



Town of Harvard
Finance Committee
Minutes for Feb 13, 2019

Location: Upper Town Hall Meeting Room- 13 Ayer Rd

Present: John Seeley, Mark Buell, Jennifer Finch, Bruce Nickerson, Charles Oliver, Siko Sikochi, Ray Marchica

Absent: Don Ludwig (chair), Richard Fellows

Others: Tim Bragan - Town Administrator

John Seeley (vice-chair) called the meeting to order at 7:03pm

Minutes:

Need Dec 5, 2018 minutes - Jennifer to finish and distribute.

Oct 3, 2018 and Nov 7th, 2018 are not yet on the town website, Jennifer to follow up.

Public Commentary:

Hank Fitek, 213 Stow Rd, Council on Aging (COA) Board member, and Harvard Help Volunteer.

Harvard help - no other towns use something like this, and it may be a liability issue. Friends of the COA almost has the funds to purchase their own van. He's requesting that FinCom approve \$25,000 budget addition for the annual operation cost of the vehicle. Friends of the COA is almost ready to buy the van but won't if the town won't support the operating costs. Friends looking to buy right after Annual Town Meeting (ATM.)

Beth Williams - 3 Granite View Ln, COA Co-chair, Last year there were 2880 MART van rides, Harvard Help covered 325 rides. This year they've done 1856 so far, 500+ more than the same time last year. Unable to cover 86 rides (HH helped) and the need for the van is increasing. Asking that FinCom support the \$25k on the warrant.

CPC Funding review with Chair Didi Chadran:

Supporting document 1: CPC Warrant Article Recommendations for May 2019 ATM

Fy20 - Many applications for grants this year. Funds from MA Community Preservation Act are lower, making this a challenging year. Total funding level is \$403k, 10 applications for CPC funding:

Old Library Accessibility Committee (OLAC) roof: \$100k

Pond road trees - CPC declined to fund at this time

Boat rental kiosk - \$15k

Town documents \$10k (required)

Affordable Housing Trust (AHT) - \$46,268 (required) - required to appropriate 10% of revenues.

Application for turf - rescinded by applicant

Same group came back for re-seeding grant request - CPC declined to fund

ConCom - fund \$125k, original request was \$200k

Stone wall \$89k - CPC declined to fund at this time

Debt service on Town Hall - \$50k

CPC administrative fees \$2,500

Bruce: AHT - proposed amount is \$46,268 plus \$27,321? (the 10%) - \$73,589?

The \$46,268 is the AHT reserve when funds were not distributed from MAHT, and the \$27,321 is the 10% proposed by CPC in the warrant article.

Capital Funding Review. - John

Supporting Document 2: Draft Report of the Capital Planning and Investment Committee (CPIC)

Recommended to FC/SB - 3 major long term capital projects to be paid for as excluded debt. \$975k, plus two school projects via the Devens fund: upgrade for Bromfield kitchen \$120k, roof repair on TBS: \$80k \$660,220 of the projects are recommended to be paid from capital stabilization fund.

\$375k for Ayer rd study -

Charles: do we need to do the Ayer Rd study?

John: It was last paved 1992. Tim K has gotten the project on the Federal TIP list, he has been successful at getting approval before. His estimate for the whole thing is \$5.5M - greatly increased chance of getting fed funds if we do the study and the study needs to be done regardless. This is from Rt 2 to the Ayer line. Sidewalks on both sides and bike lanes.

Town Administrator's report:

Tim Bragan:

Supporting document 3: Mass Taxpayers Foundation memo regarding Jan tax revenue collections, State budget - \$403M down, not worrisome.

Supporting document 4: Memo from Tim Bragan to Select Board including Financial Recap & Projection Worksheet with Budget reductions, post submission increases, and small warrant articles with Town Administrator recommendations.

On the budget reductions sheet, a small warrant article may be created to cover various technology items, and paid for out of free cash.

Certified free cash ~\$1.1M

Van warrant article is \$25,552 - SB did not vote on it, but wants to save it.

