

Town of Fairhaven

Finance Committee

Minutes of the meeting for <February 11, 2016> at the BPW Administration Building,
5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-Scott Fernandes, Robert A. Furtado, Padraic Elliott, Kathi Carter, Lisa Plante,
Tracey Diggins

Members absent:

Ann Ponichtera DesNardis
John Mota
Thomas Alden

Town of Fairhaven:

Mark Rees- Town Administrator
Wendy Graves- Collector/Treasurer/Finance Director
Kelly Massey- Animal Control Officer

Meeting was covered by government access television.

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 Lisa to accept the minutes from January 28, 2016. Seconded by Pat. Vote:
Unanimous

- Chairman distributes copies of the reformatted Reserve Fund Transfer Request form, and updated expenditure ledgers for the Animal Control Officer and the Reserve Fund.
- Kelly Massey- Animal Control Officer presents a Reserve Fund Transfer request in the amount of \$3,583, for Building Repair & Maintenance.

Ms. Massey presents documentation to show that \$3,300 was spent to replace the shelter's hot water heater and \$283 for repairs to the rotted drain on the wash tub.

- Ms. Massey states that the water heater had to be replaced because the existing had failed.
 - Lisa questions the water heater replacement when we had previously transferred money to replace a tank.
 - Ms. Massey states the previous repairs were to the boiler, not the water heater.
 - Chairman states Ms. Massey still has \$8,563.03 left in the category- Purchase of Services.
 - Pat asks about the Veterinary Expense in that same category.
 - Ms. Massey states that she has 27 cats that need to be spayed or neutered.
 - Mr. Rees presents a spreadsheet with a breakdown of adoptions and revenue generated by the ACO. Mr. Rees congratulates Ms. Massey for the job she is doing.
 - Ms. Massey states she has managed to bring in her entire budget, other than her salary.
 - Lisa asks if the large number of cats that just came in were from Fairhaven.
 - Ms. Massey states they were from Fairhaven.
 - Mr. Rees states she is covering her expenses.
 - Pat asks why there are so many more animals coming in as opposed to previous years?
 - Ms. Massey states she doesn't know how the previous ACO operated.
 - Ms. Massey states she also takes animals from Acushnet and Mattapoisett.
 - Pat states it would be helpful to see a breakdown of expenditures to go along with the revenue generated.
 - Mr. Rees states he can provide that in the future.
 - Chairman states he would like to see Ms. Massey spend down the category balance before doing a transfer. Request is tabled for now.
 - Mr. Rees suggests possibly earmarking money in the Reserve Fund in case it is needed.
 - Committee feels that this could be a slippery slope to get into.
- Ms. Massey presents a Reserve Fund Transfer request, in the amount of \$450, for Gasoline.
 - Ms. Massey states that she is completely out of money in that category now.
 - Discussion of the number of trips to Mattapoisett and Dartmouth for spaying & neutering.
 - Ms. Massey states she fills the truck with gas once a week.
 - Chairman states that the price of gas has not increased. Questions Ms. Massey covering for the Rochester ACO.
 - Mr. Rees states he sees the Chairman's point, but Ms. Massey has been doing a "bang up" job.

- Kathi states with 182 adoptions she can't see a way around the increased gas usage.
 - Pat states all requests that come in must be treated the same, and fairly.
 - Chairman states the sheet we have doesn't include the bill for January's gas.
 - Bob asks about revenue listed from Acushnet and Mattapoisett ACO's.
 - Ms. Massey states the money listed is only for boarding animals. She states she takes surrendered animals from those towns and makes the money back when they are adopted out.
 - Discussion of being sure those towns cover their own expenses.
 - Chairman states he has a hard time doubling the budget.
 - Lisa states any money left at the end of the year will be turned back.
 - Pat states it is a unusual situation, the money that is going for gas.
 - Lisa motions to transfer \$450 to acct. #001-292-00-5410-00-0130 Animal Control- Gasoline. Seconded by Pat. Vote: Unanimous.
 - The committee thanks Ms. Massey for coming in and presenting her information.
- Chairman presents the reformatted Reserve Fund Transfer request form for discussion.
 - Chairman states the form must have the TA's signature on it, unless it is from a department that he doesn't have oversight for.
 - Lisa asks Mr. Rees about the conflict in the TA act with the BPW.
 - Mr. Rees states there will be an Article at Town Meeting to correct the language.
 - Pat motions to approve the use of the new Reserve Fund Transfer form, that must be filed in triplicate. Seconded by Lisa. Vote: Unanimous
- Mr. Rees, the new Town Administrator, introduces himself to the committee and gives the committee a breakdown of his municipal experience.
 - Mr. Rees discusses with the committee, his ideas for the budget process.
 - Mr. Rees states he would like to separate General Fund Articles from Enterprise Fund Articles on the Warrant.
 - Mr. Rees states the Warrant will still have the Selectmen and Finance Committee amounts on the Warrant.
 - Discussion of having joint meetings with Selectmen, Fin Com, and the School Dept. to discuss priorities.
 - Discussion of collaboration in the process.
 - Pat asks if the Fin Com will still see what each dept. is asking for in their budget.
 - Mr. Rees states yes.
 - Pat brings to Mr. Rees's attention, the Fin Com's past concerns with running the 3rd ambulance and getting numbers reconciled.
 - Discussion of the Capital Planning.

- Kathi brings to Mr. Rees's attention, the Fin Com's desire to see labor council used for contract negotiations.
 - Mr. Rees states he has collective negotiator experience and the TA act allows for the hiring of labor council.
 - Mr. Rees states he may have to come before the Fin Com for a Reserve Fund Transfer, as there is no money in the budget for it.
 - Chairman suggests using the Special Town Meeting.
 - Chairman tells Mr. Rees we would like to get information as early as possible.
 - Mr. Rees states his goal is to have a more flowing easier to understand budget document.
 - Mr. Rees suggests putting all the Revolving Articles into one Article.
 - Chairman states there will potentially be an Article on the STM for the sale of the Oxford School.
 - Chairman asks Mr. Rees who will appear for the hearing.
 - Mr. Rees states it would be him and Selectman Espindola.
 - Mr. Rees states the TA's number will be read at TM. If the Fin Com doesn't agree, we would have to hold the Article.
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- Chairman states our next meeting will be February 18, 2016.
 - Chairman states we will meet every Thursday night until Town Meeting.
 - Chairman states that next week we will have a request to deficit spend from the BPW, for Snow & Ice.
 - Chairman states that next week we will meet with the Planning Board for the Master Plan Article.

8:30 PM. Pat motions to adjourn. Seconded by Kathi. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
 Finance Committee Secretary
 (accepted 2-18-2016)