

Town of Wenham
Finance & Advisory Committee
Meeting of Saturday, February 16, 2013 ~ 9 am
Wenham Town Hall, 138 Main Street

Meeting Minutes Approved March 3, 2013

Pursuant to MGL Chapter 30A, written notice posted by the Town Clerk and delivered to all Committee members, a meeting of the Finance & Advisory Committee was held on Saturday, February 16, 2013 at 9 am in the Selectmen's Meeting Room.

With a quorum present, Ms. Harrison called the Finance & Advisory Committee meeting to order at 9:08 am
Committee present: Catherine Harrison, Chair; Hilliard Ebling, Michael Lucy, Kathryn Mansfield, Rick Quinn;

Not present: Jeff Fotta

Also Present: Mark Andrews, Interim Town Administrator; David Generaux, BMAG; Catherine Tinsley, Minutes Secretary
Selectman Martins and Whittaker; Fire Chief Bob Blanchard; Captain Steven Kavanaugh; Police Chief Tom Perkins

Public information

Agenda

FY14 Budget

Abbreviations used

FinCom Finance & Advisory Committee

BOS Board of Selectmen

FY Fiscal Year

ATM Annual Town Meeting

Report of the Chair:

Ms. Harrison reported the Hamilton Wenham Regional School Committee voted the Expenditure Budget. The voted budget was slightly modified from the tentative budget; the exact figure will be available for the next meeting. The assessment for Wenham has been voted but is anticipated to be modified in the next few weeks after the school's Free Cash is certified.

Ms. Harrison asked for feedback from the Committee regarding the process, deliberations, goals, and if there is enough time and information to identify and understand the budgets.

A lengthy discussion followed. The Committee responded that the budget information seems complete and they do have enough time to discuss, ask questions and fully understand each department budget.

Ms. Harrison observed that votes made this year by the FinCom would have a direct effect on FY15 budget e.g. interim positions, and departmental/ employee changes.

Mr. Andrews stated, for the record, that he is comfortable with the budget going forward, saying it is a balanced thoughtful budget that has been fully vetted with the department heads and the process going forward is solid.

Minutes

February 6, 2013 - Public Meeting

*VOTE: Mr. Lucy moved to approve the meeting minutes of **February 6, 2013**. Mr. Quinn seconded and the motion carried unanimously.*

February 11, 2013 - Held

VOTE: Mr. Lucy moved to approve the FinCom meeting minutes of February 11, 2013. Mr. Quinn seconded. Under discussion, Ms. Mansfield asked to amend the minutes with additional information regarding the increased salary of the Highway clerical position. Ms. Harrison noted that the request for written back-up information for this position was also not in the minutes. It was the consensus of the Committee to accept Ms. Mansfield suggestion; the motion failed.

VOTE: Mr. Lucy moved to table the minutes pending an amendment from Ms. Mansfield. Mr. Quinn seconded and the motion carried unanimously.

Ms. Harrison said she would clarify the "Ask" list by adding the market analysis be submitted by the Town Administrators office by July 1, 2013.

Reserve Fund Transfer - Bay State Municipal Accounting Group (BMAG)

The FinCom considered the request for a Reserve Fund transfer of \$ 5,682.26 to pay for the contract services provided by BMAG from February 4, 2013 through February 10, 2013. The Chair noted that Contract Services (CS) could not be paid out of a salary line.

VOTE: Mr. Lucy moved to approve a Reserve Fund Transfer for \$ 5682.26 to line item 01-145-5300-0000 Treasurer / Collector / CS for financial services provided by BMAG February 4 – February 10, 2013 as per invoice. Ms. Mansfield seconded.

Under discussion, Mr. Lucy questioned the balance remaining against the beginning contract of \$24,999.00. Mr. Andrews responded that approximately \$17,000 has been paid to BMAG for Financial services; the contract with BMAG is through July 31, 2013. He noted that the Finance Director's salary budget and benefits for the position is not being utilized; the balancing of line items is allowed at the end of the FY.

Mr. Andrews was asked to provide the FinCom with projected savings (salary & benefits) of the Financial Director position and the contracted services.

The Reserve Fund balance: \$52,910.75

The motion carried unanimously.

220 Wenham Fire Department

Present: Fire Chief Bob Blanchard; Deputy Fire Chief Steven Kavanaugh

Updated budget dated February 15, 2013: \$604,235 option 1 phased

\$652,249 option 1 fully implemented

At the request of the Chair, Chief Blanchard reviewed the responsibility of the positions in the Fire Department:

Shift person is a pre-scheduled firefighter, not required to be at the station.

Firefighter refers to the full time position physically at the station

Chief went on to summarize the FY14 budget and answered questions from the FinCom.

Departmental Expenses

Capital includes replacement of the breathing apparatus according to the expiration dates.

The budget included the 1.5% contractual raise related to training salaries (\$642). Baystate recommended salaries paid for training be moved out of expenses to Salary line item.

The Chair confirmed the FinCom's level of comfort to go forward with the concept of the Fire Study.

