

Town of Fairhaven

Finance Committee

Minutes of the meeting for <March 26, 2015> at the BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-John Roderiques, Robert A. Furtado, Scott Fernandes, Padraic Elliott, Lisa Plante

Members late:

John Mota- in @ 7:21 PM.

Kathi Carter- in @ 9:10 PM.

Town of Fairhaven:

Jeffery Osuch- Executive secretary

Capital Planning Committee

Andrew Tillet- Chairman- Construction Representative

Cathy Melanson- Business Representative

Vincent Furtado- BPW Representative

Dr. Robert Baldwin- School Representative

Wendy Graves- Collector/Treasurer/Finance Director

Bill Roth- Open Space Representative (in @ 7:20 PM.)

School Committee

Pam Kuechler- Chairman

Brian Monroe- Vice Chairman

Stasia Powers

Bernard Roderick

Paul Kitchen- Business Administrator

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

Chairman called the meeting to order at 7:00 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 19, 2015. Seconded by Pat.

Vote: Unanimous

- Mr. Osuch distributes copies of the updated Article spreadsheet, and an updated Article 4 spreadsheet, draft of the STM within the ATM Warrant & spreadsheet, and the 5 year plan for the Capital Planning Committee.

- Meeting with Capital Planning Committee:

- Mr. Tillet remarks that his committee has a meeting posting for tonight.
- Mr. Tillet explains that the committee has done the selections for FY 16, but FY 17, 18, 19, and 20 are a work in progress, as far as the 5 year plan is concerned.
- Mr. Tillet states that the committee has a public hearing scheduled with the Selectmen on April 13th, as per the Capital Planning bylaw.
- Mr. Tillet explains that this year the recommended Capital Expenditures will consist of:

A. 2 Police Cars	\$70,400
B. Highway Equipment	
1. Replace 1991 Ford 350 #13	\$55,000
2. Replace 1994 GMC C1500 #35	\$45,000
3. EZ Screen XL	\$44,000
C. Hastings Middle School 8th Grade Wing Floors	
abate and replace VCT flooring	\$151,440
D. Town Hall Refurbish Floors	\$20,000
E. Police Pick-up Truck	\$36,928

The committee is also recommending approximately \$300,000 for Roadwork. Mr. Tillet explains that this year he understands that \$92,000 of that will go towards patchwork, because of the harsh winter.

- Mr. Tillet states that the committee is recommending the establishment of a Capital Planning Stabilization Fund, and this year funding it with \$400,000. This fund would be used for larger purchases such as fire trucks or large capital projects- such as the HMS roof or the exterior repairs to the high school.
- Chairman discusses the increase in the suggested amounts added to the Stabilization fund each year and the increase in Capital spending each year in general.
- Mr. Tillet states the committee is aware that they will have to work within the constraints of the budget each year.

7:21 PM. John Mota joins the meeting

- Brief discussion of the Water and Sewer Capital Plans.
- Chairman suggests that all motor vehicles be purchased through the Capital Planning Committee, regardless of the cost.
- Discussion of ambulance purchases.

- Pat asks how much was spent on Capital Purchases or Projects in FY15.
 - Chairman states that all purchases and projects, including roadwork, totaled approximately \$920,000.
 - Pat states he feels there should be some kind of budget each year.
 - Chairman states that you can't achieve the increase in budget they are proposing each year, without taking from the operation side of the Town budget.
 - Mr. Tillet states they realize that changes may have to be made.
- Scott asks if a 2/3 vote is required for the Capital Stabilization Fund.
 - Chairman states it takes a 2/3 vote for creating the account and for taking money from it. He thinks it takes 2/3 to put the money in, but is not sure.
- Mr. Tillet again mentions the public hearing on April 13, 2015.

7:34 PM. Capital Planning Committee leaves. Dr. Baldwin remains for the school budget discussion.

