

# Town of Fairhaven

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## Finance Committee

2019 JUN 28 A 10:07

Minutes of the meeting for <April 4, 2019> at the Jeffery W. Osuch BPW Administration Building, 5 Arsene St., Fairhaven, MA

### Members in attendance:

Padraic Elliott, Robert A. Furtado, Kathi Carter, Bernard F. Roderick, Tracey A. Diggins in @ 7:02 PM., Jessica Dwelly

### Member absent:

Lisa Plante

### Town of Fairhaven:

Mark Rees- Town Administrator

Wendy Graves- Collector/Treasurer/Finance Director

Vincent D. Furtado- BPW Superintendent

Timothy Francis- Fire Chief

Michael Myers- Police Chief

Meeting was covered by government access television.

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 March 28, 2019. Seconded by Jessica.  
Vote: Unanimous

- Mr. Rees presents a Reserve Fund Transfer request from the Fire Chief in the amount of \$5,100.
  - Mr. Rees explains the emergency back-up generator has a failed radiator that needs replacement. Because of the age of the generator, a stock radiator is not available and one must be custom fabricated. The existing radiator will have to be removed to be used as a sample for the new radiator. The portable generator from the BPW will be hooked up temporarily while the existing one is down for service.
  - Chairman asks if the \$5,100 is the full amount of the repair.

Chief Francis states yes.

- Jessica asks how much a new generator would cost.  
Chief Francis does not know but states the portable one they will be using was \$60,000.  
Mr. Rees states the replacement of the Fire Station is being studied, and the hope is to repair this generator until a decision is made on a new Fire Station.
  - Bernie motions to transfer \$5,100 from the Reserve Fund to Fire Dept: Repair & Maint. Buildings- Acct. #01-220-00-5244-00. Seconded by Jessica. Vote:  
Unanimous

- Mr. Rees presents an updated version of the Warrant and starts to run down items that need Fin Com votes.

- Article 5: Amended FY19 General Fund Operating Budget

1. \$1,100 be transferred from Surplus Revenue (Free Cash) to Assessors, Salaries and Wages

Mr. Rees states this is needed because of retirements.

2. \$4,000 be transferred from Surplus Revenue (Free Cash) to Town Clerk/Elections, Salaries and Wages

Mr. Rees states this was to cover additional help for elections.

3. \$3,100 be transferred from Surplus Revenue (Free Cash) to Town Hall, Salaries and Wages

Mr. Rees states this is to cover retirements.

4. \$40,000 be transferred from Surplus Revenue (Free Cash) to Police Department & Animal Control, Salaries and Wages

Chief Myers states there has been a turnover in employees and this is to cover buy-outs and overtime.

5. \$5,000 be transferred from Surplus Revenue (Free Cash) to Police Department & Animal Control, Operating Expenses

Chief Myers states this is to cover gasoline.

6. \$40,000 be transferred from Surplus Revenue (Free Cash) to Fire Department, Salaries and Wages

Chief Francis has also experienced a turnover in staff.

7. \$9,200 be transferred from Surplus Revenue (Free Cash) to Fire Department, Operating Expenses

Mr. Rees states \$4,900 is for gasoline and the remainder is for filtering hoods for firefighters.

8. \$1,706 be transferred from Surplus Revenue (Free Cash) to Bristol County Agricultural High School.

Mr. Rees states the final assessment was higher than budgeted.

9. \$5,000 be transferred from Surplus Revenue (Free Cash) to Public Works-Administration, Salaries and Wages

Mr. Rees states this is for Mr. Furtado's raise and retroactive raises for employees.

- Bob asks if the additional Free Cash is figured into the budget.

Mr. Rees states it is and has a sheet with the breakdown.

- Chairman asks the reason for the additional Police gasoline.

Chief Myers states he was fully staffed and had an additional car on the road and increased patrols.

- Chief Francis states his gas is up because of the increased runs. He states runs are up 17%.

- Bernie motions to recommend approval of Article 5 as presented in the Warrant.  
Seconded by Jessica. Vote: Unanimous

- Chief Francis makes the Committee and Mr. Rees aware that he may be looking for a transfer of \$1,200 for EMA: Utilities.  
He states he was given that department to take over, and there was not a lot of information available as to past practices.

- Mr. Rees states the Finance Committee and the Selectmen can vote to make transfers between categories without Town Meeting approval.

- Mr. Rees presents a sheet with the Special Town Meeting Articles.

- Mr. Rees presents an updated budget with the items that still need votes.

- BPW Administration:

- Chairman states this was held because of questions with the administrative part time help.

- Mr. Rees presents an email from the Human Resources Director stating the position should be a non-union level 7 ranking.

- Mr. Rees also presents cost breakdowns for 16 hrs. per week and 19 hrs. per week.

- Mr. Furtado states he foresees needing the additional help to cover the addition of the rubbish & recycling work.

He expects everyone in his department to be able to read maps, use the Vador system, and handle customer service. He would also like this person to be able to handle additional billing of the new meter reading system.

- Bernie asks what the max projected cost amount is.

Mr. Furtado states \$27,000

- Chairman asks if there is a disagreement about the level ranking.

Mr. Rees states he has not had time to study the position. It will need to be analyzed.

Jessica asks what the level ranking of employees is now.

Mr. Furtado states most are union.

- Bob asks if the existing employees can do all these tasks now, why this person would make a higher rate.

Mr. Furtado states because it is non-union and has no benefits.

