



FINANCE COMMITTEE

Town of Grafton

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Approved Minutes of March 05, 2016 of the Finance Committee on March 12, 2016

AGENDA

Finance Committee

Public Meeting

Conference Room F

Saturday, March 05, 2016

8:30 A.M.

Public Meeting

8:30 A.M. Chairman of the Finance Committee Joel Schwendemann called the public meeting to order at 8:36 A.M.

Finance Committee members present:

Don Davison, Heather McCue, Jenn Dorazio, Joel Schwendemann, Ed Prisby, Lisa Brovelli Kelley, Sue Robbins(left at 1:50 P.M.)

Finance Committee members absent:

Absent: Rober Currier, Denise Nault.

Reviewed 8:30 A.M.-8:50 A.M. #145 Treasurer/Collector with Jessica Gomez pg. 63

Human Resources vs. Treasurer/Collector

Payroll service, time and attendance is now handled through Human Resources

Tax title has been reduced due to diligent collections

Professional and Technical is down due to services being handled through Human Resources

Schooling in the Collector/Treasurer's office

Sue Rogers and Jessica Gomez will be taking the State exams this year

New employment will be taking training classes

Status of the Personnel changes

1 Full time person has left

½ person is Now 25 hours per week but is averaging out to a 28 hour week to fill in for vacations

The office is much more efficient without the task of doing payroll

FY16 budget is running okay

No capital requests

Tax title is under \$1 million- continue to chip away at the list.

1 hand out was given to review FY17 Long Term Debt

Reviewed 8:50 A.M.-9:20 A.M. #420 Highway with Dave Crouse

pg. 143

Fy16 budget is looking pretty good

Salt- a yearly purchase task to fill the salt bin at the end of the year since the prices are lower

23 times out to treat the roads this winter

FY17

line item 5380 is increased by \$10,000.00 line for catch basin cleaning

An outside company will be called in to do this task

Catch basins have to be cleaned out annually.

Staff

1 new mechanic

No new seasonal hires

Capital requests- in ranking, the Adams Road project would be last.

1.Town owned building on Adams road- town uses it for storage and the roof needs to be repaired

2.Large dump truck

3.Fork truck for off loading supplies received.

The current fork lift truck doesn't run- it is needed.

Probably will run on propane. It is used outside.

9:20 A.M.-10:20 A.M. #210 Police Department with Chief Crepeau pg. 109

Changes in building maintenance- building is 10 years old and issues like HVAC need to be attended to.

Changes in personnel

A Grant for \$125,000 to fund an officer for 3 years has been awarded to Grafton

Criteria: After the 3rd year, we have to keep this officer on the payroll., estimated for FY19

School Resource Officer

A Full time police officer will be in the schools acting only as the School Resource Officer

Presence is good for the teachers

Simulated Training to defend themselves in case of a shooting

Prevent school violence

Traffic Safety officer(if approved)

Will not be responding to calls unless it is a dire emergency

More speed enforcement when needed- on the Grafton Common for example

In the future- training will have to happen- to provide commercial enforcement- use of portable scales, etc.

Quinn Bill

is lower as a result of retired 2 officers

more of a stipend than a salary for the new officers.

Union contracts- in 2nd year

Contract negotiations will begin next year

Uniforms

\$1000.00 per officer per year for uniforms allowance

Vehicle management

Cruisers- maintenance management- replace 2 a year.

Mileage vs. engine hours
Vehicle replacement
Budget vs. capital
Ask the question to Doug about the process capital vs. operating budgets
Equipment replacement
The Chief would like to keep the Radios in the replacement line
The “radios” replacement that are on capital are portables
FY16
budget is looking good and on track.
Caution – anything can happen
CivilService
Police Department began participating in Civil Service in 2000.
Cumbersome process for smaller towns like Grafton
It takes time to filter through the state wide list.
If union does not object, the Chief is recommending leaving the Civil Service process.
The final decision has to be voted on at Town Meeting prior to submitting to the State.

