

MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE

Date of Meeting: September 17, 2014

I. CALL MEETING TO ORDER

The meeting was called to order at 6:58 P.M.

II. ROLL CALL

Members Present: Bonnie Cottuli, Chairman
Donna Bronk, Vice Chairman
Joan Fontes
Marilyn Jordan
Dominic Cammarano
David Heard (Arrived at

Members Absent: Jeff Langan
Jeff Tufts
Tom Worthen

Also Present: Derek Sullivan, Town Administrator

III. CITIZENS PARTICIPATION

No-one came forward for Citizens Participation.

IV. BUSINESS

A. Review & discuss 2014 Fall Town Meeting Warrant.

The FinCom members & Mr. Sullivan proceeded to review the 2014 Fall Town Meeting Warrant.

Article 1 – Annual Operating Budget

Mr. Sullivan explained this article deals w/ a corrective action. It is for the tax rate. This article doesn't have an impact on the budget & is a language adjustment

Article 2 – Approve & Fund FY2015 Capital Plan

Mr. Sullivan stated the only way to move forward w/ capital presently is to have Free Cash Certified.

Article 3 – Fund Ratified Union Contracts

Mr. Sullivan stated there are no ratified contracts to come before Town Meeting at the present time.

Article 4 – Transfer Funds to Fund Parking Kiosk Program

Mr. Sullivan stated he will have a breakdown of funds shortly. He stated approx. \$138,000 has been brought in through the fund this year. He stated \$50,000 - \$60,000 will be left in this account because there is a need to set aside funds for repairs at Onset Pier, for example. He briefly discussed the ticketing program & plans to track ticketing & revenue better.

Article 5 – FY2013 Unpaid Bills

Mr. Sullivan stated there is one unpaid bill due to WB Mason in the amount of \$252.51. This bill came from the Disability Commission.

Article 6 – Free Cash to Stabilization Fund

Mr. Sullivan stated whatever Free Cash is certified, 50% will go into the Stabilization Fund per policy.

Article 7 – Sewer System at Swifts Beach

Mr. Sullivan stated there are sewer issues w/ the Swifts Beach sewer system. He stated the Town is looking at an entire rehab in Phase I. He noted this will need a lot of attention & discussion. He suggested the FinCom meet w/ Mr. Camphina to discuss. He stated this project may cost \$18 million to \$20 million.

Article 8 – Rescind Article 5 of the 4/23/07 Special Town Meeting

Mr. Sullivan stated this is to rescind Phase III of the Town's sewer expansion plan.

Article 9 – Swifts Beach Rededication for Open Space & Recreation

Mr. Sullivan stated there is a need to clean-up the action of the purchase of this property. He stated a Conservation Restriction has not been placed on the property.

Article 10 – Amend Wareham Wetland Protective Bylaw Section XVII

Mr. Sullivan stated wording would be added to the Bylaw that states **“and shall waive or reduce the No Activity Zone requirements to the extent necessary to provide any reasonable accommodation as required by the Americans with Disabilities Act.”**

Article 11 – Amend Sewer Commissioner Law & Town Charter

Mr. Sullivan stated the Sewer Commissioner's Act needs to be cleaned up. He stated the second article that passed is different from what passed the first time. He stated this article will clarify personnel & labor relations ambiguities. He stated this amendment will have to be sent back to the State. He stated the Sewer Commissioner elections will be held in April.

NOTE: Mr. Heard arrived at this time.

Brief discussion ensued re: Article 11.

Article 12 – Reorganize Town Departments

Mr. Sullivan stated this is a placeholder article. He is working on seeing how some vacancies may allow for merging of some departments. He stated a complete plan will be presented at Town Meeting & it may require a Charter change. He stated the plan is still being worked on & will be presented to the BOS prior to any other board.

Discussion ensued re: when this plan will be presented & if it will be ready for Town Meeting. Mr. Sullivan stated he doesn't want to present a flawed idea.

Article 13 – Title V Septic Program Interest

Article 14 – Title V Septic Program

Mr. Sullivan stated these are housekeeping articles.

Article 15 – Robotic Closed Caption TV System for WPCF

Mr. Sullivan stated the FinCom should have Mr. Campinha come in to discuss his article. He stated presently, the WPCF hires a private company to come in & utilize cameras. He stated the WPCF has two people that are trained in utilizing these cameras. He stated the cameras range from \$28,000 to \$100,000. He stated the cost would come from the WPCF Retained Earnings account.

Article 16 – WPCF Enterprise Fund

Mr. Sullivan stated this article has the same issue as Article 1. He noted the DOR wants a motion clarified. He stated it is just a language issue.

