**Finance Committee Meeting Minutes**

**Town Hall ~ April 11, 2019**

**Sturbridge, MA**

**Call to Order:**

The Finance Committee chair called the Finance Committee meeting to order at 7:00 pm. The following committee members were present: Kathy Neal (KN), Joni Light (JL), Larry Morrison (LM), Kevin Smith (KS), Jared Burns (JB), James Waddick (JW) and Bruce Boyson (BB). Absent: Karen Davis (KD) and Michael Hager (MH).

Guests: Tom Ford (TC), Police Chief; Linda Cocalis (LC), Board of Health; Jeff Bridges (JBr), Town Administrator.

KN stated that the meeting on April 16 will be in Veterans’ Hall. She also said that Chief Grasso had followed up with the information on Charter Services.

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

The following items were reviewed for Police Department. Overtime was adjusted to $436,016.00. The motion was moved to recommend lines 66, 67, 68, 69 and 70 for a total of $3,042,975.00 by KS.

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| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Police Department** |   |   |
|   |  | Department Head Salaries | $145,642.00 |   |
|   |  | Salaries/ Wages | $2,146,726.00 |   |
|   |  | Longevity | $7,800.00 |   |
|   |  | Stipend Emergency Mgmt | $6,000.00 |   |
|   |  | Overtime | $436,016.00 |   |
| 66 | 12101 | Personnel Costs | $2,742,184.00 |   |
|   |   |   |   |   |
| 67 | 12102-52000 | Purchase of Services | $95,989.00 |   |
| 68 | 12102-54000 | Supplies | $66,582.00 |   |
| 69 | 12102-57000 | Other Charges | $9,409.00 |   |
| 70 | 12102-58050 | Capital Outlay | $128,811.00 |   |
|   |   | Total Expenses | $300,791.00 |   |
|   |   |   |   |   |
|   |   | **Police Department Total** | $3,042,975.00 | KS; JL seconds. Motion accepted 7-0-0. |

There was discussion regarding the retroactive collective bargaining agreement. JBr stated that there is a Warrant Article to cover the first two years of the new three-year contract. TF said that he would be back in negotiations for the next contract by the end of summer.

In response to a question regarding manpower needs, TF said that emergency medical protocols require that there always be two certified emergency medical dispatchers in the dispatch center. He added that Sturbridge Police Department meets that requirement 50% of the time. TF said that he would like two additional police officers for general patrol. He based this recommendation on the size of the community, number of calls, number of activities, services, and initiatives. He would also like one detective dedicated to investigations. He stated that currently an officer must be taken off patrol to conduct investigations. He said that reports are usually completed on overtime. TF stated that the composition of the Police Department is: one chief; one lieutenant; three sergeants; two school resource officers, thirteen patrol officers; one animal control officer; six full-time dispatchers; and six part-time dispatchers.

The Special Events Police Overtime in the Betterment Budget was discussed. TF stated that this began years ago when the events were all new and special and he didn’t know what events were coming up or how to budget for them. Betterment funds were used to keep the Police Department from running a deficit. KS stated that these funds are used to supplement the department’s budget for sponsored events that occur annually.

 TF said he will create an additional budget that includes the staffing that he feels that the Police Department should have. Members of the Finance Committee agreed that they should talk about these needs and recommend ideas to the Board of Selectmen and the Finance Director.

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

* Police – Public Safety Drone

TF stated that this request is only for the equipment, and he has built the training into the operations budget.

* Police – Booking Camera
* Police – Special Events Overtime

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

* Police – Smith & Wesson Simunition Guns

**Review of Fiscal Year 2020 Landfill/Recycling Budget**

The following items were reviewed for Landfill/Recycling. Purchase of Services was reduced to $156,160.00. The motion was moved to recommend lines 98, 99 and 100 for a total of $278,855.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Landfill/Recycling Center** |   |   |
|   |  | Salaries/ Wages | $111,925.00 |   |
|   |  | Overtime | $1,500.00 |   |
| 98 | 14301 | Personnel Costs | $113,425.00 |   |
|   |   |   |   |   |
| 99 | 14302-52000 | Purchase of Services | $156,160.00 |   |
| 100 | 14302-54000 | Supplies | $9,270.00 |   |
|   |   | Total Expenses | $165,430.00 |   |
|   |   |   |   |   |
|   |   | **Landfill/Recycling Center Total** | $278,855.00 | JL; KS seconds. Motion accepted 7-0-0. |

LC stated that the Town used to make money on recycling, but it is becoming a wash. She said the Board of Health (BOH) is looking at a glass crusher to crush glass finely to use as daily cover at the landfill and not have to haul it away. She is comparing the cost of purchasing cover material with the costs of purchasing and operating the glass crusher.

