

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

**Meeting Date:** Wednesday, February 22, 2012

**Meeting Place:** Town Hall Meeting Room

**Members Present:** Marie Fagan (chair), Steve Colwell, Heidi Frank, Alan Frazer (assoc.),  
George McKenna, Rudy Minar, Laura Vilain (assoc.)

**Members Not Present:** Alice von Loesecke, Bob Thurston

**Others Present:** Tim Bragan - Town Administrator, Lorraine Leonard - Finance Director

**Meeting Time: 7:07 p.m.      Adjournment Time: 8:55 p.m.**

**Discussion and Actions**

- Marie Fagan opened the meeting at 7:07 p.m.
  
- No public comment
  
- Minutes for February 15, were reviewed, and approved with changes.
  
- Discussion of Additional Priorities List and revised DPW budget handed out
  - Tim Bragan and Lorraine Leonard
    - \* Explanation of the COA's additional-priorities budget increase of \$10K for the MART position to be relocated to Hildreth House rather than with the Finance Department. It is understood by the Finance Department that they will not lose their current position or hours.
  
    - \* The Dept. of Public Works employee budget was handed out. The FY13 personnel part of the budget request with offsets from the School and Park & Rec departments totaled \$620,167. The total DPW budget was \$987,167.
  
- Review ReCap and Roll-up - Tim Bragan and Lorraine Leonard  
Tim and Lorraine presented three scenarios for the Committee to use as tools to understand where budgets may be further cut or money replaced. In addition to the budget line items, they also presented three versions of the Warrant Articles.

- |                          |        |
|--------------------------|--------|
| 1. Level-Service         | LOW    |
| 2. Additional Priorities | HIGH   |
| 3. Alternate             | MIDDLE |

1. The level-service budget included the voted and straw-voted on line items done in previous meetings by the Finance Committee. The new information included:
  - Public buildings went from \$298,898 to \$306,798 to include the services of Johnson Controls at the Library; **an expense of \$7,900**
  - Monty Tech assessment changed from placeholder \$87,760 to \$76,807;

**saving \$10,953**

- The DPW budget changed from \$995,193 to \$987,167 due to a reduction in personnel; **saving \$8,026**

And the following items are a reminder of the previous decisions made by the Committee when we decided other level-services:

- Finance Dept - the COA MART stays at Hildreth House (not spending \$10K)
- Police Dept - \$7,700 was removed from the requested budget (\$2,700 for computers & \$5,000 for kit to outfit two new officers)
- Local Schools - \$71,692 was removed from their 2nd budget [\$32,747 (wellness/PE .6), \$16200 (HES Library Asst.), and \$22,745 (net retirement savings and \$20,000 WL expense.)]
- Board of Health - contains the \$200 for 2 new cabinets
- Parks & Rec - \$84 increase with no explanation

Incorporating all the changes, the new total of the level-service budget show an overall **savings of \$11,079.**

To compare the three scenarios, a more comprehensive budget was used, which included:

Recurring capital:	\$ 99,000
Property/Liab/self Ins:	\$ 145,000
Employee Benefits:	\$3,306,672
Non-excluded debt:	\$ 5,000
Excluded debt, permanent:	\$1,003,490

Thus the total, for comparison reasons, was \$20,528,464 for the Level-Service budget. The Warrant Articles in the ReCap totaled \$30,000 with no break-out. The Level-Service ReCap total was a **surplus of \$337,131.**

2. Additional Priorities items. The changes included:

- Finance Dept remained the same but moved the MART to Council on Aging CoA **increased \$10,000**
- Public Bldgs stayed the same - *nothing added for Galeotta Report issues*
- Police **increased \$81,787** (\$10,000 for 2 sets of kits to outfit officers; \$60,787 for new officer; \$11,000 for additional OT - there is still a need for OT because of complex scheduling issues around union time)
- Fire **increased \$28,423** (\$8,423 for an Admin Asst; \$20,000 for an increase in call rates)
- Local Schools **increased \$38,000** (for the books and materials in Budget 2 at Bromfield)
- Library **increased \$7,300** (for additional hours for Library Assistant)
- Employee Benefits **increased \$45,000** (\$30,000 for 1 new Police officer and 2 School employees; \$15,000 error in calculations.)

