

FINCOM  
Meeting Minutes – January 11th, 2017

Members Present: Bruce, Don, Charles, Heidi, John, Steve

Others: Tim Bragan

Members Not Present: Dick

Location: Town Hall Meeting Room

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

**Minutes:** The Minutes of the January 4th meeting were amended and unanimously approved.

**Public Commentary:** None.

**FY2018 Budget Reviews:**

- Fire Department Question Responses

- Grants for fire equipment have become increasingly competitive. Additionally, Harvard's relatively healthy financial status makes grants less likely to be won.

- EMT/Firefighter position

- Joint position split between Fire and Ambulance
- Position still needs to be graded
- Details about exact nature of duties and how costs will be assigned is to be determined.

- Training Budget requested

- Department has never had a budget for training
- Considering the volunteer nature of the service, training activities will be helpful

- Ambulance Question Responses

- Is the call stipend program improving call response?

- Yes. The payout per call is higher than expected.

- Why is revenue declining from reimbursements?

- Revenue is out of the control of the service
- The billing company should be asked about how aggressively reimbursements are pursued
- Declining revenue will impact funding source of new ambulance

- Should Harvard consider contracting for ambulance services?

- Private service cost will vary widely depending on level of service desired

- How will the shared Firefighter/EMT position be used?

- The person will be "on call/on station" during the business day and perform administrative functions and inspections when not at calls

**Town Administrator Report:**

- Omnibus Budget

- As of 1/11, the budget is \$138,026 in the hole.

- The Warrant article list hasn't been finalized, so line item will change
- Warrant Articles
  - Warrant article submissions are due Friday 1/13
- Massachusetts State Budget
  - The state continues to have a structural deficit
  - Budget shortfalls have been closed using one-time savings

**Liaison Reports:**

- School Committee:
  - School will renew leases on Apple products
  - Increase in tech purchases line item due to older Apple hardware being kept and given to K-5 kids
- CPIC:
  - Total to date submissions are \$670,000
  - Proposal to bundle new dump truck, upgraded school locks and science room into 5 year BAN
  - Fire ponds
    - Add maintenance line for ponds after repairs are performed
- MSBA Meeting:
  - OPM went over timeline
  - School Building committee will do a short presentation or pass out handout describing progress at Town Meeting

**Next Meeting:** ALL BOARDS MEETING Wednesday, January 18th at 7PM in the Town Hall Meeting Room.

The meeting was adjourned at 8:46PM.

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
<b>Fire Dept.</b>						
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
<b>Public Works, Roads</b>						
Reconstruct and Repair Town Roads				300,000	300,000	300,000
<b>Public Works, Equipment</b>						
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
<b>Public Works, Facilities</b>						
Replace Septic System						
Conceptual Design, Reno. or Add. to DPW facility						
Design & Procurement, Construction of DPW Facility	Major Cap					
<b>Water Dept.</b>						
Drainage (Water/Sewer), Pond Road	CSF					
Emergency Generator for Water Pump House	CSF		20,000			
<b>Town Clerk</b>						
Preservation of old Town Records		24,752				
<b>Ambulance</b>						
New Ambulance (\$300,000)	Amb. Fund	288,500				
Replacement Stretcher		28,000				
<b>Council on Aging</b>						
COA Van		65,000				
Hildreth House Building Project	Major Cap					
<b>Park &amp; Recreation</b>						
Stone Wall Repair/Restoration		100,000				
<b>CSF Debt</b>						
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
<b>Sub-total, Town Submissions:</b>		<b>944,707</b>	<b>381,877</b>	<b>609,832</b>	<b>485,019</b>	<b>700,019</b>
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
<b>School Dept.</b>						
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
<b>Sub-total, School Submissions:</b>		<b>835,000</b>	<b>738,000</b>	<b>560,000</b>	<b>190,000</b>	<b>1,260,000</b>
<b>Total, All Town &amp; School Requests</b>		<b>1,779,707</b>	<b>1,119,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>1,960,019</b>

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
<b>Total Capital Requests</b>	<b>1,799,707</b>	<b>1,139,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>1,960,019</b>

Total Capital Submissions:

6,744,454

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

<b>Total All Capital Requests</b>	<b>2,299,707</b>	<b>12,639,877</b>	<b>1,169,832</b>	<b>675,019</b>	<b>4,460,019</b>
<b>Total All Capital Submissions:</b>					<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
<b>Fire Dept.</b>								
New Fire Engine (2022)	Apr-21	Jan-22	FY23					1,000,000
<b>Public Works, Facilities</b>								
Design & Procurement	Apr-18							
Construction	Apr-21	Oct-22	1/2 @FY23					1,500,000
<b>Water Dept.</b>								
Well field Development/ Water source	???							
<b>Hildreth House Building Committee</b>								
Hildreth House Addition	Apr-18	Jun-19	FY20		3,000,000			
<b>Park &amp; Recreation</b>								
<b>**Old Library Building New Entrance/Access</b>	Apr-17	Jun-18	FY19	500,000				
<b>Sub-total, Town Submissions:</b>				500,000	-	-	-	2,500,000
<b>School Dept.</b>								
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 ---				
<b>Sub-total, School Submissions:</b>					8,500,000	-	-	-
<b>Total, All Town &amp; School Submissions</b>				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), Bronfield 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.