



**SELECT BOARD
AGENDA
Tuesday, September 1, 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: Sep 1, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89186815721?pwd=ajRGeDcvazlMY253aVdYbTFWl03UT09>

Meeting ID: 891 8681 5721

Passcode: 441561

Dial by your location

+1 253 215 8782 US

+1 301 715 8592 US

One tap mobile

+13126266799,,123906012# US (Chicago)

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Meeting ID: 891 8681 5721

Find your local number: <https://us02web.zoom.us/j/89186815721>

Agenda Items

- 1) Meet with DPW Director Tim Kilhart on the Ayer Road construction project. (7:00)
- 2) Review of the Annual Town Meeting draft warrant (7:15)
- 3) Approve minutes 8/4 & 8/19 (7:40)
- 4) Town Administrator Report - miscellaneous issues & discussion items (7:45)
- 5) Public Communication (7:50)
- 6) Action/Discussion items: (8:00)
 - a) Recognize resignation of Darren Magan from the Park & Recreation Commission
 - b) Appoint Keith Bilafer to the Park & Recreation Commission
 - c) Update on magnet fishing and unexploded ordinances
 - d) Discuss budget recommendation from Finance Committee and Budget Advisory Committee
 - e) Discuss testing of Bare Hill Pond
 - f) Next steps for the Insurance Advisory Committee
- 7) Select Board Reports

***Next Select Board Regular Meeting
Tuesday, September 15, 2020
7:00pm***

Select Board Minutes
Tuesday, August 4, 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, Member Lucy Wallace was absent

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet, DPW Director Tim Kilhart, Facilities Manager Jeff Hayes

Additional participants:

Frank Carlson, Joanne Ward

MassWorks grant application

DPW Director Tim Kilhart is preparing a grant application for repairs to Slough Road. If awarded the grant, he intends to pave Slough Rd between Mass Ave and Bolton Rd, install necessary drainage, curbing and a guard rail in the hollow area. He expects to know by October if Harvard will be awarded the grant funding. This paving project will not widen the roadway. By a roll call vote, Maiore – aye, Minar – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to support the DPW application for the Slough Rd project and appoint Alice as chair to sign the letter for the grant.

Ayer Rd construction project

Kara Minar read correspondence from the Department of Transportation's Arthur Frost stating they are actively reviewing a potential roundabout but are not yet seeing a clear cut case to support it. DPW Director Kilhart has not received confirmation from DOT therefore this topic will be discussed and finalized at the September 1st meeting.

Municipal Buildings Overview

Facilities Manager Jeff Hayes provided a report with a general overview of the most crucial areas to be addressed for each town building. He is aware the old library is currently the biggest concern. Hayes explained the public building account funds annual maintenance contracts with the remaining funds available for preventative maintenance. He will focus efforts on determining the optimal use for those funds. Hayes was able to explain how the old library can be tarped to prevent further water infiltration which will only accelerate the deterioration of this building. He admitted this is not a pretty option but effective. Hayes said the challenge with older buildings like the library is deciding on a systematic approach to maintenance because the more involved projects become the likelihood increases additional issues will be discovered. He will follow up with the fire department to find out if it is possible to utilize the ladder truck instead of paying for a lift when tarping the roof.

Carlson Orchards request to extend hours

Public comment

Chris Green, Oak Hill Rd, suggested the Select Board watch the July 14th Board of Health meeting when Carlson Orchards occupancy for the tap room was discussed related to Covid.

Beth Williams, Granite View Lane, has been to Carlson Orchards quite a bit and has been impressed with the good job they have done to comply with social distancing and avoid overcrowding. She supports their request to extend hours on the patio.

Owner Frank Carlson is requesting a change to their patio hours. He is asking the board to consider their Friday and Saturday hours of after 6:00pm, when they are required to ask patrons to move into the building, be changed to allow the patio to remain open until 8:00pm. They are trying to comply with Covid 19 regulations and with reduced seating in the building there is simply not enough room. Maiore asked if they are aware of any issues thus far with parking or overcrowding. Carlson answered no. He is happy with how things are operating and is confident they can manage when business picks up this fall. Sklar wondered what was discussed at the Board of Health meeting mentioned by neighbor Chris Green. Minar tried to quickly peruse the minutes but did not find anything of great concern. She supports Carlson Orchards request as it makes sense for the health and safety of patrons. Bragan explained this is a temporary change in response to Covid 19 and will be effect until the Governor lifts the state of emergency.

