

TOWN OF HARVARD

Finance Committee

Minutes

Meeting Date: Wednesday, July 11, 2012

Meeting Place: Town Hall Meeting Room

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

Members Not Present: Alan Frazer (assoc.)

Others Present: Lorraine Leonard - Finance Director

Meeting Time: 7:00 p.m. Adjournment Time: 8:10 p.m.

Discussion and Actions

- Marie Fagan opened the meeting at 7:00 p.m.
- No Minutes reviewed.
- No Public Commentary

- Approval of Reserve Fund Transfers

1. A motion was made to approve a RFT of \$23,992 requested by Rich Nota, DPW Director-Snow & Ice-for costs greater than budgeted for outside contractors (cut hangers over roads). The motion was approved unanimously 5:0.

2. A motion was made to approve a RFT of \$1,116 requested by interim Superintendent Joseph Connelly - for 25% of the costs of the School Lunch Program during the storm emergency in October. FEMA will be covering the other 75%. Funds must be transferred within the Omnibus budget. The motion was approved unanimously 5:0.

Alice comes in.

3. A motion was made to approve a RFT of \$822.59 requested by Timothy Bragan, Town Administrator - for bills higher than budget for Street Lights. Discussion: Town-owned buildings outside lighting are paid through a National Grid contract. TransCanada Power is the contractor for all other lighting in Town. The motion was approved unanimously 6:0.

Rudy comes in.

4. A motion was made to NOT approve a RFT of \$8,198.03 requested by Mary Wilson, Library Director - for costs greater than budgeted for the library employee's extended maternity leave. Employee gave birth to twins and took 16 weeks of maternity leave as allowed by law. Discussion: Why doesn't the Library use State Aid for this; it was suggested that the Library has unlimited accumulated shelf-life on its State Aid, current fund is \$37,325.86. The motion was in favor of not approving, unanimously 7:0.

5. A motion was made to approve a RFT for the Plumbing, Gas, & Wire departments of \$1,234.41, \$1,902.40, & \$5,783.80, respectively as requested by Timothy Bragan, Town Administrator - for costs greater than budgeted for more money collected in various permit fees than anticipated. The Inspectors' pay is based on total fees collected. The motion was approved unanimously 7:0.

6. A motion was made to approve a RFT of \$1,660.05 requested by Chief Denmark,

Police Chief - for two unforeseen events: storm coverage (75% from FEMA of \$1,158.05; and also the new mandatory training (State) of \$2,713.31. Only \$1,660.05 needs to be covered. Discussion: All dispatchers must take the special mandatory State training. **The motion was approved unanimously 7:0.**

7. A motion was made to approve a RFT of \$13,268.29 requested by Chief Sicard, Fire Chief - for more calls, and some "extreme" weather emergencies. Applications are into FEMA for a reimbursement of some of these costs. When received, these funds will be local receipts for FY13 (then Free Cash). Discussion: RFT request covers increases in payroll due to October 31 storm. They will get 75% back from FEMA. All stipends are for employees. **The motion was approved unanimously 7:0.**

8. A motion was made to approve a RFT of \$6,030.72 requested by Chief Sicard, Fire Chief - for Engine #2 emergency repairs (brakes, computer work) and LW bills municipal alarm repair. Discussion: Attached was a print-out of all expenditures. **The motion was approved unanimously 7:0.**

9. A motion was made to approve a RFT of \$19,219.69 requested by Rich Nota, DPW Director - Highway Dept. - for police details for fall storm clean-up and related tree work. Discussion: Nota has been covering details in prior years. There needs to be a LINE ITEM for Police Details. **The motion was approved unanimously 7:0.**

10. A motion was made to approve a RFT of \$2,818.78 requested by Chief Denmark, Police Chief - for clothing for new officer and additional HVAC repairs. The motion was approved unanimously 7:0.

- No Town Administrator Report (Tim Bragan)

- Finance Director's Report (Lorraine Leonard)
Lorraine presented the Town of Harvard Budget Report (Omnibus without School; no encumbrances shown.)

She noted that Tim Bragan was in charge of the Working Group.

She has no date when FEMA will be visiting.

- Other Business

A motion was made to approve the minutes of June 6, 2012. The motion was approved unanimously 7:0.

- Next meeting – August 15, 2012, Town Hall meeting room
Meeting adjourned at 8:10 p.m.

Respectfully submitted,
Laura Vilain