

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: Feb. 16th 2011

Meeting Place: Volunteer Hall

Members Present: Heidi Frank, Steve Colwell, Lori Granville, George McKenna, Marie Fagan, Bob Thurston

Others Present: Tim Bragan-Town Administrator, Lorraine Leonard-Finance Director, All Boards members present

Meeting Time: 7:08 pm

Adjournment Time: 8:20 pm

Discussion and Actions

- Bob Thurston opened the meeting at 7:08 pm
- Tim Bragen goes over State Budget Report H1-N1
- Lorraine Leonard goes over FY12 Estimated Recap Report with Governor's Budget. The cherry sheet receipts based on the Governor's budget at \$3,325,735 down 3%. Health insurance going up 14.5%--more than we anticipated. Lorraine notes that this document changes almost daily ATT.
- Bob Thurston spoke on FinCom budget which is based on assumptions only. The 5 yr budgets from departments were informative but differed in assumptions with percentage increases ie. the supplies line was different for the different departments. Next year, we will give a better formula to use ie. cost of paper increase the same across the board. In the Annual Book, we will run the calculator based on assumptions five years out. Next year, we will use more real information from the departments.
- Bob opened up the meeting to all Dept. members:
 - Patty from School Comm. States that the 3 yr contract with Harvard Teachers Assoc. has come through in one week.
 - Keith from School Comm. States that Super Tom Jefferson has given his formal resignation.
 - Peter Warren from BOS states that ATM may be delayed due to town center sewer bid.
 - Ron Ricci from BOS states that Interim Fire Chief Don Herme is working out well and they are looking into broadening the role to Emergency Services Manager.
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- Minutes from 01/26/2011 meeting reviewed and amended as recommended.

- Public comment: Are town department's personnel all 1 year contracts? Bob answered that FinCom is not involved in negotiations.
- Discussion with Capital Committee chair George McKenna: He introduced an independent rating of projects based on the following 5 criteria, with scoring 1-5.

The criteria are:

- 1) Justification of need
 - Is this legal mandate?
 - Is this for emergency or protection?
 - Is this required replacement?
 - Is there a cost savings?
- 3) Will project be offset by Grants/Other funds?
- 4) Could project 2) Is requested amount reasonable with substantiated documents?
be deferred for other years?
- 5) Evaluate project to the operating budget

The FY12 capital items discussed:

- Replace Fire Brush Truck \$145,000
- Police radio system upgrade (mandate) \$15,000
- Police vehicle – ongoing recurring capital item \$29,000
- Rehab DPW garage floor \$40,000
- Replace DPW floor drains/Install tight tank \$40,000
- Replace old water mains on Ayer rd. \$60,000
- Security fence around Bolton rd tank (DEP mandate) \$15,000
- Municipal building schematic \$200,000
- Municipal building enabling roadwork and final design \$820,000
- HES new playground \$65,000
- HES energy mechanical upgrades \$100,000
- TBH sewer/water connection \$30,000
- TBS walkway ramp \$20,000
- HES office carpet \$10,000
- TBS oil to gas \$30,000
- HES windows/boiler \$45,000 (still being discussed)
- Total: \$1,664,000

Big Picture – Currently 400,000 in Capital Fund. \$1,000,000 Free Cash to be put in if no stabilization and no 9c cuts

- Municipal Buildings Committee Chair – Ron Ostberg present.

Their overall recommendation is that COA remain at Hildreth House where complete renovation would need to be done both inside and out. Town Hall to have an addition for larger meeting rooms called Upper Town Hall and Town Hall itself to be completely renovated. The old library would become a cultural

center. They would start with a schematic design of Hildreth House and Town Hall and go to ATM with this. Cost: \$200,000. STM in the fall would be for enabling roadwork and final design at \$610,000 and \$210,000 respectively.

Ron feels financing has to rely on private funding and feels asking \$600,000 for each building not unreasonable. George mentions doing a test market to see if \$1.8 M reasonable in private funding. Bob asks: What do we waste as we go deeper in the project and end up not doing this. Is the value still there?

- Schools budget presented by Superintendent Thomas Jefferson
They have presented a level funded plus steps and columns budget. They recommend elementary world language, IT support for HES, and revised elementary leadership model ie. addition of Assistant Principal.

Supt/Central Office

Various Supt models are being looked at. Possibly shared Supt model, or shared Principal/Supt model. Will have interim Supt for 1 year starting July 1st with probably no cost variance. They want a decision by April 1 for this position.

Regular transport line item increase secondary to new contract and 1 bus now dedicated to Devens instead of half a bus.

Maintenance

Energy use – We will see savings in energy but an ongoing process. Schools commitment is to quantify this.

Fuel line is now gas+oil because HES is now all gas.

HES

New Assistant Principal line, there will be an increase in roughly \$32,000 to the budget overall. Schools will get larger subsidy from Community Ed because of math curriculum coordinator role. This will be an interim position so that the new Principal can look at this model. They would like to formalize this position because they feel the One Principal model not practical.

The steps and columns absorbed the 1 loss in position in 5th grade.

The have a placeholder for a potential salary for a World Language Pilot Program

- Meeting adjourned at