By a roll call vote, Maiore – aye, Minar – aye, Sklar – aye, von Loesecke – aye, the board voted unanimously to approve extension of hours from 6:00pm to 8:00pm on the patio until the state of emergency is lifted by the Governor.

Public Communication

Chris Green, Oak Hill Rd, was unhappy the board did not consider the building occupancy that was discussed with the Board of Health. He understands the desire to help the business but is disappointed neighbor concerns are not more of a priority. Select Board members explained enforcement of social distancing is under the jurisdiction of the Board of Health and not the Select Board. Their business tonight was to address the request before them.

Appointments

War Monument Restoration Committee

By a roll call vote, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to appoint Robert Cabelus to the War Monument Restoration Committee. Cabelus will serve as the Historical Commission representative.

4th of July Committee

By a roll call vote, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to appoint Anne Hentz and Chris Connors to the 4th of July Committee. Hentz is a reappointment and Connors is a new member.

Bare Hill Pond Watershed Management Committee

By a roll call vote, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to appoint Kerry Shirves to the Bare Hill Pond Watershed Management Committee.

Minutes

By a roll call vote, Minar – aye, Maiore – aye, Sklar – aye, von Loesecke - aye, the board voted unanimously to approve minutes of 6/30, 7/7, 7/9, 7/14 as presented. Von Loesecke had a suggested edit to the 6/30 minutes related to the Conservation Commission appointment process but after some debate about the clarification she decided to leave the set as is.

Conservation Commission appointments

Von Loesecke reminded her fellow board members about their direction for the commission to provide a recommendation prior to any reappointments or new appointments being made to the commission. Commission member Joanne Ward attended the meeting to reiterate the commission's desire to have Jim Burns, Janet Waldron and Mark Shaw reappointed. They recommend appointment of Eve Wittenberg to the vacant associate position.

The annual appointments to the commission was more involved this year due to multiple applicants interested in serving. The Select Board members voiced their opinions on how best to approach balancing boards with members who have institutional knowledge while encouraging participation of new volunteers. They discussed pros and cons to establishing term limits and the differences between committees being appointed versus elected.

Sklar offered a compromise of reappointing two current members and appointing two new members. Maiore noted Shaw and Burns are actually fairly new to the commission themselves. Sklar and von Loesecke agreed supporting new volunteers is important with Minar and Maiore more inclined to support reappointment of those already serving. They all agreed the appointment process could and should be handled in a better manner that supports new volunteers while valuing those with experience. Von Loesecke noted the importance of volunteers who are genuinely interested in a committees overall work instead of focused on a single issue. By a roll call vote, Minar – aye, Maiore – aye, von Loesecke – aye, Sklar - nay, the board voted to appoint John Burns, Mark Shaw, Joanne Waldron and Even Wittenberg as associate to the Conservation Commission.

Park & Recreation Commission

By a roll call vote, Sklar – aye, Minar – aye, Maiore – aye, von Loesecke - aye, the board voted unanimously to appoint Mark Morin to replace Steve Victorson to the Park & Recreation Commission and send a letter of thanks to Victorson.

Town Administrator Report (Appendix A)

By a roll call vote, Sklar – aye, Minar – aye, Maiore – aye, von Loesecke - aye, the board voted unanimously to hold the fall annual town meeting on October 3rd beginning at 12:00pm.

Board of Health clarification on the Transfer Station Committee

Sklar and Maiore recommended this committee continue but with a revised mission to help navigate the future of the Transfer Station. With costs set to rise in the coming year it is apparent a larger question must be resolved, does the town continue to operate the Transfer Station as a user based service, roll it into the tax base or investigate town wide curbside pick-up? Either way the current model is not sustainable therefore a broader feasibility study is imperative. They recommend a committee consisting of five members: one Board of Health member, two Select Board members, the DPW Director and two citizens at large.

