



Town of Harvard
Finance Committee
Minutes for Oct 16, 2019

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

Present: Don Ludwig (chair), John Seeley, Mark Buell, Richard Fellows, Jennifer Finch, Ray Marchica

Absent: Siko Sikochi

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

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

Minutes:

Minutes of Oct 2, 2019 were not presented, Jennifer to follow up.

Public Commentary: None

Finance Director's report: Lori Bolasevich presented **Document 1:** new budget forms, easier for departments to fill out. Included were examples of how they have been used in Pepperell.

Town Administrator's report: Tim Bragan presented the most current warrant articles for the Finance Committee to review and make recommendations on.

Document 2: Final draft of Special Town Meeting (STM) warrant articles for Oct 28, 2019.

Article 1: Pay bill of prior fiscal year.

There is a \$70 outstanding bill from Planning Board, and approximately \$8000 for the DPW, which will come out of Water and Sewer funds.

Article 2: Amend fiscal year 2020 omnibus budget.

This will be raise and appropriate, adjusting an error in the Land Use Boards Personnel budget by \$13,252.

Article 3: Rescind borrowing authority

Rescind borrowing authority of \$119,000 for the Pond Road parking lot project (long completed) from 2013.

Article 4: Sewer enterprise retained earnings

Article 5: Amend Police Dept Personnel budget line from FY 2020 omnibus budget

Raise and appropriate \$38,177 to reflect ratified collective bargaining contract.

Article 6: Increase DPW personnel budget to cover additional open hours at the transfer station.

Raise and appropriate \$4,368.

These combined articles bring the \$62,374 budget surplus down to \$6,637.

Article 7: Sunset By-law.

Setting a default sunset date of 3 years by by-law.

Article 8: Bond Premiums

This is a cleanup article, there is money left on the books from prior borrowing from 3 projects.

This very long motion if approved will allow \$144,287 of prior borrowed funds to be used on a current borrowing (or to be borrowed) project - in this case, the Hapgood Roof project.

Article 9: Purchase mixing unit for water tank.

\$17,500 out of free cash.

Article 10: Water Chlorination system.

\$42,000 from Capitol Stabilization and Investment Fund (CSIF) - pending CPIC approval.

Article 11: Library Roof Repair.

\$53,000 for the new library roof repair, from CSIF. Pending CPIC approval.

Article 12: Spring Field Maintenance.

\$15,000 for Parks and Rec from free cash. The committee recognised that the fields could always use maintenance, but that Parks and Rec had not submitted a plan for the funds, which they have not yet spent their operating budget for the year. On a motion from Mark/John the committee voted not to recommend funding. Jennifer abstained.

Article 13: Transfer from Certified Free Cast to CSIF.

\$1,259,345.

Articles 1-9, and 13 voted unanimously to recommend on a motion from Mark and seconded by John.

Articles 10-11 voted unanimously to approve contingent on CPIC approval on Oct 21 on a motion from John and seconded by Dick.

Liaison Reports:

Don reports that the new elementary school project is on time and on budget.

Jennifer reports that the middle school ramp project price projection has exceeded \$1M.

John reports that CPIC needs to further review the Council on Aging funding request for Phase 2.

Other business: Debt ceiling discussion - we are unable at this time to make any any recommendation without further data.

Future agenda items: Rating sheet discussion.

Adjournment:

Meeting adjourned at 8:24pm

Supporting documents (2 Total):

1. New budget submission forms and examples.
2. Warrant for STM Oct 28, 2019.

Upcoming meetings:

Oct 28, 2019 6:45pm just prior to the Special Town Meeting in Cronin Auditorium at The Bromfield School.

Respectfully submitted,
Jennifer Finch