

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: March 19, 2014

I. CALL MEETING TO ORDER

The meeting was called to order at 6:42 P.M.

II. ROLL CALL

Members Present: Larry McDonald, Chairman
Marilyn Donahue, Vice Chairman
Bonnie Cottuli, Clerk
Tom Worthen
Marilyn Jordan
Joan Fontes
Jeffrey Tufts (Arrived at 7:00 P.M.)

Members Absent: David Heard
Dominic Cammarano

Also Present: Derek Sullivan, Town Administrator

III. CITIZENS PARTICIPATION

No-one came forward for Citizens Participation.

NOTE: The meeting proceeded w/ item VI. Finance Committee Matters – A. Review & vote Annual Town Meeting Warrant articles – 3. Article 24 – Amend Zoning Bylaw – Accessory Buildings.

Present before the FinCom: David Fenton

Article 24 was read into the record.

Mr. Fenton stated currently, if someone wants a shed, they need 15 ft. off the back of the lot & ten feet off the side. He is suggesting the setbacks be 5 ft. for lots 10,000 sq. ft. or less. He noted that one shed & one garage went before the ZBA the past year and a half. He stated many sheds have not been permitted. He stated the proposed change would let people put a shed where they like & it won't cost them a lot of money.

Ms. Cottuli asked what Mr. Fenton's purpose is for the suggested change. Mr. Fenton stated from 1956 to 2002, the setbacks were 5 ft. & 5 ft. He stated around 2006, the setbacks were changed to the current 10 ft. & 15 ft. He stated if someone wants to build a shed on a small lot, the current setback requirements place the shed in the middle of the yard.

Ms. Cottuli expressed concern re: the wording of the article vs. what Mr. Fenton has explained. Mr. Sullivan stated there may be a need to see if the article's motion can cure the wording. He stated the

wording may not be specific enough. He stated this will have to be brought up to the Moderator. He noted there may be issues w/ the article's wording.

Ms. Cottuli stated she lives in a neighborhood w/ small lots & understands the reasoning for wanting the change.

Mr. Worthen questioned what Mr. Fenton is trying to achieve by changing the dimension requirements. He stated it would also be helpful to know what other towns do re: accessory buildings.

Ms. Donahue understands the issue re: small lots. She feels the idea is fine, but the mechanism is flawed. She stated there will be a need to speak to the Moderator & Town Counsel re: the technicalities of this article. He would like to see the limitations of size of the accessory buildings shown also.

Mr. McDonald stated he understands the intent of the article, but for revenue to come into the Town for sheds, it would be an enforcement issue & this is not addressed by the article. He concurred that the Moderator & Town Counsel would need to be spoken to before the FinCom votes on the article.

IV. BUSINESS

A. Recruitment and future FinCom position openings.

Mr. McDonald stated come the end of June, there will be several openings on the FinCom. Applications can be obtained in the BOS office, online, or by emailing the FinCom.

V. TOWN ADMINISTRATOR'S REPORT

A. Update on FY 2015 budget.

NOTE: Mr. Tufts arrived at this time.

Mr. Sullivan stated he is still waiting for the new health rates & general insurance rates. He stated there was a Workman's Compensation audit conducted & the Town's cost went up \$15,000. He stated the audit's first finding was challenged by the Town. The cost initially went up \$20,000, but it was then brought down to \$15,000.

Mr. Sullivan stated re: health insurance, he feels the figure in the budget is a conservative estimate. He stated there is still the matter of the employer/employee split. He stated this matter still needs to be looked at for future years. He stated the Town's health insurance program will be audited by the Federal Government due to the new Healthcare Act & the Town may need to address the employer/employee healthcare split sooner rather than later.

B. Any other fiscal matters.

Mr. Sullivan stated Article 14 of the Annual Town Meeting Warrant will be changed on Town Meeting floor. He stated there is now an article in the Special Town Meeting Warrant for a capital request. He stated thus, Article 14 of the Annual Warrant will be lowered by \$90,000.