PFSA testing well on Ryan Land

Bragan reported the appropriate testing has been ordered by the DPW Director Tim Kilhart.

Fall Annual Town Meeting Warrant

Bragan asked the members to provide him with any articles they wish to include. He will provide them with a preliminary draft at their September 1st meeting.

Select Board Reports

Minar invited resident Scott Winter to join for an update on a situation on Old Mill Rd. Bragan has been in regular contact with Mr. Winter assuring him the town is doing all it can through our legal counsel. All parties are frustrated this process and a resolution is not coming faster however all that can be done is being done and the Covid 19 pandemic has not helped the situation.

Maiore reported the School Committee has voted to begin the school year with a hybrid model although the exact details have not been finalized. They will vote on this next week. His understanding is that teachers will be in the classroom and other teachers teaching remote. When asked about budget implications Maiore was not positive on that. Von Loesecke will reach out to the Superintendent.

Maiore reported the Planning Board will focus on a senior residency bylaw, open space and recreation, Ayer Rd and town center action plan updates.

Von Loesecke reported Michael Barton from the Municipal Affordable Housing Trust may have to step down therefore volunteers are needed.

Von Loesecke reported now that the Finance Committee has the state budget numbers they can work on a recommendation for the fall town meeting.

The meeting was adjourned at 9:30pm.

Documents referenced:

MassWorks info & letters – dated 8.4.2020
Municipal Buildings Report – dated 8.4.2020
Carlson Orchards request – dated 7.27.2020
Connors vol form – dated 6.26.2020
Shrives vol form – dated 7.7.2020
Con Com recommendation – dated 7.16.2020
Victorson resignation email – dated 7.29.2020
Morin vol form – dated 7.21.2020
Board of Health memos:
Transfer Station Committee – dated 7.22.2020
PFSA Ryan Field – 7.29.2020

Select Board Minutes
Wednesday, August 19, 2020
11:00am

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, Kara Minar, Stu Sklar, Lucy Wallace, Board member Rich Maiore was absent

Town Department attendees:

Town Administrator Tim Bragan, Assistant Town Administrator/HR Director Marie Sobalvarro, Executive Assistant Julie Doucet

State primary warrant

By a roll call vote, Wallace – aye, Sklar – aye, Minar – aye, von Loesecke, the board voted unanimously to approve the state primary warrant to be held on September 1, 2020.

Appointment of election officials

By a roll call vote, Wallace – aye, Sklar – aye, Minar – aye, von Loesecke, the board voted unanimously to appoint election officials as shown on memo dated August 10, 2020 from Town Clerk Marlene Kenney. (Appendix A)

Miscellaneous Updates

Alice Von Loesecke reported the culvert pipe near Town Hall with the large drop off from the sidewalk project has been covered over by asphalt.

Park & Recreation Commission liaison, Kara Minar asked if the beach ticket checkers can continue into October. Tim Bragan met with Chair Bob O'Shea about this issue and suggested the senior work off program as an option. O'Shea agreed to explore this with the Council on Aging Director who facilitates this program.

Minar asked for an update on the magnet fishing that occurred on the Nashoba River. Bragan said the army was notified but has yet to respond. The Office of Fish and Wildlife has also been notified along with other government agencies. Signs will be put up.

The meeting was adjourned at 11:20am.

OFFICE OF THE
TOWN CLERK

Marlene Kenney, Town Clerk

13 AYER ROAD · HARVARD, MASSACHUSETTS 01451-1458
(978)456-4100 ext. 316 * FAX: (978)456-4113 * mkenney@harvard.ma.us



Date: August 10, 2020

To: Select Board

From: Marlene Kenney
Board of Registrars, Clerk

Re: **Appointment of Election Officials for September 1, 2020 through August 31, 2021**

I respectfully submit for your appointment the enclosed lists of Election Officials, as proposed by the Board of Registrars.

Also, please find attached a Conflict of Interest Disclosure form since Krista Serino, who is being proposed as an Unenrolled election official, is my daughter.

Sincerely,

A handwritten signature in cursive script that reads "Marlene".

