

Town of Fairhaven

Finance Committee

Minutes of the meeting for <June 23, 2016> at the Jeffery W. Osuch BPW Administration Building, 5 Arsene St., Fairhaven, MA

Members in attendance:

Chairman-Scott Fernandes, Robert A. Furtado, Padraic Elliott, Kathi Carter, Lisa Plante, Tracy Diggins, Bernard F. Roderick

Members absent:

Thomas Alden
John Mota

Town of Fairhaven:

Mark Rees- Town Administrator
Wendy Graves- Collector/Treasurer/Finance Director
Marc Jodoin- Emergency Management Director
John Rogers, Jr.- Emergency Management
Vincent D. Furtado- BPW Superintendent

Meeting was covered by government access television.

Chairman called the meeting to order at 7:02 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 May 5, 2016. Seconded by Lisa. Vote: Unanimous with Bernie abstaining.

Motion made by Pat to accept the minutes from May 7, 2016. Seconded by Lisa. Vote: Unanimous with Bernie abstaining.

- Chairman explains that if all the Reserve Fund Transfer requests we have are approved tonight, we will finish with \$89,235.55 remaining in the Reserve Fund.
- Mr. Rees distributes copies of the Special Town Meeting Warrant as well as information pertaining to the sale of the Oxford School .

- Committee members introduce themselves to the newest member, Bernard Roderick representing Precinct 6.
- Chairman states we still have 2 vacancies in Precinct 2, and 1 vacancy in Precinct 1.
- Meeting begins with reorganization of the Finance Committee:
 - Pat nominates Scott for Chairman. Seconded by Tracy. Vote: Unanimous
 - Lisa nominates Pat for Vice Chairman. Seconded by Tracy. Vote: Unanimous
 - Lisa nominates Bob for Secretary. Seconded by Tracy. Vote: Unanimous
- Mr. Rees distributes a packet containing all of the evening's Reserve Fund Transfer requests as well as their back-up information. He explains that this will be the new format for presenting the requests.
- First request is from the Park Department. The request seeks \$350 to cover the repairs to the department's 4000D tractor.
 - Mr. Furtado states the tractor is needed for the grass cutting season and the repair cannot wait until the next fiscal year.
 - Mr. Furtado states the Equipment Repair category has always been level funded.
 - Pat questions the balance amount listed on the Transfer Request.
 - Lisa motions to transfer \$350 to Park Dept.- Purchase of Services- Equipment Repair. Seconded by Bernie. Vote: Unanimous
- Request #2 is from the Park Department . The request seeks \$650, for Beach Expenses, to cover unexpected repairs to the Town Beach restroom trailer.
 - Mr. Furtado states, in the future he will be looking to increase the budget in this category because the expenses are increasing.
 - Chairman states the beach expenses are covered by the cost of the beach stickers.
 - Pat motions to transfer \$650 to Park Dept.- Purchase of Services- Beach Expense. Seconded by Lisa. Vote: Unanimous
- Request #3 is from the Sewer Department. The request seeks \$25,000 for Contractor Assistance.
 - Mr. Furtado states the Digester clogged and had to be shut down for an extensive cleaning. The cleaning cost approximately \$55,000.
 - There were also emergency sewer repairs, that were made by outside contractors, on Alden Road and the Bike Path.
 - Pat motions to transfer \$25,000 from the Sewer Reserve Fund to Acct # 029-440-00-5247-00-0460 Sewer- Purchase of Services- Contractor Assistance. Seconded by Lisa. Vote: Unanimous

- Chairman and Mr. Rees state the Town Accountant has accepted a job with the Town Of Mattapoisett and will be leaving in July.
- Request #4 is from the Emergency Management Department. The request seeks \$700 for repairs to a 1995 pick-up truck.
 - Mr. Jodoin explains this is a truck that was obtained from the School Dept. years ago. The town mechanic has examined the truck and found that the exhaust manifold is leaking and fumes are leaking into the cab.
 - Lisa asks if this truck is new to them. Mr. Jodoin states they have had it for a while. They have 5 vehicles.
 - Mr. Jodoin states they had intended to request a new truck from the Capital Planning Committee but they were turned down.
 - Discussion of the cost of the parts.
 - Mr. Rogers states they will not have an exact number until they get into the engine. The mechanic feels this would cover the repair and make the truck safe to use for another year.
 - Kathi asks how the vehicle are used. Mr. Jodoin states one vehicle has radio equipment for use in emergencies, 1 has pumps and generators for when needed, 1 vehicle is set up to help at fires, they have 2 SUV's that are used to transport people to the shelter during emergencies.
 - Chairman does not favor making the transfer without having an estimate for the parts.
 - Mr. Rees recommends authorizing the \$700 because of the close of the fiscal year, and he will follow the repair and see that the remainder is turned back to Free Cash.
 - Lisa asks about Mr. Rees looking into the operation of the EMA. Mr. Rees states he intends to do so as well as the Animal Control.
 - Lisa suggests looking into the vehicles. Mr. Rees states that should be done as part of the 3rd year of the Capital Planning Committee.
 - Pat states the past practice for this dept. has been "hand me downs".
 - Lisa asks if the truck has been in the shop yet? Mr. Rogers states the mechanic knows what he needs for parts.
 - Chairman states we have a meeting scheduled next week. If they get the estimate for parts, we can vote then.
 - Pat agrees with the Chairman in principle, but will support the transfer now for the sake of expediency.
 - Lisa states she would support also.
 - Chairman advises the EMA to get the estimate early next time.

