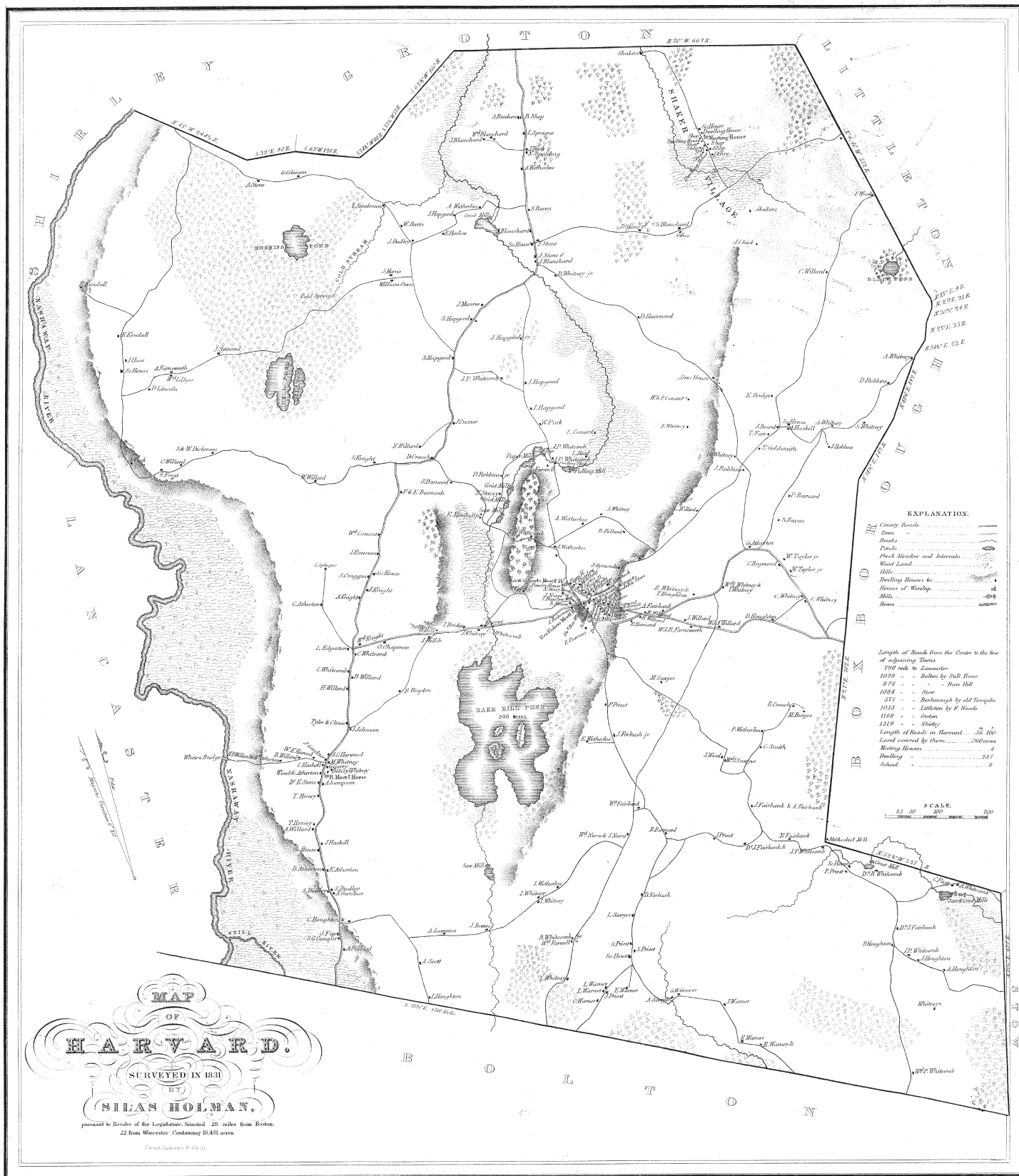


2011 ANNUAL TOWN REPORT



Harvard, Massachusetts

TOWN OF HARVARD
WORCESTER COUNTY

DATE OF INCORPORATION: 1732

FORM OF GOVERNMENT: Town Meeting

POPULATION: 5,689– as of January 1, 2011

AREA: 16,500 acres

ELEVATION: 608 feet above sea level on Oak Hill

MINIMUM BUILDING LOT SIZE: 1.5 acres
Building, Electrical, Plumbing Codes and Health Regulations require permits
for new buildings and alterations, obtainable at the Selectmen’s Office in Town Hall.

TOWN HALL OFFICE HOURS: 8:30 A.M. – 4:00 P.M. Monday, Wednesday & Thursday
8:30 A.M. – 7:00 P.M. Tuesday

SENATORS IN CONGRESS: Scott Brown, John F. Kerry

REPRESENTATIVE IN CONGRESS, Fifth District: Nicola Tsongas

STATE SENATOR, Middlesex and Worcester District: James Eldridge

STATE REPRESENTATIVE, 37th Middlesex District: Jennifer Benson

QUALIFICATIONS FOR REGISTRATION AS VOTERS: Must be 18 years of age, and a U.S. citizen. Registration at Town Clerk’s Office in Town Hall, Monday through Thursday, 8:30 A.M. – 4:00 P.M., and Tuesday evenings until 7:00 P.M. Special voter registration sessions before all town meetings and elections. Absentee voting for all elections.

TOWN OF HARVARD
FOUNDED JUNE 29, 1732

Set off from Groton, Lancaster, Stow, by petitions to the General Court.

Incorporators: Simon Stone, Groton, Thomas Wheeler Stow and Hezekiah Willard, Lancaster. The name Harvard was inserted in the engrossed bill in the handwriting of Josiah Willard, the Secretary of State. This was the custom when neither the Governor nor petitioners had suggested a name for the new town.

SPECIAL THANKS – 2011 ANNUAL TOWN REPORT

All photos in the report are courtesy of Lisa Aciukewicz, photographer for the Harvard Press. The report cover is courtesy of the Historical Society. If you are interested in purchasing a copy of this historic map please contact the Historical Society directly. The 2011 Town Report has been compiled, formatted and edited by Julie Doucet, Executive Assistant to the Town Administrator and Board of Selectmen.

2011
Annual Reports
of the
Town Officers
of the
Town of Harvard



for the year ending
December 31, 2011

**In Loving Memory of Harvard's Friends,
Families, Officials and Neighbors**

Rita London

Alexander Gray MacLennan

Etty Josephine Roberts

Pauline I. Nelson

Fredrick Keyes, Jr.

Elizabeth S. May

Catherine Doris Bevis

Vernon Francis Hirsch, II

Donald B. Strang

Lester J. Rembert

Rhea J. Boerner

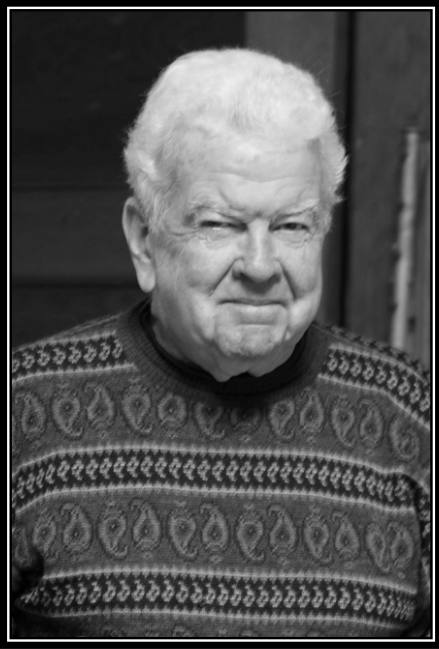
David Eugene McClure

Ruth E. Dawkins

Tamara L. Molnar

2011 CITIZEN OF NOTE

William J. Herbert



Bill Herbert grew up in Waterbury, Connecticut and graduated from Detroit University with an Engineering degree. Bill and his wife Carol lived in North Haven, Connecticut before moving to Harvard with their two children Crista and Keith in 1972. They are now blessed with 3 grandchildren whom Bill and Carol cherish. When the Herberts moved to Harvard, Bill was employed with Honeywell where he was involved with servicing the Honeywell computers. Later on Bill opened his own business and continued to coordinate the service of computers throughout the United States until his retirement from the business world 12 years ago.

Their welcome to Harvard was traditional. They were asked to serve on the July 4th Committee which was made up of newer residents to the town. Bill and Carol served on this committee for two years. During those early years, when their kids were still young, they were also very active in the “new Village Nursery School”, which was housed at Hildreth House. Bill organized many fundraisers, including the Annual Spring Dance. He was active in fundraising efforts for St. Theresa’s, now Holy Trinity Parish, coordinating, planning and ultimately manning the grill at the annual

chicken barbeque. Bill, who is an Eagle Scout, continued his interest in scouting, as a troop leader with the scouts and shared his experiences with his scouts, one of whom was his son Keith. Perhaps his favorite part of scouting was leading the campfire songs on camping trips.

In the early seventies, Park Lane was a neighborhood of young families who were always involved in family and neighborhood gatherings. Bill organized Christmas caroling, Halloween trick-or-treating, the annual Easter egg hunt for the neighborhood, and yes bon-fires and sing-a-longs for everyone.

Since his retirement Bill has been a substitute teacher at Bromfield School, teaching mostly math and science along with other subjects as needed. He is well known amongst the students for the puzzles and brain teasers he would bring to class. He is always pleased when a student says “Hi, Mr. Herbert” outside the school setting.

For the past 10 or more years you’ve probably seen Bill around the town center watering the young trees that have been planted to replace the diseased elm trees which had to be taken down. Bill has been actively working with Bill Caldwell on tree preservation, helping to keep trees healthy, or replant them when needed, around all of our town buildings and The Common.

Bill is dedicated to young students and young trees and – perhaps in perfect balance – he is also dedicated to the senior residents of our community. He is currently serving as the program director for the Council on Aging. He joyfully schedules trips for seniors to museums, theaters, concerts, train rides and other points of interest, as well as special events at the Hildreth House like the popular Luau. He runs the men’s morning coffee, which has grown to about 20 senior men attending on any given Wednesday. It is a great place to come to hear the flavor of town issues and all the other news.

For 40 years now, Bill has been an advocate of and dedicated volunteer to Harvard, the place he has long called “home”. Bill exemplifies “service above self” as he continues to volunteer and provide services to the young and old alike. The Board of Selectmen is proud to recognize William Herbert as Harvard’s Citizen of Note for 2011.

TABLE OF CONTENTS

TOWN OFFICERS – Elected and appointed	5
GENERAL GOVERNMENT	10
Board of Selectmen, Zoning Board of Appeals, Board of Assessors, Planning Board, Municipal Affordable Housing Trust, Municipal Building Committee, Community Preservation Committee, Community Cable Access Committee, Energy Advisory Committee, Devens Enterprise Commission	
PROTECTION OF PERSONS AND PROPERTY	38
Ambulance Squad, Fire Department, Police Department	
EDUCATION	48
Superintendent of Schools, School Principals, School Committee, School Nurse, Special Education, Community Education, Monty Tech	
LIBRARY AND THE ARTS	76
Librarian, Library Trustees	
HEALTH AND HUMAN SERVICES	81
Board of Health, Nashoba Associated Boards of Health, Council on Aging,	
PUBLIC WORKS	91
Public Works Director, Cemetery Commission, Water Commission, Town Center Sewer Project	
ENVIRONMENTAL PROTECTION	95
Conservation Commission, Bare Hill Pond Watershed Management Committee, Agricultural Advisory Committee, Historical Commission	
TOWN MEETINGS AND ELECTION RESULTS	104
TOWN RECORDS – TOWN CLERK	149
Births, Marriages, Deaths, Fees, Licenses, Permits, Inspectors	
FINANCIAL REPORTS	153
Accountant's Cash Recap, Receipts, Payments, Balance Sheets, School Financial Statements, Treasurer Trust Funds Report, Employee Earnings	

ELECTED OFFICIALS

BOARD OF SELECTMEN	<i>(3 years) (5)</i>	MODERATOR	<i>(1 year)</i>
MARIE C. SOBALVARRO, Chair	2014	ROBERT EUBANK	2012
RONALD V. RICCI	2014		
TIMOTHY A. CLARK	2013	PARK & RECREATION COMM.	<i>(3 years) (5)</i>
WILLIAM N. JOHNSON	2013	ANNE MCWATERS	2014
PETER E. WARREN	2012	BJ PRESSIA	2014
		MARK MANDOZZI, Chair	2012
		JOHN W. LEE JR.	2012
		ERIC DYER	2013
CEMETERY COMMISSIONERS	<i>(3 years) (3)</i>		
JOHN J. SPERO, Chair	2014	PLANNING BOARD	<i>(3 years) (5)</i>
BRUCE R. DOLIMOUNT	2013	KARA MINAR, Chair	2012
HOWARD W. SPRAGUE JR	2012	MICHELLE CATALINA	2014
		PETER BROOKS	2014
COMMUNITY PRESERVATION COMMITTEE		WAYNE MCFARLAND	2012
DONALD BOYCE, Chair	2014	MARGARET GREEN	2012
STEVEN ROWSE	2013	vacant, Associate	<i>yearly</i>
DEBORAH THOMSON	2012	Liz Allard, Land Use Administrator	
DEBORAH RICCI	2014		
RHONDA SPRAGUE, appt. Historical Commission	2012	SCHOOL COMMITTEE	<i>(3 years) (5)</i>
MICHELLE CATALINA, appt. Planning Board	2012	KEITH S. CHEVERALLS, Chair	2014
CHARLIE GORSS, appt. Conservation Comm	2012	PIALI DE	2012
JOHN LEE, appt. Park & Rec	2012	KRISTEN WRIGHT	2013
CHRIS READY, Housing	2012	PATRICIA WENGER	2012
	2012	SUSANMARY REDINGER	2014
CONSTABLE	<i>(3 years)</i>	TOWN CLERK	<i>(3 years)</i>
KERRY CURLEY	2014	JANET A. VELLANTE	2012
HARVARD BOARD OF HEALTH	<i>(3 years) (3)</i>	TREE WARDEN	<i>(1 year)</i>
JOHN SPERO, Chair	2012	CHRISTIAN BILODEAU	2012
LORIN JOHNSON	2013		
THOMAS C. PHILLIPOU	2014	WARNER FREE LECTURE SOC.	<i>(3 years) (6)</i>
Linda Cantillon, Administrative Assistant		vacant	2012
		MARY MAXWELL	2014
LIBRARY TRUSTEES	<i>(3 years) (6)</i>	JANE ANDREW	2014
MARTHA GREEN, Chair	2013	THOMAS ACIUKIEWICZ	2012
CHRISTOPHER FRECHETTE	2012	SHEILA SIMOLLARDES	2013
PETER JACKSON	2013	PATRICIA JENNINGS	2013
MARY ABIGAIL COOLIDGE	2014		
CHARLES F. REDINGER	2014	WATER COMMISSIONERS	
DAVIDA J. BAGATELLE	2012	TIM CLARK	2013
		RON RICCI	2014
		JOSHUA GOULD	2012

APPOINTED OFFICIALS

ACCESS TO SERVICES LIAISON

DEBORAH KELLER

AGRICULTURAL ADVISORY COMM.

WENDELL WILLARD, Chair

CANDACE FRAZER

FRANKLYN CARLSON

TIM ARNOLD

PETER BASILE

PAM BROWNING, alternate

BILL BARRETT, alternate

AL COMBS, alternate

AMBULANCE SERVICE *volunteer*

Full Members

ED BARRON

MINA RAE BECKMAN

STEVEN BECKMAN, Director

SCOTT BLACKWELL

WILL BLACKWELL

RORY BROWSE

ALEX BURNETT

DAVID CLINE

ISAAC COHEN

ANDREA D'ERAMO

SYDNEY DURAND

CINDY GLADE

LIZ GOLDSMITH

ADAM HUGHES

DERRIN JARVIS

DEREK JORDAN

DEBI KELLER

ALLAN KUONG

LINDA MARA

CATLIN NYGREN

JOAN OJEMANN

ANDREW PERRY

HARRY POWELL

STEVE POWELL

MICHELLE SWEARENGEN

BONNIE SWEENEY

ALYSSA SWINDELLS

KEEON TABRIZI

JUSTIN WARREN

ROB WILLIAMS

BENJAMIN WILMOT

Provisional EMT Members

LILY ALFANO

SARAH ANDREWS

JOHN BREYER

SAM CARLSON

ANN COHEN

MOLLY GORMLEY

MACKENZIE GRANT

ZAKIA HANKOUR

GREGORY HARROD

BARBARA HILTON

MICHAEL LECKY

DOUGLAS LEVERING

(yearly)

AMBULANCE *cont.*

JOYCE MAIORE

ADAM MORTON

(3 years) (5) MATHIAS NITTMANN

2013 KILEY NYGREN

2012 MARK O'DONNELL

2012 GEORGE ORSULA

2014 MOLLY PAPAZIAN

2014 KAYA WICKLUND PHILLIPS

(yearly) JUSTIN ROWAN

(yearly) WALLY SHAW

(yearly) BILL SPACCIAPOLI

PATRICK SWEENEY

BILL TRUETT

AMY WILKINS

DRIVER

GRETA BRETZ

DON BOYCE

CHRIS CONNORS

KERRA HUCHOWSKI

DAN JONES

ERYK LORENZ-KRUK

SCOTT MCINTOSH

LARRY MILLER

SUE REEDICH

JULIO VALLADARES

CADET

ROBERT DOUGLAS

SAM BEEBE

NICK BLAUCH

ALEX CADMAN

JASON COTTING

LEXI DUTKEWYCH

HANNAH EGAN

EMMA HALL

SAM JONES

RUTH MYLES

AUSTIN MCMEEKIN

EMMA NOYES

KYLE OJEMANN

JILL REITER

LIVIE ROONEY

ROBERT SHELTON

ANIMAL INSPECTOR/CONTROL OFFICER

(yearly)

PAUL WILLARD

ANN BAMFORD

BARE HILL POND WATERSHED

(3 years) (7)

MANAGEMENT COMMITTEE

BRUCE LEICHER, Chair

PAUL WOOD

MARK HARDY

vacant

TOM GORMLEY

DEBORAH PIERCE

ROBERT BLANCK

vacant, student member

(yearly)

APPOINTED OFFICIALS

BOARD OF ASSESSORS

RICHARD MAIORE, Chair
JOSEPH THERIAULT
DEBRA GEORGE

(3 years) (3) C. COUNCIL cont. MORIAH ARNOLD, student (yearly)
2013
2012 **DEVENS ECONOMIC ANALYSIS TEAM** (yearly)
2014 VICTOR NORMAND, Chair

BURIAL OFFICER

EDWARD DENMARK, Police Chief

(yearly) STEPHEN FINNEGAN
DUNCAN CHAPMAN
JEAN RUSSELL
PAUL GREEN

CAPITAL PLANNING & INVESTMENT COMMITTEE

SUPERINTENDENT, JOSEPH CONNELLY
TOWN ADMINISTRATOR, TIM BRAGAN
FINANCE DIRECTOR, LORRAINE LEONARD
FINANCE COMMITTEE, GEORGE MCKENNA
SCHOOL COMMITTEE, KEITH CHEVERALLS
BOARD OF SELECTMEN, PETER WARREN
DEBBIE RICCI, CITIZEN AT LARGE
CINDY RUSSO, CITIZEN AT LARGE

(3 years) (8) ORVILLE DODSON

DEVENS ENTERPRISE COMMISSION
ERIC STOLTZFUS 2013
JAMES DEZUTTER 2013
RUTH SILMAN, Appeals Designee (yearly)
DUNCAN CHAPMAN, Alternate member (yearly)

COMMUNITY CABLE ACCESS COMMITTEE

JOHN BURNS
MITCH NORCROSS, Chair
JOHN BALL
JONATHAN WILLIAMS
vacant
RAY DUNN
PAUL LIERHAUS
vacant 1 alternate & 2 student members
ROBERT FERNANDEZ, Access Coordinator

(3 years) (7)
2014 **ECONOMIC DEVELOPMENT TEAM** (3 years) (5)
2012 RICH MAIORE, Chair 2012
2014 vacant 2013
2012 ELAINE LAZARUS 2013
2012 BRUCE STAMSKI 2012
2013 JAMES STEVENS 2014
2012
(yearly) **ELDERLY & DISABLED TAXATION AID COMMITTEE** (yearly)
(yearly)

CONSERVATION COMMISSION

PAUL WILLARD, Chair
CHARLES GORSS
JAMES BRESLAUER
PATRICK DOHERTY
MARGARET SISSON
DONALD RITCHIE
JANET WALDRON
vacant, associate member

(3 years) (7)
2012 RICHARD MAIORE, CHAIR BD OF ASSESSORS
2014 MARY JO BOYNTON
2014 LAURA ANDREWS
2012 CINDY DUMSER
2013 **ELM COMMISSION** (2 years)
2013 BILL CALDERWOOD, Chair 2012
2014 MARIO CARDENAS 2012
(yearly) DENNIS COLLINS 2012
DENIS WAGNER 2013

COUNCIL ON AGING

CARLENE PHILLIPS, Co-Chair
LUCY WALLACE, Co-Chair
KATIE PETROSSI
CONNIE LARRABEE
MICHAEL PETERS
FRANCES NICKERSON
SHARON BRIGGS
PAMELA FREDERICK
ELIZABETH SWEENEY
MARIE HOLLAND, Outreach Coordinator
DEBBIE THOMPSON, Senior Services Director
BILL HEBERT, Program Coordinator

(3 years) (9)
2012 CHRISTIAN BILODEAU, Tree Warden (yearly)
2013 **EMERGENCY PROGRAM DIRECTOR** (yearly)
2014 RICHARD SICARD, Fire Chief

CULTURAL COUNCIL

DEBRA VANDERWERF, Chair
ROBIN CALDERWOOD
FRAN NICKERSON
KIRSTI GAMAGE
MARY VESENKA TURNER
RACHEL OGLESBY
REBECCA WRIGHT
ARLENE SULLIVAN
ALICE BARTRAM

2012
2014
2014
2012
2013
2013
2014
(yearly) FORREST HODGKINS
(yearly) BILL BLACKWELL
(yearly) JIM ELKIND
(yearly) RENE ROY, Associate member
MATTHEW COKE, Associate member
vacant, associate & student member

FENCE VIEWERS
LUCY WALLACE
LEO BLAIR
ROBERT EUBANK

FIELD DRIVER
EDWARD DENMARK, Police Chief (yearly)
2014

APPOINTED OFFICIALS

FINANCE COMMITTEE

MARIE FAGAN, Chair
BOB THURSTON
RUDY MINAR
STEVE COLWELL
ALICE VON LOESECKE
HEIDI FRANK
GEORGE MCKENNA
ALAN FRAZER, Associate member
LAURA VILAIN, Associate member

FINANCE DEPARTMENT

LORRAINE LEONARD, Finance Director/CPO
DEBBIE NUTTER, Treasurer/Tax Collector
FRED APONTE, Accounting Officer
LISA PARKER, Finance Assistant
SUE FITTERMAN, Assistant Assessor

FIRE DEPARTMENT

RICHARD SICARD, Fire Chief/Forest Fire Warden

FOURTH OF JULY COMMITTEE

FRANK ANDERSON, Chair
KATHY FARRELL
PAM BROWN
RICH MAIORE
AMY STOLLER
ELLEN SACHS LEICHER
SANDRA KIMBALL
JILL LEE
KATIE PETROSSI
THOMAS CAULFIELD
ARLINE MARTENEY
PAT JENNINGS
STEVE PEISCH
BETSY STARR
SHERRY GRAHAM
LESLIE NEVILLE

HARBORMASTER

BOB O'SHEA

HAZARDOUS WASTE COORDINATOR

RICHARD SICARD, Fire Chief

HISTORICAL COMMISSION

vacant, (Con Com rep.)
KEN SWANTON, (PL. BD. Rep.)
PAMELA MARSTON
DOUG COOTS (AIA) Acting Chair
CHRIS CUTLER
RHONDA SPRAGUE (BD. Of Realtors)
BARBARA HADAD
vacant, alternate member
JOHN MARTIN, alternate member

INSPECTIONAL SERVICES

(yearly)

2014 GABRIEL VELLANTE, Building Commissioner/Zoning Officer
2014 Office hours: Monday 8:30 - 11:00 AM
2014 ROLAND BERNIER, Alternate Building Inspector
2012 vacant, Alternate Zoning Officer
2012 JAMES BAKUN, Plumbing and Gas Inspector
2013 ROBERT FRIEDRICH, Alternate Plumbing and Gas
2013 DAVID WOODSUM, Wiring Inspector
(yearly) PHILIP HORGAN, Alternate Wiring Inspector
(yearly) RICHARD SICARD, Gas and Fuel Storage Inspector

KEEPER OF THE LOCKUP

(yearly)

EDWARD DENMARK

LAND STEWARDSHIP COMMITTEE

CONSERVATION COMMISSION SUB-COMMITTEE

(yearly) PHIL KNOETTNER 2013
(yearly) PAM DURRANT 2014
(yearly) ROBERT BENSON 2014
(yearly) WENDY SISSON, Con Com Rep. 2013
(yearly) RON KUSNER 2012
(yearly) JIM ADELSON 2012
(yearly) MARC SEVIGNY 2012
(yearly) GEORGE WATKINS, associate member (yearly)

LIBRARY DEPARTMENT

(yearly)

MARY WILSON, Director
AUDREY ALENSON
LISA GAGNON
KRISTEEN BOLDUC
JUDITH VENO
CAROLE FLAGG
CONSTANCE MCCORMACK
MATTHEW FLOKOS
ABIGAIL KINGSBURY
SUSAN ANDREWS
JILL HAYES
CELESTE KOZLOWSKI
EMMA WOOD
MARGARET FROTHINGHAM
JENNIFER MACMILLAN

MART ADVISORY BOARD

(yearly)

*vacant

MASTER PLAN STEERING COMMITTEE

2012

(3 years) (7) MICHELLE CATALINA, Pl. B. rep.
2013 JAMES BRESLAUER, Con Com rep.
2014 ROBERT CAPOBIANCO, ZBA rep.
2014 TIM CLARK, Selectmen rep.
2012 SUSAN MARY REDINGER, Sc Com rep.
2012 BRUCE NICKERSON, MAHT rep.
2013 AL COMBS, EDC & Ag Com rep.
2013 BOB THURSTON, Fin Com rep.
(yearly) BJ PRESSIA, Park & Rec rep.
(yearly) KEN SWANTON, Hist. Com. Rep.
JOE HUTCHINSON, Citizen at Large
LUCY WALLACE, Citizen at Large

MBTA ADVISORY COMMITTEE

(yearly)

*vacant

APPOINTED OFFICIALS

MINUTEMAN HOME CARE CORP. REP.	(yearly)	PUBLIC WORKS DEPARTMENT	
ANNE MARIE ROWSE		RICHARD NOTA, Director	
MONT. JOINT TRANS. COMMITTEE	(yearly)	RONALD GILBERT, Foreman	(yearly)
vacant., Planning Board appointee		MATTHEW GLENNY, Mechanic	(yearly)
TIM CLARK, Selectmen's representative		JOSEPH CANOLE	(yearly)
MONT. REGIONAL PLANNING COMMISSION	(yearly)	DUANE LEE HOAGLUND JR.	(yearly)
MICHELLE CATALINA, Planning Board appointee		BENJAMIN GILBERT	(yearly)
TIM CLARK, Selectmen. appointee		ROBERT MELVIN	(yearly)
MONT. VOC. TECH. REP.	(2 years)	ERIC MARTINEAU	(yearly)
*vacant	2011	JEFFREY GRECO	(yearly)
		LARRY ALLARD	(yearly)
		ANTHONY COLELLA, Transfer Station	(yearly)
		JAMES HOLMES, Transfer Station	(yearly)
MUNICIPAL AFFORDABLE HOUSING TRUST	(2 years) (7)	REGISTRARS OF VOTERS	(3 years) (4)
WADE HOLTZMAN, Chair	2012	MARYLIN MORGAN	2014
MORT MILLER	2012	JANET VELLANTE, Town Clerk	2012
CHRIS READY	2012	NANCY REIFENSTEIN	2012
SHERLIE LAPIERRE	2013	RUTH MILLER	2013
BARBARA BRADY	2013		
BRUCE NICKERSON	2013	SELECTMEN'S OFFICE	
RON RICCI, Selectmen Rep.	(yearly)	TIMOTHY BRAGAN, Town Administrator	
MUNICIPAL BUILDING COMMITTEE	2012	JULIE DOUCET, Executive Assistant	(yearly)
WADE HOLTZMAN, Co- Chair		SEWER COMMISSION	(3 years) (3)
PETER JACKSON, Co-Chair		KYLE HEDRICK	2012
LOUIS RUSSO		CINDY RUSSO	2013
DOUG COOTS		RICHARD MAIORE	2014
CHRIS CUTLER			
MARK COOPER		TOWN CENTER SEWER BUILDING COMM.	2012
PERSONNEL BOARD	(3 years) (5)	CHRIS ASHLEY, Chair	
VICTOR NORMAND, Chair	2014	DUANE BARBER	
JUDITH GUSTAFSON	2012	TIM CLARK, BOS liaison	
JEFF SHAW	2013	TOWN COUNSEL	(yearly)
GEORGE MCKENNA, Fin. Com. Rep.	2012	MARK LANZA	
vacant, Employee Rep.	(yearly)	TOWN CUSTODIAN	(yearly)
POLICE DEPARTMENT		ED STOFFEL	
EDWARD DENMARK, Chief /Communications Director		TRANSFER STATION COMMITTEE	(yearly) (5)
JOHN COATES, Sergeant	2012	CHRIS RYAN, Chair	
JAMES BABU, Sergeant	2012	PATRICIA HORNIDGE-KING	
vacant, Administrative Assistant	(yearly)	ROBERT HEWSON	
POLICE OFFICERS		*vacant	
SCOTT HUGHES	2012	*vacant	
JACK IZZO	2012	VETERANS' SERVICES AGENT	(yearly)
DANIELLE FORTUNADO	2012	DENNIS LYDDY	
KIMBERLY MURPHY	2012	ZONING BOARD OF APPEALS	(3 years) (3)
GREGORY NEWMAN	2012	STEVE MOESER	2014
WILLIAM CASTRO	2013	CHRISTOPHER TRACEY	2012
RESERVE POLICE OFFICERS	(yearly)	ROBERT CAPOBIANCO	2013
NATHAN BOWOLICK		Associates	(yearly)
JOHN DRISTILARIS		TED MAXANT	
DISPATCHERS/SPO	(yearly)	ORVILLE DODSON	
PATRICIA NATOLI			
ANDREW PERRY			
PARTICIA ROUVEL			
STEPHEN LUCIER, Reserve			
NELSON PERRY, Reserve			
SUE PODZYCKI, Reserve			
JAMES FLANDERS, Reserve			

GENERAL GOVERNMENT

*Board of Selectmen, Zoning Board of Appeals, Board of Assessors,
Planning Board, Municipal Affordable Housing Trust,
Municipal Building Committee,
Community Preservation Committee, Community Cable Access Committee,
Energy Advisory Committee, Devens Enterprise Commission*

➤ ➤ ➤ BOARD OF SELECTMEN ◀ ◀ ◀

In May of 2011, voters re-elected Marie Sobalvarro and Ronald Ricci to their second terms. The board was organized with Marie Sobalvarro as Chair, William Johnson as Vice-Chair, and Ronald Ricci as Clerk.

2011 was a very busy and productive year for the Board of Selectman as we strove to finish our goals for FY2011 and work towards our aggressive goals for FY2012. There are common themes spanning both fiscal years:

- Work with all Town departments, boards and committees to formalize a disciplined approach to joint goal-setting with long-range strategic and fiscal plans.
- Address the Town's structural deficit by actively pursuing new revenue opportunities and cost saving/sharing initiatives.
- Develop an action plan for the renovation, maintenance and strategic use of Harvard's municipal buildings.
- Identify and invest in key infrastructure needs.
- Work with the Joint Boards of Selectmen to identify short-term opportunities for shared resources and regionalized service delivery, while working both the short-term and long-term issues of Devens development and disposition.

We were also presented with some unanticipated challenges and opportunities.

Long Range Planning

The Selectmen led a Town-wide initiative to define for each department, board and committee a set of 5-year strategies and goals by quarter. The data was captured in a common format and integrated into a single document. This information was reviewed at an All-Boards meeting in June to identify cross-functional opportunities and dependencies, and will be used to drive 5-year spending and capital investments.

Addressing the Structural Deficit

At the March Annual Town Meeting, voters approved a total FY12 budget of \$20.9M, a 5.4% increase over the previous fiscal year. Despite a 3.4% reduction in state aid, this budget was funded without an override - for the 4th year in a row!

All Town departments, boards and committees actively pursued opportunities to save costs and generate additional revenues. The Selectmen focused on negotiating and implementing a regional agreement to create a shared emergency dispatch center serving Harvard, Lancaster, Lunenburg, and the Devens Enterprise Zone. This collaborative agreement

will allow the Town to meet the increased coverage demands of the EMS 2000 legislation, shorten response times to emergencies, and improve coordination between the participating communities, all at a lower cost to the taxpayer.

Municipal Building Initiative

The Municipal Building Committee that was formed in 2010 worked diligently into the first half of 2011 to prepare a recommendation for Annual Town Meeting for the renovation of Town Hall and Hildreth House. A competing proposal was submitted by citizen petition. A last-minute compromise was developed which included a Statement of Intent, endorsed by the Selectmen and both the Capital and Finance Committees, to (1) constrain any proposed expansion of Town Hall, (2) define a shared public/private funding model for renovating the Senior Center at Hildreth House, and (3) locate a buyer or tenant for the Old Library that would assume all operating and capital liabilities for that building. After presentation of this compromise, Town Meeting voted \$185K in funds to perform schematic design for both the Town Hall renovation and the Hildreth House renovation/addition. Design work is proceeding against a tight timeline, with the goal of bringing a design-and-build funding request for the renovation of Town Hall to voters at the 2012 Annual Town Meeting.

The Selectmen also empowered a small working group to investigate the cost and benefits of hiring a dedicated Town Facilities Manager to address the current and future maintenance needs of all municipal buildings. Based on an assessment made by a professional inspector of outstanding maintenance issues in six key buildings, and the recommendations of the working group, the Selectmen voted to add this role as a part-time position to their FY13 budget request.

Investing in Town infrastructure and assets

After many months of significant redesign and negotiation efforts, a final design for the Town Center sewer system was approved by all state permitting and funding agencies, with construction commencing in October. The construction project is on schedule and on budget for completion by June 2012. The BOS approved a final set of policies for managing the Town Center Sewer district and appointed three Sewer Commissioners in September to administer it.

At the request of the Board, the Director of Public Works prepared Harvard's first-ever strategic plan for the long-term maintenance of Town roadways. This plan defined the multi-pronged tactics, projected 5-year costs, and a funding strategy that delineated state and local contributions. The BOS approved this strategy in February.

Joint Boards of Selectmen (JBOS)/Devens

The Harvard BOS took the lead on several key initiatives impacting the direction and work of the Joint Boards of Selectmen with respect to Devens development and disposition. Reflecting the difficulty of, and lack of progress in, resolving critical issues in the JBOS forum, monthly meetings were redefined as information sharing and discussion sessions only, to be attended by a single representative from each of the key stakeholders, and with all binding decisions to be made at the local level.

Harvard's Devens Economic Development Analysis Team (DEAT) provided JBOS with a detailed financial analysis of Devens current operations under Mass Development, as well as a projection of what the financials might look like if managed like a typical town. This financial analysis has been used to help evaluate the impact of the affordable housing program being proposed for Vicksburg Square to Mass Development and the JBOS communities by Trinity Financial.

Selectman Peter Warren led the successful charge to institute the video recording and cable transmission of all JBOS and DEC meetings, thanks to the very generous donation of equipment by Mass Development and the three towns providing equipment operators.

Additional Opportunities/Challenges

The Fire Department started the year with an Interim Fire Chief, Donald Hurme, as the Selectmen conducted a search for a permanent replacement. Chief Hurme did an excellent job leading the department while addressing the outstanding administrative issues. After a thorough and thoughtful job posting and screening process conducted by a cross-functional team representing the BOS, area Fire Chiefs and the Fire Department volunteers, a final candidate for permanent Fire Chief, Rick Sicard, was selected and endorsed by all stakeholders. The BOS officially appointed Chief Sicard in June.

In March, Harvard's Energy Advisory Committee (HEAC) presented the BOS with a rapidly closing opportunity for the Town to compete for inclusion in a state-incentivized program to implement solar array systems for individual residences. The BOS voted quickly and unanimously to apply, and the Town was rewarded with Harvard's selection in April to participate. Thanks to the hard work of HEAC and several committed individuals in Town, 75 residents signed up to install 402KW of solar energy generation, almost equaling the combined installations of the other three participating communities!

Perhaps the most enjoyable task of the Selectmen is to publicly acknowledge the extraordinary volunteer service of individuals and committees in Town. This year at Town Meeting, Chris Ashley was presented with the Citizen of the Year award for his contributions to Bare Hill Pond watershed protection projects and the Town Center Sewer project. The Harvard Energy Advisory Committee was similarly recognized for driving the Green Community and Solarize Harvard initiatives.

Mother Nature brought a very damaging snowstorm to the region in October, causing widespread damage to trees, blocked roads, and a power outage that affected all residents for 3-6 days. Thanks to the incredible effort by the town's DPW, Fire, Police, and Ambulance personnel, ably coordinated by the Town's Emergency Management Team, the storm damage was addressed, and all residents survived the storm safely. We have been working with FEMA on Federal assistance to recover some of the extraordinary costs we expended, and are optimistic that we will receive some reimbursement.

The BOS was delivered another challenge by the Town's employee health insurance consortium in December, when the consortium elected to migrate all currently offered plans to a

new scheme. This will require the Board to work with all Town unions to define an acceptable transition within the next several months.

Looking ahead to finish the rest of our FY12 goals

We still have hard but exciting work ahead of us for the next 6 months as we endeavor to complete by June 2012 the remainder of our goals for FY12:

- Bring to 2012 Annual Town Meeting a specific proposal to fund Town Hall renovation during FY13
- Develop a utilization plan for the Old Library for the next five years
- Encourage all departments, boards and committees to update their 5-year strategic plans, extending the planning horizon another year into FY17
- Complete the Town Center sewer construction

Respectfully submitted,

Marie Sobalvarro, Chair
Peter Warren

William Johnson, Vice Chair
Timothy Clark

Ronald Ricci, Clerk



➤ ➤ ➤ ZONING BOARD OF APPEALS ◀ ◀ ◀

The Zoning Board of Appeals (ZBA) is composed of a three members serving staggered three-year terms, with three alternates that are appointed yearly. The ZBA is a quasi-judicial body that operates under the authority of Chapter 40A of Massachusetts General Laws and the Code of the Town of Harvard, Chapter 125 Protective (Zoning) Bylaw for the purpose of promoting health, safety, convenience and general welfare of the Town of Harvard.

The ZBA has authority in the following matters:

It can issue Special Permits for various uses and purposes including, but not limited to, Pre-Existing Lots/Structures/Uses, Access for the Physically Handicapped, Conversion for Multiple Residence, Conversion of Seasonal Residence, Institutional Uses, Off Sites Uses, Accessory Apartment Use, Permitted Uses in the AR Districts and Other Off-Site Signs.

It reviews and decides requests for variances submitted to the Board by applicants who want an exemption to the Protective Bylaw, Chapter 125, in order to use their land and any existing structures on the land in a particular way.

If anyone that is aggrieved by a decision of the Building Commissioner/Zoning Enforcement Officer they may appeal that decision to this Board for a hearing and adjudication of the dispute.

Anyone wishing to construct affordable housing in the Town must come before this Board and request a comprehensive permit as provided for under Chapter 40B of the Massachusetts General Laws.

The year 2011 was, as in 2010, unusually quite year for the Harvard ZBA. The Board held only three (3) meetings. The Board had one (1) Special Permit application for an Accessory Apartment, which was granted. There were no requests for Variances or new Comprehensive Permit applications. The Board granted an extension of the Comprehensive Permit issued to Transformations, Inc., for the construction of twenty-four (24) “for sale” condominium dwellings in seventeen (17) buildings on five (5) lots within a subdivision, in which seven (7) dwellings will be affordable. The permit was extended to December 31, 2015.

The Boards membership remained unchanged in the year 2011. Christopher Tracey once again served as the Chairman, while Steve Moeser served another year as the Vice Chair, and member Robert Capobianco position remained unchanged. Land Use Administrator Liz Allard served as the Clerk. Associate Members Theodore Maxant and Orville Dodson continue to serve as well. The vacancy of an Associate Member remained unfilled in 2011.

The Board usually meets on the second Wednesday of the month. Anyone seeking to make application to the Board or wanting to attend a meeting should check with the ZBA office to confirm the schedule. The Board typically sets aside the fourth Wednesday of the month to hear Comprehensive Permit applications. Again, it is suggested that anyone wishing to attend a meeting call the ZBA office to confirm the date.

The ZBA office is on the second floor of Town Hall, 13 Ayer Road. Our telephone number is 978-456-4100 ext. 321. You may also email us at: lallard@harvard.ma.us

Submitted: Christopher Tracey, Chairman
Robert Capobianco, Esq., Member
Orville Dodson, Associate

Steven Moeser, Vice Chairman
Theodore Maxant, Associate
Liz Allard, Land Use Administrator



➤ ➤ ➤ **BOARD OF ASSESSORS** < < <

The Board of Assessors is responsible for the valuation of real estate and personal property subject to taxation. Assessed value” as of the January 1st preceding Vehicles is responsible for motor for excise bills.



values are based on “full and fair cash each fiscal year. The Registry of Motor vehicle valuations and supplies the data

As always, if you have any questions regarding any assessing issues, please feel free to contact Sue Fitterman, Assistant Assessor, at 978-456-4100 x315 or by email at sfitterman@harvard.ma.us. Office hours are Monday, Wednesday and Thursday 8:30 AM to 4:00 PM and Tuesday 8:30 AM to 7:00 PM. The board normally meets at 9:00 AM on the

second Thursday of the month. Additional information is available on the town website at www.harvard.ma.us.

Fiscal 2011 Assessments and Revenues by Major Property Class

<u>Property Class</u>	<u>Levy Percent</u>	<u>Valuation by Class</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
Residential	95.0165	1,028,867,112	15.47	15,916,574.22
Open Space	-0-	-0-	15.47	-0 -
Commercial	3.2104	34,762,788	15.47	537,780.33
Industrial	0.2379	2,576,200	15.47	39,853.81
Personal Property	1.5352	16,623,459	15.47	257,164.91
TOTALS	100.0000	1,082,829,559	15.47	16,751,373.27

Valuation and Tax History

<u>Fiscal Year</u>	<u>Tax Rate</u>	<u>Total Valuation</u>	<u>Accounts</u>	<u>Tax Levy</u>	<u>Change(%)</u>
2011	15.47	1,082,829,559	2,575	16,751,373.27	2.6319
2010	14.33	1,138,995,512	2,541	16,321,805.69	2.7997
2009	13.43	1,182,225,622	2,551	15,877,290.10	4.9973
2008	12.68	1,192,556,890	2,427	15,121,621.37	9.8605
2007	11.62	1,184,542,305	2,368	13,764,381.58	

Fiscal Year 2011 Abstract of Assessments

<u>Property Class Code/Description</u>	<u>Accounts</u>	<u>Class Valuation</u>	<u>Average Value</u>
012 – 043 Mixed Use Properties	85	3,027,000	35,612
101 Residential Single Family	1,659	931,387,600	561,415
102 Residential Condominiums	121	26,904,100	222,348
104 Residential Two Family	28	16,719,300	597,118
105 Residential Three Family	2	2,325,700	1,162,850
Miscellaneous Residential	28	20,052,600	716,164
111 – 125 Apartments	4	3,953,300	988,325
130 – 132, 106 Vacant Land	270	25,672,600	95,084
300 – 393 Commercial	62	29,969,400	483,377
400 – 442 Industrial	15	2,576,200	171,747
501 – 508 Personal Property	211	16,623,459	78,784
600 – 821 Chapter 61, 61A, 61B	90	3,618,300	40,203
TOTALS	2,575	1,082,829,559	

Respectfully submitted by the Board of Assessors:

Rick Maiore, Chairperson

Joseph Theriault, member

Debra George, member

Sue Fitterman, Assistant Assessor

Regional Resource Group (RRG) Staff:

Harald M. Scheid, Regional Tax Assessor

Linda Couture, Associate Assessor



➤ ➤ ➤ **PLANNING BOARD** ◀ ◀

Throughout 2011, the Planning Board carried out its protective bylaw responsibilities and undertook several important planning initiatives including: launching the initial phase of developing a new 10-year Master Plan for the town; working with the Economic Development Committee to find ways to propose amendments to some current bylaws to foster economic development of the Ayer Road corridor; as well as working with the Municipal Affordable Housing Trust to develop innovative measures to support sensible affordable housing strategies in the town.

