

Town of Harvard
Finance Committee
Meeting Minutes June 21, 2017

Members present: Don Ludwig (chair), Steve Colwell, Bruce Nickerson, Charles Oliver, Mark Buell, Jennifer Finch

Not present: John Seeley, Richard Fellows

Others: Tim Bragan - Town Administrator, David Nalchajian - Finance Director, John Osborn - Harvard Press

Location: Town Hall Meeting Room

Don Ludwig called the meeting to order at 7:01pm.

Associate Jennifer Finch was promoted as a voting member by chair Don Ludwig, due to lack of a quorum at 7:01pm

Peter du Bois was introduced as the new associate member.

Minutes: The minutes of the June 7, 2017 meeting were unanimously approved. (see below for changes)

Public Commentary: None

7:05pm Jennifer Finch was automatically demoted to associate as a quorum was met.

Town Administrator's report: Tim Bragan updated the committee on the state of the Commonwealth's budget. Governor Baker may suspend all unnecessary spending today. A 9C is expected in September, but no idea how much it will be this year. The Mass Taxpayers Association website has a lot of good resources for voters. The Commonwealth is considering a 27% tax on marijuana sales.

The BoS has recommended that the town use the new budget system proposed by the Charter Commission. David Nalchajian, Tim Bragan, and Marie Sobalvarro are all in agreement to try it out. The BoS would be approving each groups' goals, and then the budgets would go to FinCom afterwards. Bruce Nickerson moved that FinCom also use the Charter budget system, seconded, and approved unanimously.

The BoS is considering talking with the Park and Rec department to have sports practices and games canceled the day of the ATM.

The town Charter will not be voted on at the ATM, but will be on the ballot.

The town clerk position is currently open and needs replacing immediately. The town cannot file birth, death, or marriage certificates without a town clerk. There is an interview scheduled for Monday, but an assistant town clerk is needed, and the BoS is grading that position this week.

Bruck Nickerson asked: Personnel study to have an outside firm to review and rewrite our personnel board job rating system. \$25K, proposals coming in 7 days. Company chosen soon, 2nd with July hopefully - Procurement offices, Not BoS. Marie Sobalvarro put out RFP.

Bruce Nickerson asked about the town's surplus land. Tim Bragan answered that there is no FinCom involvement. The BoS will present it to the STM, and will ask for bids beforehand. STM is expected in Oct or Nov. Anticipated that it will sell and become a senior housing development with 17 units. The ledge study has been done - which has shown that there is ledge.

Charles Oliver asked about the shuttle for MBTA, and why was Harvard excluded. Devens is the nucleus for the shuttle. Tim Bragan answered that parking for Harvard to be included was a problem.

Finance Director's report: There are 3 known reserve fund transfers:

- 1) Snow and Ice removal costs were over - need \$215,571.83.
- 2) Fire Chief has requested money for repairs to engines 1 and 3 - approximately \$5,000 needed.
- 3) BoH advertised for a new clerk in local papers, need \$693.00. Details below

1) Snow and Ice removal costs part one: \$71,962.63 needed for payroll

Bruce Nickerson moved that we transfer money from the reserve funds, seconded, passed unanimously.

2) Supplies for snow and ice removal part two: \$143,609.20

Bruce Nickerson moved that we transfer money from the reserve funds, seconded, passed unanimously.

1) Fire engine repair of \$5,000 - Bruce Nickerson moved to approve that we transfer money from reserve funds, seconded, passed unanimously.

1) BoH asks for \$693.00 - Bruce Nickerson moved to approve that we transfer money from reserve funds, seconded, passed unanimously.

Dave Nalchajian said he would know more about the end of year final numbers by next week.

Other business: Bruce Nickerson moved that the minutes from 6/7/17 be edited, seconded, passed. Two items corrected, minutes approved as amended.

Liaison reports: None.

Motion to adjourn by Bruce Nickerson, seconded, and approved unanimously. Meeting adjourned at 8:03pm

Upcoming meetings:

Wednesday, July 12th, 2017, 7pm, Town Hall Meeting Room

Respectfully submitted,

Jennifer Finch

Associate member, FinCom