

Town of Fairhaven

Finance Committee

Minutes of the meeting for <April 13, 2017> at the Jeffery W. Osuch BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-Scott Fernandes, Robert A. Furtado, Padraic Elliott, Kathi Carter, Lisa Plante, Bernard F. Roderick, Tracy Diggins

Member absent:

Thomas Alden

Town of Fairhaven:

Mark Rees- Town Administrator

Wendy Graves- Collector/Treasurer/Finance Director

Robert Espindola- Chairman Board of Selectmen (in @ 7:08 PM.)

William Roth, Jr.- Planning Director/ Community Preservation Committee(in @ 7:50 PM.)

Brian Bowcock- Tree Warden

Anne Silvia- Director Council on Aging (in @ 7:57 PM.)

Linda Schick- Wellness Committee Chairperson

Warren Rensehausen- Recreation Director

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 Bernie to accept the minutes from April 6, 2017. Seconded by Pat. Vote: Unanimous

- Chairman states the appointment with the CPC Committee has been pushed back to 8:15 PM.
- Dr. Bowcock appears before the committee to discuss an issue with the Tree Dept. bucket truck.

- Dr. Bowcock is seeking a transfer from the Reserve Fund because of unexpended repairs need to the bucket truck.
- Dr. Bowcock explains that the truck has been to the certified hydraulic mechanic in Connecticut, for repairs to some ongoing hydraulic issues.
While looking over the truck, they discovered an issue with the upper and lower boom sections not aligning. Upon further investigation it was discovered that the knuckle, where the boom sections connect, was cracked.
The engineers from Versalift have determined that the only way to repair the truck is to replace the complete upper boom. The truck cannot be used until the repair, because it could have a catastrophic failure.
- The repair would take 6 weeks and cost an estimated \$33,140.99. Dr. Bowcock presents an estimate from Cues, the certified mechanic.
- Dr. Bowcock explains the dept. is without a bucket truck now.
- Dr. Bowcock states the Fire Chief is allowing him to use the Fire Alarm bucket truck, which was the old tree truck, but that truck has issues of its own, and does not reach as high as the tree truck.
- Dr. Bowcock states the dept. has the need of a bucket truck on a daily basis for their backlog of tree trimmings and removals, as well as emergency cases that happen.
- The Reserve Fund presently has \$70,545.35 remaining in it.
- Mr. Rees states that one other issue he is aware of is a leak that has developed in the Town Hall roof after the last heavy rain storm we had.
- Chairman and Mr. Rees discuss what would happen if the Reserve Fund is depleted and more money is needed.
- Mr. Rees states you can approach the State and ask for an emergency transfer without the permission of Town Meeting, but that would be an extreme case.
- Bernie asks how long will the truck last if this repair is made?
- Dr. Bowcock states that the diesel chassis of the truck has been kept in good repair by the town mechanic. With this rebuild, Dr. Bowcock hopes the truck could last another 10-15 years.
- Bob asks about the other hydraulic issues that were originally mentioned.
Dr. Bowcock states that after this work is completed the system will be mostly rebuilt.
- Dr. Bowcock states a used truck would cost at least \$60,000, and we could have the same problem develop with it.
- Pat questions this estimate coming in after the Capital Planning Committee's recommendations were made.
- Mr. Rees states Dr. Bowcock made him aware of problems developing with the truck, and they have been monitoring the situation, and Mr. Rees felt it was best handled with the Reserve Fund Transfer.

- Chairman states Dr. Bowcock wanted to be at the last meeting, but the committee had a full meeting.
- Mr. Rees recommends authorizing the transfer of \$35,000, to allow for a little contingency.
- Chairman states we can vote the transfer now, but will have to vote again when Dr. Bowcock submits the required transfer paperwork.
 - Lisa motions to transfer \$35,000 from the Reserve Fund to the Tree Dept.- Operations. Seconded by Bernie. Vote: Unanimous