**Review of Fiscal Year 2020 Board of Health Budget**

The following items were reviewed for Board of Health. Line 101 will be held until the outcome of a job offer to a candidate for Health Agent is known. The motion was moved to recommend lines 102, 103 and 104 for a total of $11,411.00 by JL.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line** |  **Account**  |  **Board of Health** |   |
| 102 |  15102-52000 | Purchase of Services | $6,971.00 |   |
| 103 | 15102-54000 | Supplies | $2,625.00 |   |
| 104 | 15102-57000 | Other Charges | $1,815.00 |   |
|   |   | Total Expenses | $11,411.00 | JL; KS seconds. Motion accepted 7-0-0. |

There was discussion regarding the difficulties that LC has had in hiring a Health Agent. LC stated that there is a shortage of qualified agents and the salary offered by the Town is an issue. She said that the staff has done a fantastic job of running the department in the absence of a Health Agent.

The ongoing investigation of lead in wells on McGilpin Road was discussed. LC stated that state and federal agencies worked together last year and are not finding lead in the water now. She said that currently the state is determining the best location for a monitoring well. KS stated that, rather than running a water line at a cost of $135,000 betterment per home not including the tie-in fees, an option exists for a kit to treat homes. He said that in Charlton the kit costs $6,000.00.

**Review of Fiscal Year 2020 Community Health Budget**

The following item was reviewed for Community Health. The motion was moved to recommend line 105 for a total of $4,000.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Community Health**  |   |   |
| 105 | 15152-53850 | Community Health Care Total | $4,000.00 |   |
|   |   | Total Expenses | $4,000.00 |   |
|   |   |   |   |   |
|   |   | **Community Health Care Total** | $4,000.00 | JL; KS seconds. Motion accepted 7-0-0. |

Discussion centered on the current measles outbreak which began in New York City.

**Review of Fiscal Year 2020 Inspections & Testing Budget**

The following item was reviewed for Inspections & Testing. The motion was moved to recommend line 106 for a total of $46,091.00 by JL.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account**  | **Inspections & Testing** |   |   |
|   |  | Public Health Inspector | $46,091.00 |   |
| 106 | 15202 | Personnel Costs | $46,091.00 |   |
|   |   |   |   |   |
|   |   | **Inspections & Testing Total** | $46,091.00 | JL; KS seconds. Motion accepted 7-0-0. |

**Review of Fiscal Year 2020 Budgets**

JL requested an opportunity for the Finance Committee to review the line item adjustments for accuracy.

KS said that education will be in on Tuesday.

JBr stated his opinion on the proposed 10-hour position for the Library; he is not at the point to add positions to this budget.

KS asked about Warrant Articles. JBr said that the Board of Selectmen reviewed the Warrant Articles last night; there are 57 Articles on the Warrant, including six on the Special Town Meeting Warrant. He added that there are six Articles for Recreation and the Senior Center that are very confusing, complicated, and overlapping proposals on multiple properties which will be addressed next week.

KN left the meeting at 9:20 pm; JW took the chair.

**No Reserve Fund Transfers**

**Meeting Minutes to Approve**

JL moved the motion to accept the April 2, 2019, meeting minutes as submitted. BB seconds. Motion accepted 4-0-2 (KS and JB abstained).

BB moved the motion to accept the April 4, 2019, meeting minutes as submitted. JB seconds. Motion accepted 6-0-0.

**New Business**

There was discussion regarding the lack of significant differences between the Department Requested Budgets and Administrator Recommended Budgets. JB said that it gives the impression that everyone is getting what they want. JL said in prior years when the Department Requested Budgets reflected the Department Heads’ needs, it was a good starting point of conversation with the Department Heads. There was a recommendation for the Finance Committee go get together over the summer to talk about these things and to raise awareness of the needs of the Department Heads. This was suggested as a topic for the essay questions for Town Meeting.

There was discussion about the proposed compensation survey and adding a manpower study to the survey.

**No Old Business**

KS stated that he would hold his comments concerning the Town buildings’ maintenance budgets until more members were present.

**No Public Access**

JB moved the motion to adjourn. LM seconds. Motion accepted 6-0-0 and meeting adjourned at 9:37

pm.

/jme