**Finance Committee Meeting Minutes**

**Town Hall ~ April 9, 2019**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee chair called the Finance Committee meeting to order at 6:30 pm. The following committee members were present: Kathy Neal (KN), Karen Davis (KD), Michael Hager (MH), Joni Light (JL), Larry Morrison (LM), Kevin Smith (KS), and Jared Burns (JB). Absent: James Waddick (JW) and Bruce Boyson (BB).

Guests: John Grasso (JG), Fire Chief; Jeff Bridges (JBr), Town Administrator; Barbara Barry (BBa), Finance Director; Heather Weston (HW), Senior Center Director.

**Review of Fiscal Year 2020 Fire Department Budget**

The following items were reviewed for Fire Department. The motion was moved to recommended items 71, 72, 73 and 74 for a total of $1,574,009.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Fire Department** |   |   |
|   |  | Department Head Salaries | $113,070.00 |   |
|   |  | Salaries/ Wages | $1,043,749.00 |   |
|   |  | Overtime | $235,000.00 |   |
|   |  | Longevity | $1,550.00 |   |
| 71 | 12201 | Personnel Costs | $1,393,369.00 |   |
|   |   |   |   |   |
| 72 | 12202-52000 | Purchase of Services | $98,640.00 |   |
| 73 | 12202-54000 | Supplies | $75,100.00 |   |
| 74 | 12202-57000 | Other Charges | $6,900.00 |   |
|   |   | Total Expenses | $180,640.00 |   |
|   |   |   |   |   |
|   |   | **Fire Department Total** | $1,574,009.00 | MH; KS seconds. Motion was accepted 7-0-0. |

Discussion centered on the Safer Grant firefighters and funding their salaries after the grant period is over. BBa said that it is impossible to project future revenue. She said that these firefighters are Town employees hired to enhance the Fire Department; she added that all positions will continue in the budget going forward. She stated that if cuts are necessary in the future, the entire budget will be looked at and the Town Administrator will decide what to cut.

JG stated that there are 14 full time firefighters: 1 chief, 3 lieutenants, and 10 firefighters; he said there are also 12 paid on-call firefighters.

**Review of Fiscal Year 2020 Safety Complex Budget**

The following items were reviewed for Safety Complex. The motion was moved to recommend items 62 and 63 for a total of $93,460.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Safety Complex** |   |   |
| 62 | 11972-52000 | Purchase of Services | $83,960.00 |   |
| 63 | 11972-54000 | Supplies | $9,500.00 |   |
|   |   | Total Expenses | $93,460.00 |   |
|   |   |   |   |   |
|   |   | **Safety Complex Total** | $93,460.00 | MH; KS seconds. Motion accepted 7-0-0. |

There was discussion regarding the Internet service provider costs for the different Town buildings and the commercial cleaning for the Public Safety Complex. JG said that he did not know why the different buildings had different Internet service contracts. He also said that commercial cleaning had never been done before. He did think it will be needed again in the future, but he did not see it as an annual need. He said that the company will clean the electronics, remove old wiring and clean the dust that has accumulated behind the oldwiring.

**Review of Fiscal Year 2020 Items in the Capital Budget for Fire Department**

* Fire – SCBA Voice Amplifier Devices

JG said that these devices will clip onto the firefighters’ masks and amplify their voices in the buildings and on the radio to help firefighters communicate better.

* Fire – Tactical Intrinsically Safe Flashlights
* Fire – Thermal Imaging Cameras

JG stated he is waiting to hear on a grant award for the cameras.

**Review of Fiscal Year 2020 Items in the Capital Budget for Safety Complex**

* Public Safety Complex – Replace Apparatus Overhead Doors & Openers

JB said that these doors, openers and safety mechanisms are original to the building.

* Public Safety Complex – Repair/Resurface Apparatus Floor

JG stated that there would be a beveled edge on the new surface to reduce tripping hazards and to make a smooth transition for the apparatus entering or exiting the building.

**Review of Fiscal Year 2020 Items in the Betterment Budget for Fire Department**

* Fire – Protective Firefighting Gear

JG stated that these funds are carried forward to meet the need to purchase new gear in Fiscal Year 2022; this is the second year for this fund.

