

FINCOM
Meeting Minutes – June 18, 2014
All Boards Long Term Debt Discussion

Members Present: Alice, Alan, Don, Laura, Heidi, Bob, Bruce

Not Present: Rudy, Steve

Others: Lorraine, Tim

All Boards representatives

Location: Bromfield Library

Tim opened the meeting at 7:05 PM

Tim opened the meeting reviewing the town's Long Term Debt situation and pending future debt projects as highlighted in the Handout" Town of Harvard Wednesday, June 18, 2014 Meeting to Discuss Long-Term Debt"

Key points captured:

- Debt prioritization and justification with realistic estimates are needed from all stakeholders during the budget process
- Fincom needs to establish a ceiling on Long-Term Debt as a percentage of the budget and put it to the town to hold us to that limit
- Debt project evaluations need to consider the percentage of debt service costs in relation to the total project completion cost.
- We need to get more serious about maintenance and work it in as a line item percentage of a departments budget but restrict it to only maintenance use.
- The BOS needs to consider a facilities manager and potential staff carpenter/painter position. Savings on short and long-term maintenance costs should be able to justify and fund the position.
- BOS needs to review town assets with an eye towards determining their need and evaluating the potential positive tax revenue effect on disposition vs. the impact on holding and maintaining.

Synopsis of action items:

- Fincom needs to define the debt ceiling percentage
- BOS needs to look at the facilities management/maintenance positions
- All departments need to look at long-term debt needs over a period of at least 10 years, and provide honest and realistic estimates while also highlighting and justifying the project timing based on the risks of deferral.
- There should be a meeting of all Departmental heads (stakeholders) to review all long-term debt projects to establish a prioritization schedule with all having input and discussion on the evaluation/prioritization criteria.

The meeting adjourned at 8:20 PM.

Respectfully submitted,

Don Ludwig