10:20 A.M.-10:40 A.M. General Budget Review:

****Reviewed#114** Town Moderator pg. 43
Ask Doug- voting clickers Cost, under what budget?
Reviewed#131 Finance Committee pg. 51
Salary requested was not filled and expenses were not increased as requested
Reviewed#132 Reserve Fund pg. 53
Reviewed#161 Town Clerk pg. 77
Reviewed#162 Election & Registration pg. 80
Reviewed#10:40 A.M.-11:10 A.M. Sewer Department with Paul Cournoyer pg. 185

Paul Cournoyer was not present.

Vinnie Drago , Chief Operator at the Sewer Plant is present to review the Sewer budget with the Finance Committee . Member of the Sewer Board, Dave Therrien is present.

FY17 is the same as FY16

Reduction of sludge

Added to overtime budget for nights and weekends during the construction phase

Construction will begin in April 2016 for the upgrade

0% financing and 2% for the rest of the funding.

Line 5730 Dues and membership this line needs to be clarified

Licenses fees training/classes

11:10 A.M.- 12:00 Noon General Budget Review:

Reviewed#166 Cable TV pg. 83

Reviewed #171 Conservation Commission pg. 85

Increase in part time?

Reviewed #175 Planning pg. 89

Assistant Town Planner

Administrative assistant- union position?

Reviewed #176 Board of Appeals pg. 92

Reviewed #182 Economic Development Commission pg. 94

Sue Robbins updated the committee on EDC

Annual breakfast will continue.

Working with the Town Planner on 3 lots at CenTech park.

Science Park is moving slowly. Basically want a building already built-this seems to be the hold up Lease signing vs. building an actual building. .

EDC will be attending a near future Board of Selectmen's meeting to discuss traffic on 30 and 140 in addition to other topics

Planning Board zoning projects

FY16

some goals were accomplished last year

Currently EDC is down to 5 members

Reviewed#191 Farnumsville Fire House pg. 96

Reviewed #192 South Grafton Community House pg. 98

Wall is pretty well taken care of. More diligent upkeep is necessary

Reviewed #241 Inspector of Buildings pg. 122

Reviewed #242 Gas Inspector pg. 125

Reviewed#243 Plumbing Inspector pg. 127

Reviewed #244 Sealer of Weights pg. 129

Reviewed#245 Wiring Inspector pg. 131

Reviewed #291 Emergency Management pg. 133

Reviewed #292 Animal Control pg. 136

Reviewed#296 Animal Inspector pg. 138

Reviewed#542 Together We Can pg. 163

***See questions for Doug relative to these budgets**

12 Noon-12:40 P.M. Lunch

Reviewed12:40 P.M.- 1:10 P.M.#220Fire Department with Mickey Gauthier/Cheryl Barker
pg. 117

Mickey Gauthier, Steve Charest and Cheryl Barker are present

Discussion topics/budget updates

Fire Department has received 5 used computers from School Department.

Would like to receive 3 per year.

Reviewed wages for fire fighters

Stipends

Discussions with Town Administrator in January- expect to take over the ambulance(to offset costs).

Mickey stated that he is not interested in the ambulance services.

Ambulance services would require 2 men to be on call at all times.

Concerns over Brush season - likely an early brush season due to the short winter

Serious consideration to pursue billing for businesses and town citizens for repeat calls.

Inspections

Discussion about the transition to a full time Fire Department from a call Fire Department

What does the Town want to do? What does the call Fire Department want to do?

Implementation over a 2 year time frame to a Full time Fire Department would cost approximately \$1.6 million

Start to prepare for the transition

Look at hard numbers

Look at neighboring towns

Joel Schwendemann encouraged Mickey to present a plan atleast from the Fire Department's side.

Define the needs of the Fire Department

How will the Fire Department keep the town safe?

Sketch out 2 plans

Model off of Northbridge one with ambulance and one without.

Mickey would like to do just the fire side of it:

Create a scenario with Personnel and full time manager

rough out a plan with the daily needs(biggest needs are the daytime issues)

Create a proposal including benefits.

