

**TOWN OF HARVARD**  
**Finance Committee**  
**Minutes**

**Meeting Date:** Wednesday, February 8, 2012

**Meeting Place:** Town Hall

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

**Members Not Present:** Alan Frazer (assoc.)

**Others Present:** Tim Bragan – Town Administrator, Police Chief Denmark, Richard Nota (Director, Department of Public Works)

**Meeting Time: 7:04 p.m.      Adjournment Time: 9:50 p.m.**

**Discussion and Actions**

- Marie Fagan opened the meeting at 7:04 p.m.
- No public comment
- Minutes for February 4, were reviewed, and approved with changes.
  
- Police Budget follow-up questions
  - \* Chief Denmark's primary Wish List item solves having two-officer coverage overall. He explained that the hiring of a new officer with benefits, and gear, is required in addition to asking for an increase in overtime costs. This is necessary largely due to the complications of scheduling contractual leave time. Currently there are 8 officers. Hiring a 9th officer does not mean a one for one trade-off with overtime -- in fact the break-even point would be at 12 officers where there would be a decrease in overtime. The Wish List request to hire an officer costing \$60,787 (although in discussion the costs were somewhere around \$42K plus \$10K in benefits totaling \$52K), and gear costing approximately \$3,800 (per discussion), and to increase overtime by \$12,151, is the best scenario for two-officer coverage.
  - \* The \$5,000 request for the replacement of body armor (which will be a continued cost on a rotation basis) is in anticipation for new officers (2 are retiring).
  - \* Chief Denmark also explained that he and Chief Sicard are planning on sharing an administrative assistant which explains the additional 12 hours in Chief Sicard's Wish List
  
- DPW Budget follow-up questions
  - \* Richard Nota, DPW, explained that the increase in his personnel costs were primarily contractual including a 9.49% increase (employee has over 25 years of service and reached the highest step) and a 15.33% increase (employee moved from a truck driver to an equipment operator). Other increases in personnel reflected more accuracy in the contracted pay-scale.

- \* Nota's Wish List, when he was asked, would include more administrative assistant hours - currently a vacant position.
  
- Review Warrant Articles
  - \* Included as possible Warrant Articles were a Council on Aging receptionist; a Planner; a Facilities Manager; energy audits; a master plan; an elderly tax plan; two thermal imaging cameras for the Fire department; Fire gear lockers; and mailing supplies, etc., for the Economic Development Committee; -- for a total cost of \$334,880.
  
- Book Assignments were made.
  - \* Drafts are needed by February 18, except the Capitol draft is due March 3. It is hoped that a mailer will be sent out to residents letting them know where to pick up The Book or read it on-line.
  
- No Town Administrator Report or Finance Director Report
- Liaison reports
  - \* Bob reported on Park & Rec - there will be an additional \$4,000 for maintaining the town fields, which was not planned for prior. They will be submitting a budget.
  - \* Rudy reported that the Library was below level-service funding because of offsets and state aid.
  - \* Marie reported that the Board of Selectmen will be discussing the cost estimates at the upcoming meeting with MBC and FinCom.
  
- Other Business
  - \* DPW submitted a narrative for their budget
  - \* Fire Department submitted a revised budget
  - \* The committee decided that the person taking FinCom minutes would collect hand-outs to give to members not present. The hand-outs will go into the FinCom mailbox at the Town Hall
  
- Proposed agenda items for next meeting
  - \* School Committee Budget follow-up questions
  - \* CPC question with Debbie Ricci
  - \* Peter Warren will discuss the proposed Facilities manager's role
- Next meeting – Saturday, February 11, 2012

Meeting adjourned at 9:50 p.m.

Respectfully submitted,  
Laura Vilain