

Town of Harvard
Finance Committee
Meeting Minutes July 12, 2017

Members present: Don Ludwig (chair), John Seeley, Steve Colwell, Richard Fellows, Jennifer Finch, Peter du Bois

Not present: Bruce Nickerson, Mark Buell, Charles Oliver

Others: Tim Bragan - Town Administrator, David Nalchajian - Finance Director

Location: Town Hall Meeting Room

Don Ludwig called the meeting to order at 7:02pm.

Minutes: The minutes of the June 21, 2017 meeting were not distributed, approval moved to next meeting.

Public Commentary: None

Town Administrator's report: Tim Bragan presented the Commonwealth's Cherry Sheet for the town of Harvard. There were no significant changes from the final proposed budget and our own estimate. It was noted that our charges for retired teachers' health insurance went up by approximately \$124,000. The state closed out FY17. \$500M was cut from the FY18 state budget. Since the state closed out FY17 late, they ran on a 1/12th budget for the month. The FY18 budget was approved on July 7.

On Sept 6 at 7pm there will be an all boards and committees meeting to discuss the new charter budget system and to receive input from the different groups. The new system will have all groups and committees submit budgets to the BoS, and the entire budget will be submitted to the Finance Committee by Jan 1 each year.

There were the following reserve fund transfers requested:

- Selectman's Payroll - For grade differences between assistant town administrator and town administrator while Tim was out.
\$1986.01 - John Seeley moved that we approve the funds transfer, seconded, passed unanimously.
- Building inspections overages - mostly for Hildreth House.
\$32,388.00 - Steve Colwell moved that we approve the funds transfer, seconded, passed unanimously.

- Wire inspector overages - mostly for Hildreth House.
\$1358.00 - John Seeley moved that we approve the funds transfer, seconded, passed unanimously.
- Plumbing inspector overages
\$1914.00 - John Seeley moved that we approve the funds transfer, seconded, passed unanimously.
- Land use expenses. Dues increased and meeting required caused overage.
\$30.00 - Steve Colwell moved that we approve the funds transfer, seconded, passed unanimously.
- Selectmen's Expense - Town Hall postage meter. Postage inadvertently purchased early.
\$2183.00 - Steve Colwell moved that we approve the funds transfer, seconded, passed unanimously.
- Tax recap sheet - the town approved at town meeting to raise and appropriate \$2000.00 for the charter commission. [I'm not sure what to say here - it sounded like the assessors messed up and didn't do it?]
\$2000.00 - After three calls for a motion, Richard Fellows moved that we approve the funds transfer, seconded, passed by a vote of 3 to 1.
- Benefits Department - FY16 June insurance bill was not paid by the end of year and was paid in FY17.
\$195,000.00 - Steve Colwell moved that we approve the funds transfer, seconded, passed unanimously.

Finance Director's report: David Nalchajian - The School Committee end of year meeting went well and they are in a good position to close their books by July 31.

Liaison Reports:

- John Seeley - CPIC - Still looking for a member at large, next meeting is Aug 28.
- Don Ludwig - SBC - Will be voting on Design-Bid-Build or CM@R at tomorrow's meeting.

Other business: none

Motion to adjourn by Don Ludwig, seconded, and approved unanimously. Meeting adjourned at 8:08pm

Upcoming meetings:

Wednesday Aug 23, 2017, 7pm, Town Hall Meeting Room

Wednesday Sept 6, 2017, 7pm, Town Hall Meeting Room - with BoS and all committees

Respectfully submitted,
Jennifer Finch
Associate member, FinCom