

Town of Bourne Finance Committee

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

March 7, 2016

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:04 PM on March 7, 2016. Ms. Mastrangelo announced the meeting was being recorded for live broadcast and television replay and asked if anyone in the audience was audio or videotaping the meeting. She acknowledged Carol Mitchell was recording the meeting.

II. Roll call

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

Finance Committee Members Excused: John Redman, Michele Ford, Andy Roth and Karin Meehan

Also Present: Thomas Guerino, Linda Marzelli, Deputy Chief Pelonzi, Chief Sylvester, Peter Meier, Michael Blanton (7:20 PM), Deputy Chief Carrara, Jim Mulvey, Carol Mitchell

Documents: Agenda, 2017 Proposed Op Budget Book, Debt Service handout, Long-term Financial Projections and Revolving Funds handout.

III. Agenda Items

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

- Fire Department Budget-

Chief Sylvester, Deputy Chief Carrara and Deputy Chief Pelonzi addressed the committee. Chief Sylvester opened the discussion by answering some of the questions that were presented to him by the FinCom liaisons when they met several days prior. He explained that the Bourne Fire Department has 45 employees; 1 chief, 4 deputies, 8 lieutenants, 32 fire fighters and 1 administrative assistant. There are also 12 call members who get paid per call. He discussed the efficiency of the department which has quickened response times and call turnovers; resulting in a decreased amount of overtime. He then discussed the number of calls the department received last year (4,929) and broke down how many were fire related and how many were EMS.

A goal of the chief's is to move the headquarters from Buzzards Bay to Sagamore. He feels the Sagamore station is more accessible because it has an elevator. Another goal for FY 17 is to consolidate stations; several of the stations are older, requiring many repairs.

Chief Sylvester stated he is extremely proud of his members and briefly discussed their responsibilities. He then discussed how the department generates revenue; i.e., ambulance, permit fees and collections; which all go into the General Fund. He is looking to generate additional revenue by billing for Hazmat incidents, boat fires, dropped battery clean ups, and possibly motor vehicles crashes; to help recover some of the time/money spent on supplies and man power.

He'd like to streamline the operation; electronically issuing permits, commercial inspections, etc.

He discussed Capital projects; i.e., a new fire truck (one was out of service; in need of repair), a new command vehicle and AEDs.

Next, the chief discussed the 3 vacant SAFER Grant positions; which will be filled by July 1st. The department also has one person out with a long-term injury.

Chief Sylvester then discussed the department's budget. He explained the various line item increases/decreases; i.e., EMS supplies and overtime. He also consolidated some of the smaller line items. A brief discussion ensued.

A discussion pertaining to the Dispatch line item, the Capital Outlay requests, the merging of the fire departments, service calls received and mutual aid transpired.

Chief Sylvester discussed a pilot program that was recently implemented; a select group of students from Mass Maritime Academy are currently receiving training to become Call Firefighters. A discussion pertaining to the program transpired.

A question was posed regarding the reduction in the amount budgeted for overtime. The chief explained that once the SAFER Grant positions are filled, less overtime will be required. He stated that is subject to change based on unforeseen emergencies. A discussion ensued.

Further discussion pertaining to the SAFER Grant funds occurred. The chief explained how the funds may be utilized and the process in which the department receives reimbursement once grant funds have been disbursed. Ms. Mastrangelo asked for clarification on unexpended SAFER Grant funds; will they be lost? The chief will research this and will report his findings back to the committee.

Ms. Mastrangelo asked the chief for an Organizational Chart. A discussion transpired with regard to salary line items and filled/unfilled positions. A question was asked as to whether or not a targeted override would be considered to fund some or all of the 8 grant funded firefighter positions. Mr. Guerino stated as FY 18

drawers closer, it may be a discussion for the next budget season. Ms. Mastrangelo added, if the grant isn't renewed, a targeted override may be a strategy to consider in an effort to retain some or all of the grant funded positions.

A brief discussion pertaining to the Supervisors salary line item transpired.

Further discussion with regard to the MMA pilot program occurred.

Mr. Mulvey addressed the committee. He stated he is favorably impressed with the department as a whole and the chief. He discussed the capital request to replace a fire truck and questioned if the replacement was necessary. Chief Sylvester stated the mechanic has yet to look at the out of service fire truck. If it can be repaired; it will be; however, the truck is over twenty years old and will need to be replaced.

Mr. Mulvey asked about the cost of training new hires. Chief Sylvester stated some of the candidates already have the training, which will save money.

Mr. Mulvey asked about the cost of training the MMA Call Firefighters and if it's a liability having them in the field. Chief Sylvester stated he won't allow any of the MMA recruits to work in the field until they've finished the training and are certified; adding, that because the Town is part of the Barnstable County Fire/Rescue Training Academy, the training is free. He stated there will be costs for uniforms, gear, pagers, etc.; but, through attrition and other means, he feels he'll be able to provide the necessary equipment relatively inexpensively; adding, that this program is a cost effective way of getting him the staff he needs.