Marlene Kenney
Town Clerk

Proposed

TOWN OF HARVARD UNENROLLED ELECTION OFFICIALS

**for the appointment period
September 1, 2020 - August 31, 2021**

Barber	Duane	1 Oak Hill Road	Harvard, MA 01451
Browse	Cary	201 Still River Road	Harvard, MA 01451
Chernoff	Anton	19 Old Shirley Road	Harvard, MA 01451
Chernoff	Peggy	19 Old Shirley Road	Harvard, MA 01451
Dagdikian	Lisa	42 Simon Atherton Row	Harvard, MA 01451
Holcomb	Susan	28 Withington Lane	Harvard, MA 01451
Kenney	Brianna	17 Hillcrest Drive	Harvard, MA 01451
Nigzus	Steve	26 Madigan Lane	Harvard, MA 01451
Opalka	Stephanie	100 Depot Road	Harvard, MA 01451
Reedich	Susan	6 Partridge Hill Road	Harvard, MA 01451
Serino	Krista	17 Hillcrest Drive	Harvard, MA 01451

Proposed

TOWN OF HARVARD DEMOCRATIC ELECTION OFFICIALS

**for the appointment period
September 1, 2020 - August 31, 2021**

Alpert	Abbe	30 Jacob Gates Road	Harvard, MA 01451
Bagdonas	Meg	42 South Shaker Road	Harvard, MA 01451
Ball	Audrey	85 Oak Hill Road	Harvard, MA 01451
Blackwell	Sydney	15 Willow Road	Harvard, MA 01451
Bradley	Dennis	15 A Trail Ridge Road	Harvard, MA 01451
Helhowski	Joanne	290 Stow Road	Harvard, MA 01451
Kaegebein	Debbie	15 A Trail Ridge Road	Harvard, MA 01451
Kemp	Barbara	56 Blanchard Road	Harvard, MA 01451
Lucey	Kate	14 Still River Depot Road	Harvard, MA 01451
Schmidt	Joe	290 Stow Road	Harvard, MA 01451
Sevigny	Marc	74 Shaker Road	Harvard, MA 01451

Proposed

TOWN OF HARVARD REPUBLICAN ELECTION OFFICIALS

**for the appointment period
September 1, 2020 - August 31, 2021**

Cronin	Nancy	7 Hillcrest Drive	Harvard, MA 01451
Cronin	Steven	7 Hillcrest Drive	Harvard, MA 01451
DeZutter	James	13 Eldridge Road	Harvard, MA 01451
Hughes	Robert	47 Turner Lane	Harvard, MA 01451
Jarvis	Mary	53 Oak Hill Road	Harvard, MA 01451
Maiore	Frances	12 Woodchuck Hill Road	Harvard, MA 01451
Warren	Peter	52 Lancaster County Road	Harvard, MA 01451
Wilhelm	Janet	28 Tahanto Trail	Harvard, MA 01451




Message

Tue, Aug 25, 2020 4:53 PM

From:  Darren Magan <dmagan1@yahoo.com>

To:  **Julie Doucet**

Cc:  Bob and Chris <roscos@icloud.com>

Subject: P&R Board

Julie,

It's with great regret that I type this email. I will need to step down from the P&R board immediately. I have informed Bob O'Shea (cc'd) of my decision prior to this email. Please let me know what else is needed on my end to help facilitate the move.

Sincerely,

Darren Magan

August 27, 2020

Hi Julie,

Darren let me know he might resign a month ago so we solicited Keith. Keith is on the Field Sub-committee and has been attending P&R meetings for a long time. He will become the new field liaison and we would love to get him appointed as soon as possible.

Thx, Bob

TOWN OF HARVARD

VOLUNTEER APPLICATION (12/02/2008)



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

Date of Application: August 10, 2020

Applicant Information:

Name: KEITH BILAFER

Address: 41 Candleberry Lane, Harvard, MA 01451

Home/Work Phone # [REDACTED] **Mobile Phone#** [REDACTED]

Email Address: BILAFER@GMAIL.COM

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

Parks & Rec

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

Yes - Parks & Rec - Athletic Field Subcommittee - July 2019 - Current

Do you have any time restrictions? YES NO
After work hours

Are you a registered voter? YES NO

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

Program Manager - Citrix Systems

Do you, your spouse, or your employer have any current or potential business relationship with the Town of Harvard that could create a conflict of interest? (If YES, please describe the possible conflict) No

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

I have been coaching in the Harvard Soccer Club for 15 years and know Harvard's fields fairly well.

