

Town of Bourne Finance Committee

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

February 22, 2016

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on February 22, 2016. Ms. Mastrangelo announced the meeting was being recorded for television replay and asked if anyone in the audience was audio or videotaping the meeting. She acknowledged Michael Rausch of the Enterprise and Carol Mitchell were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Karin Meehan, George Slade, Dr. William Towne, Judy Conron, Kathleen LeGacy, Brian Lemee, Richard Lavoie and Jeff Perry.

Finance Committee Members Excused: Michele Ford

Finance Committee Members Absent: Andrew Roth

Also Present: Thomas Guerino, Linda Marzelli, Dennis Woodside, Peter Meier, Michael Rausch and Carol Mitchell.

Documents: Agenda, 2017 Proposed Op Budget Book, 2016/2017 Sources and Uses and the 2017 Town Budget.

III. Agenda Items

1. **Reserve Fund Transfers** – None
2. **Review and discuss FY 17 Budgets -**

- Police Department Budget-

Chief Woodside addressed the committee. He welcomed questions from the committee pertaining to the department's budget; explaining that there was little to no change from last year's budget. Any increases are almost all contractual.

A discussion pertaining to the department's staffing levels and its impact on overtime transpired. Chief Woodside explained there are currently four vacancies; candidates are going to the April 11th academy. Additionally, a long-time detective retired; and, an officer is out on injury. The chief explained that the budgeted

overtime will remain consistent; adding that the bulk of the overtime is supervisor overtime because a supervisor is required 24/7. Other overtime is for training and court overtime. He stated that the Family Medical Leave Act also has also impacted overtime. A discussion ensued.

A question was posed pertaining to longevity. The chief explained that after 10 years of service, an individual qualifies for longevity.

A brief discussion pertaining to the amount budgeted for gasoline transpired.

A question was asked regarding revenue generated from tickets; i.e., parking, speeding. Chief Woodside explained that the Police Department is not a revenue generating department. There is revenue, but it's not intended. He went on to explain the various sources of revenue; i.e., detail administrative fees; for every hour an officer works on a detail, there's a 10% administrative fee that the Town charges; there's a detail cruiser fee; a \$50 fee is charged for each cruiser that is requested and used at a detail. Other sources of revenue are parking violations, motor vehicle citations, firearms licensing fees, false alarm billing and report requests. All of which goes back into the General Fund.

A brief discussion pertaining to differential pay, funds received from citations, false alarms and cruiser fees transpired.

Mr. Lavoie asked for a staffing breakdown. The chief provided a breakdown as follows; 1 chief, 2 lieutenants, 7 sergeants, 37 patrol officers (including detectives), 4 dispatchers, 1 janitor and 1 administrative secretary. Chief Woodside clarified that these numbers are the positions that are budgeted for. The chief provided Ms. Mastrangelo with an Organizational Chart. A discussion ensued.

A question was asked regarding the starting salary of a Police Officer (approximately \$44,000/yr). A discussion transpired pertaining to their rate of increase, educational incentives and the department's minimum manning requirements.

Questions were asked pertaining to the number of patrol cars the department has and if anyone is allowed to take their vehicle home. There are 23 vehicles total; including a pick-up truck, motorcycle, marked and unmarked cars. There are only a few who are allowed to take their vehicles home; i.e., the chief, K-9 Officer, etc.

A brief discussion regarding social media and its effectiveness in supplying information transpired.

The chief then discussed additional sources of revenue used to offset the budget. He stated the E911 Grant may be used for equipment or salaries.

Ms. Mastrangelo asked if the department has encountered any unique challenges this year. The chief stated the Police Station is a problem. Additionally, he feels overdoses will continue to be problematic.

Mr. Guerino asked the committee to look over the line items over the last several years; between his recommendations and the chief's requests, there's not a lot of room to play. He added that the chief does an excellent job with managing the department's money.

Ms. Mastrangelo asked the chief if his department has any goals or accomplishments achieved that he'd like to share. He stated the department addresses the heroin overdose calls quickly; administering Narcan has enabled them to save many lives. He also discussed the significant drop in B&E and vehicle break in calls. He added that arrests are stabilizing; however, calls for service continue to rise. A discussion ensued.

The committee thanked Chief Woodside for his presentation.