- Pat ask that the operational budget and the salary budget be dealt with separately, because he has a conflict on the salary side.
- Committee will take the Operation side 1st.
 - Chairman advises the committee that the school budget is a 2.1% increase from last year's budget. Suggests members keep in mind that this is not a large increase, considering some other budgets.
 - Chairman states the Selectmen are proposing a \$26,000 cut from the school budget.
 - Scott asks why the large increase in the Legal Expense.
 - Dr. Baldwin states that last year they went over budget in that category, this is a negotiation year, there have been increased grievances, and there has been a change in the leadership on the State level that required more legal expense.
 - Lisa asks, if the \$26,000 is cut, where will it come from.
 - Dr. Baldwin states they are not planning on it now. it could be a paraprofessional, or something from technology, but they are at a level service budget now.
 - Chairman states, for the benefit of those viewing on TV, that the lack of questions is because we look at the budgets ahead of time.

7:41 PM. Pat leaves the meeting and the Salary budget is reviewed.

- Dr. Baldwin states the salary side is up 2.2% for contractual obligations.
- Scott asks about the Superintendent Administration.
 - Dr. Baldwin states that people have been shifted and reclassified in different positions.
- Lisa asks if there has been an increase in teachers.

- Dr. Baldwin states there is one additional teacher at Wood School, but it was shifted from another location. The teachers are shifted as the need dictates.
- Lisa asks about preschool at Wood School.
 - Dr. Baldwin states that would split the program between 2 locations. They prefer to have it all at East Fairhaven School.
- Chairman states the budget hinges on the vote, of one position, by the Selectmen.
- Lisa questions the statement that less students were going to GNBRVTHS, and asks if there would be an issue at Fairhaven High.
 - Dr. Baldwin states there is no problem.
 - Chairman states there will always be changes in population and ages of population.

7:53 PM. School Committee leaves and Chairman calls a recess. Back in session @ 7:55 PM. Pat rejoins meeting.

- Discussion of Special Town Meeting
- Fire Dept.
 - Chairman states the Salary is said to be storm related and also caused because a lieutenant retired unexpectedly, and could come from the Reserve Fund.
 - Chairman states we will hold on the request for now.
- Veteran's
 - Chairman states he is not opposing the Article.
 - Chairman states the shortfalls are no longer extraordinary or unforeseen because they happen every year.
 - This cannot come from the Reserve Fund.
- Highway Dept.

A. Salary & Wages	\$20,000
B. Purchase of Services	\$20,000
C. Sand & Salt	\$50,000
D. Utilities	\$5,500

 - Chairman states that this is all storm related and will come from the Reserve Fund.
- Chairman tells Mr. Osuch, if someone puts together the proper Transfer Request from the Selectmen, the \$1,214.54 for the Purchase of Services and Supplies could come from the Reserve Fund. This was for moving the poling locations.
Chairman states there was a compelling need for the safety of the children.
- Discussion between the Chairman and Mr. Osuch concerning the \$46,750,000 spending cap and money for the STM.
- Chairman states the Town Government Study Committee will be in next week.

- Chairman states the Fin Com will make recommendations on the IT, Fin Com, and Town Meeting Quorum Articles.
 - Committee members agree the size of the quorum could have a financial consequence if a meeting has to be adjourned and multiple meetings called.
- The committee will not offer a recommendation on the Term Limit Article.

- Discussion and voting on the ATM Warrant:
 - Article 5- FY16 General Fund Capital Plan
 - Pat states he is struggling with E. Police Pick-up Truck.
 - Chairman states that perhaps the truck should have been put in the rotation with the new Police Cruisers. Recommends if they get the truck, that its future replacement should be handled that way.
 - Pat states he is not sold on the reasons given for the need.
 - Chairman advises Pat to call the Chief and discuss it with him.
 - We will hold on the truck for now.
 - Scott motions the following amounts:

