

TOWN OF HARVARD
Finance Committee
Minutes

Meeting Date: September 5, 2012

Meeting Place: Town Hall

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

Members Not Present: Rudy Minar

Others Present: Tim Bragan (Town Administrator), Lorraine Leonard (Finance Director)

Meeting Time: 7:07 pm

Adjournment Time: 8:50 pm

Discussion and Actions

Marie Fagan opened the meeting at 7:07 pm

No minutes for review

No public comment

Vote in New Officers:

Marie Fagan made a motion to elect Alice von Loesecke as Chair; seconded by Bob Thurston.

The vote was 6:0, unanimous in favor of the motion.

Alice von Loesecke made a motion to elect Rudy Minar as Vice Chair; Marie Fagan seconded.

The vote was 6:0, unanimous in favor of the motion.

Alice von Loesecke made a motion to elect Alan Frazer as Secretary; Bob Thurston seconded.

The vote was 6:0, unanimous in favor of the motion.

Assignment of Liaisons:

Board of Selectmen	Alice
Moderator	Alice
Capital Planning (voting position)	George
Schools	Steve
Monty Tech	Steve
Community Preservation Committee	Steve
Cemetery	Bob
Council on Aging	Laura
Parks & Rec	Bob
Public Safety (Police, Fire Ambulance, Dispatch)	George
Library	Rudy
DPW	Heidi
Energy, HEAC	Alan
EDC	Rudy
Personnel Board (voting position)	Alice
Town Clerk	Marie
Conservation Commission	Bob
Planning Board / Ten-year plan/master plan	Rudy
ZBA	Rudy
Sewer Commission	Marie

Historical Commission	Bob
Tree Warden	Heidi
Board of Health	George
Town Hall Building Committee	Alan
Pond	Alice
Cable Committee	Laura
Agriculture Committee	Alan
Hildreth House Improvement Committee	Laura
OPEB Committee	Alan
Superintendent Search Committee	TBD

Discussion of post-mortem on Last Year's Budget Process - It was recommended that the above liaisons stay current with their respective Committee minutes, and report throughout the budget process to the FinCom as necessary. Also discussed was the lack of timeliness in reviewing warrant articles. To help manage this, the meeting and budget schedule was reviewed. The draft presented by Tim Bragan was reworked to show the following:

9/5	FinCom mtg
9/19	FinCom mtg
10/3	FinCom mtg
10/4	Budget Docs are sent out
10/10	All-Board kick-off mtg
10/24	FinCom mtg
11/1	Budget Docs due
11/7	FinCom mtg
11/28	Tri-Board (where FinCom outlines what they received for budgets)
12/5	FinCom mtg - review budgets and develop questions for departments
12/19	FinCom mtg - review budgets and develop questions for departments

(TBD Wednesday & Saturday meeting times for Jan/Feb/Mar)

1/2	FinCom mtg - start meeting with Board, Committees, Depts
1/16	FinCom mtg - Meeting with Board, Committees, Depts
2/6	FinCom mtg - Meeting with Board, Committees, Depts
2/20	FinCom mtg - Meeting with Board, Committees, Depts
2/23	Deadline for the final version of the book (school vacation week)
3/6	FinCom mtg
3/20	FinCom mtg
3/31	Audit report due
4/6	Annual Town Meeting

Review Language about Impaneling Associate Members: The policy is to alternate Associate Member's impaneling, as deemed necessary by the Chair. Only impending votes that must be taken should be cause for an Associate to be impanelled.

Town Administrator report (Tim) - no report

Finance Director report (Lorraine) - Lorraine distributed the Town of Harvard Finance Handbook.

A motion was made to encumber the sum of up to \$12,000 for the OPEB Actuarial Study as a reserve fund transfer. Lorraine Leonard presented a comparison spreadsheet of quotes.
The vote was 6:0 in favor.

Other Business

Liaison Reports:

Steve distributed the Devens Contract of 8/27/12 from the School Committee; Lorraine highlighted changes.

George had emailed the CPIC end of FY12 numbers.

Agenda items for next meeting: Determine representative for the Superintendent Search Committee

Next meeting September 19, 2012

Meeting adjourned at 8:50 pm

Respectfully submitted,
Laura Vilain