- Finance Department Budget-

Ms. Marzelli addressed the committee. She stated the Town is switching their payroll service from Excelsa to ADP. She explained the main reason for the switch is because Excelsa cannot provide assistance with the new reporting requirements pertaining to the Affordable Care Act. Excelsa recommended an outside contractor to assist with reporting; however, it was almost as costly as the payroll service itself; therefore, a decision was made to switch to ADP because they not only provide payroll service; but, they offer online services to the employees and are familiar with the Affordable Care Act reporting requirements. A brief discussion transpired pertaining to how each department will utilize the payroll service as well as the cost associated with switching to the new service.

Ms. Mastrangelo inquired as to whether the Town will be seeking an alternate software company for general budgeting. Ms. Marzelli stated that is being considered; however, for now, only payroll has been changed. Ms. Marzelli stated there are not a lot of municipal government software choices available and the ones that are, are very expensive. A discussion ensued.

A question was raised with regard to an increase of \$20,000 in one of the salary line items. Ms. Marzelli explained that with the October layoffs, one of the lower paid employees in the Collector's Office was replaced with a more senior, higher paid employee from another office.

Next, Ms. Marzelli discussed the department's FTEs. Ms. Marzelli will provide the committee with an Organizational Chart. A discussion pertaining to currently filled positions in the Treasurer/Collector's, Assessor's and IT offices transpired. Mr.

Guerino noted that one full-time IT professional to manage a Town of Bourne's size is not sufficient. A discussion ensued.

Ms. Mastrangelo inquired as to whether there are any sources of revenue that offset line items in the Finance budget. Ms. Marzelli stated that Demand and MLC (Municipal Lien Certificate) fees were increased; however, no grants are received to offset costs.

Ms. Mastrangelo asked whether the department has faced any challenges other than the payroll change over. Ms. Marzelli stated the new Affordable Care Act requirements and training newer employees, particularly in the Collector's office, has been challenging.

Ms. Mastrangelo asked if there may be any additional ways of generating revenue or if additional cost saving measures may be implemented. Ms. Marzelli stated that changing to ADP, will in the long run, be a cost saver. Mr. Guerino added that although there is no formal purchase order system in place, a new policy was initiated on January 1st, requiring approval for purchases over \$10,000.00.

A discussion surrounding the shortage of staff, particularly in the IT department transpired.

- Non-Electricity Shared Costs-

Ms. Marzelli discussed the amount budgeted for Unemployment costs. She broke down the amounts that had been budgeted in previous years (2012-2015).

Ms. Mastrangelo asked if the new payroll system will enable the committee to review not only shared costs but also benefit costs by division; benefits make up 35% of salaries. Mr. Slade agreed it would be beneficial to see the "real cost" associated with hiring an employee.

A brief discussion with regard to health care costs for retired employees transpired.

Mr. Guerino stated the Group Insurance was under funded in 2015. In an effort to save money, he stated the BOS publicly voted last week to accept Sections 21-23 of Chapter 32B, which allows for various plan design options once negotiating committees have been established. A discussion ensued.

Ms. Mastrangelo discussed a future meeting topic; stating something that was brought up at STM, was the idea of having the motion of the budget be more detailed at Town Meeting. She is considering setting up a subcommittee to explore how other towns handle this.

Mr. Guerino and Ms. Marzelli exited the meeting (8:47 PM)

3. **Minutes of previous meetings –**

Mr. Redman motioned to approve the minutes of the January 27, 2016 meeting. Mr. Slade seconded. With no discussion, the minutes were approved 8-0-2, with Ms. Meehan and Mr. Lavoie abstaining.

Mr. Redman motioned to approve the minutes of the February 4, 2016 meeting. Mr. Lavoie seconded. With no discussion, the motion carried 10-0.

Mr. Redman motioned to approve the minutes of the February 16, 2016 meeting. Mr. Lavoie seconded. With no discussion, the minutes were approved 9-0-1, with Ms. LeGacy abstaining.

4. **Future Meetings – Topics and Schedule –**

The next meeting is scheduled for February 29, 2016 at 7:00 PM

Library, Recreation, COA and Health Department will be presenting.

5. **TA Comment – None**

6. **Finance Committee Comment - None**

7. **Public Comment – None**

8. **Any other Business or Comment – None**

III. Adjournment

Mr. Perry moved to adjourn the meeting. **Mr. Lavoie seconded.** With no discussion, the motion carried. 10-0. The meeting adjourned at 8:50 PM.

Minutes submitted by: Carol Mitchell