



**SELECT BOARD
AGENDA
Tuesday, December 5, 2023
7:00pm**

Rich Maiore, Erin McBee, Kara McGuire Minar, Don Ludwig, Charles Oliver

Pursuant to Chapter 2 of the Acts of 2023, An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects, and signed into law on March 29, 2023, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Topic: Select Board

Time: Dec 5, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82819049503?pwd=VUxiRVQ4SEhPQ3dVUENkNmZlWWVGZz09>

Meeting ID: 828 1904 9503

Passcode: 424230

One tap mobile

+19294362866,,82819049503# US (New York)

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AGENDA ITEMS

- 1) Call meeting to order – Chair Rich Maiore
- 2) Meet with Finance Director to get an update on Fy2025 budget status (7:00)
- 3) Appoint retiree representative to the Insurance Advisory Committee (7:10)
- 4) Public Communication (7:15)
- 5) Staff Report/updates (7:20)
- 6) Action/Discussion Items: (7:30)
 - a) Review, discuss, and act on Memorial Bench and Tree Policy
 - b) Review and approve insert to tax bills from Finance Director regarding lock box payments
 - c) **Update on holiday lights on the common**
- 7) Select Board Reports

***Next Regular Select Board Meeting
Tuesday, December 19, 2023
7:00pm***

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

	<i>Actual Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<u>Budgeted Revenues - Tax Levy (actual \$)</u>							
R.E. Tax Levy Limit from Prior Year	22,301,670	23,088,972	23,901,964	24,619,513	25,355,001	26,088,876	26,841,098
2.5% Increase	557,542	577,224	597,549	615,488	633,875	652,222	671,027
New Growth	229,760	235,768	120,000	120,000	100,000	100,000	100,000
Debt Exclusion - TH Renovations \$2.25M	153,188	149,738	146,288	142,838	139,388	137,088	134,788
Debt Exclusion - TH Renovations Reimb Prem	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)
Debt Exclusion - TH Renovations \$700K	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Debt Exclusion - TH Renovations Reimb CPA	(46,988)	(45,938)	(44,888)	(43,838)	(42,788)	(42,088)	(41,388)
Debt Exclusion - Sr Ctr/Hildreth Hse	96,350	93,750	91,150	83,550	81,150	78,750	76,950
Debt Exclusion - Public Library	136,925	129,375	126,563	-	-	-	-
Debt Exclusion - Fire Truck	30,000	29,250	28,500	27,750	27,000	26,500	26,000
Debt Exclusion - School - Bromfield Renov	331,975	320,725	308,813	-	-	-	-
Debt Exclusion - School Reimb Premiums	(2,200)	(2,200)	(2,200)	-	-	-	-
Debt Exclusion - Roads	58,500	57,000	55,500	54,000	52,500	41,500	25,700
Debt Exclusion - MWPAT	122,195	122,366	122,540	122,717	122,899	123,083	123,273
Debt Exclusion - MWPAT Reimb from Better	(59,179)	(59,262)	(59,346)	(59,432)	(59,520)	(59,610)	(59,701)
Debt Exclusion - Heavy Duty Dump Truck (2017)	12,250	11,750	11,250	10,750	10,250	-	-
Debt Exclusion - Bromfield Science Lab (2017)	7,475	7,225	6,975	6,725	6,475	6,225	5,975
Debt Exclusion - HES School Building Project	2,343,175	2,279,925	2,216,675	2,153,425	2,085,300	2,022,300	1,959,300
Debt Exclusion - HES Sch Bldg Reimb Cap Stab	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - HES Sch Bldg Reimb Devens	(200,000)	(200,000)	(100,000)	-	-	-	-
Debt Exclusion - Ladder Truck	78,307	80,600	78,600	76,600	74,600	72,600	70,600
Debt Exclusion - Heavy Duty Dump Truck	28,921	31,300	30,300	29,300	28,300	27,300	21,300
Debt Exclusion - Ayer Rd Design	111,166	107,800	98,800	-	-	-	-
Debt Exclusion - Purchase of COA Bldg	215,401	213,400	208,200	203,000	197,800	192,600	187,400
Debt Exclusion - Old Library Roof	28,776	30,675	29,875	29,075	28,275	27,475	21,675
