

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: Jan. 19th, 2011

Meeting Place: Town Hall

Members Present: Bob Thurston, Heidi Frank, Steve Colwell, Collyn Bradley, Lori Granville, George Mckenna, Marie Fagan

Others Present: Lorraine Leonard-Finance Director, Tim Bragan-Town Administrator

Meeting Time: 7:05 pm

Adjournment Time: 9:03 pm

Discussion and Actions

- Bob Thurston opened the meeting at 7:05 pm
- Minutes from 01/05/2011 meeting reviewed. Approved as amended.
- DPW director Rich Nota present to review his budget and answer questions.
 - He will fix and include his OT and On Call budget lines but warns that these can vary due to snow removal, etc.
 - He presented us with a Memorandum of Agreement between the Harvard Board of Selectmen, the Harvard Park and Recreation Commission, and the Harvard School Committee. This memorandum of agreement was devised in 1995 with the transition to be done in FY1997. In this memorandum, the Board of Selectmen agreed to allow the Highway Superintendent to take on the duties of providing the groundskeeping service to the School Committee and the Park & Recreation Commission. The Highway Superintendent will serve as Superintendent of Grounds for both the School Committee and the Park & Recreation Commission. Budget requests for groundskeeping services to come from the School Committee and Park & Recreation commission then money transferred to the Highway Budget as determined by the Board of Selectmen. FinCom members will read the full memorandum for next meeting.
 - Currently, DPW has offsets, two of which are Park & Rec, \$7,000 is Cemetery, and \$23,595 is School budget. George suggests that instead of offsets, to have a separate budget for these specific groundskeeping tasks. Rich talks with Jim Lee of Park & Rec, the athletic director, and the cemetery folks about what needs to be done. Joe, who carries out the groundskeeping duties, knows what to do day to day, and Rich does see him every morning, and deals directly with his sick time, etc., but typically does not tell him what to do on a day to day basis.

- To clarify in his budget, there are and will continue to be savings with the transfer station regardless of PAYT. People are recycling more, and operations are better. We have a \$10,000 grant from DEP to put a plan together and implement the PAYT system. This would be done by a DEP consultant. Could be ready for July 1st.
- Lori asked if the idea of composting pond sludge as a source of revenue had been reviewed further. The idea had not gone any further since last year. Rich would like to clear an area behind the transfer station so that residents can drop off manure, etc. for compost, and people can take by the shovel full, for free. Rich suggested using excess funds and use these for setting up the compost facility/cleanup behind the transfer station. Three piles would be needed to compost effectively.
- Any conservation mowing is outsourced to DPW.
- Rich discussed the idea of a salt brine tank/machinery for pretreatment of town roads prior to snow storms. There is an \$80,000 up front cost, but savings (pay back) possibly after four years depending on how much use. Savings on over time and rock salt.
- A letter was received from the Conservation Commission for a request for \$100,000 for their budget to help maintain roughly 1,700 acres of Conservation Land. We would like for them to come up with ideas for sources of revenue ie. timbering. They currently have \$763,000 total of CPA Trust and Conservation Trust.
- The Annual Town Meeting Report sections discussed and jobs assigned as follows:
 - Cover- Heidi
 - Editors will be Heidi and Collyn
 - Finance Committee Address- Marie
 - FY12 Schedule of Changes in Revenue and Expenditures page- Lorraine
 - The State of our Town- Marie
 - Local Schools- Steve
 - Snapshot will be Police Dept.- George
 - Reserve Fund Transfers/Stabilization Fund- Lorraine
 - Report of Capital Plan Committee- George
 - One page description of 5 year plan- Bob
 - Financial Projections- Tim
 - Harvard Energy Advisory Committee Report- Marie will ask them
 - Community Preservation Funds- Steve will ask
 - Summary of Warrant Articles- Tim
- Book goes to print on March 4th.
- Calender: Saturday at 9 am will be COA, Library, Cemetery, and Board of Health. Wednesday, January 26th, will be Fire and CPC, and Bare Hill Pond. The 29th will be Schools, Town Center, and Capitol Committee. We will also meet Feb. 2nd, and Feb. 5th will be All Boards.
Generate questions for schools for Saturday morning discussion.
- No liaison reports.
- Meeting adjourned at 9:03 pm.

His sustainability of operating expenses were cuts based on no more HVAC repairs, but now not the case. A lot of changes need to be done and it may qualify for grants through the Green Communities Act. \$30,000-\$50,000 for new parts/equipment is the rough estimate ATT. Probably an FY13 request.

Communications part time worked last year, but probably not sustainable because part time not as reliable overall. The full time staff overall seem ok with the over time/part time situation.

Two officers are turning 65 and will have to retire FY15, and the third has been vocal about leaving. He will slide over time to part time work while the others are almost ready to retire. This will smooth out the transition.

Maintenance has not been done because of level funding last two years, and the building is showing wear. Needs painting, etc.

Community policing allotment no longer through the state, so money for holiday/special events will be out of over time funds.

\$86,000 would be needed for two officer coverage for every shift. Currently, we are the only town (contiguous to us) that has single officer coverage for some shifts.

- COA and Library as well as Cemetery and Board of Health will meet next week.

- Further discussion/questions done on the following budgets:
 - Land Use Department budget question of why the 5% increase in office supplies?
 - Town Clerk Department discussion regarding why the 5% increase in office supplies? Why the large cost for publication reprinting? Do we need to print as many? Do we need to print a hard copy, or can this just be on line?
 - Board of Selectman—we would like for them to meet with us just as other boards do.
 - Cemetery Department question/recommendation to zero out their line because not used, and if any unforeseen expenses, go to reserve fund. What is the security system protecting? Is there a need for phone service? Why is \$7,000 not paid to the town anymore?
- Liaison update from Marie with the library. They are rewriting their cover sheet. Of the \$11,000 unspent budget money, \$3,000 of this is a permanent reduction. They will think about raising fines. Lori suggested finding out what other towns charge in fines.
- Bob wants us to be prepared with questions on the school budget.
- Meeting adjourned at 8:49 pm.