



**Town of Harvard
Finance Committee**
Minutes for January 5, 2022

The Finance Committee Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.

Present: Jennifer Finch(chair), Mike Derse, Richard Fellows, Charles Oliver, Ethan Pride, Eric Ward, Don Ludwig, Carolynn Luescher

Others: Tim Bragan (Town Administrator), John Osborn (Harvard Press), Joan Eliyesil

Public Commentary: None

Motions taken: 0

Review of questions respond to by the various town departments. The questions were generated by the finance committee based on review of the budgets with respective narratives submitted various town departments.

Tim Bragan also reviewed a document titled "Fiscal 2023 Budget An Overview of Proposed Changes and Opportunities". The document will be submitted along with the meeting minutes.

The high lights of the discussion centered around potential staffing changes:

1. Part time COA position to full time to cover the need to potentially prepare a successor to the current COA Director.
2. Conservation Agent position to address the needs of the Conservation Commission.
3. 35 hour a week Administrative Assistant for the Land Use Boards and Building Inspector.
4. Executive Assistant will be shifting Building Department work to the Administrative Assistant position. With the reduction in workload the Executive Assistant will pick up HR work specifically for the "234 active employees and 174 retired health-insurance subscribers" as well as procurement training and eventual duties.
5. Full time Finance Assistant has been proposed as part of the restructuring in responsibilities of the new Town Clerk.
6. Full-time Fire Department position to cover unanswered ambulance calls. The cost will be covered by an increase to the insured ambulance rates.
7. The DPW has had an ongoing need for "additional field and common maintenance". If the DPW is unsuccessful with this request, then the Parks and Recreation Department may subcontract out the work as it did this year.
8. The Water Department will have an upcoming need to for a T-2 level water treatment operator or will have to subcontract out the required work.

Upcoming meetings: Jan 12, 2022 - 7pm - Zoom link will be available on the agenda when posted.

Respectfully submitted,
Carolynn Luescher