

# Town of Fairhaven

## Finance Committee

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Minutes of the meeting for <March 17, 2016> at the BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-Scott Fernandes, Robert A. Furtado, Padraic Elliott, Kathi Carter, Lisa Plante, Tracey Diggins, Thomas Alden, John Mota

Member absent:

Ann Ponichtera DesNardis

Town of Fairhaven:

Wendy Graves- Collector/Treasurer/Finance Director

Timothy Francis- Fire Chief

Todd Correia- Deputy Fire Chief

Meeting was covered by government access television.

Chairman 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 Pat to accept the minutes from March 10, 2016. Seconded by Kathy.

Vote: Unanimous

- Ms. Graves distributes copies of the Annual Town Meeting Warrant, and the FY17 General Fund Budget spreadsheet.
- Chief Francis distributes copies of the narrative for the Fire Dept. budget.
- Chief Francis discusses his budget.
  - Chief Francis states his overall budget is up \$3,652. Of that, \$2,863 will come from the Tax Levy and \$789 from the Ambulance Fund.
  - The salary line is down because 2 firefighters have left and will be replaced with new firefighters starting with a lower salary.

- Call firefighters was increased by \$6,599 to reflect extra call hours and additional training that is required.
- Overtime increase is because of additional medication training, including Narcan training.
- Discussion of Purchase of Services:
- Small Tools Repair/Supply has a \$1,500 increase for replacement of a Multi Gas Meter which is old and they cannot obtain parts for anymore.
- Repair/ Maintenance Vehicles is increased \$6,875 because repairs to the older vehicles has increased. Engine 3 required some expensive repairs recently.
- Repair/Maintenance Town Defibrillators is increased \$500. The dept. is going to try to replace 1 defibrillator a year. They have approximately 25 units throughout the town.
- Medical Services is increased \$200 to pay for call firefighter physicals.  
Discussion of the Town having to pay for the physicals.
- Service & Maintenance Agreement is increased \$368 to reflect the increase in service contracts.
- Training Con Ed is increased \$4,500 to reflect the training for 2 new firefighters.
- Contracted Services is up \$60 because of an increase from Comcast.
- Office Supplies, & Ambulance Supply are both up because of the increase in the cost of items.
- Equipment for Men is increased to reflect the contractual clothing allowance
- Capital Outlay is increased \$2,000 to replace a 10 year old thermal imaging camera. The department currently has 3 older units and would like to replace 1 each year.
- John questions the Service Agreement increase.
  - Deputy Chief Correia explains that equipment has to be annually recertified.
- Chairman asks Chief Francis how his overtime budget for this year is doing?
  - Chief Francis states he has put in a request for \$10,000 from the General Fund and \$10,000 from the Ambulance Fund. He states the TA is going to put it in the Special Town Meeting.
- Discussion of handling shortfalls in the present budget.
- Chairman states he does not see a problem with Reserve Fund Transfers for Operating Expenses, but would like to see the Salary & Overtime handled at the STM.
- Discussion of mutual aid ambulance runs from neighboring communities.

7:26 PM Chairman calls a recess. 7:31 PM back in session.

- Chairman states the TA's budget has been tentatively approved by the Selectmen.
- Ms. Graves states the Selectmen made some changes, which the TA has put in place, but the budget still uses no Surplus Revenue for operating expenses.

- Committee starts to review the General Fund Budget:
  - Ms. Graves states the Selectmen added a part time "floating clerk" in the town hall that will be paid out of the Selectmen's budget.
    - Questions about how the position will work.
    - Ms. Graves states she has no information.
    - Committee will wait for Mr. Rees.
  - Ms. Graves states the IT Director has been cut to a 6 month position for this year, in order to cover some items added. The position will start after Jan. 1, 2017. The present consultant will be funded at \$9,000 to cover the 1st 6 months of the FY.
  - Tom questions the amount for the consultant.
    - Ms. Graves states that is the same consultant and rate that is being used now.
  - Pat questions the increase in the IT Dept. Minor Equipment.
    - Ms. Graves will get back-up from the IT Dept.
  - Ms. Graves states the TA has added the Town Hall Repairs & Town Hall Curtains Articles to the Town Hall budget, in order to cut down on small Articles.
  - Discussion on the idea of this practice.
  - Ms. Graves states \$5,000 has been added to the Planning & Economic Development budget for expenses for the newly formed Economic Development Committee.
    - Lisa questions whether this should be a separate Article.
    - Discussion follows.
  - Pat questions if the increase in the Legal Expense is for the labor negotiations.
    - Ms. Graves states yes.
  - Ms. Graves states the Utilities at the Public Safety complex have been reduced because of the solar offsets.
  - Ms. Graves states the Minor Equipment in the Public Works Administration budget takes the place of the 2 Articles for the phone system upgrade and the vapor recovery system.
    - Lisa again states her objection to rolling former Articles into the budget.
    - Ms. Graves states we are operating under a different form of government now.
  - Pat questions the increase in the Building Dept. salary.
    - Ms. Graves states she will find out.
  - Pat questions the increase in the Purchase of Services with the Harbor Master.
    - Ms. Graves states it is for mooring software.
  - There is a \$1,200 increase in the Highway Dept.- Subdivision fees to cover the Welcome Street subdivision.
  - Council on Aging has a \$2,000 reduction in Utilities for the solar offset.
  - Contributory Retirement is showing a \$60,000 increase to cover the cost of the COLA.
  - Pat questions the drop in the Rec Center Enterprise Fund contribution.

