

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: January 18, 2012

Meeting Place: Town Hall

Members Present: Steve Colwell (designated chair), Heidi Frank, Alan Frazer (assoc.), Alice von Loesecke, Rudy Minar, Laura Vilain (assoc.)

Members Not Present: Marie Fagan (chair), George McKenna, Bob Thurston

Others Present: Tim Bragan (Town Administrator), Fire Chief Richard Sicard, Richard Nota (head, Department of Public Works), Mary Wilson (director of the Library) and Marty Green (chair of the Library Trustees)

Meeting Time: 7:05 pm **Adjournment Time: 10:00 pm**

Discussion and Actions

- Steve Colwell opened the meeting at 7:05 pm
- No minutes for review
- No public comment
- No Town Administrator Report or Finance Director Report
- Presentation and Review of Fire Department's Budget
 - Chief Sicard presented a level-service budget with requests for additional funding.
 - He explained there is a need for a 16-hour/week administrative assistant position to possibly be shared with the Police department.
 - Also, the pay-scale rate per call responses for volunteers has not been adjusted for cost of living increases in 8 years. He would like to correct compensation for personnel to 19.1%, an adjustment of \$6.50/hour call. The increase would be between \$20,000-\$22,000 for FY13.
 - There is also a request for annual testing and certification of equipment, which is mandated by law. Although they are not in violation, Chief Sicard emphasized the importance of staying on top of best practices. He asks for an increase of \$11,000 to maintain and certify equipment. Another \$1,000 is requested for Chief's meetings travel and expenses.
 - Protective gear also needs replacement on a plan-full, yet staggered schedule. Thus, the request to replace 4 sets of turn-out gear yearly, and an increase in the protective clothing line item.
 - Training for firefighters was also requested for an additional and an approximate cost of \$16,000/yr.

- More money is needed to better run the S.A.F.E. school program (now performing at 20%). New \$10 fire permits will help offset some of the costs.

- Presentation and Review of Department of Public Work's Budget
 - Mr. Rich Nota presented a level-service budget, explaining that for FY12 his department is under budget due to efficiency improvements at the Transfer station, and a more productive work force.
 - Several factors contributed to efficiencies including working with a consultant on a shared basis with MASSTOSS. And working with Deven's hazardous waste disposal area. Also, Mr. Nota reported 80% of the residents use the transfer station. Mr. Nota explained his "pavement condition" spreadsheet for scheduled maintenance, upgrades, and reconstruction of town roads.

- Presentation and Review of the Library's Budget
 - Director Mary Wilson with chair of the Library Trustees, Marty Green, presented the library budget. MAR was explained, which is the average budget of three previous years, plus 2.5%.
 - The bulk of the budget is personnel, with 2 people retiring last year and 1 person leaving a part-time position.
 - The library needs a generator, which Tim Bragan explained was in the works.
 - The Friends of the Library's book sale netted approx. \$22,000 to support in part the summer reading program.
 - There is a need to repair the slate roof on Old Bromfield.
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- No Liaison updates:
- No Other business
- Proposed agenda items for next meeting
- Next meeting – Saturday, January 21, 2012

Meeting adjourned at 10:00 pm.