

Town of Fairhaven

Finance Committee

Minutes of the meeting for <March 23, 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, Thomas Alden

Member absent:

Tracy Diggins

Town of Fairhaven:

Wendy Graves- Collector/Treasurer/Finance Director

Vincent Furtado- BPW Superintendent

John Charbonneau- Highway Superintendent

Edward Fortin- Water Superintendent

Linda Schick- Sewer/Wastewater Superintendent

Meeting was not 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 March 16, 2017. Seconded by Tom. Vote: Unanimous

- Kathi makes a request to the Chairman that salaries and names of employees be listed in the Fin Com booklet.
- Chairman states the deadline to get information to the printer is April 12th.
- Sewer & Water budgets were not in the TA's budget booklet.
Mr. Furtado distributes copies of those budgets to the committee.
- Mr. Charbonneau presents the Park Dept. budget:
 - Mr. Charbonneau states the salary line includes the proposed raise.

- Mr. Charbonneau states Equipment Repair can be lowered to \$7,000 if they receive the new mower in the Capital Plan.
- Misc. is up because an employee is entitled to a pair of prescription safety glasses every 3 years.
- New Equipment will cover new weedwackers/brush cutters.
- Discussion of the Fort Phoenix Porta-potty and which category it is in.
It is decided that it is in the Beach Expense category.
- Park Dept. Capital Plan:
 - Park Dept. seeks to replace the 2001 Toro Mower- Unit 4000D for \$65,000.
 - Mr. Charbonneau states the mower is in very rough shape. Last year they spent \$2,000 in repairs.
 - The old mower will be traded in and that trade-in is figured into the cost.
- Mr. Charbonneau presents the Highway Dept. budget:
 - Mr. Charbonneau states the proposed raise is included in the Salary category.
 - Mr. Charbonneau states the raise is 3% and is also included in the Park Dept.
 - Mr. Charbonneau states the Building Maint. is increased to cover replacing 2 doors on one of the back buildings.
 - Misc. is increased to cover the cost of hoisting license training.
 - Contracted Services is increased to cover the increase in the fuel tank testing.
 - Pat questions the deficit in the Small Tools category this year.
Mr. Charbonneau states this is because of the unexpected expense of computer software for servicing the new vehicles.
 - Bob questions the increase in Electric from FY16 and the lower YTD expenditure so far this year.
Mr. Charbonneau states he has to reimburse the Sewer Dept. for the electricity that is generated from the solar panels on the building.
 - Snow & Ice Removal: Mr. Charbonneau carried \$50,000 in his budget and states that Mr. Rees increased it to \$70,000 to include \$15,000 for removal of snow from the Bike Path and \$5,000 for removal of snow from the sidewalks of Oxford and Rogers Schools.
 - Chairman states he would be in favor of carrying a 3year average of what we have been spending now.
 - Mr. Charbonneau states he doesn't have the equipment to plow the Bike Path and would contract that work out.
 - Chairman states a 3 year average would be \$59,000.
 - Mr. Charbonneau states he is against plowing the Bike Path.
 - Discussion of clearing the school sidewalks.
 - Pat questions who will make the call to plow the Bike Path.

- Mr. Furtado states if they are told to plow the Bike Path, they will do it.
- Mr. Furtado states he would like to see a separate line for the Bike Path snow removal.
- Bernie asks who is responsible for the Bike Path.

Mr. Furtado states the Selectmen ultimately "own" and control all Town property.

- Chairman questions putting this and sidewalks into a separate category.
- Chairman states he is in favor of recommending \$59,000, as it is a 3 year average.
- Mr. Furtado suggests having a separate line for Snow Contracted Services.
- Bob asks is the school sidewalks would be contracted out also.
Mr. Furtado and Mr. Charbonneau state yes.
- Rubbish Removal is up because of a 2% increase in the contract.
- Transfer Station is up because of an increase in the cost to dispose of the electronics that are collected, and the cost of chipping brush.
- Chairman suggests changing the category on page 85 from Sanitary Landfill to Transfer Station.

- Highway Dept. Capital Plan:

- Roadwork:

- Roads petitioned by the Board of Public Works are-

| | |
|--------------------|-----------|
| A. Brown Street | \$43,675 |
| B. Diamond Street | \$178,300 |
| C. Hopkins Street | \$39,725 |
| D. Rockland Street | \$51,980 |

- Chairman advises members to look at the roads themselves.
- Pat states he is concerned that the roads that are being selected are the ones with the most public outcry.
- Chairman asks Mr. Charbonneau what his pick for the roads was.
Mr. Charbonneau states he was in favor of Hathaway Street at a cost of \$178,000.
- Discussion of the Pavement Management Plan.
- Chairman states that another street cannot be inserted at this time. We could only vote no on a street.
- Mr. Furtado assures the committee that all the roads recommended by the BPW were on the list to be done.
- Kathi asks what they look for when selecting a gravel road for paving.
Mr. Charbonneau states they usually do the ones that have drainage issues.
- Discussion of the cost of individual roads.
- Discussion of how the Article will be worded.
- Ms. Graves states she believes it will be asking for \$320,000 in aggregate based on the BPW recommended roads.

