



Town of Harvard
Finance Committee
Minutes for November 7, 2018

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

Present: Don Ludwig (chair), John Seeley, Mark Buell, Richard Fellows, Jennifer Finch, Bruce Nickerson (7:20pm), Siko Sikochi

Absent: Charles Oliver

Others: Tim Bragan - Town Administrator, Marie Sobalvarro - HR Director/Assistant Town Administrator

Don Ludwig (chair) called the meeting to order at 7:00pm

Minutes:

Minutes of Oct 3, 2018 approved as amended. John/Mark

Public Commentary: None

Bob O'shea came to discuss the Park and Rec audit that was completed last summer and recently signed off on. A plan is needed for FY20. One suggestion from auditor was safety personnel be paid for by the town, not by fees. This would need to be a separate warrant article. Budget would not change - net zero.

Tim: David N had stated that FY timing isn't an issue. Funds can be earmarked and not swept.

Bob states the gap is more like \$5k-\$6k annually, not \$26k as stated in the audit

Supporting Document 1: Lifeguard Salary Budget.

\$28,280 - Lifeguard wages and certifications - Maybe move to town budget?

Different ideas about raising fees and covering costs were discussed, but it is up to P&R to decide what they want to do.

Tim/Bob: Mrs Brown (former P&R person for 40 years) saw this as a philosophical issue - everyone should know how to swim. She thought it was a right as a citizen of the town.

Noted that P&R cannot be a profit center for the town, self-sustaining, yes. Can generate revenue.

Some adjustments have been made to the audit and the final will be sent out.

Town Administrator's report: Tim Bragan.

- Revenue numbers expected by the end of the month. House/Gov/Legislature will send reports.

- On a local note, the two home rule petitions from the May 2017 ATM - the Means Tested Senior Tax Aid and changing One Assessor - were filed by Rep Benson last week. They will go through House then Senate.
- WW1 monument rededication will be Sunday Nov 11 at 11am.
- OML training is Nov 15th at Cronin.
- David N has left, hoping to have Finance Director finalists to the Select Board on Nov 20th.
- Mass transportation increased our funding by \$69,910. Total \$419,460.
- MUNIS. Goes back to the 90s. We're on a version from 2012. We're having problems with the current version, Accounts Payable. Transferring information from the bank to MUNIS. Takes 2-3 days to do it. Upgrade will cause significant headaches. We have found someone who used to work for MUNIS who consults to towns to help with this. Marie/Amy/Tim - we don't believe we can wait a year. Beginning of Jan is the best time to do it. Want to do it this year, waiting for ATM and a warrant article will be a long time. ~\$10k for consultant. Professional Services account - may have a reserve fund transfer in the future. \$ request from CPIC will be withdrawn.

Supporting Document 2: FY20 Budget Memo (updated)

Finance Director's report: None as the position is currently vacant.

Liaison Reports:

John: CPIC update: total of about \$1.7M in requests. Including: phase 3 town fire alarm system. Remainder of hoses and nozzles, DPW repaving Ayer Rd from Rt 2 to town line - looking for Fed funds, we're in the queue, \$15M estimated, need to show good faith by spending \$300k on design study. Drainage, improvements, sidewalks, bike paths both sides. DPW has asked for a new dump truck, a heavy duty truck, and a light duty truck, need to refurbish street sweeper. Hapgood roof - request is for \$400k. Repair and paint old fire dept (houses vaults and such). Parking lot for fire station - expand. Purchase of conservation land \$100k. School requests are all for Bromfield: renovation of Cronin Auditorium (sound/carpet), lighting recommended by HEAC, bleachers, A/C to Science Wing - roof leaks on flat roof, Kitchen needs major upgrades.

Jennifer: School discussing School Choice and enrollment numbers due to 15 students graduating this year between Choice and Devens. This could have significant impact on the budget, but the School Choice has a \$200,000 reserve.

Don: School Building Committee is at 60% plans completed mark. Cost estimates should be back early December. List of value engineering items that can be pulled if needed. After 60% - go to 90% (maybe Aprilish). SBC Chair Susan Mary Redinger is compiling a list of design questions to send in.

Bruce: Planning Board has been dealing with Marijuana Host Agreement. PB has concerns about site operations of Coil Bros and will be sending it to Select Board

Other business:

Book Assignments - suggested that if any sections can be worked on early, they should be.

FinCom address - Don

Schools - Jennifer/Finance Director

Comparison Chart - Bruce

CPIC - John

State of the Town - Dick

FinCom Spotlight - Suggestion for PAYT (SMART)- DPW liaison - John

Calculator - mostly Tim

Motion to adjourn made and approved unanimously. Meeting adjourned at 8:20pm

Supporting Documents:

Park and Rec Lifeguard Salary Budget, FY20 Budget Memo (updated)

Upcoming meetings:

Dec 5, 2018 - 7pm Upper Town Hall Meeting Room - 13 Ayer Rd

Respectfully submitted,
Jennifer Finch