



**Town of Harvard**  
**Finance Committee**  
Minutes for February 2, 2022

---

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

**Present:** Jennifer Finch(chair), Mike Derse, Richard Fellows, Charles Oliver, Eric Ward, Don Ludwig, Ethan Pride, Carolyn Luescher

**Others:** Tim Bragan (Town Administrator), Jeff Hayes (Public Building Inspection), Tim Kilhart (DPW), Bob O'Shea (Park&Rec), John Osborn (Harvard Press), Joan Eliyesil (Harvard Press)

**Public Commentary:** None

**Motions taken:** 2 reserve fund transfer requests were approved unanimously.

1. Jeff Hayes submitted a budget for \$100,000 for maintenance of buildings. He highlighted the major needs of the request.
  - a. 45% inspections for fire and elevator with maintenance.
  - b. CPIC (aka a capital request) for a retrofit of the elevator at the police station.
  - c. CPIC (aka a capital request) for HVAC, air handlers, flooring, and big-ticket items in the library.
  - d. Old library and public works department both have outdated elevators that parts can no longer be ordered for.
  - e. Roofs are also something that will need to be replaced on some buildings soon.
  - f. Jeff attempts to group projects together to ideally get better pricing.
  - g. Jeff makes use of the DUDE solutions (software that helps manage assets) report to help forecast upcoming required maintenance.
2. Tim Kilhart submitted a budget for the DPW and joined to answer questions.
  - a. Meeting with Park and Recreation and Schools has not happened at this time.
  - b. Water project has set aside \$70,000 to complete paving work, currently there is a temporary patch.
  - c. Water Department working out a plan with DEP for getting Well 2 back online
    - i. Reviewing the plan with Tighe and Bond to provide a cost estimate.
    - ii. DEP sent requirements
    - iii. T1 treatment license will be required. T2 no longer required resulting in a \$169,000 savings.
    - iv. Additional T1 treatment licensing of employees will be required.
    - v. Extra testing of customer water.
    - vi. Additional electrical costs to support the extra equipment.
    - vii. Chlorination treatment plant, PFAS testing, and a water softener system.
  - d. Transfer station costs are going down due to a reduction in hauling costs.
  - e. 4 people have resigned from the DPW so far this year.
    - i. One new hire to start soon pending physicals.
    - ii. Very stressful filling positions.
3. Bob O'Shea proposed that we should privatized the brushwork on the ball fields.
4. Tim Bragan provided a staff report update.

Finance Department requested for two reserve fund transfers

1. \$389 to list of assists for the auditors was unanimously approved by the Finance Committee.
2. \$480 for advertising of uncashed checks issued by the town was unanimously approved by the Finance Committee. Will need to be done again in 90 days or so.

Charles Oliver shared update about the revenue ideation, specifically adding solar panels on the roof of the police station.

**Upcoming meetings:** Feb 9, 2022 - 7pm - Zoom link will be available on the agenda when posted.

Respectfully submitted,  
Carolynn Luescher