

FINCOM  
Meeting Minutes – December 7th, 2016

Members Present: Don, Bruce, John, Steve, Charles, Heidi, Dick  
Others: Tim Bragan  
Location: Town Hall Meeting Room

Don called the meeting to order at 7:04PM.

**Minutes:** The Minutes of the November 15th meeting were unanimously approved.

**Public Commentary:** None.

**FY2018 Budget Reviews:**

- Spoke about the usual process
- Fire, Ambulance, Parks and Rec and Planning indicated for having further discussions
- Board of Health needs admin help.
  - Suggestion has been made to share 1/2 time employee between a few departments.
  - This is a position that exists, yet is unfilled.
- Paid employees taking minutes at meetings was discussed. FinCom agreed that it was a waste of employee time and should be done by volunteers on the various boards and committees.
- Questions for Departments due to Tim by December 16th.

**Town Administrator Report:**

- Discussed Massachusetts budget situation.
  - Governor has identified \$98 million in cuts to various earmarked programs.
  - Cherry sheet and local aid has been spared
- Town Clerk has been hired. Amy McDougal was recently the clerk in Shirley.
- BOS offered Finance Director position to a candidate among 3 finalists.
- DPW Director position has been posted. 6 or 7 applications have already been received.
- Free cash determination has been held up at the state level due to property tax certifications taking precedence.
- Budget is \$156,000 excess capacity for FY18.

**Liaison Reports:**

- School Committee:
  - Budget YTD is \$20,000 in the red due to special education expenditures.

- CPIC:
  - Fire Ponds:
    - 5 Year fire pond repair has a \$250k estimate
    - Each pond needs \$600 study
    - CPIC asked to have 5 ponds repaired each year
  - Town Records:
    - \$25k requested, but an additional \$125k needed
  - Ambulance:
    - Ambulance and stretcher will be paid out of revenue from 911 calls.
    - Additional BOS meeting with UMass consultant will happen on December 19th.
  - COA:
    - Newer van from MART has been assigned to COA
  - Parks and Rec:
    - Stone wall on Mass Ave. around library isn't owned by town.
    - \$100k will come off of the CPIC request sheet and go to CPC for stone wall repair funding.
  - Schools
    - \$150k for Bromfield MS ramp split into \$30k for study and design, \$120k for construction
  - Capital projects will overwhelm capital fund by FY2022
    - Alternative funding mechanisms for capital projects must be identified

#### **Other Business:**

- Old Library Survey
  - Property survey will cost \$3200
  - Reserve fund transfer approved for cost unanimously
- Old Library Scheme 3
  - \$9700 requested for architectural plans
  - FinCom voted to deny request unanimously
    - Request was deemed to be premature because the various options have not been agreed to or approved by the Town or BOS.

**Next Meeting:** Tuesday, December 19th at 7PM in the Town Hall Meeting Room.

The meeting was adjourned at 9:44PM.

