

Finance Committee Meeting Minutes
21 April 2016
Town Hall – Sturbridge, Ma

Call to Order:

The chair called the meeting to order at 7:00pm with the following Finance Committee members present: Chair, Kathleen Neal (KN), Kevin Smith (KS), Joni Light (JL), James Waddick (JW), Laurence Morrison (LM), Suzanne Smiley (SS) entered late.

Guests: Linda Cocalis (LC), Board of Health; Thomas Ford (TF), Police Department; Deb Boyd (DB) and Bill Haggerty (BH) Burgess Schools

LM moved the motion to reconvene in the Veterans' Hall, JW seconds, motion passed 5-0-0. (KS absent from room).

Reconvened in Veterans Memorial Hall at 7:02pm.

Reserve Fund Transfer

LC stated that due to an employee illness, the interim inspections agent is behind on inspections. Barbara Barry (BB) said the funds transferred would be used to pay for an additional 24 hours of inspection work. The amount of \$587.00 would be transferred into the Board of Health Salaries/Wages Account 15101-51100. KS stated that the BOH budget is only 72% spent for the year, and it is 75% of the way through the fiscal year. Right now it is not evident that the budget will fall short. KS advises LC that she would need to come back when overspending is evident.

KS asked if LC has enough funding for salaries and wages for FY17 in the budget. LC stated that the BOH has a hard time keeping full time inspectors. They have a turnover because the town doesn't have the most ideal compensation or benefits, so people leave and the BOH has lag time due of training.

KS stated that if LC has permission for a "surge" employee, to go forward with inspections, because the committee can transfer funds from one salary line to another within the last month of the FY.

LC will tell Barbara Barry the committee is holding off on the RFT at this time, and will come back when and if she needs the funds. No action is taken at this time.

Police Department Budget – Joni Light

JL reviewed the Purchase of Services budget and the differences between FY16 and FY17.

IMC (Information Management Corp) is the records management system, includes police reports, fire logs, dispatch logs; anything for ambulance and fire. The basic contract went up in price, no other upgrades or equipment. The contract is with TriTech. Live Scan Maintenance has decreased due to the reduction in service as this equipment is fairly old. It has outlived its warranty life. This equipment will likely have to be replaced in FY18. Cruiser repairs are slightly higher over FY16 due to general inflation. This covers oil changes, tire maintenance, boat and motorcycle winterizing. The formula is approximately 5 services for 13 vehicles. CERT (Community Emergency Response Team) is a new line item as noted at the budget kick off meeting in March. This is for a community-based civilian emergency response team program. TF further stated that there are 27 members currently in the community who augment services that would be given by a police officer or a fire fighter. Sturbridge has seen expansion with this program. Since 2012, members of this program have donated 375

volunteer hours for traffic and area patrol at PanMass challenge. The program is a national FEMA organized first aid, electrical and fire hazards centered program. Certified members are embedded in the community in cases like the tornado when officers can't access crisis areas. They serve as extra EMT's for the Fire Department. The community has shown interest and one class is starting up in June. It includes \$1,500.00 for training and \$325.00 for costs associated with new website (certsturbridge.org.). JL stated that the \$400.00 increased to \$2,700.00 due to a cruiser camera warranty. All of the cameras are at various ages. TF stated that he bought two new cruiser cameras with a 13-24 month warranty; 2 with 25-36 month warranties, and 4 are warranted for 47-48 months. JW asked how much a camera is. TF replied that they are generally \$5,000.00. The Records Destruction is merely itemizing the required service through Iron Mountain. Previously the records were being destroyed on-site. TF stated that the new protocol will be that this company will come and shred documents on premises and then we will send them to the secretary of the state. The Calibration of Radar is a cost every three years through MPH Co. Although all officers have to test to their machines daily.

All other items within Purchase of Services is level funded from FY16, and even most from FY15. The account is currently at 67% of budget for FY16.

JL stated training supplies increased slightly from FY16. Additionally TF is asking for reflective gloves for traffic control. (20 pairs of gloves and 5 trauma kits will become recurring costs). KS asked if trauma kits belong to the town. TF stated that if officers go out, they sign them out; there is nothing they can keep when they go. Anything emblazoned with Town of Sturbridge belongs to the town. Crash Reconstruction Software, Drug Testing Kits and Combat Gauze are all new items. Drug kits used to come from Betterment but are now in the operating budget. They are a one use only kit and need to be replenished. Kit is to test for drug substances. TF went further to explain that two certified accident re-constructionists use a specific tool costing \$3000.00. The specifics of the Accident Reporting Unit(2009 and newer have this black box); tool that takes information from the black box of the car and retrieves data; how many people were in the car, if seat belts were worn, if the brakes were applied, if the windshield wipers were on, etc. This service and equipment is usually reserved for serious motor vehicle crashes involving possible fatalities or fatalities. MS asked if the information is overwritten at some point. TF stated that he is not sure but they are required to obtain a warrant to take the data out of the box, and they need this tool to extract that information. MS stated that generally after 30 days data it rewrites itself.

