

FINCOM
Meeting Minutes – July 8, 2015

Members Present: Alice, Bruce, John, Steve, Heidi, Laura
Not Present: Don, Rudy
Others: Debbie Ricci and Lorraine
Location: Hildreth House

Alice opened the meeting at 7:09PM.

Minutes: The Minutes of the June 3 meeting were unanimously approved after clarifying that FEMA will only cover the worst 48 hour period of snow removal and related costs during the blizzard.

CPIC Ladder Truck Discussion: Debbie updated the committee on discussions regarding purchase of the used ladder truck. The price of the truck is \$18,000 and Rollstone has donated \$5,000 toward its purchase. The major concern is the potential on-going maintenance expense for such an old vehicle. After discussion with Debbie, our committee unanimously approved the requirement that a limit of \$5,000/year will be placed on this vehicle's maintenance expense, and if in any year these expenses exceed \$5,000, the Fire Department must review any additional expense beyond \$5,000 with FinCom prior to spending. This will require the Fire Department to track maintenance expenses by vehicle as a separate line item in the 2017 budget and as a note on the 2016 budget.

Meals Tax Discussion: Alice distributed information about Harvard's surrounding towns 0.75% meal tax status. Three bordering towns have the tax (Ayer, Shirley, and Littleton) while three others that border Harvard do not (Bolton, Boxborough, and Stow). Lorraine agreed to research how much revenue a potential 0.75% meals tax in Harvard could potentially raise as the committee considers this tax in future meetings.

Finance Director Report: Lorraine informed the Committee that Harvard was one of 51 communities in Massachusetts to be approved for a Green Community Grant, applied for by the town's Energy Committee. We will be receiving \$225,914 from the State.

Reserve Fund Transfer: Lorraine presented a number of year end reserve fund transfer requests for FinCom review and approval. All of the following requests were unanimously approved by the committee:

- Move to the reserve fund \$24,786.92 which is the expected FEMA payment for DPW snow and ice removal.
- Transfer from the reserve fund \$3,114.21 to the Selectmen for Mark Lanza's legal expenses.
- Transfer from the reserve fund \$2,346.74 to the Selectmen for other legal expenses.
- Transfer from the reserve fund \$11,426.71 to the Fire Department.
- Transfer from the reserve fund \$469.35 for plumbing inspections.
- Transfer from the reserve fund \$3,700.20 for wiring inspections.
- Transfer from the reserve fund \$518.90 for Tree Warden to cover police detail overages.
- Transfer from the reserve fund \$1,169.97 for electricity for street lighting.
- Transfer from the reserve fund \$3,103.17 for MART salary.
- Transfer from the reserve fund \$1,893.20 for the Park and Rec beach director salary.
- Transfer the balance of the FY15 reserve fund to police overtime.

The committee wanted to document our frustration with the transfer request for Park & Rec, noting this has been a recurring year end budget mismanagement problem. They are apparently not including funds to cover the June beach opening costs in their annual budget, and we urge them to do a better job in future budgets.

One other request Lorraine surfaced was an adjustment in the Police Department budget. FinCom moved and unanimously voted to approve moving \$20,000 from the Police health insurance line to the Police Chief salary line as allowed by Massachusetts Law, Chapter 44, Section 33B.

Liaison Reports: Bruce informed the committee that a third request for bids for new windows in the Hildreth House included revised specifications that should eliminate problems with the prior two requests.

Next Meeting: Our next Committee meeting will be on Wednesday, September 2 at 7PM in the Hapgood Room of the Old Library. We will return to our regular first and third Wednesdays of the month meeting schedule.

The meeting was adjourned at 9:03PM.

Respectfully submitted,

John W. Seeley, Secretary