In 2011, the number of applications the Planning Board received for ANR's ("Approval Not Required"), Special Permits and Scenic Road Consents continued to trend downward reflecting the nationwide slowdown in the real estate sector. There were only two (2) Special Permit applications, one of which was a cell tower renewal and the other permitted a hammerhead building lot. This year the Planning Board reviewed three (3) ANR's (two less than the previous year) and one (1) Scenic Road violation that was promptly resolved.

One of the ongoing responsibilities of the Board is to offer input to other Town Boards/Commissions, i.e., the Zoning Board of Appeals (ZBA), Conservation Commission and the Zoning Enforcement Officer regarding applications/request for permits which come before these boards/commission. During 2011, the Board provided input on one application that was before the Conservation Commission and one application before the ZBA for an accessory apartment.

At the 2011 Annual Town Meeting (ATM) the Board presented and passed two (2) warrant articles for proposed amendments to the Code of the Town of Harvard, Chapter 125 "The Protective Bylaw" and the Code of the Town of Harvard. The first bylaw amendment included revisions to Amend §125-42 of the Protective Bylaw to correct minor errors in the Zoning Map that was updated during the previous year's ATM. A second bylaw amendment proposed by the Planning Board sought to bring the Zoning Map into compliance with new federal regulations that floodplain districts within town boundaries be identified. Chapter §125-54 was amended to reflect floodplain districts within the Town of Harvard.

In November of 2010, the Planning Board proposed and passed a bylaw amendment at Special Town Meeting that created an overlay district for renewable solar energy generation at the transfer station. The adoption of this bylaw was one of the five criteria needed for the town to achieve designation as a "Green Community" and therefore eligible for grant money. In 2011, the adoption of "Green Communities" bylaws bore fruit when the town was awarded a \$141,200 grant that will be used to further municipal energy conservation efforts in the town.

The Planning Board is required by the State to develop a Master Plan for the town every ten years. The 2002 Master Plan has served the town well and over 80% of its recommendations have been implemented. At the 2011 ATM, the Planning Board received \$35,000 from the Finance Committee (FinCom) to begin the initial phase of a new Master Plan that is due for completion in 2012. The Planning Board will be seeking additional funding to complete the process at this year's ATM.

To underscore the importance of supporting the Master Plan, it is critical to understand what it entails and imparts. The development of a Master Plan provides an opportunity for the community to participate in a public planning process that lays out our collective blueprint for the town's future. The Master Plan is designed to provide a basis for decision-making regarding the long-term physical development of a municipality. It addresses the town's goals well as its strategies for land use, housing, economic development, natural and cultural resources, open space, services and facilities and transportation.

Developing a Master Plan has proven to be a sound investment for the town in the past and it is a vital planning tool that gives town officials, board members, and citizens an important framework to do cost/benefit analyses and to prioritize economic development, natural resource protection and infrastructure projects for a decade and beyond.

As noted, significant progress has been made in achieving the goals that were laid out in the 2002 Master Plan. To keep town center vibrant, the 2002 plan recommended a wastewater system which is now under construction; to increase revenues for the town, the Ayer Road Special Village bylaw created the current commercial district; to help Harvard retain its view sheds and rural character, Scenic Road bylaws were adopted; to protect open space while permitting new residential development, the conservation Cluster Bylaw was created. All of these projects were envisioned in the 2002 Master Plan. Even the recommendation for creating a Farmer's Market was a desired community goal that was outlined in the Master Plan and so was an improved playground at the Hildreth Elementary School. Now, thanks to dedicated residents, both of these objectives have been achieved. The Master Plan has improved our quality of life.

There are still many community goals that still need to be achieved, revised or envisioned including: Devens disposition, watershed protection, and the potential commercial expansion of Ayer Road. In order to understand the comprehensive impact of infrastructure and economic development project proposals the town needed to engage planning professionals for this Master Plan. Independent and credible data from planning consultants is crucial for citizens to make more informed decisions on these important issues. These planning professionals help provide a better understanding of facts regarding existing conditions and trends, more comprehensive data analyses, project prioritization, zoning bylaw recommendations and implementation plans that can help turn the vision of the community into a reality.



In 2011, the Planning Board appointed members from the community at large and from other town boards and committees to the Master Plan Steering Committee (MPSC) to begin the initial phase of developing a 2012 Master Plan. Joe Hutchinson has been appointed Chair of the MPSC and the Planning Board, in consultation with the MPSC has hired the consulting firm of Brown Walker Planners to bring technical assistance to the Master Plan process. In October, the MPSC conducted its first charette to seek public input on the goals and the vision for Harvard for the coming decade. The MPSC has developed a website that is linked to the town website providing an overview of the process, the work that has been done so far and information about the goals that are being developed. The MPSC is currently conducting a town-wide survey to gain additional public input regarding the goals for the Master Plan. We urge all residents of Harvard

to participate in the Master Plan process. The Planning Board will be seeking further funding from the FinCom this year to complete the Master Plan process.

In early summer, the real estate development firm Trinity Financial came forward with a plan to redevelop the former central offices of the Army at Vicksburg Square on Devens by rezoning it from an “Innovation and Technology” zone into a residential development with 246 units of affordable housing. If this plan were to proceed, it would significantly change the Devens Reuse plan that states that only 25% of the housing be affordable and increase it to over 80% where the average income of each rental unit would be just over \$31k.

The Planning Board has significant concerns about this proposal to change the Devens Reuse Plan. The 2002 Master Plan stated: “Harvard should take a strong advocacy role in assuring that new neighborhoods at Devens do not absorb a disproportionate share of Chapter 40B units”. The Trinity Financial plan substantially alters the housing plan for Devens by concentrating a very disproportionate amount of affordable housing not only in Devens as a whole but at a *single* location on Devens. This is contrary to the State’s Department of Housing and Community Development (DHCD) Chapter 40B policy advocating the integration of affordable units in the community by prescribing that 25% of affordable units be integrated with 75% market-rate units to create more economically diverse neighborhoods. DHCD policy requires only 10% of a community’s housing stock must be affordable and Trinity’s proposal would significantly increase that number many times over on Devens creating an imbalance housing diversity.

The Planning Board will be issuing its report on the proposed Vicksburg Square redevelopment plan prior to the Super Town Meeting where stakeholders, Harvard, Ayer and Shirley will vote on this simultaneously.

Last fall, the Board was approached by the Municipal Affordable Housing Trust (MAHT) to consider ways to broaden the town’s affordable housing stock by adopting strategies that other Massachusetts towns have implemented. The Planning Board will continue to work with the MAHT to explore housing alternatives to traditional 40B development as well as carry out our Affordable Housing Plan and expects to bring a bylaw to ATM this spring.

In administrative matters, Craig Bardenheuer stepped down from the Board this past year. We would like to thank Craig for the valuable input he provided to the Board over his many years of service to the town and most especially for his upbeat collegiality. The Planning Board welcomed the return of Peter Brooks to the Board to fill Craig’s seat. Peter is an attorney who specializes in Land Use and his expertise and thoughtful input have been tremendous assets to the Planning Board. The Board also welcomed a new member, Maggie Green who is an architect by training and has served on the Town’s Municipal Building Committee. Her insight on effective urban planning and design has been particularly helpful as the Board works to consider guidelines and best practices for development in the town.

Kara McGuire Minar was elected chair and Michelle Catalina was elected vice-chair of the Planning Board.

The Board's members serve as representatives on several other town and regional boards and committees, some of which are subcommittees under the jurisdiction of the Planning Board. Michelle Catalina ably serves as the Board's representative on the Community Preservation Committee, the Master Plan Steering Committee and the Montachusett Regional Planning Commission. Wayne McFarland serves as the Board's representative to the Open Space and Recreation Plan Implementation Commission. Kara McGuire Minar is the Planning Board's representative to the EDC.

The Board typically meets the first and third Monday of the month at the Harvard Town Hall. It may be reached in its office on the second floor of Town Hall, at 13 Ayer Road, or by calling 978-456-4100 ext. 321, or emailing lallard@harvard.ma.us Office hours are Monday - Thursday 8:30am-4:00 pm.

Respectfully submitted:

Kara McGuire Minar, Chair
Maggie Green, Clerk
Peter Brooks

Michelle Catalina, Vice-Chair
Wayne McFarland



➤ ➤ ➤ **MUNICIPAL AFFORDABLE HOUSING TRUST** ⏪ ⏩ ⏪

The Harvard Municipal Affordable Housing Trust Fund (MAHTF) is a quasi-municipal agency dedicated to the development and preservation of affordable housing for in the Town of Harvard for the benefit of low and moderate income households. Its mission is to help the Town meeting the housing needs of the community in ways that do not burden the Town and that help strengthen the Town's rural and historic character.

During the past year the Trust has expended funds and monitored the progress of Bowers Brook Apartments. This is a 42-unit rental housing project scheduled to be available for seniors over the age of 55 who also qualify for affordable housing under the state's affordable income guidelines. The project is on schedule to open for occupation at the end of March 2012. This will satisfy the state requirement for 10% affordable housing stock for the next two years.

The Trust has also agreed to provide the funds for the purpose of paying the mortgage and property taxes of the Great Elms and Harvard Inn to North Middlesex Bank. While the property was originally owned by HTNPP it is now in foreclosure. By doing this we are able to delay the auction of the properties as well as not immediately displacing the residents.

We also have been developing a strategy for an Accessory Affordable Apartments Bylaw (AAA) to increase the affordable housing stock without impacting the town with new building and giving our long term and downsizing citizens an opportunity to remain in their homes.

Respectfully submitted, Wade Holtzman (Chairman)



QUAD BOARD MEETING

Board of Selectmen, Finance Committee,
Capital Planning & Investment Committee, School Committee



Selectmen Chair Marie Sobalvarro



School Committee Chair Keith Cheveralls



Finance Committee Chair George McKenna



➤ ➤ ➤ MUNICIPAL BUILDING COMMITTEE ◀ ◀ ◀

At the 2011 Annual Town Meeting, the Municipal Buildings Committee reported on the results of its conceptual plans for three town-owned buildings: the Town Hall, the old library, and Hildreth House. It recommended that professional services be procured to develop schematic designs for Town Hall and Hildreth House and report the results back to the 2012 Annual Town Meeting. It was recommended that the pilot program continue at the old library. Through Article 17, the town meeting appropriated \$185,000 to be used for professional services.

In June 2011, the Board of Selectmen (BOS) appointed the Municipal Building Committee (MBC) and gave it the following charge:

The Building Committee shall develop schematic design plans:

- For the renovation of Town Hall to serve town government offices, meeting space, civic and community space and other uses as appropriate.
- For the renovation and expansion of the Hildreth House to continue as the center for senior life.

During the phase of developing schematic design plans, the committee may use the appropriated \$185k of funding to retain the necessary professional services required to fulfill this charge, including but not limited to architectural, structural engineering, mechanical, electrical and plumbing engineering, civil engineering, owner's project manager, legal services, and cost estimating.

Meeting through the summer, the MBC prepared scopes of work and qualification requirements for an Owner's Project Manager and an architect. In September Design Technique, Inc. (DTI) was contracted to be the Owner's Project Manager. In November, LLB Architects were contracted to perform schematic design services.

In November, LLB met with the Town Administrator for determining town government needs and with the Director of Council on Aging for senior center needs. The results of this programming and initial design concept were displayed at the first public meeting/workshop on December 14 where four schemes were shown for Town Hall and three for Hildreth House. Further refinements were made leading to a decision on January 5 to select a single scheme for each building. On January 10, the Board of Selectmen concurred with MBC's recommendations. Further refinements, to reduce size and cost of the preferred Town Hall plan was presented at the second public meeting on January 26.

Further refinements and cost estimates will be made and reported to the Capital Planning and Investment Committee, the Finance Committee and the Community Preservation Committee and the Board of Selectmen in February. Other public meetings will be held as needed to keep the public informed of progress leading up to our report and recommendations to the Annual Town Meeting.

The MBC thanks the Board of Selectmen liaisons: Marie Sobalvarro and Ron Ricci, other liaisons from key town boards and committees, townspeople who have volunteered their time to help our committee, to Tim Bragan and Debbie Thompson and other town staff who assisted us in completing this task.

Respectfully submitted,
Pete Jackson, Co-Chair
Doug Coots

Wade Holtzman, Co-Chair
Chris Cutler

Lou Russo



➤ ➤ ➤ **COMMUNITY PRESERVATION COMMITTEE** < < <

With the enactment of the Community Preservation Act (CPA) in 2000, the Commonwealth established a trust fund that would match up to 100% of dollars collected via a property tax surcharge of up to 3% by towns which adopted the terms of the act. The funds can only be used for acquisition of Open Space and Recreation assets, development of Affordable Community Housing, and Historic Preservation initiatives, with a minimum of 10% of each year's new funds going to each of the three areas. The Town of Harvard adopted the Act provisions in 2001, voting a surcharge of 1.1%.

Since its inception through the end of fiscal 2012 we estimate \$2.9 million will have been raised, including \$1.8 million raised locally by the 1.1% surcharge. This past year the state match shrank to 26.7% and it is expected to drop further to 25% as the flow of cash into the state trust fund from property transfer fees remains weak and the funds are shared by more and more towns which have adopted the CPA. The Community Preservation Coalition, an advocacy group for Community Preservation efforts across Massachusetts, has lobbied for passage of legislation to guarantee a minimum of 75% matching funds. HB 765, An Act to Sustain Community Preservation, is still alive and has majority support in both branches of the legislature.

At the last nine Annual Town Meetings, the voters have approved approximately \$2.5 million in Preservation Fund spending. A detailed accounting of this spending is available on the Town website. CPA fund reserves, the Town's preservation "savings account," show a projected balance of about \$218,200 at the end of FY12.

Activities of the Community Preservation Committee

Annual Town Meeting 2011 voted to approve \$128,250 to all projects and reserves recommended by the CPC.

The approved projects were:

- \$ 25,000 to the Municipal Affordable Housing Trust Fund (MAHTF)
- \$ 2,500 for CPC administrative expenses
- \$ 27,000 for preservation of historic town documents

- \$ 73,750 to The Pond Committee for stormwater management facilities

Also at the 2011 ATM a change to the composition of the CPC membership was approved. The CPC representative from the Housing Authority, which was dissolved at the same meeting, was replaced by a representative from the Harvard Municipal Affordable Housing Trust Fund. This resulted in the replacement of Wade Holtzman by Chris Ready as a housing representative to the CPC. Rhonda Sprague replaced Chris Cutler as the Historical Commission representative.

FY2013 Applications

The committee received six applications for consideration. Five of the applications were for a combined total of \$125,795 for FY2013 funds. The sixth application was a Municipal Building Committee request to fund a one million dollar bond for Town Hall restoration. This would result in a commitment of Community Preservation Funds of approximately \$95,000 in debt service beginning in FY14 and a declining amount thereafter for another 19 years. This will leave less for the usual annual applications. The projected funds available to spend for FY 2013, including reserves, total \$455,000.

The complete list of FY 2013 applications is as follows:

- \$ 11,500 from the Cemetery Commission for tree removal in the Shaker Burial Grounds
- \$ 2,500 from the Congregational Church for restoration of columns
- \$ 29,000 for preservation of historic town documents
- \$ 32,750 transfer to Harvard's Municipal Affordable Housing Trust Fund
- \$ 50,000 to the Conservation Commission for invasive species control
- \$1 million bond for Town Hall Restoration from the Municipal Building Committee

The recommendations of the CPC will be included in the 2012 Annual Town Meeting Finance Committee Report Recommendations and Warrant Articles.

In the future, the available funds may be insufficient to meet the on-going requests with the state match decrease unless the 1.1% surcharge is increased. High cost of conservation and recreation land acquisition, additional restoration work on Harvard's historic buildings, and an ongoing need to build Harvard's affordable housing stock to avoid unfriendly "40B" development should continue to strain Harvard's preservation resources in the future. In addition, Harvard will continue to forfeit the potential for additional matching state funds available only to towns which have approved the maximum 3% surcharge. While the formula is complex, the average "bonus" paid to towns which have adopted a 3% surcharge is 20% more than the base match.

Respectfully submitted,

Donald Boyce, Elected, Chairman
Deborah Ricci, Elected, Vice-Chair
Steve Rowse, Elected, Treasurer
Deborah Thomson, Elected, Secretary
Chris Ready, Municipal Affordable Housing Trust Fund

Michelle Catalina, Planning Board
Rhonda Sprague, Historical Commission
John Lee, Park & Recreation Commission
Charlie Gorss, Conservation Commission



➤ ➤ ➤ **COMMUNITY CABLE ACCESS COMMITTEE** < < <

2011 has been a productive year for the Town's public access TV station, HCTV (Harvard Cable Television).

First, the Committee would like to acknowledge the volunteer service of Pat Natoli, who left the Committee in 2011 after many years of hands-on work at the station. Most recently, she managed the station as Committee Chair from 2008 until 2011. Thanks, Pat, for your many years of dedication.

2011 was HCTV's first full year with a paid part-time Station Director. In this role, Robert Fernandez has been working diligently to fulfill HCTV's mission of supporting public access to the local TV channels. With this new level of dedicated staff, we have been able to open the HCTV production studio for regular public access hours: Mon 3p-7p, Wed 3p-7p, and Sat 9a-1p. The public is welcome to visit during open hours to learn how to bring content onto the channels, or to produce their own content.

2011 was also HCTV's first full year using a modern; software based broadcast system which allows operators to schedule 24-hour programming on Channels 12 and 13, for a week or more at a time. Using this system, the HCTV staff has processed and aired more than 350 new shows in 2011, bringing the total number of shows on file at HCTV to approximately 700.

The 350 new shows include the following highlights (numbers are approximate):

- > 75 HCTV produced shows cover local government meetings and information sessions. Subjects include Board of Selectmen, School Committee, JBOS, Capital Planning, Finance Committee, Devens, Municipal Buildings, Regional Dispatch, Master Plan, Vicksburg Square, and Town Meeting.
- > 50 arts and entertainment programs. Some of these were locally produced and feature Harvard people and places. The Harvard shows are:

- * 47th Annual Messiah Concert 12/18/2011
- * An Evening in Music
- * Art Soup, 2011
- * Bromfield Spring Band Concert 4/14/2011
- * Christmas Concert, Harvard Historical Society, 12/4/2011
- * Concert Band Summer Concerts at Fruitlands 2011
- * Concerts on the Common, featuring the Dearing Concert Duo
- * The Frankenstein: Harvard Friends of the Arts 11/6/11
- * Harvard ProMusica Spring Concert 2011
- * ProMusica Winter Concert 2011
- * Spring 2011 Town Talent Show
- * St Patrick's Day Talent Show 3/19/11 by St Benedict's Center

- > 50 shows in the general areas of educational / news / special
- > 40 home and garden shows, including HCTV coverage of 4 Solarize Harvard information sessions.
- > 15 shows for young children
- > 40 shows promoting better health and nutrition
- > More than a dozen locally produced public access shows focus squarely on Harvard people, places, and events. These are:

- * 2011 Harvard Flea Market
- * A Brighter Future - Carlson Orchards Solar Energy Project
- * Apple Scene
- * Bromfield Graduation Exercises June 10, 2011
- * Christmas Pageant 2010
- * Fruitlands Summer 2011 Events
- * Harvard Business Leaders: Carlson Orchards
- * Harvard Business Leaders: Harvard Machinery
- * Harvard Girl Scouts, Generations Show
- * Harvard Shaker Cemetery
- * Harvard Shorts - Episode 1
- * Harvard Town Hall: Liability or Legacy
- * Harvard's 2011 Christmas Pageant
- * League of Women Voters Presents: Just Who are We Anyway ?
- * League of Women Voters Candidates Night 3/11/2011
- * League of Women Voters Candidates Forum, 3-22-2011
- * Story Slam 1/7/2011
- * Veterans Day Memorial

- > 32 shows fall into the Sports category, 20 of which feature Bromfield Girl's Soccer and Basketball games.

In addition to the new shows on Channels 12 and 13, HCTV continues to run community bulletin board notices, the local weather forecast, and the HCTV Program Guide, on Channel 15.

The full listing of HCTV shows on file is available on the HCTV web site, www.harvardcabletv.com, under Program Info. Other pages on the web site are updated nightly with the Channel 12 and 13 Program Schedules and copies of the on-air bulletin board notices.

Organizationally, the Committee has succeeded in recruiting two new members in 2011. We welcome Paul Lierhaus and John Burns to the Committee. Both gentlemen bring to the Committee a desire to improve HCTV services, along with much needed video and computer skills. These appointments bring the Committee to 6 active members, somewhat easing the difficulty of achieving a quorum of 4 for the monthly Committee meetings.

The Committee currently manages a paid staff which includes: the part-time Station Director, Robert Fernandez; camera and broadcast operator Brint Ferguson; and camera operator Arpitha Hayes. Much thanks to the staff for their hard work and dedication.

In 2011, HCTV has revived an effort to engage Bromfield seniors in programs of volunteer community service. As a result, the Town is now benefiting from the services of Taylor LeBlanc and Ben Wilmont as they work to provide TV coverage of local happenings, and to improve the infrastructure and capabilities of HCTV.

The committee would like to acknowledge the notable volunteer efforts of Committee members John Ball and Paul Lierhaus, and local government volunteer Laura Vilain. John has been overseeing a long term program to bring quality health and nutrition shows in to Harvard homes, and this year he acquired and processed about 25 new shows. Paul has single-handedly recorded and produced 20 Sport shows featuring Bromfield Girl's Soccer and Basketball games. Laura has stepped up to operate the cameras during Finance Committee meetings, adding valuable TV coverage of another critical government function, and demonstrating the feasibility of increasing government TV coverage by training volunteers from subject committees to run the cameras.

Financially, the Committee finds that the annual cost to run the station exceeds the annual income it receives through subscriber fees. The cost to run the station includes labor, equipment maintenance, repairs, and upgrades; and excludes the space and utilities needed to house the public access station, which are provided by the Town. While annual costs exceed annual income, the Committee has a cash reserve, saved up from prior years of little spending on labor, which will support the current level of public service through FY 2015, the year that the Town is due to renegotiate its contract with the cable service provider, Charter Communications. Such contracts set the level of subscriber fees to be collected in support of the Town's local public access station. Our expectation is that a newly negotiated contract, in FY 2015, will need to take into account the data we have collected regarding costs to run the station.

The outlook for the Town's TV station is bright, but continued success will depend on public and Selectman support for keeping the TV station at its current, stable location "downstairs at The Old Library". In 2009, the Board Of Selectmen voted unanimously to allocate this space for the Town's TV station. This has enabled the TV station to flourish, with significant improvements in service to the Town. Looking ahead, this space will be key to further engaging interested citizen producers. Along with careful management of TV station finances, keeping and improving this accommodating space will be critical to the continued success of the HCTV Committee and staff.

Respectfully submitted,

Mitch Norcross, Chair
Ray Dunn, Recording Secretary

Jonathan Williams, Vice-Chair
John Ball

John Burns
Paul Lierhaus



➤ ➤ ➤ ENERGY ADVISORY COMMITTEE ◀ ◀ ◀

The purpose of the Harvard Energy Advisory Committee (HEAC) is to advise town officials on energy related issues improve energy efficiency and improve energy-use practices with the

overall goal of reducing Town energy consumption and costs. In 2011, HEAC accomplished the following:

- Executed an energy use reduction plan and helped the Town reduce its energy use by 10%. This supports a goal of a 20% reduction of the FY09 baseline year by FY14.
- Town Energy Data – Compiled aggregate Town and building-specific energy usage and costs for electricity, heating oil, natural gas and vehicle fuel using the MassEnergyInsight software. Prioritized and justified projects using this data.

	FY07	FY08	FY09	FY10	FY11
Total Energy Use Million BTUs	25,255	25,534	24,558	20,074	21,898

Energy Reduction Projects

Projects in process funded by the \$141,200 in Green Community grants to be completed by June 2012. HEAC worked to plan and execute these projects:

- Hildreth Elementary School – The installation of Demand Controlled ventilation and a new Building Automation System.
- Main Fire Station – New Boiler.
- Police Station – HVAC equipment/system upgrade and replacement.
- Town Hall - Energy Modeling Study as part of Town Hall renovation.

Other Projects/Initiatives

- Bromfield Solar: Roof Mounted 5 kW PV System – HEAC helped push the project forward despite numerous delays; expected to be complete in June 2012. The project is funded using \$40,707 in grants and rebates. Coordinated with Mass CEC for grants for this PV system and for installation of solar trash compactors.
- Lighting Retrofit – The smaller Town buildings were reviewed for lighting upgrades and proposed two buildings (Hildreth / Fire Station) with significant NGrid incentives.
- Bromfield Conversion to Gas Fuel to take advantage of low natural gas prices.
- Advocated for the Solarize Massachusetts program for Harvard to promote solar energy in Town.
- Investigated a renewable solar strategy including PPAs to reduce energy costs.



We appreciate the efforts in 2011 of Town employees, Boards and all volunteers that have helped provide the necessary information, guidance and funding authorization to implement recommended projects. We are always looking for new members to assist in the many ongoing initiatives and can be contacted at HEAC@googlegroups.com.

Respectfully submitted,

Brian Smith, Chair,
Jim Elkind
Matt Coke, associate member

Eric Broadbent, Vice Chair
David Fay
Rene Roy, associate member

Bill Blackwell
Forrest Hodgkins



➤ ➤ ➤ DEVENS ENTERPRISE COMMISSION ⏪ ⏪ ⏪

The Devens Enterprise Commission (DEC) is a regulatory and permit-granting authority for the Devens Development Project. It is empowered to act as a local planning board, conservation commission, board of health, zoning board of appeals, historic district commission and, in certain instances, as a board of selectmen. It carries out these duties in the context of a unique and innovative one-stop or unified permitting system, which greatly streamlines the local regulatory process. The DEC consists of 12 gubernatorial appointees, six (6) of whom are nominated by the host communities of Ayer, Harvard and Shirley. Each host community and the governor also nominate an alternate member. The Commission began operating on June 22, 1995. DEC Commission members currently include Jim DeZutter (Harvard), William Marshall (Chairman), Paul Routhier (Regional), Marty Poutry (Ayer), William Castro (Shirley), Eric Stoltzfus (Harvard), Armen Demerjian (Regional), John Oelfke (Shirley), Melissa Fetterhoff (Regional), Chris Lilly (Regional), Dix Davis (Regional) and Russ Smith (Ayer). Victor Norman was the Harvard alternate and resigned in late summer. The Ayer, Shirley and regional alternate spots are also vacant at this time.

DEC staff includes Director/Land Use Administrator Peter C. Lowitt, FAICP, Environmental Planner Neil Angus, AICP/LEED AP. Mr. Angus serves the Massachusetts Chapter of the US Green Building Council (MA-USGBC) on its Board of Directors and continues to serve on the MA-USGBC Education Committee. Mr. Lowitt, FAICP served as past president of the Massachusetts Chapter of the American Planning Association and continues to serve on the boards of the Eco Industrial Development Council, New Ecology, and as immediate past chairman of the Green Roofs for Healthy Cities, the North American Green Roof Trade Association. . The Commission welcomes Administrative Assistant Kate Clisham who served her first full year as Commission staff. The Commission also employs a number of consultants:

- Building related inspectional services are provided by Gabe Vellante, Wellman Parker who retired over the summer and was replaced by Phil Horgan, and Bob Friedrich
- BSC Group provides ongoing Development Review Services. Edith Netter & Associates continues in the Commission's legal advisor role.
- Ms. Danyelle Mottram serves as the Commission's part time accounting support person.

The DEC provides funding to the Devens Eco Efficiency Center, whose Director, Ms. Dona Neely continues her award winning work of advancing the environmental branding and achievement program known as EcoStar which embodies the DEC's commitment to sustainable development.

HIGHLIGHTS 2011

Projects

2011 saw a number of new projects come before the Commission. Laddawn Inc., a plastics manufacturer, received a unified permit to rehabilitate the former post (Davis) library at 155 Jackson Road as their corporate offices. This project was completed during the summer of 2011.

In 2011 the construction of a new 118-room Hilton Garden Inn hotel and restaurant was finally completed after over a year of sitting idle due to financing issues. It opened in early December, 2011. Pizza Bella took over from the Pizza Fort within the Devens Common retail center and the Devens Grille continued to host a number of special events at their restaurant and in the Devens Common green space.

In December of 2010, Devens Recycling amended their unified permit to include Saturday operating hours from 7AM to 1PM. The Commission initially rejected the application, later voting to reconsider their action because their decision did not and focus on the Saturday impacts of the project. Based on additional information submitted by the applicant and presented during the hearing, the Commission voted to grant the applicant's request for a six (6) month trial period allowing Saturday operating hours. The additional hours were granted permanently in June 2011, once the applicant demonstrated consistent compliance with the conditions of approval and was shown to be operating the facility in a manner which comports with the DEC public health and safety concerns and regulations.

Construction continued on the Armed Forces Reserve Training Center complex on Barnum Road, permitted by the DEC in 2009. This project consists of 7 new buildings covering over 275,000 sq.ft within the existing developed site on Barnum Road that will be shared by the Army National Guard, US Marine Corps and US Army Corps and used as a joint training and maintenance facility. The largest buildings include a new ~59,000 sq.ft. training building (in the footprint of former building 3713 and the large smokestacks), a ~59,000 sq.ft. organizational maintenance shop, a ~91,000 sq.ft. consolidated maintenance support shop and the reuse of an existing ~41,000 sq.ft. building. Although under federal jurisdiction; the Army agreed to comply with the DEC Bylaws and Rules and Regulations. As the project is within a Zone 2 Water Resources Protection District with Devens and Ayer water supplies at the adjacent Grove Pond, protection of local ground water resources has been and continues to be a key planning and regulatory issue throughout this process. The collaboration between the DEC, US Army and Massachusetts Army National Guard, the communities' of Ayer and Devens along with Mass DEP and EPA resulted in numerous design considerations being implemented to protect our water supplies. Although a very large development with almost 1.5 million square feet of impervious area, the design of the project actually reduces the existing total impervious area by over 120,000 sq.ft. The new stormwater management system for this facility includes a treatment train that consists of a combination of several structural and non-structural best management practices to ensure maximum water quality for runoff leaving the site. Roof runoff has been separated from the pavement runoff and is being infiltrated on-site. In addition, with the US Army's new "green" initiative, two of the new buildings have been designed to meet the US Green Building Council's (USGBC) LEED-standards for high performance/energy efficient buildings. A final ground water monitoring program is being implemented as the last piece in protecting our shared water supplies.

Early in January, 2011, Transformations Inc. received approval from the DEC to build the first new single-family homes in Devens. They won a design competition conducted by MassDevelopment to build eight zero-net energy single-family homes off of Cavite and Adams Circle. These homes will generate as much energy as they consume through a combination of

energy efficient design and material selection, as well as the deployment of renewable energy systems for the project. In addition, a goal of the housing was to be priced for folks making between the 80% and 120% of the area median (translating into finished housing costs of between \$280,000-\$350,000). To date, four have had building permits issued and the first single family home was sold and occupied in late 2011 and received a HERS rating of 8 – almost 92 % more efficient than a standard home built to minimum building code requirements. These homes will serve as a model for more sustainable residential development at Devens and throughout the Commonwealth and the nation. Additionally, Metric Corporation of Boston won MassDevelopment's design competition for multi-family residential homes and received approval from the DEC to construct twelve multi-family units in the area at the intersection of Cavite and Bates. The ground breaking for this project was December 20, 2011.

USFWS Visitors Contact Station located off of Hospital Road adjacent to the Nashua River was permitted in September, 2011. Modeled as a sustainable development, this visitors station will include an educational pavilion made out of reused materials, a vegetated roof, composting toilets, porous pavement and other low-impact development features. This center will also contain interpretive panels about the natural environment in the Oxbow as well as information on how Devens is integrating the natural environment into its redevelopment efforts. The visitor center contemplates a future wildlife observation platform, riverfront canoe/kayak access and an outdoor amphitheater. The location of this visitors center will also allow for the development of additional trails that will connect into the Devens multi-purpose trail system – further connecting and integrating the natural environment into development at Devens. More information on the Refuge, including a trail map, can be found at: http://www.fws.gov/northeast/oxbow/refuge_brochure.html

The Devens Household Hazardous Products Collection Center, a regional effort spearheaded by the Devens Eco-Efficiency Center's Dona Neely with the support of MassDevelopment and the participant communities was permitted by the DEC in early 2011. The Center opened on the grounds of the Devens DPW on July 26, 2011 and provides a regional service that makes it easier for small businesses and residents of Ayer, Bolton, Devens, Groton, Harvard, Lancaster, Littleton, Lunenburg, and Townsend to properly dispose of toxic waste such as unused floor cleaners, leftover pool chemicals, and button batteries, providing additional protection to drinking water supplies, and delivering operational and financial savings to the participating towns. The Center is already being recognized as a premier example of regional cooperation. More details, including hours and items that are accepted, can be found at www.devenshhw.com. Congratulations to all involved for getting this regional project off to a successful start!

During 2011, the DEC also permitted additional loading docks for 18 Independence Drive to assist the owners of the former Sonoco Packaging plant to better market their property. The additional loading docks will enable the property to be leased to separate tenants. Quiet Logistics also took over space in the adjacent Saratoga Boulevard Proctor and Gamble/Gillette distribution center, helping to fill some of the space left when P&G left Devens last winter. The Commission granted a license for storage of flammable materials to American Superconductor (AMSC) in order to facilitate improvements to their manufacturing process at their Devens facility.

Throughout the past few years, the Town of Shirley and MassDevelopment, along with Mass Audubon and the Natural Heritage and Endangered Species Program (NHESP) of the Commonwealth have been working together to identify potential development and preservation areas within the Environmental Business Zone. In November 2011, Rivermoor- Citizens, LLC, a solar photovoltaic generating facility, was permitted off Walker Road in the Environmental Business Zone (EBZ) . This 28 acre 2 + MW project was constrained by an archeological site, vernal pools, varying topography, the concerns of nearby residents and shading imposed by the heavily forested area surrounding it. After numerous revisions to address issues of concern, Rivermoor-Citizens developed a site plan that avoided significant impacts to the natural resources and nearby residents and subsequently secured DEC approval as well as approval from NHESP. This project develops one of the two potential development parcels within the EBZ with minimal traffic and other impacts on the neighboring residents. The remaining balance lands (200 acres +) will be permanently protected from development and help achieve a goal of the 2008-2013 Devens Open Space and Recreation Plan (permanent protection of environmentally sensitive areas).

2011 saw work continue on the implementation of the 2008-2013 Devens Open Space and Recreation Plan (the “Plan”). In addition to the proposed preservation of lands within the EBZ, MassDevelopment finalized expansions of the Mirror Lake and Esker Conservation Restriction (CR) parcels held by the Trustees of Reservations to include permanent protection of additional environmentally sensitive lands adjacent to these existing CR’s. MassDevelopment has also initiated work with the Trustees of Reservations to finalize permanent protection for the ASP Bog, Cold Spring Brook and Robbins Pond areas – three additional priority preservation areas within the Plan. MassDevelopment also worked with the DEC to help secure permanent protection of portions of Shepley’s Hill and Grant Road escarpments. Although a number of these protection measures have yet to be finalized, they are noteworthy efforts that should materialize within 2012 and help ensure the protection of these important natural resource areas as redevelopment of Devens continues

In late 2011, MJM Development submitted an application for New England Studios at Devens – a 126,000 square foot project proposed on 15.73 acres of land off of Hospital Road in the former Locust housing area. The project is currently under review and the Commission expects to act on this Unified Permit request in early 2012.

Development activity within Devens in 2011 saw a doubling of the number of Level 2 Unified Permits issued, compared to 2010, while Level 1 permits remained constant. Building related permits remained relatively consistent with last year’s numbers, with the exception of a reduction in the number of electrical permits (54 in 2010 vs. 35 in 2011), likely due to the winding down of the new hotel and the Army facility on Barnum Road. The number of demolition permits also decreased from 14 in 2010 to 5 as most of the former army buildings scheduled for demolition as part of the Base closure process have been removed and more existing buildings are being maintained and reused. The following chart provides an overview of the various permits, licenses and approvals issued by the DEC in 2011:

2011 Permits/Actions

Level 2 Permits	16
Reconsideration	0
Level 1 Permits	46
Wetland Request for Determination of Applicability	2
Wetland Notice of Intent (Order of Conditions)	1
Wetland Certificates of Compliance	2
Sign Permits	9
Tent/Event Permits	14
Demolition Permits	5
Level 1 Lotting Plans	2
Septage Hauling Permits	7
Certificates of Occupancy	12
Electrical Permits	35
Plumbing Permits	15
Gas Permits	10
Sheet Metal Permits (new in 2011)	1
Victualler Licenses	12
Flammables License	5
Liquor Permits	6
Pledge of Liquor License	0
1 Day Liquor Licenses	2
Violation Notices	5
Schools – Certificates of Inspection	3

Violations/Enforcement:

2011 saw a slight increase in the number of nuisance complaints (noise, odor, truck traffic) and a few minor residential violations for unpermitted accessory structures. Truck traffic cutting through residential streets to access the Industrial Park was a recurring issue that was successfully mitigated thanks to the combined efforts of Devens residents, the DEC, State Police and MassDevelopment.

Increased promotion of the designated truck route on web sites as well as increased signage appears to have greatly reduced the number of trucks cutting through residential areas. Notifications were also sent out to all businesses in the industrial park with maps of the designated truck route to pass along to their employees and drivers. Increased monitoring by the State police, Devens Recycling and DEC Staff has also helped improve the situation. These coordinated efforts are continuing into 2012.

Two violations of the Devens Industrial Performance Standards also occurred in 2011 – Bristol-Myers Squibb (BMS) steam venting from their central utilities building and Rock Tenn’s dust collector on the rear of their facility. BMS mitigated their violation in mid-July through a combination of internal process modifications and noise mitigation. Rock Tenn was issued a Notice of Violation by the DEC as well as the MA Department of Environmental Protection in April. Rock Tenn took interim steps to reduce their noise levels temporarily, however progress was slow and the violation remained so the DEC began issuing fines in June. Rock Tenn completed installation of their noise mitigation sound enclosures in early December and the DEC issued a Notice of Compliance in late December, after confirming the mitigation brought the facility into compliance on a consistent basis.

Regulations:

Throughout 2011, the DEC worked on numerous regulation amendments to further the sustainable redevelopment goals and objectives of the Reuse Plan and on Friday, December 9, 2011, the newly revised DEC Rules and Regulations were published and went into effect. The approved regulation updates include:

974 CMR 3.00 – Site Plan – the addition of vegetated roof requirements for buildings with the Viewshed Overlay District that are visible from the viewshed sensitive receptors.

974 CMR 4.00 – General Regulations – Include DEP well protection requirements, including map changes to reflect expanded Zone 2’s for Grove Pond, Shebokin and the new Sheridan well, updated stormwater and low-impact development standards, renewable energy standards and greenhouse gas mitigation standards.

974 CMR 8.00 – Public Health – Include DEP WPA well protection requirements – floor drains, water use restrictions, water efficiency (required as a condition of MassDev. Water Management Act Permit), UXO references, recycling, event permits, anti-idling updates.

Commission staff had been working on revising these Regulations for the past two years and their job is not yet completed. Revisions are underway to update the housing regulations for the Grant Road area and to revise our Site Plan Regulations to better incorporate Leadership in Energy and Environmental Design (LEED) Green Building Rating requirements so that development at Devens continues to be as sustainable as possible in order to better implement the Reuse Plan.

Mr. Lowitt presented on the Commission’s recently adopted vegetated roof (Green Roof) Regulations and construction standards at the 2011 Cities Alive Conference, December 1, 2011 in Philadelphia, PA. The talk was well received and the Commission’s work is being used as a model by the District of Columbia for their vegetated roof construction standards.

Transportation:

The DEC continues to work with MassDevelopment, local businesses and the State Police to promote the designated/preferred truck route to reduce potential impacts on local and surrounding area roads. Signs and postings to the various Devens websites direct truck traffic away from residential areas and State Police enforcement furthers this effort. The Fitchburg Line Reverse Commute working group, chaired by DEC Director Peter Lowitt, continued its work to connect Route 2 and Fitchburg Line Commuter Rail issues through regular meetings of community representatives to discuss transportation issues. Construction is underway with a goal of bringing the improvements on line early in 2013. The improvements are designed to meet the goal of improving commute times from Fitchburg to Porter Square from 1 hour and 29 minutes to 1 hour. Continued thanks goes out to our hard working state legislative delegation for securing the required state matching monies to complement the Federal Small Starts funding obtained for the program by our Congressional delegation, especially Congressman Olver. He deserves our thanks for his work on this project which is of great importance to the entire region. American Renewal and Recovery Act funds were deployed to double track the line from South Acton to Ayer and the line's schedule was changed in December 2009 to authorize an early train to Boston which should allow an early train to Fitchburg making a reverse commute to Devens possible in the near future. A ground breaking was held in Littleton this fall to celebrate acquisition of additional parking spaces and the commencement of work to improve that station and South Acton station.

The Fitchburg Commuter Rail Line improvements will play a key role in providing increased commuter service to Devens and the surrounding region, thereby contributing to the sustainability initiatives at Devens. The DEC plans to work with Montachusettts Area Regional Transit (MART) and Devens' businesses to deploy a shuttle to the area commuter rail stops.

Communication:

The DEC's main means of communicating with the public remains its web site, www.devensec.com, where its meeting and hearing dates are listed, as are the agendas and minutes from recent meetings. Quarterly staff reports and Records of Decisions from the most recent Unified Permit applications are also listed for informational purposes and to illustrate the permitting process through concrete examples. Recent policies adopted by the DEC, such as our vegetated roof construction policy, are also placed on the web site. Board of Health issues, trail maps, and various maps and documents regarding Devens and the Regional Enterprise Zone can also be found on the Commission's web site. Updates to the Development Services section of the website include a section on Frequently Asked Questions (FAQs) for Devens Homeowners, an overview of the unified permitting process, and information on Mosquito control efforts. The DEC also assists the Devens Eco-Efficiency Center by updating their website www.ecostardevens.com.

The DEC continues to provide notice of all meetings, proposed projects and pertinent information on its website, as well as to abutting property owners, Devens residents and all three surrounding towns, in accordance with the DEC Rules and Regulations, prior to public hearings and subsequent DEC permitting.

At the behest of the Joint Boards of Selectmen and recommendation of DEC staff, the Commission, along with MassDevelopment, funded the installation of cable TV broadcasting equipment to enable the recording and distribution of DEC public hearing and meetings to the host communities. JBOS meetings will also be available for viewing. The host communities' cable volunteers received training on the new equipment and are now recording the meetings for airing on local cable. This is a good collaborative effort, with DEC and MassDevelopment providing the funding and the communities supplying the volunteers to record the meetings.

