

## **MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE**

**Date of Meeting: March 23, 2016**

### **I. CALL MEETING TO ORDER**

The meeting was called to order at 6:32 P.M.

### **II. ROLL CALL**

Members Present: David Heard, Chairman  
Bernie Pigeon, Vice Chairman  
Ellis Bailey, Clerk  
Joan Fontes  
Pat Rumney  
Stuart Novick  
Tom Worthen

Also Present: Derek Sullivan, Town Administrator

### **III. CITIZENS PARTICIPATION**

No-one came forward for Citizens Participation.

### **IV. TOWN ADMINISTRATOR'S REPORT**

**NOTE:** The Town Administrator's Report will be handled later in the meeting.

### **V. FINANCE COMMITTEE MATTERS**

#### **A. Review & vote 2016 Spring Town Meeting Warrant articles.**

##### **1. Article 9 – EMS Budget, David Evans Director of EMS**

Mr. Evans discussed his answers to written questions by the FinCom. (Attached as reference).

Brief discussion ensued re: response time & software used for time reports. Mr. Evans noted that time reports are looked at several times per month.

**MOTION:** Mr. Pigeon moved Favorable Action on Article 9 of the 2016 Spring Town Meeting Warrant. Ms. Fontes seconded.

**VOTE: Unanimous (7-0-0)**

##### **2. Article 8 – Upper Cape Regional – Technical School Budget, Robert Dutch, Superintendent**

Mr. Heard stated Mr. Dutch could not make it this evening, but he will be present at the FinCom meeting next week.

**NOTE: The meeting went back to item IV. Town Administrator's Report.**

- A. Update on FY2016 budget.**
- B. Overview of FY2017 budget.**
- C. Any other fiscal matters.**

**1. Audit.**

Mr. Sullivan stated the audit can be found on the Town's website. He stated bound copies of the audit will be available to the FinCom shortly.

**2. Special Town Meeting Warrant articles.**

**Article 1 – Budget Transfers**

Mr. Sullivan discussed the snow & ice line item. He stated there is already an overage this fiscal year due to salt & sand applications. He stated he will recommend monies from Free Cash to be applied to the snow & ice line item.

Mr. Sullivan stated the LIUANA budget is trending \$7,000-\$8,000 over & he will be looking for a transfer of \$10,000 to cover the overage(s).

Mr. Sullivan stated that the library's 2016 salaries is looking at an overage, but he doesn't feel the Spinney Library salaries have been "hit" & that is why there is an overage.

Mr. Sullivan distributed documentation re: the Town's debt service schedule. (Attached as reference).

Mr. Sullivan discussed Worker's Compensation increases & a possible decrease in general liability.

**Article 3 – Infiltration/Inflow Structural Rehabilitation Engineered Plans**

Mr. Sullivan explained that Article 7 of the October 29, 2014 Fall Town Meeting Warrant approved the transfer of \$750,000 from the retained earnings account to engineer the rehabilitation of the sewer system in the Swifts Beach area. This article will allow for engineered rehabilitation of the sewer system Town-wide rather than limited only to the Swifts Beach area.

Mr. Heard asked if the study in Swifts Beach was completed. Mr. Sullivan stated \$50,000 was spent, but the engineering was not completely done. The study was mainly for the Infiltration/Inflow Study.

#### Article 4 – Transfer of Funds

Mr. Sullivan stated he is looking for \$150,000 - \$200,000 from retained earnings. He suggested the FinCom speak to Guy Camphina.

#### Article 5 – Health Care Trust Fund

Mr. Sullivan explained that the Town has an option to pay off the buy-in. He stated in the last year, the Steering Committee has recommended a 15% increase. He stated the Town is already paying 12 ½ % more in rates than anyone else. He stated if the Town pays off the buy-in option, the increase to the Town would be approx. 2 ½ %. He stated there will be a left over in the Health Care Trust & he recommended using this left over & transferring it to the Mayflower Group. He would like to reduce the Health Care Trust & close it out. He discussed the \$1,511,832 in the Trust & other figures, such as employee & Town portions. He stated Town Meeting will need to approve all this.

