



Town of Fairhaven

Town Hall - 40 Centre Street - Fairhaven, MA 02719

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FAIRHAVEN,
MASS.

MEETING NOTES

Date, Time, Location:

March 11th, 2021 @ 7:00 P.M., Remote through ZOOM

Meeting Overview:

1. Meeting called to order
2. Past meeting minutes approval
1. Overview of IT Department budget and capital project requests
2. Review of Capital Planning Projects for the Warrant
3. General Fund Comments and Discussions
3. Closing Remarks
4. Vote to adjourn

-Key-

BOLD = Issue being discussed

- = Notes, indentation for more notes
- = Questions and discussions below
- ◇ = Votes (Nom/Second)
- ‡ = Change in attendance

Member Attendance (9):

- Padraic Elliot, Lisa Plante, Chris Fidalgo, Bernie Roderick, Carolyn Roberts, Jessica Dwelley, Rob Grinrod, Kathi Carter, Kevin Gallagher

Town of Fairhaven (2):

- Wendy Graves (Collector/Treasurer/Finance Director), Chris Camara (IT)

Meeting called, 7:01 PM

PAST MINUTES

- Finance Committee 3.4.2021
- ◇ Rob, Lisa, (9 - 0)

TONIGHT'S AGENDA

- Town meeting date has moved

- Early June
- Bernie: Will we have to relocate if new money comes into the budget? Pad: If the money doesn't change, we go with our current working recommendations. Otherwise, the TA applies the money where best needed.
 - Pad: When money is reallocated, Wendy should provide a list of where money went

IT Budget

- Salaries up slightly, Mrs. Potter now helping with schools, another tech replaced Chris
 - Pad: This is non-union? Chris: Yes
 - Pad: Do these figures include a 2% for IT? Wendy: They fall under the school contract, so it should be in there
- Training and tuition up
 - Pad: Stipend you receive for training in the town? Chris: We have that allotment for when people want to train
 - Pad: Why the increase? Chris: 2 previously people had 0'd the amount out
 - Wendy: Need to keep up with IT requirements
- Adobe annual renewal, wasn't separated out last year, several licenses
- Gantt software, wasn't separated out last year
- Cyber security consultant was increased
 - Pad: Can you unpack this? Chris: We've been taking steps to secure the networks, with back-ups, anti-virus, but New Bedford's incident made the IT want to take a proactive approach
 - Pad: Consultant means a specific person? Chris: That's the line item's name and currently shopping around for a vendor
- Maintenance contract up
- Building, permitting, added from last year's approval
- Increase for additional license
- Sonic wall subscription, license cost increased
- Increase for vader financial software support
 - Pad: Used by the whole town? Chris: Yes
- Contract fiber maintenance agreement, came down from last year
- Google workspace licenses, increased due to 60 more licenses, for all Fairhaven board members to have a license
- Pad: Anything specifically new? Chris: The permit software, IT usually takes on some contracts
- Kevin: Can you explain the chain of command for IT? Chris: I report to the town administrator, the superintendent and the assistance superintendent
- Kevin: Who is present with you for contract negotiations? Chris: Dr. Baldwin and Mark Rees previously
- Capital project requests
 - \$30k each year for refreshing a number of computers and a server
 - Also used to purchase copiers
 - Also helps with networking equipment

- Rob: When you're purchasing equipment, who does IT purchase for? Chris: For this money, just the town's side; BPW bought their own, and PD and FD handle their own budgets
- Pad: So this upgrades computers around town? Chris: Yes, and usually at least 6 years old

