

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: November 9, 2011

Meeting Place: Town Hall

Members Present: Marie Fagan (chair), Steve Colwell, Alan Frazer (assoc.), Alice von Loesecke, George McKenna, Rudy Minar, Bob Thurston, Laura Vilain (assoc.)

Members Not Present: Heidi Frank

Others Present: Lorraine Leonard (Finance Director)

Meeting Time: 7:08 pm Adjournment Time: 9:15 pm

Discussion and Actions

Marie Fagan opened the meeting at 7:07 pm

No minutes to review.

No public comment

Finance Director Report

Some scheduling setbacks because of the snow storm; Quad Boards will meet 11/30/11

FEMA aid is pending. Hopefully funds will come in before close of fiscal year, though FEMA has in the past staggered payments.

Review of Budget Reports:

Comments about **Council on Aging** Budget:

It was determined that moving the MART dispatcher to Hildreth House would be considered a new program.

Also noted was if the salary for the MART dispatcher (13 hours) is currently paid by the Town (as part of a 40-hour position), then the cost should not be included in the budget as this would be double-counting.

Questions for the Council on Aging

1. Will the MART dispatcher continue to have 13 hours? Or will this become a full time position with benefits in the long term?
2. Will the current F/T position with the town become part-time?
3. If not, how will the current F/T position fill those 13 hours? How are you coordinating with the Town?
4. Will the new position of MART dispatcher have a lower pay rate?
5. Is there currently an issue regarding the MART dispatcher and how things are set up?
6. What is the current contract with the MART dispatcher?
7. We noticed a 25% increase in salaries in the 5-yr plan. Would you please revise your numbers for level service for the 5-yr plan?
8. What is the actual budget for FY12?
9. Could you check the grade and step for the new director?

Comments about **Finance Department** Budget:

What's new is the disaster recovery package from Vision, where the data will not get lost. There is a maintenance cost increase of 5% every 3 years. The town will likely save money by avoiding future costs of a new server approx. needed in 10 years.

Questions for the **Town Clerk** Budget:

1. Do we need to replace voting booths?
2. The 5% maintenance contract seems high – is there an alternative?

Questions for the **Town Clerk** Budget:

1. Are we over-budgeting by 25% your office supplies?
2. What is the plan for additional staffing needs?

Questions for the **Communications and Police Budget**:

1. What is the dispatch regionalization savings?
2. If the department loses 3 seasoned officers will 3 rookies be brought in or other scenarios? How will this affect the budget?
3. Should the request for 3 new computers be warrant articles?

Prepare for Quad Boards Nov 30th meeting: Understanding that the goal of the meeting is to recap budgets with level service funding. This meeting will be revenue driven. The state of the State will be reported on. Quad Boards will also meet mid-January.

See where we are on research about selection criteria for FinCom evaluation of MBC proposals

George McKenna presented the MBC selection criteria by reviewing with us the following questions:

1. How does the project benefit the town? What is the value of this project to the town?
2. Is this project affordable? How does it fit in, specifically concerning overall costs, with the big picture of Harvard's future?
3. What are the risks to the town that may come as a result of this project? Could there be overruns? How will this project be managed, and who will have oversight of the budget?

The committee discussed these last questions:

4. What is the impact of the project on the operating budget? How will it be funded? What are the options?

Adding these financial concerns:

What is the cost for relocation during the transition time? Where will relocation be?

Is there less of a space need with regard to storing data as hard-copy vs. storing data on-line?

Liaison updates:

The report was given about the Selectmen's meeting – there are many concerns the Trinity developer could not answer. There will be more on this.

Other business

Calendar review

Proposed agenda items for next meeting

Review more budgets.

Next meeting – November 16, 2011

Meeting adjourned at 8:50 pm.

Respectfully submitted,

Laura Vilain