



Town of Harvard
Finance Committee
Minutes for February 15, 2020

Location: Upper Town Hall Meeting Room - 13 Ayer Rd

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

Absent: none.

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

Don Ludwig (chair) called the meeting to order at 8:31am.

Minutes for approval:

Minutes were not presented at this meeting in consideration of time constraints.

Business:

Document 1: Above Level Service Items.

- Several items were moved out into Small Warrant Articles (SWAs).

Doc 2: Small Warrant Articles.

- Boat House ramp and bathroom design added. \$10,000. This is the last non-school municipal building that needs to be ADA compliant. After the design they will apply for a grant in the fall for the work.

Doc 3 - FinCom Budget priority rating schedule for FY21.

Please note that no votes were taken for the below items. School line items will be removed from the rating sheet.

In rated order:

1. SCADA DPW \$17,500 Siko wants clarification if it's not done. It's a telemetric system. Tim Bragan to ask Tim Kilhart what priority it is.
2. Tree Trimming DPW \$20,000 usually what we fund anyway. May need to remove or recommend against.
3. Schools item.

4. Board of Health (BoH) trash education and enforcement coordinator \$1875. Is it possible to raise rates for private hauling licences to cover expenses? Tim Bragan to ask BoH.
 5. Tree Warden - Maybe halve the \$5,000 additional budget request.
 6. Fire Truck (FT) Valve replacements. \$18,800.
 7. BoH purchase services \$2225. was one of the only departments to submit a prioritized list of cuts. Not much discussion.
 8. Merit Pay - it's a recommendation from personnel. \$26,602. Can be cut if push comes to shove.
 9. DPW new estimate for paper for FY21 is now \$36,691. We have no idea if this number will be stable. Paper prices are escalating.
 - Mark asks if we can discuss recycling cardboard separately in our second paper dumpster. Prices may be different. Tim will follow up with the Transfer Station Committee.
 - Sticker price could go up from \$80. Maybe to \$100 or \$110?
 10. Fire EMT - Tim recommends not supporting - we may hire just to lay someone off. Jennifer would like to know if a part time Fire EMT would be sufficient? Tim to ask Fire Chief Sicard.
 11. Additional fire time. If we do not hire the position above, the time decreases to \$14k.
 12. Historical Documents for town hall. \$25,000. Probably need to skip this year. Tim to ask Marlene how much is left.
 13. Charlie Waite Field irrigation electrical repair \$7200. Jennifer will inform P&R that it may not be funded and they should take it into consideration when deciding on what field to rest this year. Perhaps they could pay for it out of their own budget?
 14. DPW Bags for Seniors \$5000. Select Board has shown support.
 15. Parks and Rec (P&R) \$16,936. \$15k of this is for field maintenance. \$1936 for 10% increase for Boat House expenses.
 16. Town Clerk/Elections - Voting booth for town hall \$1000. Nov election is likely to have high turnout this year.
 17. Land Use Boards - \$1200 - GIS training. Not discussed.
 18. Assistant for taking minutes \$6000. Unlikely to be funded if there is a budget shortfall.
 19. Historical Commission \$100 - Not discussed.
 20. Schools item
 21. Police Tasers \$14,000. Unlikely to be funded if there is a shortfall.
 22. HCTV \$618 - Not discussed.
 23. Schools item
 24. Agricultural Commission \$2000. - (report says \$10,500, but it's \$11,000) - \$9,000 moved out to SWAs, \$2k in budget ask, no additional discussion.
- Items 25-28 are school items.

Other Business:

- No discussion on school budget until we received revenue projections.
- Paper recycling overages for FY20 will need to come out of the Reserve Fund.
- Excise tax numbers come in from the State on Tuesday the 17th.

- Documents 4 and 5 - Overall budget documents - question is if we want to include all detail on debts and principal payments. Consensus of the Committee was that there was no real benefit to showing it. It does not include the expiration date or balance, and will be included in other reports anyway.

Book Assignments, due at the end of the month, Those sections with budget numbers will need to wait:

- Fincom address: Don
- Schools: Jennifer
- Spotlight: is COA - already written.
- Comparison chart: Ray - John to send an old copy
- CPIC: John
- State of the Town: Dick
- Calculator: by FinCom and Tim - Early March.

Liaison Reports: Jennifer reports that the teacher contract is still not signed.

Public Commentary: School Committee liaison to the FinCom SusanMary Redinger wanted to make sure the committee understood that the second pre-k class was a legal mandate. The district is required to serve students with special needs after age 3, either in district or out.

Jennifer adds that with tuition being \$8850 and with 6 tuition paying students already enrolled, the pre-k teacher's salary was mostly funded.

Future agenda items: Budget.

Adjournment:

Meeting adjourned at 10:27am

Supporting documents (5 Total):

1. Above level service items requested by departments.
2. Monetary Small Warrant Articles.
3. FinCom Budget priority rating schedule for FY21.
4. Overall budget without debt details.
5. Overall budget with debt details.

Upcoming meetings:

Feb 19, 2020 7pm Upper Town Hall Meeting Room

Feb 26, 2020 7pm Upper Town Hall Meeting Room

Feb 29th All Boards Tentative Upper Town Hall Meeting Room

Respectfully submitted,

Jennifer Finch