**Finance Committee Meeting Minutes**

**Town Hall ~ April 30, 2020**

**Sturbridge, MA**

**Call to Order**

The Finance Committee Chair called the Finance Committee meeting to order at 6:34 pm. The following committee members were present: Kathy Neal (KN), James Waddick (JW), Joni Light (JL), Larry Morrison (LM),

Kevin Smith (KS), Michael Hager (MH), Jared Burns (JB), Karen Davis, (KD), and Bruce Boyson (BB).

Guests: Jeff Bridges (JBr), Town Administrator; Barbara Barry (BBa), Finance Director; Annie Roscioli (AR), Recreation; Chief Tom Ford (TF) and Lieutenant Earl Dessert (ED), Police Department; Robyn Chrabascz (RC), Facilities Coordinator; Becky Plimpton (BP), Library Director.

This meeting was held remotely pursuant to Governor Baker’s March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law and the Governor’s March 15, 2020, order imposing strict limitations of the number of people that may gather in one place. The meeting was held via the GoToMeeting application, recorded, and posted on the Town website.

KN read an introduction to the virtual meeting and stated who was present.

**Review of Fiscal Year 2021 Recreation**

The following line items were reviewed for Recreation. The motion was moved to recommend lines 65 and 66 for a total of $103,956.00 by JW; BB seconds. After discussion, it was decided to remove the dumpster from the budget; JW amended his motion to recommend lines 65 and 66 for a total of $103,394.00.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Recreation** |   |   |
|   |  | Department Head Salaries | $49,468.00 |   |
|   |  | Salaries/ Wages | $31,457.00 |   |
|   |  | Longevity | $0.00 |   |
|  65 | 16301 | Personnel Costs | $80,925.00 |   |
|   |   |   |   |   |
|   | 16302-52000 | Purchase of Services | $11,989.00 |   |
|   | 16302-54000 | Supplies | $2,680.00 |   |
|   | 16302-56320 | Team Sports | $7,500.00 |   |
|   | 16302-57000 | Other Charges | $210.00 |   |
|  66 |   | Total Expenses | $22,379.00 |   |
|   |   |   |   |   |
|   |   | **Recreation Total** | $103,394.00 | JW, BB seconds. Motion accepted 9-0-0. |

Roll call vote:

 JW, yes MH, yes KS, yes BB, yes KD, yes

 LM, yes JB, yes JL, yes KN, yes

JW explained that the salary for AR is currently hourly and is increasing to thirty-five hours. JBr added that the position will most likely become a salaried department head position after the wage and classification study is completed. He added that AR is technically already a department head as she is in charge of all staff and events. He stated that the current thirty hours is limiting and is waiting for the salary range from the wage and classification study. AR stated that the lighting for the ball fields will be brought to the Community Preservation Committee and will have to be rebid. MH questioned if the dumpster has been moved to Central Purchasing. Robyn Chrabascz explained that it is a temporary dumpster but can be covered by Central Purchasing if needed. AR explained that she is waiting for the new state guidelines for camps, activities and waterfronts to be released in the next few weeks. She added that the waterfront is closed until June 29; she hopes the camp will be held in July and August.

**Review of Fiscal Year 2021 Items in the Betterment Budget for Recreation**

* Cedar Lake (Town Beach) Water Treatment

AR stated this is the normal amount; no increase this year.

* Town Common Summer Concert Series

AR explained that this amount is for five concerts in fiscal year 2021.

* Decorations for Town Common.

AR stated that a company rents decorations, sets up, and removes them.

* Bleachers – Turner’s Field

AR said this is to replace one set of bleachers.

* Recreation – Soccer Goals

AR explained that these are movable goals and will be stored in the off-season in the trailer at Town Barn. She explained that different size goals are necessary to accommodate the different age groups practicing at Town Barn.

* Softball Shade/Protection Canopies

AR stated that the canopies are dug out covers and are from the same company as the canopies at Burgess School fields. She added that the supporting columns will be cemented and permanent, but the canopies will be removed and stored for winter. JBr stated that the appropriate liability insurance will be in place for the dug outs.

When asked if Betterment Funds can be reallocated if events are cancelled, BBa explained that Betterment budget items are voted specifically at Town Meeting and may only be used for those specific items. JBr stated that the Town is currently looking into those issues with Town Counsel. He reminded committee members that there will most likely be adjustment to the warrants in May as the budget picture becomes clearer.

AR said that the surveying for the feasibility study for 60 Cedar Street is complete; the concept plan will go the Recreation Committee for review; and if the committee likes any of the four concepts, they will move forward. JBr stated that this project will not be ready for the June Town Meeting.

