

Town of Fairhaven

Finance Committee

Minutes of the meeting for <April 3, 2014>at the BPW Administration Building, Arsene St., Fairhaven, MA

Members in attendance:

Chairman-John Roderiques, Robert A. Furtado, Scott Fernandes, Padraic Elliot, Kathi Carter, Therese Szala, Lisa Plante, John Mota

Town of Fairhaven:

Jeffery Osuch- Executive secretary

Timothy Francis- Fire Chief

Chairman called the meeting to order at 7:03 PM. The meeting was not recorded by government access TV. Chairman has to be notified if anyone present is recording the meeting by video or audio.

Motion made by Terry to accept the minutes from March 27, 2014. Seconded by Scott.

Vote: Unanimous

- Mr. Osuch passes out updated FY15 spreadsheet, updated warrant for the ATM, updated spreadsheet for the ATM Articles, updated warrant for the STM, updated spreadsheet for the STM, and material for CPC STM Article for Academy roof.
- Chairman passes out Article 15 and Article 31 from the TGSC. The committee will be in next week.
Chairman states that the Selectmen have taken over the Capital Planning Article. Mr. Espindola will be in at some point to address the committee.
- Chairman states that the Academy roof project is now in the Special Town Meeting, using CPC funds.
- Chairman also passes out information from Mr. Kitchen for the HMS floor tile project, and the President's letter from the Association of Town Finance Committees.

- Chairman presents a Reserve Fund Transfer request from the Town Clerk for Election & Registration Payroll in the amount of \$ 5,837.52.
 - The money is needed because of the extra election in September 2013.
 - Scott motions to transfer \$ 5,837.52 to Acct. #01-163-00-5111-00 Office Salary. Seconded by Terry. Vote: Unanimous.

- Chairman presents a letter from Albert Benac explaining his Fine Arts budget.

- Chairman presents a Reserve Fund Transfer request from the Fire Chief for damage incurred in the fire station basement, in the amount of \$ 10,000.
 - Chief Francis states that the money is needed to cover the insurance deductible, for damage caused by the recent sewer back-up.
 - Terry motions to transfer \$ 10,000 allocated in the following amounts:
 - \$ 6,497.74 Acct.# 01-220-00-5244-00 Repair & Maintenance of Buildings
 - \$ 990.00 Acct.# 01-220-00-5243-00 Repair & Maintenance of Vehicles
 - \$ 393.67 Acct.# 01-220-00-5501-00 Medical Supplies
 - \$ 1,388.61 Acct.# 01-220-00-5242-00 Small Tools, Repairs & Supplies
 - \$ 729.98 Acct.# 01-220-00-5420-00 Office Supplies
 - Seconded by Scott. Vote: Unanimous
 - Chairman advises Chief Francis to file a Reserve Fund Transfer request for each category next time.
 - Chief explains that they have been advised to clean the sewer line on a regular basis from now on. The sewer line may need to be replaced or relined in the near future.

- Chief Francis presents the Fire Department budget:
 - Chief Francis states that the salary includes the increase for longevity only, at this point, because the contracts have not been settled.
 - Chief states that the union is close to settling.
 - Chief states that the increase for the executive assistant is included as per the Selectmen and Personnel Board.
The salary increase of \$ 7,932 will come from the Ambulance Fund.
 - Medical expense has been moved to Town Insurance.
 - Gasoline has been increased because of the 3rd ambulance.
 - Chairman asks why the copier purchase is not under Capital Outlay, instead of an Article.
Chairman asks the Chief if he had considered leasing the copier.
 - Chief states that he thought this was the way to do it.
 - Chief states that the present machine was bought as a demo model in 1995.

