



**Town of Harvard**  
**Finance Committee**  
Minutes for January 12, 2022

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**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), Debbie Thompson (COA Director), Chris Ryan (Planning Board), Margaret Murray (Board member on the COA board)

**Public Commentary:** None

**Motions taken:** 0

**Staff Report:** None

Review of personnel changes requested by the various town departments. Review of response to questions asked regarding the COA budget and the Land Use Board. Debbie Thompson and Chris Ryan reviewed the new roles with the Finance Committee.

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. Requested the expanding of the part time roles to become full time. 19 hours of the administrative assistant/dispatch position to become an assistant director position at grade 6. 33% increase in wages for the position. Minimum need at the COA would be 30 hours which would result in a benefited expanded position. \$35,000 plus \$7,000 for benefits would be added to the COA budget.
  - a. MART hours would pay \$9,200 of the increase. Net increase to the town budget would be \$24,000 due to the MART offset.
  - b. Mike Derse asked if another part time person would be able to cover the need. Debbie said that training would require a lot of time. Training of the Qride system used by MART would be difficult.
2. Full time Conservation Agent position to address the needs of the Conservation Commission. Liz Allard would be interested in the full-time position Conservation Agent.
  - a. Migrating Liz to this position would result in a need to fill administrative work for the board of appeals, the land use board, the planning board, and the zoning board of appeals.
  - b. A need for a full time Administrative Receptionist for the Hildreth House as well as Administrative Assistant for all the Land Use Boards.
  - c. Reviewed the role of the Conservation Agent. Some of the responsibilities have been pushed to the side or done by members of the Conservation Commission.
  - d. Conservation Agent position and new Administrative Receptionist/Assistant grade needs to be determined.
3. Eric Ward asked about the license for the RTIS software.
  - a. If the license is renewed, we need to have a plan for how to make use of it.
  - b. If we make use of it would require either training or the use of consultants.
  - c. Ethan Pride pointed out it is expensive for not being used.
4. Reserve fund transfer request for the engineering of a bike path design was withdrawn. The request was a plan needed for a grant application. The cost of the engineering of the path was estimated to be \$87,000.
5. COA Board member Margaret Murphy raised concerns about current part time roles exceed part hours to complete.
6. Don Ludwig and Ethan Pride raised concerns about understanding the needs for the Conservation Agent and Administrative Receptionist/Assistant.
7. January 5<sup>th</sup> meeting minutes were approved.
8. Reserve fund transfer request for a new slide was requested from Parks and Rec.

Upcoming meetings: Jan 26, 2022 - 7pm - Zoom link will be available on the agenda when posted.

Respectfully submitted,  
Carolynn Luescher