

**Finance and Advisory Board Meeting
Minutes of the Finance & Advisory Board
Town of Georgetown
February 12, 2008**

Location – Basement Meeting Room – Town Hall

Members in Attendance – Sandy Gerraughty – Chair, ~~Jon Ayres – Vice Chair~~, Robin O'Malley – secretary, ~~Mark Hall~~, Jim Lacey, Jack L'hommedieu (arrived at 7:08), Tim Ruh, David Surface, Reggie Tardif

Guests: Fire Chief Mike Anderson, Deputy Chief Chris Dubois, Assistant Chief John Durkee, Police Chief James Mulligan, Sergeant Don Cudmore, Lieutenant Dave Thompson

Minutes taken by Robin O'Malley

Meeting called to Order at 7:01 PM by Sandy Gerraughty

Budget Presentations:

- ◆ Fire Department: They explained their local, state and federal mandates. The Fire Department is asking for paid personnel during the week to man the station. There are 3 options that were presented. Option A is a 40 hour a week chief. Option B is a 30 hour a week chief and 2 full time EMT's. Option C is a 30 hour a week chief and per-diem EMT's for 8 hour days. Option C is their preference. The response time is calculated from the time the 911 call was placed to the time a truck gets to the location. The average time was 9 minutes. From 6:00 am to 11:00 am, 44% of the calls were greater than 16 minutes response time and 25% were 15 minutes. The main factor for this is that the volunteers are either at work or on their way home from work, thereby there are very few people in town available to respond. The Fire department feels they are taking full advantage of grant money that is available, but would welcome help writing the grants. The Fire department was asked if they have any statistics that they would like included in the Finance and Advisory Board's annual report.

- ◆ Police Department: They explained their local, state and federal mandates. Their needs based budget is up from FY08 due primarily to salary obligations, vehicle maintenance and gas, and cruiser replacement. Sergeant Cudmore has a program on his computer that he uses to track all vehicles maintenance. Due to this, he is able to maintain the vehicles better and they last longer. Sandy asked if he were willing to share this with other town departments to use and he said, absolutely. The Police Department was asked if they have any statistics that they would like included in the Finance and Advisory Board's annual report.

General information:

- ◆ Sandy asked everyone to start thinking about how to fund a Capital Fund.
- ◆ The State of the Town is March 15th. Reg, Jim and Sandy will work to prepare information for this meeting.
- ◆ Reg handed out a revised town counsel expense memo.
- ◆ The Window Audit is to be done on Wednesday, February 13th.
- ◆ The Tri-Board meeting is being held on March 5th.
- ◆ Articles that the Finance and Advisory Board may want on the warrant for the annual town meeting:
 1. Fire Truck payment
 2. Capital Fund
 3. DPW consultant
 4. Equipment – CIP articles
 5. Energy repairs
 6. CPA – reduction in assessment
- ◆ When is the ballot deadline?

Information from Steve Delaney:

- ◆ Sandy has received the Suffolk Study. She and Jim will review it and will give it to the board at a later date.

Minutes still to approve:

- ◆ 8/15/07, 2/6/08

Our next two meetings will be **Tuesday, 02/26/08**, 7:00 pm in the 2nd floor meeting room and **Thursday, 02/28/08**, 7:00 pm 2nd floor meeting room. On the 26th we are meeting with the school committee and on the 28th we are meeting with park and red, historical commission, town clerk and highway.

Motion to adjourn was made by Reg Tardif and seconded by Jim Lacey at 9:34 PM. Motion carried unanimously 6-0.

Follow up as of 2/12/08 meeting:

Sandy Gerraughty:

- donation fund, can it be one for a general purpose or would COA need their own. Can we get this started?
- where are the fringe benefits being paid from for Conservation dept since some of the salary is being paid from revolving fund.
- put an article on the warrant regarding energy conservation repairs.
- make sure all budgets do **not** include wage increases.
- the library transfer of \$13,200 between their FY08 salaries and expenses.
- paperwork to get David Surface on CIP as a temporary member

Mark Hall:

- CIP summary
- Tax comparison of services and tax rates with other towns.

Steve Delaney:

- Steve will get us year to date 6 mo report

Departments:

- COA: listing of fees generated.
- Police: share maintenance program with other departments
- Police and Fire: statistics from their departments to the Finance and Advisory Board for annual town meeting