

# Town of Bourne Finance Committee/Selectman Joint Meeting

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## Meeting Minutes

**Bourne Veterans Memorial Community Center**

**239 Main Street, Bourne, MA 02532**

**February 10, 2020 at 7:00 PM**

**Finance Committee Members Present:** Chairman Mary Jane Mastrangelo, Renee Gratis, Amanda Bongiovanni, Robert Wheeler, Richard Lavoie, Kathleen LeGacy, Jim Sullivan, Judith Flynn and Aaron Tobey.

**Finance Committee Members Excused:** Michele Ford, George Smith and Dr. William Towne

**Also present:** Anthony Schiavi, Town Administrator, Glenn Cannon, Town Assistant Administrator, Erica Flemming, Finance Director, Mike Ellis, Town Accountant, Selectmen George Slade, Judith MacLeod-Froman, James Potter, Peter Meier, and Jared MacDonald.

**Documents:** Agenda, revised Expenditure Budget Report page 439-9

### **I. Call to order**

Chairman Mastrangelo called to order the meeting of the Finance Committee at 7:02 PM on February 10, 2020. Chairman Mastrangelo announced that the meeting was being recorded for live broadcast and television replay and asked if anyone was audio or videotaping the meeting. She noted that Kim Johnson and Michael Rausch are recording the meeting. The Board of Selectman began their meeting at 7:03 PM.

### **II. Enter in Joint Session with the Board of selectmen for FY20 Budget Review**

- Updates - Department Budgets - Sources and Uses – Erica Flemming stated that there was a typo on page 439-9 of the Expenditure Report on line 5480, and a revised page was given out to the committee members.
- Town Clerk and Elections & Registrations – Barry Johnson, Town Clerk and Wendy Chapman, Assistant Town Clerk. Mr. Johnson started by saying he wanted to make some overview comments on each of his budgets. He said that basically the line items do not change year to year. The functions have increased in the last year. The staffing is three full time positions at 35 hours per week each and a part time position which is 19 hours a week. Mr. Johnson also said that his position is an elected part time position. He has held the position since 2003. He said that he has elected to not receive the .75 for each dog license that he is entitled to and he has not elected to receive any stipends.

The has been an increase in records requests. Due to this increase, Mr. Johnson went to the Selectmen, the Financial Committee and the Town Administration to request the company in which the records requests software is utilized, that they create a new software to be able to cut down on emails within a records request, by removing the duplicates. Due to this software, there is an increase for this budget from \$6,000.00 up to \$8,787.00.

The FY21 State budget has proposed significant changes to vital records, in that it would restrict who has access to birth, marriage and death records. If this is adopted, then the public could no longer go the Clerk's office to conduct genealogical searches.

Mr. Johnson said the population for the Town of Bourne is currently 20,351 with over 14,000 registered voters. Selectmen Meier asked if the fee structure is affected by the population going about 20,000, and Ms. Chapman and Mr. Johnson said that it does affect the records requests, which they charge \$2.00 a request right now. Ms. Chapman said that it runs on a decennial basis. At the present time they are running based on the 2010 census, so the Clerk's office is able to charge \$2.00, if the 2020 census comes in at over 20,000 residents, then the Clerk's office can not charge.

Mr. Johnson said he is working closely with the Engineering department about the possibility of re-districting for voting. If there is some re-districting, then all persons in that particular precinct, will be mailed a letter. The postage could be a large cost. Also, there will be early voting for the upcoming primary election in two separate elections. The votes need to be tallied every night. There will be early voting for other elections this year.

Mr. Johnson said they filled out all they could for state auditor, to try to recover all that they can for the extra 3 hours of mandated time for the polls. For each of those elections the Town will be receiving \$2,997.12 for a total of \$8991.36 from the State for the additional three hours.

Also, in the election budget they put in the cost to program the voting machines, and the purchase of 3 additional voting machines that were a great savings by buying used rather than brand new. This is part of a plan to purchase used, certified equipment for the Town to keep costs low, while the machines remain certified. Mr. Johnson also is asking for an increase in office supplies due to the upcoming elections.

Mr. Johnson also spoke about the increased monitoring of the voters' registration list due to the public being able to register to vote through renewing their driver's licenses and by some other means. This has created a lot of extra work for the Clerk's office. Chairman Mastrangelo asked if there would be reserve fund transfers and Ms. Chapman said she is unsure of the amounts at this time.

- Police Department – Chief Woodside confirmed that the bottom line number is \$4,680,840.00. He said his budget preparation was complete early this year and hasn't changed much. It has been broken down into four groups – personal services, purchase of services, supplies and other charges and expenses. He said with the new station coming online in the next few months, there are a lot of costs that they are just unsure of. He said that there should be an increase in natural gas and other utilities. He is working on getting the service contracts to go on longer.

The overtime budget line always changes based on step increases and staffing. He is trying to find a way to reduce the turn backs. Staffing has been an issue because interest in becoming a police officer has been low all over the country. The total staffing is 55 people and they are not fully staffed presently.

Ms. LeGacy asked about the clothing/cleaning allowance and if it was a duplicate. Chief Woodside said that police officers have two options of how to get paid for their clothing allowance – either cash or purchase order. If they opt for the cash, then it is taxed, so there are two accounts for tracking purposes.

Chief Woodside talked about training and professional development, and the costs involved. He listed all of the training that employees attended in the past year.

Mr. Lavoie asked for clarity on the salary line. Chief Woodside gave a history of the salary line. He said it is set by the collective bargaining agreements. He talked a little more about overtime and turn backs in the past. He spoke about cost of living adjustments, FMLA, vacations, court time, etc.

