

**FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING**  
**Special Session (dept head presentations)**

**Date:** September 17, 2015  
**Present:** Rick Bedard, Michelle Desorcy, Donald Desorcy, Katie McKenna, Kevin Plante, and Bernie Plante.  
**Time:** 3:30 p.m. (not recorded)  
**Location:** Millbury Public Library Meeting Room  
128 Elm Street, Millbury MA

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- Meeting was called to order by Rick Bedard at 3:37 p.m.
- **Acceptance of Meeting Minutes:**
  - September 10, 2015
  - All in favor and signed
- **Discussion with the following Department Heads regarding their capital budget requests and staffing projections:**
  - **Jayne Davolio, Town Clerk**
    - Rick summarized our committee's purpose to Jayne.
    - **Item#1, Voting Booths, FY2017 \$22,000**
      - Last updated April 5, 1986
      - Falling apart; safety concern especially with 4 elections next year
      - Jayne provided a handout/flier for voting booths products
        - Franklin booth was the focus that contains 4 booths in one and it folds up for easy storage.
        - Does not include curtains thought they can be purchased separately.
          - Jayne did not see a need for the curtains as she saw the booth at a conference and you could not see around a person in the booth.
      - \$22,000 can be reduced to \$18,741 which is for 22 sets. Each set includes 4 booths and each booth accommodates 4 voters.
      - Question about a free trial. Jayne said it would be possible to get one booth maybe for our March election to try it out and we could purchase that one booth, otherwise they are sold in sets of 4.
        - Would not lend one for an election.
      - Also needed due to changes that include early voting which is different than absentee voting. It has different reasons than absentee voting.
        - This would require Jayne to have a booth set up at Town Hall (Lg. Conference Room).
        - This will begin with the primary (less attended); then ready for the Presidential Election.
      - These new booths should last hopefully 30-40 years.

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TOWN CLERK  
MILLBURY, MA

- The old voting booths could be sold, donated to school or senior center or sell to other towns for parts.
- **Item #2, Equipment Carts FY2017 \$5,000**
  - These can be removed no longer needed as they were needed with another type of booth that we would not go with.
- **Item #3, Codification of General/Zoning By-Laws, FY2017, \$40,000**
  - This can be put off for a couple years. Not required in FY2017.
  - Last done 15 years ago or more, but they have been keeping them up-to-date.
  - Needs to be done within the next 10 years.
- **Staffing**
  - FY17, request to change part time head clerk to full time head clerk.
  - This position was downgraded to part time in 2010, but has not been restored.
  - Could ask for an additional full time clerk, but would be happy to have the full-time position restored.
  - New tasks/regulations have presented themselves over the last few years and other work has become more cumbersome; more work in addition to elections. Some tasks that the Town Clerk's office handles are:
    - State Ethics
    - Earth Removal Board applications and by-laws
    - Birth, death and marriage certificates
    - Transfer station stickers
    - Dog licenses
    - Minutes and agendas of meetings
    - Census
  - A lot has suffered without the adequate staffing.
  - Would take another part time person in addition to the part time person she currently has instead of making the part time position full time, but would prefer the full time clerk position restored.
- **Public Safety Complex**
  - The sighting committee is scheduled to meet.
  - The (grant) money is expended, so they must choose a site that they already looked at and move disband and form a Public Safety Building Committee, or go separate ways.
  - No figures yet.
  - Don Desorcy said that there will be changes for the better.
  - Question was asked about whether one building would make more sense (financially) than two.
    - Don said that the difference is not as much as you would think due to a larger building requiring larger heating and cooling systems, etc.
    - More options with two buildings

- Could use a smaller parcel for each
  - Bottom line is that there need to be major changes to sell this to the voters.
- **Rich Hamilton, Fire Chief**
  - **Item #1 Repairs to Wall at Fire Headquarters, FY2017 \$80,000**
    - The walls are pushing outward with the weight of snow and people in the building.
      - Scaffolding is in place to catch the falling mortar and brick.
    - This can be put off for now, he is watching this and it is not falling down; is holding steady.
    - Don't want to waste money if a new station or complex is to be built.
    - Question was asked what would happen to the building if a new building was built.
      - Could sell the building, but would need a lot of repair.
      - Likely tear it down
      - Up to Selectmen
  - **Item #2 Station 2 Addition, FY2017 TBD**
    - This would be an additional bay to the left of the building.
    - This would not be necessary if a new building or complex is built.
    - Currently park one of the fire trucks sideways behind the other two in the building.
    - Hoping for a grant to accomplish this addition.
      - USDA or Homeland Security.
  - **Item #3 New Fire Station TBD**
  - **Item #4 Protective Clothing, \$12,00 each year**
    - 65 Fire fighters
    - Gear needs replacing every 10 years or loses ability to block fire.
    - Look for grants for this, spending money out of the budget to get by.
    - Gear is destroyed in the fire academy which each new member has to attend. Must attend with gear less than 10 years old.
      - Send older gear, then replace after academy.
      - This system has been working well.
    - Currently only have two sets of spare gear. Each year it's getting a little better.
    - One complete set of gear with jacket, pants, boots and helmet costs about \$2,500.00.
    - The \$12,000 amount should cover replacement of jackets and pants. Helmets don't need to be replaced as often.
  - **Item #5 Chief's Vehicle, SUV 4X4, FY2018 \$50,000**
    - Current vehicle is 17 years old.
    - Last two Fire Chiefs did not use it.
    - Was a hand down from the Police Department.
      - Can't do this anymore as a Green Community.