A. Replacement of Two (2) Police Cruisers	\$70,400
B. Highway Equipment	
1. Replace 1991 Ford 350 #13	\$55,000
2. Replace 1994 GMC C1500 #13	\$45,000
3. EZ Screen XL	\$44,000
C. Hastings Middle School 8th Grade Wing Floors	
Abate and replace VCT Flooring	\$151,440
D. Town Hall Refurbish Floors	\$20,000
 - John M. seconds all amounts. Vote: Unanimous

 - Article 6- Water Enterprise Capital Plan
 - Mr. Osuch states that the truck is back in now and they will be asking for no new equipment in FY17.
 - All amounts come from the Water Enterprise.
 - Scott motions for the following amounts:

A. Engineering-Water Main Replacement- West Island Causeway	\$40,000
B. Water Main Construction- West Island Causeway	\$150,000
C. Tinkham Lane Well Improvements	\$60,000
D. Replacement of 1997 Ford Utility Truck #132	\$44,000
 - All amounts seconded by Pat. Vote: Unanimous

 - Article 7- Sewer Enterprise Capital Plan

8:23 PM. Chairman John Roderiques recluses himself and leaves the meeting. Vice Chairman Scott Fernandes takes over as Acting Chairman.

- All amounts to come from the Sewer Enterprise.
 - Pat motions for the following amounts:

A. Wastewater Treatment Plant Nitrogen Pilot Study	\$50,000
B. Abbey/Manhatten/Marguerite/Pilgrim/Railroad Pump Station Equipment Evaluation	\$140,000
C. Engineering Sewer System Phase 2 Howland Road south to Pilgrim Ave, Alden Rd. west to Acushnet River	\$80,000
D. Engineering Sewer System Phase 3 Howland Road south to Pilgrim Ave, Alden Rd. west to Acushnet River	\$65,000
E. Replace Sewer- Francis Street	\$50,000
F. Replacement of 2000 Ford Pick-up #48	\$44,000
 - All amounts seconded by John M. Vote: Motion passes 5 to 0 with John R. abstaining.

8:25 PM. Acting Chairman calls a recess. Back in session @ 8:29 PM. Chairman John Roderiques back in charge.

- Article 8- Capital Stabilization Fund
 - Chairman states we will wait and see how the rest of the budget goes before voting on this.
- Article 10- State Aid to Highways
 - A. To see if Town will authorize BPW to accept & expend...
 - Scott motions to Recommend Adoption. Seconded by Pat. Vote: Unanimous
- Article 25- Wellness Program- Employees
 - Chairman states he is not opposed to the concept, but with the revenue source down the road, we should wait.
 - Chairman recommends starting what can be started without any expense.
 - Pat states he feels there is really no plan laid out for the money.
 - Chairman states there was a breakdown in the PowerPoint presentation.
 - Chairman questions what you get for the \$42/person expense.
 - Pat states he believes in prevention, but feels this should wait until the TA is in place.
 - Mr. Osuch states that there needs to be representation from the unions.
 - Chairman states that this will compete with other Articles.

- Discussion of the TA being put into place.
 - Scott motions to Recommend Indefinite Postponement. Seconded by Lisa.
Vote: Unanimous
- Discussion again of the Police Pick-up truck.
- Next week the Town Accountant and Wendy Graves will be in.
- Moving on to Article 4 Town Charges:
 - #3 Town Accountant
 - Chairman states she is looking for an additional 6 hours/week for the assistant.
 - Chairman states it is a very busy office and there is a need.
 - #4 Audit Expenses
 - Chairman states the \$7,500 increase now is needed because of an additional audit required for GASB45.
 - Scott motions to rescind the vote for the previous amount and move the amount of \$49,000. Seconded by Pat. Vote: Unanimous
 - #5 Data Processing
 - The reduction in Capital Outlay is because the purchase of additional software has been dropped.
 - Scott motions for the following amounts:

a. Purchase of Services	\$108,302
b. Supplies	\$6,000
c. Capital Outlay	\$13,168
 - All amounts seconded by Pat. Vote: Unanimous
 - #8 Town Clerk
 - Scott motions for the following amounts:

a. Salary- Town Clerk	\$52,981
b. Salary- Other	\$38,800
c. Purchase of Services	\$4,641
d. Supplies	\$3,419
e. Other Charges/Expenses	\$775
f. Capital Outlay	\$00
 - All amounts seconded by Pat. Vote: Unanimous
 - #9 Election and Registration
 - Scott motions for the following amounts:

a. Salary & Wages	\$18,979
b. Purchase of Services	\$17,232
c. Supplies	\$2,168

- d. Other Charges/Expenses \$51
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous
- #10 Town Collector
 - After initially moving and voting on the budget, the committee motions to rescind the vote and strike the votes from the record until Ms. Graves comes in next week.
- #11 Assessors
 - Scott motions for the following amounts:
 - a. Salary and Wages \$143,394
 - b. Purchase of Services \$24,648
 - c. Supplies \$3,000
 - d. Other Charges/Expenses \$2,870
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous
- #13 Council on Aging
 - Scott motions for the following amounts:
 - a. Salary and Wages \$139,146
 - b. Purchase of Services \$9,579
 - c. Supplies \$2,803
 - d. Other Charges/Expenses \$300
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous
- #18 Board of Appeals
 - Scott motions for the following amounts:
 - a. Salary and Wages \$1,560
 - b. Purchase of Services \$3,400
 - c. Supplies \$170
 - d. Other Charges/Expenses \$00
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous
- #60 Historical Commission
 - Chairman states it is an accomplishment that this department is now in Article 4. Now they will fall under the TA and no money will carry over year to year.
 - Scott motions for the following amounts:
 - a. Administration- General \$500
 - b. Academy Building \$5,750
 - c. Fire Museum \$1,250
 - d. Fort Phoenix \$1,750

- e. Old Stone Schoolhouse \$500
 - All amounts seconded by Pat. Vote: Unanimous
- #59 Fine Arts
 - Chairman states, for the record, it was the Selectmen that cut the budget from the requested amount, not the Fin Com.
 - Scott motions for \$1,000. Seconded by Pat. Vote: Unanimous
- #47 Park Division
 - Scott motions for the following amounts:
 - a. Salary and Wages \$90,055
 - b. Purchase of Services \$12,290
 - c. Supplies \$3,500
 - d. Other Charges/Expenses \$00
 - e. Capital Outlay \$1,200
 - All amounts seconded by Pat. Vote: Unanimous
- #41 Veterans Services
 - Discussion with Mr. Osuch about the number of clients.
 - Discussion of this being a State issue.
 - Scott motions for the following amounts:
 - a. Salary and Wages \$43,553
 - b. Purchase of Services \$397,400
 - c. Supplies \$1,800
 - d. Other Charges/Expenses \$492,900
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous

9:10 PM. Kathi Carter joins the meeting.

- #40 Water Division
 - All amounts to come from Water Enterprise.
 - Scott motions for the following amounts:
 - a. Salary and Wages \$508,628
 - b. Purchase of Services \$254,702
 - c. Supplies \$39,100
 - d. Other Charges/Expenses \$1,500
 - e. Capital Outlay \$8,000
 - f. Water District \$1,162,292
 - All amounts seconded by Pat. Vote: Unanimous
- #38 Highway Division