Thus the total, for comparison reasons, was \$20,810,666 for the Add-on budget. The Warrant Articles in the ReCap in this scenario totaled \$390,180 and included:

- Planner	\$ 65,000
- Facilities Manager	\$ 55,630
- Energy Audits	\$ 19,250
- Master Plan	\$100,000
- Elderly Tax Plan	\$112,500

- Thermal Imaging Cameras \$ 12,000
- Fire Gear Lockers \$ 7,000
- Economic Development Comm. \$ 1,000
- SAFE program (Ron Ricci) \$ 13,500
- Cemetery roof and road \$ 4,300

There is also the inclusion of \$100,000 of Overlay Surplus revenue that may be earmarked for the Master Plan.

The Add-on ReCap total was a **deficit of \$ (205,251)**.

3. The Alternate scenario split the difference, including

- Finance Dept remained the same but moved the MART to Council on Aging  
**CoA increased \$10,000**
- Public Bldgs stayed the same - *nothing added for Galeotta Report issues*
- Police **increased \$20,000** (\$5,000 for 1 of body armor; \$15,000 for additional OT - there is still a need for OT because of complex scheduling issues around union time)
- Fire **increased \$8,423** (\$8,423 for an Admin Asst)
- Local Schools **increased \$38,000** (for the books and materials in Budget 2 at Bromfield)
- Library **no Library assistant**
- Employee Benefits **increased \$35,000** (\$20,000 for 2 School employees; \$15,000 error in calculations.)

Thus the total, for comparison reasons, was \$20,711,579 for the Alternate budget.

The Warrant Articles in the ReCap in this scenario totaled \$243,550 and included:

- Planner \$ ~~65,000~~
- Facilities Manager \$ ~~55,630~~
- Energy Audits \$ 19,250
- Master Plan \$100,000
- Elderly Tax Plan \$ ~~112,500~~
- Thermal Imaging Cameras \$ 12,000
- Fire Gear Lockers \$ 7,000
- Economic Development Comm. \$ 1,000
- SAFE program (Ron Ricci) \$ ~~13,500~~
- Cemetery roof and road \$ 4,300
- Capital Fund Funding (Tim B.) \$100,000

There is also the inclusion of \$100,000 of Overlay Surplus revenue that may be earmarked for the Master Plan.

The Alternate ReCap total was a **surplus of \$40,245** - which may go toward maintenance items on the Galeotta report.

• Other Discussion

\* Peter Warren did check the assessed value of the town's buildings and estimated a cost of \$19M.

\* George will email the Capital Committee's rating sheet to the Finance Comm, FYI.

\* The Galeotta Report is an inspection report about some of the town's buildings. The report itself will be used by the possible new Facilities Manager position.

\* Note: remember that the health insurance decreases are a one-time big item.

\* Members of the Finance Committee are tasked to talk to their liaison departments about any changes, prior to the Quad Board meetings.

\* George, chair Capital Committee, CPIC, has invited members of Finance Committee to their meeting, Thursday, 2/23/12, to explain their financial analysis.

- No Town Administrator Report or Finance Director Report
- No Liaison reports
- Other Business

A letter requesting a RFT (reserve fund transfer) of \$4,950 was received from the Cemetery Committee for work on a leaky roof. The Committee will wait on this request until more information is gathered.

- Proposed agenda items for next meeting

Updates on The Book's progress

Prepare for Quad Board

- Next FinCom meeting – Saturday, February 25, 2012, 9:00 a.m. Town Meeting Room
- Quad Board's meeting 2/29 at 7:00 at the Town Hall Meeting Room
- MBC meeting 3/1 at 7:00 at Volunteers' Hall, Library

Meeting adjourned at 8:55 p.m.

Respectfully submitted,  
Laura Vilain