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### Town of Stow

**Finance Committee**

**Town Building - 380 Great Road**

**Stow, Massachusetts 01775-2127**

**(978) 897-4514 x 1**

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**Draft**

Minutes

January 24, 2017

Members Present:

 Peter McManus, Chair (PM)

 Richard Eckel (RE)

 Werner Fritz (WF)

 Paul McLaughlin PL)

 Julianne North (JN)

Others Present:

 Kathleen Farrell, Administrative Assistant

 Joseph Landry, Fire Chief (JL) (7-7:50pm)

 William Bosworth, Police Chief (BB) (7:30-8:10pm)

 Darlene Trefry, Police Department Administrative Assistant (DT) (7:30-8:10pm)

 Michael Clayton, Highway Superintendent (MC) (8:00-8:35pm)

 Justine St. John, Highway Administrative Assistant (8:00-8:35pm)

 Melissa Fournier, Library Director (MF) (8:35-9:10pm)

 Sharon Brownfield, Library Restoration Committee (8:35-9:10pm)

 Kathy O’Brien, Library Restoration Committee (8:35-9:10pm)

 Atli Thorarensen, Finance Committee Associate (AT)

 Arthur Jurczyk, Finance Committee Associate (AJ)

**Call to Order**: 7:00pm

**Review Department Budget Requests**

 **7:00pm Fire Department**

Fire Chief Joe Landry presented the department FY2018 Budget Request

General discussion: Expenses appear to have dropped (utilities, supplies) as these costs have been picked up by the facilities department, also consolidation with IT on cost and upkeep of copiers

 Department requesting a new ambulance and intend to keep currant as a back-up

 General discussion about regionalization

(JN) Inquired about the overtime figure with so many per diems

(JL) Explained full-time employees are Union and have right of first refusal through collective bargaining

(JN) Inquired about pay raise for the Chief

(JL) Was working part-time as Highway Department Mechanic

(AT) Inquired about the salary survey for similar positions

(PL) Confirmed that he and the Town Administrator were working out a figure

(JN) Asked if any other Towns have two ambulances

(JL) We have the volume of calls and the facility to keep it in – it’s in good shape – new regulations require the department to bring patients to other transports if already servicing the patient

(PM) Summated that the cost of keeping second ambulance is really the trade-in value

(PM) Asked how the rebuilt pumper trucks were working

(JL) Working good – both completed – one under budget

(RE) Asked the Chief if they had noticed any change in turnout or response time at the new facility

(JL) Turning out means getting out and we are able to do that much more efficiently

(AT) General questions about water hole maintenance budget

 **7:50pm Police Department**

Police Chief Bill Bosworth presented the department FY2018 budget request

(PM) Asked what stands out?

(BB) Had been through the budget with the Town Administrator with minor changes

 The Department is requesting a new cruiser with accessories under capital

(DT) There is a 2% increase for step 3 in the warrant

(PM) Inquired about the jump in vacation and sick pay

(BB) Part of the local collective bargaining agreement that union members get first right of refusal

 **8:10pm Highway Department**

Superintendent Mike Clayton presented the department FY2018 budget request

(PM) Asked if something stands out

(MC) The department is sticking with its long-range capital plan requesting 2 one ton dump trucks (the newer one is 9 yrs old), and there is an increase in the mechanics budget by $10,000

(JN) Inquired about missing chapter 90 appropriation

(MC) The numbers are available late in the spring, not in time for the warrant

(RE) Asked about Lower Village Road project

(MC) Highway Department contributed funds and are hopeful there are ways to share the cost

 General Committee questions regarding contribution of chapter 90 funds

 **8:35 Library Restoration Committee**

Mellissa Fournier presented the project and cost estimate summary on behalf of the Committee

 They are requesting 365K from the Community Preservation Committee (CPC) for restoration

(PM) Inquired about the timing of the project and told the Library Restoration Committee is ready to bring the project the this Annual Town Meeting

**Reserve Fund Transfer Requests**

The Planning Board requested a reserve fund transfer, which was tabled for further information

**Liaison Reports**

(PM) Ross Perry has retired from Capital Planning and we will need to appoint a voting member to Capital Planning

9:55pm (RE) moved, to appoint Julianne North as voting member to the Capital Planning Committee representing the Finance Committee, (PM) second, unanimous decision

**Next Meeting** 2/14/17 at 7:00pm

10:10pm Meeting adjourned