



Town of Harvard
Finance Committee
Minutes for Mar 6, 2019

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

Present: Don Ludwig (chair), John Seeley, Mark Buell, Richard Fellows, Jennifer Finch, Charles Oliver, Siko Sikochi, Ray Marchica

Absent:

Others: Tim Bragan - Town Administrator

Don Ludwig (chair) called the meeting to order at 7pm.

Minutes:

The minutes of Oct 3 and Nov 7, 2018 are still not on the town website. Jennifer to follow up.

Minutes of Feb 13, 2019 approved as amended.

Public Commentary: None

Town Administrator's report: Tim Bragan:

- Document 1: Memo from Finance Committee to Select Board regarding recommended budgetary reductions, small warrant article changes totalling \$164,615. In conjunction with reducing the School's budget by \$150,000 to reach a balanced budget.
- Voting machine \$5000 - removed from technology article and into its own because the ballot box is not technology but is required with the machine.
- There's a meeting tomorrow about the potential ~\$28k Park and Rec personnel change.
- Changes to the town charter were recommended at (Select Board) SB meeting last night - Tim brought forward the schedule timing change proposed by Bruce Nickerson at his last meeting with the Finance Committee. The Finance Committee will read and review the budget first, the Select Board will still set the goals and parameters, and ultimately sign off on it. Also suggested changing the budget process to not be date specific - by working backwards from the Annual Town Meeting (ATM) date. Tim will remove pieces "but no later than Dec 31" - and replacing that with "by bylaw" which will let us change the bylaw - which is an easier and faster process than changing the charter. The SB wants the budget 60 days before ATM. 30 days prior to that, FC and SB will work jointly on it. All answers and questions from departments will need

to be in by Feb. January will be the meetings with the depts. The FC agreed that 2 weeks was sufficient time to ask questions of the departments as long as deadlines are kept. Tim will put it together for us to review.

- Document 2 - new format sample for capital items compressed into one motion the Moderator will do one item at a time. If something needs further discussion we can pull it out and discuss it.
- The Town received a letter from MassDOT - our FY20 Chap 90 funding will be \$350,767. Last year it was \$349,551. A copy was not distributed but is available if requested.
- Book updates:
 - We need Bruce's file for the town comparison page - Tim can get Charles info.
 - Siko attempted to follow up with Tom P. from Transfer Station Committee but has received no response. Tim will give Siko Libby's info.
 - Dick to do State of Town - now called "Budget Highlights".
 - Jennifer almost done with schools - will follow up with School Committee chair SusanMary Redinger and Superintendent Dwight for their review.
 - John has CPIC report already done.
 - Tim will have an articles draft next week.
- The Select Board is expected to approve the warrant on April 2. Significant changes between now and then are not anticipated.
- Tim Kilhart from DPW is requesting a \$4100 Reserve Fund transfer for an emergency action plan required by the DCR office of Dam Safety for the dams at Bare Hill Pond. Approved unanimously on a motion by Jennifer/Charles.
- The committee can anticipate reserve fund transfers of \$78k+ for snow and ice.

Finance Director's report: Lori Bolasevich was not present.

Liaison Reports:

- Schools: School Committee has a new member. There are no budget updates. School department is aware they need to cut \$150k from their proposed budget.
- School Building Committee (SBC): \$1M identified for value engineering (VE) for the \$400k in bid overages - meeting is tomorrow.
Dr. Dwight has an advisory group for fundraising they have had 2 meetings so far brainstorming and discussing how best to manage it. Idea is to cover the cost of things that aren't in the MSBA project.

Other business:

Mark asked if he should follow up with Aziz and Chris about the technology section of the school budget. The chair stated that Mark could write as a citizen, not on behalf of the committee.

Future agenda items: None

Adjournment:

Motion to adjourn made and approved unanimously. Meeting adjourned at 7:49pm.

Supporting documents: (Two)

1: Memo from FC to SB, 2: Sample single motion capital item article

Upcoming meetings:

Mar 13, 2019 7pm Upper Town Hall Meeting Room

Mar 20, 2019 7pm Upper Town Hall Meeting Room

Respectfully submitted,
Jennifer Finch