KS asked if the town still has certified truck inspectors in the department. TF stated that there was no interest once the training wasn't funded. The state will not pay to train anyone for local inspections. The size of the department is a factor. Worcester is larger, so they may be able to send officers four states away for training and certification, but Sturbridge isn't big enough for this.

TF said the shelf life for combat gauze is 5 years. KS asked how many usable applications are in one pack. TF stated he is asking for 5 units and they are single use. He added that the kit includes more than just the gauze. It would cost \$2,620.00 for 19 kits. JW asked if once used the department would have to replace it immediately. TF stated yes. JL stated that she is willing to grant funding for this in its entirety at \$2,620.00 over the TA's recommendation to fund only 5 kits.

Supplies account is at approximately 65% of budget for FY16.

JL moved the motion to recommend the Police Department Budget line items as follows, LM seconds, motion passed 7-0-0:

12102-52000	Purchase of Services	80,873
12102-54000	Supplies	68,607
12102-57000	Other Charges	6,674
12102-58050	Capital Outlay	89,108

JL moved the discussion to salaries and wages and overtime expenses. TF stated that full time staff includes himself, two lieutenants, three sergeants, 13 patrol officers, one of which is a school resource officer and one part time police officer. There are five certified and trained full time dispatchers, as well as an administrative assistant and a part time animal control officer. The Emergency management coordination position was funded in FY15 for 15-24 hours weekly. The plan is to get this position filled for FY17. This position was graded by the Personnel Classification Committee (PCC) at a 6.

KS asked if the department is still accredited annually and when the union contract is up for negotiation. TF stated that they are up for renewal of accreditation every 3 years, the next being in 2017. They will also renegotiate next year for the salary contract.

JL discussed the new stipend in the budget for the police chief. She understands the purpose of the stipend line item, although not fully understanding of the mechanism in arriving at the amount of \$6,000.00. This amount will just about cover the cost of the police chief's education in Emergency Management. While TF is not under contract currently, this will be reviewed and intended to be put into place in the FY18 budget, and will likely include an amount for Emergency Management duties. TF is currently performing Emergency Management duties without compensation. KS asked if the stipend and emergency management duties will be unnecessary with the new emergency management position. TF answered no, that it would not but in FY18 the compensation would be included in the police chief position salary. The emergency management coordinator will relieve the officers from emergency management. JL stated that Leon was not wedded to the word stipend for emergency management compensation of costs that TF incurred for received training. It is considered a one-time special payment for the additional training and recognition of the police chief's Emergency Management responsibilities.

KS asked about the idea of a contract for the chief. TF stated that Jim Malloy, former town administrator, suggested it years back. LG is looking to resolve it for FY18. KS asked if the Fire Chief will get a contract or any other department heads. TF stated that Fire and Police are the only department heads that are allowed by law to have one. KS stated that other department heads requested stipends for extra work and continuing education but were not approved. MS stated that the town did approve the stipend for the finance director when she had to take on two jobs temporarily. KS asked why it would not be put it into the salary line, and if this should be counted toward the 2% merit increase. JL confirmed that it is not to be included in merit calculation. LM concluded that the stipend recognizes the need and responsibility and accountability, he stated that it should become a larger figure and a permanent figure in the budget.

JL moved the motion to approve the Police Department Salary as follows and MS seconds, motion passed, 7-0-0.

Police Department		
12101-51120	Department Head Salary	120,868
12101-51130	Salaries/Wages Quinn Bill Incentive	1,785,640
12101-51170	Stipend Emergency Management	6,000
12101-51300	Overtime Expense	346,433
	Total Salary	2,258,941

STM Article 43 – Unpaid Bills of a Previous Fiscal Year

TF stated that he needs \$398.00 for police training from the end of FY16 due to a bill that was in Lieutenant Desert's email that he assumed was sent to administrative assistant from last May.

JL moved the motion to approve Article 43 - Unpaid Bills of a Previous Fiscal Year as written, MS seconds, motion passed, 7-0-0.

