

**Town of Newbury
Finance Committee Meeting
Tuesday December 18, 2012 7:00 pm, Library
Meeting Agenda**

Committee (alphabetical): Gene Case (Vice Chair), Bob Connors, Erica Jacobsen, Marshall Jespersen, Frank Remley (Chair), Frank Wetenkamp

Ex-Officio: Tracy Blais, Town Administrator/Finance Director

1. **Nov. 20 Meeting Summary:** Approved unanimously without revision
2. **November YTD Revenue and Expense Summaries:**

Revenues: Revenues are tracking well vs. both Recap projections and compared to fy12 YTD collections. Given anticipated performance for the first five months, there are no significant reversals or significant areas of concern. Motor vehicle excise taxes are slightly behind last year by \$26,155, but fy13 excise tax bills are issued in January and should help restore projected collections. RE taxes is \$203,462 ahead of collections as of last November.

Expenditures: All departmental expenses are below projected budget allocations as of November, with the exception of the Library which is slightly ahead. This is due to early expenditures for annual subscriptions and material purchases. Overall, the General fund is at 39.74% of projections of 41.64% for the first five months of fy13. There are currently no major concerns.

3. **Reserve Fund update:** No new requests for transfer
4. **Capital Planning Committee update:** CPC Chair provided a brief summary of current capital plan. (Attachment 1) The Chair also conveyed a letter from the Fire Chief regarding the condition of the Fire Department and need for new equipment. (Attachment 2). This letter needs further review by the CPC so discussion was postponed. However, Bob proposed that we should consider a joint meeting of CPC, BOS and Fin-Com in the near future to resolve FY14 capital funding needs and future expenditures to maintain all assets at a level adequate to protect the town's capital investment. These needs are substantial and should be collectively reviewed especially per the recently issued "Capital Needs Assessment & Replacement Reserve Analysis" for the library and Round School. The Fire Chief's letter (Attachment 2) should also be reviewed.
5. **Other:**
 - **Questions regarding cost growth in general government submitted at the Nov 20 meeting (subsequently addressed by Town Administrator)**

1. - What is the source of information regarding the new line item under the Byfield Fire Department account "Insurance" at a cost about 23K?

Ans: this is not a new cost but a shift of insurance costs from an overall insurance line item to the Fire Dept. where it properly belongs.

2- What is the rationale for the insertion of a new line item under both Fire Department accounts for "training" at a cost of 4K each? *Ans: this is mandatory training that strengthens the Fire Dept preparedness.*

3- Why has an amount of monies been restored to the fire wages account for call fireman? (One member believes that his may have been a line item cut in past budget presentations). If now needed and justified for an overhead item, why not add this amount to the flat rate column instead of "call fire"?

Ans:

4- Has the State pass the home rule petition to formally certify the creation of the "Newbury Fire Department"?

Ans: Yes, per Mike Bulgaris, BOS

- **TRSD update re: hosting costs, SRO cost, other:** Frank reported that the TRSD communications committee requested Newbury to provide a justification for annual hosting costs, to include actual data on police and fire calls to the TRSD Byfield campus. The committee also requested projected costs for an SRO to include per diem expense including compensation and benefits for one officer for three days a week during school hours that could be either a full time or a reserve person. (It was noted that TRSD still has not specified how many SRO's are desired or daily coverage.)

6. Next Meeting: Tuesday, Jan 15, 2013; 7:00 pm, Library (Tentative)

Attachment 1

Town of Newbury Capital Planning Committee Meeting Thursday December 6, 2012, 7:15AM Town Hall Meeting Summary

Members present: **Bob Connors (Chair), Kathleen Pearson, Frank Visconti and Frank Wetenkamp and Chuck Bear, liaison, Board of Selectmen.**

1. October 18, 2012 meeting summary:

Minutes unanimously approved as written.

2. Town Administrator's report:

No action required at this time, no CIP or equipment replacement requests presented.

3, Review capital facilities & equipment inventory list;

The committee voted to send department heads written request for updated equipment inventory list and FY 2014 CIP and/or equipment replacement requests prior to the January 17, 2013 monthly meeting.

4. Review status of previously approved projects;

The Needs Assessment reports for the Round School and Library and the "20 Year Replacement Reserve Analysis for both facilities was presented to members for review and further discussion at the January 2013 meeting.

Anticipated reserves in the amount of **\$797,308.00 (Library), \$1,468,790.00 (Round School)** adjusted for 3% annual inflation over the next 20 years has been identified. Appropriate methods of funding to be determined.

Immediate needs for the Library and Round School consisting of Roof repairs, Exterior walls and miscellaneous items totaling \$86,000.00 should be anticipated for the upcoming FY2014 spending plan.

(Refer to **DMS design, llc. 100 Cummings Center, 423G Beverly, MA, "Capital Needs Assessment & Replacement Reserve Analysis dated: November 27, 2012)**

The committee voted to request the Town Facilities Director and DPW Director to provide written "projects" update on all outstanding projects, engineering surveys and to provide a status report on volunteer efforts throughout the town. Update to be provided prior to the January 2013 meeting. Further, the committee has requested Sam Joslin to attend the January 17, 2013 CPC meeting.

