

FINCOM
Meeting Minutes – January 21, 2015

Members Present: Alice, Rudy, Alan, Don, Heidi, Laura, John

Not Present: Steve, Bruce

Others: Lorraine, Ed Denmark, Rich Nota

Location: Town Hall meeting Room

Alice opened the meeting at 7:10 PM.

Minutes of the Saturday, January 17 meeting were reviewed, several changes noted, and approved unanimously.

Public Commentary: None.

Review of Police Budget:

- Chief Ed Denmark confirmed that his request for \$3,000 to outfit a new patrol officer was a one time request and would likely not be needed again for 5 years. Our committee will contact the BOS to include this request as a warrant article.
- We discussed the \$4,950 request to replace all the thermostats. The Chief confirmed once these are replaced, the building will essentially have a totally rebuilt HVAC system as boilers, circulation units and belts have all been replaced.
- The new thermostats should eliminate an average of 4 service calls per year at a cost of \$1,200/year plus unknown additional savings in energy cost.

Review of DPW Budget:

- Rich Nota provided answers to the committee's questions. He confirmed fuel purchases are made through the State contract at prices always below the retail prices he sees.
- The market for glass remains weak and we need to pay \$40/ton to dispose of it.
- We discussed his road maintenance materials budget (consistently higher than actual expense) and fuel budget (consistently lower than actual). We will shift \$10,000 out of the road maintenance materials budget and add this \$10,000 to his fuel budget.
- Rich confirmed he does have space available to store the Fire Department's training equipment if they want it. He suggested purchase of a trailer rather than a shed so the equipment would be more easily transported to the gravel pit training area. The Committee advises not to store these materials at the gravel pit given risk of vandalism and wetlands in this remote location.
- We asked about his plans to replace the 65 year old wing of the DPW building. Rich will share with the Committee a DPW operations review and space assessment review he obtained several years ago and requested funding for (not approved). We will ask the BOS if a space assessment will be included in their requested DPW audit.
- Rich has requested a \$20,000 maintenance project to hire a professional tree service to cut back 15-20 years of growth along Harvard's roads that are too big for/can't be reached by his boom flail mower. His priority would be on Ayer Road between Whitney and Mill Road. Our Committee will contact the BOS to include this request as a warrant article.
- We discussed how field maintenance occurs. Rich confirmed his department does the mowing but does not have the budget. He believes the fields should receive regular aeration and fertilization. We need to clarify responsibility and budget for this work with Park and Rec.
- Alan informed Rich that CPIC will propose shifting the \$70,000 line item for recurring DPW capital equipment purchases to Rich's FY17 operating budget. Our committee will review historical annual purchasing data and propose a funding level to DPW for FY17.

Town Administrator Report: None.

Finance Director Report: Lorraine informed the Committee that health insurance premiums appear to be increasing about 4.5%, above the 3.0% included in her current budget for next year, largely due to additional government administration fees

and inclusion of costly new drugs. The Board will review and vote on these new premium costs next week and Lorraine will update her budget request with the revised actual numbers.

Liaison Reports: Alan informed the Committee that the CPIC will meet tomorrow, January 15, to finalize their recommendations and priorities and will be prepared to discuss with FinCom on Saturday morning.

Next Meeting: We will meet at 8:30AM on January 24 in the Town Hall meeting room to review the CPIC proposal. The next meeting will be at 7PM on January 28 in the Town Hall meeting room to potentially review the Council on Aging and Park & Rec. budgets.

The meeting adjourned at 8:45PM.

Respectfully submitted,

John W. Seeley, Secretary