

# Town of Fairhaven

## Finance Committee

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Minutes of the meeting for <June 8, 2017> at the Jeffery W. Osuch BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Padraic Elliott, Robert A. Furtado, Kathi Carter, Lisa Plante, Bernard F. Roderick, Tracy Diggins, Thomas Alden

Member absent:

Jessica Dwelly

Town of Fairhaven:

Mark Rees- Town Administrator

Wendy Graves- Collector/Treasurer/Finance Director

Meeting was covered by government access television.

Vice Chairman Pat called the meeting to order at 7:00 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 April 27, 2017, May 3, 2017, & May 6, 2017. Seconded by Lisa. Vote: Unanimous

- Pat states the first order of business is the annually reorganization of the committee.
  - Chairman
    - Lisa nominates Pat for Chairman. Seconded by Bernie. Vote: Unanimous
  - Vice Chairman
    - Tom nominates Lisa for Vice Chairman. Seconded by Kathi. Vote: Unanimous
  - Recording Secretary
    - Tom nominates Bob for Recording Secretary. Seconded by Lisa. Vote: Unanimous

- Mr. Rees presents an invoice for \$1,691 for the printing of the Town Meeting Fin Com booklet.
    - Bernie motions to pay the amount of \$1,691 from the Finance Committee Preprinted Forms account, and authorize the Chairman to sign the invoice. Seconded by Tom. Vote: Unanimous
  - Mr. Rees presents a packet of information pertaining to several yearend transfers.
    - Mr. Rees reads the section of legislation that allows transfer of moneys from 1 category to another. The transfers, with the exception of the one from the Reserve Fund, will also have to be approved by the Board of Selectmen.
    - Mr. Rees runs down his list of requests.
1. \$55,000 is requested for repairs to the Town Hall roof.
    - Mr. Rees states several leaks have developed in the Town Hall roof after a recent heavy rain storm.
    - Mr. Rees states they are in the process of bidding the repairs, as to be able to encumber the funds for this fiscal year.
    - Bob asks if this is just to repair leaks that have just appeared.
    - Mr. Rees states yes. The other engineering study will look at the complete building.
      - Tom motions to recommend a Reserve Fund Transfer of \$35,545.35 and a transfer of \$19,454.65 from Group Insurance, both going to Town Hall- Operating Expenses (Bldg. Repairs) for a total of \$55,000 and to authorize the Chairman to sign the transfer. Seconded by Lisa. Vote: Unanimous.
  2. A transfer of \$10,000 is requested by the Police Chief.
    - The Police Chief's letter explains there was an unexpected retirement of a police dispatcher. The dept. is responsible for the dispatchers buyout of approximately \$15,000. This was not planned for in the fiscal year's budget.
    - The Chief is requesting a transfer of \$10,000 from his Gasoline category.
      - Lisa motions to transfer \$10,000 from Gasoline category to Police- Salary & Wages and to authorize the Chairman to sign the transfer. Seconded by Tom. Vote: Unanimous.
  3. A transfer of \$14,000 is requested by the Tree Warden.
    - Dr. Bowcock explains, in his letter, he is running short in his Purchase of Services category because of truck repairs and new tires.
    - He would also like to replace some unsafe chainsaws and purchase some additional safety equipment.

- Dr. Bowcock requests a transfer of \$14,000 from the Salary account.
- Tracey asks why there is such a surplus in the Salary category?
  - Mr. Rees states the Salary expense is driven by emergencies.
- Kathi states in the past departments have come before us for a certain amount of money, and if they ran short, they would return with another request. She wonders why we are now approving a buffer amount in requests.
  - Mr. Rees states time is limited and he is trying to save having another meeting.
- Tom asks about the ambiguous mention of safety equipment in the request.
  - Mr. Rees states Dr. Bowcock attended a seminar recently, and has determined that many of the dept.'s saws are not safe to use.
- Tom states it is troubling that large sums of money are voted without knowing how much things are actually going to cost, and references the new ladder truck.
  - Mr. Rees states that this should have been brought up during the budget process.
- Tom states more time would help with the matter.
- Chairman states he understands the committee's concerns with the Tree Dept. He wouldn't have a problem holding off on voting, but doesn't know if everyone would be able to make it to the next meeting.
- Tracey states she would trust Mr. Rees to check the invoices.
- Mr. Rees states he will try to provide more information.
- Lisa states that we are moving money from category to another, not really providing new money.
- Mr. Rees states he will maintain oversight over the transfers.
- Chairman asks Tom if he would like to have more information, up front, going forward?
- Tom states he would like to see some of the ambiguousness removed. States he would like to contribute more to the process going forward.
- Chairman states moving from an Executive Secretary to a Town Administrator has changed the budget process and everyone is trying to improve the budget.
- Chairman asks if the Selectmen need to approve this at their next meeting.
  - Mr. Rees states yes.
- Discussion of how in the past the Selectmen have made their recommendation first.
  - Lisa motions to transfer \$14,000 from Tree Dept.- Salary & Wages to Tree Dept.- Operating Expenses- Purchase of Services, and authorize the Chairman to sign the transfer. Seconded by Tom. Vote: Unanimous

4. A transfer of \$5,000 is requested by the Fire Chief.

- The Fire Chief explains in his letter, that emergency repairs were needed to Medic 1, Medic 2, and Engine 3. Ladder 1 has also had its annual inspection and they are waiting for an estimate of repairs.

- Bob questions the repairs to Ladder 1 with a new Ladder Truck being purchased.
    - Mr. Rees states only the necessary repairs will be made.
      - Lisa motions to transfer \$5,000 from Fire Dept.- Salary & Wages to Fire Dept.- Operating Expenses- Equipment Repairs, and authorize the Chairman to sign the transfer. Seconded by Tom. Vote: Unanimous
5. A transfer request of \$1,500 is requested by the Town Clerk.
- The money is needed to pay for codifying previous years Town Meeting Articles.
  - Bob questions why Articles from 2009 are involved and were not budgeted for.
  - Lisa asks if it could be because of a backlog on the State's side.
  - Mr. Rees states possibly.
    - Lisa motions to transfer \$1,500 from Town Clerk/Elections- Salary & Wages to Town Clerk- Operating Expenses- Purchase of Services, and authorize the Chairman to sign the transfer. Seconded by Tom. Vote: Unanimous
- Discussion of possibly needing to meet one more time.
  - Chairman states June 22 doesn't work.
  - Mr. Rees states we could meet the 1st week of July. July 6 would work with the Selectmen voting their approval.
  - Tom states he won't be available on July 13.
  - Chairman asks members to email him with their availability.

7:57 PM. Tracey motions to adjourn. Seconded by the Tom. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado  
 Finance Committee Secretary  
 (accepted January 18, 2018)