

**TOWN OF HARVARD**  
**FINANCE COMMITTEE**  
Minutes

**Meeting Date:** January 20, 2010

**Meeting Place:** Town Hall

**Members Present:** Bob Thurston, Marie Fagan, John Sullivan, Collyn Bradley, Lori Granville, George McKenna, Steve Colwell

**Others Present:** Lorraine Leonard, Finance Director; Tim Bragan, Town Administrator.

**Meeting Time:** 7:04 pm

**Adjournment Time:** 8:32 pm

**Discussions and Actions**

- Bob Thurston opened the meeting at 7:04 pm
- Minutes for the January 13th meeting were approved
- Continued reviewing each department's budget. We will generate questions and send them to each department head.
- The first budget covered was Communications
  - We discussed the narrative and the budget by line
  - Questions:
    - What is in the operating cost line? Are there any opportunities to reduce these costs (VOIP for example)
    - What is the risk from level funding to 5% decrease? How much additional time will this require on Chief's part?
    - Should he start looking to expand his part time staff should we need it as a fallback in the future?
- Finance budget
  - We discussed the narrative and the budget by line
  - Harvard splits the cost of education with the town of Upton for the Accounting Officer.
  - We need to get Actuals for FY 09
  - No questions
- Land Use budget
  - We discussed the narrative and the budget by line.
  - Questions
    - How will they absorb the benefits to deliver a level funded budget? What will the impact be?
    - Are there specific items that will be lost if we lose 2 hours of Elizabeth's time under the 5% reduction. What will be the impact?
- Missing budgets from Park and Rec, Cemetery, Schools, Board of Health and Tim's budget.
  - Should have Tim's and the Schools this week
  - Tim said we can plug-in \$0.00 for Cemetery and Parks and Rec.
- Associate member – Heidi Frank – she will be going before the selectman meeting next week.
- Tim reported that State is trying to get local aid amount done for February. He estimated that there will be a 10% cut in local aid next year. This year we are looking at no further cuts in local aid.
- Should we schedule a tri board meeting was discussed?
  - Should be after we get the school budget
  - Targeting Feb 10
  - Should start to schedule dept. heads to come in.
- Discussion on the \$5,000 incremental federal audit cost. George was against based on his

experience and that the contract that we have in place with the Auditing firm should cover it. Cost also seemed high based on his experience. Further discussion took place on what the alternatives might be if we don't approve it. A Vote was taken. It was approved by a vote 5 for and 1 against.

- Marie asked how to broach the subject of a shared superintendant. Through the school committee liaison was the suggestion.
- No liaison reports.
- Next Finance Committee meeting Saturday January 23rd, 9:00 am, Town Hall.
- Future meetings will be the first and third Wednesdays every month, 7:00 pm, at Town Hall.
- Move to adjourn at 8:32 PM.