

FINCOM
Meeting Minutes – November 15th, 2016

Members Present: Don, Bruce, John, Steve, Charles, Heidi, Dick
Others: Tim Bragan
Location: Town Hall Meeting Room

Don called the meeting to order at 7:04PM.

Minutes: The Minutes of the October 19th meeting were amended and then unanimously approved.

Public Commentary: None.

Town Administrator Report:

- Massachusetts budget cuts on hold for the moment.
- New quote for Old Library survey came in at \$3300
 - The work requires extensive historical research, leading to the high cost
- Budget binders will be ready for next meeting on December 7th.
- Finance Director search is down to 3 candidates.
 - The BOS will hold a special meeting to choose amongst them.
- Candidate for Town Clerk is nearing an end.
 - Discussion with Personnel regarding entering grade is ongoing.

Liaison Reports:

CPIC

- Revision to Fire budget
 - New hose/hose nozzles will be removed from capital and added as warrant articles.
- FY22 new brush fire truck needs to be purchased.
- Inventory and repair of fire ponds was discussed.

DPW

- Road budget is increasing to \$300,000 per year.
- Rich Nota is setting up maintenance schedule.
- \$40,000 small equipment budget allocation not needed for FY18

COA

- "New" van was assigned to the Harvard transportation run by MART
- Hildreth House phase 2 moved to FY20

Fire and Ambulance Audit:

- Audit was discussed

Liaison Assignments:

- Charter Commission - Bruce
- Fire and Library - Dick
- Cable - Charles
- Police - Don

Next Meeting: Tuesday, December 7th at 7PM in the Town Hall Meeting Room.

The meeting was adjourned at 8:36PM.

Respectfully submitted,
Charles Oliver, Secretary

TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018 - 2022

10/19/2016

	Funding Source	FY18	FY19	FY20	FY21	FY22
Fire Dept.						
Upgrade town's fire alarm system		40,598	46,033			
Fire Pond Repairs		81,500				
Replace Hose		8,900	45,000			
Replace Command Car	CSF		35,000			
Replace Hose Nozzles			7,200			
New Repeater on Future Cell Tower/Replace SCBA Packs			30,000			195,000
Public Works, Roads						
Reconstruct and Repair Town Roads				300,000	300,000	300,000
Public Works, Equipment						
DPW Misc. Equipment	CSF	40,000	40,000	40,000	40,000	40,000
Heavy Duty Dump Truck (trade 1996 dump truck)		182,000				
Light Duty Dump Truck (give 2008 to School Dept.)	CSF		75,000			
Heavy Duty Dump Truck (trade 1998 Dump Truck)				188,000		
Light Duty Utility Truck (15,000GVW)(Trade 2010 Utility Truck)	CSF				65,000	85,000
Public Works, Facilities						
Replace Septic System						
Conceptual Design, Reno. or Add. to DPW facility						
Design & Procurement, Construction of DPW Facility	Major Cap					
Water Dept.						
Drainage (Water/Sewer), Pond Road	CSF					
Emergency Generator for Water Pump House	CSF		20,000			
Town Clerk						
Preservation of old Town Records		24,752				
Ambulance						
New Ambulance (\$300,000)	Amb. Fund	288,500				
Replacement Stretcher		28,000				
Council on Aging						
COA Van		65,000				
Hildreth House Building Project	Major Cap					
Park & Recreation						
Stone Wall Repair/Restoration		100,000				
CSF Debt						
Vehicles approved in FY11 (Fire & DPW)	CSF	54,257	53,244	52,232	51,219	51,219
Water Debt on project (\$340,000/\$320,000)	CSF	31,200	30,400	29,600	28,800	28,800
Sub-total, Town Submissions:		944,707	381,877	609,832	485,019	700,019
CSF= Paid for from the Capital Stabilization Fund;	Bond/Ban=Borrowed, Long Term or Short Term					
Cap Excl.=Raised thru taxes and paid for in a single year;	Major Cap = See Major Capital Schedule					