VI. FINANCE COMMITTEE MATTERS

NOTE: The meeting proceeded w/ item C. Review Special Town Meeting Warrant.

Article 1 – Budget Transfers

The article was read into the record.

Mr. Sullivan stated he will have a chart prepared for budget transfers.

Article 2 – Stabilization Fund

The article was read into the record.

Mr. Sullivan stated it is being proposed that \$440,000 be placed in the Stabilization Fund. This money will be coming from Free Cash.

MOTION: Mr. Tufts moved Favorable Action on Article 2 of the 2014 Special Town Meeting Warrant. Ms. Donahue seconded.

Mr. Worthen noted how the Town is services insolvent & he questioned putting money in the Stabilization Fund at this time. Ms. Donahue stated the DOR does not recommend using Free Cash to fund operational costs. Brief discussion ensued.

VOTE: Unanimous (7-0-0)

Article 3 – LED Lighting

The article was read into the record.

Mr. Sullivan discussed the lighting project & potential reimbursements. He discussed the estimated cost of \$100,000 & which buildings will be taken care of first. He stated many municipalities are jumping on board w/ this type of program. He is also looking at LED lighting for street lights.

MOTION: Ms. Cottuli moved Favorable Action on Article 3 of the 2014 Special Town Meeting Warrant. Ms. Donahue seconded.

VOTE: Unanimous (7-0-0)

Article 4 – Personal Property Revaluation

The article was read into the record.

Mr. Sullivan stated \$14,500 is needed. He explained that part of this revaluation has already been done for personal property, but there is a need to start the process for next year. He explained that the Town is also heading into a 10 year measuring list & monies will be needed next year for that. He explained what a 10 year measuring list is. Discussion ensued re: the 10 year measuring list.

Brief discussion ensued re: a need for an assistant assessor vs. outsourcing.

MOTION: Ms. Donahue moved Favorable Action on Article 4 of the 2014 Special Town Meeting Warrant. Ms. Cottuli seconded.

VOTE: Unanimous (7-0-0)

Article 5 – Snow & Ice

The article was read into the record.

MOTION: Mr. Tufts moved Favorable Action on Article 5 of the 2014 Special Town Meeting Warrant. Ms. Fontes seconded.

Mr. McDonald stated there have been discussions w/ the DOR on budgeting more realistic numbers for snow & ice.

VOTE: Unanimous (7-0-0)

Mr. Sullivan stated there will be \$45,500 left in Free Cash which he recommends rolling over.

Article 6 – Board of Health Lease Vehicle

The article was read into the record.

Mr. Sullivan stated this vehicle would be leased & paid for by the Housing Inspection Program. The BOH is looking to lease a vehicle for \$8,000. The lease will include a maintenance plan. The vehicle would only be utilized for the BOH Inspection Program because the money will be coming from the program's revolving fund. Approx. \$64,000 has been generated from the program thus far.

MOTION: Ms. Cottuli moved Favorable Action on Article 6 of the 2014 Special Town Meeting Warrant. Ms. Jordan seconded.

Brief discussion ensued re: other vehicles the BOH has or uses. Mr. Sullivan explained that the program will have expended close to \$50,000 by the end of the year thus, there is no cash available to purchase a used vehicle & that is why the vehicle will be leased. Discussion ensued. Mr. Sullivan again stated this vehicle can only be used by the BOH, not shared w/ other departments.

VOTE: (5-2-0)

Ms. Jordan & Mr. Tufts opposed

Articles 7-17 – Collective Bargaining

Mr. Sullivan stated there are none right now.

Article 18 – Cemetery Sales

The article was read into the record.

MOTION: Ms. Donahue moved Favorable Action on Article 18 of the Special Town Meeting Warrant. Mr. Worthen seconded.

Ms. Donahue read MGL re: powers & duties of cemetery commissioners.

The FinCom members reviewed ledger sheets re: various cemetery funds.

