

# Town of Fairhaven

## Finance Committee

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Minutes of the meeting for <March 20, 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

Dr. Robert N. Baldwin- Superintendent of Schools

Paul B. Kitchen- Business Administrator

Pam Kuechler- Chairperson School Committee

David Gonsalves- School Committee

Brian Monroe- School Committee

Bernard F. Roderick- School Committee

Donna McKenna- School Committee

William D. Roth, Jr.- Planning Director

Jeffery Lucas- Chairman Community Preservation Committee

Meeting was covered by government access television. Member of the press was not present.

Chairman called the meeting to order at 7:02 PM. Announced that the meeting was being recorded by government access TV. Chairman has to be notified if anyone else present is recording the meeting by video or audio.

Motion made by Scott to accept the minutes from March 13, 2014. Seconded by Terry.

Vote: Unanimous

- Mr. Osuch passes out updated FY15 spreadsheet, updated spreadsheet for the ATM Articles, updated warrant for the ATM, warrant for the STM, and spreadsheet for the STM.
- Chairman returns Lisa's plate with ingredients for next week's snack.
- Chairman states that there are in excess of \$170,000 worth of Articles on the STM within the Annual.

- Chairman passes out 3 Reserve Fund Transfer requests from the Emergency Management Agency, totaling \$ 1,600.
  - Chairman states that next time he will deny them outright.
  - Chairman states that cold weather is no reason for someone to let their electric bill "go through the roof".
  - Chairman states that people should not use cold weather to justify increasing their budget.
  - Committee will take this up next week.
  
- Brief discussion of the ATM, STM and proposed language from the Town Government Study Committee.
  
- 7:10 PM. Dr. Baldwin presents the School Dept. budget:
  - Dr. Baldwin states that the draft budget they are presenting is a level service budget. It is \$ 369,584 more than a level funded budget.
  - Dr. Baldwin states that the salary side includes raises in the amount that town depts., that have settled, have obtained.
- Discussion of the Operational Budget
  - Scott asks why the text books costs have doubled.
    - Dr. Baldwin states that this is a major replacement year for text books.
  - Mr. Kitchen states that the majority of the maintenance category is for yearly service contracts.
  - John M. asks if anyone has done a study to see about going to online books.
    - Dr. Baldwin states that they are moving in that direction. The high school principal has started to implement this.
  - Terry questions maintenance of grounds increasing.
    - Mr. Kitchen states that the athletic fields maintenance has been shifted to the grounds category. He also states that money comes from the Athletic Revolving Account.
  - Pat points out a typo in the maintenance category on the final page of the budget comparison.
  - Kathi questions the Transportation Services.
    - Mr. Kitchen states that this is the new contract, and the homeless students transportation has increased.
    - \$ 390,000 is for regular transportation and approximately \$ 18,000 is for late buses.
  - Lisa states that she sees buses at the Middle School with only a few students on them.

- Dr. Baldwin states that the buses do a double run and drop high school students of at their school 1st, before going to the middle school. He also states that this is the 1st year for this set-up.
- Mr. Kitchen states that the spring athletics also have an effect on the buses.

7:25 PM. Pat leaves the meeting because he may have a potential conflict. He is able to vote on the budget though.

- Discussion of the Salary side of the budget.
  - Scott questions the elimination of 3 Para-professionals.
    - Dr. Baldwin states that an Elementary principal requested an addition Sped teacher. These 3 positions were eliminated to fund that position.
    - Also a Technology teacher was added at the Wood School in place of a Music teacher that resigned.
    - 1 Crossing guard was added at the Wood School and the crossing guard at the Oxford School was eliminated.
  - Scott questions the increase in the salary line.
    - Dr. Baldwin states that the Salary category includes raises in the amount that the other Town unions, that have settled, have gotten.
  - Chairman asks if the contracts have been settled.
    - Dr. Baldwin states that they haven't, but may be ratified by the 1st week of May.
    - Chairman states that if the contracts are not settled by Town Meeting, they will not get the money. Nobody is getting money for something that is not negotiated.
    - Dr. Baldwin states that they just want be treated equally.
    - Chairman states that the committee has shown a consistent policy of 1 1/2%.
  - Bob questions the drop in the Technology Maintenance.
    - Dr. Baldwin states that 1 person retired, but they also added a Director of Instructional Technology.
  - Bob questions the number of preschool teachers and asks if the preschool at the Wood School is going to be used.
    - Dr. Baldwin states that the preschool is only used by Special Ed students, at this time, and they don't have enough to open the Wood School classrooms.
  - Chairman again tells Dr. Baldwin his feelings on the contract negotiations. He states that Town Meeting may not feel like giving out raises in October.

7:40 PM. Pat rejoins the meeting.