FY13 CAPITAL IMPROVEMENT PROJECTS	Goals And Benefits	Funding Expenditure & Source
Town building improvements	Upgrade & maintenance	50,000-Capital Projects Fund*
PD electrical system	Upgrade	12,000-Capital Projects Fund*
DPW catch basin repairs	Upgrade	100,000-Capital Projects Fund*
Roadway paving project	Upgrade	160,000-Chapter 90 Funds**
Round School exterior survey	Preventive maintenance	16,000-Capital Projects Fund*
Library exterior survey	Preventive maintenance	16,000-Capital Projects Fund*

Total 354,000.00

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5. Review current capital project requests for equipment or facility improvements (DPW)

The committee voted to request DPW director to attend the January 17, 2013 and provide a list of Chapter 90 paving requests for FY 2014 and to provide a status report on previously approved CIP projects.

6. Review "Project Priority list";

No action required at this time

7. Update of Approved Projects by Town Administrator/facilities director;

The committee has requested the Town Administrator contact the facility manager to provide written update of all outstanding approved projects with regard to status, percentage of completion and project costs v. approved budget prior to the November CPC meeting.

8. Review CIP Planning Schedule;

The committee discussed preparation of the CPC annual report for 2013 and capital expenditures through FY2014.

9. Review current Debt Policies for CPC projects;

BOS has been presented with current draft of II & III and has taken this matter under advisement pending review.

9. Other Business;

The committee reviewed a communication for David Powell requesting information pertaining to Town Weir Project previously approved by CPC and the Chair's response. Further the committee voted to establish a policy for handling such requests in the future.

The chair has been authorized to respond to future requests by providing available public information closely matching the request, provide previously approved CPC meeting summary if requested information has been previously discussed and to extend an invitation to requestor to attend the next regularly scheduled meeting of CPC to further discuss subject matter before the committee.

10. Next meeting date;

Next meeting scheduled for January 17, 2013, Town Hall, 7:15AM.

11. Adjourned

Meeting adjourned at 8:06 a.m.

Respectfully submitted,

Bob Connors,

Attachment 2



TOWN OF NEWBURY

FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF

44 Central Street • Byfield MA 01922-1528
Office: (978) 465-7271 • Fax: (978) 463-3158

December 5, 2012

In response to a recent request for information regarding the current condition and life expectancy of Town owned Fire Department equipment, and future capital needs of the Department, I would like to submit the following information.

The structural firefighting gear for the Fire Department is six (6) years old in Byfield and eight (8) years old in Newbury. Life expectancy of such gear is no more than ten (10) years, with the most used sets failing the thermal barrier test before that time. Our current need would be a total of fifty (50) sets, which would total approximately \$100,000.00. This would also allow for each Firefighter to have a back-up set of gear in the event that someone's gear is not able to be used due to damage or cleaning. Structural firefighting gear is a basic necessity to keep our firefighters safe. Previous sets were purchased through the Assistance to Firefighters Grant Program. However, this grant is now much more competitive than before and given the state of the current economy, it is possible that funding for this grant program will cease.

The hose is in very good condition. Newbury received new hose through a grant program approximately three (3) years ago, and Byfield purchased hose at approximately the same time.

The air system and SCBA purchased by the Town approximately five (5) years ago is still in good condition. The bottles, packs and systems are tested on a yearly basis and serviced as necessary. Attached please find the price for servicing and testing said equipment as well as the Holmatro Rescue tools. The life expectancy of the SCBA cylinders is fifteen (15) years according to NFPA/NIOSH. The SCBA itself has a useful life of twelve (12) to fifteen (15) years. The air systems have a useful life of fifteen (15) to twenty (20) years.

The Town owned Fire Alarm system was placed into service in approximately 1970. At that time, Triton Regional School opened and the law required that an air horn system be utilized. The system has been added to over the years and maintained to the best of our ability. However, the system is now 42 years old and is getting more difficult to maintain.

Both Stations are still relying on the air horn to alert the Department of incoming master box alarms from the various masterboxes in the Town. Newbury's system is monitored by the

Newbury Police dispatch, and Byfield is dependent on the air horn and an over the air beeper system. The beeper system is less than dependable and has failed several times over the years. There has been a recent push to discontinue the use of the air horns. This could be done only if a redundant system is put into place, especially in the Byfield Station. The three (3) options would be: 1) hire a full-time fire dispatcher 24/7, 2) run a line from the Byfield Station to the Newbury Police Station so that the boxes in Byfield could be monitored and dispatched as they are in the Newbury Station. The cost for this option is approximately \$100,000.00 as quoted by the technician at our alarm company, L.W. Bills, or 3) install a radio box receiver in the Police Station and a transmitter in the Byfield Station so that the boxes can be transmitted over radio to be dispatched by the Police Department. The cost for this option would be approximately \$70,000.00 also as quoted by the technician at our alarm company, L.W. Bills. This option would also enable the Department to add-on additional radio boxes in areas currently not able to be accessed by the red line, such as Plum Island and Route 1. This would enable us to place a masterbox virtually anywhere it is needed without the hassle and expense of running additional red lines. It has been mentioned that we could achieve a redundant system by adding a computer paging system that notifies members of calls by sending a text message on cell phones. This would not be a viable option for several reasons. The system is not instantaneous, and has been known to take as long as 10-15 minutes to notify phones. The system also depends on internet access and cell phone coverage, all of which may fail at any given time. Also, the system is triggered by activation of the Department tone alerts, which require a dispatcher to activate. This would not work in Byfield because there is no dispatcher after normal business hours to activate the tones should a masterbox trip.

To prioritize, I believe that the purchase of new gear for the Firefighters is the most important purchase. This gear is necessary to keep the Firefighters safe while performing their duties. Without this basic need, they are unable to properly perform their duties, which will endanger them and any potential victims who are in need of rescue from a fire.

Thank you for your consideration,



William P. Pearson
Fire Chief
Town of Newbury