**MOTION: Mr. Pigeon moved Favorable Action on Article 5 of the 2016 Special Town Meeting Warrant. Mr. Bailey seconded.**

**VOTE: Unanimous (7-0-0)**

#### Article 6 – Waterways Account Transfer

It was stated that this is basically an accounting issue. Mr. Sullivan stated that Town Meeting will see this article for the next few years.

**MOTION: Mr. Bailey moved Favorable Action on Article 6 of the 2016 Special Town Meeting Warrant. Mr. Pigeon seconded.**

**VOTE: Unanimous (7-0-0)**

#### Article 7 – Electronic Voting Study Committee

Present before the FinCom: Claire Smith, Town Moderator

Ms. Smith discussed the electronic voting system. She explained the goal of an electronic voting system at Town Meeting is three-fold: improve accuracy, save time, and provide accountability to the voters. The proposed electronic voting system would not abolish existing procedures for voting, but would provide for more rapid, accurate, and tamper resistant means of voting when the Moderator is unsure of a voice vote or when Town Meeting voters request a counted vote. It will also ensure that a vote taken at Town Meeting is private, which may actually encourage more attendees/participation at Town Meeting.

Ms. Smith hopes in upcoming years the Town is able to afford this system. She noted that other towns use this system & named these towns. She stated this article seeks to set up a committee. She added that the Town can lease the equipment & the lease would be approx. \$17,000 per year.

**MOTION: Mr. Pigeon moved Favorable Action on Article 7 of the 2016 Special Town Meeting Warrant. Ms. Fontes seconded.**

**VOTE: Unanimous (7-0-0)**

Article 8 – Union Contracts

Mr. Sullivan stated he is still in on-going negotiations.

Article 9 – Collective Bargaining Reserve

Mr. Sullivan stated there is roughly \$387,000 in Free Cash. He stated after the transfer into the snow & ice account, there will be \$187,000 left. He is thinking of placing this money in a reserve. He recommended setting \$100,000 aside.

**MOTION: Mr. Pigeon moved Favorable Action on Article 9 of the 2016 Special Town Meeting Warrant. Mr. Bailey seconded.**

**VOTE: Unanimous (7-0-0)**

Article 10 – Amend Article 10 of the Fall 2012 Town Meeting

Mr. Sullivan discussed \$15,000 to be used for purchases.

**MOTION: Mr. Pigeon moved Favorable Action on Article 10 of the 2016 Special Town Meeting Warrant. Mr. Bailey seconded.**

**VOTE: Unanimous (7-0-0)**

Article 11 – School Buses

Mr. Sullivan discussed funding & the process for destroying old buses & reducing air pollution. He stated this needs to be done this fiscal year. He noted the Town received the largest grant amount out of all of New England. He stated the newer buses would be available right away.

Brief discussion ensued re: running the buses in-house vs. out-of-house.

**MOTION: Mr. Pigeon moved Favorable Action on Article 11 of the 2016 Special Town Meeting Warrant. Mr. Novick seconded.**

**VOTE: Unanimous (7-0-0)**

Article 12 – Westfield – Fencing & Field Improvements

Mr. Sullivan stated this is the same article that is on the Annual Town Meeting Warrant, but it is being placed on the Special Town Meeting Warrant so the monies will be available now.

**MOTION: Mr. Pigeon moved Favorable Action on Article 12 of the 2016 Special Town Meeting Warrant. Mr. Novick seconded.**

**VOTE: Unanimous (7-0-0)**

Mr. Sullivan stated that the article on the Annual Town Meeting Warrant will be passed over. Discussion ensued re: how to proceed. Ms. Smith stated the FinCom should leave their vote as is on Article 11 of the Annual Town Meeting Warrant.