Debt Exclusion - Old Library Roof	39,122	40,375	39,375	38,375	37,375	36,375	35,375
Debt Exclusion - Devens Water Connection	-	-	296,000	296,000	296,000	296,000	296,000
Subtotal - Debt Exclusions	3,325,054	3,236,500	3,626,565	3,207,380	3,120,500	3,020,894	2,917,343
Subtotal - Budgeted Tax Revenue	26,414,026	27,138,464	28,246,079	28,562,382	29,209,376	29,861,992	30,529,468
<u>Budgeted Revenue-State Aid, Local Rec & Transf</u>							
State - Cherry Sheet Revenue	4,310,611	4,519,970	4,519,970	4,519,970	4,519,970	4,519,970	4,519,970
Estimated Local Receipts	1,661,862	1,684,514	1,508,127	1,508,327	1,453,527	1,453,527	1,453,527
Community Preservation for Debt	46,988	45,938	44,888	43,838	42,788	42,088	41,388
Sewer Betterments for Debt	92,195	92,324	92,455	92,589	92,726	92,866	93,009
Capital Stabilization for Debt	269,388	-	-	-	-	-	-
School Devens Fund for Debt	200,000	200,000	100,000	-	-	-	-
Title V Septic Betterment for Debt	11,529	11,529	11,529	11,529	11,529	11,529	11,529
HCTV Fund	83,700	81,000	-	-	-	-	-
Library Trust Fund	5,000	5,000	-	-	-	-	-
Subtotal - Budgeted State Aid, Local Rec & Transf	6,681,272	6,640,275	6,276,969	6,176,253	6,120,540	6,119,980	6,119,423
<u>Budgeted Assessments</u>							
Library - Cherry Sheet Offset Item	(14,179)	(15,414)	(17,264)	(19,335)	(21,656)	(24,254)	(27,165)
School Choice - Cherry Sheet Offset Item	(326,022)	(298,407)	(334,216)	(374,322)	(419,240)	(469,549)	(525,895)
State - Cherry Sheet Assessments	(626,238)	(650,691)	(728,774)	(816,227)	(914,174)	(1,023,875)	(1,146,740)
Town - Estimated Overlay	(100,000)	(90,140)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Subtotal - Budgeted Assessments	(1,066,439)	(1,054,652)	(1,180,253)	(1,309,884)	(1,455,070)	(1,617,678)	(1,799,800)
NET BUDGETED REVENUES	32,028,859	32,724,087	33,342,794	33,428,751	33,874,846	34,364,294	34,849,092
	<i>Estimated Budget 2023</i>	<i>Estimated Budget 2024</i>	<i>Estimated Budget 2025</i>	<i>Estimated Budget 2026</i>	<i>Estimated Budget 2027</i>	<i>Estimated Budget 2028</i>	<i>Estimated Budget 2029</i>
<u>Budgeted Expenditures</u>							
Town Expenses	12,947,284	13,585,301	14,366,038	14,727,653	15,374,302	15,820,428	16,524,932
Local School Expenses	14,622,343	15,181,636	16,230,250	17,067,218	17,621,903	18,194,614	18,785,939
Debt Expense - Prin & Interest Due	4,016,882	3,659,468	3,751,764	3,422,314	3,333,877	3,233,177	3,128,641
R&A Article Expenses	231,058	21,129	125,000	125,000	125,000	125,000	125,000
Sewer Subsidy (Voted in Enterprise Fund)	-	105,000	115,000	115,000	115,000	115,000	115,000
TOTAL BUDGETED EXPENDITURES	31,817,567	32,552,534	34,588,052	35,457,185	36,570,082	37,488,220	38,679,513
<u>BUDGET SUMMARY</u>							
Net Budgeted Revenues	32,028,859	32,724,087	33,342,794	33,428,751	33,874,846	34,364,294	34,849,092
Budgeted Expenditures	(31,817,567)	(32,552,534)	(34,588,052)	(35,457,185)	(36,570,082)	(37,488,220)	(38,679,513)
Estimated Surplus / (Deficit)	211,291	171,553	(1,245,258)	(2,028,434)	(2,695,236)	(3,123,926)	(3,830,421)

TOWN OF HARVARD

POLICY FOR MEMORIAL BENCHES AND TREES

I. Purpose

This policy is implemented to ensure a thoughtful, consistent, and appropriate process of commemorating members of the community by and through the donation of benches and trees to be placed on Town-owned property in Harvard. The Town is mindful that the areas where these memorial benches and trees can be placed are enjoyed by a wide range of people and need to ensure that the service is managed and regulated for the benefit of all.