**Review of Fiscal Year 2021 Joshua Hyde Library Operations**

The following line items were reviewed for Joshua Hyde Library Operations. The motion was moved to recommend lines 63 and 64 for a total of $518,605.00 by LM.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Joshua Hyde Library Operations** |   |   |
|   |  | Department Head Salaries | $87,178.00 |   |
|   |  | Salaries/ Wages | $302,920.00 |   |
|   |  | Longevity | $1,550.00 |   |
|  63 | 16101 | Personnel Costs | $391,648.00 |   |
|   |   |   |   |   |
|   | 16102-52000 | Purchase of Services | $19,707.00 |   |
|   | 16102-54000 | Supplies | $3,600.00 |   |
|   | 16102-55820 | Library Materials | $101,000.00 |   |
|   | 16102-57000 | Other Charges | $2,650.00 |   |
|  64 |   | Total Expenses | $126,957.00 |   |
|   |   |   |   |   |
|   |   | **Joshua Hyde Library Operations Total** | $518,605.00 | LM; KS seconds. Motion accepted 9-0-0. |

Discussion centered around the proposed new part-time staff position for a Library Program Coordinator. BP explained that if the hours were to be added to a current employee’s responsibilities, it would increase that employee’s hours to over twenty per week and become a benefitted position. She added that most of the current part-time staff only want part-time hours; she said currently six or seven staff members have master’s degrees but work few hours each week.

**Review of Fiscal Year 2021 Joshua Hyde Library Building**

The following line item was reviewed for Joshua Hyde Library Building. The motion was moved to recommend line 31 for a total of $26,430.00 by LM.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Joshua Hyde Library Building** |   |   |
|   | 11962-52000 | Purchase of Services | $24,780.00 |   |
|   | 11962-54000 | Supplies | $1,650.00 |   |
|  31 |   | Total Expenses | $26,430.00 |   |
|   |   |   |   |   |
|   |   | **Joshua Hyde Library Building Total** | $26,430.00 | LM; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 LM, yes JB, yes JL, yes JW, yes MH, yes

 KS, yes BB, yes KD, yes KN, yes

RC said that for the first year with the new carpet cleaning machine, she would like to train the staff and see if they can supplement the regularly scheduled carpet cleanings performed by the cleaning company. She also explained there is a yearly contract with Worcester Elevator; the $3,100.00 estimate will upgrade the elevator’s ceiling grid and replace the elevator’s fluorescent lights with LEDs.

**Review of Fiscal Year 2021 Facilities**

The following line items were reviewed for Facilities. The motion was moved to recommend lines 26 and 27 for a total of $126,214.00 by BB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Facilities** |   |   |
|   |  | Department Head Salaries | $68,575.00 |   |
|   |  | Salaries/ Wages | $50,939.00 |   |
|  26 | 11911 | Personnel Costs | $119,514.00 |   |
|   |   |   |   |   |
|   | 11912-52000 | Purchase of Services | $1,500.00 |   |
|   | 11912-54000 | Supplies | $4,100.00 |   |
|   | 11912-57000 | Other Charges | $1,100.00 |   |
|  27 |   | Total Expenses | $6,700.00 |   |
|   |   |  |   |   |
|   |   | **Facilities Total** | $126,214.00 | BB; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 BB, yes KS, yes MH, yes JW, yes JL, yes

 JB, yes LM, yes KD, yes KN, yes

RC explained the additions to the budget.

**Review of Fiscal Year 2021 Town Hall Budget**The following item was reviewed for Town Hall. The motion was moved to recommend line 28 for a total of $48,313.00 by BB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Town Hall**  |  |  |
|   | 11932-52000 | Purchase of Services | $45,813.00 |   |
|   | 11932-54000 | Supplies | $2,500.00 |   |
|  28 |   | Total Expenses | $48,313.00 |   |
|   |   |   |   |   |
|   |   | **Town Hall Total** | $48,313.00 | BB; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 KS, yes BB, yes KD, yes KN, yes LM, yes

 JB, yes JL, yes JW, yes MH, yes

RC explained that Trash and Recycling Services and Fire Extinguishers have been moved to Central Purchasing from Town Hall and Center Office Building. BBa stated that there was an oversight and Charter Services (Internet) was not moved to Information Technology but will be next fiscal year. RC said the vestibule heaters (small electric wall heaters) will be replaced by similar devices.

