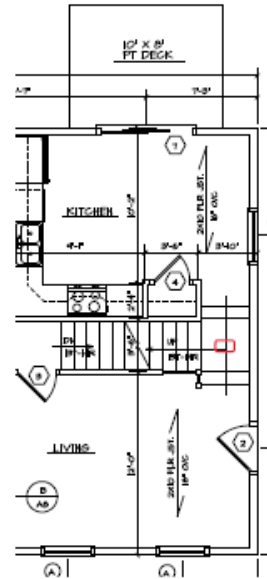
- NOTE:
1. PROVIDE HANDRAIL AT EACH STAIRWAY WITH 4 OR MORE RISERS
 2.  DEMOTES 1 HOUR FIRE RATED WALL 5/8" GWB EACH SIDE OF STUD

WIND BRACING NOTE: PROVIDE DIAGONAL WIND BRACING AT ALL OUTSIDE CORNERS. AT CORNERS WITH LESS THAN 40° OF PANEL WALL, USE ALTERNATE BRACING PANELS IN ACCORDANCE WITH INTERNATIONAL BUILDING CODE FIGURE R602.10.6.2

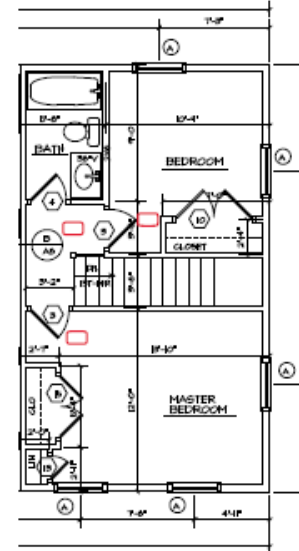




Front



1st Floor



2nd Floor

The Tavern

1B & 6A Pine Hill Way

Affordable Units

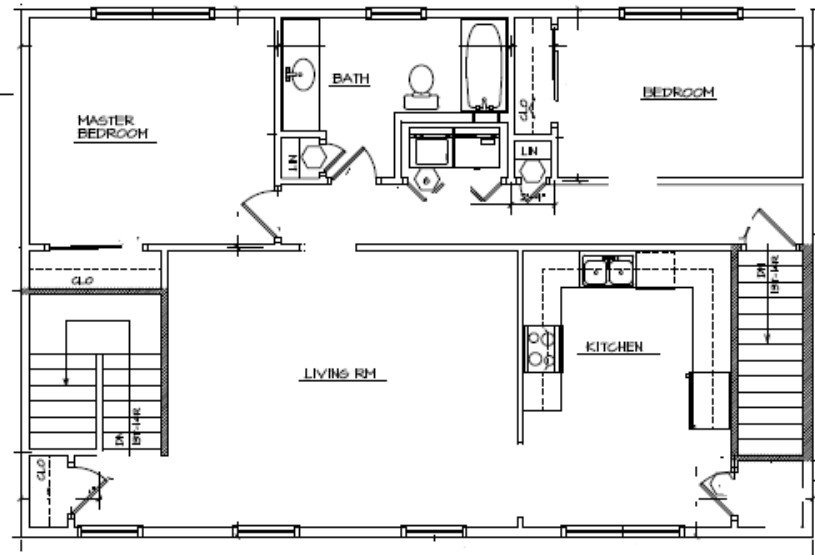


The Barn

12B Pine Hill Way

16B Pine Hill Way

Affordables



Board/Committee Expiring Terms

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through
AGRICULTURAL ADVISORY COMMISSION	Nicole C Schmidt	3 year	Jun 30, 2020	June 30, 2023
AGRICULTURAL ADVISORY COMMISSION	Laura S McGovern	3 year	Jun 30, 2020	June 30, 2023
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Robert M Duzan	1 year	Jun 30, 2020	June 30, 2021
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Christiane Turnheim	1 year	Jun 30, 2020	June 30, 2021
AGRICULTURAL ADVISORY COMMISSION, ALTERNATE	Matthew Varrell	1 year	Jun 30, 2020	June 30, 2021
BARE HILL POND WATERSHED MGMT. COMMITTEE	Megan Glew	3 year	Jun 30, 2020	June 30, 2023
BOARD OF ASSESSORS	David Manzello	3 year	Jun 30, 2020	June 30, 2023
BOARD OF HEALTH	Thomas C. Philippou	3 year	Jun 30, 2020	June 30, 2023
BOARD OF REGISTRARS	Rosemary Theriault	3 year	Jun 30, 2020	June 30, 2023
BROADBAND COMMITTEE	Noyan Kinayman	2 year	Jun 30, 2020	
BROADBAND COMMITTEE	Olivier Beauchemin	2 year	Jun 30, 2020	
BROADBAND COMMITTEE	Jim Dowson	2 year	Jun 30, 2020	
BROADBAND COMMITTEE	Matthew Caulfield	2 year	Jun 30, 2020	
BROADBAND COMMITTEE	Richard Jenson	2 year	Jun 30, 2020	
CAPITAL PLANNING & INVESTMENT COMMITTEE, CITIZEN AT LARGE	Nathan Finch	3 year	Jun 30, 2020	June 30, 2023