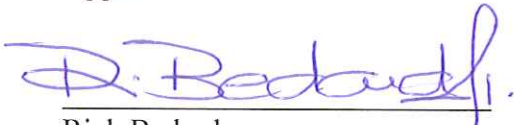
- Must trade in older vehicle for more efficient new vehicle.
  - Most recent SUV purchase for Police Department cost about \$38,000, so can reduce the cost to about \$45,000 due to different equipment needed.
- **Item #6 Replacement of Engine 3, FY2019 \$800,000**
  - Purchased by the MA Pike in 1997.
  - Bought off a lot in Vermont, was converted into a Fire Truck which has not worked as well.
  - Quote for \$30,000 to rebuild a pump. Hoping to hold off until the truck can be replaced.
  - \$800,000 might be somewhat high as Sutton just paid \$650,000, but it is a few years out.
- **Bucket Truck, FY2019 \$20,000 (add to list)**
  - Bought used 14 years ago. Was 8 years old at the time.
  - Buying used again would allow us to get by another 15 years.
  - Used by highway department and school department as well for lighting, flagpoles and such.
  - Vehicle is tired. Have spent \$6,000 in repairs since it was purchased.
  - May not pass inspection in a couple years due to rot/rust.
  - Would cost about \$50,000 new, but about \$20,000 used.
- **Staffing**
  - No changes
  - Have about 62-65 firefighters
  - Volunteer department, must go to academy.
  - No guarantee how long a firefighter may stay.
    - Average is 25 years, have some with 40 years and some leave after 2.
  - Staffed better than most departments.
- **Donald Desorey, Interim Police Chief**
  - **Item #1 Bullet Resistant Glass, FY2017 \$50,000**
    - Don passed around three quotes he received on March/April 2015
    - Police station lobby.
    - Written concern of employees for safety.
    - Installed in 1988/89, there wasn't glass when the building was built, just a counter.
    - Need for protection to go to floor of Town Hall.
    - Since the fast track for a new building is 5 years out, this should be done before that.
    - Amesbury Glass quote (\$43,918.93) did not include some labor and installation, so \$50,000 is a reasonable estimate.
    - Cannot replace all at once, can't leave station unsecured.
    - Don is looking into options to make this happen.
  - **Item #2 Property/Evidence Shelving, FY2020 \$10,000**


- This is not necessary, the area has been cleaned out, inventoried and organized.
- Carpenter's training school could assist if needed
- Could take materials from Budget or ask for additional in supplies budget if it becomes necessary.
- **Item #3 High Density Record Storage Systems FY2021 \$40,000**
  - Don't need. Waste of money.
  - Can use Carpenter's training school to build more shelves out of wood or buy metal ones. More room with oil tanks removed.
- **Item #4 New cruisers (2 per year)**
  - Has been cut down to one in the Capital Budget.
    - Last three years only one of fleet replaced each year.
    - One year none were replaced and it was costly.
  - There is a definite need for 2 per year.
  - Crown vics are no longer being sold and the current Sedan's are not made for patrol. There are too many blind spots and they will not hold up. They will require a lot of maintenance/repairs.
  - School Resource Officer has a car (Crown Vic) so that is one less in the fleet, though it would've needed replacing soon. Now mileage will slow down on that car.
  - SUVs will be the predominate vehicle going forward. They cost about \$38,000 not including graphics.
    - Each change in model has resulted in a need for new light bars, seats and bars.
    - Try to minimize this.
  - Next year we will have issues with the fleet.
  - Chief's car is a 2014 and has 67,000 miles. Will slow down with Don driving about 35 miles per week now.
  - Lieutenants car is a 2008 Taurus and has 68,000 miles. It should last us.
- **Staffing**
  - Currently, 14 Officers, 3 of 4 sergeants one lieutenant.
  - Still one vacant officer position
    - Had a candidate that declined.
    - New Officer would balance the SRO officer (loss).
    - Will be off Civil Service list (not lateral).
      - Save time with a lateral, increased cost.
      - Need to line up academy and travel cost.
      - Hope the officer stays 32 years.
  - Schedule calls for an additional five officers over the next five years.
    - Seems like a lot.
    - Need to be cautious. Too many officers without proper structure.

- Additional Officers plus benefits, would be costly. Already rising costs with each contractual increase.
- Need to minimize time off and Overtime.
- Need to plan replacements for retirements.
- Question whether a second lieutenant is needed.
  - New Lieutenant is the correct fit for her administrative responsibilities.
  - Don will continue doing some of the tasks he was doing as a lieutenant.
  - Delegate more to the sergeants.
  - Will get by, have to this year.
- **Any other business not reasonably anticipated.**
  - None
- **The next Financial Management Planning Committee Meeting has been scheduled for 9/24/15 at 3:30PM.**
- **Meeting adjourned at 5:30 p.m.**

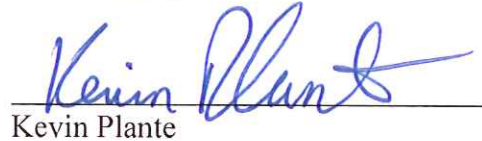
Respectfully submitted,  
Katie McKenna, Financial Management Planning Committee Clerk


Approved:

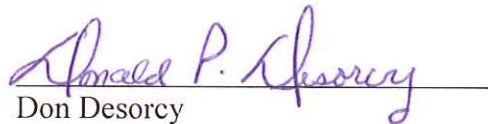
  
Rick Bedard

  
Bernie Plante

  
Michelle Desorcy

  
Kevin Plante

  
Katie McKenna

  
Don Desorcy