

Town of Harvard
Finance Committee

Meeting Minutes June 6, 2018

Members present: Don Ludwig (chair), John Seeley, Mark Buell, Richard Fellows, Bruce Nickerson, Charles Oliver, Jennifer Finch, Peter du Bois

Not present: all members present

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

Location: Upper Town Hall - 13 Ayer Rd

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

Minutes:

Minutes of 5/23/18 approved as amended.

Minutes of 10/18/17 still need approval.

Public Commentary: None

Officer Election: Don nominated as chair, John as co-chair, Peter as secretary. Motion to accept by Bruce, seconded by John, approved unanimously.

Town Administrator's report: Tim Bragan stated that the terms of both associates Jennifer and Peter will expire 6/30/18, as well as the terms of John and Steve. Tim will notify the Town Moderator (Bill Barton) of any members that would like to seek re-appointment.

- 1) Article from MMA on the MA Senate-House budget, with Cherry sheet attached, about \$1000 difference between House and Senate's budgets.
- 2) Selected Section of Charter - regarding an All Boards meeting, tentatively scheduled for Sept 25, 2018. The Select Board would like to meet with FinCom on Sept 5, 2018 to prep for budget goals and initiatives for FY20.
- 3) Proposed Calendar for FY19:

Next meeting, Jul 11, 2018, Aug: no meeting needed at this time. Sept meeting with SB, All Boards Sept 25, CPIC priorities to be determined by Dec and sent to SB. Materials out to departments after All Boards - Mid Oct. First week of Dec - all documents required back to Town Administrator, then back out to SB and FinCom around Dec 5. Questions from SB and FinCom due back by Dec 14 - John expressed concern that 9 days (6 business days) was not

enough time to completely examine every department's budget and compile questions.
Answers from the departments are due back to the Administrator by the end of Dec. Budget comes back to FinCom Feb 1.

The Annual Town Meeting for 2019 is tentatively scheduled for May 4.

Tim suggests that FinCom have 7 weekly meetings for questions - or 6 with 2 weeks for questions - this seemed to be the preferred method by the members, but was not voted on.

The Select Board will alternate regular meetings + small budget discussions with big budget meetings - which will have no other business.

Select Board budget meeting with the School Committee may be on a Saturday.

Select Board's "Goals and Charge to the Boards" meeting is scheduled for July 3, the 59th day after the ATM.

A proofreading date for the Warrant booklet was added to the calendar for March 23, 2019.

Tim noted that there is the potential for a Special Town Meeting on Oct 29 - MassDevelopment has proposed Zoning and Housing changes for Vicksburg Square.

The Select Board has determined that the Town Planner will also be the Director of Economic Development for the Town.

Finance Director's report: David Nalchajian was not present.

Liaison Reports: No reports.

Assignments accepted by members for FY19 at this meeting:

Don - Select Board

Don - Personnel

Bruce - Planning Board

Bruce - Mass Housing

Don - School Building Committee

John - DPW

Dick - Police, Fire, ConCom

Don - Park & Rec

Steve - School

Charles - Board of Health

Bruce - COA

John - CPIC

Dick - Ambulance

Steve - CPC

Steve - Monty Tech

Charles - HHC

Other business: None

Motion to adjourn made and approved unanimously. Meeting adjourned at 8:00pm

Supporting documents: 1) MA House-Senate article from MMA dated 5/25/18. 2) selected charter sections regarding the finance committee 3) Proposed calendar for upcoming meetings

Upcoming meetings:

July 11, 2018 - 7pm - Upper Town Hall - 13 Ayer Rd

Respectfully submitted,
Jennifer Finch