A brief discussion pertaining to the dispatch transpired.

Ms. Mastrangelo thanked the chief and deputy chiefs for their presentation.

- Sewer Department Budget-

Mr. Guerino spoke on behalf of the Sewer Department. He discussed how the department is staffed and explained the department head's and administrative secretary's salaries; both are split between two different departments in the budget. There is one additional full-time person in the Sewer Department. He is continuing his education and receiving numerous certifications with the anticipation that he'll take over the manager role as that position will become vacant within a year. A brief discussion pertaining to salaries, overtime and sick time transpired.

Mr. Guerino explained the increase in the Services/Waste Removal and Disposal line item. He stated the amount listed is an estimate that will be paid to the Town of Wareham for the operation and transmission of waste to the facility. Mr. Guerino stated the Town is not confident in the numbers being received from Wareham. There are questions with regard to the amounts being billed; therefore, the bill has been encumbered. The consulting firm, Weston and Sampson, is in the process of evaluating the formula that was utilized when drafting the Inter-Municipal

Agreement in an effort to verify the invoiced amount is accurate. At some point in the future, the Town will meet with the Wareham Sewer Commissioners to discuss Weston and Sampson's findings. Ms. LeGacy asked how long the investigation has been ongoing and when does he anticipate a resolution. She recalled concerns regarding this budget over the past several years. Mr. Guerino replied that the concerns raised over the last couple of years have been fairly well satisfied; it's this year's increase that have raised bigger concerns. The Town is trying to calculate how much of the 19. + % increase in Capital should actually be billed to Bourne since they only have 3 pump stations. A discussion pertaining to the Town's oversight of the process, the possibility of an independent audit being conducted and the areas of town that has sewers transpired.

A discussion concerning capital replacement equipment occurred.

- Debt Service Budget –

Ms. Mastrangelo referred to the Other Debt Services section of the FY 17 Budget Book. She explained that she previously emailed the members documentation that reflects some of what has transpired relating to Debt Service over the last year; i.e., the principal long-term debt increased from \$2.3 million to \$3.3 million, the interest long-term debt increased from \$495,000 to \$867,000, the short-term bands went down; however, overall this section of the budget saw a 31% increase. She noted the long-term debt increased \$1.4 million, the exempt portion of that was \$520,000, but the portion of the Debt Service that's covered by the General Fund was an increase of \$908,000. She stated these increases have prompted a discussion in Capital Outlay as to how the borrowing is timed, how much borrowing the Town should be doing and what the impact of borrowing will be; especially in terms of the General Fund. Ms. Marzelli offered an explanation of the increases. A discussion ensued.

3. Old Business – Follow-up on FY 17 Budgets

Long-term Projection –

Ms. Marzelli distributed a draft document for the members to review. A brief discussion pertaining to some of the line items transpired. Ms. Mastrangelo noted that the long-term projection does not account for any turn backs or increases in revenue.

(Mr. Guerino exited the meeting at 8:40 PM).

Group Insurance by Divisions, Active, Retired –

Deferred

Revolving Funds Review –

The committee was emailed the Revolving Funds report for FY 15 and the first 6 months of FY 16. A brief discussion with regard to internal controls for spending revolving funds occurred.

Other budget follow up questions –

None

4. **Minutes of previous meetings –**

Ms. Mastrangelo entertained a motion to approve the minutes of the February 22, 2016 meeting. **Mr. Lavoie moved approval of the minutes of the February 22, 2016 meeting. Ms. LeGacy seconded.** With no further discussion, the minutes were approved 8-0.

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

The next meeting is scheduled for March 14, 2016 at 7:00 PM

The Bourne School Department and the Upper Cape Tech budgets will be discussed.

Tuesday, March 15, 2016, at 6:30 PM will be a joint meeting with the BOS.

6. **TA Comment –** None

7. **Finance Committee Comment -** None

8. **Public Comment –** Mr. Mulvey addressed the committee and discussed two articles he read in a Wareham weekly tabloid. The articles focused on two individuals running for the Wareham Sewer Commission. Both candidates were critical of the Town of Bourne not meeting their financial obligation to the Wareham sewer service. He discussed the expenses associated with operating a sewer treatment facility and inquired as to whether there's an industry wide baseline in treating a certain amount of sewerage rather than trying to calculate the town's portion based on how many pumps were replaced or how many personnel were hired. He feels this may be worth looking into.

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

III. Adjournment

Mr. Lavoie moved to adjourn the meeting. Mr. Lemee' seconded. With no discussion, the motion carried. 8-0. The meeting adjourned at 8:57 PM.

Minutes submitted by: Carol Mitchell