Supporting document 5: Select Board FY20 expense sheet with adjustment. Postage increased by \$840 from original request of \$17,000 to \$17,840.

Supporting document 6: Select Board FY20 Various expense sheet with adjustment. Town Audit adjusted down by \$2,000 from the original \$23,000 to \$21,000

Supporting document 7: Omnibus budget draft

Personnel expense lines have been adjusted throughout document to account for leap year.

Page 7 - Nashoba Assoc. Boards of Health is now actual number of \$25,646.

Page 8 - cable \$97,001 does not include \$20,000 from the school department budget.

Page 10 - health insurance NHG (Nashoba Health Group) - waiting on actual number from them, but Marie feels that we can reduce the original number by \$90,000 to \$3,306,413.

Debt section is not yet complete, new Finance Director Lori is working on it.

Supporting document 8: Financial Recap and Projection Worksheet.

Tim feels that local receipts can be increased by \$30k to \$1,559,500, this number is variable year to year, but \$30k increase is average.

We have again requested \$5000 from the library, but have not heard back yet.

Showing revenues of \$28,666,176.

Deficit last week was ~\$400k, now we're at -\$272,305. Without regional dispatch bill or Monty Tech bill. Last year's numbers have been used for both. Probably -\$300k after those numbers but unknown. 2 weeks out for regional dispatch numbers and Monty Tech.

Mark spoke with Aziz and Chris Boyle after the joint SB/SC/FC meeting, and they feel that their computer expenditures are justifiable financially and he asked if they would write a report and present it. Additionally, Chief Denmark says there's a financial study to turn over cars every X years, Mark thinks we should look at it.

Bruce asks if any of the school capital items can be delayed. John explains that the roof needs repair, the \$120k for the kitchen is necessary since inspections point out that we are in violation of some codes. The floor needs to be replaced and it's easiest when all of the things on top are already out.

Discussion regarding the COA van operational funding request:

Tim's recommendation - This is an article outside the budget process, not in the COA line. Decision is SB/FC's.

Bruce would like to go on the record as stating: I feel very strongly against Tim about the COA van. I've been a Harvard Help driver - our elderly population is growing, and I feel very strongly that if we say no, it would kill the van purchase from the Friends who are willing to provide it, and we tell them we don't

want it. Which is to my mind the wrong way around. We put the money in, and they don't get the van, we get \$25k free cash.

Tim: If we put \$25k and it doesn't get spent, we've cut someone else's budget.

Mark: can we ask the COA if they can do it with less?

John: \$23k annual operating costs. Mostly driver cost. Maybe only cover \$2k insurance, \$500 maint, and fuel. So fixed costs are only \$2500ish.

Tim: When you go back to the original document - if we have the ability to do it, we will do it, but now we're cutting budgets. You're talking about adding \$25k/year. This is a new item above level service.

Finance Director's report: No Finance Director present.

Liaison Reports: None

Other business: Continue to work on book assignments, due early March, sooner is better.

Motion to cancel meeting of Feb 20, 2019 as no new information will be available for that meeting was made by Jennifer, seconded by Bruce, and passed unanimously.

Future agenda items: None noted.

Supporting Documents:

1. CPC Warrant Article Recommendations for May 2019 ATM, 2. Draft CPIC Report, 3. Mass Taxpayers Foundation memo regarding Jan tax revenue collections, 4: Memo from Tim Bragan to Select Board including Financial Recap & Projection Worksheet with Budget reductions, post submission increases, and small warrant articles with Town Administrator recommendations, 5: Select Board FY20 expense sheet with adjustment, 6. Select Board FY20 Various expense sheet with adjustment, 7. Omnibus Budget Draft, 8. Financial Recap and Projection Worksheet.

Adjournment:

Motion to adjourn made and approved unanimously. Meeting adjourned at 8:37pm

Upcoming meetings:

Feb 27, 2018 - 7pm Upper Town Hall Meeting Room - 13 Ayer Rd.

Respectfully submitted,
Jennifer Finch