

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: November 16, 2011

Meeting Place: Town Hall

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

Members Not Present: Heidi Frank, Rudy Minar, Bob Thurston

Others Present: Tim Bragan (Town Administrator) and Lorraine Leonard (Finance Director)

Meeting Time: 7:17 pm Adjournment Time: 8:51 pm

Discussion and Actions

- Marie Fagan opened the meeting at 7:17 pm
- Minutes for October 19th and November 9th were reviewed and approved.
- No public comment
- Town Administrator Report (Tim)
 - Board met with Fire Chief to review permit fee for brush burning. Fee would cover costs of SAFE program for HES kindergartners through 4th graders.
 - The Attorney General approved telecommuting for committee members to remotely participate in meetings. The next step is for the BOS to approve. However, to hold a meeting a quorum must be physically present.
 - The casino bill was passed; effects possible 3 to 4 years from now.
- Finance Director Report (Lorraine)
 - Discussion of Omnibus Budget, The FY13 Recap
 - Revenue: The biggest change is line item “New Growth” due to lack of building in Harvard – decrease of \$37K.
 - Otherwise, revenue side has level funding this year plus \$20K (to acknowledge slight increase)
 - Expenses: Generally are level funded, however this draft does not include steps.
 - An increase of 2% Personnel costs due to cost-of-living (COLA) increases;
 - Health Insurance accounts for a possible increase of 6% (may be less) of Personnel costs
 - 5% increase in retirement– the long term pensions are funded through the retirement system, which will be fully funded 2030;
 - \$5K increase for Medicare.
 - Excluded debt matches revenue
 - Non-excluded debt pays for reporting
 - Cherry Sheet– level funded
 - Capitol Warrant Articles offset stabilization or Capitol funds
- Discuss criteria with MBC – Held until December 7th meeting
- Review of Budget Reports:
 - Comments about **Library** Budget:
 1. What is the \$10K offset? Is it to Personnel?
 2. Please clarify how the Book Fund works?
 3. Please complete the materials line in subsequent years (#55800).
 4. Please provide a breakdown for Purchase Services and Materials.
 - Comments about **Highway Construction** Budget:
 1. Please explain Electric? Are your electric expenses under contract? Are they separate from the Town Buildings?
 2. Since there is less equipment will (#01430) electric decrease? (no baler?)
 3. What are the consultants for?

4. What is controlled material?

We need narrative.

Prepare for Quad Boards Dec 7th meeting

Liaison updates:

School Committee: \$200K surplus; They had a capitol request for \$55K for rooftop repairs at Bromfield.

BOS: Regional Dispatch will be up and running in 1 year.

Capital: Will be meeting with department heads.

Other business

Calendar review

Proposed agenda items for next meeting

Next meeting – November 30, 2011

Meeting adjourned at 8:51 pm.

Respectfully submitted,

Laura Vilain