- Article 27- Hasting Middle School Floors:

- Dr. Baldwin passes out a schematic of the floor project, indicating the various sections.
- Mr. Kitchen states that 8 firms bid on the abatement and 4 firms bid on the floor installation. He states he used the Wood School VCT tile prices for the flooring.
- Pat questions the need for replacement.
  - Mr. Kitchen states that they have issues with tiles lifting.
  - Mr. Kitchen states that they can do very minor repairs, but because of the asbestos in the existing tiles and mastic, they cannot patch large areas themselves.
- Terry asks what the warranty is.
  - Mr. Kitchen states that they would be using the same tiles as the new Wood School, but he doesn't know the exact warranty.
- Lisa asks if there is any danger to the students now.
  - Mr. Kitchen states there is none at this time.
- Dr. Baldwin states that they have been maintaining the building. It has new windows and most of the roof has been done.
  - Chairman states that when the 30 year roof went on the gym, that building became a 30 year school.

7:52 PM. the School Dept. leaves the meeting.

- Mr. Roth and Mr. Lucas present the CPC Articles:
  - Mr. Roth states that you must reserve at least 10% of the money for each category.
  - Mr. Roth states that any money coming from existing revenue, is done through the Special Town Meeting within the Annual, as per the Town Accountant's recommendation.
  - 6a. Community Housing:  
There are no community housing requests so they are Reserving for Future Appropriation \$ 50,000.
  - 6b. Open Space:  
There are no open space requests so they are Reserving for Future Appropriation \$ 30,000.
  - 6c. Open Space & Recreation Plan Update:  
Needed to allow the Town to apply for grant programs.  
Requesting \$ 20,000.
  - 6d. Fairhaven High School Window Restoration:  
Would fund the restoration and painting of the wood windows on the South, East, and West side of the old section of the school.  
Approx. \$ 4,610 would come from the High School Trust to pay for the architectural fees.  
Request is for \$ 50,000.



Request is for \$ 197,000

▪ 7b. Town Hall Table Restoration Project:

To restore an oak table located in Town Hall.

Request is for \$ 2,500.

- Chairman asks if an appraisal has been done on the table.

Mr. Roth states no.

- Chairman asks why restore the table if it is not worth at least \$ 2,500.
- Mr. Lucas states that the Historical Commission considered it significant.
- Pat asks where the table is now and if it is being used?

Mr. Roth states it is in the attic and they want to use it in the hall of Town Hall.

- Bob asks if they have considered using another material besides the brick for the Town Hall sidewalks, perhaps stamped concrete.
  - Mr. Roth and Mr. Osuch state they don't feel the neighborhood would want to eliminate the brick.
  - Mr. Roth states that they might try stamped concrete when they get behind the church, for a future project.

8:18 Chairman calls a recess. Mr. Lucas and Mr. Roth leave the meeting. Back in session @ 8:26 PM.

- Chairman states that thanks to Terry's legwork, the Selectmen have placed the Streetlight Article on the STM, with the correct pole number.
  - Scott motions to Recommend Indefinite Postponement for Article 21 in the ATM, with support for Article 17 in the STM. Seconded by Terry. Vote: Unanimous
- STM Article 17- Upton Streetlight:
  - Terry motions for \$ 750. Seconded by Lisa. Vote: Unanimous
- Next week March 27th 7:10PM Natural Resources and EMA for the Reserve Fund Transfer after that  
April 3rd Fire Dept.  
April 10th TGSC- moved from the 3rd
- Chairman states that the subject of the EMA transfer is evidence that the Town needs a Town Manager, to have oversight.
- Chairman states that the TGSC is looking for another \$ 5,000 for their work, funded through the STM for FY15.

Discussion and voting on Article 4:

- 1. Moderator
  - 1a. Salary
    - Lisa motions for \$ 800. Seconded by John M. Vote: Unanimous
  
- 2. Selectmen
  - 2b. Salary-other:
    - Chairman asks why the number has changed.
    - Mr. Osuch states that the secretary's job has been reclassified. The total is approx. \$ 1,550 more.
      - Scott reluctantly motions for \$ 243,736. Reluctantly seconded by Pat. Vote: Reluctantly unanimous.
  - 2a. Salary-Board:
    - Scott motions for \$ 15,600. Seconded by Terry. Vote: Unanimous
  
    - Scott motions for the following amounts:
  - 2c. Purchase of Services \$ 7,800
  - 2d. Supplies \$ 4,150
  - 2e. Other Charges/Expenses \$ 4,300
  - 2f. Capital Outlay \$ .00
    - All amounts seconded by Terry. Vote: Unanimous
  
- 3. Town Accountant:
  - Scott motions for the following amounts:
  - 3a. Salary \$ 97,056
  - 3b. Purchase of Services \$ 90
  - 3c. Supplies \$ 200
  - 3d. Other Charges/Expenses \$ 938
  - 3e. Capital Outlay \$ .00
    - All amounts seconded by Terry. Vote: Unanimous
  
- 8. Town Clerk:
  - Scott motions for the following amounts:
  - 8a. Salary-Town Clerk \$ 52,457
  - 8b. Salary- Other \$ 38,139
  - 8c. Purchase of Services \$ 4,737
  - 8d. Supplies \$ 3,640
  - 8e. Other Charges/Expenses \$ 630
  - 8f. Capital Outlay \$ .00

- All amounts seconded by Terry. Vote: Unanimous
- 10. Town Collector
 

Chairman states he doesn't intend to fund a full time clerk in the department. He feels it is a way to put aside money for the combined Collector position.
- 11. Assessors
  - Scott motions for the following amounts:
 

11a. Salary & Wages	\$ 140,582
11b. Purchase of Services	\$ 24,548
11c. Supplies	\$ 3,000
11d. Other Charges/Expenses	\$ 2,870
11e. Capital Outlay	\$ .00
  - All amounts seconded by Terry. Vote: Unanimous
- 12. Town Hall
  - Terry questions the snow blower.
 