Article 17 – Repair of Municipal Street Lights & Period Lights

Mr. Sullivan stated this should be placed w/in the Capital Plan. He stated the Town can't afford fixes to the Town's lighting, especially to the period lighting. He feels this should be under capital. He stated there is no money to budget for this, but Free Cash could possibly be utilized. He noted that the Street Light account only covers electricity.

Mr. Cammarano asked if NSTAR could help w/ this issue. Mr. Sullivan stated the Town is looking to NSTAR to do the next upgrade of LED lights in the next round. He stated his office

has been receiving a lot of calls re: lighting issues as of late. He stated there is a need to have a minimal amount of usage w/ solar companies & the Town can't go below the usage agreed upon.

Mr. Sullivan stated this matter will have to be brought forward to the Capital Planning Committee. He stated if it isn't, Free Cash may have to be utilized which may go against the policy established for use of Free Cash.

Article 18 – Harbor Services Permits Receipts Reserved for Appropriations Account

Mr. Sullivan explained that funds in these accounts can only be utilized for specific services.

Ms. Cottuli asked re: the budget replacement request for services utilized at the Canal Festival. She asked if there was some way to get reimbursed for these services. Mr. Sullivan stated this was an event which was once in a lifetime. He stated the Town was prepared for this event.

Article 19 – Housing Inspection Program Revolving Fund

Mr. Sullivan explained the Board of Health has been taking in a large amount of money & they have had to hire independent inspectors. The money taken in, needs to fund the operation. The Board of Health is seeking to raise the amount to \$75,000.

Ms. Bronk stated she has spoken to the Health Agent re: this program. She stated the program is working. Ms. Cottuli stated this article is seeking to increase the revolving fund.

Mr. Heard asked if this money is going to external inspectors. Mr. Sullivan stated not all of it is. He noted there are fuel costs & increasing inspections by the Board of Health Inspector. The BOH is not hiring more people in the department to do inspections, but independent inspectors.

Mr. Heard stated the one thing that was said when this program was started was that it would save the Board of Health from going out to all the calls they received. Mr. Sullivan stated it is saving the BOH from going out, but he doesn't have this data right now. He stated this data should be tracked. Ms. Bronk stated she will try & get more data.

Article 20 – State Mandated Measure

Mr. Sullivan explained that every ten years the Town is required to measure & list every property in Town. He stated the Town is way behind w/ this endeavor. He explained this will be a substantial cost to the Town & the Town will have to hire out & hire two part-time people. The cost will be approx. \$200,000 to \$300,000. This may require the use of Free Cash. He stated these assessments are where the Town's revenue comes from.

Mr. Sullivan discussed data collectors that go out & the need for someone to compile the data control. He stated this is a "mega" effort. He stated interns are also being looked into. He stated this endeavor needs to be done w/in the next three years. He stated there is a possibility of picking up new growth w/ these measures. Discussion ensued.

Article 21 – Community Events Fund

Mr. Sullivan explained the intent of the article is to have 20% of the excise collected (the hotel/motel tax) & 25% from the Parking Meter Fund go into the Community Events Fund w/ a cap of \$60,000. Discussion ensued re: the enacted date. Discussion ensued re: this date which can be amended on Town Meeting floor. Ms. Fontes stated she can inquire about this date through the committee.

Articles 22-30 are CPC articles.

Article 27 – CPC – Parker Mills Dam Restoration

Mr. Sullivan stated this is by the pond at Tremont Nail. There is a grant available in two parts which he discussed. He stated the town cannot afford to pay back the low interest loan (which is one of the two parts). He stated the Town is looking to accept the grant w/ borrowing from the State & the CPC would pay the loan back. He stated w/out the CPC paying for this, he doesn't know how this could get done. He stated the estimated total for the project is \$1 million w/ \$165,000 coming from a grant.

Ms. Jordan stated the project will cost \$1.2 million. She stated this still leaves a \$200,000 balance. Mr. Sullivan stated the estimate could be up to \$1.2 million which would include roadwork & the \$200,000 would come from Chapter 90 funds.

Ms. Jordan asked about a monitoring program & maintenance. Mr. Sullivan stated the Town does this & has done this.

Ms. Jordan asked why the Town doesn't just remove the dam vs. repairing it. Mr. Sullivan stated the reason is there are other entities that utilize the water & the Town could be sued. He stated part of the dam is owned by a private entity. Ms. Jordan expressed frustration & stated that the private entity should be paying for the monitoring. She stated she would like to see more documentation on this matter.