- Chief states that he checked with three vendors, none recommended leasing, and the price they are going with is the same vendor that supplies Town Hall.
 - Scott questions the executive assistant position.
 - Chief Francis states the position is going from 35 to 40 hours a week. There will no longer be overtime needed to do the ambulance billing.
 - The position was reclassified.
 - Chairman states that the position should not have been reclassified once the budget process was started.
 - Pat questions medical supplies being raised \$ 5,000.
 - Chief states that it is because of the 3rd ambulance.
 - Terry asks if the 3rd ambulance is making money.
 - Chief states that it is but he doesn't have the figures with him.
 - Chief states that this year \$ 766,000 will come from the Ambulance Fund, to fund the service. The Ambulance Fund will be close to maxed out this year.
 - Discussion between Chairman and Chief Francis about doing a true accounting of the cost of service for the ambulances.
 - Chairman tells the Chief that the committee needs to get the contract early enough to go over it before Town Meeting.
- Discussion of the Fire Alarm Department budget.
 - Discussion of Article 8- Fire Dept. roof.
 - Chairman asks if we should put money into the building, if the Police & Fire Dept. are not staying there.
 - Chief states that even if they were to move to another building, this is a good building and could be used by some other department to store their equipment out of the weather.
 - Chairman states that the only way a new building could be funded, is with a debt exclusion.
Chairman states that the High School debt exclusion won't be retired until 2017 and even at that point he doesn't see the Town voting for it.
 - Chief states that the roof is currently leaking in the dispatch area.
 - Discussion of Article 9- FEMA Grant for Ladder 1
 - Matching grant to replace Ladder 1.
 - Requires the Town to pay 5% of cost.
 - Discussion of Article 13- FEMA Grant for Firefighter Gear

- Matching grant to replace 10 year old gear
- Same grant was used to replace the gear 10 years ago.
- Chief states that he should know before Town Meeting if he is getting either grant.
- Pat asks if the new Ladder Truck will fit in the station.
 - Chief states yes, it is the same size as the present truck.
- Discussion of Article 1.-4a. Fire Dept. Salary and Wages, on the STM.
 - Chief states that \$ 30,000 is needed to cover the overtime, because they had 5 people who were injured.
 - Chief states they have had to cover more injuries this year than ever before.
- Chief states that he has 1 man leaving on deployment in the military, but is bringing up a call fire fighter for 400 days to cover him.

7:59 PM. Chairman calls a recess. Chief Francis leaves the meeting. Back in session @ 8:06 PM.

- Discussion and voting on Article 4 continues:
- #6. Treasurer
 - Mr. Osuch states there still is no agreement with the Treasurer concerning the Collector position.
 - Terry asks if we should still vote without an agreement.
 - Chairman states that this is different, it is an administrative position, and this is what the Selectmen feel the position is worth.
 - Terry motions for the following amounts:

6a. Salary & Wages	\$ 182,475
6b. Purchase of Services	\$ 8,930
6c. Supplies	\$ 1,260
6d. Other Charges/Expenses	\$ 2,741
6e. Capital Outlay	\$.00
 - All amounts seconded by Scott. Vote: Unanimous
- #10 Town Collector
 - Discussion of the Salary & Wages number
 - Mr. Osuch states that the extra is included because of the transition period.
 - Chairman states we shouldn't be asked to throw in money for things that may or may not happen.
 - Discussion of bulk mailing situation.

- Chairman states that the bulk mail now must be driven to the New Bedford post office.
 - Even though it is more work, it saves 10 cents per item mailed, which adds up.
- Discussion of why the senior clerk is at the top step.
 - Mr. Osuch states they expect an employee to bid on the position.
- Pat questions the postage number.
 - Chairman states that they have reduced it some and we will watch it.
 - Chairman states that no one wants to take it to New Bedford to save the postage. He states that the management of the office is out of Town Hall enough, and could drop it off.
 - Next year we will have to look closely at the mailing. 10 cents savings, per mailing, adds up with the large volume.
 - Terry motions for the following amounts:

10a. Salary & Wages	\$ 153,183
10b. Purchase of Services	\$ 27,650
10c. Supplies	\$ 4,600
10d. Other Charges/Expenses	\$ 2,672
10e. Capital Outlay	\$.00
 - All amounts seconded by Lisa. Vote: Unanimous
- #25 Police Department
 - Discussion of Capital Outlay:
 - Pat spoke with the Police Chief and is now OK with the idea of the SUV's.
 - He understands the issue of them offering more space.
 - Terry motions for the following amounts:

25a. Salary & Wages	\$ 2,736,662
25e. Capital Outlay	\$ 71,010
 - All amounts seconded by Scott. Vote: Unanimous
- #26 Fire Department
 - Mr. Osuch states that in the last 12 months, the Ambulance Fund has collected \$ 918,000.
 - Chairman states they are still not charging enough.
 - Mr. Osuch states that the overtime cost are out of line.
 - Chairman again states that there needs to be a true cost accounting of the service.
 - Scott motions for the following amounts:

26a. Salary & Wages	\$ 1,754,952
26b. Purchase of Services	\$ 71,853

26b.1. Utilities	\$ 5,200
26c. Supplies	\$ 56,684
26d. Other Charges/Expenses	\$ 5,950
26e. Capital Outlay	\$.00

➤ All amounts seconded by Terry. Vote: Unanimous

- #27 Fire Alarm Maintenance

➤ Scott motions for 27a. Salary & Wages: \$ 12,395. Seconded by Terry. Vote: Unanimous

- #28 Building Department

➤ Scott motions for the following amounts:

28a. Salary & Wages	\$ 129,715
28b. Purchase of Services	\$ 1,200
28c. Supplies	\$ 1,750
28d. Other Charges/Expenses	\$ 1,400
28e. Capital Outlay	\$.00

➤ All amounts seconded by Terry. Vote: Unanimous

- #30 Shellfish Inspection

➤ Scott motions for the following amounts:

30a. Salary & Wages	\$ 85,923
30b. Purchase of Services	\$ 6,954
30b.1. Utilities	\$ 120
30c. Supplies	\$ 6,615
30d. Other Charges/Expenses	\$ 350
30e. Capital Outlay	\$.00

➤ All amounts seconded by Terry. Vote: Unanimous

- #31 Care of Dogs & Others

➤ Scott motions for the following:

31d. Other Charges/Expenses	\$ 50
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➤ Seconded by Terry. Vote: Unanimous

- #17 Planning & Economic Development

➤ Scott motions for the following:

17a. Salary & Wages	\$ 101,401
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➤ Seconded by Terry. Vote: Unanimous

- #32 Emergency Management Agency
 - Discussion of the high heat bills this year.
 - Chairman states the building was over used this year.
 - Bristol County Police where using the building for training.
 - Scott motions for the following amount:

32a. Salary & Wages	\$ 1,666
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 - Seconded by Terry. Vote: Unanimous

- #35 Board of Health
 - Scott motions for the following amounts:

35a. Salary-Board	\$ 4,000
35b. Salary-Other	\$ 91,378
35c. Purchase of Services	\$ 9,530
35d. Supplies	\$ 3,600
35f. Other Charges/Expenses	\$ 1,800
35g. Capital Outlay	\$.00
35i. Recycling	\$ 175,300
 - All amounts seconded by Terry. Vote: Unanimous

- #36 Enforcement Agent
 - Scott motions for the following amount:

36a. Salary & Wages	\$ 21,742
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 - Seconded by Terry. Vote: Unanimous

- #37 BPW Administration
 - Scott motions for the following amounts:

37a. Salary & Wages	\$ 158,230
37b. Purchase of Services	\$ 1,626
37c. Supplies	\$ 1,400
37d. Other Charges/Expenses	\$ 290
37e. Capital Outlay	\$.00
 - All amounts seconded by Terry. Vote: Unanimous

- #38 Highway Division
 - Scott motions for the following amounts:

38a. Salary & Wages	\$ 917,645
38b. Purchase of Services	\$ 97,154

38b.1. Utilities	\$ 19,100
38c. Supplies	\$ 49,200
38d. Other Charges/Expenses	\$ 700
38e. Capital Outlay	\$.00
38e.1. Landfill-Transfer Station	\$ 25,420
38e.2. Rubbish Collection	\$ 487,000
38e.3. Equipment Purchase	\$ 127,499
38f. Street Resurfacing	\$ 150,000
38g. Sidewalk/Curbing	\$.00
38h. Sidewalk Repair	\$ 43,000
38i. Curb/Hard/hard/Surf	\$ 70,000
38j. Drainage	\$ 12,000

➤ All amounts seconded by Terry. Vote: Unanimous

- #39 Sewer Division

- Mr. Osuch states that the Sewer Revenue will cover the budget without a rate increase.