- Bernie motions to transfer \$700 to EMA- Purchase of Services- Repair/Maint. Vehicles with Mr. Rees following the repair and returning the remaining money to Free Cash. Seconded by Pat. Vote: Motion passes 5-2 with Scott and Kathi opposed.

- Bob asks Mr. Rees if the individual departments are invoiced for labor when vehicles are repaired?
Mr. Rees states there is a way to do it for the Enterprise Accounts, but for the other departments, they are not charged labor.
- Lisa asks Mr. Rees if he feels 5 vehicles for EMA, for a town this size is overkill?
Mr. Rees states it could be and he plans on looking into the operation going forward.

- Request #5 is from Legal. Mr. Rees seeks \$26,500 to fund legal for the remainder of the FY.
 - Mr. Rees states the main reason for the overage is a legal matter with the Huttleston Motel that is going to court.
 - Mr. Rees states the Building Commissioner has condemned part of the building and ordered it demolished, and the Motel is fighting it in court.
 - Bob asks if the court case is still ongoing.
Mr. Rees states it is.
Bob asks if the Town is successful in court, are we able to recover any of the legal expenses.
Mr. Rees states he will look into it.
 - Bernie motions to transfer \$26,500 to Legal Expense with the balance returned to Free Cash under Mr. Rees's oversight. Seconded by Pat. Vote: Unanimous

- Request #6 is for Medicare. Ms. Graves requests \$4,110 to fund the last payment due.
 - Ms. Graves states the amount budgeted was under estimated. It is difficult to estimate the payroll exactly.
 - Chairman states the payment has to be made to the IRS.
 - Lisa motions to transfer \$4,110 to Medicare. Seconded by Pat. Vote: Unanimous

- Request #7 is for Data Processing. Ms. Graves requests \$3,000 for outstanding bills due for Purchase of Services.
 - Ms. Graves states there were increases in several of the service contracts.
 - Chairman states this will be managed by the new IT Director next year.
 - Pat motions to transfer \$3,000 to Data Processing- Purchase of Services. Seconded by Lisa. Vote: Unanimous

- Chairman states after all transfers are made we are left with \$89,235.55 in the General Reserve Fund.
The Sewer Reserve Fund has been depleted.
The Water Reserve Fund has \$25,000 remaining.
- Review of the Warrant for the June 30, 2016 Special Town Meeting:
- Article 1- Sale of Oxford School
 - Chairman states the motion includes the conditions that were negotiated between the Selectmen and the developer.
The Selectmen will be bound to the bulleted items and can't deviate from them.
 - Kathi questions the "up to \$20,000 deposit".
Mr. Rees states the deposit is paid in increments that are tied to milestones of the process.
 - Bernie asks if amendments can be made to the P&S from the Town Meeting floor. He has heard rumors of asking for fewer housing units.
 - Mr. Rees states the Strafford Group would have to agree to any changes.
 - Chairman states he would not vote in favor of any floor amendments.
 - Discussion of project.
 - Chairman goes around table to allow members to states their feeling of the project.
All members are in favor.
 - Tracy motions to Recommend Adoption of Article 1 as written. Seconded by Pat.
Vote: Unanimous
- Article 2- Fire Station #3 Sewer Tie-in
 - Mr. Rees states this Article was his idea because the building now has a septic tank, but the area is serviced by sewer.
 - Mr. Rees states the job could range from \$17,000 if a grinder pump is used, to \$25,000 if a gravity line is used.
 - Pat motions to recommend \$25,000 from Surplus Revenue. Seconded by Bernie.
Vote: Unanimous
- Article 3- Funding Labor Contracts-FY17
 - Mr. Rees states there are no new contracts so the Selectmen will be passing over this Article.
 - Pat motions to Pass Over. Seconded by Bernie. Vote: Unanimous

- Article 4- Roadwork- Welcome Street South
 - Mr. Rees states this is a resident petitioned Article. They received the required number of signatures.
 - Chairman states he is not in favor of approving roadwork this way. We generally approve the year's roadwork all at once.
 - Mr. Rees recommends meeting with the petitioner.
 - Chairman states it is their responsibility to ask for a hearing. States we have a posted meeting for 6:30 PM before the STM.
 - Bernie motions to recommend Indefinite Postponement. Seconded by Lisa.
Vote: Unanimous

- Chairman states he may be late for the STM. If he is not there, Vice Chairman Pat will lead the meeting.
- Chairman states our next regular meeting will be in September or whatever is required for a fall Special Town Meeting.
- Mr. Rees thanks members for their help with the Annual Town Meeting.
- Chairman states we will establish a calendar for the next budget in September.
- Bernie asks what constitutes a quorum for the Fin Com.
Chairman states with the present makeup it would be 5 members.

8:28 PM. Pat motions to adjourn. Seconded by Lisa. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
 Finance Committee Secretary
 (accepted 2-16-2017)