**Review of Fiscal Year 2021 Center Office Building**

The following item was reviewed for Center Office Building. The motion was moved to recommend line 29 for a total of $41,842.00 by BB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Center Office Building** |   |   |
|   | 11942-52000 | Purchase of Services | $36,142.00 |   |
|   | 11942-54000 | Supplies | $5,700.00 |   |
|  29 |   | Total Expenses | $41,842.00 |   |
|   |   |   |   |   |
|   |   | **Center Office Building Total** | $41,842.00 | BB; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 BB, yes KD, yes KN, yes LM, yes JB, yes

 JL, yes JW, yes MH, yes KS, yes

RC explained the stair heaters will be replaced with similar devices. She proposed converting the small conference room on the second floor to an office with flexible workstations and file cabinets to house the Tree Warden, Trails Committee, and the Veteran’s Agent. She added that they currently share space in the Economic Development office, which is a small, crowded office.

**Review of Fiscal Year 2021 Senior Center Building**

The following item was reviewed for Senior Center Building. The motion was moved to recommend line 30 for a total of $27,910.00 by LM; KS seconds. LM amended his motion to specify Senior Center Building rather than Center Office Building.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Senior Center Building** |   |   |
|   | 11952-52000 | Purchase of Services | $25,410.00 |   |
|   | 11952-54000 | Supplies | $2,500.00 |   |
|  30 |   | Total Expenses | $27,910.00 |   |
|   |   |   |   |   |
|   |   | **Senior Center Building Total** | $27,910.00 | LM; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 LM, yes JB, yes JW, yes MH, yes KS, yes

 BB, yes KD, yes KN, yes KN, yes

RC stated that the HVAC expense is for oil burner maintenance and air conditioning maintenance. Discussion followed concerning the Charter Services expense. BBa said all costs will be moved once the fiber optic network is complete. She explained the difference in the expense per building for Charter Services are dependent on whether the service is fiber optic or not and the speed of the Internet in each building.

**Review of Fiscal Year 2021 Nursery School**

The following item was reviewed for Nursery School. The motion was moved to recommend line 33 for a total of $3,700.00 by JB.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Nursery School** |   |   |
|   | 11982-52000 | Purchase of Services | $3,700.00 |   |
|   | 11982-54000 | Supplies | $0.00 |   |
|  33 |   | Total Expenses | $3,700.00 |   |
|   |   |   |   |   |
|   |   | **Nursery School Total** | $3,700.00 | JB; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 JB, yes JL, yes JW, yes MH, yes KS, yes

 BB, yes KD, yes KN, yes LM, yes

RC explained that the Nursery School is upgrading its fire alarm monitoring system; the new system will call out to an independent company and will require an annual fee for the service. She added that the increase in the repairs line will be used to correct deficiencies in the building found during both building and fire inspections.

**Review of Fiscal Year 2021 8 Brookfield Road**

The following item was reviewed for 8 Brookfield Road. The motion was moved to recommend line 34 for a total of $900.00 by KS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **8 Brookfield Road** |   |   |
|   | 11985-52000 | Purchase of Services | $900.00 |   |
|  34 |   | Total Expenses | $900.00 |   |
|   |   |   |   |   |
|   |   | **8 Brookfield Road** | $900.00 | KS; JW seconds. Motion accepted 9-0-0. |

Roll call vote:

 LM, yes JB, yes JL, yes JW, yes MH, yes

 KS, yes BB, yes KD, yes KN, yes

JBr stated that there would most likely be a Request for Proposals to see if anyone had an idea of a purpose for the building; the Town would vet the opportunities presented and determine what is most attractive to the Town.

**Review of Fiscal Year 2021 Items in the Capital Improvement Plan for Facilities**

* Storage and Records Management

RC explained that this request is for mobile shelving to increase records storage; she added this added capacity will allow for removal of items stored in stairwells. BBa added that scanning and microfiche of documents is also included. She stated that shredding should be covered by the shredding budget already in place. JBr stated that Town is moving in a digital direction, but digital storage is not an approved method for storing public records. He added that a catalog system is critical for digital storage; he said that a company will help the Town set up the system.

RC gave the following update on the Center Office Building storm windows: the windows have been approved by the Massachusetts Historical Commission; the Town is waiting for the manufacturer to build and deliver the windows; she is hoping for a June installation date.

