



Town of Harvard  
**Finance Committee**  
Meeting Minutes

Date: December 5, 2012  
Location: Town Hall Meeting Room  
Members Present: Rudy Minar, Steve Colwell, Heidi Frank, George McKenna Bob Thurston, Don Ludwig (Associate)  
Members Absent: Alice von Loesecke, Alan Frazer, Laura Vilain (Associate)  
Other Present: Michele Catalina, Chair, Planning Board; Tim Bragan, Town Administrator

1. The Meeting was called to order at 7:05pm
2. There was no public commentary
3. Planning Board. Michele Catalina presented the Land Use Boards' request for a town planner. The responsibilities are still being defined, but the planner is expected to primarily work with the Planning Board, Municipal Affordable Housing Trust, Conservation Commission and ZBA to coordinate materials and analysis for meetings, prepare documentation for board rulings and decisions, assist in preparing by-laws and contribute to the master plan process. Michele said she believes that by having a professional planner, there were potential benefits and savings by reducing the need for boards to pay for consultants and lawyers. Salary under discussion is in the \$45,000 range, plus benefits. Whether it would be a full-time or part time position is also still under discussion. Liz Allard, the Land Use Administrator, who currently splits her time among these boards, will remain but eventually transition to working more with ConCom. FINCOM requested more information about potential cost offsets (reduced legal fees, reduced consultant fees from Master Plan, etc), which Michele promised to provide, along with a more detailed job description.
4. Other Department Budget Submissions. The Committee reviewed the Selectmen's and Financial Dept budgets. We suggested the OPEB valuation consultant be added into the operating budget (every other year) rather than be a warrant item. Tim suggested that the Committee review the submitted budgets and send him questions by email by Dec 14 so that he can aggregate the information requests and forward to the departments by the Dec 19 meeting. All departments have submitted budgets, except Park & Rec.
5. Town Administrator Report. Tim reported that the State is now projecting the budget deficit is \$540m. Preliminary impact: \$22m in cuts for schools; \$9m cut in local aid, \$200k in COA grants. 9C cuts=? Tim also estimates unrestricted state aid will be reduced to Harvard by \$18-\$36k.
6. No Liaison reports
7. FY2014 Budget Planning Calendar distributed. Feb 27 = deadline for final version of Book; March 6 - finalize articles for ATM; April 6 - ATM