



Town of Harvard
Finance Committee
Minutes for September 5, 2018

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

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

Absent: Leo Blair

Others: Marie Sobalvarro - Assistant Town Administrator/HR Director, David Nalchajian - Town Finance Director

Clerk's Note: This meeting was joint with the Select Board at the beginning, and later reconvened separately only as the Finance Committee and others listed above in the smaller meeting room of Town Hall. These minutes reflect both times where the Finance Committee was included, but end when the Finance Committee adjourned separately.

Lucy Wallace (Select Board Chair) called the meeting to order at 7:05pm

Select Board Strategic Plan Draft from 8/9/18 for FY 2019 was distributed.

Tim/David/Marie will be working on rough estimates and discussing budgetary needs.

The Select Board is required by the Charter to create a Strategic Plan, which will be reported at the 2019 Annual Town Meeting - to be held on the first Saturday in May. In part, collaboratively with the Finance Committee, the vision is to develop a sustainable, long term fiscal plan for the Town.

Don Ludwig states that with the Select Board and the Finance Committee working together, there will be less duplication of effort.

Lucy asks how we will handle a difference of opinion as we had last year on the Conservation Commission request.

Don replies that we prioritize as we did last year, and work it out by Annual Meeting.

Marie/Tim: There will be a tight timeline for questions from the Select Board and Finance Committee, and then the Departments turning the answers back around. The budgets will be given to the SB/FC at the same time, and they will have 2 weeks to turn in questions to Tim who will aggregate them and give them to the Departments. Answers will be due back by the end of the year from the Departments. Then the Finance Committee will get the budgets from the 2nd week of Feb to the end of March.

Bruce would like to know how the new positions created will fit into the budget.

Tim explains that will be included in a future budget packet. Every department was provided a copy of last year's Library budget narrative - as a model to strive towards. Department heads have been spoken with about what needs to happen with their budget with regards to personnel, CPI, adjustments, among other things.

Regarding OPEB: information has been given to an actuary on all retirees, including life insurance, and there is a potential for \$2M reduction in OPEB liability.

Finance documents will go out to the Departments at the beginning of Oct and will be due back at the beginning of Dec. CPIC has already started for this fall's Special Town Meeting - scheduled for Oct 22.

-Finance Committee was excused at 7:25pm, and reconvened in the small meeting room in Upper Town Hall

Don Ludwig (chair) called the meeting to order at 7:28pm

Minutes:

Minutes of July 11, 2018 as amended were approved unanimously on a motion/second by John/Charles.

Public Commentary: None

Town Administrator's report: Marie Sobalvarro (Assistant Town Administrator/HR Director)

The two new positions created by the Charter, one will be paid out of the current planner budget, and the other is paid out of building permit fees.

By the end of the month, the Select Board is to decide which cannabis applicant to accept. The first is a manufacturing business that would be in the Appleworks building, the other is a retail store that is looking to be in 184 Ayer Rd - next to the Dunkin' Donuts plaza.

Bids for Hapgood (Old Library) accessibility came back - Electrical was on par, metals and masonry way higher. Estimates - ~\$54k metals - \$80k bids, masonry - \$30k - \$60k. Northbay was cost estimator chosen by Abacus. A second estimate for the roof repair is being sought - however companies will not come out for free. A new roof would not trigger more code upgrades - as the accessibility project already triggered those, and there is a 3 year look back. Any roof project would re-use slate that is usable. So slate-like might not be cheaper. Historic Committee has say over anything visible on the outside of the building. Slate-like would be a little less \$ but won't last as long.

Marie will send out a google calendar link - please consider making FinCom book assignments now.

Select Board to discuss tonight PAYT (Pay as you Throw) or curbside pickup, or no changes to the current transfer station system. Curbside would be contracted through town. Can't put out a bid for an

estimate. Road miles/households/waste - price was less (no \$ given) We would not need the 2 part time transfer station attendants. This is a Select Board decision.

Finance Director's report: David Nalchajian states that an audit of Parks and Rec was completed and a draft will be sent out. It has some recommendations, discusses the chain of events, and shows an annual deficit of \$28,000. By next April they will catch up, but by July they will be in deficit again. Revolving funds should not be spent before they have them, and something needs to be done to make P&R solvent again.

Much discussion regarding snacks, food trucks, concession sales, and meal tax.

Liaison Reports: John for CPIC: DPW has requested second paper compacting unit - issue is consistent growth - needs to be carted off weekly. PAYT will increase recycling. 15-30% increase at other towns. \$36,428. Including installation - electric lines, slab. \$275/load to haul. We own the compactors.

Hapgood Roof: \$405k - real quote. Dutelle + Co, Newtonville. This includes re-using slate.

No other requests to date. Deadline Oct 4 - for ATM, the above are for STM.

Other business: New liaison assignments:

Schools: Jennifer

CPC: Charles

Monty Tech: Siko

Motion to adjourn made and approved unanimously. Meeting adjourned at 8:31pm

Upcoming meetings:

Sept 25, 2018 - 7pm - All Boards - Upper Town Hall

Oct 3, 2018 - 7pm - Hildreth House

Nov 7, 2018 - 7pm - Upper Town Hall

Supporting Documents: Select Board Strategic Plan dated 8/9/18 for FY 2019

Respectfully submitted,

Jennifer Finch

