

## Town of Harvard Finance Committee

### Meeting Minutes

January 4, 2012

### Town Hall

Members Marie Fagan, Chair  
Present: Steve Colwell  
Heidi Frank  
Alice von Loesecke  
Rudy Minar  
Bob Thurston

Others Tim Bragan, Town Administrator  
Present: Lorraine Leonard, Finance Director  
Peter Jackson, Co-Chair Municipal Buildings Committee  
Wade Holtzman, Co-Chair Municipal Buildings Committee

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1. **Open.** Meeting called to order by the Chair at 7:07pm.

2. **Municipal Building Committee Report.** Peter Jackson and Wade Holtzman reported that, following public input on December 14, the MBC is considering 2 design options for Town Hall that would entail tearing down and rebuilding the addition. The MBC expects to get rough cost estimates for these 2 options by January 5 to review and compare against a baseline alternative of retaining and renovating the current addition. For Hildreth House, there is consensus on 1 design scheme for enlarging the building. Mr. Jackson noted that they are just beginning the process. By January 19 they expect to have one scheme for each building selected so that a more detailed cost estimate of the project can be developed. Initial designs and costs are expected from the architects on February 9, with final plans and budget to be presented to the Board of Selectmen on February 15.

Mr. Jackson confirmed temporary relocation costs for Town Hall employees would be included in the budget, and that both capital expenditures and ongoing operating expenses will be considered. He emphasized that the MBC has asked the architects to prepare the cost estimates from a life cycle cost perspective and that the MBC expects to go through a series of value engineering reviews prior to presenting the final plans. The MBC will have input from professionals and experts like the Energy Advisory committee in preparing their analyses. The Committee asked if the MBC was considering funding sources. Mr. Jackson noted that while they have looked at various grants and outside funding sources, they don't have the expertise or the time to exhaustively explore these options, and are actively looking for assistance in identifying alternative financing and in preparing the necessary grant proposals.

3. **Town Administrator Report.** Tim Bragan reported that the Selectmen voted to institute a one-time annual fee of \$10 for burning permits. Bob Thurston asked if receipts would be collected in a revolving account and Lorraine Leonard confirmed that was the intent, but that until such an account was established, receipts would go into the general fund.

Mr. Bragan informed the Committee that the Selectmen have adopted a new health insurance plan for town employees. There will be an increase in expenses, but premiums are expected to be significantly lower than if the town had stayed with the current coverage plan and providers.

**4. Budget Reviews.**

**Police.** Lorraine Leonard distributed a revised budget from Chief Denmark, with updated personnel costs.

**Town Hall.** Tim Bragan reviewed and explained his proposed budget.

**5. Liaison Updates.** Rudy Minar reported that the Master Plan Steering Committee would like to clarify whether it needs to submit its budget and draft warrant to the Committee if funds for developing the Master Plan will be allocated from the stabilization fund. They have already made their submission to the Capital Planning and Investment Committee and it is under review. Bob Thurston noted that: (1) the Committee will consider and opine on Master Plan related expenses as part of the review of the Planning Board budget; and (2) the warrant does not specify the financing source.

**6. Preparation for Annual Town Meeting (ATM).** The Committee reviewed the process and schedule for preparation of budgets and financial reports for the ATM on April 28. The current target is to have all materials finalized for submission to the printer by March 21. There was consensus that volume of printed materials should be optimized so that printing and mailing costs are kept as low as possible and waste is minimized. Mr. Bragan reported that there were no left over copies of the annual town report from last year. He would recommend to the Selectmen that instead of printing and mailing a town report for each household, postcards be mailed to residents so that they could request to receive printed copies if they preferred or could not download electronic versions of these documents that would be available online.

**7. Adjournment.** Meeting adjourned at 8:39pm.