

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: July 13, 2011

Meeting Place: Town Hall

Members Present: Bob Thurston, George McKenna, Heidi Frank, Steve Colwell, Rudy Minar, Alice von Loesecke, Alan Frazer, Laura Vilain

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

Meeting Time: 7:00 pm

Adjournment Time: 8:40 pm

Discussion and Actions

- Bob Thurston opened the meeting at 7:00 pm
- Minutes from June 29th reviewed and approved.
- No public comment
- Tim Bragan discussed the possibility of regionalization of dispatch with Devens, Lunenburg, Lancaster, Shirley, and Harvard. Gross savings to Harvard would be \$137,000. This would be a separate governing entity. Capital costs covered by Grants. Annual operating costs only to the Town. Service level would not decrease.
- Lorraine Leonard is hoping for a new treasurer by next week?? No year end reports yet. Reserve Fund Transfers discussed and voted on by the committee:
 - 1. Wastewater Engineering-costs @ \$255,145.63 Vote 5-0 passed.
 - 2. Public Buildings Payroll-costs @ \$1,044.54 Vote 5-0 passed.
 - 3. Fire Payroll/Buyout-costs @ \$36,029.20 Vote 5-0 passed
 - 4. Building Inspector Permit Fees @ \$40,250.06 Vote 5-0 passed
 - 5. Plumbing Inspection Permit Fees @\$171.02 Vote 5-0 passed.
 - 6. Wire Inspection Electrical Permit Fees @ \$3,950.00 Vote 5-0 passed.
- Prioritization of DOR Financial Management Review discussed:
 - 1. Adopt Town Charter low on BOS goals list
 - 2. Appoint Facilities Manager is high priority
 - 3. Assign Executive Assistant to Town Administrator is low priority/can be done anytime by BOS.
 - 4. Implement Document Disposal Schedule – this is done by some departments within Finance Department but not done by Town Accountant’s records. Now would be a good time to implement this because will not be overly cumbersome work due to debt schedule.
 - 5. Adopt Enterprise Fund for Transfer Station is a high priority goal for BOS. Would need action at next ATM.

- 6. Distribute expenditure Reports – the accounting officer is working on this now with five committees/boards that do not have direct access.
- 7. Consolidate Utility Line Items – not recommended to consolidate to one at this time.
- 8. Coordinate Warrant Process with BOS Meeting – not advised by Tim Bragan, and not recommended by FinCom.
- 9. Limit Payroll Warrant Detail – already implemented.
- 10. Process Beach and Transfer Station Sticker online – working on beach and already implemented for transfer station which was not successful, so was discontinued. May try again.
- 11. Adopt Official Personnel File and Access Policy – being worked on.
- 12. Review Town Fees Structure – BOS and FinCom high priority.
- 13. Develop Address Change Worksheet – Already done.
- 14. Directly Deposit School Lunch Money – The school lunch director now prepares the deposit, bags it, and brings it to Town Hall to await a Loomis pickup. This relieves him of taking it directly to the bank and avoids double counting of the funds.
- 15. Consider Shared Outlook Calendar for Van Dispatch – no go by all.
- 16. Vote on New Growth and Overlay – to be done in the fall.
- 17. Continue Cyclical Reinspection Program – to be done.
- 18. Complete Personal Property Analysis – to be done; not high priority.
- 19. Encourage Remote Backup – being done with a new remote backup system at school as primary backup.
- 20. Complete a Disaster Recovery Plan – being worked on by Fred
- 21. Consult MUNIS on Software Utilization – not necessary b/s we use them as much as is needed now.
- 22. Update Website – Tim Bragan working on this.
- Municipal Building Committee liaison – George and Heidi
- Sewer Committee liaison – Laura
- No liaison updates
- Next meeting September 7th.
- Meeting adjourned at 8:40pm.