- Second item for the Highway Dept. is replacing the 1991 Catch Basin Truck with a Vactor 900 ECO Combination Sewer Cleaner at a cost of \$330,000.
\$165,000 would come from Free Cash, \$165,000 would come from Chapter 90 money.
 - Mr. Charbonneau states the old truck is in bad shape and the new truck would come from the State bid list.
- Mr. Charbonneau leaves the meeting at 8:11 PM.
- Mr. Fortin presents the Water Department budget:
 - Mr. Fortin states the \$597,991.61 figures includes the raise from the tentative contract.
 - Well cleaning is increased \$15,000 to clean 2 wells and change some pump parts. Mr. Fortin states the Town has 4 wells and they just cleaned one.
 - Water Purchase is used to flush the line between New Bedford and Fairhaven that is used for emergency supply.
 - Water Meters is increased to cover the increase in parts and repairs to old meters. Mr. Fortin states they will eventually be looking for money to replace all of the water meters.
 - Postage is reduced by \$3,500 because the Sewer Dept. will now pay for 1 of the billings, as both bills go out jointly.
 - Contracted Services is reduced by \$5,700 because they were able to renegotiate some of the service contracts.
- Water Dept. Capital Plan:
 - The 2 Capital items are A. Replacing the roofs on 4 pump station for \$150,000 and B. Replacement of the Tinkman Lane Well for \$550,000.
 - Mr. Fortin states the present well is drawing in sand.
 - Bob asks the depth of the present well. Mr. Fortin states 100 feet.
 - Mr. Furtado states that after the Capital spending the Water Dept. will have approx. \$400,000 remaining in retained revenue.
- Ms. Schick presents the Sewer Dept. budget:
 - Ms. Schick states that the Salary category is down because several long term employees have left and their replacements are at a lower pay scale.
The number including the proposed raise is \$968,663.
 - Telephone category is up.
 - Postage category is up to cover the one billing the Water Dept. is giving up.
 - Ms. Schick states she was requesting less for utilities than Mr. Rees has carried.
 - Discussion of who controls the budget, the TA or the BPW.

- Bernie asks if there is any connection between the Water rates and the Sewer rates. Mr. Furtado states they are completely independent.
 - Lab Supplies are up to reflect the increases over the last 3 years.
 - Chairman states Mr. Rees has recommended less money for Gas & Diesel.
 - Chairman advises Ms. Schick to come up with a true number for her Utilities.
 - The raise is coming from Retained Earnings.
 - Ms. Schick asks if she could be notified of the numbers when they are voted.
 - Mr. Furtado explains sometimes changes are made and they do not know until they go to spend the money.
- Sewer Dept. Capital Outlay: totaling \$35,534
 - Push Camera for Services \$9,670
 - Hot Water Pressure Washer \$3,800
 - Controls for Pump Stations \$4,330
 - Odor Control Media for Pump Stations \$5,424
 - Replace blowers at W. I. Treatment Plant \$3,090
 - Replace Samplers at W.I. Treatment Plant \$5,990
 - 10% Contingency for potential price increase \$3,230
 - Discussion of the 10% contingency.
 - All money will come from Sewer Revenue
 - Sewer Articles:
 - Article 4- Sewer Capital Fee- FY17:
 - Transfers \$129,883.13 from the Sewer Fund to Sewer Retained Earnings- Reserved for Capital Projects.
 - Mr. Furtado states this is the money that was raised with a \$25 per account fee, that was established by the BPW, to fund Capital Projects.
 - Article 5- Sewer Capital Improvements Stabilization Fund- FY17:
 - Part A- establishes the fund as required by the DOR.
 - Part B- moves the above transferred money into the fund.
 - Article 14- Amending FY17 Sewer Enterprise Capital Plan:
 - Part A- rescinds the vote of Article 10 of the May 7,2016 Annual Town Meeting.
 - Part B- changing eliminates some work and adds repairs to the sewer line under the Bike Path all items total \$10,953,000.
 - Chairman states he needs to know how much is coming from Sewer Revenue and how much is Bonded out.

- Article 29- NPDES Permit Assistance
 - This Article will now seek money for the NPDES permit as well as \$75,000 for a replacement truck.
- Mr. Furtado states that after all Capital Spending, there should be approx. \$80,000 remaining in Sewer Retained Earnings. Because of that, the BPW has voted to increase Sewer Rates by \$.20 per unit.
- Ms. Schick asks how early the committee needs to get the new labor contracts. Brief discussion of the bylaw follows.
- Mr. Furtado presents the BPW Administration budget:
 - Mr. Furtado states they have included money to have Ms. Tripp's replacement, because of her retirement, work alongside her for a period, to help with the transition.
 - Ms. Tripp will leave in FY19, so her buy-out will be in that budget.
 - Mr. Furtado states \$100 was moved from Advertising to Office Supplies.
 - Mr. Furtado states the Salary line does not include the proposed raise.
- 9:08 PM. remaining BPW personnel leave the meeting.
- Discussion of the committee having back-up information on some budgets.
- Chairman states the Selectmen are scheduled to start reviewing the budget Monday night.
- School Dept. will be in next week along with covering Town Hall.
- Discussion of the money for the Wellness Committee.
 - Ms. Graves states the money will come from the Health Insurance Trust.
 - Ms. Graves states the money will be used for fitness classes for employees.
- Discussion of the new Human Resources Director position.
 - Chairman tells Ms. Graves he would like a breakdown of the cost for the position and the job description.
- Discussion of a conflict with our April 6th meeting and the Master Plan meeting planned at the Town Hall.
 - Chairman states we may have to meet on April 4th instead.
- Chairman states we will start taking votes next week.
- Bernie asks about voting on the Capital Plan.
 - Discussion of the Union Wharf Public Safety Marina.

- Ms. Graves states she will see about having Bill Roth and the Harbormaster in for the meeting.
- Chairman states he will look into why we haven't had a camera operator at the meetings.

9:11 PM. Pat motions to adjourn. Seconded by the Chairman. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
Finance Committee Secretary
(accepted 3-30-2017)