Article 27 - Police Boat

KS asked how the department is going to transport the boat and how it will be launched. TF stated that they can't easily launch it at Leadmine, however there is a public access launch there. The primary purpose is to address noise complaints and OUI citations, however it can also be used for rescue. With the Jet Ski, we would have to instruct the suspected intoxicated driver to land to give them the sobriety test. During boat season, the station receives dozens of calls for people being loud at night. They also cannot operate the Jet Ski from dusk to dawn, so having the boat would bypass these issues.

KS asked if there are poor radio communication signals on the lake. TF stated that he can connect to the repeaters to get signals. KS asked if there will be an extra officer deployed in order for the ratio to become 3:3:2. TF stated that officers already on duty will be deployed at specific times to cover the lake. KS asked if building inspectors will be allowed to enforce docks. TF stated that he would reluctantly be willing to lend it out with supervision.

KN asked where funds in the "Waterways" account comes from. TF answered it comes from excise taxes and that one of the purposes of this fund is for waterway patrol. LM stated that in an emergency, having water equipment local means they can get to scene right away. KS asked where it will be stored. TF has asked for outbuildings. He stated that until he can find a reasonable place to store it he intends to use one side of the garage at the Police Department.

JL moved the motion to approve Article 27 – Police Boat as written, MS seconds, motion passed 7-0-0.

Article 19 – Betterment Committee

TF stated that the funds requested are for 19 four season jackets. KS asked if they will belong to the PD, not officers. TF restated that anything that is an initial purchase or has Sturbridge on it, by contract, it has to stay with the department.

KS asked if the \$19,975.00 is for multiple thermal night cameras. TF answered that this amount will buy 5. They are attached to the spotlight on the cruiser, it is an infrared thermal image heat source that allows us to track up to 1500 ft. if someone flees at night independent from the spotlight. It can also be used for tracking someone if they are lost. KS asked if this is intended to become part of a fully equipped cruiser. TF stated that it depends on the use and he would likely defer spending that money to have a hand held unit.

STM Article 46 – Amend Fiscal Year 2016 Budget

DB stated that she doesn't have a concrete amount concerning special education tuition costs. At the beginning of April it seemed to be about \$50,000.00 in the whole, and sometimes other lines can help fund tuition but they had a teacher go on maternity leave which means that extra funds are not likely to be present in the budget. She is optimistic about needing \$50,000.00. The school committee is planning to provide a formal substitute motion with the modified at the STM. KS asked if she would know by May. DB stated that because she goes in to close out all funds due around June 1, all she could give would be an estimate. This is not usually a time of year that we are affected by tuition because not a lot of people move in, and closer to the end of the year students are not usually moved from in house to out of house. The lowest she foresees would be \$40,000.00 or \$45,000.00. LM stated that when DB, KN and he met with the school committee in executive session on December 4, 2015, that DB predicted this outcome. DB stated that there were 2 or 3 students who possibly needed to be accommodated out of house. The additional \$50,000.00 was in place for this. She wouldn't suggest the FinCom to vote on it tonight. KS stated that FinCom needs time to put this in the Report of the Finance Committee to print before town meetings.

Article 43 – Tantasqua Regional School District Agreement

LM moved the motion to approve Article 43– Tantasqua Regional School District Agreement as written, KS seconds, motion passed 7-0-0.

Article 44 – Tantasqua Regional School District Committee

DB explained that the committee is adding, deleting, and renumbering the Tantasqua Regional School District Agreement at the suggestion of legal counsel. BH explained that when the agreement was put into effect in 1952 it was the second district to be formed in the Commonwealth. It has pretty much stayed that way with minor adjustments made. Three years ago BH looked at it and realized it's not a functional document. DB stated that they are striking from old proposal 8 sections, and that there are 13 sections now. There are no proposed changes to Section 3. BH stated that in Section 3 they are dealing with composition. The language needs to be refined alongside the education committee. They respected and waited for an outcome on a “one man, one vote” Supreme Court Case. KS asked why they wouldn't change the language so that Sturbridge would be better represented. BH stated that this is due to the “one man, one vote” and the nature of appointment. Changes made to Section 3 would be substantial and they are not ready to address this yet. The changes being made are mostly housekeeping. This is not to say that they wouldn't come forward next year with a proposal.

JW asked when the ratio for the appointed members of the Tantasqua school committee decrease from 1 appointee to 100 students to 1 appointee to 200 students. DB stated this was amended in 1974. She explained there have only been 4 amendments in 64 years. BH speaks to the issue of severability that was not included in 1952. If some piece of the document becomes illegal the whole document becomes illegal without this clause. They also added a review every ten years to prevent this from happening in the future.

