

Sturbridge Finance Committee
Meeting Minutes
March 24, 2015 ~ Sturbridge Town Hall
7:00pm

Call to Order:

The chairman called the meeting to order at 7:00pm with the following committee members present: Kevin Smith, Chair (KS); Joni Light (JL); Kathy Neal (KN); Bob Jepson (BJ); Alex Athans (AA); Mike Serio (MS); Arnold Wilson (AW); Absent, Larry Morrison (LM); and Eric Perez (EP).

Minutes:

Motion to accept the meeting minutes of March 19 as amended was moved by AW; KN seconds.
Motion accepted 5-0-2 (MS and AA abstaining).

Budget Overview – Bob Jepson

Safety Complex

BJ reviewed the FY16 budget items for the Safety Complex and noted that overall the fire chief is doing well to delineate all the required inspections. Oil is down slightly this year, while supplies are up slightly. The office supplies are shared between fire and police. KS asked if there were any problems with the garage doors now that the floors have been repaired and BJ noted they are working fine. In fact the only real issue they may have to deal with is the possibility of mold. Next year the chief anticipates the need to consider replacing the oil tank as they uncovered some issues when recent repairs were in process. The tank is encased in fiberglass and buried. KS asked if it will be replaced with another underground tank, but BJ was unsure. He did note, however, that the cost of replaced was approximately \$15,000.00. KN asked about the line item for repairs funded at \$10,000.00, and whether or not this covered anything in particular. BJ noted it would cover random small maintenance repairs to the building. KN also asked about the pay phone and why that was a new line item. Several members commented on the need to have a pay phone for those detained at the police station and allow for their one phone call.

BJ moved the motion to accept the Safety Complex line item budgets as follows:

Line 69	11972-52000	\$95,835.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 70	11972-54000	\$10,600.00	Supplies	MS seconds; motion accepted 7-0-0

Police Department

BJ explained that the tuition line item is increased significantly due to the collective bargaining agreement to allow for the dispatchers to participate in tuition reimbursement. This is only for the dispatchers. KS asked if a certain grade point average had to be maintained in order to receive reimbursement. BJ was unsure and would check into it. JL asked if it was for all dispatchers or only the full time dispatchers. BJ thought it was for all dispatchers. Training supplies increased due to the cost of ammunition and the Taser qualifications. BJ confirmed that the Hamilton Rod & Gun membership will be used for the discharging of long barrel guns. The firing range is only long enough for hand gun shooting practice.

Although wages and salaries were not discussed pending a meeting on all wages and salaries with the finance committee, AW asked about the delta in the department request and the TA's recommendation, and BJ noted it was due to the additional staffing request. New Hire Evaluation is

reduced from total requested amount due to the same reason. BJ also noted that the dispatchers are now included in the OT line item. KN wanted to know the difference between a fully equipped cruiser and not equipped cruiser, and what entails a “fully equipped” cruiser. BJ noted that everything on a police cruiser currently, paint, exterior lights, etc., are installed on the new cruiser. KS explained how the Capital Planning Committee had previously asked the police chief to give one figure for the cost of the cruiser rather than noting each additional cost, and as a result we can only see the total cost. KN wanted to know how many cruisers the town has and KS referred her to his email on February 20, 2015 that lists out the police vehicles with year and mileage. See Attachment A for cruiser details.

BJ moved the motion to accept the Police Department line item budgets as follows:

Line 76	12102-52000	\$75,574.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 77	12102-54000	\$59,434.00	Supplies	MS seconds; motion accepted 7-0-0
Line 78	12102-57000	\$5,810.00	Other Charges	MS seconds; motion accepted 7-0-0
Line 79	12102-58050	\$98,542.00	Capital Outlay	MS seconds; motion accepted 7-0-0

Fire Department

BJ stated that the fire chief laid out all the expenses in detail with the maintenance and testing of equipment being a large portion of the Purchase of Services budget. Required training has increased which also increased the overtime budget. Training increased this year due to the hiring of two volunteer fire fighters. KS noted that in FY17 the town is expecting to replace the ladder truck which will be potentially in excess of six figures to fund.

BJ moved the motion to accept the Fire Department line item budgets as follows:

Line 83	12202-52000	\$77,445.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 84	12202-54000	\$58,300.00	Supplies	MS seconds; motion accepted 7-0-0
Line 85	12202-57000	\$7,100.00	Other Charges	MS seconds; motion accepted 7-0-0

Finance Committee – Kevin Smith

KS explained the line item for Salaries/Wages is to fund one part-time clerical position to take meeting minutes for the finance committee. The position is not yet filled. The Purchase of Services account is for the publication of the town reports, and Memberships comprise of dues to the Association of Town Finance Committees.

KS moved the motion to accept the Finance Committee line item budgets as follows:

Line 13	11311-51130	\$3,112.00	Salaries/Wages	MS seconds; motion accepted 7-0-0
		\$3,112.00	Total Salary	
Line 14	11312-52000	\$3,400.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 15	11312-57000	\$200.00	Other Charges	MS seconds; motion accepted 7-0-0
		\$3,600.00	Total Expenses	

Senior Center – Joni Light

For the Senior Center Building JL noted that the Purchase of Services are slightly increased from last year and this is due mostly to anticipated costs of repairs needed for the building. There is currently \$11K remaining in the FY15 budget that will be used. A discussion with the finance director suggested the additional funds knowing the extent of what needs to be repaired. Supplies are down \$1,200 from FY15, but the Melissa Beauchemin, the Council on Aging Director, felt this amount was adequate. Total expenses for the Senior Center are at \$40,290.00, or an overall increase of \$2,255.00.