Devens role as an eco-industrial park was communicated to visiting planners as part of the American Planning Association's National Conference in Boston through the medium of a mobile workshop tour. Twenty planners from across the nation visited Devens over the course of a five hour tour conducted by DEC staff and the Director of the Devens Eco-Efficiency Center, as part of the national conference, which Mr. Lowitt co-chaired. The DEC and the Devens Eco-Efficiency Center also hosted visits from the Port of Portland, Oregon, business executives from Japan, French academics and others over the course of the year. Mr. Lowitt presented a poster session on Devens at the International Society of Industrial Ecology Conference in Berkeley, California in June and Mr. Angus presented on Devens Sustainable redevelopment efforts at the 2011 Build Boston Conference and the 2011 Southern New England Planning Conference in Providence, Rhode Island.

The By-Laws (Article 2A.14.) and Chapter 498 require the DEC to conduct progress reviews of the status of Devens redevelopment every five years. These include an analysis of District by District development over the past five years and comparing actual development with the goals set forth in the Reuse Plan and By-Laws. In December of 2011, the Commission has completed a draft of its third Five-Year Review, covering the period between 2006 and 2011. The Commission is expected to approve the draft in early 2012. Once approved, it will be sent to the host communities, posted on the DEC web site and distributed to the legislative delegation.

Sustainability Efforts/Devens Eco-Efficiency Center

The Devens Enterprise Commission continued to provide funding to the Devens Eco-Efficiency Center. This non-profit, founded in 2008, has a mission to help establishments reduce operating costs and environmental impacts by making more efficient use of resources. The DEC's support of this organization ensures its continued progress in furthering the sustainable development goals of the Commission and the Devens Reuse Plan. The Devens Eco-Efficiency Center provides technical assistance to help businesses and service providers make resources – economical, material and ecological – last longer. It offers a range of services specifically designed to reduce energy consumption and minimize waste generation.

The Center has had a tremendous impact on sustainable development in Devens. An estimated 50 tons of materials were diverted from the landfill to reuse opportunities amongst 37 businesses, non-profits and municipal entities during 2011 through The Great Exchange. This program has repurposed over 400 tons of "waste" since its launch in 2008. The Center also provided numerous educational opportunities that benefited local business professionals via the Compliance University, monthly EHS (Environmental, Health and Safety) Roundtable, and the quarterly Green Building Roundtable. The Center's annual Earth Day celebration attracted volunteers from local establishments that tackled several community betterment projects. Teams

picked up bags of trash on a nature trail, cleared a mile-long hiking trail, and spruced up the garden areas around Verbeck Gate, Sweetheart Rock, and Sherman Circle.

The Devens Eco-Efficiency Center also played a lead role in the development and establishment of the Devens Regional Household Hazardous Products Collection Center. The Center benefits residents and small businesses of Devens and eight other towns and provides 20 annual collections of toxic materials, versus the traditional once per year event. State government leaders have described the service as a model for towns across the state because of the economic and environmental benefits it provides to member towns.

EcoStar, the environmental achievement and branding program launched by the DEC in 2005, also continues to serve as a value-added component to business and industry located in and around Devens. Updates on both of these award-winning programs and details on the green business initiatives they offer can be found at www.ecostardevens.com. The Devens Eco-Efficiency Center and the EcoStar program continue to serve as a model for eco-industrial parks throughout the world.

Twinning Agreement:

In 2008, the DEC entered into an agreement with the entity responsible for the redevelopment of the former Debert Air Force base in Truro, Nova Scotia (the Colchester Redevelopment Authority) to share sustainable base redevelopment techniques and knowledge along with programs such as the DEC's EcoStar environmental branding and achievement program.. The Commission maintained communications with our Canadian colleagues through staff conference calls on a quarterly basis in 2011 and looks forward to continuing this relationship to share resources, services and techniques that will help further the sustainable redevelopment of Devens as an eco-industrial park.

Financial audit:

2011 was another fiscally responsible and sustainable year for the DEC. Our financial audit was completed posted on the DEC web site.

Outlook for 2012:

The Commission expects a flurry of development as 2012 commences and as pent up demand for leased space produces long awaited activity in the light industrial marketplace. MJM Development's New England Studios at Devens is currently before the Commission and should be acted on early in 2012. Devens Solar, LLC is discussing a 6 proposed MW project on the airfield for early in the year as well. Another industrial prospect is seeking to build a new facility on Jackson Road in Devens early in 2012 as well. In addition to unified permitting, finalizing and adopting Innovative Housing Regulation updates will be a key priority for the DEC in 2012 as well as continuing to support and expand the services of EcoStar and the Devens Eco-Efficiency Center.

Respectfully submitted by Harvard's DEC Commissioners: James DeZutter & Eric Stoltzfus



SNOW, SNOW, SNOW



PROTECTION OF PERSONS AND PROPERTY

Ambulance Squad, Fire Department, Police Department

➤ ➤ ➤ AMBULANCE SQUAD ◀ ◀ ◀

The Town of Harvard Ambulance Service provides superior emergency medical care and transport services through a dedicated all-volunteer squad of State-certified Emergency Medical Technicians. 2011 was a banner year, both in terms of unprecedented levels of responsiveness and high returns on investments in the Service's growth, focus and collective effort. Harvard Ambulance continues to operate as a model "enterprise" group for the Town, self-funding all its operational costs, adapting its policies and procedures to new Town, State and Federal mandates, and investing in long-term organizational sustainability. Through it all, optimizing patient care remains our primary focus.

Harvard Ambulance Service reaffirmed its commitment to remain an all-volunteer organization and an equal, independent partner in the Town's public safety services. Toward achieving these ends, strategic recruitment, development and retention have resulted in a significantly larger, more active, and more balanced roster. Last year, we had 68 active members, versus 48 in 2010 and 26 in 2009. The current roster is comprised of 33 Full Members, 25 Provisional Members, 10 Driver/First Responders, and 15 student Cadets. This growth enabled the Service to become a well-recognized presence at many of the Town's large civic, sporting and community events throughout the year. By the end of 2011, a committed membership had volunteered at truly remarkable annual levels: 24,170 hours of "on-call" time (up 204%), 2,400 hours of "run" time, and another 2,500 hours of continuing education, recertification, and monthly meeting attendance.



Call statistics for 2011 reflect a continued high level of activity: 305 patient-care events over 294 runs. Call distribution by type was consistent with prior years: 42% medical, 42% trauma, 9% lift assist, 4% psychiatric, 3% physician-ordered transport and fire standby. Consistent with prior years, patient refusals totaled 29% of calls. In contrast, hospital points of entry were more broadly distributed: Emerson (30%), NVMC (26%), Leominster (10%), and UMass Worcester (3.3%). Call distribution by time of day remained significantly skewed to daytime demand: 8 A.M.–4 P.M. 50%, 4 P.M.–12 A.M. 32%, 12 A.M.–8 A.M. 18%.

These call time data underscore the value of the State-waivered Cadet Program, which allows select Bromfield students to run with Harvard Ambulance during school hours after earning EMT-B certification. The program benefits the Service with (1) *a priori* on-call coverage, (2) a positive and influential experience for college-bound Bromfielders, and (3) affirmative outreach to interested adults. With a terrific new teaching partner, Patriot Ambulance, the annual Fall EMT-B Certification class for students and adults has been truly invigorated and is reaching its full potential again.

Financially, operations are running at a break-even pace. As promised when third-party billing was approved, no Harvard resident has been asked to pay out-of-pocket for our services. Harvard Ambulance receives no annual Town funding. Declining insurance reimbursement rates continue to exert downward pressure on revenues. Other factors affecting receivables include an ongoing lack of Mass Health provider certification, and implementation of a BOS-approved write-off process that allows the Service to properly account for and finally remove several years' worth of delinquent accounts from the books. The good news is that with the Service's completion of a triennial bid by billing service providers and a subsequent contract award, billing-cycle efficiency and yields are expected to improve.

Harvard Ambulance continues to depend in part on the generous donations of local philanthropic entities (e.g., Lions Club, Ayer Rotary) and private citizens. Being good stewards of the Town's resources is core to the Service's mission. Support for our approach to providing the Town with emergency medical services as an all-volunteer organization has been continuously reaffirmed by the citizenry.

Harvard Ambulance has maintained a self-imposed austerity on all discretionary spending, despite having to fund the significant expansion of membership. This growth is directly correlated to an outstanding performance in 2011 as measured by preparedness, responsiveness, and roster stability. We will continue to invest prudently in areas with proven returns to enhanced patient care, such as the deployment of two-way radios that enable better crew coordination and time-saving direct-to-scene response by EMTs. Another significant near-term outlay is planned to address the mandated downloading of patient-care run data to the State and a facilitating migration to electronic patient care reporting (ePCR). Harvard's one ambulance is beginning the fifth year of its ten-year useful service life; thus, a portion of net income is being reserved to offset part of the replacement ambulance cost.

In summary, the Harvard Ambulance Service is buoyed by its recent collective accomplishments. As we approach our 40th year of continuous volunteer service, we are committed to improvement in all facets of our operation. Our strategic priorities are recruiting and retaining qualified personnel, embodying fiscal responsibility, procuring and deploying technology enablers, operating state-of-the-art care vehicle(s), expanding the Service in concert with Town growth, and developing effective public outreach.

If you are interested in learning life-saving skills, volunteering to provide important pre-hospital care, and joining a motivated group of your neighbors, then consider enrolling now in our 2012 Driver and EMT certification classes. No prior medical experience is required. We respond to inquiries and accept new membership applications throughout the year. Please visit our website at www.HarvardEMS.org and contact us at Director@HarvardEMS.org.

Respectfully submitted,

Steven J. Beckman, M.D., EMT-B
Director, Harvard Ambulance Service

Harvard Ambulance Service Roster: EMTs and First Responder Drivers

Lily Alfano	Sarah Andrews	Ed Barron	Mina Rae Beckman
Steven Beckman	Scott Blackwell	Will Blackwell	Don Boyce
John Breyer	Rory Browse	Alex Burnett	Sam Carlson
David Cline	Isaac Cohen	Chris Connors	Jason Cotting
Andrea D'Eramo	Sydney Durand	Cindy Glade	Liz Goldsmith
Molly Gormley	Mackenzie Grant	Zakia Hankour	Gregory Harrod
Barbara Hilton	Kerra Huchowski	Adam Hughes	Derrin Jarvis
Dan Jones	Derek Jordan	Debi Keller	Allan Kuong
Michael Lecky	Douglas Levering	Eryk Lorenz-Kruk	Joyce Maiore
Linda Mara	Larry Miller	Adam Morton	Mathias Nittmann
Caitlin Nygren	Kiley Nygren	Joan Ojemann	George Orsula
Molly Papazian	Andrew Perry	Kaya WicklundPhillips	Harry Powell
Steve Powell	Sue Reedich	Justin Rowan	Wally Shaw
Bill Spacciapoli	Michelle Swearingen	Bonnie Sweeney	Patrick Sweeney
Alyssa Swindells	Keeon Tabrizi	Bill Truett	Julio Valladares
Justin Warren	Amy Wilkins	Rob Williams	Ben Wilmot



➤ ➤ ➤ FIRE DEPARTMENT ◀ ◀ ◀

The mission of the Harvard Fire Department is to save lives and to protect property from fire and other emergencies within the Town of Harvard through public education, code management, and incident response.

We are also proud to announce and celebrate our 90th year as a department. In this 90th year, the department has gone through some changes. Interim Chief Don Hurme served for the first six months of the year before the hiring of the new Chief, Richard Sicard in June. After twenty years of service, Lieutenant Rob Warren has retired from the Harvard Fire Department. The department will miss the knowledge and experience that Lt. Warren takes with him. In June, Firefighter Greg Harrod was promoted Lieutenant.

We are working hard to make sure this department keeps moving forward to be the best trained and prepared department we can be.

1. After two years of school and training Firefighter Andrew Perry obtained his Paramedic level of certification through the Commonwealth.
2. Firefighters Wally Shaw and Justin Warren graduated from the Massachusetts Firefighting Academy Call/Volunteer Recruit Class #38. This was a six month long class held every Tuesday and Thursday and every other Saturday for a total of 240 hours of training. This class gives them the solid foundation of training needed to

- start their firefighting careers. Both are now State and National Pro Board certified Firefighter I/II.
3. Wally Shaw obtained his Bachelor of Science degree in Fire Science from Anna Maria College.
 4. Justin Warren and Tyler Swearingen continue to work towards their Bachelors degrees in Fire Science.
 5. Sean Kennefick , our newest probationary member, became a certified Emergency Medical Technician by the Commonwealth and will be attending the Massachusetts Firefighting Academy Call/Volunteer Recruit Class in July.
 6. Kerra Huchowski also became a certified Emergency Medical Technician by the Commonwealth.

The Barton family donated a house to the fire department to conduct several valuable training sessions over several days. This was a great tool for the department to be able to practice all of their skills in a real world scenario. All of the training culminated with a day of conducting live fire evolutions for us and three area towns. We can't thank them enough for their donation.

In 2011, the Harvard Fire Department responded to 316 requests for emergency services and other assistance. This is up 25% from the 253 received in 2010. These responses included the following:

Ambulance assist	2	Automatic fire alarms	53
Motor Vehicle Accident	48	Motor Vehicle Fire	6
Brush Fire	9	Carbon Monoxide Alarm	20
Chimney Fire	6	Detail	3
HazMat	4	Mutual Aid Given	9
*Mutual Aid Received	1	Officer Call	30
Other	14	Other Fire	1
Pole Fire/Utilities Fire	9	Rescue	4
Service Call	23	Station Coverage	71
Structure Fire	4	*Training	26
*not a response statistic			

FIRE PREVENTION

In 2011, there were 160 permits and inspections issued.

Blasting	2
Dumpster	7
Propane Storage	45
Miscellaneous permit	4
Oil Burner Installation	16
Smoke & Carbon Monoxide	74
Sprinklers	3
Storage Tank Removal	4
Tank Truck	0
Labor Camp	1

Fire Alarm	4
Open Burning Permit	570
*Open Burning Permits were activated 1,112 times	

We received a \$4,100 grant from the Commonwealth for our S.A.F.E. (Student Awareness of Fire Education) program this year. Unfortunately, due to lack of local funding, we were only able to provide approximately twenty percent of our normal program this year. We are working on getting the program back up to one hundred percent.

Public education is a crucial element of our fire prevention program. The goals of the program include reducing injuries and fatalities from fire, educating our children about the hazards associated with smoking, and promoting safe, healthy behaviors. We are proud of our program, which is recognized statewide as one of the best, and we will continue to provide the best fire and life safety education possible to all our residents. This success could not be achieved without the continued effort and support of each and every member of the fire department.

Fire prevention is not just a week in October, it's every day!

EMERGENCY MANAGEMENT

It is not very often that a town has to open an Emergency Operations Center and yet we had to do it twice within two months with the arrival of Tropical Storm Irene in August and what is now known as the Halloween Snow Storm. Luckily Tropical Storm Irene provided very minor damage to our town and I wish I could say the same about the snow storm. This was a very trying week for the entire town. Even with all the difficulties that we faced, we responded and recovered faster than numerous other towns. This had everything to do with the coordinated effort between the fire department, police department, DPW, dispatch, town hall, ambulance squad, Council on Aging and schools before, during and after the event took place. It is through this extreme cooperation from all of the Town Departments and their staff that we were able to get through these challenging storms and cannot thank them enough.

One of the most important tools we used during these emergencies was Blackboard Connect. With this tool we were able to communicate to the residents of the town twice a day via telephone, email and SMS messages. But, you only receive the messages if you signup for the service. If you have not already done so, we strongly encourage you to signup for this. It is the best way we can provide you with the most current information during an emergency. To signup please go the town's web page at <http://www.harvard.ma.us/Pages/index> and the Blackboard Connect icon is on the left hand side of the page.

We would like to say thank you to Mrs. Patricia Shaw who continues to keep the fire station looking attractive with flowers and plantings. The department appreciates the support we receive from our citizens and we remain committed to making Harvard a pleasant and fire safe town to live, work and play in.

The Harvard Fire Department consists of:



Chief Richard Sicard, FF I/II, FO I/II, EMT

Deputy Chief Scot Nogler

Lieutenant Tony Shaw

Lieutenant Chuck Nigzus, FF I/II, FO I

Lieutenant Greg Harrod, FF I/II, EMT

Firefighter Oona Aldrich, FF I/II

Firefighter Bill Barton

Firefighter Frank deBettencourt, FF I/II, EMT

Firefighter David Hazel

Firefighter Bill McElhaney

Firefighter Sean Murphy, FF I

Firefighter Andrew Perry, FF I/II, EMT-P

Firefighter Brian Perwak, FF I/II

Firefighter Walter Shaw, FF I/II, EMT

Firefighter Tyler Swearingen, FF I/II

Firefighter Justin Warren, FF I/II, EMT

Probationary Sean Kennefick, EMT

and maintenance man Eddie Stoffel, who keeps the fire station clean and presentable.

Firefighter Duane Barber

Firefighter Bill Berthoud

Firefighter Warren Harrod

Firefighter Stephen Into

Firefighter Paul Morris, FF I

Firefighter Kerra Huchowski

Firefighter Nelson Perry, EMT

Firefighter Dick Powderly

Firefighter Alan Specht, FF I/II

Firefighter Marc Thompson

Firefighter Dave Woodsum

Respectfully,

Richard A. Sicard, Fire Chief



➤ ➤ ➤ POLICE DEPARTMENT < < <

In the past, I have saved my “thanks” to the staff of the police and communications departments to the end of my annual report. This year, however, I feel it is appropriate to start my submission with a sincere, heart-felt thank you to the hard working members of both departments. 2011 was marked by severe staffing shortages that called for all of our staff members to step-up their efforts to overcome the very serious staffing deficiencies that we are faced with. While we normally operate with a patrol staff of eight full-time and two part-time officers, last year, for approximately five months, we ran with five full-time and one part-time officer. Fortunately, Part-time Officer John Dristilaris has been available to fill-in on a full-time basis to help with patrol coverage as a way to reduce overtime spending.

The staffing crisis was precipitated by having one officer out on an extended injury leave and having two officers go out, simultaneously, on maternity leave. Intermingled with these long-term absences were occasional short-term injuries or illnesses. This situation called for the

remaining staff to work extremely long hours, oftentimes alone, in order to provide patrol coverage and call response for the entire town. Coupled with the unplanned manpower shortage was a ninety-four percent increase in the number of detail assignments required this year due to ongoing construction projects in town.

While the staffing problem in 2011 is unlike any other I have experienced since coming to Harvard in 2003, it serves as a reminder to us all that our current full staffing level is, and has been, at the bare minimum needed to conduct police operations for a town the size of Harvard. As I've stated in the past, the town would be well served to increase the police department patrol staff to ten officers to ensure two-officer coverage around the clock.

This year we welcomed Dispatcher James Flanders as a full-time dispatcher. Jim has quickly acclimated himself to the town and our operations and is doing a fine job. Last year we also saw the departure of Part-time Dispatcher Sean Doocey. After completing his studies at Holy Cross, Sean accepted full-time employment in Washington, D.C. and is doing well. His energy, intelligence, and spirit are missed here at the communications center

Our calls for service levels decreased slightly compared to 2010. This year, the communications center and police officers responded to 12399 calls for service, compared to 12699 in 2010. As you will see by examining the statistics provided, most of our activity has remained fairly level across the major categories. I attribute this year's decrease in call volume not to less activity, but to the fact that we had fewer officers on patrol to generate officer initiated calls for service based on observations made while on patrol.

A significant amount of time and effort last year went into researching, and planning for the proposed regional dispatch center, which is projected to open in July of 2013. The concept of regional dispatch has been discussed several times during my tenure, and we have finally gotten to the point where grant funding made it possible to see the regional dispatch center project come to fruition. Along with Devens, Lancaster, and Lunenburg, Harvard will be part of the Nashoba Valley Regional Emergency Communications Center, located on Devens. Over the next year, we will be moving ahead with the project and look forward to having the ability to provide enhanced communications services, while at the same time, realizing significant cost savings to the town.

Once again, it has been my pleasure to serve as your Police Chief. On behalf of the men and women of the Harvard Police and Communications Departments, I would like to thank all of you for your continued support of our efforts.

Respectfully,

Chief Edward D. Denmark



2010/2011 Call Comparison

Description	2010	2011
Radar Assignments	705	446
Missing Person	6	3
Sexual Force	1	1
Assault - Simple	5	7
Assault – Intimidation	2	0
Assault – Dangerous Weapon	2	4
Assault – Officer Assaulted	0	1
Disturbance - General	28	37
Disturbance – House Party	3	4
Disturbance - Fight	2	1
Disturbance - Neighbors	6	1
Suspicious Person	42	45
Suspicious Vehicle	195	124
Phone Calls - Harassing	5	10
Motor Vehicle Accident	122	125
MV Towed by Police	86	60
MV Towed – Private Party	5	1
MV - Disabled	92	105
MV - Repossessed	1	1
MV - Lockout	29	27
Traffic Violations	585	342
Medical - General	267	265
Medical – Sudden Death	2	2
Medical – Suicide Attempt	0	3
Medical – Mental Health	5	16
Arson Offenses	0	2
Fireworks Complaints	1	6
B&E – MV	2	4
Burglary – Residence (F.E.)	8	8
Burglary – Business (F.E.)	3	4
Burglary- Unlawful Residence	9	1
Burglary- Unlawful Business	3	1
Attempt Burglary (F.E.)	1	1
Larceny from Building	28	23
Larceny from MV	8	10
Larceny all Other	26	12
Attempted Larceny	1	0
MV Theft	1	1
Fraud – False Pretences	1	1
Fraud – Credit Card/ATM	4	3
Stolen Property – General	1	5
Stolen Property – Firearm	0	1
Vandalism – Damage Property	48	45
Vandalism - Mailbox	9	7

Description	2010	2011
Arrest - Adult	22	13
Arrest – Released on Bail	1	3
Arrest – Released Forthwith	1	0
Arrest – Warrant other PD	1	1
Protective Custody – Adult	2	1
Protective Custody – Juvenile	0	1
Drug/Narcotic Offenses	3	7
Drug Equipment Violations	4	4
Sexual Non-Force Exposing	1	1
Civil	1	4
Open Door –Bus./Residence	14	24
Lost & Found	51	47
Mutual Aid	92	76
DPW Call Out	44	50
Transfer Money/Persons	58	65
Complaints Against Officers	0	2
Safe Keeping Property	5	8
Minors w/Alcohol	5	4
Police Information	5	4
Trash Dumping	5	5
Town Property Damage	5	10
Follow-up Investigation	224	159
Animal Control – Dogs	14	15
Animal Control - Other	35	39
Town By-Law	1	1
Weapons – Illegal Hunting	1	3
Warrants – Summons Service	18	5
Warrants – 209A Service	5	4
Juvenile Matter – Other	3	5
Threats – Simple	2	0
Threats – To Kill	0	1
Alarms – Commercial	136	86
Alarms – Residential	234	178
Alarms – School	0	2
Alarms – Fire	38	34
Officer Injured	4	3
Officer In Training	18	37
Court Assignment	33	21
Detail Assignment	225	437
Checks – Bad	1	1
Disorderly Conduct	1	0
OUI Alcohol/Drugs	14	9
Domestic Abuse/Neglect	6	4
Liquor Law Violation	4	6
Peeping Tom	1	0

Description	2010	2011
Trespass Real Property	3	5
Domestic – 209A Violation	2	1
Police – General Request	790	850
Parking Complaint -Handicap	1	0
Parking Complaint – General	11	11
Suspicious Activity	158	125
Harassment – Criminal	3	3
Child Safety Seats	6	2
Cruiser Maintenance	61	107
Building Maintenance	3	3
Building Checks	4215	4948
School Resource Officer	33	55
Animals – Cruelty	1	1
E911 Hang-up Calls	53	62



Personnel

Chief	Edward D. Denmark
Sergeant	John Coates
Sergeant	James Babu
Patrol Officer	Scott Hughes
Detective	Jack Izzo
Detective	Greg Newman
Patrol Officer	William Castro
Patrol Officer	Kimberly Murphy
Patrol Officer	Daniele Fortunado
Reserve Officer	John Dristilaris
Reserve Officer	Nathan Bowolick
Dispatcher	Pat Natoli
Dispatcher	Trish Rouvel
Dispatcher	Andrew Perry
Dispatcher	James Flanders
Part-time Dispatcher	Sue Podzycki
Part-time Dispatcher	Nelson Perry
Part-time Dispatcher	Sean Doocey
Part-time Dispatcher	Stephen Lucier



EDUCATION

*Superintendent of Schools, School Principals, School Committee,
School Nurse, Special Education, Community Education, Monty Tech*

➤ ➤ ➤ SUPERINTENDENT OF SCHOOLS ◀ ◀ ◀



The Harvard Public School district' long-standing reputation for academic excellence continues to shine. Once again, Harvard's grade 10 2011 MCAS results placed The Bromfield School in a very select group of high achieving high schools in Massachusetts. One hundred percent of the 10th grade students passed the assessment with 100% scoring proficient or advanced in English and 99% scoring proficient or advanced in Math.

In November 2011, The College Board notified Harvard that The Bromfield School had for the second straight year been placed on their Advanced Placement "Honor Roll". This award is only presented to high schools who are able to significantly increase student participation in Advanced Placement courses while at the same time maintaining a very high percentage of students scoring 3, 4, or 5 on the AP exams. The College Board indicated the Bromfield School was only one of thirty schools in Massachusetts to receive that distinction in 2011 and only one of six high schools to achieve it in two consecutive years. We continue to be proud of Harvard's academic accomplishments as well as its commitment to excellence in the arts, athletics, and community service. A hallmark of Harvard Schools, at all grade levels, remains the importance placed on personal relationships, and strong communication between staff, students and the entire school community.

The 2011-2012 school year was a year of significant administrative change. Dr. Thomas Jefferson, who served Harvard with distinction as Superintendent of Schools since July 2005 resigned to become Superintendent of the Lynnfield Public Schools. The School Committee decided to replace Dr. Jefferson with a one year interim superintendent so that school year 2011/2012 could be used for assessing which administrative design was best suited for the Harvard Public Schools. It was also felt, by delaying the hiring of a long-term superintendent until the first half of the 2012/2013 school year, would provide the School Committee with optimum conditions for conducting a successful superintendent search process.

In May 2011, the Harvard School Committee named Dr. Joseph J. Connelly as their Interim Superintendent of Schools for the 2011/2012 school year. Dr. Connelly brought to Harvard many years of experience as an elementary and secondary building principal and twenty plus years experience as a superintendent of schools in Massachusetts. Also new to Harvard's administrative ranks was Dr. Linda Dwight, who began her tenure as principal of the Hildreth Elementary School on July 1, 2011. Dr. Dwight was selected from a large pool of highly qualified candidates. She brought to the Hildreth Elementary School and Harvard Public Schools many years of experience as an elementary educator in Pennsylvania, including the last nine years as a highly successful principal in the Pequea Valley School District. During the months of June, July and August the School Committee, working closely with the superintendent and members of the Harvard Administrative team to identify several goals to be accomplished

during the 2011/2012 transition year. All of these goals were designed to revise, improve and/or establish operational systems that would enable the Harvard Public Schools to continue to promote excellence as it moved into the second decade of the 21st century. A complete list of these goals may be seen on the Harvard Public Schools website www.psharvard.org.

In addition to these goals the Harvard School Committee continues to be guided by a five year strategic plan. The key goals of this plan include the following:

- Harvard's entire pre-K-Grade 12 curricula will integrate core content Knowledge with the critical thinking skills needed for success in the 21st Century.
- Harvard will identify and support the success of all its learners regardless of their learning styles, past performances, or their goals beyond graduation.
- Harvard's Professional Development systems will be consistently and thoughtfully aligned with the district's achievement and instructional goals.
- Harvard will establish systems to promote effective communication among and between the administration, staff, and community.
- Harvard will create and implement an accountability plan to ensure that all systems within the organization are aligned with the district's Mission and core set of prioritized goals.

The entire five year strategic plan can be reviewed on our districts website www.psharvard.org. In October 2011 an in depth school enrollment and school space capacity report was completed and approved by the School Committee. This report projected enrollment numbers for school year 2012/2013 as well as enrollment trends covering a ten year period 2012-2022. Data from this report helped the School Committee conclude classroom space currently existing in Harvard's two schools would be adequate to meet projected PreK-12 enrollments for the next ten years. This included any impact from potential residential development in the Devens community. The final three months in 2011 were devoted to the completion of two major reports containing information considered necessary for the School Committee to finalize their FY2013 school budget and their five-year financial plan.

In late November 2011 a School Committee appointed subcommittee presented an Administrative Restructuring Report which provided the School Committee with detailed information on the following four administrative options for the Harvard School Committee to consider:

- Form a school union organizational structure with a neighboring school district, most likely Boxborough K-6, so that several system wide administrative positions could be cost shared by the two communities.
- Create a combined superintendent/principal administrative position to administer to one of Harvard's two schools and also serve as Harvard's Superintendent of Schools.
- Replace the current full time superintendent model with a part time model where the superintendent would work less than a full time schedule.
- Status quo. Continue to operate Harvard's PreK-12 school district with a full time superintendent and full-time principals assigned to each school.

The Harvard School Committee is committed to finalizing their decision on which administrative model is most advantageous for Harvard by the end of the 2011/2012 school year.

The second major report, a multi-year Technology Plan was completed and presented to the Harvard School Committee in December, at their final School Committee meeting of 2011. This technology plan was authored by a Technology Study Committee made up of teachers, administrators, a school committee representative and a technology consultant made available through the Massachusetts Elementary School Principals Association (MESPA). The report identified the scope and sequence of technology skills to be mastered at each grade level in Harvard, using the National Technology Standards. It also identified what technology infrastructure improvements were needed in Harvard's two schools to maximize the benefit of recommended new and replacement technology hardware and software. The complete text of both reports can be accessed on our district website www.psharvard.org.

Another highlight of the 2011 school year in Harvard was the establishment of an after school Drop In Center for middle school students in the basement of The Bromfield School. An area used for storage was transformed into an attractive "Drop In Center" complete with pool tables, ping pong tables, computer stations, and comfortable furniture and study tables for all students in grades 6, 7, and 8 to utilize from school dismissal until 5:00 p.m. each school day. The "Drop In Center" is staffed on a daily basis with a teacher or teaching assistant providing the students with a safe well supervised area to spend their time in the late afternoons. After three months of operation Sharron Correnty, the teacher supervisor reports attendance to be consistently in the 12 to 15 student range per day. To help defray the cost of this worthwhile middle school program the School Committee approved an annual "user fee" charge of \$50 per student.

In closing, I congratulate the Town of Harvard for supporting and fostering an outstanding PreK-12 school district. During my stay here as your Interim Superintendent of Schools, I have been constantly impressed by the level of commitment and dedication displayed by our teachers and support staff. The needs of our children are clearly everyone's first and highest priority. I have also been extremely impressed with the thoughtful support the entire Harvard community, including the Harvard Schools Trust provides to our academic endeavors. It has been a privilege to serve as your superintendent of schools.

Respectfully,

Joseph J. Connelly, Ed.d
Interim Superintendent of Schools



➤ ➤ ➤ **HARVARD ELEMENTARY SCHOOL** < < <

This year we have focused on several new initiatives. They include an anti-bullying program, world language, and aligning our curriculum to the Common Core Standards. The anti-bullying program became an early focus based on the state's required anti-bullying policy and

the vision of the School Improvement Plan. We researched programs that were state approved and linked to our existing Habits of Mind focus. The Second Step program received our highest evaluation. Teachers received training for the Second Step program in October and then began teaching the lessons to the students. We decided to take a full school approach as the lessons are taught by classroom teachers, the counselor, specialists, the administrators, and coaches. We wanted students to realize the importance of social skills across all school environments. The parents also received a home connection packet that links home and school through information and activities.

Another school-wide initiative brings world languages to the elementary students. After researching different models and working with the language department at the Bromfield School, we decided to team with the well respected Global Child Organization to provide weekly lessons in grades K-4. Their established curriculum brings fun, movement, and music into the lessons. Our fifth grade students will benefit from two unique half day programs where they will learn the basics of French, Spanish and Mandarin. At the end of the year, we will evaluate the world language program for future consideration.

Finally, we are spending professional development time aligning our math and language arts curriculum to the new MA Common Core Standards. Following the recommendations of esteemed educators such as Mike Schmoker, we are focusing our instruction to ensure students master critical standards at a deeper level. The alignment of our curriculum means moving topics to different grade levels, eliminating some lessons, and adding others. We want our students to remain excited about their learning while we guide them into advanced understanding of the common core standards to help them develop into 21st century learners.

Respectfully Submitted,

Linda G. Dwight
Principal, Hildreth Elementary School



➤ ➤ ➤ **BROMFIELD SCHOOL** ⬅ ⬅ ⬅

In June of 2011, The Bromfield School graduated a class of 104 students. We are proud of all of their accomplishments both academically and in their contributions to our school and community.

This fall, The Bromfield School welcomed a sixth grade class of 108 students. The current enrollment at The Bromfield School is 768 students in grades 6 – 12, which is one of the largest enrollments we have had in years.

2011 was a remarkable year for The Bromfield School. Once again, Bromfield students received statewide recognition for their achievements in the academic and the extracurricular realm. The performance of Bromfield students on the state-wide assessment (MCAS) continues

to lead the state, with 100% of the class of 2013 scoring in the Advanced or Proficient range in English Language Arts. Scores on the Mathematics sub-tests were also impressive with 99% of the class of 2013 scoring in the advanced and proficient range. Academically Bromfield students continue to excel with average SAT scores well above the state and national averages. Student participation in Advanced Placement Courses and their performance on AP Exams continues to be outstanding, leading to The Bromfield School being named to the 2nd Annual AP Honor Roll. In 2011, The Bromfield School also fielded a number of very competitive teams with the Girl's Indoor Track Team winning the district title and the Bromfield Rowing Team sending a number of rowers to nationals, where they received top honors. Bromfield School students continue to achieve excellence in a variety of other academics and extra curricular areas, receiving top honors in the NE Math League, voice, band, drama, art competition, and athletic events. Students have also been active in school organizations including the National Honor Society (NHS), Student Council, Model UN, The Gay/Straight Alliance, Yearbook, The Environmental Club, World of Difference, Math Team, Art Club, The Mirror, Academic Bowl, The Bromfield Review, Young Republicans, Young Democrats, Yoga Club, and Bromfield Cares.

During 2011 the Harvard School District established a district wide Technology Committee to prepare a five year technology plan. The committee has made great progress and as of the end of 2011 the plan is awaiting the adoption of the school committee. This Technology Plan will guide The Bromfield School as we continue to integrate technology into our curriculum and instruction. During this past year, The Bromfield School has been able to sustain the infusion of new technology into our building to support our curricular goals. Over the summer of 2011, 24 new computers were installed in the Bromfield Library Media Center creating a classroom setting for the purpose of teaching research skills and supporting online and software instructional programs. Additional technology purchases at Bromfield include three new Smart Boards and presentation technology to support these. This year Bromfield also offered a new Computer Science course, which has been well received and led to the possible expansion of our Computer Science offerings for next year

This past year the entire Bromfield Community has been engaged in preparing our self study report for the deci-annual accreditation visit by The New England Association of Schools and Colleges. Committees representing each of the seven standards of accreditation have been gathering data and writing the necessary reports to be included in the self study materials. The NEASC Steering Committee has been making the necessary arrangements to host the visit, which will take place April 29th, 30th, and May 1st, and 2nd of 2012.

I am very happy to serve as Principal of The Bromfield School. The sense of community that exists within our building and our district plays a major role in the success of our students and our school. This, along with the commitment and hard work of our dedicated teachers, students, and administration, will continue to make The Bromfield School a source of pride.

Respectfully submitted,

James F. O'Shea
Principal



➤ ➤ ➤ **SCHOOL COMMITTEE** < < <

The goal of the Harvard Public Schools is to be a school system that reflects the standards and expectations of the Harvard community and promotes the development of life-long learners who possess the values, skills, and knowledge to become contributing members of a democratic society.

In partnership with students, staff, parents and community, the Harvard Public Schools will provide an environment where each student is known and respected and where each student's potential is developed. We will cultivate a passion for learning and provide the tools for acquiring essential knowledge and skills. We expect our students to have respect for others; take responsibility for oneself, one's environment and one's community; and pursue excellence.

The School Committee has five major functions:

1. Legislative or Policy Making: developing policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. Appraisal: evaluating the effectiveness of its policies and their implementation.
3. Provision of Financial Resources: adopting a budget that will enable the school system to carry out the committee's policies.
4. Public Relations: providing adequate and direct means for information flow between the schools, committee and the public.
5. Educational Planning and Evaluation: establishing objectives for the continued improvement of the educational programs.

Currently, the School Committee meets on the second and/or fourth Monday evenings of the month in the Town Hall meeting room. A meeting schedule and agenda is available on the town of Harvard's website at least 48 hours in advance, and meetings are usually broadcast on the local cable access channel. Other meetings will be held as needed and posted in accordance with applicable laws. The public is encouraged to attend and participate. Open meeting time is provided at regularly scheduled meetings for public input, questions and comments.

The Harvard School District is widely recognized for the exceptional quality of the education provided to its students. Once again in 2011 the district received the distinction of achieving a 100% passing rate on its MCAS scores making it the only public high school in Massachusetts to do so two years in a row. Also, in November the district became one of fewer than 400 public school districts in the nation honored by the College Board with a place on the 2nd Annual AP Honor Roll for simultaneously increasing access to AP Coursework while maintaining or increasing the percentage of students earning scores of 3 or higher on AP exams. The School Committee would like to recognize the hard work of the administration, faculty and staff of the schools who are devoted to providing the best possible education and environment for the students of Harvard.

Academics are not the only aspects that make the Harvard School District such a desirable place to learn. Initiatives at both The Bromfield School and Hildreth Elementary

School aim to create an environment where students develop the interpersonal skills necessary for working effectively and cooperatively with others and to become responsible school, community and world citizens. In January of 2011 students, staff and community members were encouraged to attend a facilitated screening of “A Race to Nowhere” and there is an ongoing dialogue within the School Council on ways to address student stress levels and workloads, with progress toward including a Wellness curriculum at The Bromfield School as part of this initiative. At HES students are engaged in the Habits of Mind curriculum that gives learners of all ages and at all stages, a framework for autonomous, lifelong learning.

In a true demonstration of collaboration and partnership, the Harvard Teachers Association and the School Committee successfully negotiated a 3-year contract in the spring of 2011 which provides for the usual step and column increases and also provides COLA increases of 1%, 2% and 2% for the respective 3 years. Additionally, the contract adjusted the stipends for athletics and club coaches and called for the formation of a professional development committee of teachers and administrators to work together to identify professional development options for our teachers. During these challenging economic times it was heartening to have a professional and respectful dialogue throughout the process and echoes the real commitment our teachers have to the strength of our schools and students.

At a time when many school districts across the Commonwealth are facing budget shortages and cutbacks the Harvard School District is preparing next year’s budget with the directive to provide the same level of service as this year. We find ourselves in this advantageous position due to sound financial management by the town of Harvard (under the auspicious leadership of Tim Bragan), an exemplary level of cooperation and concerted effort between key town boards and officials as well as an increase in state provided American Recovery and Reinvestment Act (ARRA) funds, a greater than expected reimbursement of Circuit Breaker funds by the state and an increasing reliance on funds to offset operating costs from Mass Development for the education of Devens students. Harvard’s anticipated total school expenses for 2011 total approximately \$11.4 million and represent approximately 70% of the town’s omnibus budget. Under the supervision of Joe Connelly, budgets were prepared for 2012 with much scrutiny and transparency and will allow the administration to better manage costs moving forward. Harvard continues to maintain an average cost per student right about at the state average of \$13,080 while managing to achieve outstanding results. Our thanks go to Lorraine Leonard, the Harvard Schools Business Manager, for her shrewd fiscal management and endless support in watching and managing our precious resources!

A major initiative of the school committee this year was to develop a 3-year technology plan to address the immediate and longer-term needs of the district. Much work and thought was put into the preparation of this plan by the administration, staff, and faculty with special thanks to Mark LaVertue, IT Manager. Phase one includes recommendations for the immediate expansion and upgrading of network access. Phases two and three include replacing outdated hardware and software as well as adding hardware and software and professional development in support of the current curriculum to expand opportunities for students of all ages to gain proficiency and mastery in using technology in learning and problem solving. Meeting the technological needs of our faculty and students is a top priority for the school committee. Financing for the technology plan will come from surpluses in both the 2010/2011 operating

budget and funds from the contract with Mass Development for the education of students from Devens.

In order to ensure the satisfaction of Devens residents with the Harvard School District the Devens Education Advisory Committee (DEAC) conducted a survey of Devens parents to assess their level of satisfaction with the educational experience of their children. Overwhelmingly, the respondents were satisfied with the quality of education being provided by the Harvard School District and would like to see the contract continued. Concerns raised by a handful of parents were brought to the attention of the administration and an outreach effort to include parents and address those concerns has been and will continue to be made. Our thanks go to Mauren Babcock, chair of DEAC for her hard work and commitment to the Devens community and the Harvard School District.

Many upgrades and repairs have taken place within the schools themselves this year. The Harvard Energy Advisory Committee (HEAC) continues to work closely with the buildings facilities manager, Mark Force to repair and improve electrical, oil and gas systems within the school buildings to ensure efficiency and reliability while also reducing energy usage. As they work to improve and update systems in the buildings, they continually monitor usage and evaluate the savings on an annual basis. These changes ultimately save the district money and help to make everyone within the buildings more energy conscious and take an active part in helping to make the schools as green as possible.

With much fanfare and to the delight of children and parents alike the new playground at HES was officially opened on August 29th, 2011 with a ceremony led by new principal Dr. Linda Dwight. The School Committee would like to acknowledge Mary Traphagan, Project Chair, the playground committee members, the many hundreds of volunteers who came in sweltering temps to pour concrete and shovel mulch as well as the generosity of the many donors who contributed to the \$201,000 project. At Town Meeting in 2011 residents approved an appropriation of \$65,000 for the playground in a show of support and much appreciated partnership between the Harvard School District and the community.

We would be remiss if we did not also mention the work and generosity of the Harvard Schools Trust. In May of 2011 the Harvard Schools Trust received the Outstanding School Partner Award and was recognized as a nonprofit group that has provided long- term support for public education. The School Committee nominated the Trust for this award in acknowledgement of the benevolence, passion, hard work and generosity it provides for the children of Harvard. In 2011 alone the trust has fulfilled over 20 grants for educational opportunities and equipment to the faculty and students in both schools.

During the last year we bid farewell to a number of retiring teachers. Earl Maurer was a long- standing employee of the district who started out as a tutor, became a reading teacher and was most recently a special education teacher. He will be remembered for his commitment and dedication to his students. Dennis DeGara was a teacher of Mathematics at The Bromfield School for 31 years. He also served as a class advisor for many classes over the years. Dennis was a great supporter of students in their extra-curricular and sport activities. Karen Deneen was a teacher of Social Studies, primarily Psychology for The Bromfield School for 29 years.

She also served as Social Studies Department Leader starting in 1995. Karen Bucholtz was a teacher of English at The Bromfield School for 10 years and became Head of the English Department. Lastly, Ruth Schemel, an Elementary Special Education Teacher retired after 34 years of dedicated service. Ruth continues to work part-time for the Special Education Department at Hildreth Elementary and is well admired by staff and students. We thank these teachers for their dedication, diligence and commitment to staff, community and students of Harvard.