7:20 PM. Dr. Bowcock leaves meeting

- The committee runs down Mr. Rees' spreadsheet showing the Articles we haven't voted on yet:
- Article 10 & Article 11- Amended FY17 Sewer Enterprise Fund Operating Budget, Amended FY17 Water Enterprise Operating Budget
 - This number will not be known until the new contracts are settled.
 - Pat motions to Recommend At Town Meeting. Seconded by Lisa. Vote: Unanimous
- Article 22-FY18 Recreation Enterprise Fund Operating Budget
 - Mr. Rees states this will only be necessary if Article 17 does not pass, and the Rec Center remains as an enterprise fund.
 - Pat motions for Recommend At Town Meeting. Seconded by Lisa. Vote: Unanimous
- Article 27- Funding Capital Stabilization Fund- FY18
 - Mr. Rees states we are waiting for the money from the MSBA for the Hastings Middle School roof to fund this account.
- Article 37-Cultural Council Funding-FY18
 - Chairman asks if members received the email from the Cultural Council member in reference to their funding use?
 - Kathi states she feels the answer was rather vague.
 - Mr. Rees states they can't state where the money is going until the requests come in.
 - Chairman states the amount to this committee was raised last year, and remains at the same amount this year.

States that all requests must be approved by the TA.

 - Pat motions to recommend \$2,500. Seconded by Lisa. Vote: Unanimous
- Article 39- Wind Turbine Electricity Purchase- FY18
 - Mr. Rees states the number being used this year is \$750,000.
 - Lisa asks if the amount has dropped over the years.

- Mr. Rees states the price for electricity has gone down.
 - Pat motions to recommend \$750,000. Seconded by Lisa. Vote: Unanimous
- Article 49- Amendment to Town By-Law Chapter 61- Personnel
 - Mr. Rees states this Article would make way for the Human Resource Director.
 - Mr. Rees states the Board of Public Works voted Monday, 4 to 1, to support the Human Resource Director position.
 - Kathi asks about the allocation of funds from the enterprise accounts?
 - Mr. Rees states a portion of the HR budget would be charged to the Water & Sewer Enterprise accounts, the same as indirect costs.
 - Mr. Rees states it would be approximately \$8,000 for Sewer and \$5,000 for Water.
 - Lisa asks if the job will be posted or will it get filled internally?
 - Mr. Rees states the job will be posted, but that doesn't stop someone from applying internally.
 - Bernie states the position will require some very specific skills.
 - Mr. Rees thanks Bernie for his help, states Bernie's daughter is a HR person, and offered some insight as to the position.
 - Mr. Rees states the Town Clerk and the Tree Warden are elected positions, so they have oversight of their personnel, however he feels they will also make use of the HR person.
 - Bob states The Article is quite involved and asks if there will be additional spending for personnel studies or classifications.
 - Mr. Rees states he has received a grant for the study.
 - Pat states this is a new position and wonders who has been performing the functions now.
 - Mr. Rees states the Personnel Board was in place. Mr. Rees states the old bylaw provided for the Personnel Board to have a Personnel Director, but the position was never filled.
 - Mr. Rees states Ms. Graves handled some of the work, and work was done across different departments by different people, without much uniformity.
 - Selectman Espindola states there was not a lot of uniformity across the town departments.
 - Bernie motions recommend Adoption. Seconded by Pat. Vote: Unanimous
- Article 55- Pilot Agreement with CEC Solar #1114, LLC-FY18
 - Mr. Rees states this is still under negotiations.
 - Pat motions to Recommend At Town Meeting. Seconded by Lisa. Vote: Unanimous
- Mr. Rees runs down his spreadsheet reviewing some changes that have been made since the last meeting.

- Mr. Rees states he has removed the raises for the Selectmen in FY17, but they are in the FY18 budget.
The Tree Warden and the Town Clerk will get them for both years.
 - Discussion of raises for elected officials and how they are handled.

7:50 PM. Bill Roth joins the meeting

- Mr. Rees states he has removed the salary for the floater position from the Selectmen-Salary Other category.
- He has corrected the amount in FY17 Town Accountant-Salary for raises.
- He has included money in FY17 Fire Department to repair the broken springs on the fire engine.
- He has added \$3,500 to FY18 EMA to pay for a engineering study to use the Rec Center/Council on Aging as an emergency shelter for residence and their pets.
- He has removed \$20,000 from the FY18 Snow & Ice Removal budget, that was earmarked for the Bike Path, and added \$5,000 to Contracted Services to provide snow removal from the sidewalks of the Oxford and Rogers Schools as well as Town Hall.
- Chairman asks why we are contracting out snow at Town Hall after buying a new snow blower.