Discussion ensued re: workers to be funded w/ cemetery monies & who would be supervising/directing workers as well as insurance & liability issues. Mr. McDonald expressed concern re: who will be supervising the workers & insurance issues. Mr. Sullivan stated there may need to be an MOU w/ the cemetery commissioners & the Municipal Maintenance Dept.

Discussion ensued re: the different cemetery funds, such as the Perpetual Care Fund. Lengthy discussion ensued.

Ms. Donahue & Mr. Worthen withdrew their motions.

Article 19 – Cemetery Repairs

The article was read into the record.

Mr. Sullivan stated the cost of the repairs is estimated at \$90,000 & is a capital item. He stated Article 14 of the Annual Warrant will be reduced by this amount. He stated this project has not gone out to bid yet. Brief discussion ensued re: the building to be fixed.

MOTION: Ms. Donahue moved Favorable Action on Article 19 of the Special Town Meeting Warrant. Ms. Cottuli seconded.

VOTE: Unanimous (7-0-0)

Article 20 – Community Preservation – Wareham Little League Field Complex Restoration

The article was read into the record.

MOTION: Mr. Worthen moved Favorable Action on Article 20 of the Special Town Meeting Warrant. Ms. Cottuli seconded.

Mr. Tufts asked who would be in charge of monitoring the maintenance of the complex. Mr. Sullivan stated it would be the Little League. Mr. Tufts asked if the CPC makes an agreement for maintenance. Ms. Cottuli explained that once the project is completed, the CPC signs off. She doesn't feel the CPC keeps up w/ maintenance & CPC funds can't be used for maintenance. Mr. Tufts expressed concern re: paying for fixing something & then maintenance issues arise & they need to be rebuilt or fixed again in three years. He feels the CPC should see plans in place for maintenance going forward w/ projects.

VOTE: (6-1-0)
Ms. Jordan opposed

Article 21 – Community Preservation – Preservation of Old Town Offices

The article was read into the record.

MOTION: Ms. Donahue moved Favorable Action on Article 21 of the Special Town Meeting Warrant. Ms. Cottuli seconded.

VOTE: (6-0-1)
Mr. Worthen abstained

Article 22 – Community Preservation – Flooring for Agawam Village

The article was read into the record.

Mr. Worthen feels the State should sign off on this first before the Town does anything. He feels the project may turn into a restoration project. Ms. Cottuli needs to understand if this is a State project & the Town is using "seed" money to help w/ the larger project. Mr. McDonald stated there needs to be more clarification. Mr. Tufts feels those in charge of Agawam Village should come before the FinCom to explain the project, not the CPC. Discussion ensued.

The FinCom concurred to table Articles 22 & 23.

Article 24 – Grease Treatment Process

The article was read into the record.

Mr. Sullivan estimates this project to be \$400,000.

Mr. McDonald stated the WPCF Superintendent will be in next week to discuss this.

Article 25 – Boys & Girls Club

The article was read into the record.

Mr. Sullivan stated the Boys & Girl Club building is currently being used for the Cooperative School & a weightlifting club. WCTV is looking to relocate to this building.

Discussion ensued re: having a better description in the article wording.

Mr. McDonald asked who fixed up the building. Mr. Sullivan stated the Boys & Girls Club did. He stated the Town would lease the building to WCTV & the lease amount has yet to be determined.

Ms. Donahue asked what will happen w/ Old Town Hall if WCTV moves. Mr. Sullivan stated it will be leased out.

MOTION: Mr. Worthen moved Favorable Action on Article 25 of the 2014 Special Town Meeting Warrant. Mr. Tufts seconded.

VOTE: Unanimous (7-0-0)

Article 26 – All Alcohol License

Mr. Sullivan stated two liquor licenses would be going to the Rosebrook development, one would go to the Lobster Pot, & one will go to the Robertson's property. He stated the licenses have to be site specific. He discussed site specific vs. location. Discussion ensued.

MOTION: Ms. Cottuli moved Favorable Action on Article 26 of the 2014 Special Town Meeting Warrant. Mr. Tufts seconded.