KS stated that if they were to strike Section 6.1, they could go back to apportionment by population. DB stated that the first option of dividing the vote would be to get all 5 towns to accept the budget. She stated that there are constant Chapter 70 increases every year. If we went back to enrollment as opposed to wealth based funding you wouldn't receive Chapter 70 increases. Wealth based formula

placed Brimfield above Sturbridge in FY16 to determine the target share for the community to pay. Budget was divided out by percentage of children sitting in the classroom. They change to enable the communities to pay a fair share based on the community's ability to pay. BH the Department of Elementary and Secondary Education had a meeting at Assabet Valley and walked through the process on how to calculate the wealth based formula. Sturbridge should have taken part in the session.

DB the law will only allow that to happen (dividing up by enrollment) and giving minimum required contribution if all 5 towns voted it, and then all 5 towns would have to accept the budget. DB felt this would be highly unlikely. MS asked if any change would need to go back in front of the five towns. DB answered yes. Many changes are just to reflect practice or to mirror statutes and amendments pertaining to Mass General Law. Towns can vote to withdraw but all five towns have to vote to allow the town to withdraw and the Department of Elementary and Secondary Education has to give final legal approval. KS asked if any other towns have the right to tell one town that they can't withdraw. DB believes the other towns would realize that they would be losing and wouldn't want to allow a town to withdraw.

LM asked if all five towns could vote to decommission the district. DB stated that all five towns would take a vote at town meeting then make a case to the commissioner, and they have to prove that their students won't suffer. They would still be responsible for their portion of the debt. It would need to pass through 2/3 of school committee first, then if the commissioner says no, if any of the five towns say no it becomes dead issue. KN asked if someone who comes in new, if they would take on a portion of capital costs. DB stated that in her tenure she has never seen a town leave and then join a new district. LM stated that before 1952 and Tantasqua, Sturbridge high school residents went to Brimfield at Hitchcock Academy.

BH and DB stated that Section D.3 came from the Department of Education and state law and Section 13 was from legal counsel (Toomey). She will ask about why there is no prevention from withdrawing.

KS noted that his opposing vote was not against the concept of a regional school district, but this agreement was not in the best interest of the Town of Sturbridge.

LM moved the motion to approve Article 44 – Tantasqua Regional School District Committee as written, JL seconds, motion passed 6-1-0 (KS opposed).

Article 7 – Community Preservation Act

KS moved the motion to approve Article 7 – Community Preservation Act as written, KN seconds, and motion passed 7-0-0.

KS stated that instead of \$14,500.00 the CPC has requested to increase it to \$15,000.00, he suggested to request Penny Dumas to come explain the reason for increase.

Article 17 – Revolving Fund

KS moved the motion to reconsider Article 17 – Revolving Fund in the new amount of \$20,000.00 for HazMat revolving fund, JL seconds, motion to reconsider passed 7-0-0

KN and KS discussed Articles 24 and 25, which uses language concerning the fiscal year, and further discussed how the Town cannot use free cash that hasn't been certified but it is possible that it could be encumbered funds.

Article 31 – Zoning ByLaw - Telecommunications

KS moves the motion to amend Article 31 – Zoning Bylaw Telecommunications as follows:

- *In Section 12.02 Definitions, to add the words “(hereinafter known as “facility”)” to the definition of Wireless Communication Facility*
- *In Section 12.03 Use Regulations, Section (b)(1), strike the word “new” before the words “wireless communication facility”*
- *In Section 12.03 Use Regulations, Section (b)(2), strike the word “new” before each instance of the words “wireless communication facility”*
- *In Section 12.03 Use Regulations, Section (c), strike the word “new” before the words “wireless communication facility”*
- *In Section 12.03 Use Regulations, Section (h), add the phrase “from grade” after the words “130 feet in Height”*
- *In Section 12.05 Procedure, Section (d), strike the words “conduct a publicity noticed” and replace it with the words “publish a legal notice for a”*

MS seconds, motion passes 7-0-0.

KS desires that LG change the language in Article 38 – Amendment to the General Bylaws Sturbridge Tourist Association to allow for existing members to continue their appointments.

The BOS struck Article 40 from the ATM Warrant.

New Business – none

Old Business – none

Public Access – none

JL moves the motion to adjourn at 10:59pm, LM seconds, motion passes 7-0-0.