

Town of Fairhaven

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Finance Committee

2019 APR -3 P 4:10

Minutes of the meeting for <March 14, 2019> at the Jeffery W. Osuch BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Padraic Elliott, Robert A. Furtado, Lisa Plante, Kathi Carter, Bernard F. Roderick, Tracey A. Diggins, Jessica Dwelly in @ 7:12 PM

Town of Fairhaven:

Mark Rees- Town Administrator
Wendy Graves- Collector/Treasurer/Finance Director
Linda L. Schick- Sewer Superintendent
Vincent D. Furtado- BPW Superintendent
Jeffrey Furtado- Water Superintendent

Meeting was covered by government access television.

Chairman Pat called the meeting to order at 7:01 PM. Announced that the meeting was being recorded by government access TV. Chairman has to be notified if anyone else present is recording the meeting by video or audio.

Motion made by Bernie to accept the minutes from March 5, 2019. Seconded by Lisa. Vote: Unanimous

- Jeffrey Furtado presents the Water Dept. budget.
 - Salary is increased because of contractual obligations.
 - Chairman questions the 10% increase in overtime for the last budget and this budget. Mr. Furtado states it is because they are now doing night time hydrant flushing. This will be a routine procedure from now on. It is done at night to minimize inconveniencing the public.
 - Repair & Maint. Buildings is increased \$8,500 because of repairs to the pump stations.
 - Repair & Maint. Equip. is increased \$2,100 to replace pumps.
 - Water Testing is increased \$2,500 to cover required testing.
 - Hydrant Parts is increased \$2,500 to cover repairs to hydrants found problematic during flushing.

- Advertising is up \$250 to cover the CCR Report sent out twice a year.
- Training is increased \$500 for training of newer employees.
- Misc. is budgeted at \$250 to cover travel expenses of the secretaries to deliver paperwork.
- Dues are increased \$500 to cover expenses for newer employees.
- Replacement Equipment is increased to cover leak detection equipment and a new pipe locator.

7:12 PM. Jessica joins the meeting.

- Capital Improvement budget includes \$1,500,000 for an Automatic Meter Reading System.
 - Mr. Furtado states all the water meters would be replaced with units that would either transmit the readings to a mobile truck driving down the street or a radio system that would transmit the readings back to the office.
 - Bernie asks which system they will use.
Mr. Furtado states he would be happy with the truck system. Any system is better than manually walking all the meter reads. They will examine which would be best when the purchase is approved.
 - Lisa asks if the systems can be hacked.
 - Mr. Furtado states they only transmit when the truck is driving by or the system is calling for the radio signal.
 - Jessica asks the lifespan of a meter.
Mr. Furtado states in ideal conditions they can last 20 years, but some are in pits which reduces the life.
 - The second Capital purchase would be a pickup truck with plow and utility body to replace a 16 year old truck that has multiple issues.
 - Chairman asks how the financials look for these purchases.
Mr. Furtado states they have enough to cover it.
 - Bob suggests listing the truck as a utility body truck with plow, on the Town Meeting paperwork, so Town Meeting members know it is more than just a pickup truck when they see the cost.
- Ms. Schick presents the Sewer Dept. budget.
 - Salary includes the contractual increase.
 - Ms. Schick would like to raise Power to \$320,000 because of the increased cost of electricity.
 - Telephone is increased to reflect actual.
 - Contracted Services is down by \$56,300 because the digester generator is currently offline and that service is not needed.

- Lab Supplies is increased \$500 because of an increase in required testing.
 - Replacement Equipment includes \$11,500 for lab equipment so required testing can be done in-house now, \$13,000 for updated software for the pipe camera, and \$20,000 for 10 replacement valves.
 - Capital Planning items includes \$50,000 for replacement pumps at the Manhattan Ave. pump station, \$50,000 for replacement instrumentation at the sewer plant- the existing were damaged by a lightning strike, and \$250,000 for the continuing I and I Reduction program
 - Chairman asks what they are using for instrumentation now.
Ms. Schick states they go by totals from the pumping stations.
 - Ms. Schick states they have committed with the EPA to spend \$250,000 annually on the Inflow/Infiltration Reduction.
 - Bob questions not doing service on the generator if they plan to put it back online at some point.
Ms. Schick states they have taken it offline as per the factory specs.
 - Jessica asks about the effect on Sewer rates.
Vinnie Furtado states they are in the process of having a rate study done. He expects rates will rise and he is trying to do it incrementally.
 - Discussion of the nitrogen number and options for upgrading the sewer plant.
 - Discussion of the financing of the plant improvements.
- Vinnie Furtado presents the BPW Administration budget.
 - Mr. Furtado states he has put in a request to increase his salary budget to cover having Kathy Tripp come back 2 days a week, to help with the Trash & Recycling Dept.
Mr. Furtado states by limiting it to no more than 2 days per week, he wouldn't have to pay for benefits.
 - Mr. Rees states he initially turned down the request for additional help but is reconsidering this new development.
 - Chairman asks how this work is being done now.
Mr. Rees states all he is changing is how the budget items are all consolidated in one place now.
 - Mr. Furtado states presently BPW handles trash pickup, and the recycling and disposal of trash is handled by the Board of Health. Now there will be one dept. in charge of it.
Mr. Furtado states his staff is overburdened with its present work.
 - Kathi questions if Ms. Tripp was not available, would they hire from the public.
Mr. Furtado states the situation presented itself that she was available and she has a lot of knowledge of the workings of the office already.
 - Bernie questions the dollar amount.