Received by Town of Harvard

Return to: Town Of Harvard, 13 Ayer Road, Harvard MA 01451 or email jdoucet@harvard.ma.us



Message

Thu, Aug 27, 2020 9:38 AM

From: Don Ludwig - Ludwig Agency <don@ludwigagency.com>
To: tbragan@harvard.ma.us
 Alice von Loesecke <avonloesecke@gmail.com>
 Julie Doucet

Subject: FinCom Budget Recommendations

Attachments: Updated Budget Numbers Aug 2020.xlsx / Uploaded File (26K)

Attached are documents FinCom reviewed at their August 19th meeting. As you can see, with the announcement of level funding for Local Aid and Chapter 70, we were able to add back \$100,000 which we had anticipated not receiving. New Growth was decreased by \$30,000 and the Overlay Account decreased by \$25,000. All of this provides us with a new revised deficit of \$226,639 which you can see on the "Updated Financials" tab on the attached document. The first tab on the attached document is the original recommendation of the Budget Advisory Group. The last tab, "Updated Budget Numbers", shows the adjustments and a surplus. The surplus is made up of \$200,000 put into the Reserve Fund if we need it due to uncertain circumstances moving forward with local receipts, uncertain federal assistance, and of course Covid-19. This coupled with the savings from updated numbers from Worcester County Retirement, the savings of ~\$138,000 in insurance changes, the \$60,000 cut to the Police budget (Vehicle and OT), and one half of the originally estimated School cuts (\$112,000) gives us a surplus of \$302,047.

Given these numbers, the Finance Committee unanimously recommends not cutting the \$10,000 from the Tree Warden's budget (this is public safety), not cutting the \$26,000 in Merit Pay (these individuals already contributed to our savings in insurance), and finally we do not recommend reducing the OPEB contribution at this time, as we may need to use this when budgeting for FY22.

Thank you for reviewing our recommendation and if you have any questions I will be happy to answer them.

Regards,

Don



Updated Budget Numbers*

Current Deficit (see Updated Financials tab)	\$ (226,639)	(Uses FY20 Cherry Sheet Amounts which includes adding back the \$100,000 we had reduced the Cherry Sheet estimate back in January, reducing New Growth \$30,000, reducing the Overlay account by \$25,000)
Worcester County Retirement adjustment	\$ 18,686	(Final number came in below estimate)
Estimated Insurance Savings	<u>\$ 138,000</u>	(This is higher than the \$125,000 original estimate)
	\$ (69,953)	Deficit Subtotal
Eliminate Police Cruiser (\$45K) and Reduce Police OT (\$15K)	<u>\$ 60,000</u>	Cut to be made
	\$ (9,953)	Deficit Subtotal
School Cuts (not fully known but using 1/2 of original)	<u>\$ 112,000</u>	
	\$ 102,047	Surplus Subtotal
Funds from Stabilization to fund portion of Budget	<u>\$ 200,000</u>	(items to be determined)
	\$ 302,047	Surplus Subtotal
OPEB Funding Reduction	<u>\$ 75,000</u>	(I would not make this move this year and would save it for the next budget cycle)
	\$ 377,047	Surplus Subtotal

*The above does not utilize the savings of Merit Pay (\$26,000) or having the School contribute an additional \$100,000 from Devens as were originally included by Budget Advisory Group.
This also does not include the \$10,000 proposed reduction to the Tree Warden budget, which is no longer part of their recommendation as of August 6, 2020)