Ms. Cottuli feels this will be a hot topic at Town Meeting. She stated when the dam becomes a safety hazard, it will become the Town's responsibility. She stated these questions will come up at Town Meeting & the FinCom will need to answer them. Mr. Sullivan added that legal is reviewing multiple items right now.

Ms. Bronk stated she doesn't want to see the Town in litigation & this issue needs to be dealt w/ now. She doesn't want this issue to become a fiasco.

Ms. Cottuli stated the FinCom will need to offer a recommendation on this matter & she would appreciate as much information/updates Mr. Sullivan can give.

Article 30 – CPC – Tremont Nail Company/Bryant Farm Debt Service Payment

Mr. Sullivan stated this would be a payoff of all the debt. If passed, it would save approx. \$90,000 in interest. The CPC has money to pay off the note. He would like to get this over & done with.

Article 31 – Replace Inclined Wheelchair Lift at Minot Forest School

Mr. Sullivan explained this was part of the override request. The only way to pay for this would be from Free Cash. If there isn't enough Free Cash, this will either have to be passed over or paid for w/in the School Dept.'s budget. The cost is \$65,000.

Article 32 – Return Ethel E. Hammond School to Town Control

Mr. Sullivan stated currently, the Boys & Girls Club rents out part of the building, but the other parts of the building are not in use.

Article 33 – Return West School to Town Control

Mr. Sullivan stated the West School does not have a reverter clause. Thus, if the Town is looking to sell the property, there shouldn't be an issue.

Article 35 – CEDA to Convey Land (Bay Pointe)

Mr. Sullivan stated the property in question is owned by CEDA. They are looking to see if there is a better use for this property & having someone buy it.

Article 36 – Amend Town of Wareham Zoning Bylaw

Mr. Sullivan stated this article will need to go before the Planning Board who in turn would give their recommendation to Town Meeting.

NOTE: The meeting proceeded w/ item E. Review EMS Report dated August 4, 2014.

The FinCom & Mr. Sullivan briefly reviewed the EMS Report. (Attached as reference).

Mr. Sullivan explained the document.

Mr. Sullivan supplied the FinCom w/ FinCom handbooks.

Ms. Cottuli reminded FinCom members that any member who wishes information from any department should go through the FinCom Chair first who then will bring the requests forward to the Town Administrator. She also reminded the FinCom members that they should start utilizing the Town's email.

Discussion ensued re: EMS fiscal matters.

B. Review Town Meeting calendar dates/deadlines.

1. **October 8, 2014 – Last day for FinCom to vote on articles.**
2. **October 10, 2014 – Last day to get all information for Warrant to Kelly.**
3. **October 27, 2014 – Town Meeting**

The FinCom members reviewed the calendar dates/deadlines.

Brief discussion ensued re: what departments & article proponents need to come before the FinCom.

Present before the FinCom: Selectman Alan Slavin, BOS Liaison

Selectman Slavin spoke re: Article 34 – Street Layout. He explained that the BOS had another article for this matter, but a Citizens Petition was filed as well, so the BOS withdrew their article. He stated the Planning Board needs to make a recommendation & all the work has to be completed before the roadways can be accepted.

Ms. Cottuli stated the FinCom needs the Planning Board's recommendation before making their recommendation on this article.

C. Discuss article recommendation assignments.

Brief discussion ensued.

MOTION: Ms. Bronk moved Favorable Action on Article 1 of the 2014 Fall Town Meeting Warrant. Mr. Cammarano seconded.

**VOTE: (5-0-1)
Mr. Heard abstained**

MOTION: Ms. Bronk moved Favorable Action on Article 16 of the 2014 Fall Town Meeting Warrant. Mr. Cammarano seconded.

VOTE: Unanimous (6-0-0)

MOTION: Ms. Bronk moved Favorable Action on Article 5 of the 2014 Fall Town Meeting Warrant. Mr. Cammarano seconded.

VOTE: Unanimous (6-0-0)

NOTE: Ms. Cottuli discussed items that may/will come from Free Cash & she stated the Town Administrator will provide a priority list, but the FinCom may not have the Free Cash amount before the FinCom's last day to vote on articles.

Ms. Cottuli stated she will assign article recommendations next week.

Discussion ensued re: FinCom volunteers to meet w/ the Town Moderator, Town Clerk, & the BOS to review motions.

D. Review Five-Year Capital Plan document dated 9/12/14.

The FinCom members briefly reviewed the document.

E. Review EMS Report dated August 4, 2014. (DONE)

V. ANY OTHER BUSINESS

Ms. Cottuli stated the FinCom is a nine member committee, but this evening, the committee almost did not have a quorum. She stated there is one member that has been a no-show for quite some time. Five members are needed for a quorum.