At the beginning of this year's school year the School Committee, in conjunction with Interim Superintendent Joseph Connelly, aligned upon the following outcomes for the 2011/2012 school year:

1. By November 30th the feasibility of all potential operational models for the future leadership of the Harvard School District has been investigated and assessed and a summary report has been presented to the Harvard School Committee which identifies the positive and negative aspects of each option and the procedural steps and timeline required to implement each option.
2. An FY13 school budget development and management plan that reflects realistic line item anticipated expenditures and incorporates the following components has been created and implemented February 1st:
 - 5-year technology plan;
 - 5 year capital plan;
 - Bi-monthly budget projection report;
 - 5-year Revenue Offset Projections (including but not limited to School Choice, Circuit Breaker Funds, Devens Revenues, and User Fees); AND
 - Is consistent with the School District's 5-year financial plan.
3. The School Committee and Superintendent have reviewed and updated the 5 year School District Financial Expenditure Plan in accordance with the town's FY13 financial calendar.
4. By January 15th the Superintendent will have:
 - Provided an assessment of the School District's progress against the existing 5-year strategic plan that clearly measures the status of each goal.
 - Developed an action plan to address any goals not on line not on to be accomplished by 2013 that, if followed, would ensure the measures being successfully met; and
 - Created and implemented a process to regularly review and update the assessment as needed.
5. A technology plan has been developed that identifies how the integration of technology in the classroom will support the K-12 instructional process to meet established curriculum goals and the plan has been approved by the School Committee and disseminated by January 30th.
6. The Harvard School District's websites and communication structures have been modified to achieve consistency, accuracy and ease of use and a reliable structure is in place to regularly review and update content as needed by March 30th, 2012.

7. Annual assessment procedures and instruments that will effectively and accurately evaluate the school committee and the superintendent in their effectiveness of accomplishing their respective goals and responsibilities have been created and implemented by June 1st, 2012.
8. A capacity study and 5-year enrollment projection have been prepared and presented by the Superintendent and the School Committee indicating usage potential of both HES and TBS to meet future enrollment scenarios (both with and without Vicksburg Square development) by January 30th.
9. By March 30th a comparative study of user fees has been conducted that will allow the School Committee to make fiscal decisions on the continued reliance on user fees to offset program costs.
10. The Superintendent has effectively executed general performance goals (for a full listing see the goals posted on the districts website: www.psharvard.org).

Some of these goals have already been accomplished while others are in progress or are scheduled for completion later in the school year. One of the committee's core responsibilities is the hiring and management of the superintendent and we are in the midst of completing our assessment of potential models (as delineated in goal 1 above). As we endeavor to fulfill on these goals your input and feedback is always appreciated. Our contact information is listed on the district's website. In closing we express our gratitude and appreciation of the talented, committed and hard-working staff of the Harvard School District. Their service, in partnership with the parents and Harvard community is what makes our schools and our students flourish.

Respectfully submitted,

Keith Cheveralls (Chair)
SusanMary Redinger
Piali De

Kirsten Wright (Vice Chair)
Patricia Wenger
Maureen Babcock (DEAC Representative)



➤ ➤ ➤ **SCHOOL NURSE** ⏪ ⏪ ⏪

The mission of the School Health Department at the Harvard Public Schools is to provide health services that assist each student to reach their full educational and physical potential. The program is dedicated to the promotion and maintenance of the health and wellness of the entire school community.

Massachusetts Department of Elementary and Secondary Education requires all school nurses to have a Bachelors or Masters degree in nursing as well as be a certified school nurse.

Both of Harvard's full-time school nurses meet this requirement. Throughout 2011, the school nurses have attended several continuing education opportunities. These included topics such as:

- Cystic Fibrosis
- Food allergies
- Eating disorders
- Orthopedic injuries in children
- Gay, bisexual, lesbian, transgender issues in the school setting
- School Anxiety/School Phobia
- Identifying resources for military families
- Behavioral health issues
- Coping and calming strategies with children
- Anxiety in the school aged child
- Diabetes
- Managing disasters
- Nursing leadership
- Concussions

The Nursing Department continues to be a recipient of the Essential School Health Services Grant. The Massachusetts Department of Public Health (MDPH) funds this grant. In 2010/2011 school year the Harvard Public Schools received \$3,000. This money was used to purchase new computer monitors for both health offices, assistance for completing mandatory state screenings, and some small equipment needs.

The school nurses see students and staff members in the health office for a variety of reasons. These include health problems, injuries, and psychosocial issues to name a few. In 2011, we saw a 15% increase in office visits from 2010. This significant increase is due in large part to student's emotional concerns as well as more complex medical issues.

<u>Screening</u>	<u>Grades</u>	<u># Of Students</u>
Vision	Pre-K – 5 th , 7 th , 10 th	704
Hearing	K – 3 rd , 7 th , 10 th	695
Growth (BMI)	1st, 4th, 7th, 10 th	402
Postural	5 th – 9 th	388
Dental	2 nd and 4 th	123

In November 2011, in cooperation with the Nashoba Associated Board of Health (NABOH), we held a flu vaccine clinic at The Bromfield School. The yearly flu vaccine was available to all town residents, students, and staff. We thank the NABOH nurses and staff for all their hard work and assistance with this important task of providing flu vaccine to the Harvard community.

All medications given in the schools were administered in accordance with the General Laws of the Commonwealth of Massachusetts and with the consent of the parent or legal guardian. All of our over-the-counter medication orders are reviewed and approved by our school physician.

In 2011, 6700 medication administrations (prescription and non-prescription) were given to students and staff in the health office. This number has steadily increased over the past several years again due to the complex medical issues of our students.

The MDPH mandates that health screenings be done at specific grade levels. Though some parents opt to have them done through their primary care provider, many of the students have them done in the school. As of 2009, MDPH requires public schools to provide parents with their child's Body Mass Index (BMI) in grades 1, 4, 7, and 10. The BMI provides a guideline based on weight, height, sex, and age to assess children who are underweight, at risk for overweight, or overweight. Follow-up resource information is sent home with the student's BMI results. In 2011, the following screenings were done in the school setting:

Screening	Grades	# Of Students
Vision	Pre-K – 5 th , 7 th , 10 th	704
Hearing	K – 3 rd , 7 th , 10 th	695
Growth (BMI)	1st, 4th, 7th, 10 th	402
Postural	5 th – 9 th	388
Dental	2 nd and 4 th	123

At HES, a dental hygienist from NABOH will again be visiting this winter to provide the students with information about the importance of good oral health. She will also provide dental cleaning and fluoride treatments to those who wish their children to receive them.

In addition to seeing students and staff in the health office throughout the school day, nurses also attend staff meetings, multidisciplinary team meetings, parent meetings, home visits, committee meetings, and meetings regarding health policies of the district. The nurses develop Individual Health Care Plans (IHCP) with the staff and parents for children who have specialized health care plans. At this time we have over 100 children with IHCPs in the district.

The nurses will continue to assist the students of Harvard reach their full educational and physical potential by promoting good health and safety practices. We appreciate all the support received from the staff and the community and look forward to new challenges that the upcoming year will bring.

Respectfully submitted,

Colleen Nigzus, RN, MSN
District Nurse Leader



GRADUATION





➤ ➤ ➤ **SPECIAL EDUCATION** < < <

As was noted in last year's Town Report, the MA Department of Elementary and Secondary Education conducted a Mid-Cycle Review of our special education last fall. I am very pleased to report that we received "a clean bill of health", with no areas specified for remediation! All members of the special education department, including my Administrative Assistant, Carole Clark, are to be commended for their consistent, dedicated work in following state regulations and in meeting timelines. It is a pleasure to work with such a competent group of individuals.

I completed a lengthy staff "Special Education Procedures Manual/Handbook" that was distributed to department members at the beginning of this school year. It includes procedures, forms, and copies of important documents that staff can refer to on an "as needed basis" throughout the year. It is a "living document" and will be changed and added to as is necessary. A goal for our department is to utilize it on a consistent basis during the year.

Our department continues to increase its use of technology to assist our students in accessing the curriculum. We have purchased some iPads for both schools that are being used with individuals and small groups of students. Our teachers have been attending trainings and have been purchasing applications (some of which are free) to use with students. Our "in-house" technology person, Gaby Harrington, will be presenting a training session this winter for all staff members interested in learning more about using iPads. This year, several of our special education teachers also received smart boards to use for instruction in their classrooms. Some of our teachers attended a workshop over the summer, and are making good use of this additional technology. We continue to take our responsibility seriously to stay abreast of the latest uses and benefits of technology.

Another member of our department, Carly Monsen, has received her certification as a teacher for the Wilson Reading Program. This program is just one of the specialized methodologies that we use for reading instruction for our students. Carly is to be congratulated, because this program requires a great deal of time and study beyond her work hours. Her commitment remained consistent, on behalf of our students.

Our most recent statistics regarding the percentages of special education students at each school are of interest. Although our percentage of special education students at Hildreth Elementary School is slightly above the state average at 17%, the percentage at The Bromfield School is only 10%, making the average for both schools 12.6%, which is below the state average of slightly less than 16%. It is a positive comment on the high quality of individualized instruction provided at both schools that enabled so many of our special education students to make effective progress, and therefore come off of Individualized Education Programs during secondary school.

As I go forward in my fourth year in Harvard, I remain enthusiastic about the continued improvements that we are making in our department and the dedication of our staff.

Respectfully submitted,

Pam DeGregorio
Director of Special Education



➤ ➤ ➤ **COMMUNITY EDUCATION** < < <

Community Education has been an integral part of the Harvard Public Schools for the past 18 years. Several fee-based programs are available to the residents of Harvard. These programs include Bridges, Summer Adventure, Spectrum, Global Child, Crosslinks, Adult Education, and new this year “Minnow Cup”.

The Bridges program provides before and after school care for 35-50 elementary students per day in kindergarten through grade 5, following the school calendar. Students can register for either a regular schedule or the “Drop-In” option for occasional use. Rates vary according to a student’s schedule. On Early Release days special activities or field trips are planned. These events can range from pumpkin picking, a movie at the Strand Theater or a visit from Animal Adventures at the school.

Summer Adventure is a full day program offered on a weekly basis during July. It includes drama, cooperative games, science, nature and art as well as swimming lessons at the pond provided through Harvard Park & Rec. During the summer of 2011, a fifth week was offered and well received.

Spectrum enrichment classes are available to kindergarten through grade 6. They range from building robots, basketball, drama, arts and crafts to chess, baking and Math Olympiad. The Math Olympiad program is very popular at HES with 41 students in grades 4 and 5 registered. Spectrum courses are available after school, as well as during the summer. Courses are offered by teachers, townspeople and outside companies such as Sciensational Workshops for Kids, Inc. Some of the programs offered during July and August are basketball, field hockey, gymnastics, and Ultimate (Frisbee™).

Language classes are offered through Community Education by Global Child, Inc. A well-known program offering Spanish, French and Chinese to students in grades K-5. Using the curriculum created by Global Child, the teachers have children experience languages through games, songs, and dance.

Crosslinks offers after school activities for The Bromfield School. These include our Artist-in-Residence program which provides instrument and voice lessons with excellent musicians as well as Math Olympiad for middle school students. During the summer we had a

new offering of “Summer Gym” that provided a week of cooperative games in the gym for grades 6, 7 and 8.

An exciting new offering this fall is the “Minnow Cup”, offering a place for middle school students to hang out with their friends, play pool, table tennis, board games, computer games, do homework and art & craft projects. The “Cup” was named by the students, referring to the “Fish Bowl” used by the seniors at Bromfield.

Adult Education courses are held during the fall, winter and spring. Courses that have been offered range from yoga, Zumba™, dance, digital photography, Qigong, Maximize Your College Financial Aid, as well as on-line computer and enrichment courses through Education to Go.

The office of Community Education is located in the Bromfield House at 39 Massachusetts Avenue. Further information is available by calling 978-456-4118.

Respectfully submitted,

Judy Cavanaugh
Community Education Coordinator



➤ ➤ ➤ **MONTY TECH** < < <

I am honored to serve as Superintendent-Director of Monty Tech, a school that has transformed secondary education in North Central Massachusetts, bringing to life lessons learned in a classroom, at the workplace, and in the community. This school exemplifies what I believe education is all about – a commitment to excellence and the provision of a relevant learning experience.

A Monty Tech education is grounded on workforce trends and labor markets, balanced by a rigorous academic curriculum. Our students are prepared not only to enter the workforce, but to also continue their education by enrolling in college. In fact, while 44% of the Class of 2011 is currently employed in a field related to their Monty Tech trade, 43% of 2011 graduates are currently seeking higher education.

Compiling information for the 2011 Annual Report has been an exercise of great value for me. As a new administrator, it has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. It has afforded me the opportunity to visit with thoughtful partners in vocational education, and has given me great insight into the achievements of the 2010-2011 academic year. Some of the more notable highlights include:

- 100% of the Class of 2011 successfully passed the state-required MCAS exam in English, Math and Biology.

- The Class of 2011 earned a 93% placement rate: 62% college acceptance or advanced technical training, 13% career bound in field, 9% career bound out of field, and 7% military.
- Seventy-eight members (25%) of the Class of 2011 were awarded the John and Abigail Adams Scholarship for outstanding performance on the MCAS examination.
- 100% of Dental Assisting graduates passed the Dental Assisting National Board exams in both Radiation Health and Safety and Infection Control.
- 2011 graduate Alicia McKean was the first student in the school's history to be named a National Achievement Scholar, and was the first to receive the coveted Presidential Scholar Award, providing a "full-ride" to attend Boston College.
- Eleven students advanced through local, district and state competitions to earn the right to compete at the National SkillsUSA Conference in Kansas City, Missouri. The Monty Tech delegate was awarded four silver medals and one bronze medal.
- Victoria Holbert was elected to the office of National SkillsUSA President.
- Two cadets in the Class of 2011 were awarded Naval Reserve Officers Training Corps Scholarships- a first for the Monty Tech MJROTC unit and the school. Selected students were awarded full tuition, fees, books, uniforms, summer experiences, as well as monthly stipends.
- Monty Tech was selected as one of only sixteen schools in the country and the only vocational school in the nation to have a student science experiment launch into space aboard the last shuttle flight of the U.S. Space Program, STS-135.

Much like districts across the state, Monty Tech has been affected by the nationwide economic recession. Maintaining high standards of fiscal responsibility, with an eye on our over-arching mission of increasing student achievement and understanding, this school has been able to maintain our high standards of academic success, while presenting a budget that is fiscally conservative. Our FY11 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected less than a 1% increase over the 2009-2010 Educational Plan. We recognize that we are in the midst of some of the most difficult economic times faced by public education and, as a result, we will continue to strive to seek creative ways to reduce member town assessments.

Thank you for your interest in our 2011 Annual Report, your continued support of vocational education in North Central Massachusetts, and for providing our students – your students – with the resources that enable them to become successful, contributing members of our communities.

Steven C. Sharek
Superintendent-Director

Financial Report

Numerous challenges were faced during the development of the fiscal year 2010-2011 budget including rising health insurance, student transportation, and utility costs. Considerable effort was put forth by the School Committee, administration and staff to develop a cost-effective budget. The final fiscal year 2010-2011 Educational Plan totaled \$22,225,324, which represents less than a 1% increase over the 2009-2010 Educational Plan.

The District was audited in August 2011 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and an “excellent” report is anticipated.

Grants and Contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2011, state and federal grant sources provided the school with \$1,236,639. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Drug Free Schools, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling \$22,084. For Fiscal Year 2011, Monty Tech received \$13,334 in grant funds from the Community Foundation of North Central Massachusetts, to support the Student Spaceflight Experiment Program. The Massachusetts Space Grant Consortium and the North Central Massachusetts Workforce Investment Board also contributed to this groundbreaking program, by adding an additional \$6,873 in grant funds. Finally, the school received I-Car grant funds (to be used toward instructional equipment) and a Lowe’s Toolbox for Education Grant, totaling just under \$2,000.

Grants totaled \$1,258,723 for fiscal year 2011.

Academic Achievement

Montachusett Regional Vocational Technical School continued to see significant improvement in MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2011, Monty Tech’s passing rate on the English Language Arts exam was 100%, Mathematics 98%, and Biology 97%. More specifically, students achieving proficiency or advanced status on MCAS exams also increased, satisfying all AYP requirements for each subgroup within the school.

The following data represents the percentage of students who met the competency score in English Language Arts, Mathematics and Biology at the time of graduation:

<u>English Language Arts</u>		<u>Mathematics</u>	<u>Biology</u>
Class of 2011	100%	100%	100%
Class of 2010	100%	100%	100%
Class of 2009	100%	100%	
Class of 2008	100%	100%	
Class of 2007	100%	100%	
Class of 2006	100%	98.3%	
Class of 2005	100%	98.6%	
Class of 2004	100%	94.8%	

Vocational Projects In Your Community

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2010-2011 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2010-2011, the program had eight students participate in SkillsUSA, all of whom finished in the top ten of their competition. There were two seniors accepted into the co-operative educational program, completing their work at local collision shops. The shop continued to repair many vehicles and equipment for staff, the school and district communities. The shop is pleased to have a new spray booth being installed, providing students with training in more efficient water borne paint systems. The shop is in the process of re-certifying NATEF certification. (Total enrollment: 59; 40 males, 19 females)

Automotive Technology: Two of our top students were asked to compete at the state level in the Mass Tech Competition. Alex Gay and Jonathan Erickson (Class of 2011) represented Monty Tech as Team Audi. Four students attended the SkillsUSA district competition- Alex Gay, Jonathan Erickson, Robin Murray and Daniel Mugure (Class of 2011). The automotive program was fortunate to receive numerous equipment upgrades throughout the year, including: a new Coates tire changer, new shop benches with drawers for the freshmen tools, a new Brannik strut compressor, and a new fluid exchange machine. An updated scan tool was added to the new Snap On Verdict, providing a new graphing system operation and wireless communication capabilities, and the Hunter alignment machine was updated to be compatible with the new electronic steering systems and wireless communication. (Total enrollment: 63; 54 males, 9 females)



Business Technology: The Business Technology program has been enhanced by the addition of new software and technology, a new exploratory process and curriculum, and an increased presence in the school community. Students and instructors in the Business Technology program assist shops and offices throughout the school by coordinating bulk mailing, labeling, and organizing collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hagar. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. During 2010-2011, the shop received new software programs that have had a direct impact on the students' employability: WinWay Resume Deluxe and QuickBooks Pro 2011. (Total enrollment: 60; 11 males, 49 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing over forty custom bookcases in the Barre children's library, a project with an estimated value exceeding \$40,000. Students also made and installed all of the architectural millwork inside the Stone House at Fitchburg's Coggs Hall Park, made over eighty feet of railings for the outside of the Stone House, crafted numerous gift sets for the Annual Monty Tech Golf Tournament and the Annual Superintendent's Dinner, and built and installed custom solid cherry kitchen cabinets, vanities, and solid surface counters in the house built by Monty Tech students (located in

Gardner). Five student projects traveled from Monty Tech to the annual New England Student Wood Design Competition, held at Marlborough High School. There were forty-six student projects submitted from all over New England and Monty Tech students placed 12th, 5th, 3rd, and 1st. First place went to Leighton Noel from Barre (Class of 2012), who entered a solid cherry gun cabinet, and received the top award \$500. Finally, the program also purchased an OMGA cross cut saw and a new Powermatic wood lathe, and is training students to use this new technology safely and efficiently. (Total enrollment: 71; 38 males, 33 females)

Cosmetology: Over the course of the 2010-2011 school year, twelve Seniors took and passed the Massachusetts State Board exam. The program continues to run a full-service clinic, servicing many outside clients as well as staff and students that walk-in. Two cosmetology students qualified for the SkillsUSA State competition. Allison Soucy (Class of 2011) placed 2nd, and was awarded a silver medal, selected from over five hundred entrants, and Kaitlyn Thibault (Class of 2011) placed 1st in the nail competition, and traveled to the national SkillsUSA competition. Senior students continue to take great pride and satisfaction in the community services activities, including providing monthly cosmetology services to the residents of the Gardner High Rise. (Total enrollment: 92; 1 male, 91 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Wachusett Chamber of Commerce “Taste of Wachusett” at Wachusett Mountain, and continue to showcase their talents at similar trade shows and events throughout the year. The program was fortunate to receive new equipment this year, including a walk-in cooler and freezer and a bread slicer for the bakery. (Total enrollment: 101; 43 males, 58 females)

Dental Assistant: 2010-2011 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported four students who competed at the district level for SkillsUSA. Two went on to compete at the state level, and one, Sarah Marshall (Class of 2011), attended the national competition during the summer. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Approximately thirty-five students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the Class of 2011 was the first graduating classes to have all students take and pass the Dental Assisting National Board exams, becoming certified in Infection Control and Radiology on their first attempt. (Total enrollment: 58; 3 males, 55 females)

Drafting Technology: The Drafting program began with some new additions to the program, both in the form of equipment/technology and faculty. Genevieve Castillo was hired to replace long-time Drafting Technology teacher, George Tignor. Ms. Castillo has previous educational experience, as a former instructor at Assabet Regional Vocational Technical School where she taught Architectural Design, as well as industry experience, specializing in Architectural Design.

The shop has benefited from the addition of nineteen new Dell Optiplex computers, one 32” LCD monitor, a SMARTBoard with overhead monitor, and the AutoCad educational bundle 2011 (including AutoCad, Inventor, Architectural, and 3D studioMax). Every Drafting Technology student competed in the SkillsUSA local competition, where two students advanced to the state level. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for the 2010-2011 year came in the form of developing plans for a much-needed nurse’s station renovation. Students and instructors worked closely with nurses, facility director and building personnel to design a more efficient and modernized space that will provide students with increased confidentiality, cleanliness, and access to efficient medical care. (Total enrollment: 45; 33 males, 12 females)



Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated sixteen students, all females, all college bound, from the program in June. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2010-2011, Early Childhood education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children’s books. The Monty Tech Childcare Center continues to operate at full capacity, and serves as a co-operative education site for one student (Class of 2012). The Childcare Center graduated seventeen children, and prepared them for transition into Kindergarten. The Center’s Director, Ms. Amanda Kelly, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 66; 2 males, 64 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2010-2011 year, students and instructors completed in excess of two hundred projects that required repair or installation. Some of the more notable accomplishments from this shop include: all electrical work (including wiring and installation) at the Coggs Hall Park Stone House project (Fitchburg), all electrical work (including wiring and installation) for Monty Tech House project (Gardner), work in Toy Town Elementary School (Winchendon) to replace fixtures in gymnasium and install motion sensors and hand dryers in restrooms, installation of energy efficient lighting fixtures in the Monty Tech warehouse, installment of all wiring for residential wind turbine and photovoltaic array for on-site training center, and installation of new lighting fixtures in MJROTC. (Total enrollment: 84; 78 males, 6 females)

Engineering Technology: The Monty Tech Engineering program has undergone a great transformation over the course of the past three years. During the 2010-2011 exploratory process, the project was changed to attract the interest of more students, and the exploratory project was changed from a robot to an IPOD stereo amplifier. As a result, sixteen freshmen listed this program as their top choice. We are pleased to report 100% placement for our graduating class (all but one going to college in the Fall, with the remaining student employed). Our graduates are attending Wentworth Institute of Technology, UMASS Lowell, Fitchburg State University, and Mount Wachusett Community College. The shop continues to complete numerous repairs for faculty, staff and students, including: in excess of one-hundred fifty

headphones, video game systems, iPods, phones, hair driers, and other electronic devices. (Total enrollment: 43; 35 males, 8 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to announce 100% placement for the Class of 2011. In June, the program graduated twenty students: eighteen were accepted to colleges, one entered the workforce, and one enlisted in the military. The shop continues to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced over four hundred projects, billing in excess of \$15,000. This may be calculated as a savings of up to \$50,000. The shop also produces yearbooks for local institutions, saving each school approximately \$2,000 - \$3,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies and one hundred fifty thousand color copies were completed. The program developed an innovative partnership with Boutwell Owens (Fitchburg), where two students were placed on co-op, and received an opportunity to put into practice what they have learned in the shop. (Total enrollment: 89; 31 males, 58 females)

Health Occupations: The Health Occupations program at Monty Tech continues to incorporate the EMT curriculum into the program, providing students with a wide range of medical knowledge and exposure to a variety of health related career options. In an effort to increase opportunities for hands-on application and deeper understanding, the number of program affiliation sites has been increased. Due to rising numbers of students in this popular program, an additional LPN was also hired. The program also benefited by the addition of new technology and equipment, including a new EKG machine, hodoscopes, ophthamoscopes, books, a SMARTBoard, and printer. The program, which boasts an enrollment of ninety-eight students, continues to participate in community service programs, including the annual Red Cross Blood Drives and Pediatric Day, in conjunction with students from the Early Childhood Education program. (Total enrollment: 98; 5 males, 93 females)



House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2010-2011 school year include: the successful completion of the Stone House project at Coggs Hall Park (Fitchburg), building a single family home for the Greater Gardner Community Development Corporation, constructing and installing the Ashby Town Hall kiosk, framing, shingling, and adding a new roof to the Baldwinville Cemetery building, constructing a new shed in Ashburnham, building several utility sheds for the Winchendon Housing Authority, building a shed for Crocker Pond in Westminster, constructing and installing benches for the Gardner Housing Authority, constructing and installing new flower boxes for Fitchburg Rotary, and designing, constructing and installing a sonotube foundation for the Monty Tech Renewable Energy Center. (Total enrollment: 66; 56 males, 10 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for “a little but of everything.” Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2010-2011, some of the more notable accomplishments include: the installation of building markers for the Fitchburg Historic Commission, the installation of three sheds for the Winchendon Housing Authority, the

continued construction of office space in the old Department of Public Works building in Phillipston, the installation of a 10' x 12' shed for the Westminster town beach, and the design, construction and installation of three information kiosks for the Massachusetts Land Trust Association. In-house projects included: the form construction for the Monty Tech Renewable Energy Center, the creation and construction of décor for the annual Superintendents dinner, and countless repairs, maintenance and troubleshooting efforts throughout the school. The co-operative education program continues to be a highlight for students in the Industrial Technology program, as seven students were awarded co-op placements during the year. (Total enrollment: 57; 52 males, 5 females)

Information Technology: As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the Information Technology program, students and instructors performed in excess of two hundred sixty-six hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Thirteen students earned Internet Computing Core (IC3) certification, and eighteen students completed the Occupational Safety & Health Administration 10-hour training and certification course. Students in Information Technology competed in the Fall Programming competition at Fitchburg State University, as well as the local, district and state levels of the SkillUSA competitions. Two students were awarded gold medals at the state level (in Computer Maintenance and Programming) and were sent to the national competition in June. The program also benefited from the addition of new books and software, as twenty new Adobe Creative Studio 5 books were purchased to accommodate the updated Dreamweaver, Flash, and Fireworks software and to support the incorporation of CS5 into the 10th grade course. (Total enrollment: 65; 55 males, 10 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2010-2011 school year. The program benefited from new technology, including: a Haas CNC Lathe, a table top CNC simulator, a Rollin band saw, a new laser engraver and cutter, and updated computers and software. Two students advanced from the SkillsUSA local competition to compete at the district level. From there, they advanced to the state competition, where a silver medal was earned in CNC milling. Students in the Machine shop have consistently earned co-operative education placements, and 2010-2011 proved to be no different. Five students were offered co-op employment, and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing key chains for the Fitchburg Police Department, manufacturing flag spreaders for the Korean War Veterans, manufacturing in excess of forty parts for the school's first Robotics Club, manufacturing brass pins for the Adirondack chair gifts, and manufacturing a branding die for the golf tournament. Students also manufactured numerous engraved brass plaques used to mark projects completed by Monty Tech students, and performed routine maintenance and troubleshooting of equipment and tools for other trades within the school. (Total enrollment: 56; 48 males, 8 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2010-2011 school year. Community services included: repairing the steps at the Barre Town Hall, installing the block walls, block in windows, and tile in the restrooms at the Stone House project at Coggs Hall Park

(Fitchburg), repairing concrete walkways, porches, foundation, and remodeling bathrooms for the Gardner Elderly Housing, installing the tile floors, brick stairs, concrete walkways, and sauna tubes at the Gardner Community Development Corporation house-building project, ensuring handicap accessibility by installing ramps and new sidewalks at Lunenburg High School, designing and completing Kevin's Gate (Lunenburg), and installing all block work for the Templeton Cemetery Garage addition. When students weren't busy in our district communities, they were busy hosting the Massachusetts Trowel Trades Association (MTTA) competition, where our students placed 1st in Hardscape, and working on our own campus. Students installed non-slip stair treads throughout the school, worked with Electrical and Industrial Technology students to erect a small residential wind turbine and install photovoltaic array to be used for training purposes, and complete a new concrete foundation for additional outdoor storage. (Total enrollment: 55; 45 males, 10 females)



Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2010-2011 school year, students and instructors renovated an apartment for the Gardner Housing Authority. Students replaced the piping and fixtures to make the housing unit accessible for a disabled resident. The Plumbing program also participated in the annual house-building project, installing plumbing, heating, and air exchange system in a single-family home in Gardner for the Greater Gardner Community Development Corporation. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Monty Tech Plumbing program proudly graduated fourteen students in the Class of 2011. Two students, in particular, received prestigious trade awards/recognitions: Casey Phillips of Athol was named a Voc-Tech All Star by the Plumbing, Heating, Cooling Contractors Association of Mass, and Mark Gokey of Fitchburg won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship. (Total enrollment: 66; 63 males, 3 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's capstone projects. Their contributions include: building and installing railings for the Stone House project at Coggs Hall Park (Fitchburg), building and installing railings for town offices in Barre, constructing and installing all structural supports for the Stone House project at Coggs Hall Park (Fitchburg), designing, manufacturing and installing the original ornamental copper work for the Stone House project at Coggs Hall Park (Fitchburg). (Total enrollment: 48; 46 males, 2 females)

Special Services

During the 2010-2011 school year, the Montachusett Regional Vocational Technical School District provided special education services to over two hundred students. In September 2010, the Student Support Services Department was actively providing services to approximately three hundred students identified with disabilities, both on 504 plans and Individual Education Programs (IEP's).

The Student Support Services Department at Montachusett Regional Vocational Technical School provides support to all students. It has full-time nursing staff that administer medications, perform state mandated health screening exams, and provide, when necessary, health information to the TEAM for a student's IEP meeting. The department employs a full-time school social worker that is able to participate in TEAM meetings and assist students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. Our students have access to the services of a full-time adjustment counselor, part-time school psychologist and school social worker. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention. We have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist who is available to assist students with disabilities, assess these students and consult with teachers.

The Special Education Program at Montachusett Regional Vocational Technical School District is reviewed annually in May, in accordance with regulatory requirements. The results of this evaluation are used to improve the special education procedures and programs at Montachusett Regional Vocational Technical School. The Parent Advisory Council participates in this review and evaluation.

The Montachusett Regional Vocational Technical School District adheres to federal and state laws regarding confidentiality of personally identifiable student information.

Technology

Monty Tech is very fortunate to have the support of a school committee and administrative team that is committed to meeting the technology needs of our students and staff. All of our classrooms and shops have Internet access, each academic classroom has a SMARTboard and projector, and there is at least one computer in each room. Monty Tech's computer inventory includes workstations using both Windows and Apple operating systems, with a computer to student ratio of 1:1.5.

In recent years Monty Tech's technology spending has been supplemented by funds received through the American Recovery and Reinvestment Act (ARRA). Recent purchases include SMARTboards for several classrooms and a mobile computer lab. Monty Tech's technology spending is also supplemented by funds received through the federal E-Rate program, which provides discounts for Internet service, email, and telephone services.

The Massachusetts Department of Elementary and Secondary Education is developing a new teaching and learning system with resources aligned to the 2011 Massachusetts Curriculum Frameworks for English Language Arts and Literacy as well as Mathematics. The Mathematics framework stresses technology as an essential tool to be used strategically in mathematics education. Monty Tech math teachers are leaders in using ASSISTments software as part of their instruction. ASSISTments is a computer-based program designed to identify student strengths and weaknesses and to improve student achievement in math.

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Through our association with SkillsUSA, our students develop job skills, leadership and professional skills, as well as provide community service.

The 2010-2011 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of districts, performed well at states and took back to Monty Tech 5 national medals and a first for Monty Tech as well as the State of Massachusetts- a National President! Co-advisors for the program were Timothy Gately (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Dan Starr (Graphic Communications Instructor).

Highlights of the year included:

- In November, 13 students attended the three-day Annual Fall Leadership Conference, developing leadership skills and performing community service at an area YMCA Day Camp.
- Forty-six medals were captured at the District Competition held in March at Bay Path Regional Vocational Technical School: 12 gold, 22 silver and 13 bronze medals.
- Yolanda Bosworth (Cosmetology) and Sadie Caron (Early Childhood Education) served on the State Advisory Committee to help aid in the planning of the State Conference.
- Seventy-one students attended the State Leadership and Skills Conference, held in April at Blackstone Valley Vocational Technical School and the Best Western Royal Plaza (Marlborough). Monty Tech finished the competition with twenty-three medals.
- Eleven students advanced through local, district and state competitions to earn the right to compete at the National SkillsUSA Conference in Kansas City, Missouri.
- The Monty Tech delegate to the National Conference was awarded four silver medals and one bronze medal. Sarah Marshall, Dental Assisting- Bronze; James Grenier, TeamWorks/Carpenter- Silver; Aaron Beals, TeamWorks/Plumber- Silver; Alan Bourgouis, TeamWorks/Mason- Silver; Max Hitchcock, Teamworks/Electrician- Silver
- Victoria Holbert was elected to the office of National SkillsUSA President.

Marine Corps JROTC

The 2010-2011 school year was a strong, effective and rewarding year for the Monty Tech MCJROTC program. The year started with our July 4th parades, where our Mounted Color Guard detail was in high demand. The unit marched in four parades, supporting four of the eighteen communities that make up the school district. Five Cadets attended the Region One Leadership Camp.

Over the summer our Color Guard performed several details for the Boston Red Sox. Cadets continued to meet two days a week for team building activities. The summer was also spent working on the unit's new vehicle, a 1974 Swiss Army Pinzgauer.

The unit's mounted color guard team was also busy over the summer, spending many hours riding, training and caring for the horses.

The school year started after the unit conducted a New Cadet Leadership Camp, where enrollment exceeded two hundred participants. The highlights for the year include:

- Conducted a ten mile “March-a-Thon”, raising \$12,500 dollars for the Boston Fisher House
- Full school assembly to celebrate Veterans Day / Marine Corps Birthday
- Annual Raffle drive, raising \$25,000 dollars for Cadet Leadership Trip
- Attended Region One Drill Meet
- Participated in Cyber Patriot III, won honors as best team in the Marine Corps.
- Conducted Annual Leadership Trip at Naval Training Base Gulfport, Mississippi. Military airlift was provided to and from Gulfport. Trip highlights:
 - 75 Cadets attended
 - Visit to National WWII Museum, New Orleans
 - Visit to NASA
- Conducted Memorial Day observation in five sending communities
- Two Cadets awarded NROTC scholarships- a first for our unit!
- Unit purchased a Marksmanship training simulator
- Conducted over 4000 hours of community service

On September 9, 2011 the Commanding General named Montachusett Regional Vocational Technical School a *Naval Honor School* for the 2010-2011 school year. This distinction is bestowed upon our MCJROTC program in recognition of exemplary performance over the past 12 months.

Women in Technology

The ninth year of the North Central Massachusetts Women in Technology (WIT) program was a transition period for the program. Due to company downsizing, a number of employees at the Westminister site of the program’s sponsors--SimplexGrinnell and Tyco Safety Products-- were laid off or relocated. This resulted in fewer hands-on projects for the students to work on and in larger groups for those projects that did run. In addition, the program was expanded to include two additional schools: Oakmont Regional and Quabbin Regional high schools.

Consequently, participating schools were required to enroll fewer students this year. However, this did not adversely affect the program. The five young ladies from Monty Tech who were accepted did an outstanding job and were a credit to their school. All juniors, the students were Business Technology, Graphic Communications and Drafting Technology majors. All students said they enjoyed the experience, felt they learned a lot and wanted to participate the following year.

Through the program, qualified females have the opportunity to acquire hands-on experience, working on real world business and industry projects, under the mentorship of company personnel. The students spend two days a month at the industry site, where they get firsthand experience working in a corporate setting. Students interested in participating in the program must first pass a pre-screening process at their sending schools, and then attend an all-day Orientation Program, where they are interviewed by company personnel. Not all candidates are accepted.

A final projects presentation is held each year in May to showcase the students’ completed projects for company executives, school officials, parents and classmates. This event, and an all-day rehearsal, are held each year in Monty Tech’s Performing Arts Center.

The Greater Gardner Chamber of Commerce, serving as fiscal agent for the program, provides transportation to the industry site through a private-sector grant.

Student Athletics

The Monty Tech Athletic program enjoyed success again in the 2010-2011 school year, and we continue to see a rise in participation each year. Eighteen teams competed in the Fall of 2010, twelve in the Winter of 2010-2011 and nine in the Spring of 2011.

Last Fall, the Varsity Football team won only two games, but they improved every week and gave their all during practice and games. They finished the year at 2-9 and 1-5 in Division 3A. The Varsity Boys Soccer team finished at 13-3-2, qualifying for the post-season tournament, where they lost to Groton-Dunstable, 6-1, at the new Leominster turf field. The JV Boys Soccer team was 5-8-2. The Varsity Golf team was 10-8, playing in the Central Mass Division 3 Tournament, where they finished 7th. They placed 5th in the State Vocational Tournament and 3rd in the Colonial Athletic League (CAL) Tournament. We had three JV Golf tournaments at the Red Farm Golf Course in Upton and finished the season 3-4. The Field Hockey team was 11-2-5, qualifying for the Central Mass Tournament for only the second time in the programs existence. They lost to Nipmuc. The Boys Cross Country team was 6-5 and finished 2nd in the CAL. The Girls Cross County team was 1-2. The Girls Volleyball team went 0-20, but continued to play hard throughout the season. The JV Girls Volleyball team was 5-12 and the Freshmen Girls team, 2-10, as they continue to improve. The Varsity Girls Soccer team was 9-8 and qualified for a post-season berth. They lost to Leicester High School, 3-0. The JV Girls Soccer team finished at 11-4-1, with most of the girls moving up this fall, our girls program looks very promising.

The Girls Varsity Basketball finished at 7-13 and won 3 of their last 5 games. The JV Girls were 13-7 and the Freshmen Girls were 6-7 as they prepared to move up to the JV and Varsity programs this year. The Varsity Boys Basketball team finished 8-12. The JV Boys Basketball team was 10-10 and played with a lot of desire and pride. The Freshmen Boys were 9-5 and showed vast improvement over the year. The Wrestling team participated in many dual meets and tournaments finishing at 2-13. The Co-Op Ice Hockey team did very well again as they won the Central Mass Coughlan Conference and participated in the District Tournament, losing in the Finals to Groton-Dunstable, 2-1. The JV Ice Hockey team played very well as the younger players look to improve their skills. We participated in a Co-Op Swim Team with Leominster and North Middlesex and again, it went very well. They swam at the Fitchburg State University pool, one of the best in the area.

In the spring, the Varsity Softball team qualified for the Central Mass Tournament with a 10-10 record, losing to West Boylston, 15-2. The JV Softball team was 1-8. The Varsity Boys Volleyball team was 4-13 and the new JV Boys Volleyball team was 4-12. The Varsity Baseball team finished at 9-11. The JV Baseball team was 7-6 and the Freshman Baseball team was 1-5. The Boys Track & Field team was 10-2, 2nd in the CAL with a 5-1 record. The Girls Track & Field team was 8-4 and 3-3 in the CAL.

The Outstanding Male and Female athletes for the 2010-2011 were Kevin Duong and Kelsie Twombly.

Postgraduate and Continuing Studies

The Postgraduate and Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence through the provision of affordable, quality and enjoyable educational experiences.

For Fall 2010, there were 112 post-graduate and continuing education courses offered, with approximately 875 seats sold. There were 105 courses offered during Spring 2011, with over 930 seats sold.

Most recently we have added online courses and online certificate programs to our offerings. This gives individuals the versatility to take a course when it is convenient for them in the comfort of their own home.

In August 2010, the program was honored to receive a three-year full accreditation from the Office of Emergency Medical Services for an Emergency Medical Technician (EMT) program, a program that is expected to generate a great deal of interest and address workforce shortages in the region.

Practical Nursing Program

In October 2010, the Practical Nursing Program was reviewed and received full approval status from the Massachusetts Board of Nursing. In May 2011, the program received full accreditation from the Council on Occupational Education. In June 2011, thirty-four students graduated from the Practical Nursing Program and entered the nursing profession.



LIBRARY

Librarian, Library Trustees

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*There is not such a cradle of democracy upon the earth as the Free Public Library,
this republic of letters, where neither rank, office nor wealth receives the slightest consideration.*
Andrew Carnegie

2011 was an exciting year in the changing landscape of libraries everywhere and no less so at Harvard Public Library! As the proliferation of personal technology continued, “digital” became the buzzword and a most sought-after format requested by patrons possessing all sorts of new devices from Tablets to eReaders to the newest Mp3 players. The mission of the public library - to provide the opportunity for lifelong learning while leveling the playing field so that

every resident has access to the same information and resources – was an ever more critical role as information, entertainment, and education became available in new and different formats almost daily. Our amazing library staff worked diligently and successfully to keep pace, not only to make new formats available for patrons but also to be ready to guide and assist patrons as they adapted to the changing world of information. In 2011, Harvard Public Library (HPL) had, in fact, become more integrated into the everyday lives of our patrons than ever before!

Beyond those new and exciting developments that brought patrons through our doors this year, traditional library services were still requested and delivered in record numbers. 103,760 patrons visited our library in 2011; the Circulation staff completed 248,800 transactions (a 5% increase over FY10); we offered 331 Children's programs attended by 6,337 program participants; the library hosted 119 Adult and Young Adult programs; we borrowed 12,745 items from other libraries and sent 9,965 items to other libraries; and the Reference staff assisted patrons with 9,017 research requests. We unveiled our redesigned website – www.harvardpubliclibrary.org - in June thanks to the talented work of Assistant Reference Librarian Constance McCormack. Public feedback has praised the design for providing easy access to the traditional as well as the new digital library services. Our online products were greatly expanded in 2011. New resources include Mango Languages (an online language learning program), Consumer Reports Online, and One Click digital from Recorded Books (eAudiobooks). These new resources are available exclusively for HPL patrons and can be accessed through our website. The library additionally provides access to numerous other databases through the C/W MARS consortium and the resources provided by the Massachusetts Board of Library Commissioners.

We were thrilled to be able to open our doors on 33 Fridays in FY11 thanks to the generous contributors who supported our Book Fund. This annual appeal gives residents the opportunity to redress the reduction in open hours that began with budget cuts in FY09. In return, the Friday hours have allowed us to better serve all our patrons as interlibrary loan materials can now be delivered 5 days a week and we are able to offer class visits and storyhours on Friday mornings.

Several projects were undertaken in 2011 with the goal of improving future service and delivery. C/W MARS (our network provider), along with other consortia in the Commonwealth, will move to an Open Source platform for Circulation, Cataloging and the Public Access Catalog in early 2012. HPL staff attended training sessions during 2011 to assure the transition will be as smooth as possible and that we can provide the needed instruction for the public once the change takes place. Additionally, the library has been engaged in an extensive program of collection assessment and development, as well as a collection bar-coding project to meet the requirements of the newly consolidated state-wide delivery program. While these continuing behind-the-scenes activities required considerable staff time and training to accomplish, they were all accomplished without skipping a beat in delivering the first rate customer service our patrons have come to expect. Success like this could only have been achieved when the commitment of the staff is one of exceptional dedication to public service.

