

Town of Fairhaven

Finance Committee

Minutes of the meeting for <January 28, 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,
John Mota, Thomas Alden, Tracey Diggins

Members absent:

Ann Ponichtera DesNardis

Town of Fairhaven:

Dr. Brian Bowcock- Tree Warden

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 Lisa to accept the minutes from December 17, 2016. Seconded by Tom. Vote:
Unanimous

- Chairman introduces Tracey Diggins as the newest member of the Finance Committee. Tracey is from Precinct 6.
- Chairman presents a letter from Mark Rees, the new Town Administrator, concerning the budget process, Mr. Rees's budget calendar, a section of the bylaw concerning the TA, Fin Com budget calendar, and a draft of the Articles for the Annual Town Meeting.
- Chairman presents 2 Reserve Fund Transfer requests from the Animal Control Officer. Chairman expects Ms. Massey to join the meeting.

- Chairman presents a Reserve Fund Transfer request from Dr. Bowcock- Tree Warden.
 - Dr. Bowcock requests \$3,635.51 for repair & maintenance of the dept. bucket truck.
 - Dr. Bowcock presents a bill, in that amount, from the company that has repaired the truck.
 - Dr. Bowcock states that the truck is 14 years old. Work was done on the engine this year using money that was in the budget.
 - Dr. Bowcock states the latest repairs were related to hydraulic issues, and must be performed by a licensed hydraulic firm.
 - Dr. Bowcock states that the truck developed a major hydraulic leak in December that would prevent the use of the truck.
 - Dr. Bowcock states he discussed the issues with the former Executive Secretary when the truck was down, and he was told to have the truck repaired.
 - Chairman states there is still \$7,000 left in the category.
 - Dr. Bowcock states that the Repair & Maintenance-Equipment line is actually in a \$2,088.39 deficit. States that the money has been spent on repairs already.
 - Dr. Bowcock states that \$5,000 in the category is set aside to purchase trees in the Spring.
 - Discussion of purchasing trees and replacing trees in town.
 - Dr. Bowcock states that \$3,100 in that category is for Tree Removal. This is for removal of large problem trees that cannot be handled by the Town tree crew.
 - Lisa asks about money the Tree Warden is bringing in.
 - Dr. Bowcock states that if private trees fall into the Town roads or layout, the tree crew will remove them and he bills the homeowner's insurance company. That money goes into the General Fund.
 - Chairman states that this meets the definition of unforeseen, as this is this Tree Wardens first year and not his budget.
 - Pat states he feels the money for tree purchases compares to shellfish propagation, in that Town Meeting votes that \$5,000 amount as a line item.
 - Pat motions to transfer \$3,635.51 to acct. #001-295-00-5245-00-0552 Tree Dept.- Purchase of Services- Repair & Maint. Equip.. Seconded by Tom. Vote: Unanimous
- Chairman states he has received a letter from the Fire Chief stating he may be placing an Article for the Special Town Meeting within the ATM. Article would be to cover expenses incurred when staff members left the dept. and the Chief had to cover their buyout. Also for truck repairs.

- Chairman presents 2 Reserve Fund Transfer requests from the Animal Control Officer, 1 for Gasoline and 1 to cover the replacement of the shelter's water heater.
 - Ms. Massey has not joined meeting.
 - Discussion of additional adoptions not covering expenses.
 - Chairman states the Gasoline is not unforeseen. She is tripling the budget while the price of gasoline has actually dropped.
 - Discussion of the number of animals being brought in.
 - Chairman states the only think unforeseen is the number of trips to the Mattapoisett vet. office.
 - Lisa questions where the additional animals are coming from.

 - Discussion of water heater replacement.
 - Chairman states a previous transfer paid to replace the water heater.
 - Bob states, judging by the paper work submitted, the last transfer was for work on the boiler and this is for replacement of the hot water tank.
 - Discussion of whether the TA has approved this.
 - Chairman states that this request was on the old request sheet. The new form will require the TA signature.
 - Chairman tables request until the ACO can come in.

- Chairman presents the reworked Reserve Fund Request form and asks for the committee's input.
 - John asks how the committee can enforce the process.
 - Chairman states if the form doesn't have the TA's signature on it, we will not act on it.
 - Bob states the form has always stated that it must be approved before expense is incurred, but we see many come in after deficit spending.
 - Chairman states we will vote on the new form at the February 11th meeting.

- Committee reviews the TA's budget letter and schedule
 - Discussion of only having 1 month to review entire budget.
 - Discussion of this being a new budget process with the new TA.
 - Chairman states he will set up a meeting with the Capital Planning Committee. We are also required to provide hearings on Articles, if requested.
 - Chairman states he will get the committee as much information as he can ahead of time.

- Committee reviews the draft of the Articles for the ATM.

- Chairman reminds members to abstain from Roadwork Articles that are within 500 ft. of your house.
 - Chairman states there will likely be an Article added for the sale of the Oxford School.
 - John asks if we could be part of the March 7th budget workshop with the Selectmen. Chairman states that is a regular scheduled open Selectmen's meeting.
- Chairman states our next meeting will be February 11, 2016.

8:14 PM. John motions to adjourn. Seconded by Pat. Vote: Unanimous

Respectfully submitted by:

Robert A. Furtado
Finance Committee Secretary
(accepted 2-11-2016)