Capital requests

1. Pumper replacing a 1990 Ford

A Front pump vehicle that is more versatile for the Town

All wheel drive 4 door pumper to carry 5 firefighters

To fight brush fires

To use in Inclement weather for structures

To be housed in North Grafton

Would like to take have the same type of vehicle for South Grafton for 2021.

The Fire Department is on a 25 year plan for replacement of trucks.

2. Replace the tanker

Grant was not awarded because it didn't meet the criteria for the amount of use- it does not go out enough.

Joel Schwendemann stated that the Finance Committee is trying to wrap their heads around the need for the tanker, especially when asking the Town to fund it with a debt exclusion. .

How can we sell this to the Town?

Mickey stated that the tanker will provide safety.

If not funded, the alternative will be to use a mutual aid call to provide the services.

Currently Training drills are conducted with the tanker/to learn and experience how to maintain the water supply to a fire when using this type of equipment.

1:10 P.M.- 1:30 P.M. Reviewed #610 Library

pg. 168

Beth Gallaway and Board of Library Trustees, Doug Bowman, Cyndi Zarriello, Gary Beauchamp were present to discuss the budget of the Library.

Budget concerns:

Need for a full time custodian- currently the Library shares with the Town a custodian that works minimal hours-9-15 hours per week.

Snow removal continues to be a problem.- liabilities for the Town

General personnel- there is a 40 hour gap

Short staffed- need a minimum of 4 people to keep the library open

Any thoughts to close one day a week per Joel Schwendemann?

Beth Gallaway stated that closing for 1 day would create a big impact on the budget:

A \$20,000.00 loss of state aid.

library members services loss will be detrimental.

Solution if no funds are found: cut in services- that would be to close the children's room

Town Meeting action on the budget

Don Davison stated that if you place a hold on the Library budget, you will be required to provide the source of funding to increase the budget.

The budget as a whole cannot be presented as an unbalanced budget.

Lisa Brovelli Kelley suggested that the Library reduces the marketing and advertising line to provide funds for other needed parts of the library. Rely on the Friends of the Library to provide portions of service that the operating budget cannot provide.

Lisa Brovelli Kelley suggested that Beth contact Michelle Cook of the Grafton Job Corp to help close the \$36,000.00 gap for custodial services.

Capital items

Self check system(alleviates the burden) needs a new quote that could exceed \$38,000.00. There are concerns about the use of this system since the building may not be adequate to handle the system at this time.

Less interested in the patio (likely tabled)if approved by the Historical Commission then we could fundraise through the Friends of the Library.

The Library does fundraise where applicable and does apply for grants.

Discussion followed the Library presentation concerning the expenses and how to find the funds.

Continued General budget review:

Reviewed #630 Recreation pg. 175 and further information is needed.

Finance Committee will invite Jen Andersen in to review this budget on Saturday, March 12, 2016

Reviewed #650 Nelson Library pg. 178

2:00 P.M.-2:30 P.M. **#141 Board of Assessors with Drew Manlove pg. 59**

A new employee to the office provides the Data Collections services

FY16 is right on budget for the most part.

Outside contractors and vendors will be used to handle the state mandates

Conversion to a new software is scheduled over the winter months in FY17

The biggest item for the Assessor's office is to get with the times through the new software use.

The new software will offer information from a public portal- for other departmental interaction.

Overlay Fund

\$300,000.00 +

For Personal exemptions

Legally blind, etc.

Real estate and personal property adjustments are paid off.

A little more aggressive approach will be taken to tighten up the overlay once the trends are looked at.

Municipal modernization bill

Tri annual certification is going to go to every 5 years

Overlay account will be one account.

What is the oldest overlay open and why?

Appellate tax base

2006, 2007, 2008

Questions for the Assistant Town Administrator Doug Willardson as a result of the March 05, 2016 budget review:

Budget: **Town Clerk/ Town Administrator**

Question: Under what budget is the cost of the new hand held voting device "Clickers" located?

What will be the cost?