- Scott motions for following amounts:
 - a. Salary and Wages \$928,935
 - b. Purchase of Services \$98,059
 - c. Supplies \$55,425
 - 2. Sand and Salt \$35,000
 - d. Other Charges/Expenses \$700
 - e. Capital Outlay \$00
 - 1. Landfill- Transfer Station \$28,200
 - 2. Rubbish Collection \$502,719
 - 3. Equipment Purchase \$5,000
 - f. Street Resurfacing \$150,000
 - g. Sidewalk/Curbing(new) \$00
 - h. Sidewalk Repair \$43,000
 - i. Curb/Hard Surface \$162,000
 - j. Drainage \$12,000
 - k. Subdivision MGT Fees \$8,647
- All amounts seconded by Pat. Vote: Unanimous
- #37 BPW Administration
 - Scott motions for the following amounts:
 - a. Salary and Wages \$162,932
 - b. Purchase of services \$1,426
 - c. Supplies \$1,400
 - d. Other Charges/Expenses \$290
 - e. Capital Outlay \$00
 - All amounts seconded by Pat. Vote: Unanimous
- #35 Board of Health
 - Scott motions for the following amounts:
 - a. Salary- Board \$4,000
 - b. Salary- Other \$96,485
 - c. Purchase of Services \$9,440
 - d. Supplies \$3,600
 - e. Intergovernmental \$17,000
 - f. Other Charges/Expenses \$1,800
 - g. Capital Outlay \$00
 - h. SEMASS \$331,722
 - i. Recycling \$185,912
 - j. Hazardous Waste \$1,100
 - k. Landfill Inspection \$12,725

- Pat questions the increase in Salary Other.
- Mr. Osuch states it is because of the Early Retirement notification bonus.
 - All amounts seconded by Pat. Vote: Unanimous
- #30 Shellfish Inspection
 - Scott motions the following amounts from the General Fund:

a. Salary and Wages	\$88,042
b. Purchase of Services	\$7,145
c. Supplies	\$6,635
d. Other Charges/Expenses	\$350
 - All amounts seconded by Pat. Vote: Unanimous
 - Scott motions the following from the Waterways Account:

e. Capital Outlay	\$2,000
-------------------	---------
 - Seconded by Pat. Vote: Unanimous
- #28 Building Department
 - Scott motions for the following amounts:

a. Salary and Wages	\$130,671
b. Purchase of Services	\$1,200
c. Supplies	\$2,260
d. Other Charges/Expenses	\$1,770
e. Capital Outlay	\$487
 - Mr. Osuch states the Capital Outlay has been reduced because they have found a cheaper vendor for the tires.
 - All amounts seconded by Pat. Vote: Unanimous
- #27 Fire Alarm Maintenance
 - Scott motions for the following amounts:

a. Salary and Wages	\$12,511
b. Purchase of Services	\$4,495
c. Supplies	\$1,000
d. Other Charges/Expenses	\$00
e. Capital Outlay	\$00
 - All amounts seconded by Pat. Vote: Unanimous
- #24 Commission on Disability
 - Scott motions for the following amounts:

a. Purchase of Services	\$700
b. Supplies	\$200
c. Other Charges/Expenses	\$400
d. Capital Outlay	\$00
 - All amounts seconded by Pat. Vote: Unanimous

- #23 Office of Tourism
 - Scott motions for the following amounts:

a. Salary and Wages	\$53,655
b. Purchase of Services	\$21,400
1. Utilities	\$00
c. Supplies	\$900
d. Other Charges/Expenses	\$00
e. Capital Outlay	\$00
 - All amounts seconded by Pat. Vote: Unanimous
- #22 Conservation Commission
 - Scott motions for the following amount:

a. Salary and Wages	\$12,207
---------------------	----------
 - Seconded by Pat. Vote: Unanimous
 - Discussion of revisiting previous vote on b. Purchase of Services.
 - Chairman states the environmental consultant that was paid for by a grant has been lost and the Town would have to pay for a consultant to write Enforcement Orders.
 - Discussion of some day combining positions and Enforcement Agent doing this.
 - Mr. Osuch states he feels the Conservation Agent position needs to be revisited.
 - Scott motions to amend the previous vote for b. Purchase of Services to \$6,550. Seconded by Pat. Vote: Unanimous

9:30 PM. Pat motions to adjourn. Multiple seconds. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
 Finance Committee Secretary
 (accepted 4-2-2015)