The recommendation from the Administration is to phase in option 1.

Mr. Lucy provided the FinCom with the details of the updated phasing in option 1 of the Fire Study:

As of July 1, 2013

Full time Chief \$27,500

Town Employee pay compliance

Fire Prevention Officer pay compliance

Full time Firefighter \$net 43,500 as of October 1, 2013

Call Fire Fighter shift system \$10,000 as of January 1, 2014

Elimination of the Care Taker of Trucks position

Defer the lease of two new vehicles to FY15 (\$15,450 annually); this was not included in the Fire Study

A lengthy discussion regarding the condition of the current Fire Department vehicles ensued. Chief reported that the utility truck was purchased used from the Water Department. The Chief's vehicle is a 1996 model that used daily including for emergency responses. Both vehicles exceed 100,000 miles. Maintenance on the vehicles is getting expensive. The timeline of implementing option 1 was reviewed and noted to be an extensive process that would take months to achieve.

VOTE: Mr. Lucy moved to approve the Fire Department Budget for FY14 budget of \$619,685 to include phasing in Option 1 as recommended by the FRG plus two vehicles. This includes Expenses: \$61,100; Capital: \$37,950; Salaries \$520,635.

Mr. Quinn seconded and the motion carried by majority vote with Mr. Ebling voting in the negative not supporting the vehicle purchase.

The Chair will model a FinCom liaison going forward for FY15 that is data driven and not simply as an advocate.

225 Fire Station: Level Funded - \$24,648

Chief Blanchard reviewed that the fire station heating system was converted from oil to gas; data is being monitored and the budget would be adjusted in the future

The FinCom requested for the Fire Station Budget be included in the Fire Operation Budget for FY15

VOTE: Mr. Lucy moved to approve the FY15 Fire Station Budget for \$24,648. Mr. Ebling seconded and the motion carried unanimously.

291 Emergency Management Account: \$6300

Chief Blanchard explained that this account has been under-funded in previous years, therefore, the town's emergency shelter (Buker School) is not stocked including food, cots, generator, and medical supplies.

CTY account is budgeted at \$3,300 and the remaining \$3,000 would be used to begin to stock the emergency shelter.

He went on to say that there is no permanent, automatic generator at the Buker school for the shelter; the school was to share the cost of a generator with the Town, but it does not appear to be in the FY14 budget.

The FinCom requested data related to the cost of the supplies for the emergency shelter. The vote was deferred to the next meeting; no action was taken.

299 Emergency Center Operations ECO

Mr. Andrews provided a copy of the Essex County Regional Communications Center(RECC) budget to the FinCom.

This is the new regional center located in Middleton. Currently six communities are involved. A significant savings of about 40% are expected at a per capita cost of \$16.26.

- The State is partnering with the new facility to take 911 calls; this is revenue for the center.
- The Town will be switched over from Hamilton by July 1, 2013. The FinCom asked to be kept updated on the progress.
- Before Town Meeting, the adjustment to offset the Cherry Sheet will be made and the ECO budget line place holder goes away. The State Department of Revenue (DOR) will issue a cherry sheet for FY 2014 on or before July 1, 2013.
- The FinCom requested to continue to see the RECC budgets each year.

VOTE: Mr. Lucy moved to approve the ECO budget for \$79,267 with the understanding that this will be offset on the Cherry Sheet. Mr. Ebling seconded and the motion carried unanimously.

The FinCom is scheduled to meet:

February 20, 2013

February 27, 2013

March 4, 2013

VOTE: Mr. Quinn moved to adjourn at 12:20 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley

The Finance & Advisory "Ask" list:

2.16.13

1. Mr. Andrews was asked to provide the FinCom with projected savings (salary & benefits) of the Financial Director position and BMAG's contracted services.

WFC 2.16.13

2. The FinCom requested to continue to see the RECC budgets each year.
3. The FinCom requested data related to the cost of the supplies for the emergency shelter.
4. The FinCom requested for the Fire Station Budget be included in the Fire Operation Budget for FY15
5. The Chair will model a FinCom liaison going forward for FY15 that is data driven and not simply as an advocate.

2.11.13

Mr. Generaux was asked to include FY13 Water revenue as a side note in future revisions, to be used as a reference

Mr. Andrews:

1. Provide the FinCom with information of the actual money collected on delinquent tax titles with staff vs. collection agency including estimated cost, and amounts anticipated to be collected.
2. For a sense of additional expenses anticipated for FY13 for the next meeting.
3. If the Police shed (Capital) could be funded through the Town Hall/ Police Station building funds as part of the project when the shed was originally requested.
4. Market analysis (comprehensive job description) has been done and submitted to the FinCom by July 1, 2013.
5. be sure the Department Heads receive the updated, salmon colored budget papers

Bill Tyack:

1. Analysis of the pros and cons, and cost benefits on above ground fuel tanks be done for the FY15 budget.
2. Analysis of the Town's fleet for the next budget cycle

Police:

The Police Station Building Budget be rolled into the Operating Budget for FY15.