**FINANCE COMMITTEE**

**Meeting Minutes**

**Tuesday, October 13, 2015, 6:30 PM**

**Lower Conference Room, Dedham Town Hall**

**Members Present:** John Heffernan (Chair), Maureen Hanlon, Sue Carney, Russell Stamm, Dave Roberts, and Kevin Hughes.

**Members Absent:** Liz O’Donnell

Mr. Heffernan called meeting to order at 6:30 PM.

**Warrant Hearings for 2015 Fall Town Meeting:**

Article 1: *By the Finance Committee: To see what sum of money the Town will vote to raise and appropriate, or transfer from available funds to meet additional expenses of the current fiscal year not adequately funded under Article Three of the 2015 Spring Town Meeting (FY'16) or any other article thereof; or to take any other action relative thereto.*

Line Item Transfer Requests are “housekeeping” matters:

* $83,931 from “Central Purchasing POS” to “Central Purchasing Postage”
* $1,000 from “Veteran’s Supplies” to “Veterans Memorial Day”
* $4,700 from “Veteran’s Supplies” to “Purchase of Services”
* $30,000 from “School Facilities Personnel” to “School Facilities Overtime”

There was also a request for full time administrative support in Facilities. Mr. Kern explained this would be done with a transfer from “School Personnel” to “School Facilities Personnel”. Mr. Kern explained that the Facilities Department is in need of administrative support on a full time basis. The position would be benefited. The position will be funded by the School Department this year, and then by the Town in the future years. Ms. Moroney explained the position would go from 18 hours per week to full-time beginning in January.

Ms. Carney asked if they had the intention of keeping it temporary when they initially requested the temporary position. Sam Rippen responded that the temporary worker was helpful, but it is simply not enough to meet the needs of the department.

Miriam Johnson explained a request to transfer $20,000 from Veterans Personnel to HR Personnel. Last year she had requested a full-time Administrative Assistant, and instead her office and the Veterans office split an Administrative Assistant 50/50. The position is now unfilled, and they have gone out to a temporary employee, but in order to fund that properly she is requesting that 50 percent of the Administrative Assistant funding be moved to her Department’s personnel line. Mr. Kern explained that this was not in the budget because they hadn’t really set on a 50/50 split at that time. Mr. Kern explained that HR has demonstrated a need for this help. The Veterans Department is evaluating going forward without and Administrative Assistant and it appears that this is the way they will proceed, but in the meantime the Human Resources Department still needs the part-time help. Mr. Kern explained that they are making sure that Veteran’s does not need an Administrative Assistant before making any permanent changes. The department currently handles parking, but that may go upstairs to the Town Manager’s office. This would bring HR staffing to 2.5 people.

Ms. Johnson confirmed that the position will not always be temporary. Ms. Carney commented that she believes the staffing level needs a serious look-see across the board to determine if the Town needs everyone. Mr. Kern and Ms. Johnson commented that they do not disagree. Ms. Carney explained the importance and benefit of zero-based budgeting, and how the Town needs to substantiate the needs for each position. Mr. Heffernan commented that this makes up 70 percent of the costs. Mr. Kern responded that he does not disagree.

Ms. Hanlon commented that the Town has got to start somewhere controlling costs, and to determine if people are not in positions where they belong.

Police-

Chief D’Entremont explained the need for:

* $19,128 for training tuition. A 2 day course to re-certify 3 officers, and to certify a fourth. Mr. Heffernan confirmed with Chief D’Entremont that training is recommended every two years.
* $8,900 for vehicle repairs. The department has transitioned vehicle maintenance. The funding is needed to cover a large motorcycle repair, and hopefully cover through the rest of the year. Mr. Stamm asked what sorts of repairs are done that are not typically covered under warranty. Chief D’Entremont responded that it is mostly wear and tear.
* $1,650 for pre-employment. In December they will be down to one person on the reserve list, so they need to add people to the reserve list.
* $4,788 for PR. Mr. Kern commented on the level of public relations people have become accustomed to. Mr. Heffernan asked if it is also used for the fire department. Ms. Hanlon commented that you can’t just throw things into a supplies account when it should be in a service account. Mr. Kern said this can be fixed in the next budget. Mr. Kern explained the need and benefit of having PR. Mr. Heffernan agreed that PR is valuable. Ms. Hanlon commented that she understands the value of PR, but wondered if the Town can really afford a PR person. Ms. Carney commented that this is the type of thing that should be looked at in a zero-based budgeting effort.
* $1,810- Equipment- there is a need for a better quality locking system. With regards to the photo equipment within this request, Mr. Stamm asked if they had evaluated what it would cost to have photos professionally taken as opposed to purchasing the equipment. Chief D’Entremont confirmed they had not.
* $800 travel expenses for the training.