* Fire – Special Events Overtime

Discussion centered on whether this amount is for regularly scheduled events in Town. KS stated that these funds are used to supplement the department’s budget for sponsored events that occur annually.

* Fire – Structural Firefighting Cancer Prevention Hoods
* Fire – Protective Wildland Firefighting Equipment

JG explained the difference in gear for fighting a structural fire and a brush fire; the equipment provides a thermal barrier in structural firefighting gear and ember protection without overload thermal protection in wildland firefighting gear.

**Review of Fiscal Year 2020 Council on Aging Budget**

The following items were reviewed for Council on Aging. The motion was moved to recommend lines 107, 108, 109, 110 and 111 for a total of $144,351.00 by LM.

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| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Council on Aging** |   |   |
|   |  | Department Head Salaries | $56,701.00 |   |
|   |  | Salaries/ Wages | $76,515.00 |   |
|   |  | Longevity | $350.00 |   |
| 107 | 15411 | Personnel Costs | $133,566.00 |   |
|   |   |   |   |   |
| 108 | 15412-52000 | Purchase of Services | $1,955.00 |   |
| 109 | 15412-54000 | Supplies | $2,355.00 |   |
| 110 | 15412-57000 | Other Charges | $2,475.00 |   |
| 111 | 15412-57110 |  Transportation | $4,000.00 |   |
|   |   | Total Expenses | $10,785.00 |   |
|   |   |   |   |   |
|   |   | **Council on Aging Total** | $144,351.00 | LM; KS seconds. Motion accepted 7-0-0. |

HW spoke of the success of the Memory Café; the number of participants has increased, and she is pleased with the impact the event has had on participants and their caregivers. LM asked if she knows the number of unduplicated participants as well as the total visits to the Senior Center. HW will get the numbers to him.

**Review of Fiscal Year 2020 Senior Center Building**

The following items were reviewed for Senior Center Building. The motion was moved to recommend lines 58 and 59 by LM.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Senior Center Building** |   |   |
| 58 | 11952-52000 | Purchase of Services | $25,149.00 |   |
| 59 | 11952-54000 | Supplies | $2,500.00 |   |
|   |   | Total Expenses | $27,649.00 |   |
|   |   |   |   |   |
|   |   | **Senior Center Building Total** | $27,649.00 | LM; JB. Motion accepted 6-1-0 (KS against). |

KS questioned the Interior/Exterior Maintenance amount. HW stated that the former Facilities Manager had added that amount to be used for unforeseen issues and emergencies. Discussion followed as to whether it was better to use Reserve Fund Transfers (RFTs) or to have the department heads handle the small repairs without having to ask for RFTs.

**Review of Fiscal Year 2020 Budgets**

The motion to reconsider Nursery School Budget was moved by JL. KD seconds. Motion accepted 4-0-3 (KS, JB and LM abstained). BBa had asked that the supplies item be removed from 8 Brookfield Road and added to Nursery School. After discussion, it was decided to wait for an update from BBa as to what the supplies in question are prior to voting the new amount.

The following item was reviewed for 8 Brookfield Road. The supplies item was amended to $0.00 per BBa. The motion was moved to recommend item 65 for a total of $1,300.00 by JB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **8 Brookfield Road** |   |   |
| 65 | 11985-52000 | Purchase of Services | $1,300.00 |   |
|   |   | Total Expenses | $1,300.00 |   |
|   |   |   |   |   |
|   |   | **8 Brookfield Road** | $1,300.00 | JB; KD seconds. Motion accepted 7-0-0. |

KN stated that the schools will be on April 16. JBr said that there will not be a Board of Selectmen meeting that night and that Veterans’ Memorial Hall will be available.

There was discussion of the Debt Services Revenue from Tantasqua. JB will ask BBa how it has been accounted for.

**No Reserve Fund Transfers**

**No Meeting Minutes to Approve**

**No New Business**

**No Old Business**

**No Public Access**

MH moved the motion to adjourn. KD seconds. Motion accepted 7-0-0 and meeting adjourned at 8:30

 pm.

/jme