In 2011 the dedicated team of library staff included: Reference Librarian/Assistant Director Lisa Gagnon along with staff librarians Constance McCormack, Barbara Raab and Jill

Hayes; Children's Services Librarian Abby Kingsbury along with librarians Jennifer Macmillan, Audrey Alenson and Celeste Kozlowski; Circulation Supervisor Judy Veno and staff Kristeen Bolduc, Joanne Williamson and Carole Flagg; Cataloger Susan Andrews; Library Pages Jenny Duckett, Margaret Frothingham, Matthew Flokos and Emma Wood; and Volunteer Library Monitor Bill Herbert. By year's end Joanne Williamson had retired and Barbara Raab left to assume a full-time position at another library. I am grateful to all the members of the Harvard Public Library staff for their contributions to our many successes in 2011.

Volunteers continue to play a big role in our everyday operations carrying out such important work as shelf readers, technical services assistants, story hour volunteers, book group leaders, after-school monitors, recycling coordinator, and special program assistants. This year 118 people stepped up to provide a total of 1,724 hours of volunteer help. I am extremely grateful to these many talented individuals who so generously donated their time and talents in support of HPL.

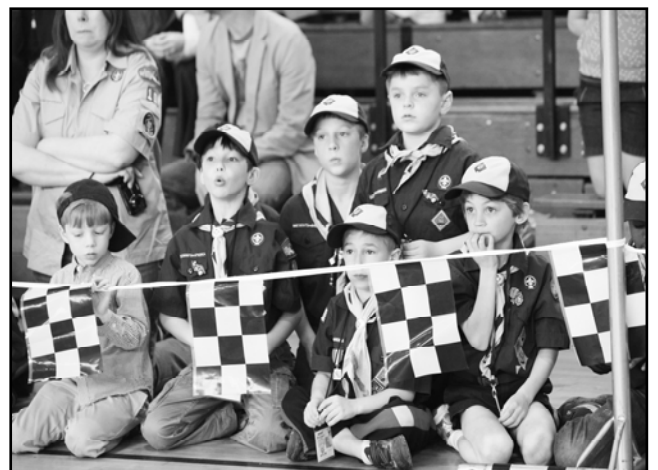
There is an almost endless list of folks who found ways to help the library this year and whose contributions are vital to our success. Special thanks to the Friends of the Harvard Public Library led by Chris Frechette. The Friends' successful fundraising provides for the HPL's 22 museum pass subscriptions, underwrites the annual Summer Reading Program, funds many of the cultural programs put on in Volunteers Hall sponsored by the Harvard Friends of the Arts (a subset of the Library Friends), and this year provided our patrons with the subscription to Consumer Reports Online. Additionally, the Friends' Books@Home program coordinated by Vicki Maxant continues to provide library outreach services to those who cannot get to the library. The library is grateful for the generosity of the SunHill Foundation and their continued support of our AV collection which has established it as one of the best. We thank the Harvard Woman's Club for their donation in support of our book collection, and the Garden Club of Harvard for their donation of books to our Gardening collection as well as for the lovely floral displays that grace our front desk each week. Several individuals have, over the course of years, given their time and talents to become the mainstay of several programs and services. We are grateful to Library Volunteer Maureen Phillips who each week continues the work of compiling our historical/genealogical database; to Susan Hardy who leads the library's monthly Brown Bag Book Club; and to Elsie Shutt and Irene Strang who lead Harvard's Great Books Discussion Group. And finally special thanks to Pete Jackson who goes over-and-above in donating his time, talents and service to the library. Whether there is ongoing maintenance needed for our systems, or an unexpected building emergency Pete has answered the call be it day, night, weekday or weekend. Thank you, Pete!

2011 was a year of much success for Harvard Public Library thanks to the extraordinary staff that serves the public each day and a most wonderful Board of Trustees who support us. My sincere and heartfelt thanks goes to the Harvard Public Library Board of Trustees chaired this year by Marty Green - your guidance, support, enthusiasm, and vision for the library has been the foundation for our success.

Respectfully submitted,

Mary C. Wilson, Library Director

HARVARD'S YOUTH





➤ ➤ ➤ **LIBRARY TRUSTEES** < < <

The year 2011 brought continued growth for the Harvard Public Library. Attendance increased substantially, as did Internet usage and participation in programs for both adults and children. Circulation remained about level, but with a dramatic increase in the number of downloadable e-books and audio-books that our patrons checked out.

Despite the economic problems that the town faces, the Library was able to maintain open hours six days a week during 2011. We owe that achievement to the generosity of the many people who supported the Library with their donations, especially the gifts to our Book Fund. We are deeply grateful to all our supporters.

During a typical week, the Library offers daily story times for children under eight, a book group for elementary-school students and another for teens, a family movie night, and a game hour for middle-schoolers. Adults gather monthly for the Great Books discussion group or the Brown Bag Lunch book group. The Harvard Public Library website offers card-holders access to Consumer Reports, foreign-language lessons, and updates on new books, among other services.

In addition, the Library regularly hosts the Warner Free Lectures, talks by authors and illustrators, Lego Club, Scrabble games, and movies for the Council on Aging. The Friends of the Arts have presented a wide range of musical and dramatic programs in Volunteers Hall. The Library also serves as a forum for public discussions on topics of civic interest. All these events are free and open to the public.

In 2011, we welcomed two new Trustees to the board, Gail Coolidge and Charles Redinger. We are grateful for their innovative ideas and the many hours of thought and effort they have already put in as board members. We also want to express our gratitude to retiring Trustees Ginger Kendall and Charles Kronauer, both of whom were instrumental in the success of the new library building project and the transition to this building.

This past year, the Library Trustees met with school administrators and representatives of the School Committee with the goal of making after-school hours at the Library more orderly and productive for all Library users. We would like to thank everyone who has taken part in this effort, especially Superintendent Joe Connelly and the volunteers who have helped with the sign-in process each day.

During 2011, the Harvard Public Library Trust, Inc., has supplied funds for the maintenance of the building and for a long-term landscaping plan on Library grounds. The Trust has also purchased improved sound and lighting equipment for Volunteers Hall. In addition, Trust funds support professional development for Library staff members.

Looking ahead, the Trustees are developing a long-range plan for the future of the Library. Many of you may already have taken part in a survey or discussion group to consider the services you would like the Library to offer in the years ahead. We welcome your ideas on ways to make the Library ever more useful and valuable to Harvard's residents.

The Trustees wish to thank the Library staff members for their outstanding work, especially their achievement in reopening the Library after the October snowstorm, while power was still out for most of the town. We also want to express our gratitude to Library Director Mary Wilson for her leadership, enthusiasm, and countless hours of extra effort to make the Harvard Public Library the valuable resource that it is for all our patrons.

Respectfully submitted,

Martha Green, Chair
Mary Abigail Coolidge

Christopher Frechette
Charles Redinger

Peter Jackson
Davida Bagatelle

HEALTH AND HUMAN SERVICES

Board of Health, Nashoba Associated Boards of Health, Council on Aging

➤ ➤ ➤ BOARD OF HEALTH < < <

The members of the Harvard Board of Health would like to thank all those who participated in the interesting and diverse discussions that took place over the past year. We'd also like to mention our appreciation for the technical expertise provided by Nashoba Associated Boards of Health, through its staff in general, and Ira Grossman in particular, as well as the valuable assistance provided by our Clerk, Linda Cantillon.

The year's main focus was on disease prevention including: Lyme Disease, Eastern Equine Encephalitis, and to a lesser extent, the H₁N₁ (Swine flu). The first two of these diseases are propagated by insects; ticks and mosquitoes, respectively, and can have long-term and potentially devastating consequences, while the last can be fatal. Control measures are crucial and cooperation with neighboring communities is a necessity for adequate protection. The initial steps in successfully protecting the community were determined to be information gathering, and education. To this end Board members attended several seminars, and subsequently arranged for and hosted several community forums presented by experts on the subject matter. We also have arranged to have some of this material available to residents, through the library. Another focus was the requirement by the Commonwealth, for local boards of health to assume the responsibility for licensing and regulating solid waste facilities. This function had historically been performed on the state level but as a cost cutting measure, was being transitioned to the municipality that the facility is located in. Many meetings were attended to determine the scope of this new responsibility and assist the state-level managers in providing the proper guidance

and background for an orderly transition. Ultimately, as a result of local input the Commonwealth reversed its decision at the eleventh hour because it was determined the cost to empower the communities to provide this oversight exceeded the cost to continue providing this management centrally.

The ‘Town Center Sewer’ system construction is well under way and it is hoped that the promise of long sought after relief from the turmoil and expense of failed septic systems in the district served by it will be realized soon.

The Board saw a slight increase in general activity, hopefully an early indicator of an improved economy, with an increase in new permit applications. This was by no means a boom, but at least a step in the right direction.

We, as your Board of Health, continue to address the issues related to health and sanitation, including: disease out-break and prevention, changes to Title 5, the progress and function of installed new ‘innovative technology’ system designs, traditional subsurface sewage disposal systems, protecting ground water, ensuring an adequate supply of clean and safe drinking water, food safety, and sewage treatment, in the Town of Harvard.

Respectfully submitted,

Jack Spero, Chair

Lorin Johnson

Thomas Philippou RPh EMT-B



➤ ➤ ➤ **NASHOBA ASSOCIATED BOARDS OF HEALTH** < < <

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Harvard. In addition to the day to day public health work we conduct for Harvard we also provide the following services.

- Maintaining Nashoba’s internet web site to provide information for the public.
(See *nashoba.org*)
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained. We look forward to continuing our work with **Harvard's Board of Health**. Included in highlights of 2010 are the following:
- Through membership in the Association, Harvard benefited from the services of Nashoba staff including: **Registered Sanitarians, Certified Health Officers, Registered Nurses, Registered Physical & Occupational Therapists, Licensed Social Workers, Nutritionists, Certified Home Health Aides, and Registered Dental Hygienists.**
- Reviewed **55** Title 5 state mandated private Septic System Inspections for **Harvard** Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5

inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Harvard Board of Health for enforcement action.

By the **Harvard** Board of Health's continued participation in the **Association** you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

TOWN OF HARVARD

Environmental Health Department

Environmental Information Responses

Harvard Office (days) 90

The Nashoba sanitarian is available for the public twice a week at the Harvard Board of Health Office.

Food Service Licenses & Inspections.....14

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at risk inspection method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Beach/Camp Inspections.....19

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Public swimming beaches are sampled for water quality every other week during the summer and more often if a problem is suspected.

Housing & Nuisance Investigations..... 3

Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....22

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests.....43

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications39

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews.....55

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications (new lots)15

Septic System Permit Applications (upgrades)17

Applicants' approved plan submittal and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Inspections25

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....22

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....11

Water Quality/Well Consultations15

Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assist the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized15

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

Home Health

Nursing Visits.....1275

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include

teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits907

Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visit 595

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Medical Social Service Visits.....10

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Hospice Volunteer and Spiritual Care Visits.....3

Nashoba’s Volunteers and Clergy provide patients with emotional and spiritual support, companionship and guidance.

Clinics

Local Well Adult, Support Groups, & Other Clinic Visits..... 317

Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

Number of patients that attended
Flu Clinics held in Harvard.....179

Number of patients whom received
Flu Shots that live in Harvard..... 190

Number of patients whom received
other Vaccinations.....9

Number of patients whom attended Well
Adult Clinics from Harvard125

Communicable Disease

Communicable Disease Reporting & Control

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within **Harvard** (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease cases

Investigated 48

Communicable Disease Number of Cases

- Babesiosis.....1
- Babesiosis (probable) 1
- Babesiosis (suspect) 3
- Campylobacter..... 1
- Ehrlichiosis (probable) 1
- Giardiasis 1
- Hepatitis B 1
- Hepatitis C 1
- Human Granulocytic Anaplasmosis.. 3
- Influenza 1
- Lyme Disease(suspect) 22
- Lyme Disease (probable) 3
- Lyme Disease 6
- Salmonellosis..... 1
- Toxoplasmosis(suspect)..... 1
- Viral Meningitis (aseptic) 1

Health Promotion

Skilled Nursing.....59

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....235

Students Participating131

Referred to Dentist.....16

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs..... 8

Respectfully submitted,

James Gareffi

Nashoba Associated Boards of Health



➤ ➤ ➤ COUNCIL ON AGING ◀ ◀ ◀

The mission of the Council on Aging is to enhance the lives of Harvard residents age 60 and above. The Council identifies and addresses the ongoing social, recreational, educational, vocational, financial, transportation and therapeutic needs of Harvard's senior population. This is accomplished through program development, advocacy, legislative awareness and involvement, and community linkages.

The Harvard Council on Aging recognizes the important role that older citizens play in the life of a town. It is dedicated to promoting the welfare of senior citizens and helping them stay active in the community and safe in their homes as they age.

The number of seniors in Harvard continues to rise and now sits at 1265 persons over the age of 60. This represents nearly 23% of the population. The Board of Directors, staff, and volunteers continue to offer as many services as possible within our budget constraints. Every resident over the age of 60 has the option of receiving our monthly newsletter and we see roughly 1/3 of the senior population for additional services.

The Council on Aging (COA) has 3 employees: a full-time director, an outreach coordinator working 19 hours per week, and a program coordinator working 7 hours per week.

These staff positions are funded through the local town budget and a grant from the Executive Office of Elder Affairs.

The COA manages a growing caseload of seniors who have significant issues with physical and mental health and aging or are living alone with little or no support. The outreach worker conducts home visits on a regular basis and the seniors' needs are carefully monitored by the director, who is a licensed social worker. Communication with family living near or far is a critical component and constant advocacy is a must. Contact with seniors is documented and confidentiality is strictly maintained.

HIGHLIGHTS OF 2011 - PROGRAMS AND SERVICES

- A series of luncheons for seniors was prepared by Bromfield students as a requirement for their community service project and was very well received.
- The outreach coordinator arranged for individual visits to seniors from the Girl Scouts during the holiday season.
- Coordinating with the COA, the Harvard Garden Club provided many holiday centerpieces for seniors.
- We organized and sponsored more than 40 trips this year, fully funded by the participants. Our day trip travel program remains very popular and has received the high acclaim of seniors both in and outside the Harvard community.
- We hosted speakers to talk on a variety of topics as part of our effort to offer seniors educational opportunities that can keep them safe and enhance their quality of life. These topics included: nutrition; arthritis; downsizing; tax preparation; computer classes and more.

In addition to our ongoing programming, this year the following were added:

- ***Computer Classes on timely topics:*** The COA offered classes such as “Searching with Google”, “iPad 101” and other timely topics. The computer lab is now open every Friday morning and staffed by knowledgeable volunteers who can provide technical support.
- ***A Matter of Balance:*** The COA offered a program on coping strategies to reduce the risk of falling and increasing activity levels. This was facilitated by the Nashoba Nursing and Hospice organization.
- ***Chair and Gentle Yoga:*** We offered a new Gentle Yoga class with the option of using a chair, and/or a floor mat. The class combined gentle, ancient Yoga postures with meditation and relaxation. .
- ***Arthritis Foundation Program:*** Developed by physical therapists specifically for people with arthritis, this low-impact exercise program has been documented to help decrease arthritis pain, relieve stiffness and increase flexibility. It is suitable for every fitness level.

FACILITY AND TECHNOLOGY IMPROVEMENTS

Board members and staff have spent a significant amount of time this year working with the Municipal Buildings Committee to formulate a proposal for the Board of Selectmen that assessed our physical facility needs now and projected requirements in the future. After the 2011 Annual Town Meeting approved funding for preliminary plans for Hildreth House renovation and construction, members continued to work with a reconstituted building committee and architect to formulate a conceptual plan. With the senior population here and elsewhere expected

to grow sharply in the next several years, Harvard will need to be proactive in planning for a full-service senior center to accommodate the programs required to keep people active in the community and safe in their homes.

At the same time, board members and other volunteers worked to improve existing working conditions at Hildreth House, creating a new Director's office with increased visibility, and a more suitable and private office for the Outreach Coordinator.

The Council on Aging fully occupies the Hildreth House and we continue to borrow space around town for various activities. We are grateful to the Congregational, Unitarian, and Catholic churches, to the Harvard Public Library, and to the Pilot Project at the old library, all of which have provided space free of charge for a variety of COA functions this past year.

COMMUNITY OUTREACH

We have enhanced our relationship with the town schools and are actively working to bring more seniors into the schools as enrichment to both students and seniors.

We have continued work on an informational video that will give a brief overview of the COA and its services. We anticipate completion in the spring of 2012.

FRIENDS OF THE HARVARD COA

The Friends of the COA has continued to provide funding for the monthly newsletter and is always there to provide support when needed for small projects at the Hildreth House. The group is actively seeking new volunteers to help support the work of the COA.

ONGOING SERVICES OFFERED BY THE COA

The COA offers a wide range of programs for physical, social, and intellectual well being.

Support Services:

- Professional counseling for resources and referrals
- Grief support group
- Home visits and ongoing follow up
- Communication with family members
- Transportation through MART
- Monthly newsletter
- Friendly Visitor Program
- Senior tax work off program
- State and Local Fuel Assistance and SNAP (Food Stamps)
- Handyman Program
- SHINE (Serving the Health Information Needs of Elders)

Health and Wellness:

- Wellness and Podiatry clinics
- Health programs with guest speakers
- Exercise programs (Aerobics, Yoga, Tai Chi)

Social and Recreational:

Tuesday and Thursday luncheons

Card games and clubs

Men's Club social group

Cultural and recreational day trips

Annual events: Luau and cookouts

Intergenerational programs

Boy Scout breakfast, Girl Scout "Tea", Student volunteerism

Intellectual:

Speakers and workshops

Computer Center classes and programs

This has been a year of significant transition at Hildreth House, with the departure of Ginger Quarles as director and the arrival of Deborah Thompson as her successor. It would be hard to overstate our appreciation for Ginger's hard work and her many accomplishments in expanding the COA's reach and upgrading its programs. We knew she would be hard to replace, but were fortunate to have several highly qualified applicants for the job, and even more fortunate that Deborah Thompson agreed to bring her considerable experience, as well as her energy and enthusiasm, to the director's office. We look forward to working with her.

At the same time, we want to express our thanks to retiring board members Jan Goodell, Barbara Kemp, and Bill Mohn for their service and welcome Bonnie Sweeney, Katie Petrossi and Pam Frederick as our newest members.

Respectfully submitted,

Board of Directors:

Carlene Phillips, Co-Chair
Sharon Briggs, Treasurer

Lucy Wallace, Co-Chair
Connie Larrabee, Secretary;

Members:

Fran Nickerson, Mike Peters, Bonnie Sweeney,
Katie Petrossi and Pam Frederick

COA Staff:

Deborah Thompson, Director
Maria Holland, Outreach Coordinator
Bill Herbert, Program Coordinator



PUBLIC WORKS

*Public Works Director, Cemetery Commission, Water Commission,
Town Center Sewer Project*

➤ ➤ ➤ PUBLIC WORKS DIRECTOR < < <

The Department of Public Works is proud to report a very productive year in 2011. This report summarizes a list of achievements for which this department is very proud to have provided the residents of the town.

This past October the region experienced a most unusual snowstorm that resulted in major tree damage especially those that had not released their leaves. As a result, the town was without power for six days and the department spent the better part of November removing trees and limbs from our roadways. The final clean-up of the roadway shoulders will take place in the spring.

I commend the staff for their efforts during this emergency. Their dedication to effectively serve the residents of Harvard during inclement weather events serves as testimony to their commitment to duty.

Highway Department

- Repaved Park Lane. The work included:
 - Rehabilitation of the existing drainage system along the entire length of the roadway.
 - Installation of new drainage infrastructure to address multiple stream groundwater breakouts that have resulted in major roadway icing during the winter.
 - Installed bituminous concrete berms in areas prone to shoulder washouts.
 - Installed new driveway aprons.
- Installed new Drainage System along a portion of Ayer Road.
- Replaced culvert pipes under the following roads:
 - Ayer Road
 - Poor Farm Road
- Excavated roadside drainage ditches along :
 - Poor Farm Road
 - Prospect Hill Road
 - Corner of Littleton and Poor Farm Road
 - Whitney Road
- Installed underdrains along roadway shoulder on Myrick Lane to prevent groundwater from reaching the roadway and icing up the road
- Motor graded all town accepted dirt roads.
- Painted crosswalks in the downtown area and also on Mass. Ave. in the school zone.
- Swept all town roads, repaired numerous washouts and potholes.
- Mowed roadway shoulders, cut back vegetation at all major intersections.

- Cut back vegetation at many Town Buildings, Cemeteries and Recreation Fields.
- Regularly cleared roadway drainage culverts due to beaver activity. We installed and maintained beaver deceivers.

Winter of 2010-2011

The Public Works staff of 11 once again stepped up and rose to the task of plowing our 65 miles of roadway (130 lane-miles). This represents close to 12 lane-miles of roadway per staff member. This is the highest productivity level per man in the entire area. In addition, we plow the parking lots for all town and school facilities as well as our churches.

We take great pride in providing cost effective service to the community especially during these difficult financial times. It should be noted that we are mindful of the environment and use a reduced mix of salt and sand on our roadways. This is very important because most of our residents get their water from private wells.

- We received 89" of snowfall
- We had 13 plowing events
- We were called in to sand an additional 15 times for icy roads
- We distributed 1831 tons of salt and 1545 tons of sand.

Water Department

- Completed a system wide "Flushing Program"
- Read water meters twice during year and repaired/replaced faulty equipment
- Water system operators completed continuing education training to meet the requirements of DEP licensing.
- Installed updated venting system for both public wells.
- Completed a system-wide leak detection survey
- Completed a backflow device survey and tested all backflow devices twice.
- DEP conducted a Sanitary Survey of the System and gave us a clean bill of health. No violations recorded. Many system upgrades recommended.

Transfer Station

- Collected and disposed of 1150 tons of solid waste
- Collected and recycled 630 tons of recycled items

Pond Committee

- Provided project management services for the Bare Hill Pond Dredging Project.
- Maintained and cleaned stormwater treatment ponds and Stormceptor treatment tanks.
- Installed new channels and boards to upgrade pond spillway.
- Launched and retrieved weed harvester from Bare Hill Pond.

Facilities

- Installed new gutters on Town Hall
- Installed new roof on Highway Office and Maintenance Bay

- Pumped and removed heating oil tank behind the Old Fire Station

Miscellaneous

- Set-up and closed Town Beach and replenished sand to beach
- Mowed Conservation Fields
- Prepared cemeteries for Memorial Day
- Provided grounds maintenance to all public and school facilities
- Maintained all playing fields and parks
- Operated and maintained Town Cemeteries.

We pride ourselves with providing superior customer service. We urge you to call us if we can be of assistance. The department and its staff would like to thank the residents of the town for their continued support this past year. We pledge to continue our tradition of service to the community this coming year.

Respectfully Submitted,

Richard C. Nota
Public Works Director



➤ ➤ ➤ **CEMETERY COMMISSION** < < <

33 graves were sold this year.

21 internments were held at the Bellevue Cemetery: of which, 13 were full casket and the remaining 8 were cremations.

Since the inception of the adopt a Shaker Marker program, to preserve a Shaker Marker, more than 40 markers have been preserved, at a donated cost of \$100.00 per marker by private contributors.

New landscaping and tree work is to be completed in the Center, Shaker, and Bellevue Cemeteries by end of summer, 2012.

Respectfully Submitted,

Jack Spero, Chairman

Bruce Dolimount

Whit Sprague



➤ ➤ ➤ **WATER COMMISSION** ◀ ◀ ◀

The Town of Harvard Water Commission is faced with a serious lack of interest in getting citizens to serve as Commissioners. There were two openings after the last annual town election since no one ran for the positions. Selectmen Ron Ricci and Tim Clark stepped up to temporarily fill the open positions. The 2011 Annual Town Meeting passed a Home Rule Petition requesting the General Court change the Water Commissioners from an elected position to a Board of Selectmen appointed position. This has not been acted upon yet.

Our main focus remains to provide a safe and reliable water supply to our customers. The Commission works closely with Mr. Richard Nota, the Director of Public Works, who provides the manpower, supplies and equipment to ensure the system is safe and reliable. There are 90 customers on the system with the Harvard Public School district being our largest consumer, with nearly 1400 students and staff relying on our system daily.

The Harvard Water System remains in compliance with all state and federal drinking regulations. Continued improvements were made this year with the upgrade of service piping and connection to local customers. Specific details are outlined in the DPW annual report section. Evaluating alternative water sources to reduce risk of potential threats to the Pond Road wells remains a priority. Unfortunately, the capital costs for a new well are extremely high. When put in the context of the town's other capital demands and other financial requirements this will be difficult to fund.

The commission is committed to protecting our two operational wells by meeting water quality requirements and guidelines, review and support of the 2006 source protection plan and educating the public. We continue working with the Board of Selectmen, Department of Public Works, Park and Recreation and the School Committees to engage interest and support of local officials.

Respectfully submitted,

Ronald V. Ricci

Joshua T. Gould

Timothy A. Clark



➤ ➤ ➤ **TOWN CENTER SEWER PROJECT** ◀ ◀ ◀

Since the 2010 Annual Report was prepared in January 2011, construction of the Town Center Sewer project, as well as the completion of the water system upgrade, is under construction with completion expected by June 2012.

The project's design was submitted to DEP for review in December 2010. The design review took several frustrating months. The DEP had reservations about the proposed upgrades

to the long troubled wastewater treatment facility. Unable to address these concerns, the Town ultimately proposed that the size of the front end processing unit, a Moving Bed Biofilm Reactor, be increased to render the performance of the troubled trickling water clarifiers moot. Confident in the performance of MBBRs, the DEP approved the Town's plans on May 26, 2011.

The DEP Division of Municipal Services, as State Revolving Fund administrator, reviewed the project/bid documents and certified their compliance with the administrative requirements of the Financial Assistance Program for Water Pollution Abatement Projects and on June 26 directed the Town to proceed with advertising and subsequent receipt of bids. Bids were opened on July 28. Ricciardi Bros., Inc. based in Boylston, MA submitted the winning bid.

While the so called circuit breakers, financial constraints that would require Town Meeting approval to exceed, established in the spring of 2009 were not tripped, the Town needed an additional \$500,000 in spending authority in order to execute a contract and proceed with construction. (As much of the project cost is to be recovered from property owners via betterment assessments, the Town's \$2 million borrowing authority was adequate to proceed.) The Board of Selectmen called a Special Town Meeting on August 18 where, remarkably, the additional \$500,000 project cost authorization passed unanimously. The construction contract was awarded and work started by the beginning of October.

As of early January the force mains on Pond Road and Fairbank Street and points east are complete, the new pump station well behind Hildreth Elementary School has been placed and work has begun on the upgrades to the wastewater treatment facility. Sewer Commissioners, appointed by the Board of Selectmen, have started working on the tasks needed to begin system operation upon completion.

Respectfully submitted,

Town Center Sewer Building Committee Chair
Chris Ashley

ENVIRONMENTAL PROTECTION
*Conservation Commission, Bare Hill Pond Watershed Management
Committee, Agricultural Advisory Committee,
Historical Commission*

➤ ➤ ➤ **CONSERVATION COMMISSION** ◀ ◀ ◀



The Harvard Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, an associate appointed annually, and is supported by a Land Use Administrator/Conservation Agent who is shared with the other Town Land Use Boards. The Commission has a primary role in administering the following statutes and regulations:

- Massachusetts Wetlands Protection Act, M.G. L. 131, Section 40;
- Massachusetts Wetland Protection Regulations at 310 CMR 10.00;
- Town of Harvard Wetlands Protection Bylaw, Town Code Chapter 119, and
- Town of Harvard Wetlands Protection Bylaw Rules, Town Code Chapter 147

The Commission is also involved in coordination with other governmental bodies, in numerous other activities including the following:

- Management of conservation properties in Harvard;
- Review and comment on forest land, agricultural land, and recreational land purchase options under M.G. L. Chapters 61, 61A and 61B;
- Review and comment on zoning and planning applications under M.G.L. Chapter 40A & Chapter 41
- Review and comment on affordable housing development plans under M.G.L. Chapter 40B;
- Review and comment on forest management plans under M.G. L Chapter 132;
- Administration of the Massachusetts Public Waterfront Act, M.G. L. Chapter 91 and associated Public Waterfront Regulations at 310 CMR 9.00; and
- Review and permitting of beaver controls under M.G. L. Chapter 131.

In addition to the statutes and regulations listed above, the Conservation Commission reviews permit applications received by the Planning, Zoning Board of Appeals, and Board of Health offices as part of an internal review to determine if the proposed activity involves matters within the jurisdiction of the Conservation Commission. In some cases, this review process involves a visit to the site to verify the absence or presence of wetlands and lands adjacent to resource areas.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:00 p.m. and are held in the Meeting Room located in the back of Town Hall.

Wetlands Protection

The Conservation Commission's primary duties include reviewing and issuing several types of wetlands-related permits under the Massachusetts Wetlands Protection Act and the Town of Harvard Wetlands Protection Bylaw. Most projects involving proposed disturbance in or within 100 feet of the edge of a wetland (200 feet in the case of perennial rivers, streams, ponds, and vernal pools) will require the project sponsor to file a Notice of Intent (NOI). This process involves a comprehensive review of potential project impacts to protected areas and typically results in the issuance of an Order of Conditions by the Conservation Commission. A specific subcategory of NOI known as an Abbreviated Notice of Resource Area Delineation (ANRAD) is used for confirming wetland lines. Applicants proposing projects with limited potential impact may be advised to submit a Request for Determination of Applicability (RDA). The RDA process is generally less demanding upon the applicant than the NOI process. To help Harvard residents know when they need to obtain a wetland permit, a set of instructions, forms for filing, and the Harvard Wetland Rules and Regulations are available at the Commission's office during the Commission's public hours, as well as on line at www.harvard.ma.us. The Commission's Administrator/Agent welcomes inquiries.

The Conservation Commission held a total of 24 public meetings during 2011 as well as numerous site visits at proposed project sites. Our activity statistics for the year are as follow:

Type of Activity	2011	2010	2009
Notice of Intent	15	15	14
Order of Conditions (Approvals)	15	14	15
Order of Conditions (Denials)	0	0	0
Abbreviated Notices of Resource Area Delineation	0	0	0
Orders of Resource Area Delineation	0	0	1
Request for Determination of Applicability	10	7	12
Determination of Applicability	8	8	11
Certificate of Compliance	6	10	12
Extension to Order of Conditions	3	6	9
Enforcement Orders	2	3	4
Amended Order of Conditions	0	0	1

Although the overall numbers of applications and associated permits remain virtually unchanged in 2011 from the past two years, request for extensions have decreased due to the State's approval of the Permit Extension Act in 2011. Under this Act any permit the Conservation Commission issued between August 2008 and August 2010 was extended for an additional two years beyond the original expiration date.

The two Enforcement Orders issued in 2011 include the clearing of a wetland and the addition of fill into a wetland resource area. Enforcement Orders are issued when there is reason to believe that alteration to a wetland or land within 100' of a wetland has been performed without a filing. In both case the Commission worked along with the violators to come a reasonable resolution that restored the areas in question.

Two Emergency Certifications were issued as well in 2011 for the breaching of a beaver dam that threaten the health and safety of residents in and around the Ryan Playing fields on Depot Road. The Commission worked along with the Department of Public works to ensure the downstream wetlands were not compromised during the breaching of the dam.

We would like to thank all the Harvard residents who have worked diligently with the Commission to preserve our environment, heritage, and way of life through thoughtful development.

Wetlands Protection Bylaw Rules and New Policies

In May of 2011 the Commission updated the Wetland Protection Bylaw Rules to include a provision for filing within a floodplain district under the National Floodplain Insurance Program. This provision coincides with the Planning Board's amendment to the Protective Bylaw, which now includes the provision, 125-54 Floodplain Districts. Additional revisions included the use of silt socks in place of hay bales as an erosion control measure and a requirement that new information be submitted sufficiently in advance of the meeting at which that information is to be considered so that it can be reviewed by the members prior to that meeting.

In addition to updating the Wetland Protection Bylaw Rules the Commission approved two new policies in 2011. The first is a policy for the removal of trees within a resource area. The policy outlines the allowable activity within a resource area and the proper filings should one be required. The second policy is the creation of use rules for Conservation Land. Under the guide of the Land Stewardship Subcommittee (see below) the Commission approved a set of rules that are consistent with the protection of open space. The full text of these policies can be found on the Conservation Commission's page of the Town website.

The second policy is the creation of rules governing allowable activities on town conservation land. Under the guidance of the Commission's Land Stewardship Subcommittee, the Commission approved a set of rules that are consistent with the protection of open space. The full text of these policies can be found on the Conservation Commission's page of the Town website.

Conservation Land Acquisition and Management

In addition to protecting wetlands, the Conservation Commission also helps the town acquire land by gift or purchase for conservation purposes and manages all land so acquired. Over the years, generous citizens have gifted over 30% of Harvard's approximately 2,000 acres of conservation land to the Town. The Commission continued to discuss with landowners the possibilities of future gifts or purchases of land for conservation. Sometimes gifts are monetary, designated for the Conservation Commission's Conservation Fund. The Conservation Fund was established through the Conservation Commission Act, M.G.L. Chapter 40 Section 8C and is dedicated for the specific purpose of purchasing or managing conservation land. Currently the Commission receives funding for open space protection through the Community Preservation Act, but no funds were allocated to the Commission in 2011.

The Commission continued to work with the Bare Hill Pond Watershed Management Committee, supporting its efforts to manage the overall ecological health of Bare Hill Pond in general and the growth of invasive aquatic weeds in particular. (These activities are described by the Pond Committee elsewhere in this report.)

The Land Stewardship Subcommittee (LSS) had a busy year in 2011. In February, the LSS, with help from the neighborhood, completed a project in the Holy Hill conservation area reclaiming a Shaker field, by burning large piles of brush and saplings that had been cut in the fall. Also in Holy Hill, the tall wooden Shaker fence on the Dancing Grounds was painted during the summer.

Maintenance of the fields on town conservation land continues to be a priority for the LSS and despite a very wet late summer and fall all the fields in town were hayed or mowed by the end of October. Many thanks to those who volunteered equipment and labor to mow and to the DPW that is responsible for the majority of mowing. The LSS has also been monitoring invasive species of plants that are an increasing threat to conservation land, especially old pastures and former agricultural land. To address this threat, the LSS developed a proposal for funding submitted to the CPC in 2011 to implement a three-year program to control invasives in five conservation areas.

Within LSS, Phil Knoettner continues to coordinate all the trail work in town and the unusual weather and damaging storms of 2011 kept Phil and the volunteer trail workers very busy. Hurricane Irene at the end of August and the Halloween snowstorm took down many limbs and trees and made for a lot heavy chainsaw work. Phil also supervised four seniors working on the town's tax credit program. They helped on various projects including the construction of two bridges, one on Great Elms and one on the Williams land, the fabrication of four new large wooden conservation signs, the painting of the tall fence on the Dancing Grounds and the preparation of 11 new fence posts for that site.

Finally, the LSS designed and procured new signage for the town's conservation land. Residents will notice the new look in 2012 when the handsome signs will be installed on all our conservation land and trails. We would like to recognize and thank the members of the Land Stewardship Subcommittee: Jim Adelson, Bob Benson, Pam Durrant, Phil Knoettner, Ron Kusner, Marc Sevigny and Wendy Sisson and note that the LSS welcomes new members.

Conservation Commissioners and Staff

The Conservation Agent continues to the monitor projects permitted by the Commission during all phases of work, as well as continuing to share information and filings with the other Land Use Boards. During 2011 the Agent monitored thirty different projects around Town.

Several Commissioners wear more than one hat, working in concert with other boards on projects of joint interest. Wendy Sisson is the Commission's liaison to the Land Committee of the Harvard Conservation Trust; member of the Trail Keepers Committee and serves, as previously mentioned, as Chair on the Land Stewardship Subcommittee. Charlie Gorss is the Commission's representative on the Community Preservation Committee. Paul Willard serves as the Commission's liaison to the Department of Public Works. Janet (Jaye) Waldron serves as liaison to the Bare Hill Pond Watershed Management Committee. Jim Breslauer serves as liaison to the Master Plan Steering Committee.

The Commission is currently seeking an Associate Member and encourages anyone who maybe interested to attend our meetings.

Respectfully submitted,

Paul Willard, Chair
Don Ritchie
Patrick Doherty

Charles Gorss
Janet (Jaye) Waldron

Wendy Sisson
Jim Breslauer

Liz Allard, Land Use Administrator/Conservation Agent



➤ ➤ ➤ **BARE HILL POND WATERSHED MANAGEMENT COMMITTEE** ⏪ ⏪ ⏪

2011 was another very active year for the Bare Hill Pond Watershed Management Committee. As we began the year, we were nearing completion of the Storm Water Treatment Project along Massachusetts Avenue and Pond Road. With the benefit of two grants from the U.S. EPA (administered by the MA DEP), matching funds under the Community Preservation Act, volunteer hours and our annual Pond Committee budget along with project management from Rich Nota at DPW, five major sources of non-point source pollution and stormwater were captured for treatment in bioretention basins and rain gardens. With significant runoff after the 2011 snowmelt, they were tested and corrected during the year. These are a key part of our mid-term strategy to control new sources of pollutants to the Pond, such as phosphorous, that originally put the Pond on the Commonwealth's list of endangered lakes and ponds in 1998. Phosphorous is the principal risk to loss of ecological balance in Bare Hill Pond.

This followed our efforts through draw downs to control existing invasive species that thrive on the excess phosphorous and further increase the risk of oxygen depletion and eutrophication of the Pond. Our monitoring of the Pond last year confirmed incremental success with a reduction in invasive species in the draw down zone, and more importantly, a reduction in phosphorous levels. We understand that this phosphorous reduction is likely due to the dilution effect of repetitive draw downs and the washing of the sediments. The addition of storm water controls should further reduce the inflow of phosphorous.

Our efforts to control invasive water chestnut plants continue. This year the plants were so scarce the harvester was not needed! Last year 4 loads were harvested and 3 years earlier 64 loads. A remarkable effort on Rick Dickson's part and those of you who volunteer each summer with the water chestnut pulls.

This fall we proceeded under our grant funding in cooperation with the Park and Recreation Commission to take advantage of the draw down capability to restore the Town Beach swimming area. We obtained the necessary permits, worked closely with the Conservation Commission and DPW, and engaged a marine contractor to dredge the swimming area. The contractor removed between 2-4 feet of peat moss that formed from years of plant growth, along with the torn and deteriorated benthic barrier mat that had become a potential hazard to swimmers. The removal of the organic matter will increase the depth of the swimming area and should further reduce the growth of invasive species. Our future efforts under the grant will be on further storm water control at the beach and potentially other areas.

Finally, last summer we held a picnic to share what we have learned about protecting the watershed with the community and enhance our education and outreach efforts. With the major short and mid-term projects nearing underway, much of what we can do in the future to protect the Pond involves educating ourselves on protecting wetlands, restoring natural shorelines, using best practices in the watershed, and each of us learning to do our part to protect the Pond, one of Harvard's most cherished resources. Please keep an eye out for future events.

None of this would have been possible without the help of our Committee members and volunteers. If you would like to learn more, or even better, join in our work, please contact any of our members, and thank you to all who have given so much of their time.

Respectfully submitted,

Bruce A. Leicher, Chair



➤ ➤ ➤ **AGRICULTURAL ADVISORY COMMITTEE** ◀ ◀ ◀

The Agricultural Advisory Commission was created when the town adopted the Right-to-Farm Bylaw. The Commission's duties include promoting agriculture in Harvard, acting as advocate and educator on farming issues, and acting as mediator when conflicts arise between farmers and others in the community. The Commission advises other town boards on any agricultural issues that come before those boards. Harvard is, fortunately, a farming-friendly town and strongly supports its farmers, therefore serious conflicts or disputes are rare. The Commission meets on the fourth Thursday of the month at 7:30 p.m. We urge all interested residents to join us to discuss any agricultural issues they may have.

Respectfully submitted,

Wendell Willard, Chair
Franklyn Carlson
Bill Barrett (alt)

Tim Arnold
Candace Frazer
Al Combs (alt)

Peter Basile
Pam Browning (alt)



➤ ➤ ➤ **HISTORICAL COMMISSION** ◀ ◀ ◀

Since 1973, when the citizens of Harvard voted to create the Harvard Common Historic District and the Shaker Village Historic District, the Harvard Historical Commission has reviewed applications for properties when owners have wanted to make alterations to buildings and structures.

The Harvard Common is an architecturally diverse collection of civic and private buildings from different periods and has undergone considerable change over time, yet it still remains what for most people epitomizes a New England town center. Shaker Village, being created within a shorter span of time and under the controlling hand and eye of the Shakers, is more uniform stylistically and has within its bounds unique Shaker creations - a Burial Ground with original cast iron markers and an Herb Drying House, both town-owned. Each district represents an important inheritance, one which we are fortunate to have and are responsible to protect.

As part of the review of applications for changes to historic structures, solar heating was a focus in 2011. The Commission reviewed and approved four applications for either land based or roof mounted solar arrays within the two districts.

We assisted the Town Administrator in a search and the selection of a Preservation Architect to paint the Town Hall, to be paid for with CPC funds voted at 2009 ATM in an article proposed by the Commission. This specific project is being coordinated with the current Municipal Buildings Committee's larger design project for Town Hall. Doug Coots and Chris Cutler are members of the MBC and act as liaisons to the Commission, to help ensure that the town hall and Hildreth House are designed to standards befitting their historic importance to the Town.

In 2011 the Historic Commission had dialogues with the Cemetery Commission on the best ways to protect the unique shaker burial ground, and late in the year agreed to support the Cemetery Commission's proposal to address the risk of falling trees.

The Historic Commission is comprised of members, some of whom are nominated by various town boards and organizations before being appointed by the Selectmen. At the end of 2011, the Commission is comprised of (and any nominating group): Doug Coots (American Institute of Architects), Chris Cutler, Barbara Hadad, Pam Marston, Rhonda Sprague (Board of Realtors), Ken Swanton (Planning Board) and John Martin (alternate).

At the end of 2011 there was one opening for a full time member (Conservation Commission) and one opening for an alternate. These openings were created by the resignations of Jonathan Fiest and Roseanne Saallfield in response to the Selectmen making two appointments to the Commission without input from the Commission.

We would like to thank commissioners that moved on in 2011: Jared Wollaston, Rudy Minar who went to the Finance Committee, Jonathan Feist who served as chair for the last six years, and Roseanne Saalfeld who served as chair in 2011.

Looking forward, the Commission hopes to fill its openings in collaboration with the Selectmen, amend its Design Guidelines to include a section regarding Solar Photovoltaic panels, continue to assist the Cemetery Commission in its protection of the Shaker Burial Ground, and the MBC in its work to renovate Town Hall and the Hildreth House.

Respectfully submitted,

Ken Swanton
Chris Cutler
John Martin, alternate

Pamela Marston
Rhonda Sprague

Doug Coots
Barbara Hadad



TOWN CENTER SEWER PROJECT BEGINS

Pictured: Weston & Sampon Engineer John Potts, DEP Representative Dave Boyer, Norfolk Ram Engineer Wayne Perry, Representative Jen Benson, Sewer Building Committee member Chris Ashley, Department of Revenue's Dan Ankener, Ricciardi Brothers owner Jim Ricciardi, Sewer Commission member Cindy Russo, Board of Selectmen members Ron Ricci, Tim Clark, Marie Sobalvarro and Peter Warren.



TOWN MEETING AND ELECTION RESULTS
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**CITIZENS CAUCUS
February 12, 2011**

The meeting was called to order in the Town Hall Meeting Room on Saturday, February 12, 2011, at 7:00 p.m., by Town Clerk Janet Vellante.

On motions made, seconded, and voted unanimously, Elizabeth Stone was elected Chairman and Rhonda Sprague was elected Secretary of the Caucus.