Mr. Osuch states that the old one is 15 years old and can no longer be repaired.
  - Bob questions the elevator maintenance.
 

Mr. Osuch states that this is a yearly contract. Inspections have increased.
  - Scott motions for the following amounts:
 

12a. Salary & wages	\$ 43,406
12b. Purchase of Services	\$ 11,275
12b. 1. Utilities	\$ 32,450
12c. Supplies	\$ 3,200
12d. Other Charges/Expenses	\$ 100
12e. Capital Outlay	\$ 2,500
  - All amounts seconded by Terry. Vote: Unanimous
- 13. Council on Aging
  - Scott motions for the following amounts:
 

13a. Salary & Wages	\$ 137,220
13b. Purchase of Services	\$ 9,187
13b. 1. Utilities	\$ 12,900
12c. Supplies	\$ 2,775
12d. Other Charges/Expenses	\$ 300
12e. Capital Outlay	\$ .00
  - All amounts seconded by Terry. Vote: Unanimous



- 16. Planning Board
  - Scott motions for the following amounts:
 

16a. Salary & Wages	\$ 1,900
16b. Purchase of Services	\$ 1,500
16c. Supplies	\$ 1,450
16 d. Other Charges/Expenses	\$ 710
16e. Capital Outlay	\$ .00

    - All amounts seconded by Terry. Vote: Unanimous
  
- Chairman asks why the Selectmen have left the Salary & Wages for Planning Dept. blank. Mr. Osuch states that the secretary has retired and they do not know the pay rate yet.
  
- 18. Board of Appeals
  - Scott motions for the following amounts:
 

18a. Salary & Wages	\$ 1,545
18b. Purchase of Services	\$ 3,400
18c. Supplies	\$ 170
18d. Other Charges/Expenses	\$ .00
18e. Capital Outlay	\$ .00

    - All amounts seconded by Terry. Vote: Unanimous
  
- 19. Personnel Board
  - Terry asks if the Town Administrator would eliminate this board.
  - Chairman states he wants to see the Special Legislation.
  - Pat asks if the TGSC is an advisory committee to the Selectmen. Chairman states that they are a Town Meeting committee.
  - Chairman states that the Personnel Board could be abolished, but there is no Article for it.
  - Chairman states that the most the Personnel Board needs is some paper.
    - Scott motions for the following amounts:
 

19a. Purchase of Services	\$ .00
19b. Supplies	\$ .00
19c. Other Charges/Expenses	\$ 1.00
19d. Capital Outlay	\$ .00

      - All amounts seconded by Terry. Vote: Unanimous
  
- 20. Legal Expense
  - Scott motions for \$ 130,000. Seconded by Terry. Vote: Unanimous

- 21. Engineering
  - Scott motions for \$ 2,000. Seconded by Terry. Vote: Unanimous
  
- 22. Conservation Commission
 

Chairman states the Commission will have a new budget coming in.
  
- 23. Office of Tourism
  - Scott motions for the following amounts:
 

23a. Salary & Wages	\$ 52,875
23b. Purchase of Services	\$ 21,400
23b.1. Utilities	\$ .00
23c. Supplies	\$ 900
23d. Other Charges/Expenses	\$ .00
23e. Capital Outlay	\$ .00

    - All amounts seconded by Terry. Vote: Unanimous
  
- 25. Police Department
  - Chairman asks if there is money added for the clerk reclassification.  
Mr. Osuch states it is not needed.
  
- 26. Fire Department
  - Terry asks if money is added for raises for the call firefighters.  
Mr. Osuch states that the money is already included.
  - Chairman questions the overtime percentage.  
Mr. Osuch states that it is not a constant number.
  
- Discussion revisiting the EMA Reserve Transfer:
  - Chairman states that something must be wrong with the heating system or someone left the switch on.
  - Electric bill increased 30% in 1 month.
  
- Chairman advises committee to go through the STM Warrant.
- Chairman states we may have to stay later at some meetings or double up during the week.
- Pat asks if the revenue number we are working towards has changed.
- Chairman states that a joint meeting with the Selectmen may be needed to hammer out any differences.
- Terry asks if leaving \$ 400,000 on the table would put the Town in a bad position if we went to arbitration.
- Chairman states we may have to meet on April 1st if necessary.
- More discussion of CPC Articles and Town Hall Table.

- John M. motions to adjourn @ 9:40 PM. Seconded by Pat. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado  
Finance Committee Secretary

(accepted 3-27-2014)