VOTE: Unanimous (7-0-0)

A. Review & vote on Annual Town Meeting Warrant articles.

1. Article 9 – WPCF Enterprise Fund

This item will be put on next week's agenda.

2. Article 10 – Appropriation to EMS

Mr. Sullivan discussed the draft 2015 EMS detailed expenses document he submitted to the FinCom. (Attached as reference).

Discussion ensued re: various line items.

MOTION: Ms. Cottuli moved Favorable Action on Article 10 of the 2014 Annual Town Meeting Warrant. Mr. Tufts seconded.

VOTE: Unanimous (7-0-0)

3. Article 24 – Amend Zoning Bylaw – Accessory Buildings (DONE)

4. Any other articles. (NONE)

A. Discussion on MA General Law re: cemetery accounts. (Done under discussion of Article 18 Special Town Meeting Warrant)

B. Review Special Town Meeting Warrant. (DONE)

C. Dates to remember:

1. March 26, 2014 – Public hearings on Annual & Special Town Meeting Warrants.
2. April 9, 2014 – Last day for FinCom to vote on Annual & Special Town Meeting articles.
3. April 28, 2014 – Town Meeting

VII. ANY OTHER BUSINESS

VIII. APPROVAL OF MEETING MINUTES: MARCH 12, 2014

MOTION: Mr. Tufts moved to approve the meeting minutes of March 12, 2014. Ms. Donahue seconded.

VOTE: (5-0-2)
Ms. Cottuli & Ms. Jordan abstained

IX. NEXT MEETING DATE & TIME

The next meeting will be held on March 26, 2014 @ 6:30 P.M.

X. ADJOURNMENT

MOTION: Ms. Donahue moved to adjourn the meeting at 9:00 P.M. Mr. Worthen seconded.

VOTE: Unanimous (7-0-0)

Respectfully submitted,

Kelly Barrasso

Kelly Barrasso, Transcriptionist

Date signed: 3/26/14

Attest: Larry McDonald (CKB)

Larry McDonald, Chairman

WAREHAM FINANCE COMMITTEE

Date copy sent to Town Clerk: 4/8/14

DRAFT 2015 DETAIL EXPENSES

DEPARTMENT	PARAMEDIC FUND	EMERGENCY FUND	TOTAL
EMS Personnel			
EMS Director	468,976	77,266	
Paramedic	-	52,544	
Paramedic	-	52,544	
Paramedic	-	52,544	
Paramedic	-	50,585	
Paramedic	-	47,346	
Paramedic	-	47,321	
Paramedic	-	45,293	
Paramedic	-	43,880	
Paramedic	42,000	150,000	108,000
Part-time On Call	170,000	150,000	(20,000)
Overtime	-	1,277	1,277
Sub	680,976	770,601	89,625
EMS Expenses			
Electricity	6,500	6,000	(500)
Water	250	250	-
Sewer	600	600	-
Gas - Heat	5,500	5,500	-
Repair & Maint. Vehicles	12,000	33,000	21,000
Equipment & Rentals	2,750	2,500	(250)
CIEMSS	15,619	15,619	-
Billing Service	50,000	55,000	5,000
Tuition Other	1,000	500	(500)
Training	1,500	1,500	-
Cellular	2,000	3,000	1,000
Other Purchased Services	12,000	32,000	20,000
Licenses & Fees	6,000	6,200	200
All Office Supplies	2,500	2,500	-
Building & Equipment Supplies	8,000	9,000	1,000
Custodial Supplies	1,000	1,000	-
Vehicular Supplies	1,000	1,000	-
Fuel	17,000	22,000	5,000
Medical Supplies	6,500	20,000	13,500
Educational Supplies	750	750	-
Other Supplies	4,000	250	(3,750)
Due, Memberships, Travel, Conf.	1,000	1,500	500
Equipment Replacement	15,000	16,000	1,000
Capital - Ambulance Lease Payment	80,000	80,000	-
Sub	252,469	315,669	63,200
EMS TOTAL	933,445	1,086,270	152,825