Capital Budget

- Pad: I thought it was department heads who were the Capital planning board? Wendy: No, the legislation calls for specific people but not the department heads
 - Pad: Okay, so 3 are members of the public? Wendy: Yes, with 7 total.
- Carolyn: Money reserved for the articles that are coming up? Wendy: Yes
- Pad: We're working with less than half of last year? Wendy: Yes
- *Wendy gives an overview of the capital planning budget items in the booklet*
- SCBA Replacement
 - Rob: We're buying 45 sets for 24 people, why is that? Wendy: Might be accountable by on-call, but we should have the chief answer that question, looks to be about 15-20 on-call
 - Kevin: The NFPA sets the standards the chief would need to purchase, which is assigned by the riding position and
- Roadwork
 - Wendy: This has moved to capital planning, with an increase due to materials
 - Pad: Would this cover 2 years worth of road or just 1? Wendy: That's for a special town meeting, so this is for a single year. The money is still waiting elsewhere.
- Truck for the animal control
 - Was a 2012 truck, would be used for animal transport and other needs
 - Carolyn: Why not borrow? Wendy: The amount is so small.
- Truck for the marine resources
 - Rob: The high end SUV in the spec seems unnecessary. Wendy: Can bring him in to explain.
- Computer hardware
 - Explained earlier
- Fire Truck replacement
 - Would want to understand this better, since this is a replacement truck and there isn't sufficient storage for it
- Building Plotter
 - Wendy: Worth having the department talk towards this
- Chris: The roadwork fund continues to climb year-over-year
- Pad: Sewer and Water will be articles. Wendy, do you know when the articles would be set? Wendy: Next selectmen's meeting, probably the 22nd
- Rob: What about the PSC? Wendy: There's a placeholder article for this year
 - Bernie: Can you explain further? Wendy: We're discussing a parcel currently.
 - Pad: We'd appreciate updates from the chiefs on any information.

General Fund Operation Discussion

- Go through each committee member and have them discuss it

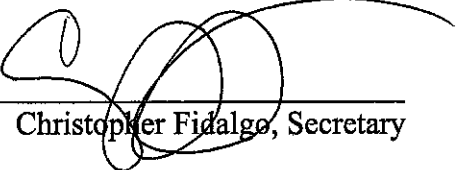
- Chris
 - Concerned about the dispatcher and the highway department
 - Wendy: Might be smart to move money to reserve fund, which can then be used as necessary
 - Kathi: Sounds like a good idea
 - Wendy: The capital fund might be similar, pulling some spending back for this one year
- Lisa
 - Agree with the reserve fund spending instead of just adding money back to the budget
 - Very concerned about the children, lack of progress or regression concerns me
 - Would like the dispatcher, but the money needs to be there as well
- Rob
 - Concerned about maintenance
 - Should not add to the headcount unless necessary
 - Would want to investigate, several of them on the capital planning, along with the recycling of value of decommission vehicles to perhaps improve the reserve fund or free cash
 - Pad: Can you speak to the retired vehicles? Wendy: We have an auction for vehicles that will no longer be used
- Kevin
 - The decision to delay town meeting was likely correct to wait for the dust to settle
 - There's a lot of cuts but some without any cuts as well. Wendy: HR, Tree, Weights and Measure all took cuts
 - Kevin: What's going to be the process of adding money back to the budget?
Wendy: The big 4 took the biggest cuts because they have large budgets, and those would be looked at first
 - Agree with increasing the reserve fund as well
- Carolyn
 - I agree that schools are important, but the public safety is a big concern currently
- Jessica
 - Passed
- Bernie
 - Concerned that we're going to need this extra money to come in, because the budgets are so tight.
 - Has there been any follow-up about unspent money from last year? Wendy: Anne is going to look into this, currently PTO
- Pad
 - Looking at the budget more pessimistically currently
 - Assessors and upgraded software: was approved for the building department, but can we wait for the assessors? Wendy: The building and assessors would be close, so
 - Street lightning went up. Wendy: This is the electricity cost, whereas the lights are much cheaper
 - Wire inspector would prefer to meet in person
 - Does the Board of Health want a nurse? Wendy: This is for COVID, which might be covered by COVID relief money

- OPEB, which was cut already, but it's a big number. Wendy: Yes, and it affects the borrowing.

CLOSING REMARKS

- Pad likely will cancel next Thursday's meeting, and then the week after that we'd have a lot more information (articles, updated numbers, etc.)
- Capital will be discussed again with the department heads and with the articles presents
- Middle of May would be the deadline for the printers
- Wendy: Water and Sewer could be discussed, because they're enterprise and unlikely to change
- Wendy: Will get a draft to FinCom for next week

◆ Motion to adjourn, Chris, Rob (9 - 0, unanimous), 8:37 PM



Christopher Fidalgo, Secretary