**TOWN OF HARVARD CAPITAL SUBMISSIONS
FUNDING FISCAL YEARS 2018 - 2022**

10/19/2016

	Funding Source	FY18	FY19	FY20	FY21	FY22
School Dept.						
HES - Feasibility Study of Renovation/Build **	Major Cap					
Sys - Replace locks on 1/2 classroom doors (date/amount)		110,000				
TBS - Upgrade Science Room	CSF	175,000				
TBS - Upgrade Science Room	Devens .5 from Devens	175,000				
TBS - Renovate Middle School Bathrooms		40,000				
TBS - Repair or Replace ramp to MS		150,000				
TBS - HVAC Equipment/Controls Upgrade and Repairs (HEAC)	Grant	75,000				
TBS - HEAC Interior Lighting Upgrade (Florescent to LED HEAC)	Grant	110,000				
Sys - Replace 1/2 of the locks on all classroom doors (date/amount)			110,000			
TBS - Upgrade Science Room and Prep rooms			240,000			
TBS - Replace electrical sys, lighting carpeting in Cronin Auditorium			220,000			
TBS&HES - Replace/remove indirect fired H/W storage tank, boiler rm	CSF		28,000			
HES - Replace boiler room air compressor	CSF		20,000			
HES - Add exterior lighting to back parking lot			120,000			
HES - Add card system for building entry, Video cameras in hallways				100,000		
HES - Air conditioning with compressor				100,000		
HES - Upgrade Elevator	CSF			25,000		
TBS - Replace gym bleachers				100,000		
TBS - Engineer removing sewage lift station	CSF			40,000		
TBS - Renovate/upgrade Boy's-Girls' bathrooms Science wing & Ramp	CSF			20,000		
TBS - Replace AHU for new wing with a new AHU with Air Conditioning	CSF			65,000		
HES - Replace playground material as needed	CSF			50,000		
TBS - Remove plantings in courtyard & redesign	CSF			20,000		
TBS - Shore up driveway banking by tennis courts	CSF			40,000		
HES - Install Emergency Power Generator in new K-Wing					130,000	
HES&TBS - Replace Kitchen Floors, both schools	CSF				30,000	
HES&TBS - Refinish Gym Floors, both schools	CSF				30,000	
HES - Upgrade the Courtyard						60,000
TBS - Install HVAC units						300,000
TBS - Install card access system, external doors						100,000
TBS&HES - Replace Damaged Flooring						300,000
TBS/HES - Install system coordinated IP clocks						200,000
TBS/HES - Upgrade Network Backbone (Servers, switch, routers)						300,000
Sub-total, School Submissions:		835,000	738,000	560,000	190,000	1,260,000
Total, All Town & School Requests		1,779,707	1,119,877	1,169,832	675,019	1,960,019

Amended

TOWN OF HARVARD CAPITAL PLAN

FISCAL YEARS 2018 - 2022

	FY18	FY19	FY20	FY21	FY22+
Fire Dept.	150,998	163,233	-	-	195,000
Police Dept.	-	-	-	-	-
Public Works, Roads	-	-	300,000	300,000	300,000
Public Works, Equipment	222,000	115,000	228,000	105,000	125,000
Public Works, Facilities	-	-	-	-	-
Water Dept.	-	20,000	-	-	-
Cemetery Dept.		-	-	-	-
Town Clerk	24,752	-	-	-	-
Ambulance	316,500	-	-	-	-
Council on Aging	65,000	-	-	-	-
Park & Recreation	100,000	-	-	-	-
School Dept.	835,000	758,000	560,000	190,000	1,260,000
Debt for vehicles (Fire & DPW)	54,257	53,244	52,232	51,219	51,219
Debt for water (\$340,000)	31,200	30,400	29,600	28,800	28,800
Total Capital Requests	1,799,707	1,139,877	1,169,832	675,019	1,960,019

Total Capital Submissions:

6,744,454

Major Capital Items	500,000	11,500,000	-	-	2,500,000
Total Major Capital Submissions:					<u><u>14,500,000</u></u>

Total All Capital Requests	2,299,707	12,639,877	1,169,832	675,019	4,460,019
Total All Capital Submissions:					<u><u>21,244,454</u></u>

**TOWN OF HARVARD
CAPITAL SUBMISSIONS
MAJOR PROJECTS*
FISCAL YEARS 2017-2026**

	ATM Vote	Project Completion	1st Debt Service	FY18	FY19	FY20	FY21	FY22-FY26
Fire Dept.								
New Fire Engine (2022)	Apr-21	Jan-22	FY23					1,000,000
Public Works, Facilities								
Design & Procurement	Apr-18							
Construction	Apr-21	Oct-22	1/2 @FY23					1,500,000
Water Dept.								
Well field Development/ Water source	???							
Hildreth House Building Committee								
Hildreth House Addition	Apr-18	Jun-19	FY20		3,000,000			
Park & Recreation								
**Old Library Building New Entrance/Access	Apr-17	Jun-18	FY19	500,000				
Sub-total, Town Submissions:				500,000	-	-	-	2,500,000
School Dept.								
HES - K-Wing (renovate/build) (excl. MSBA reimb.)	Apr-18	Jun-19	FY20		-- \$7.5 million (renovate/build) ---			
Sys - Move and/or Renovate Central Office	Apr-17	Jun-18	FY19	--- \$700K to \$1.5 million ---				
Sub-total, School Submissions:					8,500,000	-	-	-
Total, All Town & School Submissions				500,000	11,500,000	-	-	2,500,000

\$ 14,500,000

* This snapshot highlights the large project proposals which Town may face in coming years to be funded by new debt. The costs shown are rough estimates which have been provided by either the Selectmen or by the School Committee, except for the HES Renovation and Old Library Renovation estimates which have been provided by CPIC. Efforts are underway on several projects to improve the cost estimates. While no proposal has been received for a new water source, it is listed as this is being closely monitored. The planning of these large projects requires further refinement as we seek to balance a project's impact on the town's debt and the urgency to address the needs of Town's building and infrastructure needs.

This schedule does not include current town debt from prior projects, including: the School Roof Repairs (retiring 2017), Public Safety Building (retiring 2021), Bromfield School (retiring 2025), various fire trucks, Town Hall Renovations soon to be bonded, and Hildreth House Accessibility project that is expected to be built this year.

** The dollar amount associated with this item does not include funds for any code compliance items, should they be required.