Respectfully submitted,  
Charles Oliver, Secretary

**TOWN OF HARVARD CAPITAL SUBMISSIONS**  
**FUNDING FISCAL YEARS 2018 - 2022**

10/19/2016

	Funding Source	FY18	FY19	FY20	FY21	FY22
<b>Fire Dept.</b>						
Upgrade town's fire alarm system		40,598	46,033			
Fire Pond Repairs		81,500				
Replace Hose		8,900	45,000			
Replace Command Car	CSF		35,000			
Replace Hose Nozzles			7,200			
New Repeater on Future Cell Tower/Replace SCBA Packs			30,000			195,000
<b>Public Works, Roads</b>						
Reconstruct and Repair Town Roads				300,000	300,000	300,000
<b>Public Works, Equipment</b>						
DPW Misc. Equipment	CSF	40,000	40,000	40,000	40,000	40,000
Heavy Duty Dump Truck (trade 1996 dump truck)		182,000				
Light Duty Dump Truck (give 2008 to School Dept.)	CSF		75,000			
Heavy Duty Dump Truck (trade 1998 Dump Truck)				188,000		
Light Duty Utility Truck (15,000GVW)(Trade 2010 Utility Truck)	CSF				65,000	85,000
<b>Public Works, Facilities</b>						
Replace Septic System						
Conceptual Design, Reno. or Add. to DPW facility						
Design & Procurement, Construction of DPW Facility	Major Cap					
<b>Water Dept.</b>						
Drainage (Water/Sewer), Pond Road	CSF					
Emergency Generator for Water Pump House	CSF		20,000			
<b>Town Clerk</b>						
Preservation of old Town Records		24,752				
<b>Ambulance</b>						
New Ambulance (\$300,000)	Amb. Fund	288,500				
Replacement Stretcher		28,000				
<b>Council on Aging</b>						
COA Van		65,000				
Hildreth House Building Project	Major Cap					
<b>Park &amp; Recreation</b>						
Stone Wall Repair/Restoration		100,000				
<b>CSF Debt</b>						
Vehicles approved in FY11 (Fire & DPW)	CSF	54,257	53,244	52,232	51,219	51,219
Water Debt on project (\$340,000/\$320,000)	CSF	31,200	30,400	29,600	28,800	28,800
<b>Sub-total, Town Submissions:</b>		<b>944,707</b>	<b>381,877</b>	<b>609,832</b>	<b>485,019</b>	<b>700,019</b>
CSF= Paid for from the Capital Stabilization Fund;	Bond/Ban=Borrowed, Long Term or Short Term					
Cap Excl.=Raised thru taxes and paid for in a single year;	Major Cap = See Major Capital Schedule					

**TOWN OF HARVARD CAPITAL SUBMISSIONS  
FUNDING FISCAL YEARS 2018 - 2022**

10/19/2016

	Funding Source	FY18	FY19	FY20	FY21	FY22
<b>School Dept.</b>						
HES - Feasibility Study of Renovation/Build **	Major Cap					
Sys - Replace locks on 1/2 classroom doors (date/amount)		110,000				
TBS - Upgrade Science Room	CSF	175,000				
TBS - Upgrade Science Room	Devens .5 from Devens	175,000				
TBS - Renovate Middle School Bathrooms		40,000				
TBS - Repair or Replace ramp to MS		150,000				
TBS - HVAC Equipment/Controls Upgrade and Repairs (HEAC)	Grant	75,000				
TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC)	Grant	110,000				
Sys - Replace 1/2 of the locks on all classroom doors (date/amount)			110,000			
TBS - Upgrade Science Room and Prep rooms			240,000			
TBS - Replace electrical sys, lighting carpeting in Cronin Auditorium			220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	CSF		28,000			
HES - Replace boiler room air compressor	CSF		20,000			
HES - Add exterior lighting to back parking lot			120,000			
HES - Add card system for building entry, Video cameras in hallways				100,000		
HES - Air conditioning with compressor				100,000		
HES - Upgrade Elevator	CSF			25,000		
TBS - Replace gym bleachers				100,000		
TBS - Engineer removing sewage lift station	CSF			40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing & Ramp	CSF			20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	CSF			65,000		
HES - Replace playground material as needed	CSF			50,000		
TBS - Remove plantings in courtyard & redesign	CSF			20,000		
TBS - Shore up driveway banking by tennis courts	CSF			40,000		
HES - Install Emergency Power Generator in new K-Wing					130,000	
HES&TBS - Replace Kitchen Floors, both schools	CSF				30,000	
HES&TBS - Refinish Gym Floors, both schools	CSF				30,000	
HES - Upgrade the Courtyard						60,000
TBS - Install HVAC units						300,000
TBS - Install card access system, external doors						100,000
TBS&HES - Replace Damaged Flooring						300,000
TBS/HES - Install system coordinated IP clocks						200,000
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)						300,000
<b>Sub-total, School Submissions:</b>		<b>835,000</b>	<b>738,000</b>	<b>560,000</b>	<b>190,000</b>	<b>1,260,000</b>
<b>Total, All Town &amp; School Requests</b>		<b>1,779,707</b>	<b>1,119,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>1,960,019</b>