- Discussion of if work is being shifted to different departments or is staying as it is now.
- Mr. Rees states the contracts are staying where they are now.
- Mr. Rees states he can still see that the BPW could use some additional help for customer service.
- Mr. Rees states the public has to call two different places depending upon whether it is a rubbish or recycling question.
- Bob questions still having to call two different places if the Board of Health is still handling recycling.
- Chairman asks why the recycling wouldn't be handled by BPW.
- Mr. Rees states the Board of Health is an elected board and they have control of the recycling.
- Discussion of the work load of the BPW.
- Chairman asks if there isn't a clear answer of how much extra help is needed; why not wait until Town Meeting.
- Bernie suggests tabling this for now.
- Chairman suggests Mr. Rees and Mr. Furtado look at how much additional help is needed.

- BPW Administration-Operating Expenses

- Mr. Furtado states the extra money is for professional development for his new assistant.
  - Bernie motions for BPW Administration-Operating Expenses- \$6,250. Seconded by Jessica. Vote: Unanimous

- BPW Highway- Operating Expenses

- Discussion of the \$19,500 for the diagnostic equipment.
- Mr. Furtado states the scanner and software are approximately \$5,000. They also have to upgrade the waste oil equipment and upgrade the jacks they have. He states it added up to approximately \$17,500 and he added for the delay in purchasing until the new fiscal year.
- Discussion of the modules they are purchasing and adding to the system as they progress.
- Mr. Furtado states this is a new venture and he will know more once the new person starts.

- Bernie motions to recommend \$628,267. Seconded by Jessica. Vote: Unanimous
- Mr. Rees presents sheets for the Water & Sewer Enterprise Funds
  - Mr. Rees states we should hold on Salary & Wages until the part time position is settled.
  - Discussion of the Indirect Costs.
- Article 16: Sewer Enterprise Fund FY20
  - Tracey motions to recommend approval of allocation of \$631,725 for Indirect Costs. Seconded by Jessica. Vote: Unanimous
  - Jessica motions to reconsider the previous vote for Utilities. Seconded by Tracey. Vote: Unanimous
  - Jessica motions for \$388,000 for Utilities. Seconded by Tracey. Vote: Unanimous
- Article 15: Water Enterprise Fund FY20
  - Tracey motions to recommend approval of allocation of \$460,931 for indirect costs. Seconded by Jessica. Vote: Unanimous
- Article 6: Amended FY19 Water Enterprise Fund Operating Budget.
  - Bernie motions to recommend Pass Over at Town Meeting. Seconded by Jessica. Vote: Unanimous
- Article 7: Amended FY19 Sewer Enterprise Fund Operating Budget
  - Bernie motions to recommend Pass Over at Town Meeting. Seconded by Jessica. Vote: Unanimous
- Article 8: Amended FY19 General Fund Capital Budget
  - 2 part Article that seeks to add money to the high school gym dehumidification project and the COA/Rec Center HVAC project because they both came in more expensive than anticipated.
  - Jessica motions to recommend adoption of Article 8 as it is presented in the Warrant. Seconded by Tracey. Vote: Unanimous
- Article 9: Amended FY19 Water Enterprise Fund Capital Budget
  - Jessica motions to Pass Over. Seconded by Bernie. Vote: Unanimous

- Article 10: Amended FY19 Sewer Enterprise Fund Capital Budget
  - Mr. Furtado explains the original Article from FY19 used \$2,000,000 from Mattapoisett and \$8,000,000 in borrowing for Treatment Plant Upgrade. The project came in under budget and this would take \$1,050,000 remaining and use it towards West Island Treatment Plant Improvements to bring that project to a total cost of \$1,750,000.
    - Bernie motions to recommend adoption of Article 10 as presented in the Warrant. Seconded by Jessica. Vote: Unanimous
  
- Article 12: Setting Salaries of Town Officers- FY20
  - Jessica motions to recommend adoption as presented in the Warrant. Seconded by Tracey. Vote: Unanimous
  
- Article 18: Roadwork-FY20
  - Mr. Furtado states the streets being recommended are:  
Brown Street from Adams Street to #47  
Billy's Way  
Fir Street
  - It is realized that Brown Street has been left off the Warrant.
  - Committee will hold on this until that is cleared up.
  - Chairman asks if there has been any more communication from the public on Billy's Way.  
Mr. Furtado states no. He says the biggest objection last year was drainage and the road will be engineered to eliminate problems with that.
  
- Article 20: Funding Capital Stabilization Fund-FY20
  - Mr. Rees presents a sheet that shows how the Free Cash is broken down.
  - With this addition the Capital Stabilization Fund will have a balance of approximately 5.4 million dollars
    - Jessica motions to recommend transfer from Surplus Revenue (Free Cash) \$1,925,000 to the Capital Stabilization Fund as authorized by Chapter 40, Section 5B of the General Laws. Seconded by Tracey. Vote: Unanimous

8:29 PM. Chairman calls recess. Back in session @ 8:31 PM.

- Article 24: Community Preservation Program Appropriations- FY19
  - Jessica motions to Pass Over. Seconded by Tracey. Vote: Unanimous

- Article 26: Revolving Funds- FY20
  - Mr. Rees states this is a reoccurring Article to approve Revolving Funds.
  - Mr. Rees states there are two new ones this year to deal with mattress recycling and hording remediation.
    - Jessica motions to recommend adoption as presented in the Warrant. Seconded by Tracey. Vote: Unanimous
- Looking at the street light Articles, the Chairman asks for volunteers to go look at the pole locations.  
Jessica and Tracey volunteer.
- Article 33: Petition the Legislature: Restaurant All Alcohol Licenses at Hampton Inn, 1 Hampton Way
  - Jessica motions the Yield to Petitioner. Seconded by Tracey. Vote: Unanimous

8:41PM. Jessica motions to adjourn. Seconded by Tracey. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado  
Finance Committee Secretary

*accepted 4/11/2019*

*Robert A. Furtado*

