

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: Wednesday, February 1, 2012

Meeting Place: Town Hall

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

Others Present: Tim Bragan –Town Administrator, Keith Cheveralls (chair, School Committee)

Meeting Time: 7:03 p.m. Adjournment Time: 9:25 pm

Discussion and Actions

- > Marie Fagan opened the meeting at 7:03 p.m.
- > No minutes for review
- > No public comment

- Keith Cheveralls, chair, School Committee, told the committee of a plan for the schools to look into working with a local contractor to plow and do landscaping.

- Discussion about Police equipment
A motion was made to keep the police equipment in their current operating budget and to not make it a warrant. The vote was 6:1 in favor of keeping the body armor in the expense budget.

- Continue to parse and collect a +level services in each budget
 - - Fire department will be asked to submit an updated budget including the request for the stipend increase of \$21K, the corrected number of hours for the administrative assistant, and the inclusion of the \$11K for testing equipment.
 - - DPW will be asked to provide a level-service budget for staffing with an explanation of the \$100K increase in personnel.
 - - Board of Health will be asked to re-submit their budget including the new Nashoba costs, and the removal of the double counting of purchased services.
 - - Pond's budget was at level-service.
 - - Cemetery's will be asked to take the tree work out of the fund in purchased services showing a new expense of \$2500 (the committee voted this). We suggest they use RFT or small warrant for replacing the roof.
 - - Council on Aging added a 1% expense increase, otherwise their budget was at level-service. The request for a 13-hour MART person is part of their wish list. It has a financial impact on the Finance Department, who will need \$10K to restore

hours to the current person working in this shared position.

- - Library will be asked if they can get to MAR without cutting services. This is based on the assumption that level-service is the MAR.
 - ○ A motion was made to ask the Library to meet their MAR.
 - The vote was 7:0 in favor.
 - - Park & Recreation will be asked to present a level-service budget.
 - - Historical Commission has level-service.
 - - Agriculture Commission will be asked to submit a budget, with an explanation of how the signage money of \$2000 was spent. Will this be a yearly re-occurring cost of \$500?
- The committee went over wish-list items.
A comment was made that there should be more focus on beefing up the maintenance of the budget to not have big capital expenditures.
- > No Town Administrator Report or Finance Director Report
 - > No Other business
 - > Proposed agenda items for next meeting
 - > Next meeting – Saturday, February 4, 2012

Meeting adjourned at 9:25 p.m.

Respectfully submitted,
Laura Vilain