- Chairman states Mr. Rees will have to explain.
- Ms. Graves states it may have something to do with the indirect costs.
- Ms. Graves states the Overlay Reserve has been reduced from last year.
- Chairman and Ms. Graves discuss the Economic Development Committee budget again.
- Discussion of separate Articles versus adding money to dept. budgets.
  - Ms. Graves states the TA & Selectmen will revenue the expenditures each month.
  - Tom asks if the Fin Com gets those reports.
  - Ms. Graves is not sure. Feels that would be micro managing.
  - Chairman states our job is to recommend to TM and manage Reserve Fund.
- Discussion and voting on the TM Warrant:
  - Article 1- Measurer of Wood & Bark
    - Pat motions to Recommend Adoption. Seconded by Tracey. Vote: Unanimous
  - Article 2- Town Report
    - Pat motions to Recommend Adoption. Seconded by John. Vote: Unanimous
  - Ms. Graves points out that the Enterprise Account Articles are all grouped together now.
  - Article #11- Roadwork
 

Chairman advises members to look at the roads listed.

Advises members that they must abstain if they live within 500 ft. of a listed road.
  - Article 14- Capital Stabilization Fund
 

Discussion of the \$500,000 deposit.
  - Article 17- Propagation of Shellfish
 

Discussion of why this is still a separate Article.

Ms. Graves states it was left as an Article because it can't always be expended in the calendar year.

    - Pat motions for \$17,500. Seconded by Tracey. Vote: Unanimous
  - Article 20- Cultural Council Funding
 

Pat questions the increase. We will wait.
  - Article 21- Town Master Plan
 

Discussion of the Master Plan.
  - Article 23- COLA Base Increase in FY17
 

Chairman states we will discuss when Mr. Rees returns.

States he will abstain and Pat will Chair the meeting.
  - Article 25- Street Lights
 

Chairman advises committee to view locations.

Past policy has been street lights on ever other pole.
  - Article 26- Revolving Funds
 

Discussion of new revolving fund for the rental of Town Hall.

- Article 28- Street Acceptances  
Lisa questions the expense involved with accepting a street.  
Discussion of if they are dirt roads.
  - Article 29- Community Preservation Program Appropriations
    - Pat motions the following amounts:
      - A. \$80,000
      - B. \$50,000
      - D. \$70,000
      - E. \$159,000
      - F. \$45,000
      - G. \$12,600
    - All amounts seconded by Kathi. Vote: Unanimous  
We will hold on the Master Plan until we get information.
  - Article 31- Rezoning Petition- 294 Huttleston Ave.
    - Pat motions to Yield to Petitioner. Seconded by Kathi. Vote: Unanimous
  - Article 32- Amendment to Zoning Bylaws
    - Pat motions to Yield to Petitioner. Seconded by Kathi. Vote: Unanimous
  - Article 33- Amendment to Zoning Bylaw- Auto, Boat Sales, Rental, Service
    - Pat motions to Yield to Petitioner. Seconded by Kathi. Vote: Unanimous
  - Article 34- Legislative Article Amendments- BPW and Town Administrator  
Chairman states we will wait for Mr. Rees.  
Lisa questions who work the Article.  
Ms. Graves states most likely Town Counsel.
  - Article 37- Legislation for a New Beer and Wine License- Pizzeria Brick
    - Pat motions to Yield to Petitioner. Seconded by Lisa. Vote: Unanimous
- The committee thanks Ms. Graves for her help in Mr. Rees' absence.

8:45 PM. John motions to adjourn. Seconded by Tom. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado  
Finance Committee Secretary  
(accepted 3-24-2016)