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

8/6/20 - from Finance Director

	<i>Actual Budget</i>	<i>Actual Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<u>Budgeted Revenues - Tax Levy (actual \$)</u>							
R.E. Tax Levy Limit from Prior Year	19,615,932	20,287,886	20,906,887	21,529,560	22,167,799	22,821,994	23,492,543
2.5% Increase	490,398	507,197	522,672	538,239	554,195	570,550	587,314
New Growth	181,556	111,804	100,000	100,000	100,000	100,000	100,000
Debt Exclusion - TH Renovations \$2.25M	163,538	161,238	158,938	156,638	153,188	149,738	146,288
Debt Exclusion - TH Renovations Reimb Prem	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)	(7,292)
Debt Exclusion - TH Renovations \$700K	50,138	49,438	48,738	48,038	46,988	45,938	44,888
Debt Exclusion - TH Renovations Reimb CPA	(50,138)	(49,438)	(48,738)	(48,038)	(46,988)	(45,938)	(44,888)
Debt Exclusion - Sr Ctr/Hildreth Hse	108,050	104,800	101,550	98,950	96,350	93,750	91,150
Debt Exclusion - Public Safety	131,694	123,938	116,294	-	-	-	-
Debt Exclusion - Public Library	158,913	150,819	147,781	144,744	136,925	129,375	126,563
Debt Exclusion - Fire Truck	32,250	31,750	31,250	30,750	30,000	29,250	28,500
Debt Exclusion - School	380,944	368,463	361,038	343,725	331,975	320,725	308,813
Debt Exclusion - School Reimb Premiums	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)	(2,200)
Debt Exclusion - Roads	68,200	67,100	61,000	60,000	58,500	57,000	55,500
Debt Exclusion - MWPAT	121,550	121,707	121,866	122,029	122,195	122,365	122,539
Debt Exclusion - MWPAT Reimb from Better	(98,557)	(58,943)	(59,020)	(59,099)	(59,179)	(59,262)	(59,346)
Debt Exclusion - Heavy Duty Dump Truck (2017)	1,426	4,423	18,469	12,750	12,250	11,750	11,250
Debt Exclusion - Bromfield Science Lab (2017)	1,371	4,115	12,579	7,725	7,475	7,225	6,975
Debt Exclusion - HES School Building Project	2,079	760,346	2,472,915	2,406,425	2,343,175	2,279,925	2,216,675
Debt Exclusion - HES Sch Bldg Reimb Cap Stab			(300,000)	(200,000)	(200,000)	(200,000)	(100,000)
Debt Exclusion - HES Sch Bldg Reimb Devens			(300,000)	(200,000)	(200,000)	(200,000)	(100,000)
Subtotal - Debt Exclusions	1,061,965	1,830,262	2,935,167	2,915,144	2,823,361	2,732,348	2,845,413
Subtotal - Budgeted Tax Revenue	21,349,851	22,737,149	24,464,727	25,082,942	25,645,354	26,224,892	27,025,270
<u>Budgeted Revenue-State Aid, Local Rec & Transf</u>							
State - Cherry Sheet Revenue	3,834,699	3,995,193	3,995,193	3,900,000	3,900,000	3,900,000	3,900,000
Estimated Local Receipts	1,693,749	1,559,500	1,704,709	1,747,327	1,791,010	1,835,785	1,881,680
Estimated Local Receipts - Library HPLT Offset	0	0	10,000	10,000	10,000	10,000	10,000
Local School Transfers - Other Funds (No Grants)	1,934,600	2,637,931	3,316,785	3,399,705	3,484,697	3,571,815	3,661,110
Community Preservation for Debt	51,000	50,000	48,738	48,038	46,988	45,938	44,888
Capital Stabilization for Debt	74,750	73,420	372,106	270,794	269,388	263,088	161,738
School Devens Fund for Debt			300,000	200,000	200,000	200,000	100,000
Sewer Betterments for Debt	91,657	91,827	91,947	92,070	92,195	92,324	92,455
Title V Septic Betterment for Debt	11,529	11,529	11,529	11,529	11,529	11,529	11,529
HCTV Fund	80,500	97,001	91,941	91,941	91,941	91,941	91,941
Library Trust Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Wetlands Protection Fund	<u>12,467</u>	<u>13,252</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
Subtotal - Budgeted State Aid, Local Rec & Transf	7,789,951	8,534,653	9,961,447	9,789,902	9,916,247	10,040,918	9,973,840
<u>Budgeted Assessments</u>							
Library - Cherry Sheet Offset Item	(8,284)	(8,529)	(8,529)	(8,529)	(8,529)	(8,529)	(8,529)
School Choice - Cherry Sheet Offset Item	(297,694)	(305,900)	(305,900)	(305,900)	(305,900)	(305,900)	(305,900)
State - Cherry Sheet Assessments	(320,421)	(474,048)	(474,048)	(474,048)	(474,048)	(474,048)	(474,048)
Town - Estimated Overlay	(160,485)	(24,240)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Subtotal - Budgeted Assessments	(786,884)	(812,717)	(863,477)	(863,477)	(863,477)	(863,477)	(863,477)
NET BUDGETED REVENUES	28,352,918	30,459,085	33,562,697	34,009,368	34,698,124	35,402,333	36,135,633
	<i>Actual Budget</i>	<i>Actual Budget</i>	<i>FinComm Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>	<i>Estimated Budget</i>
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<u>Budgeted Expenditures</u>							
Town & School Expense	26,765,850	28,084,006	29,909,906	30,657,654	31,424,095	32,209,697	33,014,940
Debt Expense - Prin & Interest Due	1,370,046	2,173,372	3,808,328	3,583,254	3,488,190	3,389,005	3,298,852
R&A Article Expenses	<u>209,100</u>	<u>198,446</u>	<u>71,102</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL BUDGETED EXPENDITURES	28,344,996	30,455,824	33,789,336	34,240,907	34,912,284	35,598,703	36,313,792
<u>BUDGET SUMMARY</u>							