JL commented that concerns for the building continue and MB has submitted a request for three items, of which only one has been funded for FY16. A request to replace the windows was made and a bid was received for approximately \$26,870.00. Window treatments was also requested, along with a new reception desk. The window replacements were denied mostly due to concerns over the age and condition of the building, and whether or not it would be more beneficial to the town to renovate the building or simply move to a better building. The window treatments, while requested two years in a row, were also denied mostly pending the decision on the window replacements, and the need for fire retardant and insulated treatments which would be costly. The architectural assessment made a few years back confirmed the need to replace the furnace, the windows, roof repairs to prevent any ice-damming, and moisture barrier protection. The recent roof cleaning of ice off the town buildings has shown a hole in the roof that will need to be addressed and may be an insurance claim.

JL moved the motion to accept the Senior Center Building line item budgets as follows:

Line 65	11952-52000	\$33,590.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 66	11952-54000	\$6,700.00	Supplies	MS seconds; motion accepted 7-0-0

Council on Aging – Joni Light

For the Council on Aging, JL noted that salaries/wages were not discussed but MB was seeking additional hours for one of her coordinators. Total expenses are down \$400.00 and this is due to the alternating cost of the conference that is held down the Cape. Next year the additional \$400.00 will be added back to the budget. All other line items are level funded and MB feels this is adequate. KS asked about the transportation line item increased a few years back to accommodate seniors wanting to attend the annual and special town meetings but did not have a means to get there on their own. JL will check the status as it wasn't specifically discussed.

JL moved the motion to accept the Council on Aging line item budgets as follows:

Line 131	15412-52000	\$1,870.00	Purchase of Services	MS seconds; motion accepted 7-0-0
Line 132	15412-54000	\$1,550.00	Supplies	MS seconds; motion accepted 7-0-0
Line 133	15412-57000	\$1,400.00	Other Charges	MS seconds; motion accepted 7-0-0
Line 134	15412-57110	\$3,200.00	Transportation	MS seconds; motion accepted 7-0-0

New Business

KS reminded the committee that the Snow & Ice report was submitted to all, and also that the TA informed him of the draft warrant should be ready for review.

Old Business

KS asked if AW would follow up with the TA on the Joshua Hyde Trust. Mary Blanchard was in attendance and commented that the police contract does not cover part time dispatchers, so the tuition line item recently increased for dispatchers only includes the five full time dispatchers.

Motion to adjourn the meeting was moved by BJ; MS seconds. Motion accepted 7-0-0. Meeting adjourned at 8:12pm.

/jml



Attachment A

**TOWN OF STURBRIDGE
POLICE DEPARTMENT**
Office of the Chief of Police
THOMAS J. FORD, III

346 Main Street, Sturbridge, MA 01566
Office (508) 347-2525 · Fax (508) 347-7904
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Cruiser replacement:

FY 2008 1 cruiser from Betterment 2 cruisers from Capital
FY 2009 2 cruisers from Capital
FY 2010 2 cruisers Capital
FY 2011 1 cruiser Capital
FY 2012 1 cruiser Capital 1 cruiser FY 11 transfer of funds
FY 2013 2 cruisers Capital
FY 2014 1 cruiser operating capital budget 1 cruiser Capital

***LINE CARS**

<u>Unit</u>	<u>Year</u>	<u>Mileage</u>
Car 1	2014	- 20,264
Car 2	2011	- 84,176
Car 3	2011	- 79,873
Car 4	2011	- 68,200
Car 5	2013	- 40,634
Car 6	2010	- 108,519

***ADMIN VEHICLES**

LT107	2004	- 90,786
LT109	2008	- 71,515
CHIEF	2008	- 71,035

***SINGLE OFFICER ASSIGNED**

Car 7	2013	- 30,555	K9 Cruiser
Car 8	2007	- 61,171	Expedition SUV – Court Officer (no prisoner)
Car 10	2010	-111,124	SRO/Court Officer (prisoner transport)
Car 9	2008	- 99,971	SPARE (used for transportation to training, court, details and other non-patrol assignments) 10% administrative fee charged for cruiser used on details

Line cruisers are assigned to two officers with the exception of one cruiser, which is assigned to all three sergeants, and the newest cruiser(s), which is assigned to

The Mission of the Sturbridge Police Department is to work in partnership with the Community to protect life and property, solve neighborhood problems, and enhance the quality of life in our town.



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one officer for the first 6-8 months to keep mileage down.

The annual average mileage on a line car is 23,000 miles. Our current cruiser usage assignments allow for us to turn over line cars every four years. At the four-year mark the oldest cruisers are rotated to the SRO/Court Officer and Spare cruiser assignments. Cruisers at this point of the rotation (SRO/Court Officer and Spare cruiser assignment) are usually the cruisers that are traded in or auctioned when the new cruisers are placed on line.

There are three cruisers scheduled to come off of the line at the end of this fiscal year. They are Cars # 2, 3 & 6.

I believe that we should develop a 6-year replacement rotation cycle of:
2-2-3-2-2-3

Administrative vehicles are scheduled for replacement over the next three years as well. They are factored into the rotation cycle.

****Current mileage as of 02/18/15***