



Town of Harvard
Finance Committee
Minutes for February 5, 2020

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

Present: Don Ludwig (chair), John Seeley, Mark Buell, Richard Fellows, Jennifer Finch, Ray Marchica, Siko Sikochi

Absent:

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

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

Minutes for approval:

Jan 4, 2020 approved on a motion from Mark/Siko (5:0:2)

Jan 8, 2020 approved as amended on a motion from Mark/John (7:0)

Jan 22, 2020 approved as amended on a motion from Mark/John (7:0)

Jan 29th - not presented

Public Commentary: None

Meeting: The Community Preservation Committee (CPC) presented their proposed slate of requested and approved items for FY21. Chair Didi Chadran and members John Lee and Beth Williams presented.

Supporting Document 1: CPC Proposed Slate of FY2021 warrant articles. This document was emailed to the rest of the committee during the meeting.

The total requested this year of \$950,000 is 2.5x the amount available.

- Town hall debt service - ~\$48,600.
- Complete work on stone wall - \$89,200.
- Fire records - \$6,000 of \$24k requested.
- Affordable housing - 10%.
- Tennis courts - repair and resurface only - \$40,000.
- ConCom and Community harvest project - asked for significant funds, CPC has approved giving \$150,000 to ConCom supports the idea to divide it out to Community Harvest as they see fit.
- Annual Admin kitty - pay our dues to the CPCoalition. - \$2500.

John noted that tennis courts are on the CPIC 5 year plan, CPC was not aware.

Tim Bragan will ask Marlene Kenney how many records remain to be archived from Town Hall.

Document 2: Identified over level service items list.

Total is \$370,044.

One-off items should be moved to individual Small Warrant Articles (SWA).

Document 3: Small Warrant Article requests

1. The Reserve Fund was reduced last year to balance the budget, FY21 is back to usual \$350k.
2. Merit Pay from Personnel board. \$26,602 max.
3. Tree trimming - Should this move into DPW's budget?
4. Water/SCADA - two sensors in the SCADA system \$17,500.
5. Charlie Waite Field irrigation Electrical repairs - \$7200
6. Historic Document Preservation - \$25,000 - usually ask CPC for funds, but they weren't approved this year there.
7. Tasers - Harvard Police Dept. \$14k.
8. Fire Truck Valve Replacements - \$18.8k
9. Minute Assistant Services - \$6k, trial basis to help 4 boards get minutes done and submitted and online for P&R, Permanent Building Committee (PBC) Personnel Board, and Water & Sewer Commission.

Document 4: Debt Management Policy - given to SelectBoard last night, FinCom should come to their next meeting to present.

Document 5: Revenue/Expense Projection dated 2/5/2020.

Estimated Surplus/(Deficit): (\$699k) before SWAs which total \$135k Total deficit \$834k (Clerk's note: I am rounding because these numbers are fluid at this time.)

Document 6: Large general fund sheets from Lori.

Bond premiums are now added - divided evenly over the life of the loan.

Not net anymore, full amount, then subtracting out premium.

Per Marie; Fallon is our most heavily subscribed plan, overall increase is 3.71% but that's \$3.5M or 13% of the budget. \$4.2M between current health and retiree plans. If they're not medicare eligible.

Options:

- high deductible plans - \$300/mo family, \$100/individual. Upfront savings is about \$33k/year.
- Less expensive insurer? Would be a year or 2 effect. MAIA may not take us - all based on claims

The SelectBoard met and discussed the connector to Hildreth House phase 2 - voted 3:2 against.

Tim states and the committee consensus seems to agree that the town is looking at a general override request for FY21.

Book assignments:

Fincom address: Don

Schools: Jennifer

Spotlight: COA

Comparison chart: Ray

CPIC: John

State of the Town: Dick

Calculator: by committee and Tim

Adjournment:

Meeting adjourned at 8:37pm

Supporting documents (6 Total):

1. CPC Proposed Slate of FY2021 warrant articles.
2. Identified over level service items list.
3. Small warrant article requests.
4. Debt Management Policy draft.
5. Revenue/Expense Projection dated 2/5/2020.
6. Large general fund sheets from Lori.

Upcoming meetings:

Feb 11, 2020 - 7pm Upper Town Hall Meeting Room

Feb 15, 2020 - 8:30am Upper Town Hall Meeting Room

Respectfully submitted,
Jennifer Finch