



Fairhaven Select Board & Finance Committee Joint Meeting Minutes March 16, 2023

FAIRHAVEN TOWN CLERK
RJGD 2023 APR 21 PM2:00

Select Board Members Present: Chair Stasia Powers, Vice-Chair Leon Correy, Clerk Robert Espindola, Select Board member Keith Silvia, Select Board member Charles Murphy Sr., and Town Administrator Angie Lopes Ellison.

Finance Committee Members Present: Chair Padraic Elliot, Robert Grindrod, Linda Gallant, Peter Gardner, Denise Barr, Claire Millette, Stephen Levesque and Therese Szala. Vice-Chair Lisa Plante via zoom.

Also present: Anne Carreiro, Cameron Durant, Bruce Webb, Paul Foley, Wayne Hayward, Randy Bassett, Vincent Furtado, Rene Robillard and Joshua Crabb.

The meeting was videotaped by Cable access and Zoom meeting application.

Ms. Powers called to order the Select Board meeting at 6:38pm.

Mr. Elliot called to order the Finance Committee meeting at 6:38pm and yielded to Ms. Powers

Approve Minutes: Passed over

Ms. Ellison reviewed the departments scheduled: Human Resource (HR), Conservation, Planning and Economic Development, Board of Appeals, Weights and Measures, Building, Department of Public Works: Sewer, Water, Highway, Park and Administration. The Financial Departments will be on the March 23rd agenda.

Ms. Ellison reviewed an information breakdown showing the approximate override impact and the yearly tax rates from FY14 through FY23. The anticipated override needed is approximately eleven cents per one thousand dollars of value. (*Attachment A*). Discussion included home values and rates.

Building Commissioner Randy Bassett presented an overview of the FY24 budget for the Building Department, Weights & Measures and Zoning Board of Appeals. The budget is level funded, he answered questions related to salaries and continuing education. Discussion included developing processes for Short-Term Rentals to include inspection process with fee collection process and re-evaluating the current fee structure across all categories.

HR Director Cameron Durant presented an overview of the FY24 budget for the HR Department. The salary portion of the HR budget includes an adjustment to move the Payroll Administrator from the Treasurers Department to the HR Department. He answered questions about advertising, modernizing of processes, professional development, training requirements, payroll processes and the clerical reclassification study (*Attachment B*). Discussion also included collective bargaining, employee healthcare plans, Insurance Advisory Committee (IAC), software capabilities and employee self-service.

Conservation/Sustainability Agent Bruce Webb presented an overview of the FY24 budget for Conservation and answered questions about staffing, salaries, training, the electric vehicle charger program and the peer review process.

Planning and Economic Development Director Paul Foley presented an overview of the FY24 budget for the Planning Department, Economic Development and the Economic Development Committee. The budget is level funded and cuts were made prior to the budget book printing. He answered questions regarding advertising types,

for example, bylaws, rezoning and public hearings. Discussion was also had about professional, outside consulting services. Wayne Hayward mentioned concerns about training needs post-Covid. Mr. Foley added that grant funding has provided the salary for the part-time CDBG administrative assistant, Economic Development has accounted for about six million dollars in funds through grants over the last three years for development projects.

Department of Public Works Superintendent Vincent Furtado and Sewer Superintendent Rene Robillard presented an overview of the FY24 budget for the Sewer Department. Contract negotiations have not been completed with the Sewer Department yet. They explained enterprise funds. Discussion also included impacts of inflation on tools, equipment and maintenance costs, mandatory training and licenses, DEP regulations, plant upgrades and other regulations. They have used zoom and online classes wherever possible to minimize training expenses. Staffing changes in the future will include a night shift employee moving to the day shift and for FY25 a vacant position to fill. Expenses do reflect the use of legal services, Labor and Town Counsel when needed.

Capital projects for the Sewer Department include inflow and infiltration required by the state, portable pump and pump station improvements voted in at the last town meeting.

Mr. Furtado and Highway Superintendent Joshua Crabb presented the FY24 budget for the Highway and Park Departments. Mr. Crabb answered questions related to salary, retirement payoffs, the need for a new hire in the garage skilled in computer repair or uptraining existing, communication expenses needed for running the drainage pump, inflation impacts on tools, equipment and other materials, maintaining state standards, signage expenses, staffing levels and gas.

Capital projects for the Highway Department include roadwork and reconstruction, repaving a portion of the COA parking lot and a backhoe (current backhoe is over 20 years old). Mr. Crabb explained the pilot program on cold in place recycling for road repairs and the need to test in different areas to gauge the results and how to revise the current processes if successful.

A list of Town vehicles will be requested from the insurance company and provided to the Board and Finance Committee.

Mr. Crabb addressed the FY24 Park Department budget needs and answered questions about staffing and the Capital projects for trash collection and the bikepath overlay.

Mr. Furtado presented the DPW Administration budget for FY24, it is level funded and the office supply expense reflects the increase in the cost of paper. He answered questions about dues and professional gatherings

The Capital project for the DPW Administration is the HVAC upgrade for the administration building. The current system is thirty to forty years old and cannot be repaired properly.

Mr. Furtado presented the FY24 Water Department budget and answered questions about retirement payouts, staffing, water meter replacement status and the engineering fund (it is a two-thousand-dollar allocation for the Select Board to use at their discretion for professional services). The budget is level funded.

Capital projects included a federal government required lead service inventory study, and two water main replacement projects.

Ms. Ellison reviewed the upcoming departments for March 23. Finance Committee meets on March 21 at the DPW building.

Finance Committee adjourned at 10:04pm

The Select Board adjourned at 10:04pm

Attachments:

- A. FY24 Budget Override projection
- B. Collins Center Clerical Study