Mr. Rees states the way he has worked it out, by also taking money from the Sewer Enterprise, the budget would increase by \$4,065.

- Mr. Furtado states he put in to not exceed \$27,000. No more than 16 hrs. /week.
- Jessica asks if there is a limit on the number of hours a retiree can work.
Ms. Graves states there is and she tracks it.
- Bob asks if the rate for the position would be lower if it wasn't for Ms. Tripp.
Mr. Rees states if someone else took her place it would be a lower rate.
- Mr. Furtado states the Dues & Professional Gatherings is increased by \$3,270 for training for his new administrative assistant.

- Highway Dept.

- Mr. Furtado states Salary is up to cover step increases and the new Garage Supervisor position. This position along with new diagnostic equipment would allow more repair work to be done on the newer vehicles in-house.
- Kathi asks if we would lose any staff.
Mr. Furtado states no.
- Chairman asks if this new person would work on all vehicles or just the newer ones.
Mr. Furtado states he would assign mechanics to vehicles as needed.
Mr. Furtado states one person is mostly administrative now.
- Jessica asks if it would be cheaper to have an administrative assistant handle that work.
Mr. Furtado states it is like taking your car to the dealership and talking with the service writer.
- Dues & Professional Gatherings is increased because of the new vac truck.
- Lisa questions why the new diagnostic equipment is not part of the Capital Plan.
Mr. Furtado states it would have to be over \$20,000.

- Highway Capital Plan

- Mr. Furtado states there is \$350,000 for Roadwork.
- The BPW has selected Brown Street, Billy's Way, and Fir Street.
- Discussion of Billy's Way being done.
- Discussion of the number of gravel roads being done.
- The second item is \$183,000 for a 6 wheel dump truck and plow to replace a 2000 model year truck.
- The 3rd item is \$58,000 for a utility body truck with plow to replace a 2002 model year truck

- Park Dept.
 - Mr. Furtado states there is a mistake in the Beach Expense category. He is requesting \$12,422 not the \$6,422 that is listed. He states the lower amount would be taken just with the Piping Plover protection at the beach.
 - Lisa asks if the beach is cleaned.
Mr. Furtado states they borrow a Beach Combo once a year to clean the beach in May. The rest of the season the life guards rake the beach in the morning.
 - Jessica asks when the parking lot at Livesey Park will be built.
Mr. Furtado states they should be working on it in April.
- Mr. Rees runs thru the Selectmen's Budget.
 - Mr. Rees states his car allowance has been eliminated and the amount of \$5,400 has been added to his base salary.
 - The cost of the leased copier has been transferred to the IT Department.
 - \$8,000 is included for Rogers/Oxford School Maintenance
 - Jessica asks about the Atlas Tack property mentioned in Mr. Rees' narrative.
Mr. Rees states the property is considered clean and can be used for recreation and some other uses.
 - Lisa questions Mr. Rees' car allowance being in the salary now. States it will increase faster each year there.
Mr. Rees states he had negotiated the car allowance in his contract in the beginning.
 - Chairman questions the increase in Dues.
Mr. Rees lists the various organizations the dues go to.
 - Bob questions the Selectmen not using the Surface Pro computers that were purchased several years ago.
Mr. Rees states they are not using them and have turned them back in. He is still using his.
- Mr. Rees presents the Human Resources budget.
 - There is a \$1,000 increase in Office Supplies for office furniture.
 - Other Charges includes \$2,500 to send 1 employee for MMA Suffolk Certificate in Public Management training.
- Town Clerk's budget
 - There is a question about the increase in Preprinted Forms.
Mr. Rees states some line items have been switched from Elections to Town Clerk. He will check into it.
- Town Hall budget

- Salary line is down because last year the custodian retired and his buyout was included.
- Minor Equipment includes a new AED.
- Planning & Economic Development budget
 - Level funded
- Building Dept.
 - Mr. Rees states the administrative assistant is now fully funded thru the building dept. budget.
 - Lisa questions the increase in Gasoline.
Mr. Rees states the new building commissioner lives out of town, and takes the truck home. He states it was negotiated when he was hired.
- Veteran's budget
 - Salary reflects that now the agent is a full time position, as mandated.
 - Jessica questions what the Medical Expenses are for.
Mr. Rees states the State mandates that the Town cover medical expenses for qualified veterans. It is overseen by the agent.
 - Bob questions the talk last year of having a regional agent with Acushnet.
Mr. Rees states he pursued it but couldn't come to an agreement with Acushnet.
- Mr. Rees passes out a draft document with changes to the revenues and expenditures of the budget. He runs thru the list
- Mr. Rees also passes out more information from the Fire Dept. pertaining to the additional staff.
- Discussion of the firefighters and the Ambulance Fund.
- Mr. Rees also passes out a sheet with votes the Selectmen have already taken.
- Chairman states next week the Harbormaster will be in and we will start voting.

9:20 PM. Lisa motions to adjourn. Seconded by Bernie. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado

Finance Committee Secretary

accepted 3/21/2019

Robert A. Furtado