Mr. Rees states it would be when the custodian is overwhelmed with a bad storm.

Chairman asks who would make that call.

Mr. Rees states he would.

7:57 PM. Anne Silvia joins the meeting

- Chairman runs down the FY18 budget spreadsheet and committee votes on all items that they have not held:

➤ Lisa motions for the following amounts:

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| ▪ Moderator | |
| Salary & Wages | \$800 |
| ▪ Selectmen/TA | |
| Salaries & Wages | \$384,849 |
| Operating Expenses | \$57,340 |
| ▪ Town Accountant | |
| Salary & Wages | \$122,470 |
| Operating Expenses | \$43,475 |
| ▪ Finance Director (Treasurer/Collector) | |
| Salary & Wages | \$335,847 |
| Operating Expenses | \$42,552 |
| ▪ Tax Title | \$51,000 |
| ▪ Town Clerk/Elections | |

Salaries & Wages	\$109,908
Operating Expenses	\$31,141
▪ Assessors	
Salaries & Wages	\$153,756
Operating Expenses	\$32,854
▪ Town Hall	
Salaries & Wages	\$54,134
Operating Expenses	\$80,375
▪ Town Meeting/Finance Committee	
Salaries & Wages	\$1,121
Operating Expenses	\$7,715
▪ Planning Board	
Salaries & Wages	\$2,540
Operating Expenses	\$3,905
▪ Planning & Economic Development	
Salaries & Wages	\$106,831
Operating Expenses	\$15,655
▪ Economic Development Committee	\$5,000
▪ Board of Appeals	
Salaries & Wages	\$1,639
Operating Expenses	\$3,600
▪ Conservation Commission	
Salaries & Wages	\$12,636
Operating Expenses	\$6,120
▪ Buzzard's Bay Action Committee	\$1,140
▪ Police Dept. & Animal Control	
Salaries & Wages	\$3,317,970
Operating Expenses	\$323,174
▪ Fire Department	
Salaries & Wages	\$2,177,054
Operating Expenses	\$232,892
▪ Building Department	
Salaries & Wages	\$147,114
Operating Expenses	\$6,808
▪ Harbor Master/Shellfish Inspector	
Salaries & Wages	\$97,261
Operating Expenses	\$41,995
▪ Emergency Management Agency	

Salaries & Wages	\$1,768
Operating Expenses	\$11,480
▪ Sealer of Weights & Measures	
Salaries & Wages	\$6,863
Operating Expenses	\$1,598
▪ Street Lighting	\$51,000
▪ GNBTVT High School	\$1,955,224
▪ Bristol County Aggie HS	\$37,000
▪ Public Works Administration	
Salaries & Wages	\$178,515
Operating Expenses	\$2,816
▪ Highway Division	
Salaries & Wages	\$980,282
Snow & Ice Removal	\$50,000
▪ Tree Warden Department	
Salaries & Wages	\$36,114
Operating Expenses	\$18,705
▪ Board of Health	
Salaries & Wages	\$152,298
Operating Expenses	\$572,915
▪ Council on Aging	
Salaries & Wages	\$146,490
Operating Expenses	\$34,922
▪ Commission on Disability	\$1,300
▪ Rape Crisis Project	\$2,000
▪ Millicent Library	\$665,102
▪ Recreation	
Salaries & Wages	\$161,257
Operating Expenses	\$161,770
▪ Park Division	
Salaries & Wages	\$102,431
Operating Expenses	\$26,319
▪ Office of Tourism	
Salaries & Wages	\$56,176
Operating Expenses	\$23,500
▪ Fine Arts	\$1,200
▪ Historical Commission	\$14,750
▪ Memorial Day	\$2,500

▪ Consolidated Information Technology	\$502,879
▪ MA Employment Security	\$120,000
▪ Medicare	\$385,000
▪ Debt Service	
Debt	\$878,293
Interest on Debt	\$309,044
Interest on Temp Loans	\$60,000
▪ Overlay Surplus (Abatements & Refund)	\$250,000
▪ Reserve Fund	\$100,000
▪ Stabilization Fund	\$0
▪ Capital Stabilization Fund	\$0
▪ OPEB Reserve	\$150,000
▪ Wage & Salary Reserve	\$150,000

Bob discloses that he is a member of the GNBRVTHS Carpentry Dept. Advisory Committee, but is allowed to vote on the school budget.