Annual Town meeting Warrant:

Article 17 – John W. Decas Elementary School: MSBA Accelerated Repair Project

Mr. Worthen stated he has not spoken to the Superintendent of Schools yet re: further questions. Mr. Heard stated the report from the State has not come in yet. The State is voting on March 30<sup>th</sup>. He would be comfortable in voting on this now. Brief discussion ensued.

**MOTION: Mr. Pigeon moved Favorable Action on Article 17 of the 2016 Spring Town Meeting Warrant. Mr. Bailey seconded.**

**VOTE: Unanimous (7-0-0)**

Mr. Pigeon discussed his tour, w/ two other FinCom members, of the two elementary schools. He described, in his opinion, the appalling condition of the schools. He discussed security issues. Mr. Ellis discussed issues w/ the boiler & roof issue at the Decas School.

**NOTE: The meeting went back to item V. Finance Committee Matters.**

- A. Review & vote 2016 Spring Town Meeting Warrant articles. (DONE)**
- B. Review & vote 2016 Special Town Meeting Warrant articles. (DONE)**
- C. Town Meeting deadline dates:**
  - 1. April 6, 2016 – Last day for FinCom to vote on all Annual & Special Town Meeting articles.**
  - 2. April 6, 2016 – Set public hearing date for Warrants.**
  - 3. April 8, 2016 – Last day to get all information to Kelly.**
  - 4. April 11, 2016 – Warrant to print.**
  - 5. April 25, 2016 – Town Meeting.**

**VI. APPROVAL OF MEETING MINUTES: MARCH 9, 2016 & MARCH 15, 2016**

**MOTION:** Mr. Worthen moved to approve the meeting minutes of March 9, 2016 & March 15, 2016. Ms. Fontes seconded.

**VOTE:** Unanimous (7-0-0)

**VII. ANY OTHER BUSINESS**

Mr. Pigeon explained that he & Mr. Heard have discussed having a different cover for the Warrant which he displayed.

**VIII. NEXGT MEETING DATE & TIME**

The next FinCom meeting will be held on March 30, 2016.

**IX. ADJOURNMENT**

**MOTION:** Mr. Novick moved to adjourn the meeting at 8:10 P.M. Ms. Fontes seconded.

**VOTE:** Unanimous (7-0-0)

Respectfully submitted,

Kelly Barrasso  
Kelly Barrasso, Transcriptionist

Date signed: 3/30/16

Attest: Ellis Bailey (KB)  
Ellis Bailey, Clerk  
WAREHAM FINANCE COMMITTEE

Date copy sent to Town Clerk: 3/31/16

The Fin Com would like you to explain the EMS budget (article 9), particularly the "other expenditures" called out in the article.

*Answer: The other purchased services line item covers our expenses among other things the charge from the Barnstable County Sheriff's Office for our radio calls to the Tobey Hospital emergency room a \$5.36 per call charge, average monthly charge is between \$1,200 – 1,500 and \$15,000 per year depending on call volume. It includes our radio system maintenance charge \$4,400 per year, software license agreements \$7,000 per year and some other lesser amounts.*

Please also discuss how having two operating ambulances has helped the Town and reduced the need for mutual aid calls.

*Answer: We have reduced our reliance on other towns having to cover our calls due to increased manning and a more reliable ambulance - the 2014 ambulance.*

Are we doing mutual aid runs for adjoining towns now? How many runs and how has the count changed over the past few years? What is the impact of mutual aid on your bottom line?

*Answer: Mutual aid is both given and received, in FY 14 we staffed 1 truck and had unreliable vehicles, we went to other towns 109 times and the other towns assisted us 310 times, in FY 15 we had a second truck manned 12 hours a day and had the 2014 ambulance on the road, we went to help other towns 59 times and the other towns assisted us 128 times, Some of this reduction is due to Marion and Rochester now providing 24 hour a day manned ambulances. In the current FY with 24 hour manning of our ambulances when manpower is available, we went to other towns 66 times and they came to us 93 times. When we receive assistance, it reduces the calls that we are able to bill.*

What is the impact of the 2 ambulances on your staffing needs? FT vs Part Time? And how will this evolve in the future?