- Scott motions for the following amounts:

39a. Salary & Wages	\$ 909,884
39b. Purchase of Services	\$ 199,000
39b.1. Utilities	\$ 360,000
39c. Supplies	\$ 137,050
39c.1. Gasoline	\$ 25,280
39d. Other Charges/Expenses	\$.00
39e. Capital Outlay	\$ 111,500
39f. Sludge Disposal	\$ 250,000

- All amounts seconded by Terry. Vote: Unanimous

- #40 Water Division

- Scott motions for the following amounts:

40a. Salary & Wages	\$ 491,262
40b. Purchase of Services	\$ 251,101
40b.1. Utilities	\$ 51,000
40c. Supplies	\$ 34,100
40d. Other Charges/Expenses	\$ 1,500
40e. Capital Outlay	\$ 21,000
40f. Water District	\$ 1,163,719

- All amounts seconded by Terry. Vote: Unanimous

- #41 Veterans Services
 - Scott motions for the following amounts:

41a. Salary & Wages	\$ 42,456
41b. Purchase of Services	\$ 366,650
41c. Supplies	\$ 1,800
41d. Other Charges/Expenses	\$ 490,900
41e. Capital Outlay	\$.00
 - All amounts seconded by Terry. Vote: Unanimous

- #42 Schools Elementary/HS
 - Terry motions for \$ 18,348,083. Seconded by Pat. Vote: Unanimous

- #46 Recreation Center
 - Discussion of Capital Outlay.
 - Director will purchase shed from Capital Outlay, but the water slide will come from the Program Account.
 - Scott motions for the following amounts:

46a. Salary & Wages	\$ 146,608
46b. Purchase of Services	\$ 9,716
46b.1. Utilities	\$ 23,500
46c. Supplies	\$ 3,100
46d. Other Charges/Expenses	\$ 700
46e. Capital Outlay	\$ 1,800
46f. Recreation Center Prog Acct.	\$ 100,000
 - All amounts seconded by Terry. Vote: Unanimous

- #47 Park Division
 - Scott motions for the following amounts:

47a. Salary & Wages	\$ 88,700
47b. Purchase of Services	\$ 10,660
47b.1. Utilities	\$ 2,200
47c. Supplies	\$ 3,100
47c.1. Gasoline	\$ 6,600
47d. Other Charges/Expenses	\$.00
47e. Capital Outlay	\$.00
 - All amounts seconded by Terry. Vote: Unanimous

- #59 Fine Arts
 - Scott motions for \$ 1,000. Seconded by John M. Vote: Unanimous

- #32 Emergency Management Agency
 - Pat questions the amount we voted for gasoline.
 - Chairman states we appropriated the same number of gallons as for FY13.
 - Chairman states that this year the increase was caused because 1 of the trucks was driven to the Cape twice for repairs. Another was driven around by BPW to try to find the problem with it.
 - Chairman states that the light unit is also driven to Acushnet and back, and run by Acushnet EMA, without being paid for the fuel.
 - Discussion of heating again.
 - Chairman states that in January they had a bill for \$ 190.38 for heat. In February they had a bill for \$ 865.32.
 - Scott motions for the following amounts:

32b. Purchase of Services	\$ 2,375
32b.1. Utilities	\$ 2,400
32c. Supplies	\$ 675
32d. Other Charges/Expenses	\$.00
32e. Capital Outlay	\$.00
 - All amounts seconded by Terry. Vote: Unanimous

- Discussion and voting on ATM Articles.
- Article 22- Fire Department Copy Machine
 - Terry motions for \$ 5,100. seconded by John M. Vote: Unanimous

- Article 8- Fire Department Roof
 - Terry motions for \$ 253,717. Seconded by Pat. Vote: Motion passes 7 to 1 with Scott opposed.

- Article 14- Handicap Parking Violations-COD-Statute
 - Chairman states he has spoken to Mr. Murphy about this.
 - Would create cumbersome accounting.
 - Chairman suggests putting a Capital Outlay line in their budget, if there is a future need for a curb cut somewhere.

- Article 24-Wind Turbine Electricity Purchase FY15
 - Discussion of the motion to be read on TM floor.

- Scott motions to recommend \$ 900,000. Seconded by Lisa. Vote: Unanimous

- Articles 25 & 26
 - Need to speak with TGSC.

- Article 27- Hasting Middle School Floors
 - Will discuss this more at a future meeting.
 - Scott motions to Recommend At Town Meeting. Seconded by Terry. Vote: Unanimous

- Article 30f- HC-Academy Building Roof
 - Discussion of passing over this Article if the Article in the STM passes.

- Mr. Osuch states that the Sewer Use Article has been pulled by the BPW, from the STM. Town Council didn't like the language and said it could be accomplished with regulations.

- The STM deadline for the printer is next Thursday.

- Terry motions to adjourn @ 9:52 PM. Seconded by John M.. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
Finance Committee Secretary

(accepted 4-10-2014)