The Town is leasing these devices but with the option to purchase?

Budget: **Police / Capital**

Question: Finance Committee has set up a policy (understanding) years ago that would keep 2 police cruisers in the Police budget to make sure that the Vehicle Maintenance Program stays current.

Capital is for items with a 5 year life span and the cruisers have been a 3 year span. For FY17, one vehicle is listed on capital and one is listed in the Police Department budget.

Question: Why are Communication systems in the Police budget and in the Capital?

Car radios (mobile) vs. phone system upgrade- is this the 5 year life span criteria?

Question: What is the rate of the union contracts for the Police?

Question: Will Civil Service be a May Town Meeting warrant article?

Budget: **Sewer Department**

Question: Dues and Membership- why the increase?

If for training due to the new equipment/upgrades shouldn't that be listed under a line item for conference/seminar fees?

Budget: **Conservation**

Question: Is there a new Conservation Agent on board?

Why is there a substantial increase in salary for the part time person in this department?

Budget: **Inspectors**

Question: The mileage needs to be adjusted to \$.54 for all inspectors per Tricia's memo of 12/28/15

Overtime for Gas, Wiring, Plumbing, Building comes directly from the Building Inspector's account?

Budget: **Planning**

Question: Was the Administrative Assistant an outside hire? If so, is this position listed under union contract?

Question: How is the Assistant Planner's position funded since a good amount of her work is dedicated to Affordable Housing?

Budget: **Emergency Management**

What type of supplies are being purchased from their annual budget?

Budget: **Library**

Question: Concerns: Custodial services and municipal sharing for cleaning
Could the funding for the Capital item Library self-check system be swapped for janitorial services?

Concerns: DPW snow shoveling of the walkways. Finance Committee has concerns over Town liability if entrance ways are not being maintained.

Concerns: Short staffed 1 person

Budget: **Animal Inspector**

Question: budget update/ review is requested with you for Saturday
Should this position be shared with neighboring communities?

Budget: **Animal Control**

Question: Should this position be shared with neighboring communities?

Budget: **Recreation**

Comment: Finance Committee has invited Jen Andersen in to review this budget on
Saturday, March 12th.

Budget: **Assessors**

Question: Why the large salary increases:
Part time salary line is up 17% in a 2 year time frame
Chief Assessors' salary is up a good amount as well.

General Budget: Why are some departments held flat or mostly flat while others saw
"decent" bumps especially in the salary lines?

Snow and Ice Deficit

Motion: Sue Robbins moved that the Finance Committee approve that the
Town incur liabilities in excess of available appropriations for the Snow and Ice FY16 budget.

Seconded: Lisa Brovelli Kelley

All in favor. Motion carries.

Any outstanding bills

Bushel N Peck in the amount of \$171.62 for the March 05, 2016
Lunch

Motion: Lisa Brovelli Kelley moved that the Finance Committee
approve payment of the bill to Bushel N Peck in the amount of
\$171.62.

Seconded: Ed Prisby. All in favor. Motion carries.

Review of minutes presented

List of all Minutes of 2006 for approval:

September 13, 2006

September 25, 2006

September 27, 2006

October 14, 2006

October 16, 2006

November 01, 2006

November 15, 2006

November 20, 2006

Motion: Don Davison moved that the Finance Committee
approve the list of minutes in the year 2006.

Seconded: Sue Robbins. All in favor. Motion carries.

List of all Minutes of 2007 for approval:

January 10, 2007

January 24, 2007

February 07, 2007

March 17, 2007

March 24, 2007

March 31, 2007

April 11, 2007

Motion: Don Davison moved that the Finance Committee approve the list of minutes in the year 2007.

Seconded: Lisa Brovelli Kelley. All in favor. Motion carries.

Adjournment

Motion: Heather McCue moved that the Finance Committee close its public meeting.

Seconded: Don Davison. All in favor. Motion carries.

The public meeting of the Finance Committee adjourned at 2:21 P.M.

Respectfully submitted,

Susan M. Fiacco