Amended

# TOWN OF HARVARD CAPITAL PLAN

## FISCAL YEARS 2018 - 2022

	FY18	FY19	FY20	FY21	FY22+
Fire Dept.	150,998	163,233	-	-	195,000
Police Dept.	-	-	-	-	-
Public Works, Roads	-	-	300,000	300,000	300,000
Public Works, Equipment	222,000	115,000	228,000	105,000	125,000
Public Works, Facilities	-	-	-	-	-
Water Dept.	-	20,000	-	-	-
Cemetery Dept.		-	-	-	-
Town Clerk	24,752	-	-	-	-
Ambulance	316,500	-	-	-	-
Council on Aging	65,000	-	-	-	-
Park & Recreation	100,000	-	-	-	-
School Dept.	835,000	758,000	560,000	190,000	1,260,000
Debt for vehicles (Fire & DPW)	54,257	53,244	52,232	51,219	51,219
Debt for water (\$340,000)	31,200	30,400	29,600	28,800	28,800
<b>Total Capital Requests</b>	<b>1,799,707</b>	<b>1,139,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>1,960,019</b>

Total Capital Submissions:

6,744,454

Major Capital Items	500,000	11,500,000	-	-	2,500,000
<b>Total Major Capital Submissions:</b>					<u><u>14,500,000</u></u>

<b>Total All Capital Requests</b>	<b>2,299,707</b>	<b>12,639,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>4,460,019</b>
<b>Total All Capital Submissions:</b>					<u><u>21,244,454</u></u>

**TOWN OF HARVARD  
CAPITAL SUBMISSIONS  
MAJOR PROJECTS\*  
FISCAL YEARS 2017-2026**

	ATM Vote	Project Completion	1st Debt Service	FY18	FY19	FY20	FY21	FY22-FY26
<b>Fire Dept.</b>								
New Fire Engine (2022)	Apr-21	Jan-22	FY23					1,000,000
<b>Public Works, Facilities</b>								
Design & Procurement	Apr-18							
Construction	Apr-21	Oct-22	1/2 @FY23					1,500,000
<b>Water Dept.</b>								
Well field Development/ Water source	???							
<b>Hildreth House Building Committee</b>								
Hildreth House Addition	Apr-18	Jun-19	FY20		3,000,000			
<b>Park &amp; Recreation</b>								
<b>**Old Library Building New Entrance/Access</b>	Apr-17	Jun-18	FY19	500,000				
<b>Sub-total, Town Submissions:</b>				500,000	-	-	-	2,500,000
<b>School Dept.</b>								
HES - K-Wing (renovate/build) (excl. MSBA reimb.)	Apr-18	Jun-19	FY20		-- \$7.5 million (renovate/build) ---			
Sys - Move and/or Renovate Central Office	Apr-17	Jun-18	FY19	--- \$700K to \$1.5 million ---				
<b>Sub-total, School Submissions:</b>					8,500,000	-	-	-
<b>Total, All Town &amp; School Submissions</b>				500,000	11,500,000	-	-	2,500,000

**\$ 14,500,000**

\* This snapshot highlights the large project proposals which Town may face in coming years to be funded by new debt. The costs shown are rough estimates which have been provided by either the Selectmen or by the School Committee, except for the HES Renovation and Old Library Renovation estimates which have been provided by CPIC. Efforts are underway on several projects to improve the cost estimates. While no proposal has been received for a new water source, it is listed as this is being closely monitored. The planning of these large projects requires further refinement as we seek to balance a project's impact on the town's debt and the urgency to address the needs of Town's building and infrastructure needs.

This schedule does not include current town debt from prior projects, including: the School Roof Repairs (retiring 2017), Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations soon to be bonded, and Hildreth House Accessibility project that is expected to be built this year.

\*\* The dollar amount associated with this item does not include funds for any code compliance items, should they be required.