II. Policy

- The final approval for the installation of a memorial bench or tree shall be issued by the Town Administration office.
- There shall be no further right of appeal from any denial.
- Certain Town- owned properties are under the jurisdiction of the Conservation Commission, Park & Recreation, School Committee and will require separate review and approval for any memorial benches and trees in that event, the Town application still also applies.
- Approved benches and trees shall meet the established specifications contained in this policy.
- Preference will be given to the location of the bench or tree and must be selected from a pre-approved list of locations.
- Acceptance and placement of a memorial tree or bench on town-owned property will only be considered for individuals with significant and established ties to the Town of Harvard. At a minimum, persons being memorialized shall have, at some point in their life held residency or participated in the community for over ten years.

III. Process

Applications may be submitted to the Town Administrator's office. Approval for installation of a memorial bench or tree shall be issued through the Town Administration office. All language inscribed on the plaques accompanying the bench or tree must be approved in writing in advance and will be limited to the name of the honoree(s), the date(s) to be commemorated, relevant title(s)/relation to town (board, committee, employment, resident), military service years/rank. Applications shall be forwarded to any other department(s) responsible for maintain or operating the town-owned land in question.

IV. Fee

The application fee for seeking an approval for the installation of a memorial bench or tree is \$25.00. This fee is nonrefundable and will be used to cover administrative costs. In addition, the applicant shall be solely responsible for the cost of the purchase and/or installation of a bench or tree and the cost of any associated shipping or handling of said bench, or tree shall be borne by the party making the request. All fees will be listed on the application and will be subject to change.

V. Upkeep/Useful Life

The Town will replace donated trees within one year of the planting date if the Town deems it necessary. Tree donation includes the cost of care and pruning. The Town does not guarantee memorial trees or benches against the effects of weather, vandalism, or theft. The Town reserves the right to remove or repair damaged or deteriorated trees and benches at the sole discretion of the Town and at the expense of the Town. Should a memorial tree or bench be determined by the Town to be at the end of its useful life and require removal, the applicant shall be given the option of replacement before any other application is considered. All plaques previously placed with a tree or bench will be removed and installed with the new tree or bench if they are in good repair and it is possible to do so. Otherwise, the applicant will be allowed to replace the plaque, at their expense, utilizing its existing inscription.

VI. Violations

Any bench or tree that is installed without the written approval by the town or otherwise fails to meet the specifications herein may be removed at the expense of the party who installed the bench or tree.

VII. Non-Discrimination Statement

All installations must comply with and may not create a condition on any Town-owned property that violates the Americans with Disabilities Act or any other federal, state or local law or regulation. In the approval process, the Town of Harvard does not and shall not discriminate on the basis of race, color, religion, gender expression, age, national origin, disability, marital status, in any of its operations or activities.

Approved: _____

TOWN OF HARVARD
POLICY FOR MEMORIAL BENCHES AND TREES

I. Purpose

This policy prevents our common and open space areas from becoming memorials. This policy is limited to properties controlled by the Select Board as other elected boards/committees and commissions which have control over municipal property may have their own policy.

II. Policy

With limited space being available and the space that is available for public use being for the enjoyment of all residents and so as to not inhibit such enjoyment it is the Select Board's policy to not allow for any new public memorials on Town owned land. Public open space is a finite resource that should be enjoyed by all and with space being a major limiter it is best to not have personal memorial recognition as undoubtedly someone will fail to be recognized due to lack of space and inability to properly maintain said memorial.

III. Violations

Anyone that violates this policy and installs a tree or bench on municipal property is put on notice that it will be removed by the town and disposed of without any notification.

Approved: _____

NEW LOCKBOX PAYMENT ADDRESS PLEASE UPDATE YOUR FILES

We are now using a Lockbox provider for the processing of the Town tax payments.
Please ensure that you are mailing your payment to the remit address below:

**Town Of Harvard
Department 2700
PO Box 986535
Boston, MA 02298-6535**

To ensure the proper processing of payments, it is imperative the full address with department number is used, and in the above format.

Payments can still be made at the Collectors office with check or cash Monday- Thursday 8am – 4:30pm or online with Unipay at www.harvard-ma.gov

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