Selectman Meier asked about National Night Out and if it is not being done anymore due to funding. Chief Woodside said that it was not held for just one year and volunteers put it on and if volunteers come forward and want to do it again, then he is all for it.

Chief Woodside gave an update on capital projects. For FY19 they had a \$25,000.00 radio upgrade and \$150,000 for a computer upgrade and for new computers for new building. For FY20 have new cruisers on order. For FY21 they have just cruisers requested.

- IT/Data Processing – Hans Lomeland, IT Manager, said that the biggest change to IT's budget is for 2021 is a migration of a lot of the money from replacement equipment and new equipment line items into the services, data processing, line items. The reason for this is the addition of a lot of services, with one being permitting and another being the increase in soft right support costs and the additional internet connection at the Sagamore Fire Department and the increase in phone support costs and coverage.

Chairman Mastrangelo asked if there were still two people in the department and Mr. Lomeland said yes. Mr. Tobey asked about the financial policy being on the website. Town Administrator Schiavi said that there actually is some that works on the website, and it is not done by the IT Department. There was some discussion on naming conventions and what content should be on the website.

Chairman Mastrangelo asked about the redundancy project and Mr. Lomeland said it should be done this month. Mr. Wheeler asked about offsite storage and Mr. Lomeland said that it is done once a day.

- ISWM – Dan Barrett, General Manager, ISWM said that there is a lot happening at the landfill right now and these things certainly will impact the future. This year, FY 20 they are doing well. They just opened the phase 6 landfill.

For the contracted services line, he projects they will be about \$90,000.00 over the 3 million that they had, at the end of the year. He said the budget is close to where they should be right now with a pretty fair reserve in case something goes wrong. IT looks like there will be a surplus in the budget of 2.9 million. They have averaged 2.5 million of the last seven years in retained earnings.

Mr. Barrett talked about a major expansion that they are going for. This week ISWM will be submitting a 70 page permit to MEPA. He said that this has been a grueling process for Phil Goddard and he has worked on it for four months. The outcome could potentially be very good for the Town. If the Town gets everything that they have asked for through the regulatory process it is 5.3 million cubic yards of air space. The potential of this could last for the next 25 years.

One this goes through MEPA, then it will go to the Cape Cod Commission. Part of the MEPA process is site suitability requirements by DEP. Once the site suitability is issued then it goes to the Board of Health for a site assignment adjustment. He said they were hoping it is done by the end of the summer.

He said they also have an RFP out there right now for land acquisition. There is 12 acres of mitigation land that they need access to. RFP openings for this are on March 2.

As for capital, they picked up a bulldozer this year and will go for a loader in FY21. The new bulldozer saves a lot of time, energy and money.

As for the budget, Mr. Barrett said that data processing went up \$5,000.00. Bank services went up due to credit cards and service transactions since they stopped taking cash. Professional Development went up \$500.00. Dues went up due to COLA. They requested \$10,000.00 on the heavy trucks line to fix and maintain some of the older trucks rather than buying new trucks.

In the salvage removal line, he said it is a very active line. This line is what covers the removal of freon from refrigerators, the removal of white goods, tires, etc. It is very expensive to get rid of these recycled items. He talked about the recycling program on the Cape. He talked about licensing requirement costs and training costs. There was discussion on licensing and personnel.

Mr. Lavoie asked where ISWM stands at this point with debt amortization. Mr. Barrett said that all of the new capital were amortized. ISWM can now short term bond and there are more options with borrowing. Right now, ISWM is permitted until 2024. Mr. Barrett talked more about using retained earnings and about reducing debt. He also talked about single stream recycling and the reasons why it is good for the Town of Bourne. Bourne has about a 33% recycling rate.

Mr. Lavoie asked about improvement in signage. Mr. Barrett said they did put up some signs last year, and they will put some more up.

**III. Public Comment (for informational purposes only) - None**

**The Board of Selectmen adjournment – Mr. Meier moved to adjourn the Board of Selectmen’s meeting. Mr. Slade seconded.** With no discussion, the motion carried. 5-0. The meeting adjourned at 9:09 PM.

**IV. Reserve Fund Transfers – None**

**V. Minutes of previous meetings –**

**Mr. Wheeler moved to approve the minutes from the Finance Committee meeting held on January 14, 2020 as amended. Mr. Lavoie seconded.** With no discussion, the motion carried. 9-0.

**VI. Correspondence – Information of the committee on contracted services.**

**VII. Updates for Committee Representatives –School Building, Southside Fire Facility, Wastewater Facility, ISWM Business Model Working Group, By Law, Capital, Police Facility, OPEB Trustees**

School Building Committee - Mr. Lavoie said that there have not been any more leaks, or wind and moisture issues.

Southside Fire Facility - Mr. Schiavi said they are basically at a standstill.

Wastewater Facility - Chairman Mastrangelo said they are working on the site and the trailers are there and they are slightly ahead of schedule.

By Law Committee - Ms. LeGacy said that they received an amended draft by law regarding the hawkers and peddlers by law change that was presented last year. The by law committee recommended to adopt the

amendment and the next step is to have Lt. Esip attend various meetings with boards to familiarize them with the amended by law.

Police Facility - Chairman Mastrangelo said the Police Facility opening has been moved from February to April due to some delays in delivery of materials.

**VIII. Future Meetings – Topics and Schedule** - -There is no meeting on February 17. February 24 will be Planning, Engineering, Conservation, Health Department and Inspections.

**IX. TA Comment (for informational purposes only)** – None.

**X. Finance Committee Comment (for informational purposes only)** – None.

**XI. Adjourn**

**Ms. Gratis moved to adjourn the meeting. Ms. LeGacy seconded.** With no discussion, the motion carried. 9-0. The meeting adjourned at 9:23 PM.

Respectfully submitted,  
Kim Johnson