The following persons were nominated from the floor for the offices and terms as identified below.

<u>Position</u>	<u>Nominee</u>	<u>Vote</u>
MODERATOR		
One position for one year	Robert Eubank	unanimous
SELECTMAN		
Two positions for three years	Marie Sobalvarro	unanimous
	Stuart Sklar	unanimous
	Ronald Ricci	unanimous
CEMETERY COMMISSIONER		
one position for three years	John Spero	unanimous
COMMUNITY PRESERVATION COMMITTEE		
two positions for three years	Debbie Ricci	unanimous
	Achmad Chadran +	unanimous
	Donald Boyce	unanimous
CONSTABLE		
one position for three years	Kerry Curley	unanimous
HARVARD BOARD OF HEALTH MEMBER		
one position for three years	Steven Finnegan *	unanimous
	Tom Philippou	unanimous

<u>Position</u>	<u>Nominee</u>	<u>Vote</u>
HOUSING AUTHORITY one position for five years	no nominations	
LIBRARY TRUSTEE two positions for three years	Gail Coolidge Charles Redinger	unanimous unanimous
PARK AND RECREATION COMMISSIONER two position for three years	Anne McWaters	unanimous
PLANNING BOARD two positions for three years	Michele Catalina Peter Brooks	unanimous unanimous
PLANNING BOARD one position for two years	Craig Bardenheuer	unanimous
SCHOOL COMMITTEE MEMBER two positions for three years	SusanMary Redinger Steven Kendall Keith Cheveralls	unanimous unanimous unanimous
TREE WARDEN one position for one year	Christian Bilodeau	unanimous
WARNER FREE LECTURE SOCIETY TRUSTEE two positions for three years	Mary Maxwell	unanimous
WATER COMMISSIONER one position for three years	no nominations	
WATER COMMISSIONER one position for two years	Rick Dickson **	unanimous

+ Withdrew

* Did not sign the Certificate of Nomination

** Declined the nomination.

The meeting dissolved at 7:14 p.m.

Nancy Cronin and Janet Wilhelm checked in 51 voters out of 4018 registered voters (3791 active voters).

Respectfully submitted,

Rhonda Sprague,
Caucus Secretary

ANNUAL TOWN MEETING

April 2, 2011

The meeting was called to order in the Bromfield Gym at 9:10 a.m. by Moderator, Robert Eubank. The call of the meeting and the return of service were found to be in order by Town Clerk Janet A. Vellante.

Moderator Robert Eubank requested that the town allow the following non-voters to speak to the meeting if necessary:

Timothy Bragan	Town Administrator
Thomas Jefferson	Superintendent of Schools
Mark Lanza	Town Counsel
Lorraine Leonard	Finance Director
Donald Hurme	Interim Fire Chief

ARTICLE 1: ANNUAL REPORTS

To see if the Town will hear the reports of the Board of Selectmen, School Committee, and any other officers or committees that may be ready to make a report and act thereon.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town accept the reports of the Board of Selectmen, School Committee, and any other officers or committees as printed in the 2010 Annual Town Report and that we hear from the Devens Economic Analysis Team.

ARTICLE 2: RESERVE FUND - FISCAL YEAR 2011

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be added to the FY 2011 Reserve Fund for unforeseen and extraordinary expenses for the current fiscal year (Fiscal Year 2011), or pass any vote or votes in relation thereto.

On a motion by Bob Thurston, 149 Bolton Road, Finance Committee, and seconded,

Voted unanimously yes that the Town vote to transfer the sum of \$300,000 from the Fiscal Year 2010 Certified Free Cash Account to the FY 2011 Reserve Fund for unforeseen and extraordinary expenses for the current fiscal year.

ARTICLE 3: FISCAL YEAR 2010 CERTIFIED FREE CASH

To see if the Town will vote to transfer a sum of money from FY2010 Certified Free Cash to the Capital Stabilization and Investment Fund, or pass any vote or votes in relation thereto.

On a motion by George McKenna, 41 Old Littleton Road, Finance Committee, and seconded,

Voted greater than 2/3 yes, that the Town vote to transfer \$705,556 from Fiscal Year 2010 Certified Free Cash to the Capital Stabilization and Investment Fund.

ARTICLE 4: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, such sums of money as may be necessary to defray expenses for the ensuing fiscal year (FY2012), or pass any vote or votes in relation thereto.

On a motion by Bob Thurston, 149 Bolton Road, Finance Committee, and seconded,

Voted unanimously yes that the Town appropriate the sum of \$ 20,368,098. to defray the expenses of the Town for Fiscal Year 2012 as printed in the Finance Committee Report on pages 34 through 40, and that said appropriation be provided by raising \$20,357,027. by taxation and transferring \$11,071. from Wetlands Fees.

Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12
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GENERAL GOVERNMENT**Selectmen**

1	Personnel	146,072	142,246	152,330	157,697	
2	Town Audit	12,000	17,000	12,000	12,000	
	Expenses	14,611	9,542	9,000	9,000	
	Copy Machine	1,889	2,908	3,700	3,700	
	Postage	17,352	16,840	18,500	18,500	
3	Total Expenses	33,852	29,290	31,200	31,200	
	Total Selectmen	191,924	188,536	195,530	200,897	2.75%

Finance Committee

4	Expenses	170	173	200	200	0.00%
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Finance Department

5	Personnel	328,312	270,999	283,401	288,252	
	Certification Compensation	2,000	2,000	2,000	2,000	
	Total Personnel	330,312	272,999	285,401	290,252	
	Technology Services & Supplies	29,268	26,211	32,500	30,000	
	Expenses	20,081	81,250	83,700	86,200	
6	Total Expenses	49,350	107,461	116,200	116,200	
7	Technology	6,288	9,450	15,000	15,000	
	Total Finance Department	385,949	389,910	416,601	421,452	1.16%

Legal

	Town Counsel Fees & Expenses	33,595	20,161	33,000	33,000	
	Other Legal Fees & Expenses	23,770	78,876	18,000	18,000	
8	Total Legal	57,365	99,037	51,000	51,000	0.00%

Personnel Board

9	Expenses	100	100	100	100	0.00%
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Town Clerk

10	Personnel	62,911	64,157	64,170	65,263	
	Certification Compensation	1,000	1,000	1,000	1,000	
	Total Personnel	63,911	65,157	65,170	66,263	
	Expenses	1,734	2,918	2,300	2,300	
	Publications Reprinting/Codification	3,380	4,650	4,750	4,750	
11	Total Expenses	5,114	7,568	7,050	7,050	
	Total Town Clerk	69,025	72,725	72,220	73,313	1.51%

Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12	
Elections & Registrars						
	Registrars' Honoraria	400	200	500	500	
	Election Officers (Police)	1,595	625	-	-	
	Expenses	7,316	3,810	7,835	6,758	
	Census	430	485	600	600	
12	Total Elections & Registrars	9,741	5,120	8,935	7,858	-12.05%
Land Use Boards						
13	Personnel	43,138	44,068	44,991	46,637	
	Conservation Expenses	498	425	500		
	ZBA Expenses	1,311	58	750		
	Planning Board Expenses	1,216	721	1,400		
	Office Supplies				1,000	
	Purchase Services				1,600	
	MRPC Assessment	1,424	1,460	1,460	1,500	
14	Total Expenses	4,450	2,663	4,110	4,100	
	Total Land Use Boards	47,588	46,731	49,101	50,737	3.33%
Personnel includes \$11,071 to be transferred from Wetlands Protection Fund.						
Public Buildings						
15	Personnel	21,290	22,707	22,191	24,074	
	Operating Expenses	51,389	17,256	32,000	32,000	
	Energy	122,220	109,589	130,000	130,000	
	Maintenance & Equipment	76,973	15,344	26,400	26,400	
	Waste Water Treatment Ops.	59,194	76,710	85,000	85,000	
16	Total Expenses	309,775	218,899	273,400	273,400	
	Total Public Buildings	331,065	241,606	295,591	297,474	0.64%
Annual Town Reports						
17	Expenses	4,299	3,915	2,000	2,000	0.00%
TOTAL GENERAL GOVERNMENT						
		1,090,937	1,047,853	1,091,278	1,105,032	1.26%

Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12	
PUBLIC SAFETY						
Police Department						
18	Personnel	736,414	762,740	764,893	784,390	
	Public Safety Building	44,649	37,662	28,800	28,800	
	Cruiser Maintenance	13,570	10,472	10,000	10,000	
	Supplies & Expenses	19,281	21,366	30,700	30,700	
19	Total Expenses	77,500	69,500	69,500	69,500	
	Total Police Department	813,914	832,240	834,393	853,890	2.34%
Communications Department						
20	Personnel	192,568	187,873	204,740	185,757	
21	Expenses	18,500	17,224	18,700	18,700	
	Total Communications Department	211,068	205,097	223,440	204,457	-8.50%
Fire Department						
22	Personnel	176,222	161,387	180,192	164,925	
	Expenses	9,095	31,822	32,000	32,000	
	Radio Replacement & Repair	3,748	1,408	2,250	2,250	
	Protective Equipment	1,785	840	1,400	1,400	
23	Total Expenses	14,628	34,070	35,650	35,650	
	Total Fire Department	190,851	195,457	215,842	200,575	-7.07%
Ambulance						
	Expenses	23,066	-	-	-	
	Training	9,745	-	-	-	
	Ambulance Regular Operating Exp.	32,811	-	-	-	
	Additional Training and Other	-	-	-	-	
	Total Ambulance *	32,811	-	-	-	
Building & Zoning Inspector						
24	Fees & Expenses	32,204	87,888	50,000	50,000	0.00%
Gas Inspector						
25	Fees & Expenses	3,281	2,617	4,000	4,000	0.00%
Plumbing Inspector						
26	Fees & Expenses	4,479	7,061	7,000	7,000	0.00%
Wiring Inspector						
27	Fees & Expenses	9,570	14,532	9,000	9,000	0.00%
Animal Control						
	Personnel	16,500	16,500	16,500	16,500	
	Expenses	120	50	750	750	
28	Total Animal Control	16,620	16,550	17,250	17,250	0.00%
Tree Warden						
29	Expenses	14,000	13,864	14,000	14,000	0.00%
TOTAL PUBLIC SAFETY		1,328,798	1,375,306	1,374,925	1,360,172	-1.07%

Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12
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SCHOOLS**Local Schools**

	<u>Administration</u>					
	Salaries/Benefits	351,837	370,518	327,247	331,839	
	Transportation	245,994	314,510	262,195	309,966	
	Other Expenses	95,897	126,691	118,600	111,100	
	Total Administration	693,728	811,719	708,042	752,905	
	<u>Maintenance</u>					
	Salaries	426,517	427,971	443,269	450,307	
	Utilities	346,856	333,702	352,000	322,000	
	Other Expenses	166,205	283,783	212,000	206,000	
	Total Maintenance	939,578	1,045,456	1,007,269	978,307	
	<u>Harvard Elementary School</u>					
	Salaries	2,355,756	2,477,799	2,607,781	2,746,538	
	Expenses	51,102	66,531	66,450	63,950	
	Total Elementary	2,406,858	2,544,330	2,674,231	2,810,488	
	<u>The Bromfield School</u>					
	Salaries	3,953,884	4,055,709	4,055,127	4,207,254	
	Expenses	122,220	113,657	117,591	118,500	
	Total Bromfield	4,076,104	4,169,366	4,172,718	4,325,754	
	<u>Pupil Personnel Services (SPED)</u>					
	Salaries	1,618,717	1,770,452	1,792,912	1,782,915	
	Other Expenses	30,336	46,316	42,000	37,100	
	Collaborative Services	361,482	261,244	329,883	590,968	
	Transportation	264,394	284,143	316,372	286,550	
	Tuition	1,474,195	1,162,002	1,318,498	1,151,311	
	Pre-School Salaries	251,577	205,646	194,657	228,026	
	Pre-School Expenses	13,493	6,937	7,500	7,500	
	Total Pupil Personnel Services	4,014,194	3,736,740	4,001,822	4,084,370	
	<u>Technology</u>					
	Salaries	106,775	108,496	108,409	127,723	
	Expenses	53,070	71,501	81,000	82,000	
	Total Technology	159,845	179,997	189,409	209,723	
	Subsidies from Other Funds	(1,215,000)	(1,448,570)	(1,658,630)	(1,807,076)	
30	Total Local Schools	11,075,307	11,039,038	11,094,861	11,354,470	2.34%

31	Montachusett Regional Voc. Tech.	74,903	65,117	87,760	87,760	0.00%
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TOTAL SCHOOLS	11,150,210	11,104,155	11,182,621	11,442,230	2.32%
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PHYSICAL ENVIRONMENT**Dept. of Public Works**

32	Personnel	562,425	581,996	582,367	607,112	
	Maintenance & Equipment	78,825	136,189	145,750	145,750	
	Fuel	66,851	63,520	65,000	65,000	
	Improvements & Construction	61,832	35,307	50,000	50,000	
	Snow & Ice Removal	369,260	145,997	96,000	96,000	
	Telephone & Electricity	9,195	10,567	10,500	10,500	
33	Total Expenses	585,963	391,580	367,000	367,000	
	Total Dept. of Public Works	1,148,388	973,576	949,367	974,112	2.61%

Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12
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Solid Waste Transfer

34	Transfer Station Expenses	188,683	188,391	188,500	188,500	
35	Hazardous Waste Disposal *	-	-	8,000	3,500	
	Total Solid Waste Transfer	188,683	188,391	196,500	192,000	-2.29%

* On an alternating year schedule.

Street Lights & Traffic Signal

36	Expenses	5,380	5,268	5,000	5,500	10.00%
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Water Department

37	Expenses	14,108	15,564	16,000	16,000	0.00%
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Pond Committee

38	Expenses	33,500	39,875	33,500	33,500	0.00%
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Cemeteries

39	Expenses	984	1,679	5,000	2,500	-50.00%
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TOTAL PHYSICAL ENVIRONMENT	1,391,043	1,224,353	1,205,367	1,223,612	1.51%
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HUMAN SERVICES**Board of Health**

40	Personnel	7,009	7,888	7,205	7,641	
	Expenses	1,195	1,207	1,200	600	
	Nashoba Assoc. Boards of Health	19,110	19,110	19,110	21,021	
	Concord Family Services	-	-	-	-	
	Minuteman Home Center	-	-	-	765	
41	Total Expenses	20,305	20,317	20,310	22,386	
	Total Board of Health	27,314	28,205	27,515	30,027	9.13%

Council on Aging

42	Personnel	49,978	68,529	70,402	71,989	
43	MART Personnel	15,640	23,362	21,000	24,240	
44	Expenses	733	1,550	1,975	1,975	
45	MART Van Expenses	534	579	1,000	1,000	
	Total Expenses	1,267	2,129	2,975	2,975	
	Total Council on Aging	66,885	94,020	94,377	99,204	5.11%

Veterans' Services

	Personnel	1,000	1,000	1,000	1,000	
	Expenses	192	642	1,500	1,500	
	Benefits	7,929	9,139	12,000	12,000	
	Total Expenses	8,121	9,781	13,500	13,500	
46	Total Veterans' Services	9,121	10,781	14,500	14,500	0.00%

TOTAL HUMAN SERVICES	103,321	133,005	136,392	143,730	5.38%
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Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12
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CULTURE AND RECREATION**Library**

47	Personnel	366,569	346,067	359,972	365,710	
48	Expenses	111,276	137,402	151,266	145,808	
	Total Library	477,846	483,469	511,238	511,518	0.05%

Parks & Recreation

49	Commons & Schools/Grounds Exp.	23,776	17,679	17,650	21,650	
50	Beach Expense	13,800	11,624	13,295	13,295	
51	Beach Personnel - Director	6,773	9,780	7,853	7,931	
52	Groundskeeping Personnel	28,157	14,373	28,157	28,157	
	Total Parks & Recreation	72,506	53,455	66,955	71,033	6.09%

Historical Commission

53	Expenses	34	100	100	100	0.00%
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TOTAL CULTURE AND RECREATION	550,385	537,024	578,293	582,651	0.75%
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RECURRING CAPITAL EXPENDITURES

54	Police Cruiser	22,585	27,000	27,000	29,000	
55	Public Works Equipment	69,718	67,948	70,000	70,000	
	TOTAL RECURRING CAPITAL EXP.	98,591	94,948	97,000	99,000	2.06%

INSURANCE AND FRINGES**Property/Liability/Self-Insurance**

56	Insurance	141,174	137,223	137,500	139,000	1.09%
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Employee Benefits

Employee Benefits						
	Worcester Regional Retirement	463,970	512,602	555,000	569,157	
	Workers' Compensation Insurance	53,316	71,082	72,000	72,000	
	Unemployment Insurance	38,774	70,813	60,000	60,000	
	Medicare	146,157	163,108	163,000	170,000	
	Health Insurance	1,581,456	1,848,951	2,011,000	2,312,500	
	Life Insurance	5,723	5,002	7,000	6,000	
	Deferred Compensation	8,117	18,081	12,000	20,000	
	Disability Insurance	15,102	22,049	22,000	23,000	
	Benefits Administration	2,704	2,626	5,000	3,500	
57	Total Employee Benefits	2,315,318	2,714,313	2,907,000	3,236,157	11.32%

TOTAL INSURANCE AND FRINGES	2,456,492	2,851,536	3,044,500	3,375,157	10.86%
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TOTAL OPERATING BEFORE DEBT	18,169,777	18,368,181	18,710,375	19,331,585	3.32%
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Line #	Department/Account	Actual FY09	Actual FY10	Budget FY11	Proposed FY12
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NON-EXCLUDED DEBT**Debt Expense**

58	Bond Anticipation Borrowing/Cost	1,500	1,500	1,500	4,700	213.33%
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Permanent Debt

59	HES Roof (2000) Principal	3,000	3,000	-	-	
60	HES Roof (2000) Interest	218	73	-	-	
	Total Payments	3,218	3,073	-	-	0.00%

TOTAL NON-EXCLUDED DEBT	4,718	4,573	1,500	4,700	213.33%
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TOTAL OPERATING AFTER NON-EXCLUDED DEBT	18,174,495	18,372,754	18,711,875	19,336,285	3.34%
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EXCLUDED DEBT**Permanent Debt**

61	Public Safety Building (2000) Principal	135,000	135,000	135,000	135,000	
62	Public Safety Building (2000) Interest	85,766	79,219	72,533	65,745	
63	Public Safety Bld Land (2000) Principal	30,000	30,000	40,000	-	
64	Public Safety Bld Land (2000) Interest	4,133	2,678	975	-	
65	Public Safety Bld Plan (2000) Principal	10,000	10,000	10,000	-	
66	Public Safety Bld Plan (2000) Interest	971	486	122	-	
67	Tripp Land (2000) Principal	25,000	25,000	-	-	
68	Tripp Land (2000) Interest	1,819	606	-	-	
69	Vesenska Land (2000) Principal	20,000	20,000	20,000	-	
70	Vesenska Land (2000) Interest	2,430	1,460	488	-	
71	HES Lighting (2000) Principal	2,000	2,000	-	-	
72	HES Lighting (2000) Interest	146	49	-	-	
73	Bromfield School (2004) Principal	320,000	315,000	315,000	315,000	
74	Bromfield School (2004) Interest	197,035	181,026	171,116	159,845	
75	Library (2004) Principal	135,000	135,000	135,000	135,000	
76	Library (2004) Interest	82,466	77,741	72,677	67,785	
77	School Roof (2006) Principal	125,000	125,000	125,000	125,000	
78	School Roof (2006) Interest	41,251	40,000	34,063	28,438	
	Total Payments	1,218,017	1,180,265	1,131,974	1,031,813	-8.85%

Temporary Debt

		-	-	-	-	
	Total Payments	-	-	-	-	

TOTAL EXCLUDED DEBT	1,218,017	1,180,265	1,131,974	1,031,813	-8.85%
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GRAND TOTAL OMNIBUS BUDGET	19,392,512	19,553,019	19,843,849	20,368,098	2.64%
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ARTICLE 5: RESERVE FUND – FISCAL YEAR 2012

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be placed in the Reserve Fund Account for unforeseen and extraordinary expenses for the ensuing fiscal year (Fiscal Year 2012), or pass any vote or votes in relation thereto.

On a motion by Steven Colwell, 192 Littleton Road, Finance Committee, and seconded,

Voted unanimously yes that the Town raise and appropriate \$350,000. to be placed in the Reserve Fund Account for unforeseen and extraordinary expenses for the ensuing fiscal year (Fiscal Year 2012).

ARTICLE 6: GASB 45 OPEB ACTUARIAL VALUATION

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended by the Finance Director with the approval of the Board of Selectmen to conduct the required GASB 45, Other Post Employment Benefits (OPEB), actuarial valuation, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

Voted unanimously yes that the Town vote to raise and appropriate \$8,000 to be expended by the Finance Director with the approval of the Board of Selectmen to conduct the required Government Account Standards Board 45, Other Post Employment Benefits (OPEB), actuarial valuation, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 7: FIRE DEPARTMENT – PROTECTIVE FIREFIGHTING GEAR

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase five (5) sets of protective firefighting gear (helmets, bunker coats, pants, protective hoods, boots and gloves) for use by the Fire Department, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted majority yes that the Town vote to raise and appropriate \$9,175 to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase five (5) sets of protective firefighting gear (helmets, bunker coats, pants, protective hoods, boots and gloves) for use by the Fire Department, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 8: FIRE DEPARTMENT – COMBUSTIBLE AND CARBON MONOXIDE GAS METER

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to be used to purchase a combustible and carbon monoxide gas meter for use by the Fire Department, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town vote to raise and appropriate \$2,250 to be expended by the Fire Chief, with the approval of the Board of Selectmen, to be used to purchase a combustible and carbon monoxide gas meter for use by the Fire Department, with unexpended funds as of June 30, 2012 being returned to their funding source

ARTICLE 9: CONTRACT – DISPATCHER WAGES

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to line #19, Communications Department Personnel of Article #4 of this Warrant in order to fund the collective bargaining agreement negotiated with the Dispatchers Union, or pass any vote or votes in relation thereto.

The following motion was made by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

I move that the Town vote to raise and appropriate \$3,823. to be added to appropriation line #19, Communications Department Personnel of Article #4 of this Warrant for the 2011 Annual Town Meeting in order to fund the collective bargaining agreement negotiated with the Dispatchers Union.

A motion by Timothy Clark to amend the article by changing line #19 to line #20 was seconded and voted unanimously yes,

Voted unanimously yes that the Town vote to raise and appropriate \$3,823. to be added to appropriation line #20, Communications Department Personnel of Article #4 of this Warrant for the 2011 Annual Town Meeting in order to fund the collective bargaining agreement negotiated with the Dispatchers Union.

ARTICLE 10: CONTRACT – PUBLIC WORKS EMPLOYEES WAGES

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to line #31, Public Works Personnel of Article #4 of this Warrant in order to fund the collective bargaining agreement negotiated with the Public Works Department Employees Union, or pass any vote or votes in relation thereto.

On a motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town vote to raise and appropriate \$6,482. to be added to appropriation line #32, Public Works Personnel of Article #4 of this Warrant for the 2011 Annual Town Meeting in order to fund the collective bargaining agreement negotiated with the Public Works Department Employees Union.

ARTICLE 11: THE BROMFIELD SCHOOL – REPAIR/REPLACE THE MIDDLE SCHOOL WALKWAY STRUCTURE

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, to repair/replace the middle school walkway structure, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town vote to transfer from the Capital Stabilization and Investment Fund the sum of \$20,000 to be expended by the School Department, with the approval of the School Committee, to repair/replace the middle school walkway structure, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 12: THE BROMFIELD SCHOOL – CONVERT FROM OIL HEAT TO GAS

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, to convert the Bromfield School from oil heat to gas heat, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town vote to transfer from the Capital Stabilization and Investment Fund the sum of \$30,000 to be expended by the School Department, with the approval of the School Committee, to convert the Bromfield School from oil heat to gas heat, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 13: HILDRETH ELEMENTARY SCHOOL – FRONT OFFICE FLOORING

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, to purchase and install new flooring in the front office areas of the Hildreth Elementary School,

with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes the Town vote to transfer from the Capital Stabilization and Investment Fund the sum of \$10,000 to be expended by the School Department, with the approval of the School Committee, to purchase and install new flooring in the front office areas of the Hildreth Elementary School, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 14: HILDRETH ELEMENTARY SCHOOL – MECHANICAL UPGRADES

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, to upgrade the mechanical systems within the Hildreth Elementary School and that this article may be offset by other funding sources, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Planning and Investment Committee, and seconded,

Voted unanimously yes to take no action.

ARTICLE 15: HILDRETH ELEMENTARY SCHOOL – BOILER AND WINDOWS

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, for a new boiler and the replacement of windows at the Hildreth Elementary School, which funds may be offset by other funding through the MSBA and or Green Communities Grant Funding, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$38,000, to be expended by the School Department, with the approval of the School Committee, for a new boiler and the replacement of windows at the Hildreth Elementary School, which funds may be offset by other funding through the Massachusetts School Building Assistance and/ or Green Communities Grant Funding, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 16: HILDRETH ELEMENTARY SCHOOL – PLAYGROUND

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the School Department, with the approval of the School Committee, to fund a portion of the new playground at the Hildreth Elementary School, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Keith Cheveralls, 21 Quarry Lane, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$65,000 to be expended by the School Department, with the approval of the School Committee, to fund a portion of the new playground at the Hildreth Elementary School, with unexpended funds as of June 30, 2012 being returned to their funding source, or.

ARTICLE 17: MUNICIPAL BUILDINGS

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to be expended by the Board of Selectmen to be used for professional services including but not limited to architectural; structural engineering; mechanical, electrical and plumbing engineering; civil engineering; owner's project manager, surveys, legal services, and cost estimating to develop Schematic Design Plans for the renovation and expansion of (1) the Town Hall to serve town government offices, meeting space, civic and community space, and other uses as appropriate; and (2) the Hildreth House to continue as the center for senior life, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

The following motion was made by Peter Warren, 52 Lancaster Road, Municipal Buildings Committee, and seconded,

I move that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$185,000. to be expended by the Board of Selectmen to be used for professional services including but not limited to architectural; structural engineering; mechanical, electrical and plumbing engineering; civil engineering; owner's project manager, surveys, legal services, and cost estimating to develop Schematic Design Plans for (1) the renovation of the Town Hall to serve town government offices, meeting space, civic and community space, and other uses as appropriate; and for (2) the renovation and expansion of the Hildreth House to continue as the center for senior life, contingent upon the passage of the proposition two and one half debt exclusion question, question #1, on the April 5, 2011 Annual Town Election ballot.

Peter Warren read a statement of agreement prepared by the Board of Selectmen and Ron Ostberg read a statement for the Municipal Buildings Committee.

The following motion was made by Donald Boyce, 310 Stow Road, seconded, and

I move that the town amend to the original motion as printed in the warrant book and to raise and appropriate \$225,000.

The amendment was not accepted by the Board of Selectmen.

The Finance Committee stated that the article could not raise and appropriate because the budget was already approved.

The motion to amend was voted majority NO.

Voted greater than 2/3 yes that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow \$185,000. to be expended by the Board of Selectmen to be used for professional services including but not limited to architectural; structural engineering; mechanical, electrical and plumbing engineering; civil engineering; owner's project manager, surveys, legal services, and cost estimating to develop Schematic Design Plans for (1) the renovation of the Town Hall to serve town government offices, meeting space, civic and community space, and other uses as appropriate; and for (2) the renovation and expansion of the Hildreth House to continue as the center for senior life, contingent upon the passage of the proposition two and one half debt exclusion question, question #1, on the April 5, 2011 Annual Town Election ballot.

ARTICLE 18: MUNICIPAL BUILDINGS

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, a sum of money to be expended by the Board of Selectmen to be used for professional services including but not limited to architectural; structural engineering; mechanical, electrical and plumbing engineering; civil engineering; owner's project manager, surveys, legal services, and cost estimating for the following:

- 1) To develop appropriate plans and specifications for the construction, reconstruction and renovation of the Town Hall for municipal government uses only. All construction, reconstruction and renovation will be limited to the existing building footprints with the exception of any necessary expansion solely for providing elevator access to the upper floor. The design will not include but will accommodate possible future expansion; and
- 2) To develop appropriate plans and specifications for the construction, reconstruction and renovation of the Old Library for use as temporary town offices during reconstruction of the Town Hall; additional space for Council on Aging functions and offices; community center usage and meeting space. All construction, reconstruction and renovation will be limited to the

existing building footprint with the exception of any necessary expansion solely for providing elevator access to the upper floor(s); and

3) To preserve the Hildreth House as is for continued use by the Council on Aging and meeting space without expansion or renovation at this time.

The following motion was made by William Johnson, 72 Warren Avenue, and seconded,

Voted majority yes to take no action under this article.

ARTICLE 19: DEPARTMENT OF PUBLIC WORKS – HIGHWAY GARAGE FLOOR

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the DPW Superintendent, with the approval of the Board of Selectmen, to repair the damaged DPW floor and install an epoxy sealer, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Deborah Ricci, 19 East Bare Hill Road, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$40,000 to be expended by the Director of Public Works DPW Superintendent, with the approval of the Board of Selectmen, to repair the damaged DPW facility floor and install an epoxy sealer, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 20: FIRE DEPARTMENT – PURCHASE NEW FORESTRY FIREFIGHTING TRUCK

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new forest fire fighting truck that will replace the current 1986 forest fire fighting truck, with any unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

The following motion was made by Peter Warren, 52 Lancaster County Road, Capital Planning and Investment Committee, and seconded,

I move that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$145,000 to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new forest fire fighting truck that will replace the current 1986 forest fire fighting truck, with any unexpended funds as of June 30, 2013 being returned to their funding source.

The following motion was made by Marie Sobalvarro, seconded, and approved by the Capital Planning and Investment Committee,

I move to amend the article by adding “from non-excluded debt”

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$145,000, from non-excluded debt, to be expended by the Fire Chief, with the approval of the Board of Selectmen, to purchase a new forest fire fighting truck that will replace the current 1986 forest fire fighting truck, with any unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 21: WATER DEPARTMENT – INSTALL FENCE AT WATER TANK

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Director of Public Works and Water Commissioners, with the approval of the Board of Selectmen, to install a security fence around the Bolton Road Water Tank, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Deborah Ricci, 19 East Bare Hill Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$15,000 to be expended by the Director of Public Works and Water Commissioners, with the approval of the Board of Selectmen, to install a security fence around the Bolton Road Water Tank, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 22: WATER DEPARTMENT - UPGRADES TO WATER SYSTEM

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Director of Public Works and Water Commissioners, with the approval of the Board of Selectmen, to do various upgrades to the water system as per the plan submitted to the Capital Planning and Investment Committee, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Deborah Ricci, 19 East Bare Hill Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to vote to borrow the sum of \$340,000, financed through non-excluded debt, to be expended by the Director of Public Works the Board of Water Commissioners, with the approval of the Board of Selectmen, to do various upgrades to the water system in accordance with the plan submitted to the Capital Planning and Investment Committee.

ARTICLE 23: MUNICIPAL BUILDINGS SEWER CONNECTIONS

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to connect municipal buildings to the sewer system, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to vote to borrow the sum of \$125,000 to be expended by the Board of Selectmen, to connect municipal buildings to the Town sewer system, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 24: RECONSTRUCT AND REPAIR LITTLETON COUNTY ROAD (Cleaves Hill to Old Schoolhouse)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to reconstruct and repair Littleton County Road from Cleaves Hill Road to Old Schoolhouse Road, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Peter Warren, 52 Lancaster County Road, Capital Planning and Investment Committee, and seconded,

Voted greater than 2/3 yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$250,000 to be expended by the Director of Public Works, with the approval of the Board of Selectmen, to reconstruct and repair Littleton County Road from Cleaves Hill Road to Old Schoolhouse Road, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 25: POLICE RADIO SYSTEM UPGRADE

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Chief of Police, with the approval of the Board of Selectmen, to upgrade the Police radio system, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by George McKenna, 41 Old Littleton Road, Capital Planning and Investment Committee, and seconded,

Voted unanimously yes that the Town transfer from the Capital Stabilization and Investment Fund the sum of \$15,000 to be expended by the Chief of Police, with the approval of the Board of Selectmen, to upgrade the Police radio system, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 26: TOWN HALL ENERGY STUDY

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Harvard Energy Advisory Committee, with the approval of the Board of Selectmen, to be used in conjunction with grant funds provided by the Massachusetts Department of Energy Resources for the purpose of conducting a deep energy retrofit study of Town Hall, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

Voted unanimously yes that the Town vote to raise and appropriate the sum of \$8,300 to be expended by the Harvard Energy Advisory Committee, with the approval of the Board of Selectmen, to be used in conjunction with grant funds provided by the Massachusetts Department of Energy Resources Green Communities Grant Program for the purpose of conducting energy retrofit studies and making energy efficiency improvements to Town-owned buildings, with unexpended funds as of June 30, 2012, being returned to their funding source.

ARTICLE 27: WEST NILE VIRUS AND EEE PREVENTION

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to be expended by the Board of Health for the purpose of obtaining biological control measures (mosquito larvacide) as part of an initial step in the mitigation of the proliferation of disease carrying mosquitoes which measures will include the placement of biological larvacide in the town's storm water catch basins and/or other stagnant water locations by a licensed applicator in accordance with State regulations and safe handling practices, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

The following motion was made by John Spero, 22 Deerfoot Trail, Board of Health, and seconded,

I move that the Town raise and appropriate the sum of \$5,000 to be expended by the Board of Health for the purpose of obtaining biological control measures (mosquito larvacide) as part of an initial step in the mitigation of the proliferation of disease carrying mosquitoes which measures will include the placement of biological larvacide in the town's storm water catch basins and/or other stagnant water locations by a licensed practitioner in accordance with State regulations and safe handling practices, with unexpended funds as of June 30, 2012 being returned to their funding source.

The following motion was made by James Breslauer and seconded,

Prior to any application, the Board of Health shall present any plan for mosquito control measures to the Conservation Commission for its review and approval,

The Board of Health did not accept the amendment. The Amendment voted 149 yes, 78 no

Voted majority NO that the Town raise and appropriate the sum of \$5,000 to be expended by the Board of Health for the purpose of obtaining biological control measures (mosquito larvacide) as part of an initial step in the mitigation of the proliferation of disease carrying mosquitoes which measures will include the placement of biological larvacide in the town's storm water catch basins and/or other stagnant water locations by a licensed practitioner in accordance with State regulations and safe handling practices, with unexpended funds as of June 30, 2012 being returned to their funding source. Prior to any application, the Board of Health shall present any plan for mosquito control measures to the Conservation Commission for its review and approval.

ARTICLE 28: CONSERVATION FUND FUNDING

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money not to exceed \$100,000 to be placed in the Conservation Fund, or pass any vote or votes in relation thereto.

On a motion by Donald Ritchie, 6 Glenview Drive, Conservation Commission, and seconded,

Voted majority yes that the Town take no action under this article.

ARTICLE 29: UPDATE OF MASTER PLAN

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the update of the 2002 Master Plan, with unexpended funds as of June 30, 2013, being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Kara Minar, 204 Still River Road, Planning Board, and seconded,

Voted greater than 2/3 yes that the Town transfer from the General Stabilization Fund the sum of \$35,000. to be expended by the Planning Board to update the 2002 Master Plan, with unexpended funds as of June 30, 2013, being returned to their funding source.

Planning Board unanimously supported this article.

ARTICLE 30: HOME RULE LEGISLATION - JOIN THE DEVENS ECONOMIC TARGET AREA

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act further amending Section 18 of Chapter 498 of the Acts of 1993 by adding the Town of Harvard to the areas designated in said Section 18 as Commonwealth Economic Target and Opportunity Areas so that certain development projects within the Town of Harvard shall be eligible for tax deductions, credits and abatements and other economic incentives provided for in Chapter 19 of the Acts of 1993, or pass any vote or votes in relation thereto.

On a motion by William Johnson, 72 Warren Avenue, Board of Selectmen, and seconded,

Voted majority yes that the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act further amending Section 18 of Chapter 498 of the Acts of 1993 by adding the Town of Harvard to the areas designated in said Section 18 as Commonwealth Economic Target and Opportunity Areas so that certain development projects within the Town of Harvard shall be eligible for tax deductions, credits and abatements and other economic incentives provided for in Chapter 19 of the Acts of 1993.

**ARTICLE 31: HOME RULE LEGISLATION – ADOPT MGL CHAPTER 138 S.14 RE:
ONE-DAY LIQUOR LICENSES**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act authorizing the Board of Selectmen of the Town of Harvard to issue one-day liquor licenses for the sale of alcoholic beverages in accordance with Massachusetts General Laws Chapter 138, Section 14, or take any vote or votes in relation thereto.

The following motion was made by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

I move that the Town authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act authorizing the Board of Selectmen of the Town of Harvard to issue one-day liquor licenses for the sale of alcoholic beverages in accordance with Massachusetts General Laws Chapter 138, Section 14.

William Salter made the following motion which was seconded, and then withdrawn,

I move that we amend Article 31 by inserting after “Section 14,”

with the proviso that there shall be a public hearing for any such license where there are abutters within 50 yards of the actual physical location on the licensee’s site where alcoholic beverages may be served and/or consumed.

Voted majority yes that the Town authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act authorizing the Board of Selectmen of the Town of Harvard to issue one-day liquor licenses for the sale of alcoholic beverages in accordance with Massachusetts General Laws Chapter 138, Section 14.

**ARTICLE 32: HOME RULE LEGISLATION – PROPERTY TAX RELIEF FOR
SENIOR CITIZENS**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act providing a tax exemption for certain qualifying senior citizens owning real estate in the Town of Harvard substantially the same as follows, or take any vote or votes in relation thereto:

Chapter __. An Act Providing a Tax Exemption for Certain Qualifying Senior Citizens Owning Real Estate in the Town of Harvard.

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Harvard, and as established more specifically by the Board of Selectmen in said town annually under section 2, there shall be a cap on property taxes equal to 10 per cent of the total annual household income, except that in no event shall property taxes be reduced by more than 50 per cent of the tax due, including all tax abatements and exemptions, but excluding state circuit breakers. The exemption shall be applied only to the principal residence of a taxpayer as used by the taxpayer for income tax purposes.

SECTION 2. Real property shall qualify for the exemption set forth in section 1 if all the following criteria are met:

- (a) the qualifying real estate is owned and occupied by a person or family where the total annual household income shall not exceed the following ranges: single applicant \$33,000 to \$49,499; married applicant filing jointly \$49,500 to \$74,250;
- (b) the qualifying real estate is owned and occupied by at least 1 person having reached age 65 or 70 at the close of the previous tax year, as established annually by the Board of Selectmen for such tax year;
- (c) the qualifying real estate is owned and occupied by the applicant at least 6 months plus 1 day each year;
- (d) the applicant has resided in the town of Harvard for at least 10 consecutive years before filing an application for the exemption; and
- (e) the maximum assessed value of the applicant's primary residence is no greater than the median assessed value of a single family residence in the town of Harvard plus 10 per cent, as measured for the tax year immediately previous to the tax year for which the application for exemption is filed.

SECTION 3. The exemption provided for in this act shall be in addition to any other exemption allowable under the General Laws, except that there shall be a dollar cap of \$175,000 for all tax abatements, excluding circuit breakers. After the first year of enactment, the total cap of all real estate abatements, excluding circuit breakers, may be set annually by the board of selectmen within a range of \$175,000 to \$350,000.

SECTION 4. A person who seeks to qualify for this exemption shall file with the Board of Assessors an application for abatement on a form to be adopted by the Board of Selectmen and available at the assessor's office with the supporting documentation as described in the application. The application shall be filed by January 31 each year for which the applicant seeks the exemption for the fiscal year commencing the following July 1.

SECTION 5. For the purposes of this act, "parcel" shall be a unit of real property as defined by the assessors in accordance with the deed for the property and shall include a condominium unit.

SECTION 6. For purposes of the exemption, "total annual household income" shall be the sum of the applicant's "total taxable 5.3 per cent income" on Massachusetts Form 1 and those same incomes for other income-producing members of the household. The income shall be increased

by amounts that may have been excluded or subtracted from calculation, such as income from social security benefits, cash public assistance, tax-exempt interest and dividends, capital gains, income from a partnership or trust, returns on capital reported on schedule C and excluded income from any other source.

SECTION 7. Acceptance of this act by the Town of Harvard shall be by an affirmative vote of a majority of the voters at any regular or special election at which the question of acceptance was placed on the ballot and, if necessary, by approval of the appropriate override. This act shall become effective on the thirtieth day following the affirmative vote.

SECTION 8. The acceptance of this act may be revoked by an affirmative vote of a majority of the voters at any regular or special town election at which the question of revocation has been placed on the ballot by a two-thirds vote of then sitting members of the board of selectmen. Revocation of this act shall become effective on the thirtieth day following that affirmative vote.

SECTION 9. After 1 year of implementation, the Board of Selectmen of the Town of Harvard, after a public hearing, may vote to suspend implementation of this act for any year. Acceptance of this act by the Town of Harvard shall automatically expire after 3 years of implementation unless reaffirmed by the affirmative vote of a majority of the voters at a town meeting and no further action of the general court shall be necessary.

On a motion by Peter Warren, 52 Lancaster County Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town take no action under this article.

ARTICLE 33: HOME RULE LEGISLATION - WATER COMMISSIONERS ELECTED TO APPOINTED

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act to change of the mode of selection of the Water Commissioners from election by ballot to appointment by the Board of Selectmen.

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded,

Voted unanimously yes that the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth to enact a special act to change the mode of selection of the Water Commissioners from election by ballot to appointment by the Board of Selectmen.

ARTICLE 34: DISSOLVE HARVARD HOUSING AUTHORITY

To see if the Town will vote pursuant to Massachusetts General Laws Chapter 121B, Section 3 to dissolve the Harvard Housing Authority, or pass any vote or votes in relation thereto.

On a motion by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

Voted majority yes that the Town vote pursuant to Massachusetts General Laws Chapter 121B, Section 3 to dissolve the Harvard Housing Authority.

ARTICLE 35: CHANGE COMPOSITION OF COMMUNITY PRESERVATION COMMITTEE

To see if the Town will vote to amend Chapter 18 of the Code of the Town of Harvard by making the following revisions thereto relative to the composition of the Community Preservation Committee:

[Key to revisions: underlining = additions; ~~striketrough~~ = deletions]

§ 18-1. Committee established; duties; appointment of members.

A Community Preservation Committee is hereby established pursuant to MGL Chapter 44B, said Committee to have the responsibilities and duties as outlined in MGL Chapter 44B, Section 5, which shall consist of nine voting members to be appointed by the Board of Selectmen as follows:

- A. One member of the Conservation Commission as designated by the Commission for a term of one year;
- B. One member of the Planning Board as designated by the Board for a term of one year;
- C. One member of the Historical Commission as designated by the Commission for a term of one year;
- D. One member of the Park and Recreation Commission as designated by the Commission for a term of one year;
- E. One member of the Board of Trustees of the Town of Harvard Municipal Affordable Housing Trust Fund ~~Housing Authority~~ as designated by the Board of Trustees ~~Authority~~ for a term of one year;
- F. Four members to be appointed by the Board of Selectmen for a term of one year and thereafter be elected as follows: one member to be elected for a term of one year and thereafter for a term of three years, one member to be elected for a term of two years and thereafter for a term of three years, and two members to be elected for a term of three years.
Or pass any vote or votes in relation thereto.

The following motion was made by Ronald Ricci, 19 East Bare Hill Road, Board of Selectmen, and seconded,

I move that the Town amend Chapter 18 of the Code of Town of Harvard as printed in the warrant, page 50

Voted unanimously yes that the Town amend Chapter 18 of the Code of the Town of Harvard by making the following revisions thereto relative to the composition of the Community Preservation Committee:

§ 18-1. Committee established; duties; appointment of members.