Brief discussion ensued re: a policy relative to meeting attendance & how to proceed.

The FinCom members concurred to wait to see if the member in question returns the Chairman's phone call. Ms. Bronk disagreed & feels that the FinCom should start taking action immediately to remove this member. Mr. Cammarano concurred.

MOTION: Mr. Cammarano moved to place this issue on next week's agenda. Ms. Bronk seconded.

VOTE: Unanimous (6-0-0)

VI. APPROVAL OF MEETING MINUTES: JULY 9, 2014, JULY 23, 2014, & AUGUST 13, 2014

MOTION: Ms. Bronk moved to approve the meeting minutes of July 9, 2014. Mr. Cammarano seconded.

**VOTE: (5-0-1)
Mr. Heard abstained**

MOTION: Ms. Bronk moved to approve the meeting minutes of July 23, 2014. Mr. Cammarano seconded.

**VOTE: (5-0-1)
Mr. Heard abstained**

MOTION: Ms. Bronk moved to approve the meeting minutes of August 13, 2014. Mr. Cammarano seconded.

VOTE: (5-0-1)

Mr. Heard abstained

VII. NEXT MEETING DATE & TIME

The next FinCom meeting will be held on September 24, 2014 at 6:30 P.M.

VIII. ADJOURNMENT

MOTION: Mr. Heard moved to adjourn the meeting at 9:07 P.M. Mr. Cammarano seconded.

VOTE: Unanimous (6-0-0)

Respectfully submitted,

Kelly Barrasso
Kelly Barrasso, Transcriptionist

Date signed: 9/24/14

Attest: Bonnie Cottuli (KB)
Bonnie Cottuli, Chairman
WAREHAM FINANCE COMMITTEE

Date copy sent to Town Clerk: 9/25/14



TOWN OF WAREHAM

54 Marion Road
Wareham, MA 02571

Derek Sullivan
Town Administrator
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administration@wareham.ma.us

MEMORANDUM

TO: Finance Committee
CC: Board of Selectmen, Finance Director, EMS Director
FROM: Derek Sullivan, Town Administrator
DATE: Monday, August 04, 2014
RE: EMS Report

This memorandum was generated in response to the request of Finance Committee member Mr. Worthen. It is often asked if the EMS department generates a surplus when factoring in the costs incurred by the General Fund. This document has been created to help the Finance Committee in that determination.

It should be noted that the revenue generated in FY14 was severely hampered by repeated breakdowns in the Town's ambulances resulting in an extraordinary number of mutual aid calls. Mutual Aid calls can be considered lost revenue opportunities. We expect to see a surge in revenue from billable runs due to the new ambulance that has been brought into service.

In 2013 the EMS Department responded to 3,820 calls resulting in 2,737 persons transported. The types of transports were as follows:

- 1,667 Advanced Life support (ALS)
- 1,070 Basic Life Support (BLS)

Attached to this memorandum is a spreadsheet with three charts to help breakdown EMS Total Cost and Revenue.

Chart 1 lists FY14's costs including Indirect costs that are paid in the General Budget. The costs were as follows:

- Direct Costs - \$908,568.78
- Indirect Costs - \$232,647.18
- Total Costs - \$1,141,215.96

Chart 2 consists of monies that were transferred to the General Fund from the Offset Receipt account which totaled \$303,422.93

EMS net revenue (all revenue received after any write-offs due to State and Federal regulations) totaled \$1,211,911.71. Actual billings were \$3,250,633.20.

Chart 3 shows net revenue to the General Fund which is the balance of the Offset Receipt surplus transferred to the General Fund less EMS related expenses incurred by the General Fund. That figure is \$70,775.75.

Breakdown of EMS Total Cost and Revenue

Chart 1

FY14 Type of Cost (Actual)	Direct Cost	Indirect Cost
Salaries and Wages	\$ 624,577.41	\$ -
Expenses	203,991.37	-
Health	-	73,439.43
Pension	-	109,767.00
FICA	-	9,056.37
Capital - ambulance	80,000.00	-
EMS Building	-	28,384.38
Insurance General and WC	-	12,000.00
Total	\$ 908,568.78	\$ 232,647.18
		FY14 Total Cost 1,141,215.96

Chart 2

FY14 Net Revenue	\$ 1,211,991.71
FY14 Direct Cost	908,568.78
Money to General Fund	\$ 303,422.93

Chart 3

FY14 Net Revenue	\$ 1,211,991.71
FY14 Total EMS Cost	1,141,215.96
Surplus/(Deficit) to GF Balance	\$ 70,775.75

AMS 2.3.2012