Net Budgeted Revenues	28,352,918	30,459,085	33,562,697	34,009,368	34,698,124	35,402,333	36,135,633
Budgeted Expenditures	(28,344,996)	(30,455,824)	(33,789,336)	(34,240,907)	(34,912,284)	(35,598,703)	(36,313,792)
Estimated Surplus / (Deficit)	7,922	3,261	(226,639)	(231,540)	(214,160)	(196,370)	(178,159)

RESERVES

Stabilization Fund - as of 8/6/20	1,276,544
Capital Stabilization Fund - as of 8/6/20	3,680,307
Free Cash - as of 8/6/20	0

Annual Assumptions - FY21 to FY25

2.5% Increase - Rev - Est Local Receipts & School Transfers
2.5% Increase - Exp - Town & School Budgets

**This report shows requested FY21 expense budgets with 2.5% increase each year FY22 thru FY25*

Budget Cut Scenarios

Failed Override	\$	320,000
State Shortfall (Est. Low End)	\$	500,000
State Shortfall (Est. High End)	\$	800,000

BUDGET ADJUSTMENTS: OVERRIDE FAILED**Changes to Cover Failed Override (70/30 School/Town)**

	<u>Cuts</u>	<u>New \$ Funding Sources</u>	<u>TOTAL</u>
Police officer position	\$ 60,000		
Merit increase for town employees	\$ 26,000		
Reduce tree warden budget	\$ 10,000		
Eliminate drama position, reduce one HES teacher, eliminate reading specialist position	\$ 220,000		
Miscellaneous expenses	\$ 4,000		
	<u>\$ 320,000</u>		<u>\$ 320,000</u>

Possible Changes to Cover \$500,000 State Shortfall

Draw funds from Town Stabilization Fund		\$ 200,000		
Increase employees' and retirees' health insurance contribution to 30% (estimate; \$283K potential)		\$ 125,000		
OPEB funding reduction		\$ 75,000		
Additional Mass Development (Devens) funds		\$ 100,000		
	<u>\$ -</u>	<u>\$ 500,000</u>		<u>\$ 500,000</u>

Changes to Cover \$800,000 State Shortfall

All changes to cover \$500,000 shortfall	\$ -	\$ 500,000		
Additional cuts (to be specified)	\$ 300,000			
	<u>\$ 300,000</u>	<u>\$ 500,000</u>		<u>\$ 800,000</u>

Notes:

- The Stabilization fund target is \$1,361,319, the current balance is \$1,247,600. To cover above use of funds, \$313,719 from FY20 free cash will be required to maintain fund balance.
- Unemployment costs could be \$50 - 200K over budget. Overage can be covered in FY21 by the Reserve Fund, salary savings through retirements and permanent layoffs or hiring at a lower rate.