- All above amounts are seconded by Pat. Vote: Unanimous

8:16 PM. Chairman Scott abstains, leaves Vice Chair Pat in charge, and leaves the meeting.

- Contributory Retirement
 - Lisa motions for \$2,946,801. Seconded by Pat. Vote: Motion passes 6-0-1 with Scott abstaining
- Group Insurance
 - Lisa motions for \$3,881,204. Seconded by Bernie. Vote: Motion passes 6-0-1 with Scott abstaining

8:18 PM. Scott returns and takes over as Chairman.

- Committee meets with the Wellness Committee in regards to the Fitness Station behind the Rec Center/COA and Article 6: Community Preservation Program Appropriations-FY17.
 - Discussion of the Cushman Park tennis courts.
 - Mr. Roth states that the courts were last resurfaced 7 to 10 years ago. He states that this is the last time they can be resurfaced, as they do not have a good base. Mr. Roth states they should last for another 10 years.
 - Bernie asks who is responsible for the HMS courts. Mr. Roth states he is not sure.
 - Discussion of the Fitness Station:
 - Ms. Schick states the Article seeks \$10,000 to install a multi-function fitness station behind the Rec Center/COA, off the Bike Path.

- This money would be matched with a \$5,000 grant the Wellness Committee received and \$5,000 from the COA gift account.
- The unit will include aspects that are aimed at helping seniors.
- It would be used by the elderly that use the Bike Path as well as employees and the general public.
- Lisa asks if there will be ongoing maintenance issues and will more stations be added along the Bike Path.
Ms. Schick states they would like to add additional stations along the Bike Path if money becomes available. The maintenance would be handled through the Wellness Committee budget.
- Selectman Espindola states they would see if the public wants additional stations in the future.
- Pat asks if the public asked for this?
Ms. Schick states the Wellness Committee suggested it.
- Mr. Roth states the CPC Committee liked that the Wellness Committee and the COA brought matching money to the project.
- Lisa asks about seniors using the station.
Ms Schick states they will.
Mrs. Silvia states the seniors are excited about the idea of the station.
She says that seniors have balance issues and this station has apparatus to help with that.
- Pat asks if Mr. Rensehausen is recommending this.
Mr. Rensehausen states yes and says he did the legwork on this.
He says that this incorporates elements that the disabled could use and it could be easily accessed from the Bike Path.
- Mrs. Silvia states she expects the Social Day people would also use it.
- Selectman Espindola asks Mr. Roth what CPC funds have been spent on Recreation in the past.
Mr. Roth states he can remember the tennis courts and the track at Cushman Park.
- Mr. Roth states you must spend at least 10% in the other 3 categories before you can spend for recreation.
- Tracey asks what would happen if someone gets hurt on it.
Selectman Espindola states it is no different than any other Town property. It would be covered by the Town insurance.
- Pat states he was concerned about use, but feels now that it would get used.
- Bernie states he feels it is positive.
 - Bernie motions for the following amounts for FY17:
 - A. Board of Public Works- Branch Brook Land Protection Project \$20,000

B. Rec Center/Wellness Committee- Fitness Station Project	\$10,000
C. Fairhaven Tennis Association-Cushman Park Tennis Court	\$17,500

➤ All amounts seconded by Pat. Vote: Motion passes 6-1 with Kathi opposed.

- Wellness Committee member and town employee Phil Cardoza states the Town employees from the BPW will also use this once it is installed.

8:41 PM. Wellness staff leaves meeting, Chairman calls a recess. Back in session @ 8:45 PM.

- Committee takes up line items that were held previously:

- Legal expense \$170,000

- Lisa held this, asks Mr. Rees if he thinks we still need this amount now that the majority of the contracts are settled.

Mr. Rees states yes. He feels it is better to leave it where it is to cover the unknown, especially since the Reserve Fund has been reduced. He states if it isn't spent it would be turned back.

➤ Pat motions for \$170,000. Seconded by Lisa. Vote: Unanimous

- Fairhaven Public Schools \$19,736,602

- This was held by Pat.

- Chairman states we will go around the table and members can state their position.

- Bob states he is in favor of fully funding the schools. States he struggles with cutting a level service budget while some depts. are expanded.