A Community Preservation Committee is hereby established pursuant to MGL Chapter 44B, said Committee to have the responsibilities and duties as outlined in MGL Chapter 44B, Section 5,

which shall consist of nine voting members to be appointed by the Board of Selectmen as follows:

- A. One member of the Conservation Commission as designated by the Commission for a term of one year;
- B. One member of the Planning Board as designated by the Board for a term of one year;
- C. One member of the Historical Commission as designated by the Commission for a term of one year;
- D. One member of the Park and Recreation Commission as designated by the Commission for a term of one year;
- E. One member of the Board of Trustees of the Town of Harvard Municipal Affordable Housing Trust Fund Housing Authority as designated by the Board of Trustees Authority for a term of one year;
- F. Four members to be appointed by the Board of Selectmen for a term of one year and thereafter be elected as follows: one member to be elected for a term of one year and thereafter for a term of three years, one member to be elected for a term of two years and thereafter for a term of three years, and two members to be elected for a term of three years.

Approved by the Attorney General on May 3, 2011, and effective on posting date of June 1, 2011.

ARTICLE 36: COMMUNITY PRESERVATION COMMITTEE REPORT

To see if the Town will vote to hear the report and recommendations of the Community Preservation Committee on the Fiscal Year 2012 Community Preservation Budget, or pass any vote or votes in relation thereto.

On a motion by Donald Boyce, 310 Stow Road, Community Preservation Committee, and seconded,

Voted unanimously yes that the Town hear the report and recommendations of the Community Preservation Committee on the Fiscal Year 2012 Community Preservation Budget.

ARTICLE 37: PRESERVATION OF HISTORIC TOWN DOCUMENTS

To see if the Town will vote to appropriate and transfer from Fiscal Year 2012 Community Preservation Revenues the sum of \$25,982 and from Community Preservation Fund Historic Reserves the sum of \$1,018 (for a total of \$27,000) to be expended by the Town Clerk, for restoration and preservation of historic town documents, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Christopher Cutler, 56 Stow Road, Community Preservation Committee, and seconded,

Voted unanimously yes that the Town appropriate and transfer from Fiscal Year 2012 Community Preservation Revenues the sum of \$25,982 and from Community Preservation Fund Historic Reserves the sum of \$1,018 (for a total of \$27,000) to be expended by the Town Clerk,

for restoration and preservation of historic town documents, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 38: HARVARD MUNICIPAL AFFORDABLE HOUSING TRUST FUND

To see if the Town will vote to appropriate and transfer from Fiscal Year 2012 Community Preservation Revenues the sum of \$25,000 to be placed in the Municipal Affordable Housing Trust Fund, or pass any vote or votes in relation thereto.

On a motion by Wendell Willard, 218 Still River Road, Community Preservation Committee, and seconded,

Voted unanimously yes that the Town appropriate and transfer from Community Preservation Revenues the sum of \$25,000. to be placed in the Harvard Municipal Affordable Housing Trust Fund.

ARTICLE 39: BARE HILL POND – STORMWATER POLLUTION CONTROL

To see if the Town will vote to appropriate and transfer from Fiscal Year 2012 Community Preservation Fund Revenues the sum of \$73,750 to be expended by the Bare Hill Pond Watershed Management Committee for Bare Hill Pond Stormwater Pollution Control, with unexpended funds as of June 30, 2013 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Charles Gorss, 99 Old Littleton Road, Community Preservation Committee, and seconded,

Voted unanimously yes, that the Town appropriate and transfer from Fiscal Year 2012 Community Preservation Fund Revenues the sum of \$73,750 to be expended by the Bare Hill Pond Watershed Management Committee for Bare Hill Pond Stormwater Pollution Control, with unexpended funds as of June 30, 2013 being returned to their funding source.

ARTICLE 40: COMMUNITY PRESERVATION COMMITTEE – ADMINISTRATIVE EXPENSES

To see if the Town will vote to appropriate and transfer from Community Preservation Fund Unallocated Reserves the sum of \$2,500 to be expended by the Harvard Community Preservation Committee for administrative expenses, including Community Preservation Coalition dues and necessary legal fees, with unexpended funds as of June 30, 2012 being returned to their funding source, or pass any vote or votes in relation thereto.

On a motion by Michelle Catalina, 37 Old Littleton Road, Community Preservation Committee, and seconded,

Voted majority yes that the Town appropriate and transfer from Community Preservation Fund Unallocated Reserves the sum of \$2,500. to be expended by the Harvard Community

Preservation Committee for administrative expenses, including Community Preservation Coalition dues and necessary legal fees, with unexpended funds as of June 30, 2012 being returned to their funding source.

ARTICLE 41: AMENDMENT PROTECTIVE BYLAW ZONING MAP SECTION

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by changing the title of §125-42 from , “§125-42 Types of districts; interpretation.” to “§125-42 Zoning Map; types of districts; interpretation.” and by changing the designation of the Zoning Map entitled “Harvard, MA: Zoning & Zoning Overlay Districts” and appended to the Protective Bylaw from “125 Attachment 1” to “§125-42 Attachment 1”, or take any action in relation thereto.

On a motion by Michelle Catalina, 37 Old Littleton Road, Planning Board, and seconded,

Voted unanimously yes that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by changing the title of §125-42 from , “§125-42 Types of districts; interpretation.” to “§125-42 Zoning Map; types of districts; interpretation.” and by changing the designation of the Zoning Map entitled “Harvard, MA: Zoning & Zoning Overlay Districts” and appended to the Protective Bylaw from “125 Attachment 1” to “§125-42 Attachment 1”.

Planning Board unanimously supported this article.

Approved by the Attorney General on May 3, 2011.

ARTICLE 42: AMEND THE PROTECTIVE BYLAW – FLOODPLAIN DISTRICT

To see if the Town will vote to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by adding thereto the following new section:

§125-54 FLOODPLAIN DISTRICTS

The purposes of the Floodplain District are to:

- 1) Ensure public safety through reducing the threats to life and personal injury;
- 2) Eliminate new hazards to emergency response officials;
- 3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
- 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- 5) Eliminate costs associated with the response and cleanup of flooding conditions;
- 6) Reduce damage to public and private property resulting from flooding waters.

A. FLOODPLAIN DISTRICT BOUNDARIES AND BASE FLOOD ELEVATION DATA

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Harvard designated as Zone A, AE, AH, AO, A99,

V, or VE on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Harvard are panel numbers 25027C0292E, 25027C0294E, 25027C0311E, 25027C0312E, 25027C0313E, 25027C0314E, 25027C0316E, 25027C0318E, 25027C0457E, 25027C0476E, 25027C0477E, 25027C0478E, 25027C0479E, 25027C0481E and 25027C0483E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, Conservation Commission and Department of Public Works.

B. BASE FLOOD ELEVATION AND FLOODWAY DATA

- (1) **Floodway Data.** In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2) **Base Flood Elevation Data.** Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

C. USE REGULATIONS

(1) REFERENCE TO EXISTING REGULATIONS

The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
- Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

(2) OTHER USE REGULATIONS

- (a) Within Zones AH and AO on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- (b) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Worcester County FIRM or Flood Boundary & Floodway Map encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (c) All subdivision proposals must be designed to assure that:
 - (1) such proposals minimize flood damage;
 - (2) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
 - (3) adequate drainage is provided to reduce exposure to flood hazards.
- (d) Existing contour intervals of site and elevations of existing structures must be included on plan proposal.
- (e) There shall be established a "routing procedure" which will circulate or transmit one copy of the development plan to the Conservation Commission, Planning Board, Board of Health, Building Commissioner and Department of Public Works for comments which will be considered by the appropriate permitting board prior to issuing applicable permits.

D. PERMITTED USES

The following uses of low flood damage potential and causing no obstructions to flood flows are encouraged provided they are permitted in the underlying district and they do not require structures, fill, or storage of materials or equipment:

- (1) Agricultural uses such as farming, grazing, truck farming, horticulture, etc.
- (2) Forestry and nursery uses.
- (3) Outdoor recreational uses, including fishing, boating, play areas, etc.
- (4) Conservation of water, plants, wildlife.
- (5) Wildlife management areas, foot, bicycle, and/or horse paths.
- (6) Temporary non-residential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.
- (7) Buildings lawfully existing prior to the adoption of these provisions.

E. DEFINITIONS

AREA OF SPECIAL FLOOD HAZARD is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A, AO, AH, A1-30, AE, A99, V1-30, VE, or V.

BASE FLOOD means the flood having a one percent chance of being equaled or exceeded in any given year.

COASTAL HIGH HAZARD AREA means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM as Zone V, V1-30, VE.

DEVELOPMENT means any manmade change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

DISTRICT means floodplain district.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) administers the National Flood Insurance Program. FEMA provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.

FLOOD BOUNDARY AND FLOODWAY MAP means an official map of a community issued by FEMA that depicts, based on detailed analyses, the boundaries of the 100-year and 500 year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.)

FLOOD HAZARD BOUNDARY MAP (FHBM) means an official map of a community issued by FEMA where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E.

FLOOD INSURANCE RATE MAP (FIRM) means an official map of a community on which FEMA has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY means an examination, evaluation, and determination of flood hazards, and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of flood-related erosion hazards.

FLOODWAY means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation.

LOWEST FLOOR means the lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, PROVIDED that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of NFIP Regulations 60.3.

MANUFACTURED HOME means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

MANUFACTURED HOME PARK OR SUBDIVISION means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

NEW CONSTRUCTION means, for floodplain management purposes, structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community. For the purpose of determining insurance rates, NEW CONSTRUCTION means structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later.

ONE-HUNDRED-YEAR FLOOD - see BASE FLOOD.

REGULATORY FLOODWAY - see FLOODWAY

SPECIAL FLOOD HAZARD AREA means an area having special flood and/or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99, AH, V, V1-30, VE.

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. STRUCTURE, for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on foundation. For the latter purpose, the term includes a building while in the course of construction, alteration, or repair, but does not include building materials or supplies intended for use in such construction, alteration, or repair, unless such materials or supplies are within an enclosed building on the premises.

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either (a) before the improvement or repair is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling,

floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

ZONE A means the 100-year floodplain area where the base flood elevation (BFE) has not been determined. To determine the BFE, use the best available federal, state, local, or other data.

ZONE A1-30 and **ZONE AE** (for new and revised maps) means the 100-year floodplain where the base flood elevation has been determined.

ZONE AH and **ZONE AO** means the 100-year floodplain with flood depths of 1 to 3 feet, where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

ZONE A99 means areas to be protected from the 100-year flood by federal flood protection system under construction. Base flood elevations have not been determined.

ZONES B, C, AND X are areas identified in the community Flood Insurance Study as areas of moderate or minimal flood hazard. Zone X replaces Zones B and C on new and revised maps.

ZONE V means a special flood hazard area along a coast subject to inundation by the 100-year flood with the additional hazards associated with storm waves. Base flood elevations have not been determined.

ZONE V1-30 and **ZONE VE** (for new and revised maps) means a special flood hazard area along a coast subject to inundation by the 100-year flood with additional hazards due to velocity (wave action). Base flood elevations have been determined.

The following motion was made by Craig Bardenheuer, 101 Ayer Road, Planning Board, and seconded,

I move that the Town amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by adding thereto a new section entitled “§125-54 FLOODPLAIN DISTRICTS” as printed in the Finance Committee Report on pages 52 through 56.

Voted greater than 2/3 yes to amend Chapter 125, the Protective Bylaw, of the Code of the Town of Harvard by adding thereto the following new section:

§125-54 FLOODPLAIN DISTRICTS

The purposes of the Floodplain District are to:

- 7) Ensure public safety through reducing the threats to life and personal injury;
- 8) Eliminate new hazards to emergency response officials;
- 9) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;

- 10) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- 11) Eliminate costs associated with the response and cleanup of flooding conditions;
- 12) Reduce damage to public and private property resulting from flooding waters.

A. FLOODPLAIN DISTRICT BOUNDARIES AND BASE FLOOD ELEVATION DATA

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Harvard designated as Zone A, AE, AH, AO, A99, V, or VE on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Harvard are panel numbers 25027C0292E, 25027C0294E, 25027C0311E, 25027C0312E, 25027C0313E, 25027C0314E, 25027C0316E, 25027C0318E, 25027C0457E, 25027C0476E, 25027C0477E, 25027C0478E, 25027C0479E, 25027C0481E and 25027C0483E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, Conservation Commission and Department of Public Works.

B. BASE FLOOD ELEVATION AND FLOODWAY DATA

- (1) **Floodway Data.** In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (3) **Base Flood Elevation Data.** Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

C. USE REGULATIONS

(1) REFERENCE TO EXISTING REGULATIONS

The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

- Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
- Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);

- Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
- Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

(2) OTHER USE REGULATIONS

- (a) Within Zones AH and AO on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- (b) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Worcester County FIRM or Flood Boundary & Floodway Map encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (c) All subdivision proposals must be designed to assure that:
 - (1) such proposals minimize flood damage;
 - (2) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
 - (3) adequate drainage is provided to reduce exposure to flood hazards.
- (e) Existing contour intervals of site and elevations of existing structures must be included on plan proposal.
- (e) There shall be established a "routing procedure" which will circulate or transmit one copy of the development plan to the Conservation Commission, Planning Board, Board of Health, Building Commissioner and Department of Public Works for comments which will be considered by the appropriate permitting board prior to issuing applicable permits.

D. PERMITTED USES

The following uses of low flood damage potential and causing no obstructions to flood flows are encouraged provided they are permitted in the underlying district and they do not require structures, fill, or storage of materials or equipment:

- (8) Agricultural uses such as farming, grazing, truck farming, horticulture, etc.
- (9) Forestry and nursery uses.

- (10) Outdoor recreational uses, including fishing, boating, play areas, etc.
- (11) Conservation of water, plants, wildlife.
- (12) Wildlife management areas, foot, bicycle, and/or horse paths.
- (13) Temporary non-residential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.
- (14) Buildings lawfully existing prior to the adoption of these provisions.

E. DEFINITIONS

AREA OF SPECIAL FLOOD HAZARD is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as Zone A, AO, AH, A1-30, AE, A99, V1-30, VE, or V.

BASE FLOOD means the flood having a one percent chance of being equaled or exceeded in any given year.

COASTAL HIGH HAZARD AREA means an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. The area is designated on a FIRM as Zone V, V1-30, VE.

DEVELOPMENT means any manmade change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

DISTRICT means floodplain district.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) administers the National Flood Insurance Program. FEMA provides a nationwide flood hazard area mapping study program for communities as well as regulatory standards for development in the flood hazard areas.

FLOOD BOUNDARY AND FLOODWAY MAP means an official map of a community issued by FEMA that depicts, based on detailed analyses, the boundaries of the 100-year and 500 year floods and the 100-year floodway. (For maps done in 1987 and later, the floodway designation is included on the FIRM.)

FLOOD HAZARD BOUNDARY MAP (FHBM) means an official map of a community issued by FEMA where the boundaries of the flood and related erosion areas having special hazards have been designated as Zone A or E.

FLOOD INSURANCE RATE MAP (FIRM) means an official map of a community on which FEMA has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.

FLOOD INSURANCE STUDY means an examination, evaluation, and determination of flood hazards, and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of flood-related erosion hazards.

FLOODWAY means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation.

LOWEST FLOOR means the lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor, PROVIDED that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of NFIP Regulations 60.3.

MANUFACTURED HOME means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

MANUFACTURED HOME PARK OR SUBDIVISION means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

NEW CONSTRUCTION means, for floodplain management purposes, structures for which the "start of construction" commenced on or after the effective date of a floodplain management regulation adopted by a community. For the purpose of determining insurance rates, NEW CONSTRUCTION means structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later.

ONE-HUNDRED-YEAR FLOOD - see BASE FLOOD.

REGULATORY FLOODWAY - see FLOODWAY

SPECIAL FLOOD HAZARD AREA means an area having special flood and/or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99, AH, V, V1-30, VE.

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. STRUCTURE, for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on foundation. For the latter purpose, the term includes a building while in the course of construction, alteration, or repair, but does not include building materials or supplies intended for use in such construction, alteration, or repair, unless such materials or supplies are within an enclosed building on the premises.

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either (a) before the improvement or repair is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

ZONE A means the 100-year floodplain area where the base flood elevation (BFE) has not been determined. To determine the BFE, use the best available federal, state, local, or other data.

ZONE A1-30 and **ZONE AE** (for new and revised maps) means the 100-year floodplain where the base flood elevation has been determined.

ZONE AH and **ZONE AO** means the 100-year floodplain with flood depths of 1 to 3 feet, where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

ZONE A99 means areas to be protected from the 100-year flood by federal flood protection system under construction. Base flood elevations have not been determined.

ZONES B, C, AND X are areas identified in the community Flood Insurance Study as areas of moderate or minimal flood hazard. Zone X replaces Zones B and C on new and revised maps.

ZONE V means a special flood hazard area along a coast subject to inundation by the 100-year flood with the additional hazards associated with storm waves. Base flood elevations have not been determined.

ZONE V1-30 and **ZONE VE** (for new and revised maps) means a special flood hazard area along a coast subject to inundation by the 100-year flood with additional hazards due to velocity (wave action). Base flood elevations have been determined.

Approved by the Attorney General on May 31, 2011.

ARTICLE 43: REVOLVING FUNDS

To see if the Town will vote to

- 1) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Council On Aging with the revenue or expenditures of this account not to exceed \$35,000 in Fiscal Year 2012, and

2) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Fourth of July Committee with the revenue or expenditures of this account not to exceed \$25,000 in Fiscal Year 2012, and

3) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Harvard Ambulance Service with the revenue or expenditures of this account not to exceed \$100,000 in Fiscal Year 2012, and

4) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the costs associated with the reutilization of the old Library with the revenue or expenditures of this account not to exceed \$20,000 in Fiscal Year 2012,

or pass any vote or votes in relation thereto.

The following motion was made by Marie Sobalvarro, 1 St. John Lane, Board of Selectmen, and seconded,

I move this article as printed on page 56 [of the warrant].

Voted unanimously yes that the Town continue 1) the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Council On Aging with the revenue or expenditures of this account not to exceed \$35,000 in Fiscal Year 2012; 2) the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the activities of the Fourth of July Committee with the revenue or expenditures of this account not to exceed \$25,000 in Fiscal Year 2012, 3) the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Harvard Ambulance Service with the revenue or expenditures of this account not to exceed \$100,000 in Fiscal Year 2012; and 4) the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund the costs associated with the reutilization of the old Library with the revenue or expenditures of this account not to exceed \$20,000 in Fiscal Year 2012.

ARTICLE 44: ACCEPTANCE OF GIFTS OF PROPERTY – CONSERVATION LAND

To see if the Town will vote to accept the gifts of land or interests in land for conservation or other land preservation related purposes, previously accepted by the Conservation Commission and approved by the Board of Selectmen, or pass any vote or votes in relation thereto.

On a motion by William Johnson, 72 Warren Avenue, Board of Selectmen, and seconded,

Voted unanimously yes that the Town a.) accept, as a gift, the parcel of vacant land located off Brown Road in Harvard, Massachusetts, shown on Assessors Map 35 as Lot 16, being a part of the land described in a deed dated July 28, 1926 and recorded with the Worcester County Registry of Deeds in Book 2417, Page 520, for municipal purposes, including, but not limited to

conservation and other land preservation relates purposes, and b.) express its appreciation to the Costa family for its generosity in donating this land to the Town.

ARTICLE 45: ACCEPTANCE OF HIGHWAY FUNDS

To see if the Town will vote to accept State funds to be used for reconstruction and improvements of public ways, or pass any vote or votes in relation thereto.

On a motion by William Johnson, 72 Warren Avenue, Board of Selectmen, and seconded,

Voted unanimously yes that the Town accept State funds to be used for reconstruction and improvements of public ways.

The meeting was dissolved at 2:41 P.M.

The Citizens of Note for 2010 were Christopher Ashley, and the members of Harvard Energy Advisory Committee: Brian Smith, Bill Blackwell, Eric Broadbent, David Fay, Forrest Hodgkins, and Rene Roy.

Checkers for the meeting were Anthony Fiore, Paul Green, Sandra Lefkovits, Ruth Miller, Marylin Morgan, and Jane Venditti. They checked in 363 voters out of a total of 4003 registered voters (3775 active voters).

Tellers for the meeting were Donald Boyce, Piali De, Hal Korstvedt, Pat Jennings, Maggie Green, and Nick Browse.

Respectively submitted,

Janet A. Vellante
Town Clerk

TOWN ELECTION

April 5, 2011

The Annual Town Election was held on April 5, 2011, in the Bromfield School Cafeteria. The polls were opened at 7:00 a.m. by Warden Janet Wilhelm. There were 4004 registered voters (3776 active voters) and a total of 1274 persons cast their votes with the following results:

MODERATOR

for one year		Vote for ONE
Robert E. Eubank	1023	
Scatterings	3	
Blanks	248	

SELECTMAN

for three years	
Ronald V. Ricci	659
Marie Crowley Sobalvarro	910
Stuart Sklar	595
Scatterings	2
Blanks	382

Vote for not more than TWO

CEMETERY COMMISSIONER

for three years	
John J. Spero	972
Scatterings	1
Blanks	301

Vote for ONE

COMMUNITY PRESERVATION COMMITTEE

for three years	
Donald K. Boyce	864
Deborah B. Ricci	850
Scatterings	3
Blanks	831

Vote for not more than TWO

CONSTABLE

for one year	
Kerry L. Curley	854
Scatterings	4
Blanks	416

Vote ONE

HARVARD BOARD OF HEALTH

for three years	
Thomas C. Philippou	845
Scatterings	3
Blanks	426

Vote for ONE

HOUSING AUTHORITY

for five years	
Scatterings	13
Blanks	1261

Vote for ONE

LIBRARY TRUSTEE

for three years	
Mary Abigail Coolidge	860
Charles F. Redinger	857
Scatterings	1
Blanks	830

Vote for not more than TWO

PARK AND RECREATION COMMISSIONER

for three years

Vote for not more than TWO

Anne W. McWaters 866

BJ Pessia (write-in) 16

Scatterings 18

Blanks 1648

PLANNING BOARD

for three years

Vote for not more than TWO

Peter S. Brooks 830

Michelle D. Catalina 847

Scatterings 0

Blanks 871

PLANNING BOARD

for two years

Vote for ONE

Craig A. Bardenheuer 877

Scatterings 0

Blanks 397

SCHOOL COMMITTEE MEMBER

for three years

Vote for not more than TWO

Keith S. Cheveralls 814

SusanMary Redinger 849

Scatterings 2

Blanks 883

TREE WARDEN

for one year

Vote for ONE

Christian A. Bilodeau 986

Scatterings 0

Blanks 288

WARNER FREE LECTURE SOCIETY TRUSTEE

for three years

Vote for not more than TWO

Mary F. Maxwell 909

Jane Andrew (write-in) 3

Scatterings 1

Blanks 1635

WATER COMMISSIONER

for three years

Vote for ONE

Ronald Ricci (write-in) 3

Scatterings 13

Blanks 1258

WATER COMMISSIONER

for two years

Vote for ONE

Jonathan Panek (write-in)

2

Scatterings

6

Blanks

1266

QUESTION #1 – Proposition 2 ½ Debt Exclusion

Shall the Town of Harvard be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to fund the development of schematic design plans for the construction, reconstruction, renovation and expansion of town-owned buildings?

Yes

820

No

381

Blanks

73

The polls were closed at 8:00 p.m. by Warden Janet Wilhelm and the results were announced at 9:44 p.m.

Forty-eight (48) absentee ballots were cast.

Respectfully submitted,

Janet A. Vellante

Town Clerk

SPECIAL TOWN MEETING**August 18, 2011**

The meeting was called to order in the Bromfield Cronin Auditorium at 7:02 p.m. by Moderator Robert Eubank. The call of the meeting and the return of service were found to be in order by Town Clerk Janet A. Vellante.

Moderator Robert Eubank requested that the town allow the following non-voters to speak to the meeting if necessary:

Timothy Bragan

Town Administrator

Mark Lanza

Town Counsel

Lorraine Leonard

Finance Director

ARTICLE 1: TOWN CENTER SEWER DESIGN AND CONSTRUCTION SUPPLEMENTAL FUNDING

To see if the Town will vote to appropriate, and authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow pursuant to Chapter 44, Sections 7 and 8 of the Massachusetts General Laws, or any other enabling authority, a sum not to exceed \$540,385.00 in order to design and construct a sewer system to serve the “Harvard Wastewater Management Service Area” as defined in Chapter 37 of the Acts of 2010 or pass any vote or votes in relation thereto.

(2/3 vote required)

On a motion by Timothy Clark, 114 Bolton Road, Board of Selectmen, and seconded by Ronald Ricci,

Voted unanimously yes that that the Town appropriate \$540,385. for the purpose of financing the planning and construction of a sewer system to serve the “Harvard Wastewater Management Service Area” as defined in Chapter 37 of the Acts of 2010 including, without limitation, all costs thereof as defined in Section 1 of Chapter 29C of the Massachusetts General Laws, as most recently amended by Chapter 78 of the Acts of 1998; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen is authorized to borrow \$540,385. and issue bonds or notes therefore under Sections 7 and 8 of Chapter 44 of the Massachusetts General Laws or any other enabling authority and/or Chapter 29C of the Massachusetts General Laws, as most recently amended by Chapter 78 of the Acts of 1998; that such bonds or notes shall be general obligations of the Town, unless the Treasurer, with the approval of the Selectmen determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of said Chapter 29C, as most recently amended by Chapter 78 of the Acts of 1998; that the Treasurer, with the approval of the Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust Fund established pursuant to said Chapter 29C, as most recently amended by Chapter 78 of the Acts of 1998; and in connection therewith to enter into a loan agreement and/or security agreement with said Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Selectmen and/or the Harvard Wastewater Management District Commission is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for said project and to take any other action necessary to carry out said project.

The meeting was dissolved at 7:44 p.m.

Checkers for the meeting were Patti Anklam, Gail Conlin, Paul Green, and Fran Maiore. They checked in 178 voters out of a total of 4035 registered voters (3821 active voters).

Respectively submitted,
Janet A. Vellante, Town Clerk



OFFICE OF THE TOWN CLERK

The Annual Town Election was the only election this year. In addition to the Annual Town Meeting, there was one Special Town Meeting.

The Town Clerk's Office continued to serve as a licensing agent for the Division of Fisheries & Wildlife during 2011, issuing 17 fishing and 15 hunting licenses, and 13 archery, and primitive firearm stamps. Starting January 1, 2012, Massachusetts Fish & Wildlife will no longer print paper licenses. Licenses must be accessed online, and printed out. Due to this change, the Town Clerk's office will no longer be offering this service.

In February, the Registry of Vital Records & Statistics started the roll-out of their new birth registration program. New births are received electronically and certified copies are printed on security paper, resulting in a more standardized format. The RVRS hopes to eventually add in births prior to February 1, 2011.

The Town Clerk would like to thank the Community Preservation Commission, the Historical Commission, and the town's voters who have continued to support the on-going preservation of the old town records dating back to incorporation in 1732.

The Town Clerk has continued her education by attending classes offered through the Massachusetts Town Clerks' Association, and the City and Town Clerks' Association of Worcester County. She is currently serving a three year term on the Executive Board of the Massachusetts Town Clerks' Association.

BOARD OF REGISTRARS

The current members of the Board of Registrars are Marylin Morgan, Ruth Miller, Nancy Reifenstein, and Janet Vellante.

One-hundred eighty-eight new voter registrations were processed during this year.

There are currently 254 inactive voters (those who have not responded to the annual street listing) on the voters' list. The total number of active voters in Harvard at the end of 2011 was as follows:

Democrat	918
Republican	551
Green Rainbow	4
Political Designations	10
<u>Unenrolled</u>	<u>2316</u>
TOTAL active registered voters	3799

CENSUS

The official population based on the street listing of January 1, 2011 was 5689. This number includes 197 Devens residents, but not the Federal Medical Center.

VITAL RECORDS

Births: There have been twenty-nine (29) births recorded for 2011 to date.

Marriages: Fifteen (15) marriages were duly recorded in the town register.

Deaths: Thirty-four (34) deaths were recorded for 2011, 14 of which were Harvard residents.

DOG LICENSES

This office issued 993 dog licenses for the period of April 1, 2011 to March 31, 2012.

REPORT OF REVENUES FOR 2011

The following is a list of monies received by the Town Clerk for certain licenses and fees and the sale of copies of public documents during 2011:

Birth, marriage and death certificates	\$2,225.00
Marriage licenses	375.00
Business (d/b/a) certificates	1,520.00
Zoning Bylaws	114.00
Street Lists	371.00
Dog licenses	18,133.50
Raffle Permits	90.00
Fish & Game licenses	572.85
Notary fees	171.00
Postage	6.90
Marijuana violations	300.00
Sub-division Rules & Regulations	10.00
Pole petitions	40.00
Miscellaneous	113.00
TOTAL COLLECTED	\$24,042.25

Respectfully submitted,

Janet A. Vellante, MMC, CMMC
Town Clerk



INSPECTIONAL SERVICES

BUILDING PERMITS

2011 was a busy year with a total of 301 building permits issued. This was the highest number of permits ever issued by the department. The surge in permits can be attributed to owners taking advantage of subsidized energy programs of solar PV systems, and upgrading windows and insulation on their homes.

This year there were 6 permits issued for single family homes and one permit issued for a 42 unit apartment building.

Other major permitting categories broke down as follows:

Renovations/Additions	89	Residential Garages	3
Cell Tower Modifications	5	Commercial projects	4
Barns	2	Demolitions	10
Sheetmetal	8	Woodstoves	39
Swimming Pools	1	Reroofing	43
Insulation	5	Party Tents	8
Window Replacements	23	Misc. permits	4
Solar PV systems	50		

During the year there were approximately 220 zoning rulings made. Zoning violations were minimal and handled as needed.

Respectfully submitted, Gabriel Vellante, Jr.
Inspector of Buildings/Zoning Enforcement Officer

PLUMBING AND GAS INSPECTIONS

Gas: 81 in 2011, from 68 in 2010

Plumbing: 85 in 2011, from 82 in 2010

Respectfully submitted, James Bakun
Gas/Plumbing Inspector

INSPECTOR OF WIRES

New houses/townhouses	6	Security System	7
Addition/Remodel	53	Temporary Service	4
Pools	0	Commercial	9
Service	21	Garage/Barn	0
Solar	44	Miscellaneous	76
Total Electrical Permits for 2011:			220

Respectfully submitted, David Woodsum,
Wiring Inspector

DEPARTMENT OF FINANCE

Accounting, Assessing, Collections, Treasury

The following documents comprise the 2011 report of the Finance Department to the Town of Harvard. The Finance Department would like to highlight achievements, changes and ongoing efforts of the past year:

- The Town's bond rating has remained at a very strong AA+. This is due to the strength of the Town's financial team which includes this Department, the Finance Committee, the Capital Planning Committee and the Town Administrator. With this strong rating, the town is able to get more favorable rates on new bonds when needed.
- The restructure of the Assessing Department continues to work well. We have a contract with Regional Resources Group, Inc. for our primary assessing function, while the new Assistant Assessor, Sue Fitterman, is here daily to assist residents with questions or issues regarding the assessing process. We welcome Sue to our finance team. Our former Assistant Assessor, Celia Jornet, left for an assessing position in a neighboring town in the spring, we wish her well with her new position.
- The Finance Department had another personnel change this past year. In June our Treasurer, Vicki Smith, left to be Treasurer of another nearby town. As we wish Vicki well with her new position, we welcomed Debbie Nutter as our new Treasurer/Collector this past summer. Debbie brings valuable Tax Collecting experience to Harvard. We feel that we currently have a very strong, experienced finance team to provide the Town with excellent service to the Town.
- Public electronic access to the finance department continues. Real estate, motor vehicle tax bills, and transfer station stickers can be paid/purchased online. Property valuation data files can be reviewed via computer.
- New features for 2012 will be, billings sent twice annually for the quarterly tax billing. Two bills are sent together for the August and November billings, and now we will send both the February and May bills together. We are implementing a new water billing system that will also accommodate the future sewer billings. We will also be upgrading our financial software by providing redundant disaster recovery services without adding additional hardware.

The following pages contain financial highlights of fiscal 2011. If you would like additional information, please contact us at Town Hall. We can be reached by telephone (978-456-4100) or by e-mail through the town's website. Additional reports such as the balance sheet, annual audit, Schedule A financial summary provided to the Department of Revenue, and the school's End of Year Report provided to the Department of Education are also available.

I would like to thank the employees of the Finance Department at the Town Hall and the School Administration for their diligence in helping Harvard maintain its strong financial condition and accurate financial reporting and processing. The employees and various committees of the town all contribute to Harvard's commitment to its sound financial position and foresight.

Respectfully submitted,
Lorraine Leonard, Finance Director

GENERAL FUND REVENUE

Fiscal Year 2011

PROPERTY TAXES AND STATE AID		
PERSONAL PROPERTY TAX		257,408
REAL ESTATE TAX		16,413,022
SUPPLEMENTAL TAX		17,515
STATE AID		
Abatements - Vet. Surviving Spouse	15,163	
Abatements - Elderly	0	
Police Career Incentive	4,374	
Chapter 70	1,709,449	
Charter School Reimb.	50,710	
Lottery	1,252,599	
Additional Assistance	0	
Veterans Benefits	0	
State Owned Land	6,650	
	Total	3,038,945
GRAND TOTAL		19,726,889

LOCAL RECEIPTS		
MOTOR VEHICLE EXCISE		729,804
PENALTIES AND INTEREST		
Withdrawal Rollback	0	
Penalties/Interest on Taxes	67,156	
	Total	67,156
TAX TITLE (LIENS)		15,001
PAYMENTS IN LIEU OF TAXES		-
WATER DEPARTMENT		40,421
TRASH DISPOSAL		
Transfer Station Stickers	208,228	
Recycling/Disposal - Residents	16,745	
Recycling - Vendors	12,887	
	Total	237,860
CEMETERY INTERMENT/DEEDS		10,535
LAND RENTAL		1,475
LIBRARY FINES		9,621

GENERAL FUND REVENUE

Fiscal Year 2011

LOCAL RECEIPTS (continued)		
OTHER DEPT. REVENUE		
Insurance Requests	341	
Tax Collector (Fees/Demands/NSF)	8,596	
Town Clerk (DBAs)	2,919	
Marijuana Fine	300	
Bylaws	0	
Zoning Board Hearings	4,050	
Planning Board Hearings	2,630	
MART Reimbursement	20,985	
MART Van Fees	1,849	
Copy Machine	1,002	
Notary Fee	77	
Liquor Fee	7,600	
Police Outside Details - Admin	9,553	
Planning Board Subdivision Plans	-	
Registry Clear Fees	1,220	
Miscellaneous	31,094	
	Total	92,215
LICENSES AND PERMITS		
Dumpster Permit	200	
Blasting Permit	-	
Fire Department	280	
Smoke Detector	1,525	
LP Gas Tank Storage	950	
TC, Dog Licenses, Birth, Death, Marriage Cert.	21,831	
Bowling/Pinball	25	
Victuallers	550	
Board of Health	1,445	
Pistol	1,938	
Driveway Inspections	1,750	
Building	168,858	
Plumbing	10,863	
Wiring	13,363	
Gas	3,796	
Fire Alarm	125	
Gas and Fuel Storage	815	
Cable TV	735	
	Total	229,047
COURT & MOTOR VEHICLE FINES		75,991
INVESTMENT INCOME		15,762
GRAND TOTAL		1,524,888

GENERAL FUND EXPENSES

Fiscal Year 2011

Department	Description	Spent
Town Audit		12,000
Selectmen	Personnel	147,154
	Expense	132,877
	Art. 16, FY10, Emerg. Communications	5,450
	FY11, Wastewater Engineering	109,815
	Art. 23, FY11, Municipal Buildings	56,851
	Art. 28, FY11, Town Bldg Lighting	5,892
	Art. 42, FY11, Reg. Hazardous Waste	4,271
		182,279
Finance Committee	Expenses	173
Finance Department	Personnel	285,558
	Expense	109,596
		395,154
Law Department	Town Counsel Legal Services	14,202
	Other Legal Services	13,890
		28,092
Personnel	Expenses	0
Town Clerk	Personnel	65,164
	Expense	6,525
		71,689
Elections and Registrars	Personnel	500
	Expense	6,929
		7,429
Land Use Boards	Personnel	45,050
	Expense	3,168
		48,218
Public Buildings	Personnel	23,236
	Expense	218,569
		241,804
Building/Liability Insurance	Expenses	134,920
Town Reports	Expenses	3,858
Communications	Personnel	184,971
	Expense	18,700
		203,671

GENERAL FUND EXPENSES

Fiscal Year 2011

Department	Description	Spent
Police	Personnel	762,975
	Expense	79,237
		<u>842,213</u>
Fire	Personnel	215,970
	Expense	35,448
	Art. 20, FY11, Fire Breathing Equip.	28,335
	Art. 21, FY11, Refurb. Engine 2	12,500
		<u>292,252</u>
Ambulance	Expenses	0
Building Inspection	Personnel/Expenses	90,177
Gas Inspection	Personnel/Expenses	2,565
Plumbing Inspection	Personnel/Expenses	7,163
Wire Inspection	Personnel/Expenses	12,950
Animal Control	Personnel/Expense	15,125
Tree Warden	Expenses	13,783
Montachusett Tech	Expenses	87,382
Highway Administration	Personnel	598,690
Highway Constr. And Maint.	Expense	300,134
Snow and Ice	Expense	117,865
Street Lighting	Expenses	5,425
Waste Collection/Disposal	Expense	154,890
Water Distribution	Expenses	16,951
	Art. 18, FY11, Water System Upgrade	0
	Art. 19, FY11, Water System Upgrade	26,175
		<u>43,126</u>
Pond Committee	Expenses	33,500
	Art. 28, FY10, Pond Pullution Control	57,656
	Art. 17, FY11, Pond Dam Repairs	24,321
		<u>115,477</u>
Cemetery	Expense	2,874

GENERAL FUND EXPENSES

Fiscal Year 2011

Department	Description	Spent
Board of Health	Personnel/Expense	25,459
Council on Aging	Personnel/Expenses	70,452
MART Van Services	Personnel/Expense	21,522
Veterans' Services	Veterans' Benefits/Expenses	8,708
Library	Personnel	355,815
	Expenses	140,977
		<u>496,792</u>
Recreation	Personnel/Expenses	13,964
Parks	Personnel/Expense	45,656
Historical Commission	Expenses	0
Recurring Capital	Public Works Equipment	65,701
	Technology	14,990
	Police Cruiser	27,000
		<u>107,691</u>
Retirement of Debt	Expenses	780,000
Interest - Debt, Costs	Expenses	353,621
State Assessments	Expenses	633,269
Insurance - Town Share	Expenses	2,142,476
Benefits Administration	Expenses	998
Retirement/Pensions	Expenses	533,494
Workers Compensation	Expenses	72,158
Unemployment	Expenses	64,821
Deferred Compensation	Expenses	10,309
Grand Total		9,692,798

HARVARD PUBLIC SCHOOLS

Omnibus Budget and Articles Approved by Town Meeting

Department	Expend. FY11	Subtotal	Grand Total
Superintendent			
Salaries/Benefits	\$ 376,922		
Transportation	188,977		
Other Expenses	116,097		
		<u>\$ 681,996</u>	
Maintenance			
Salaries	\$ 439,737		
Utilities	375,087		
Services	374,497		
		<u>\$ 1,189,321</u>	
Harvard Elementary			
Salaries	\$ 2,160,384		
Expenses	67,315		
		<u>\$ 2,227,699</u>	
Bromfield School			
Salaries	\$ 3,394,967		
Expenses	111,203		
		<u>\$ 3,506,170</u>	
Special Education Services			
Salaries	\$ 1,728,525		
Other Expenses	39,797		
Collaborative Services	380,516		
Transportation	322,398		
Tuition	821,336		
PreSchool	105,628		
		<u>\$ 3,398,200</u>	
Technology			
Salaries	\$ 112,687		
Expenses	76,553		
		<u>\$ 189,240</u>	
Total Omnibus			<u>\$ 11,192,626</u>
Articles			
FY11 (Art. 912) Pickup Truck	38,895		
FY11 (Art. 13) Mechanical Upgrades	95,960		
FY11 (Art. 14) HES Retaining Wall	17,500		
		<u>\$ 152,355</u>	

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2011

	End. Balance 06/30/10	Revenue	Expend.	End. Balance 06/30/11
SCHOOL REVOLVING				
Community Education	4,141	290,354	286,602	7,893
Devens	149,162	928,259	831,434	245,987
School Lunch	18,363	558,236	557,882	18,718
School Athletics	13,190	260,646	227,276	46,560
School Rental	4,599	13,120	13,739	3,980
Kindergarten Tuition	4,299	127,083	129,027	2,355
Preschool Revolving	24,630	54,669	75,000	4,299
School Bus Revolving	17,928	62,877	75,130	5,675
Restitution, Lost Books	2,206	704	-	2,910
Bromfield Student Activity	43,014	-	-	43,014
HES Student Activity	6,032	-	-	6,032
SCHOOL GIFTS				
Waters Foundation	1,892	0	1,500	392
HES Gift	5,591	3,002	6,651	1,943
Bromfield Gift	14,408	12,110	13,975	12,543
Shaw Trust	233,491	38,408	-	271,899
SCHOOL GRANTS				
Early Childhood	(570)	4,654	4,695	(611)
Special Education	20,280	213,423	256,944	(23,241)
Ed Jobs Grant		125,810	125,810	0
Educator Quality	1,251	19,588	15,289	5,550
Enhanced Ed Technology	0	0	592	(592)
Emergency Recovery Project/330	0	42,208	42,208	0
School Age IDEA	(29,845)	197,607	180,598	(12,836)
PreSchool IDEA	(2,519)	6,069	9,187	(5,637)
Emergency Recovery Project/127		9,177	9,177	0
Kindergarten Enhancement	(2,686)	27,266	27,995	(3,415)
School Choice (Special Revenue)	3,354	354,090	354,090	3,354
Circuit Breaker (Special Revenue)	24,455	284,135	290,135	18,455
RESERVED FOR APPROPRIATION				
Sale of Cemetery Lots	130,615	5,843	0	136,457
Ambulance	51,942	5,685	0	57,628

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2011

	End. Balance 06/30/10	Revenue	Expend.	End. Balance 06/30/11
MUNICIPAL GIFT				
DARE	2,822	0	0	2,822
Harvard Village Fund	153	0	0	153
Bare Hill Pond	239	0	0	239
John Gray Transfer Station	1,105	0	0	1,105
Police	1,237	100	739	599
Library	2,616	624	0	3,240
Library - Sun Hill	2,026	10,000	5,990	6,036
Council on Aging	7,746	1,425	101	9,070
Skateboard Park	1,500	0	0	1,500
Ambulance	1,383	2,275	300	3,358
Highway Athletic Fields	124	0	0	124
Care of Park/Common	1,540	0	0	1,540
Cable PEG Access Gift	86,118	23,881	32,628	77,372
Historical Commission Gift	1,011	0	0	1,011
Fire Department Gift	986	0	99	887
Collin Fay Gift		1,000		1,000
MUNICIPAL REVOLVING				
Wetlands Fees	10,334	3,708	11,071	2,971
Council on Aging	7,927	22,785	18,417	12,296
Law Enforcement Trust	1,445	0	0	1,445
Park and Recreation	6,266	99,352	70,634	34,985
Insurance Recovery	5,372	39,608	44,979	0
4th of July	2,299	18,326	24,871	(4,246)
Ambulance	17,360	99,470	99,050	17,780
Municipal Building Pilot Program		8,402	1,503	6,899
MUNICIPAL GRANTS				
Extra Poll Hours	0	314	172	142
Community Policing	2,128	0	2,128	0
Library - State Aid	29,229	6,449	4,324	31,354
Cultural Council	3,707	3,886	4,269	3,324
Historical Commission	5,000	0	0	5,000
Council on Aging	0	4,963	5,322	(359)
Fire SAFE	4,100	1,840	5,940	0
Curbside Recycling	11,065	747	0	11,813
Bullet Proof Vests	828	0	0	828
Fire Safety Equipment	2,812	0	0	2,812
Law Enforcement Equipment	7,027	0	0	7,027
Park & Rec Trail Grant	(29,603)	29,603	1,413	(1,413)
Barehill Pond Project	85,109	225,684	271,574	39,219
Pedestrian Bike Path	3,514	0	0	3,514
Emergency Preparedness	8,446	0	0	8,446
State 911 Grant		16,196	16,196	0
FEMA Radio Equipment	1,689	0	1,689	0
Rural Fire Assistance	37	0	0	37
Solar Grant	35,657	0	23,275	12,382

