

## **Town of Harvard Finance Committee**

Meeting Minutes May 23rd, 2018

Town Hall Meeting Room, 13 Ayer Road, Harvard MA

**Members present:** Don Ludwig (chair), Peter du Bois, Jennifer Finch (promoted at start), Steve Colwell, Bruce Nickerson, John Seeley

**Not present:** Mark Buell, Charles Oliver and Richard Fellows

**Others:** Tim Bragan - Town Administrator, Marie Sobalvarro Asst. Town Administrator/HR Director, David Nalchajian – Town Finance Director

Don Ludwig (chair) called the meeting to order at 7:02pm

**Public Commentary:** None

**Minutes:** A motion by Finch/Nickerson to approve the Minutes as amended of May 2nd 2018 was passed unanimously.

### **Other business:**

Don Ludwig noted that some members of FinCom are near their term expiration. He stated that John Seeley had agreed to serve another term, but that Steve Colwell had not been asked yet. In addition Ludwig noted that FinCom liaisons to other boards needed to be assigned as well, however, Ludwig stated that more members should be present before these assignments can be made.

Tim Bragan presented a review of the budget process in context of the new Town Charter and how the new Town Charter will impact the budget process in the future. Bragan presented three supporting document:

- 1) Changes to budget process
- 2) A comparison of the changes resulting from the new Town Charter
- 3) Articles #6, #7 and #8 from the new Town Charter

Bragan made the follow points:

- Budget process in the charter does not conform to everyone's expectations. However there is no penalty to not complying with charter budget process according to conversation Bragan had with Charter Commission members
- Capital will continue to complete their activities in December in order to make their recommendations to the Select Board
- Department Heads will provide budgets to the Select Board no later than Dec 1st.
- FinCom and the Select Board will generate questions for department heads
- Department Heads will return answers to Select Board by January (date not stated)
- Select Board and FinCom will start meeting with department heads on Tuesdays in January
- FinCom would receive budgets by end of January from Select Board along with CPIC plan (Select Board reviews CPIC plan prior to passing it to FinCom)
- Book completion date - end of March (Bragan anticipates that the book will not be mailed out next year)
- Budget format will the same for all departments
- Bragan noted that many liaisons are not communicating with departments in a timely fashion, therefore Bragan will act as budget liaison between Select Board and department heads going forward.
- Submission of warrant articles will be in January the same as in the past, however the process is more formal than in the past. The Charter now requires a form to be filled out. An online form will be created to facilitate this process.
- Bragan noted that board members who do not attend at 50% of the posted meetings in a six month period may be removed from office
- Any FinCom policies or procedures must be on file with the town clerk. FinCom has none

- Schools are exempted from the charter, although the schools still must comply with the budget process
- ATM meeting will be planned near May 4th. A later meeting facilitates the budget process.
- A provision in the charter requires that FinCom receive copies of warrant article applications
- The charter requires an all boards in earlier September notice will be sent out.

In further comments Bragan noted that most FinCom meetings this year have not had a full complement of members and that meetings attended by different members do not facilitate the continuity of discussions.

**Town Administrator's report:** None

**Finance Director's report:** Nalchajian presented 3 reserve fund transfers for FinCom approval.

A motion by Nickerson/Finch to transfer \$10,100.00 from the reserve fund to the Town's annual report budget passed unanimously

A motion by Nickerson/Finch to transfer \$82,573.18 to the Snow and Ice salary budget and \$104,513.28 to the Snow and Ice materials budget, from the reserve fund, passed unanimously.

A motion by Nickerson/Finch to transfer \$5,250.00 from the reserve fund to cover the costs of training the new town clerk.

**Liaison Reports:** None

Motion to adjourn by Nickerson/Finch was passed unanimously. Meeting adjourned at 7:54 pm

**Upcoming meetings:**

Wednesday June 6th, 2018, 7pm, Town Hall Meeting Room

**Documents referenced:**

- 1) Changes to budget process
- 2) A comparison of the changes resulting from the new Town Charter
- 3) Articles #6, #7 and #8 from the new Town Charter
- 4) Minutes May 2<sup>nd</sup>, 2018

Respectfully submitted,

Peter du Bois  
Associate member, FinCom