*Answer: Last year we started manning two ambulances round the clock (we need two because of our call volume) one truck was manned with the full time staff and one with our part time staff ( we put one full time and one part staff member on each truck). This works if we can get the part time staff to work, they have other jobs and are not always available to cover our shifts so we sometimes have only one staffed ambulance, or may have 1.5 manned ambulances where we would call in off duty personnel to cover the opening on a per call basis or I would be the missing person. It is at the point with our call volume that we need to have two fully manned trucks round the clock. Even if we advertise for additional staff we don't always get qualified people to apply, so we have budgeted to convert the part time positions to full time.*

I expect the maintenance costs (and aggravation) have changed for the better.

*Answer: We do have somewhat less maintenance costs with the 2014 ambulance now in the fleet, but we still have three older vehicles 2001 ambulance, 2006 ambulance and the 2006 directors vehicle that still have maintenance issues. The 2001's replacement ambulance should be arriving in the next couple of weeks, this vehicle is a 3 year lease, 1st year paid by Walmart money, 2<sup>nd</sup> and 3<sup>rd</sup> year's payment in the EMS budget*

What other equipment do you need (I know the Director's vehicle is in bad shape) now; and what needs do you foresee in the future (including vehicles, building needs/upgrades, special equipment)?

*Answer: The Directors vehicle was voted for replacement at the fall town meeting 3 year lease with the 1<sup>st</sup> year paid with Walmart money, 2<sup>nd</sup> and 3<sup>rd</sup> years payment are in the EMS budget. The vehicle is in and at the up fitters shop having lights, radios and other accessories installed we should have it mid-month, the building is adequate other than needed maintenance items which we take care of yearly. Through the capital plan we are replacing and ambulance every three years through a lease to purchase program with the lease payment built into the EMS budget, I don't foresee any other big purchases some new state requirements we should be able to handle through our equipment line item.*

How do you see EMS evolving over the next 5 years and how will it help the citizens of Wareham?

*Answer: I see that call volume will keep increasing yearly, last year we did an additional 500 calls, The Southcoast Urgent care center and the Rosebrook medical office building are constantly calling for EMS, and with the proposed assisted living center proposed for the Rosebrook complex having 112 beds I see a dramatic increase in call volume, an area town saw a 300 call per year increase in calls when the company built one in their town (96 beds) and another area town where they built one has already responded approximately 50 times it also is a 90 bed facility – it opened last fall.*

Also please explain Article 10 of the Special Town Meeting which changes the purchase of 4 cardiac monitor/ defibrillators to one chest Compression System... Is this because of the grant from South Coast Hospitals?

*Answer: The money is no longer needed to purchase the items from the previous article because we were able to procure a grant from SouthCoast Hospitals to purchase these items. The money has been sitting unused so we would like to re-appropriate it to the new article to purchase an automated CPR chest compression system. This device will reduce wear and tear on the EMT and Paramedics bodies, doing chest compressions is a tiring process since it has to been done for 2 minutes straight uninterrupted, that doesn't sound like a long time until you do it. When you move the patient done stairs or out to the ambulance you interrupt CPR. It will also reduce potential injuries to the Paramedics because when you do CPR in a moving ambulance you are standing up unsecured in the back of the ambulance, this device straps to the patient and performs chest compressions by a battery powered system.*

Page 2 questions

Answers:

1. Answered above

2. Our rates and costs are comparable to other area towns, although we have a greatly increased call volume than they do, so our operating costs will be more.

3. We have an electronic run report system that we write on calls on; any report is available through a query of the system, all this information is uploaded to a state database system. Our revenue is kept by our billing company; we receive monthly reports on invoicing, payments, federally mandated reductions and other information that is reviewed.

4. We are dispatched by the Police department dispatchers, they have no increase in staffing by having to provide this service, so we have no costs associated.



Thank you and your team for the services you provide our residents

David Heard

Finance Committee