**Review of Fiscal Year 2021 Police Budget**

The following items were reviewed for Police. The motion was moved to recommend lines 35 and 36 for a total of $3,132,154.00 by MH.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Account** | **Police Department** |   |   |
|   |  | Department Head Salaries | $135,000.00 |   |
|   |  | Salaries/ Wages | $2,292,216.0 |   |
|   |  | Longevity | $8,200.00 |   |
|   |  | Stipend Emergency Mgmt | $0.00 |   |
|   |  | Overtime | $464,728.00 |   |
|  35 | 12101 | Personnel Costs | $2,900,144.0 |   |
|   |   |   |   |   |
|   | 12102-52000 | Purchase of Services | $94,941.00 |   |
|   | 12102-54000 | Supplies | $65,012.00 |   |
|   | 12102-57000 | Other Charges | $10,257.00 |   |
|   | 12102-58050 | Capital Outlay | $61,800.00 |   |
|  36 |   | Total Expenses | $232,010.00 |   |
|   |   |   |   |   |
|   |   | **Police Department Total** | $3,132,154.0 | MH; KS seconds. Motion accepted 9-0-0. |

Roll call vote:

 MH, yes KS, yes BB, yes KD, yes LM, yes

 JB, yes JL, yes JW, yes KN, yes

MH said the union contract is still in negotiations. He stated that Chief Ford is retiring this month. He added that the budget includes one additional full-time dispatcher. He stated that this brings the department closer to meeting the state regulation requiring two full-time dispatchers on duty at all times. MH explained that only one cruiser is being replaced this coming fiscal year; the savings is going towards paying the additional dispatcher.

TF said that the department is obtaining a hybrid police vehicle and has received a grant to offset the hybrid’s additional cost. He added that the hybrid is a high-performance, police-package vehicle. He said that the Town’s commitment to Green Communities requires taking the high-mileage gas guzzlers off the road. He stated that the department has nine cruisers and a total of fourteen vehicles.

TF stated that the breath test warranty is a new annual cost as the state requires municipalities to purchase the warranty to receive the breath test machine from the state.

**Review of Fiscal Year 2021 Items in the Capital Improvement Plan for Police**

* Motorola Local Public Service Digitally Capable Base Radio

TF explained that the old radio is outdated and unrepairable. He said it is essential to have this equipment to communicate with the State Police and other towns.

* VariDesk, Arm Support

TF stated that these desks are for existing computers giving staff the option to stand and work. He said they will replace all of workstations on the police side of the Safety Complex.

**Review of Fiscal Year 2021 Items in the Betterment Budget for Police**

* Special Events Overtime

TF stated this request helps to cover the cost for some of Sturbridge’s special events. He added that it is generally used up in the first quarter with events such as the PanMass Challenge, Massachusetts Outdoor Exposition, road races, Old Sturbridge Village Free Friday, and the Brimfield Flea Market.

* Rig Series Eagle IFAK (First Aid Kits)

TF explained that this type of kit attaches to the officer’s duty gear, so they will always have it with them. He added that it provides a way to stabilize wounds or traumatic injuries while waiting for Emergency Medical Services to arrive.

* Customized Event Canopy

TF said that this will provide protection from sun or rain for summertime events such as the Senior Cookout, events on the Common, and other community events.

The committee members congratulated TF on his retirement and thanked him for his service to the community.

**No Meeting Minutes**

**Old Business**

KS raised the question of letting Town Meeting voters know of the change in approach to funding contracts; previously contracts were negotiated, then funded, versus preauthorizing funding for contracts. JL proposed returning to using a warrant article after the contract is funded. JBr explained that the last police contract was at an impasse for 2 ½ years and last year’s warrant article was necessary because the budget was crafted prior to the contract’s being settled; this new method gives the full impact of the compensation study and the police department contract to the base budget. He added that Town Meeting approves funding of the contract, not the contract itself. He said that he hoped to have the contract settled prior to Town Meeting and the additional lump sum line item would then be irrelevant. KN stated that this is the way the school department funds their contracts but is a new way for the Finance Committee.

**New Business**

KN stated that there may be some Tuesdays available prior to Town Meeting. JBR stated that only one meeting per evening may be scheduled. He added that he will be recommending June 29 to the Board of Selectmen (BOS) for Town Meeting. He stated that the BOS reviewed the warrant last night. BBa said the Warrant will be delivered to the Finance Committee prior to next week’s meeting; she added that the majority of the money articles are the standard articles each year and should be easy to work through.

**No Public Access**

The motion to adjourn was made by KS; KD seconds. Motion accepted 9-0-0.

Roll call vote:

 LM, yes JB, yes JL, yes JW, yes MH, yes

 KS, yes BB, yes KD, yes KN, yes

Meeting adjourned at 9:17 pm.

/jme