As to funding the difference, Bob states the schools received a \$20,000 grant for the regional committee, we removed \$15,000 from the Snow & Ice for the Bike Path, and \$8,000 for the floater position at Town Hall. He favors using that money to fill the gap in the school budget.

- Mr. Rees states we could also reduce the Town Insurance.

- Pat states he agrees with Bob, especially after adding another firefighter.

- Kathi is in favor of the full amount.

- Lisa states she is in favor of the full amount and still feels the schools are underfunded.

- Bernie is in favor of the full amount.

- Tracey is in favor of the full amount. States she would rather see a charge for busing if that was necessary.

- Selectman Espindola states he is in favor of doing all we can to maintain the schools as they are, and advises members to get involved in the Master Plan process.

➤ Pat motions for \$19,783,472. Seconded by Lisa. Vote: Unanimous

- Bernie asks Selectman Espindola about the Selectmen recommending the lower figure.

- Selectman Espindola states his fellow Selectmen have authorized him to represent them, and the Selectmen will go with the Finance Committee's recommendation.

- Highway Division

Operating Expenses	\$1,191,942
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- Pat states he held this because he thought some members had questions about the leaf pick-up.
- Mr. Rees states \$16,000 is included in the Rubbish Removal line for the purpose of Leaf Pick-up.
- Tracey states she feels it is needed because she has seen people illegally dumping leaves.
- Bob asks about oversight. If we recommend the extra money, and the BPW needs the money elsewhere, what's to prevent them from dropping the collection again.
- Mr. Rees states he has a trusting relationship with the BPW and Mr. Furtado, and feels they will do the right thing.
- Pat recommends having a separate line item in the future.
- Mr. Rees states that would be possible next year. It would require Mr. Rees' permission to transfer between line items.
 - Pat motions for \$1,191,942. Seconded by Lisa. Vote: Unanimous

- Veterans Services
- Kathi held this because she states we used to meet with the Veterans Agent.
- Mr. Rees states that was when he required more money.
- Mr. Rees states the agent is very good about making sure that the people who get the money are entitled to it.
 - Pat motions for the following amounts

Salaries & Wages	\$46,444
Operating Expenses	\$892,100
 - Amounts seconded by Bernie. Vote: Unanimous

- Town Insurance
- The amount is lowered to adjust for the increase in the School Budget.
 - Pat motions for \$861,010. Seconded by Lisa. Vote: Unanimous

- Reconsideration of previous votes for FY17 adjustments:
 - Town Accountant-Salary & wages
 - Pat motions to rescind the previous vote and move the total sum of \$115,348. Seconded by Lisa. Vote: Unanimous

- Fire Department- Operating Expenses
 - Pat motions to rescind the previous vote and move the total sum of \$219,292. Seconded by Lisa. Vote: Unanimous
- Council on Aging- Salaries & Wages
 - Pat motions to add \$11,038. Seconded by Lisa. Vote: Unanimous
- Article 9- Operation budget changes
 - Pat motions to amend and reduce Interest on Temp Loans to \$24,081. Seconded by Lisa. Vote: Unanimous

- Elected Officials for FY17:
 - Pat motions for the following Salary amounts:

Town Clerk	\$54,571
Tree Warden	\$6,832
 - Both amount seconded by Lisa. Vote: Unanimous

- Article 18- Setting Salaries of Town Officials-FY18
 - Pat motions to recommend Adoption. Seconded by Bernie. Vote: Unanimous

- Discussion of Water & Sewer contracts not being settled yet.
- Mr. Rees states he expects them to be settled soon.
- Articles 20 & 21-FY 18 Water Enterprise Fund Operating Budget, Sewer Enterprise Operating Budget
 - Bernie motions to Recommend At Town Meeting. Seconded by Pat. Vote: Unanimous
- Article 27-Funding Capital Stabilization Fund
 - Pat motions to Recommend At Town Meeting. Seconded by Lisa. Vote: Unanimous

- Chairman Scott states that he is resigning from the Finance Committee after 9 years of service.
- Mr. Rees, Selectman Espindola, and the committee thank Scott for his time and dedication to the Town.
- Chairman states we will not need to meet next week.
- He will post for the Precinct meeting, and the morning of Town Meeting, and notify members by email, of the next meeting.

9:29 PM. Lisa motions to adjourn. Seconded by the Pat. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
Finance Committee Secretary
(accepted 4-27-2017)