CEMETERY COMMISSION	John W Lee	3 year	Jun 30, 2020	June 30, 2023
COMMUNITY CABLE ACCESS COMMITTEE	Nick Browse	3 year	Jun 30, 2020	June 30, 2023
COMMUNITY CABLE ACCESS COMMITTEE	Bill Johnson	3 year	Jun 30, 2020	June 30, 2023

Board/Committee Expiring Terms

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through
COMMUNITY PRESERVATION COMMITTEE	John Lee	3 year	Jun 30, 2020	June 30, 2023
COMMUNITY PRESERVATION COMMITTEE	Elizabeth Williams	3 year	Jun 30, 2020	June 30, 2023
CONSERVATION COMMISSION	Janet Waldron	3 year	Jun 30, 2020	June 30, 2023
CONSERVATION COMMISSION	Jim Burns	3 year	Jun 30, 2020	June 30, 2023
CONSERVATION COMMISSION	Mark Shaw	3 year	Jun 30, 2020	June 30, 2023
CONSERVATION COMMISSION, ASSOCIATE	Derek Beard	1 year	Jun 30, 2020	June 30, 2021
CONSTABLE	Greg Newman	3 year	Jun 30, 2020	June 30, 2023
COUNCIL ON AGING, ALTERNATE	Connie Larrabee	1 year	Jun 30, 2020	June 30, 2021
COUNCIL ON AGING	Carol Lee Tonge	3 year	Jun 30, 2020	June 30, 2023
COUNCIL ON AGING	Carl Sciple	3 year	Jun 30, 2020	June 30, 2023
COUNCIL ON AGING	Bruce R. Dolimount			
ELDERLY & DISABLED TAXATION AID COMMITTEE	Ann Taylor	1 year	Jun 30, 2020	June 30, 2021
ELDERLY & DISABLED TAXATION AID COMMITTEE	Barbara Kemp	1 year	Jun 30, 2020	June 30, 2021
ELDERLY & DISABLED TAXATION AID COMMITTEE	Marie Sobalvarro	1 year	Jun 30, 2020	June 30, 2021
ELM COMMISSION	Mario Cardenas	2 year	Jun 30, 2020	June 30, 2022
ELM COMMISSION	Bill Calderwood	2 year	Jun 30, 2020	June 30, 2022
ELM COMMISSION	JC Ferguson	TREE WARDEN	Jun 30, 2020	
FINANCE COMMITTEE	Don Ludwig	3 year	Jun 30, 2020	June 30, 2023
FINANCE COMMITTEE	Richard Fellows	3 year	Jun 30, 2020	June 30, 2023
FINANCE COMMITTEE	Siko Sikochi	3 year	Jun 30, 2020	June 30, 2023
FOURTH OF JULY COMMITTEE	Anne Hentz	1 year	Jun 30, 2020	June 30, 2021
FOURTH OF JULY COMMITTEE	Christopher Chalifoux	1 year	Jun 30, 2020	June 30, 2021