Facilities

There was a request to transfer $14,000 to “Town Facilities OT” from “POS Building Maintenance” to pay for the per-diem.

7:40 PM: Article 2- *By the Board of Selectmen: To see if the Town will vote to adopt changes in Schedule A (Classification Schedule), or Schedule B (Compensation Schedule), or Schedule C (Fringe Benefits) of the Personnel Wage and Salary Administration Plan; to act upon the recommendations of the Town Administrator as to actions he deems advisable and necessary in order to maintain a fair and equitable pay level and compensation policy; to implement collective bargaining agreements for the following: (see warrant)*

Mr. Stamm commented on the importance of paying attention to the addition of full-time employees.

Article 3- *By the School Committee. To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Rehabilitation Committee for the for the schematic design phase of relocating the Early Childhood Education Center (the “ECEC”) from its current location at 322 Sprague Street, Dedham, MA, to the Dexter Elementary School site at 1100 High Street in Dedham, Massachusetts, which may be eligible for a grant from the Massachusetts School Building Authority. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the schematic design phase in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, or take any other action relative thereto.*

Sam Rippen was present to represent the School Department.

Mr. Moulton explained that they were originally looking to submit with a December 1st deadline.

Mr. Heffernan explained that they will need numbers by Thursday night.

8:21 PM: *Article 4: : By the Town Manager at the request of the Director of Finance: To see what sum of money the Town will vote to raise, appropriate, or transfer from available funds for payment of outstanding bills of prior years, or take any other action relative thereto. Referred to Finance & Warrant Committee for study and report.*

8:40 PM: Article 5: *By the Town Manager at the request of the Fire Chief. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money for the purposes of purchasing and equipping a new Aerial Ladder Truck, or take any other action relative thereto. Referred to Finance & Warrant Committee for study and report.*

Chief Spillane explained that the ladder truck would cost $800,000.

Mr. Kern reminded the Committee of the space issues relevant to the storage of the old ladder truck as well as the difficulty the Fire Department has had in finding a truck that will fit into the existing station. This decision to fund the truck was delayed from the last Town Meeting to allow time to resolve these issues.

9:04 PM: Article 15- *By the Town Manager at the request of the Sustainability Committee. To see if the Town will vote to authorize the Board of Selectmen to submit to the General Court a Home Rule Petition for Special Legislation relative to the creation of a special fund, to be known as the Renewable Energy Revolving Fund, in a form substantially similar to the following: (see warrant)*

 Virginia LeClair, Environmental Coordinator, was present. She explained the need to have a dedicated fund for solar renewable energy credits.

Mr. Stamm asked the approximate dollar amount in revenues. Ms. LeClair responded that since 2010 it has been $200,000.

Mr. Stamm wondered if they should strike the term “revolving” from the language to eliminate confusion.

Mr. Kern explained that this would be the first fund of its kind. Legislature needs to pass this as a special act.

9:15 PM: Article 16- *By the Board of Selectmen at the request of the Town Engineer. To see if the Town will vote to authorize the Board of Selectmen to acquire by gift or purchase for general municipal purposes, including those related to passenger use of the commuter rail at the Dedham Corporate Center Station on Rustcraft Road, an easement in the land owned by the Massachusetts Bay Transportation Authority on said Rustcraft Road and depicted more or less as “Permanent Easement Area” on the plan entitled: “Plan of Road in the Town of Dedham, Mass., Norfolk County (Norfolk County Registry) Showing Location of Easement for the Purpose of Constructing Rustcraft Road Park and Ride Facility for the Town of Dedham,” dated June 15, 2015, prepared by Beta Group, Inc., a copy of which plan has been placed on file with the Town Clerk, upon such terms and conditions as the Board of Selectmen deem appropriate, and to authorize the Board of Selectmen to enter into all agreements, execute any and all documents, and take all action necessary to carry out this acquisition, or take any other action relative thereto. Referred to Finance & Warrant Committee for study and report.*

Jason Mammone, Director of Engineering, was present to represent this article.

Mr. Hughes confirmed with Mr. Mammone that what stands today is the extent of the plans for the kiss and ride. Mr. Hughes asked questions pertaining to the need to insure this easement.

9:30PM: Mr. Stamm made a motion to adjourn for this evening, and continue the hearings on the warrant until Thursday October 15th, seconded by Ms. Carney, UA.