ALL OTHER FUNDS

Revenue and Expenditures

Fiscal Year 2011

	End. Balance 06/30/10	Revenue	Expend.	End. Balance 06/30/11
OTHER				
Community Preservation Fund	144,944	229,586	290,709	83,821
Recreation Land	12,365	0	0	12,365
Elementary School Lighting	9,179	0	0	9,179
Highway Fund	7,097	450	167,906	(160,359)
Equitable Sharing	(370)	1,000	0	630
Police Details	(16,527)	101,079	115,998	(31,446)
Stabilization Fund	2,001,091	48,274	794,250	1,255,115
Capital Stabilization Fund		1,115,229	0	1,115,229
Conservation Funds	177,829	3,502	265	181,066
Conservation Funds-CPA	682,382	89,304	0	771,686
<i>Note: Trust Fund Activity is summarized in the report of the Town Treasurer</i>				

Other Financial Information:

Long-Term Debt

Project	06/30/10	Retired FY11	06/30/11	Final Payment
Public Safety Building Construction	\$ 1,485,000	\$ 135,000	\$ 1,350,000	2021
Public Safety Building Land	\$ 40,000	\$ 40,000	\$ -	2011
Public Safety Building Architect	\$ 10,000	\$ 10,000	\$ -	2011
Vasenska Land	\$ 20,000	\$ 20,000	\$ -	2011
Bromfield School	\$ 4,725,000	\$ 315,000	\$ 4,410,000	2025
Bromfield School Roof	\$ 875,000	\$ 125,000	\$ 750,000	2017
Old Bromfield/Library	\$ 1,975,000	\$ 135,000	\$ 1,840,000	2025
Total	\$ 9,130,000	\$ 780,000	\$ 8,350,000	

TOWN OF HARVARD TRUST FUNDS
DECEMBER 31, 2011 BALANCES

FUND NAME	BEGIN BAL PRINCIPAL	NET CHANGE	ENDING CASH VALUE
CEMETERY FUNDS			
Cemetery Perpetual Care	\$224,041.04	\$5,062.40	\$229,103.44
Charles Whitney	\$16,444.05	\$262.15	\$16,706.20
John Maynard	\$36,570.36	\$582.96	\$37,153.32
Emily Sibley	\$21,068.41	\$335.86	\$21,404.27
Bellevue Cemetery	\$35,300.40	\$562.73	\$35,863.13
Shaker & Sears	\$4,950.66	\$78.93	\$5,029.59
LIBRARY FUNDS			
Ring Book Fund	\$5,740.98	\$91.52	\$5,832.50
George Clarke	\$1,104.17	\$17.60	\$1,121.77
Walter Whitney	\$20,852.90	\$332.43	\$21,185.33
Hap good	\$47,734.58	\$760.92	\$48,495.50
Lawrence	\$12,609.10	\$201.00	\$12,810.10
Mary E Blood	\$6,490.74	\$103.48	\$6,594.22
Andrew Fairbanks	\$3,188.51	\$50.80	\$3,239.31
Miscellaneous Funds			
Ginny Thurston Civic Scholarship	\$17,350.66	\$276.62	\$17,627.28
Harvard 300th Anniv	\$13,794.66	\$219.91	\$14,014.57
Warner Lecture	\$30,896.28	(\$85.99)	\$30,810.29
Maynard Clock	\$1,162.15	\$18.52	\$1,180.67
Georgia Whitney Poor	\$22,774.85	(\$595.00)	\$22,179.85
Warren Harrod-4th of July	\$2,322.56	\$37.03	\$2,359.59
Harvard Salvage-4th of July	\$2,183.80	\$34.82	\$2,218.62
Stanley Hildreth Clock	\$983.74	\$15.70	\$999.44
Stanley Hildreth Common	\$5,678.44	\$108.51	\$5,786.95
Tuttle Memorial	\$12,937.08	(\$348.42)	\$12,588.66
Will Post Memorial	\$8,858.36	(\$161.33)	\$8,697.03
Entrepreneur's Scholarship	\$1,008.55	\$16.09	\$1,024.64
Ambulance Scharship	\$31,014.78	(\$1,119.12)	\$29,895.66
Thomas Ford Nursing Fund	\$33,391.01	\$220.32	\$33,611.33
Rantoul Trust-Elderly	\$32,746.05	\$521.99	\$33,268.04
Rantoul Trust-General	\$217,282.58	\$2,399.15	\$219,681.73
Affordable Housing	\$517,004.99	(\$64,539.54)	\$452,465.45
TOTAL OF TRUST FUNDS	\$1,387,486.44	(\$54,537.96)	\$1,332,948.48

Employee**Base Pay****Overtime****Other****Annuity****Gross****Board of Health**

CANTILLON	LINDA	\$4,828.26				\$4,828.26
Total Board of Health						\$4,828.26

Cable

FERGUSON	J BRINTON	\$1,616.25				\$1,616.25
FERNANDEZ	ROBERT	\$16,300.00		\$1,670.00		\$17,970.00
HAYES	ARPITHA	\$440.00				\$440.00
PERO	LEO	\$130.00				\$130.00
Total Cable						\$20,156.25

Council on Aging

DUMONT	WILFRED	\$3,029.93				\$3,029.93
HERBERT	WILLIAM	\$9,201.70				\$9,201.70
HOLLAND	MARIA	\$19,856.88				\$19,856.88
NICKERSON	BRUCE	\$867.54				\$867.54
QUARLES	VIRGINIA	\$25,774.08				\$25,774.08
TENNESON	PETER	\$4,151.97				\$4,151.97
THOMPSON	DEBORAH	\$19,311.60				\$19,311.60
VALLADARES	JULIO	\$290.95				\$290.95
WARREN	PETER	\$517.42				\$517.42
Total Council on Aging						\$83,002.07

Sr. Workoff

DIENST	MARLENE	\$500.00				\$500.00
DOBBIE	SUSAN	\$200.00				\$200.00
FAY	DAVID	\$172.00				\$172.00
MARA	LINDA	\$442.00				\$442.00
MOFFA	NANETTE	\$404.00				\$404.00
READY	CAROLINE	\$2,022.96				\$2,022.96
SHAW	PATRICIA	\$672.00				\$672.00
THOMSEN	JANE	\$680.00				\$680.00
VYSTYD	OLGA	\$652.00				\$652.00
Total Sr. Workoff						\$5,744.96

Dispatchers

DOOCEY	SEAN	\$5,294.04				\$5,294.04
FLANDERS	JAMES	\$18,097.93	\$1,678.52	\$2,422.97		\$22,199.42
LUCIER	STEPHEN	\$8,729.70				\$8,729.70
NATOLI	PATRICIA	\$41,384.54	\$3,838.96	\$7,625.48		\$52,848.98
PERRY	ANDREW	\$40,202.08	\$3,599.92	\$3,893.24		\$47,695.24
PERRY	NELSON	\$685.44		\$1,968.12		\$2,653.56
PODZYCKI	SUSAN	\$1,005.20		\$12,031.47		\$13,036.67
ROUVEL	PATRICIA	\$40,042.22	\$2,237.45	\$4,331.38		\$46,611.05
Total Dispatchers						\$199,068.66

Dog Officer

BAMFORD	ANN	\$3,999.96				\$3,999.96
WILLARD	PAUL	\$12,500.04				\$12,500.04
Total Dog Officer						\$16,500.00

Finance

APONTE	ALFREDO	\$48,163.86				\$48,163.86
FITTERMAN	SUZANNE	\$26,178.25				\$26,178.25
JORNET	CELIA	\$21,100.31				\$21,100.31

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
LEONARD	LORRAINE	\$104,179.60			\$5,266.91	\$109,446.51
NUTTER	DEBBIE	\$19,438.65				\$19,438.65
PARKER	LISA	\$36,441.20				\$36,441.20
SHEPARD	ERICA	\$1,603.20				\$1,603.20
SMITH	VICTORIA	\$41,412.98		\$519.21	\$250.00	\$42,182.19
VELLANTE	JANET	\$64,418.48		\$999.96	\$1,300.00	\$66,718.44
Total Finance						\$371,272.61

Fire

ALDRICH	OONA	\$4,890.17				\$4,890.17
BARBER	DUANE	\$4,247.00				\$4,247.00
BARTON	WILLIAM	\$6,854.00				\$6,854.00
BERTHOUD	WILLIAM	\$1,964.00				\$1,964.00
DEBETTENCOURT	FRANK	\$4,433.00				\$4,433.00
HARROD	EDGAR	\$4,355.00				\$4,355.00
HARROD	GREGORY	\$7,738.00				\$7,738.00
HAZEL	DAVID	\$5,345.00				\$5,345.00
HUCHOWSKI	KERRA	\$924.00				\$924.00
HURME	DONALD	\$34,720.00				\$34,720.00
INTO	STEPHEN	\$2,440.00				\$2,440.00
KENNEFICK	SEAN	\$1,815.00				\$1,815.00
MCELHANEY	WILLIAM	\$3,903.00				\$3,903.00
MIGNARD	ROBERT	\$13,728.00	\$11,531.52			\$25,259.52
MORRIS	PAUL	\$1,827.00				\$1,827.00
MURPHY	SEAN	\$8,625.00				\$8,625.00
NIGZUS	CHARLES	\$7,935.00				\$7,935.00
NOGLER	SCOT	\$8,785.00				\$8,785.00
PERWAK	BRIAN	\$2,905.00				\$2,905.00
POWDERLY	RICHARD	\$240.00				\$240.00
SHAW	WALTER	\$4,491.00				\$4,491.00
SHAW	JOSEPH	\$7,585.00				\$7,585.00
SICARD	RICHARD	\$34,916.80	\$251.20			\$35,168.00
SPECHT	ALAN	\$4,378.00				\$4,378.00
SWEARINGEN	TYLER	\$3,654.00				\$3,654.00
THOMPSON	MARC	\$1,788.00				\$1,788.00
WARREN	P ROBERT	\$6,425.00				\$6,425.00
WARREN	JUSTIN	\$5,855.00				\$5,855.00
Total Fire						\$208,548.69

Land Use

ALLARD	ELIZABETH	\$45,496.00				\$45,496.00
Total Land Use						\$45,496.00

Library

ALENSON	AUDREY	\$7,038.52				\$7,038.52
ANDREWS	SUSAN	\$35,412.86	\$2,031.80			\$37,444.66
BOLDUC	KRISTEEN	\$20,199.10				\$20,199.10
DUCKETT	JENNIFER	\$1,479.87				\$1,479.87
FLAGG	CAROL	\$1,376.08				\$1,376.08
FLOKOS	MATTHEW	\$2,266.96				\$2,266.96
FROTHINGHAM	MARGARET	\$2,350.05				\$2,350.05

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
GAGNON	LISA	\$53,145.72			\$390.00	\$53,535.72
HAYES	JILL	\$7,262.31				\$7,262.31
KINGSBURY	ABIGAIL	\$45,499.15				\$45,499.15
KOZLOWSKI	CELESTE	\$4,054.63				\$4,054.63
MACMILLAN	JENNIFER	\$21,320.34		\$816.00		\$22,136.34
MCCORMACK	CONSTANCE	\$17,708.74				\$17,708.74
RAAB	BARBARA	\$6,028.98				\$6,028.98
VENO	JUDITH	\$43,092.04			\$1,081.74	\$44,173.78
WILLIAMSON	JOANNE	\$17,401.62				\$17,401.62
WILSON	MARY	\$80,166.32			\$997.78	\$81,164.10
WOOD	EMMA	\$1,936.00				\$1,936.00
Total Library						\$373,056.61

Beach

ANDREWS	RYAN	\$4,700.19	\$643.55			\$5,343.74
ANDREWS	LAUREN	\$3,885.04	\$18.57			\$3,903.61
ANEY	SOPHIA	\$213.75				\$213.75
BIGELOW	KATELYN	\$2,676.33	\$81.72			\$2,758.05
BILODEAU	ELISE	\$2,709.35	\$157.85	\$123.90		\$2,991.10
BORTON	TYLER	\$144.04				\$144.04
CARLSON	SAMUEL	\$2,143.98				\$2,143.98
ERDOS	EMILY	\$221.25				\$221.25
FLOKOS	HEATHER	\$148.13				\$148.13
GRANT	MACKENZIE	\$1,980.89				\$1,980.89
HAZOURY	ERIC	\$2,123.00				\$2,123.00
HAZOURY	DENISE	\$1,052.94		\$1,044.80		\$2,097.74
HERBOLSHEIMER	ELIZABETH	\$1,743.26				\$1,743.26
HILL	THOMAS	\$328.13				\$328.13
JACOBSON	CLARK	\$1,572.26				\$1,572.26
KENNEDY	KARA	\$909.72				\$909.72
KENNEDY	RYAN	\$168.84				\$168.84
KENNEDY	ALICE	\$3,698.33	\$286.70			\$3,985.03
KENNY-PESSIA	EMMA	\$15.00				\$15.00
LANDRY	JACKSON	\$1,068.32				\$1,068.32
MORRISON	BARBARA	\$3,338.62	\$166.20			\$3,504.82
MORRISON	GRACE	\$3,075.39	\$132.96			\$3,208.35
PESA	MADISON	\$818.29				\$818.29
PESSIA	BARBARA			\$1,840.00		\$1,840.00
WALKER	NICHOLAS	\$1,683.36				\$1,683.36
WHARTON	HANNAH	\$150.00				\$150.00
WILLIAMS	MITCHELL	\$1,289.88				\$1,289.88
WILLIAMS	CARLY	\$691.88				\$691.88
Total Beach						\$47,046.42

Tennis

BEALE	CARLSON	\$1,407.16				\$1,407.16
DANIELLS	ALEXANDRA	\$1,417.51				\$1,417.51
THOMPSON	MERTON	\$1,139.82				\$1,139.82
Total Tennis						\$3,964.49

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
Police Officers						
BABU	OVIDIU	\$62,540.41	\$31,561.86	\$47,192.83		\$141,295.10
BOWOLICK	NATHAN			\$3,953.28		\$3,953.28
CASTRO	WILLIAM	\$55,941.48	\$13,245.55			\$69,187.03
COATES	JOHN	\$61,274.00	\$26,891.68	\$31,393.52		\$119,559.20
CONNORS	JOHN			\$702.00		\$702.00
COOK	DOUGLAS			\$312.00		\$312.00
CORBETT	JOHN			\$390.00		\$390.00
DENMARK	EDWARD	\$97,916.00		\$24,356.80	\$5,200.00	\$127,472.80
DOWNES	JAMES			\$312.00		\$312.00
DRISTILARIS	JOHN	\$32.00	\$53,227.72	\$483.84		\$53,743.56
FORTUNATO	DANIELE	\$45,739.69	\$302.64	\$6,285.37		\$52,327.70
GANNON	MARTIN			\$780.00		\$780.00
GOGUEN	DAVID	\$312.00		\$780.00		\$1,092.00
GUSHLAW	GREGORY	\$390.00		\$3,120.00		\$3,510.00
HAMPSON	LESLEY			\$312.00		\$312.00
HARRINGTON	CHRIS			\$780.00		\$780.00
HERON	LEE	\$312.00		\$1,638.00		\$1,950.00
HUGHES	SCOTT	\$53,050.23	\$15,600.47	\$45,817.74		\$114,468.44
IZZO	JACK	\$52,974.66	\$21,460.21	\$27,807.53		\$102,242.40
LAPRADE	CRAIG			\$4,056.00		\$4,056.00
MAILLOUX	GREGORY			\$312.00		\$312.00
MCNALLY	JOHN			\$9,672.00		\$9,672.00
MCNAMARA	JAMES			\$1,248.00		\$1,248.00
MOODY	EVERETT			\$2,262.00		\$2,262.00
MORAN	JOHN			\$390.00		\$390.00
MURPHY	KIMBERLY	\$47,797.33	\$1,757.60	\$13,282.93		\$62,837.86
NAYLOR	SUSAN	\$23,533.09				\$23,533.09
NEWMAN	GREGORY	\$54,071.96	\$24,963.44	\$28,951.10		\$107,986.50
TEDESCO	MICHAEL			\$390.00		\$390.00
VIOLETTE	PETER			\$4,602.00		\$4,602.00
WALKONEN	EDWARD	\$624.00				\$624.00

Total Police \$1,012,302.96

Highway						
ADAMS	TRACY	\$3,624.25				\$3,624.25
ALLARD	LAURENCE	\$37,389.25	\$13,530.87	\$176.40		\$51,096.52
BURRINGTON	ESTATE OF	\$6,663.97	\$2,153.25			\$8,817.22
CANOLE	JOSEPH	\$47,476.80	\$6,907.48	\$1,040.00		\$55,424.28
CARD	WILLIAM	\$44,534.03	\$14,400.53	\$65.52		\$59,000.08
COZZOLINO	ALFRED	\$10,407.94	\$504.06			\$10,912.00
GILBERT	RONALD	\$57,131.99	\$20,177.67	\$4,732.13		\$82,041.79
GILBERT	BENJAMIN	\$37,576.15	\$5,553.39			\$43,129.54
GLENNY	MATTHEW	\$21,664.80	\$1,955.86			\$23,620.66
GRECO	JEFFREY	\$39,948.80	\$10,238.26	\$32.26		\$50,219.32
HOAGLUND	DUANE	\$22,994.02	\$2,514.71	\$25.20		\$25,533.93
HOLMES	JAMES	\$13,826.77	\$2,847.83			\$16,674.60
MARTINEAU	ERIC	\$41,387.31	\$13,660.14			\$55,047.45
MELVIN	ROBERT	\$44,220.80	\$6,872.30			\$51,093.10
NOTA	RICHARD	\$99,105.04			\$5,022.30	\$104,127.34
VAZQUEZ JR	EUGENIO	\$18,431.00	\$9,881.78			\$28,312.78

Total Highway \$668,674.86

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
<u>School Department</u>						
ACCORSI	JOAN	\$56,954.03				\$56,954.03
ALEXANDER	PAMELA	\$24,275.94				\$24,275.94
ALLARD	MARYANNE	\$41,555.39				\$41,555.39
ALLARD	BRIAN	\$14,567.21		\$2,900.00		\$17,467.21
AMBROSINO	CYNTHIA	\$85,535.18		\$656.34	\$708.75	\$86,900.27
AMES	LAUREN	\$31,896.59				\$31,896.59
AYER	CAROL	\$823.78				\$823.78
AYLES	DAWN	\$61,685.84				\$61,685.84
BAGATELLE	DAVIDA	\$85,493.81			\$638.99	\$86,132.80
BARANOWSKI	JENNIFER	\$29,094.37		\$82.16	\$329.15	\$29,505.68
BARMAKIAN	PETER	\$36,133.76				\$36,133.76
BASHTA	JESSICA	\$25,972.05	\$42.12	\$600.28		\$26,614.45
BASSAGE	AMY	\$17,734.58				\$17,734.58
BATCHELDER	HELEN	\$2,550.00				\$2,550.00
BEARCE	MATTHEW	\$41,330.48	\$5,912.36	\$350.00		\$47,592.84
BELL	DAVID	\$400.00				\$400.00
BESOLD	STEPHEN	\$87,224.60				\$87,224.60
BEZ	SUSAN	\$130.00				\$130.00
BOISVERT	DAVID	\$65,301.96		\$7,288.00	\$488.08	\$73,078.04
BOSTWICK	MICHELLE	\$11,316.58		\$850.00		\$12,166.58
BOWEN	NANCY	\$1,350.00				\$1,350.00
BRAGG	JOCELYN	\$14,038.21				\$14,038.21
BRAGG	MARGARET	\$85,493.81		\$5,348.85	\$975.00	\$91,817.66
BROOKS	MARTHA	\$71,415.48		\$4,523.00	\$879.36	\$76,817.84
BRUNING	GAYLE	\$30,112.90		\$885.50		\$30,998.40
BUCHOLC	KAREN	\$46,168.77		\$1,500.00	\$858.36	\$48,527.13
BURNELL	JENNIFER	\$24,309.82		\$2,529.00		\$26,838.82
BURNS	CHRISTINA	\$19,803.11				\$19,803.11
BUSSOLARI	JAMIE	\$16,360.65				\$16,360.65
BUTLER	JACQUELINE	\$16,195.14				\$16,195.14
CAMPBELL	MARYBETH	\$71,415.48		\$225.00	\$437.50	\$72,077.98
CARLUCCI	KELLIE	\$62,096.76		\$2,129.18	\$415.56	\$64,641.50
CARROLL	MARY	\$61,801.06			\$769.85	\$62,570.91
CASTRO	LISA	\$1,007.50				\$1,007.50
CASTRO CASTE	M J	\$85,470.44		\$1,036.20	\$1,612.00	\$88,118.64
CAVANAGH	ELLEN	\$1,700.00				\$1,700.00
CAVANAUGH	JUDITH	\$44,547.89				\$44,547.89
CHANDLER	GAIL	\$637.50				\$637.50
CHANDLER	TONI	\$3,487.50				\$3,487.50
CHAPMAN	PAMELA	\$66,996.26			\$495.42	\$67,491.68
CHEVERALLS	MARYANN	\$59,628.96		\$679.00		\$60,307.96
CIESLUK	CHRISTINE	\$14,564.15				\$14,564.15
CLARK	CAROLE	\$42,926.48				\$42,926.48
CLARKE	JOSHUA	\$79,525.62		\$1,120.43		\$80,646.05
CLEARY	NICHOLAS	\$30.00				\$30.00
COLANTUONO	JANET	\$130.00				\$130.00
CONKLIN	DEBORAH	\$1,690.00				\$1,690.00
CONNELLY	JOSEPH	\$66,000.00				\$66,000.00

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
CONTE	MARYANN	\$75,308.92			\$497.94	\$75,806.86
COOKE	LYNN	\$6,308.68		\$500.00		\$6,808.68
CORRENTY	SHARON	\$70,363.60		\$2,677.50	\$325.00	\$73,366.10
CORRENTY	PAUL	\$80,798.75		\$10,750.00	\$675.00	\$92,223.75
COSTA	JENNIFER	\$11,631.44		\$700.00		\$12,331.44
COZZENS	MARGARET	\$13,554.55		\$850.00		\$14,404.55
CREAVEN	MICHELLE	\$75,308.92		\$185.00	\$562.87	\$76,056.79
CREGAN	MARY-ELIZABETH	\$20,957.58				\$20,957.58
CRITTENDON	LAUREN	\$58,644.54			\$432.29	\$59,076.83
CUDMORE	KAREN	\$81,906.46		\$665.00	\$156.00	\$82,727.46
CULLINANE	F ROBERT	\$84,345.80		\$400.00	\$1,043.04	\$85,788.84
DEGARA	DENNIS	\$91,051.45		\$185.00	\$2,129.98	\$93,366.43
DEGREGORIO	PAMELA	\$102,229.80			\$369.20	\$102,599.00
DELANEY	AMANDA	\$8,004.19				\$8,004.19
DEMKOSKI	LINDA	\$72,460.67			\$533.58	\$72,994.25
DEMPSEY	DANIEL	\$2,000.00				\$2,000.00
DENEEN	KAREN	\$90,492.72			\$2,129.98	\$92,622.70
DESARRO	MICHAEL	\$80,769.19			\$488.85	\$81,258.04
DESJARDINS	LOREN	\$15,972.39				\$15,972.39
DICKASON	JEAN	\$14,139.81				\$14,139.81
DOHERTY	KATHLEEN	\$85,493.81		\$1,279.00	\$2,129.98	\$88,902.79
DONNELLAN	KATHLEEN	\$90,493.87				\$90,493.87
DONNELLY	ROSEMARY	\$520.00				\$520.00
DOWNING	SUSAN	\$82,310.24				\$82,310.24
DUNN	RAYMOND	\$6,894.00				\$6,894.00
DURANCEAU	JACQUES	\$29,786.85				\$29,786.85
DUTKEWYCH	ALEXANDRA	\$373.37				\$373.37
DWIGHT	LINDA	\$50,769.25				\$50,769.25
DYER	JANIS	\$47,392.82		\$1,833.72	\$349.76	\$49,576.30
EDMONDS	CARRIE	\$9,844.50		\$400.00		\$10,244.50
EDMUNDS	JOANNE	\$15,040.00				\$15,040.00
EGAN	ELIZABETH	\$57,865.40			\$427.28	\$58,292.68
ELIYESIL	JOAN	\$1,205.00				\$1,205.00
ELLIOTT	BRIDGET	\$26.78				\$26.78
ENGLER	LISA	\$325.00				\$325.00
FARINELLI	CHRISTIANN	\$80.00				\$80.00
FARNSWORTH	LORI	\$35,042.19			\$263.05	\$35,305.24
FARNSWORTH	SUSAN	\$32,911.97		\$1,850.00		\$34,761.97
FAVULLI JR	STEVEN	\$185.00				\$185.00
FERGUSON	DEBRA	\$715.00				\$715.00
FINNEY-EL	LYNETTE	\$162.50				\$162.50
FLINT	ERIC	\$3,650.00				\$3,650.00
FORCE	MARK	\$72,496.71			\$2,000.00	\$74,496.71
FOREMAN	MICHELLE	\$19,917.72				\$19,917.72
FOSTER	KEVIN	\$79,525.62		\$3,751.50	\$990.64	\$84,267.76
FOSTER	EMILY	\$780.00				\$780.00
FOSTER	KEVIN	\$3,900.00		\$1,670.00		\$5,570.00
FRASER	JENNIFER	\$64,013.32		\$692.87	\$292.50	\$64,998.69
FRENCH	DAWN	\$2,570.41				\$2,570.41

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
FROST	TOBIAS			\$1,990.00		\$1,990.00
GALESKI	LORELEI	\$31,492.00		\$200.00		\$31,692.00
GAMAGE	KIRSTI	\$75,308.92		\$237.50		\$75,546.42
GATTO	JOSEPH			\$3,644.00		\$3,644.00
GETZ	SUSAN	\$32.50				\$32.50
GILFIX	DAVID	\$79,525.62			\$990.64	\$80,516.26
GINTNER	MATTHEW	\$35,396.08	\$2,651.31			\$38,047.39
GITLEMAN	EMILY	\$600.00				\$600.00
GLASSER	SOPHIE	\$200.00				\$200.00
GOULD	BARBARA AN	\$85,493.81		\$1,039.65	\$2,129.98	\$88,663.44
GRANN-SUPER	DAWN	\$292.50				\$292.50
GRAY	DEVON	\$10,937.73				\$10,937.73
GROGAN	MARGARET	\$36,303.28			\$466.86	\$36,770.14
HADORN	MARGARET	\$15,369.97		\$200.00		\$15,569.97
HAMILTON	SUSAN	\$12,954.60		\$200.00		\$13,154.60
HAMMAD	DINA	\$20,964.05			\$196.20	\$21,160.25
HANSEN	CYNTHIA	\$65,301.96				\$65,301.96
HARRIS	CYNTHIA	\$76,778.08			\$276.90	\$77,054.98
HART	ELIZABETH	\$3,382.50		\$192.50		\$3,575.00
HART	LESLIE	\$1,927.50		\$192.50		\$2,120.00
HARTONO	KRISTY	\$13,202.76				\$13,202.76
HAWKES	ELIZABETH	\$1,072.50				\$1,072.50
HENRY	M GRETCHEN	\$95,484.84		\$5,900.00	\$1,209.00	\$102,593.84
HERMANS	ROBIN	\$51,718.77				\$51,718.77
HETTICH	MADELEINE	\$577.80				\$577.80
HILL	THOMAS	\$3.00		\$9,751.00		\$9,754.00
HILL	ANDREA	\$942.50				\$942.50
HOFFMAN	SCOTT	\$100,256.90		\$693.07		\$100,949.97
HOLCOMB	KATHERINE	\$747.50				\$747.50
HOLMES	SUSAN	\$42,926.48		\$350.00	\$1,068.08	\$44,344.56
HOLMES	CHRISTOPHE	\$2,734.00				\$2,734.00
HOLT	WYATT	\$83,725.46		\$1,150.22	\$390.00	\$85,265.68
HOPKINS	LISA	\$85,493.81			\$2,129.98	\$87,623.79
HORTON	JULIE	\$66,591.07		\$4,109.25	\$490.25	\$71,190.57
HURLEY	CYNTHIA	\$55,706.96		\$1,869.75		\$57,576.71
HUSSEIN	ISSA			\$2,453.00		\$2,453.00
HYDE	JESSICA	\$62,919.49		\$2,337.50		\$65,256.99
HYNES	HEIDI	\$292.50				\$292.50
IGO	SUSAN	\$25,537.92				\$25,537.92
JEFFERSON	THOMAS	\$70,697.20			\$1,040.08	\$71,737.28
JONES	CHRISTOPHE	\$85,456.25		\$169.75		\$85,626.00
JONES	DONALD	\$38,217.44		\$350.00		\$38,567.44
KELLEY	ANDREW	\$121.10				\$121.10
KEATING	DENISE	\$64,159.05			\$791.61	\$64,950.66
KEITH	MAUREEN	\$64,310.71		\$1,507.96		\$65,818.67
KELLEY	ALEXANDRA	\$4,989.83				\$4,989.83
KELLEY	MARY	\$360.00				\$360.00
KELLEY	BARBARA	\$83,725.46		\$2,788.75	\$1,183.00	\$87,697.21
KENT-BARNES	AMY	\$15,231.29				\$15,231.29

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
KEOSEIAN	THERESE				\$2,086.68	\$2,086.68
KERWIN	DIANE	\$18,548.62		\$850.00	\$137.50	\$19,536.12
KHURANA	MARISA	\$7,831.52				\$7,831.52
KIMBALL	KATHY	\$26,166.72		\$350.00		\$26,516.72
KISH	SHEILA	\$14,592.51				\$14,592.51
KITTREDGE	KATHLEEN	\$85,975.54		\$1,376.15	\$2,129.98	\$89,481.67
KLIGERMAN	MICHELLE	\$27,556.97				\$27,556.97
KLIGERMAN	KATHERINE	\$260.00				\$260.00
KRANZ	ELISABETH	\$30,753.22			\$144.00	\$30,897.22
KRAWIEC	EVONNE	\$440.00				\$440.00
L'ECUYER	KIMBERLEY	\$12,993.37				\$12,993.37
LANDRY	PAUL	\$47,323.36	\$8,671.58	\$350.00		\$56,344.94
LANZA	DONNA	\$79,525.62				\$79,525.62
LARGE	SHANNA	\$13,067.21				\$13,067.21
LAVERTUE	MARK	\$69,454.44			\$918.66	\$70,373.10
LAZARO	KRISTINA	\$45,317.75				\$45,317.75
LEE	BRITTANY	\$302.75				\$302.75
LINVILLE	THOMAS	\$51,033.23				\$51,033.23
LOMBARD	JANET	\$83,725.46		\$1,014.72	\$2,085.83	\$86,826.01
LONG	RENEE	\$33,159.47				\$33,159.47
LORENZ-KRUK	ERYK	\$90.00				\$90.00
LUSH	GAIL	\$17,134.45		\$200.00		\$17,334.45
LYONS	JOANNE	\$13,100.18		\$850.00		\$13,950.18
LYONS	BRUCE	\$10,971.00				\$10,971.00
LYONS	JOAN	\$38,556.00		\$169.75		\$38,725.75
MACDONALD	MICHELE	\$6,745.35				\$6,745.35
MACKNIGHT	SARAH	\$97.50				\$97.50
MAHONEY	SUZANNE	\$22,999.99				\$22,999.99
MAKI	NISSA	\$1,503.58				\$1,503.58
MALLOY	ROBIN	\$812.50				\$812.50
MANDOZZI	JASON	\$64.20				\$64.20
MANLY	RACHEL	\$390.00				\$390.00
MARRESE	CHRISTOPHE			\$1,687.00		\$1,687.00
MARTIN	KATHERINE	\$23,077.22				\$23,077.22
MARYA	SANGITA	\$62,535.24			\$460.07	\$62,995.31
MATTIE	BRYCE	\$52,776.84		\$7,708.50	\$330.00	\$60,815.34
MAURER	EARL	\$49,084.27		\$1,500.00	\$563.03	\$51,147.30
MAYO	DEBRA	\$30,966.87				\$30,966.87
MAZZU	VERONICA	\$80.00				\$80.00
MCCANN	LIANNE	\$36,711.08				\$36,711.08
MCDOOM	MARGARET	\$57,509.76				\$57,509.76
MCGARTY	MICHAEL			\$200.00	\$1,822.50	\$2,022.50
MCGARTY	MARYELLEN				\$783.00	\$783.00
MCINTYRE	JANE	\$1,850.00				\$1,850.00
MCKENNA	CLAUDIA	\$34,648.40				\$34,648.40
MCKENNA	MARK	\$36,850.64	\$4,650.26	\$350.00	\$167.70	\$42,018.60
MCMANUS	KRISTIN	\$36,739.71				\$36,739.71
MCMAMARA	ELIZABETH	\$640.00				\$640.00
MCNERNEY	GRETCHEN	\$58,644.54				\$58,644.54

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
MENDELL	DIANE	\$21,330.87		\$208.10		\$21,538.97
MENIN SR	GARY	\$4,054.57				\$4,054.57
MERCADANTE	TALIA	\$48,541.80		\$2,019.50		\$50,561.30
MERRIHEW	SARA	\$15,665.58		\$185.00		\$15,850.58
MEYER	BARBARA	\$10,665.58				\$10,665.58
MILLER	MIRANDA	\$51,835.05		\$568.08	\$312.00	\$52,715.13
MILLER	JUSTIN			\$90.00		\$90.00
MOESER	CHRISTINE	\$200.00				\$200.00
MONETTE	THERESA	\$85,493.81		\$1,097.71	\$2,025.00	\$88,616.52
MONSEN	CARLY	\$47,652.81				\$47,652.81
MOORE	JUDY	\$86,022.65		\$1,373.73	\$2,129.98	\$89,526.36
MRAKOVICH	SHARON	\$26,166.72				\$26,166.72
MURPHY	PETER	\$79,525.62		\$3,581.00	\$990.64	\$84,097.26
MURPHY	CYNTHIA	\$249.90				\$249.90
MYCZKOWSKA	JOANNA	\$650.00				\$650.00
MYERS	COLLIN	\$27,290.95		\$2,509.50		\$29,800.45
MYLES	RUTH	\$856.80				\$856.80
NELSON	KRISTIN			\$1,822.00		\$1,822.00
NEUSCH	JOHN	\$3,644.00				\$3,644.00
NEWBOULD	ERIN	\$63,954.75			\$97.50	\$64,052.25
NIGZUS	COLLEEN	\$66,239.67		\$1,933.00		\$68,172.67
NILAN	PATRICIA	\$69,036.24				\$69,036.24
NILAND	MELISSA	\$76,306.12		\$1,295.00	\$162.50	\$77,763.62
NOCKA	JULIA	\$132.00		\$1,869.20		\$2,001.20
NORMANDIN	CARRIE	\$47,571.70				\$47,571.70
NURMI	JANICE	\$18,779.27				\$18,779.27
O'MALLEY	KEVIN			\$2,429.00		\$2,429.00
O'MELLEY	BETH	\$65.00				\$65.00
O'SHEA	JAMES	\$122,645.40				\$122,645.40
PAPIA	CYNTHIA	\$8,489.39		\$750.00		\$9,239.39
PARDA	DALE	\$23,145.00				\$23,145.00
PAWSON	KENNETH	\$42,926.48	\$6,247.96			\$49,174.44
PETERSEN	WENDY	\$2,650.00		\$200.00		\$2,850.00
PETTINGILL	ALBERT	\$30,240.00				\$30,240.00
PEURA	OKSANA	\$41,298.87				\$41,298.87
PICHE	DONNA	\$60,659.68		\$654.95	\$748.03	\$62,062.66
PIERCE	DEBORAH	\$88,732.15			\$2,086.08	\$90,818.23
PIKE	JONATHAN	\$25,845.24				\$25,845.24
POLIS	CATHERINE	\$91,893.87		\$1,925.00		\$93,818.87
POLLOCK	NANCY	\$14,917.48				\$14,917.48
PON	JUDY	\$130.00				\$130.00
PORTER	REGINA	\$520.00				\$520.00
PRESCOTT	CYNTHIA	\$19,735.22		\$1,200.00		\$20,935.22
RAILSBACK	NANCY	\$1,150.00				\$1,150.00
RAMIREZ	VICTORIA	\$83,732.09				\$83,732.09
REALE	CHRISTINE	\$79,525.62		\$600.00	\$990.64	\$81,116.26
REDFORD	ANNIE	\$28,409.98		\$500.00		\$28,909.98
REEDICH	SUSAN	\$325.00				\$325.00
RENNA	JENNIE	\$17,055.36				\$17,055.36

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
REYNOLDS	THOMAS	\$57,054.85		\$1,977.50	\$521.30	\$59,553.65
RICHARD-HARR	GABRIELLE	\$5,192.28				\$5,192.28
RIDDLE	CAROL	\$11,024.20				\$11,024.20
RIVERA	MARISSA	\$455.00				\$455.00
RIVERA	DEBRA	\$13,404.23				\$13,404.23
ROBICHAUD	LISA	\$29,969.91				\$29,969.91
ROOP	WILLIAM	\$800.00				\$800.00
ROSS	ELKE - EDDA	\$1,600.00				\$1,600.00
ROUTE	TAMMY	\$51,486.48		\$4,665.00		\$56,151.48
SAYDAH	NATALIE	\$138.40				\$138.40
SAWYER	ANDREW	\$20,262.32		\$410.00		\$20,672.32
SCHEMEL	RUTH	\$60,260.82		\$1,500.00	\$2,075.00	\$63,835.82
SCHEMEL	JUSTINE	\$1,850.00				\$1,850.00
SCHENDEN	JANET	\$16,101.58				\$16,101.58
SCHMIDT	SHARON	\$21,406.77				\$21,406.77
SCHWINGER	ALICE	\$15,402.34		\$1,850.00		\$17,252.34
SEIGRIST	HEIDI	\$3,145.00				\$3,145.00
SENNOTT	JULIE	\$195.00				\$195.00
SHAW	JEFFREY	\$1,400.00		\$1,687.00		\$3,087.00
SHEA	BARBARA	\$79,107.41		\$1,926.27		\$81,033.68
SHELTON	MARY JANE	\$25,193.76		\$1,127.30		\$26,321.06
SHEPHERD	PATRICIA	\$64,650.28		\$134.50		\$64,784.78
SHUTTLE	KAREN	\$44,465.42				\$44,465.42
SILVA	ASHLEY	\$1,202.50				\$1,202.50
SILVER	SUSAN	\$79,525.62		\$15,779.12	\$1,981.28	\$97,286.02
SILVER	DEREK	\$59.92				\$59.92
SKROCKI	ANDREW	\$33,105.36		\$745.00		\$33,850.36
SMETHURST	PAMELA	\$65.00				\$65.00
SNELL	CHRISTOPHE	\$70,363.60				\$70,363.60
SOLDI	LISA	\$85,768.81		\$1,700.00	\$2,129.98	\$89,598.79
STEEVES	CYNTHIA	\$13,767.36				\$13,767.36
SUCHECKI	ERIN	\$13,595.24				\$13,595.24
SUELTFUSS	JOANN	\$320.80				\$320.80
SULLIVAN	ARLENE	\$65,301.96		\$832.92	\$813.46	\$66,948.34
SULLIVAN	MARY	\$25,558.88		\$610.00		\$26,168.88
SWEENEY	MARY	\$736.32				\$736.32
TABOR	RICHARD	\$88,510.09		\$2,701.00		\$91,211.09
TARULLO	GLENN	\$85,225.46			\$629.39	\$85,854.85
TAVILLA	SONYA	\$17,637.95		\$500.00		\$18,137.95
THURSTON	JOSHUA	\$8,607.50				\$8,607.50
TOWNSEND	ANASTASIA	\$4,278.30				\$4,278.30
TRAVERS	JACQUELINE	\$49,647.02		\$134.50		\$49,781.52
TUTTLE	SHARLENE	\$81,906.46			\$325.00	\$82,231.46
VANDER VEEN	KRISTEN	\$82,310.24			\$607.61	\$82,917.85
VELTRI	MARIA	\$11,350.00				\$11,350.00
VENDITTI	RYAN			\$2,734.00		\$2,734.00
VENO	SUSAN	\$57,865.40		\$106.25		\$57,971.65
VENO	MEGHAN	\$130.00				\$130.00
VERROCHI	EMILY	\$53,397.85				\$53,397.85

<u>Employee</u>		<u>Base Pay</u>	<u>Overtime</u>	<u>Other</u>	<u>Annuity</u>	<u>Gross</u>
WAGER	GLORIA	\$27,225.75				\$27,225.75
WAGNER	GIOANNE	\$61,573.26			\$460.21	\$62,033.47
WAITE	JONATHAN	\$2,250.00		\$45.00		\$2,295.00
WAITE	JESSICA	\$1,440.00				\$1,440.00
WAITE	CYNTHIA	\$42,653.84		\$350.00	\$524.49	\$43,528.33
WALKER	DEBORAH	\$27,614.40		\$200.00		\$27,814.40
WALRATH	KAREN	\$450.00				\$450.00
WALSH	CATHLEEN	\$1,289.67				\$1,289.67
WALTON	MARIA	\$480.00				\$480.00
WASS	RUSSELL	\$88,539.79		\$192.31		\$88,732.10
WEAVER	LAWRENCE	\$38,216.00		\$1.44		\$38,217.44
WHAYNE	SUSANNE	\$100.00				\$100.00
WILKINSON	TAMRA	\$58,644.54		\$467.34	\$432.29	\$59,544.17
WILLIAMS	JOANNE	\$27,633.86		\$410.00	\$202.63	\$28,246.49
WILSON	BONNIE	\$32.50				\$32.50
WOLF	SUE	\$227.50		\$97.50		\$325.00
WOODSUM	JANET	\$16,291.99				\$16,291.99
ZADROGA	MEAGAN	\$100.00				\$100.00
ZADROGA	MARY	\$59,741.14			\$931.75	\$60,672.89
ZAYKA	THEODORE	\$45,658.11		\$4,420.00		\$50,078.11
ZIMMER	MARGARET	\$63,861.31			\$784.51	\$64,645.82

Total School \$10,417,949.96

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BRAGAN	TIMOTHY	\$103,395.30		\$7,999.88		\$111,395.18
DOUCET	JULIE	\$42,577.60				\$42,577.60
STOFFEL	EDWARD	\$23,491.36				\$23,491.36

Total Selectmen \$177,464.14

Inspectors

BAKUN	JAMES	\$13,361.70				\$13,361.70
FRIEDRICH	ROBERT	\$70.85				\$70.85
HORGAN	PHILIP	\$592.00				\$592.00
VELLANTE	GABRIEL	\$76,617.00				\$76,617.00
WOODSUM	DAVID	\$16,788.80				\$16,788.80

Total Inspectors \$107,430.35

Total Annual Payroll \$13,762,507.29

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