Board/Committee Expiring Terms

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through
HARVARD ENERGY ADVISORY COMMITTEE	Brian Smith	1 year	Jun 30, 2020	June 30, 2021
HARVARD ENERGY ADVISORY COMMITTEE	David Fay	1 year	Jun 30, 2020	June 30, 2021
HARVARD ENERGY ADVISORY COMMITTEE	Forrest Hodgkins	1 year	Jun 30, 2020	June 30, 2021
HARVARD ENERGY ADVISORY COMMITTEE	Ellen Sachs Leicher	1 year	Jun 30, 2020	June 30, 2021
HARVARD ENERGY ADVISORY COMMITTEE	Paul A Green	1 year	Jun 30, 2020	June 30, 2021
HARVARD ENERGY ADVISORY COMMITTEE	Peter Kelly-Joseph	1 year	Jun 30, 2020	June 30, 2021
HISTORICAL COMMISSION	Pamela Marston	3 year	Jun 30, 2020	June 30, 2023
HISTORICAL COMMISSION, PL. Bd Rep.	Richard S Cabelus	3 year	Jun 30, 2020	June 30, 2023
PARK & RECREATION COMMISSION	Steven Victorson	3 year	Jun 30, 2020	June 30, 2023
PARK & RECREATION COMMISSION	Michelle Lauria	3 year	Jun 30, 2020	June 30, 2023
PERMANENT BUILDING COMMITTEE	Cindy Russo	3 year	Jun 30, 2020	June 30, 2023
PERMANENT BUILDING COMMITTEE	Steve Moeser	3 year	Jun 30, 2020	June 30, 2023
PERSONNEL BOARD	Victor Normand	3 year	Jun 30, 2020	June 30, 2023
PERSONNEL BOARD, SELECT BD REP.	Stuart Sklar	3 year	Jun 30, 2020	June 30, 2023
PERSONNEL BOARD, FIN COM REP.	Don Ludwig	3 year	Jun 30, 2020	June 30, 2023
PERSONNEL BOARD, EMPLOYEE REP.	Liz Allard	1 year	Jun 30, 2020	June 30, 2021
PLANNING BOARD	Erin McBee	3 year	Jun 30, 2020	June 30, 2023
PLANNING BOARD	R. Jarrett Rushmore	3 year	Jun 30, 2020	June 30, 2023
PLANNING BOARD, ASSOCIATE	Kristin Kelley-Munoz	1 year	Jun 30, 2020	June 30, 2021
SEWER & WATER COMMISSION	Richard Maiore	3 year	Jun 30, 2020	June 30, 2023
ZONING BOARD OF APPEALS	Steve Moeser	3 year	Jun 30, 2020	June 30, 2023
ZONING BOARD OF APPEALS, ALTERNATE	Orville Dodson	1 year	Jun 30, 2020	June 30, 2021

Board/Committee Expiring Terms

Board / Committee	Current Member	Term	Current Appointment Expires	New Appointment Through
ZONING BOARD OF APPEALS, ALTERNATE	Michael Lawton	1 year	Jun 30, 2020	June 30, 2021

Vacant Term List

Board / Committee	Term	Next Expiration Date
BARE HILL POND WATERSHED MGMT. COMMITTEE	3 year	6/30/2022
BARE HILL POND WATERSHED MGMT. COMMITTEE, Student	1 year	6/30/2020
BARE HILL POND WATERSHED MGMT. COMMITTEE	3 year	6/30/2020
BROADBAND COMMITTEE	2 year	7/6/2020
BROADBAND COMMITTEE	2 year	7/6/2020
COMMISSION ON DISABILITIES	1 year	6/30/2021
CULTURAL COUNCIL	3 year	6/30/2020
CULTURAL COUNCIL	3 year	6/30/2022
CULTURAL COUNCIL, Student	1 year	6/30/2020
ELDERLY & DISABLED TAXATION AID COMMITTEE	1 year	6/30/2020
ELM COMMISSION	2 year	6/30/2021
FINANCE COMMITTEE, Associate	1 year	6/30/2020
FINANCE COMMITTEE, Associate	1 year	6/30/2020
FOURTH OF JULY COMMITTEE	1 year	6/30/2020
HARVARD ENERGY ADVISORY COMMITTEE	1 year	6/30/2020
HISTORICAL COMMISSION, Alternate	3 year	6/30/2020
HISTORICAL COMMISSION, Alternate	3 year	6/30/2020
MINUTEMAN HOME CARE CORP. REP.	1 year	6/30/2020
MONTACHUSETT JOINT TRANSPORTATION COMMITTEE	PLANNING BOARD APPOINTEE	6/30/2020
MONTACHUSETT JOINT TRANSPORTATION COMMITTEE	BOS APPOINTEE	6/30/2020
MUNICIPAL AFFORDABLE HOUSING TRUST	3 year	6/30/2021
ZONING BOARD OF APPEALS, Alternate	ALTERNATE	6/30/2020