

JOINT FINANCE COMMITTEE AND BOARD OF SELECTMEN

MEETING MINUTES

UPSTAIRS MEETING ROOM

1 AVENUE A, TURNERS FALLS, MA

WEDNESDAY, JANUARY 17, 2018

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The Chair opens the meeting

- Meeting was opened at 6:00 PM in the Upstairs Meeting Room
- **Selectboard Members present:** Michael Nelson (left at 7:20). Christopher Boutwell and Richard Kuklewicz were absent.
- **Finance Committee members present:** Jen Audley, Fred Bowman, Greg Garrison, Chris Menegoni, Richard Widmer, and John Hanold. Michael Naughton arrived at 6:06 PM.
- **Others Present:** Town Administrator Steve Ellis (left at 7:20), Town Accountant Carolyn Olsen, Acting Chief of Police Christopher Bonnett, and Dispatch Manager Marsha Odle
- The Finance Committee Chair announced that the meeting is being recorded by MCCI, and asked if anyone else was recording the meeting. No one else was recording the meeting.

Minutes –

Finance Committee Moved:

To approve the minutes of January 10, 2018.

Vote: 6 In Favor 0 Opposed 0 Abstained

Police/Dispatch

Dispatch

1. You mention that Fiscal Year 2018 has been difficult due to unexpected medical and cation coverage. Will you be able to stay within your budget-total this year? It was going well until the end of December when a full-time dispatcher resigned. The per diems are working a lot which is helpful for the budget as well as preventing burnout for full-timers. There was also an extended sick leave in addition to a paternity leave this year, which resulted in significant overtime coverage. Ms. Odle thinks the budget will be sufficient assuming the vacant position is filled quickly.
2. Though the planned use of per diem dispatchers reduces the need for full-time overtime, the total of the two is growing from Fiscal Year 2018 to Fiscal Year 2019. Do you expect sick & vacation coverage to grow, or shrink, next year? Ms. Odle hopes that the exceptional use of sick leave will not continue into Fiscal Year 2019.

Police

1. In past years your department has provided an inventory of vehicles — make/model, year acquired, odometer reading, condition - as part of the justification for purchasing a new one. We are interested in that again. This request provides background to the request for a new cruiser. Acting Chief Bonnett provided the requested vehicle inventory. This is the year where we are able to skip a line cruiser and replace an unmarked cruiser. The cost estimate is significantly lower at about \$34,000 for an unmarked rather than \$45,000 for a marked cruiser. One reason we can do this is that, due to an unusual number of insurance-related replacements, the fleet now contains 4 cruisers that are less than 18 months old. The department has realized lower fuel and vehicle maintenance expenses as a result of having newer vehicles. Acting Chief Bonnett described how vehicles are reassigned according to condition. For instance, when a detective car is replaced, a new line cruiser is purchased

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and the replaced cruiser becomes an unmarked vehicle. This does not usually occur with the specialized K-9 vehicles. Mr. Hanold noted that the current budget request is \$43,600 and asked if the current request will be updated. The request should be changed to \$34,000. The department has focused more on assigning vehicles to specific officers, which provides more accountability regarding maintenance and has resulted in reduction of fuel use and maintenance costs. One cruiser is assigned to the shift supervisor, so that car gets the most mileage since it is used on all shifts where most cruisers are assigned to 2 officers. Mr. Naughton asked if there will be a year when 2 cruisers will be needed. The plan is to avoid that by having one car used by only one officer to keep that car's mileage down so it will last longer. Mr. Hanold asked about "green" or hybrid vehicles. Technology is not yet there for hybrid police vehicles and their repair cost is significant. It was noted that unmarked vehicles see the same duty and use as marked cruisers, so the requirements are the same. Mr. Naughton noted that the vehicle identifiers only indicate the current use, so there is no history of prior use and thinks it would be useful to have a specific identifier that stays with the vehicle. This will be implemented.

2. Concerning the two added reserve officers you propose: is the current reserve pool inadequate? Is it realistic to assume no Academy or related training? The goal is to have 8 reserves, but this position is a revolving door since people want this position to get a fulltime job. Since we have very little turnover, the reserves often leave for full time work elsewhere. We currently have 7 reserves, including a retired officer who works very few shifts and another reserve who will be leaving soon. Reserve officers must attend a reserve academy at their own expense, so the training costs are the wages for 160-200 hours of in-house field training. It usually ends up costing between \$2,700 and \$3,200 to train each reserve officer. The Part-Time wage budget request has always included enough money to train one officer. This is increased by \$3,000 for Fiscal Year 2019 to cover training for a second reserve officer.
3. We recognize that higher wages raise the cost of overtime, but only if the hours used don't change. If you expect greater use of reserves, shouldn't reliance on overtime drop? How do you manage overtime. Managing overtime is very difficult. The overtime budget became Acting Chief Bonnett's responsibility in Fiscal Year 2016 when he became Lieutenant. This was the first year they didn't go over budget. Reserves don't really help reduce overtime costs since they are usually used to augment staff rather than replace full time staff. Generally a reserve only replaces a full time officer if there is both a senior staff person on the shift and reserve is an experienced officer elsewhere. Reserves are usually used to have 3 people on a shift. This year the department is contractually obligated to pay 2000 hours of vacation time and 480 hours of personal leave. If every officer takes all of their vacation and personal leave and also takes 5 days of sick time, the cost to fill the shifts is \$128,907. If this is calculated without the detectives (whose shifts aren't filled) it drops the cost to \$112,500. In the last five fiscal years full time wages increased just under 15% and the overtime budget has increased only 5%. We're getting to a point where we can't cut further and still fill shifts.
4. Ms. Audley asked about the vision for Community Policing. Mr. Ellis came up with the idea of offering departments the opportunity to present an innovation budget request to provide the chance

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to articulate new initiatives that would benefit the town. Acting Chief Bonnett immediately thought of a community policing initiative. When community policing was first popular, there was a lot of grant money that has since been eliminated. We are now falling short in what we could be doing for community policing because tight budgets require that overtime be prioritized for basic needs. Some examples of requests that are not filled because of budget requests, but which would be very helpful, are having two officers at the polls on election days, and additional traffic enforcement such as monitoring speed in Montague Center. The department logged 19,000 calls for service last year. The things that fall by the wayside may matter the most to the community. Having an appropriation specifically for community policing would insulate this money for this specific purpose, and would avoid it being used for non-community policing purposes when the budget is tight. Reserves could be used for many of these items, further stretching that appropriation. 8 hours a week would cost \$17,430. A specific community policing appropriation would allow the department to be proactive instead of reactive and be responsive to specific requests of community.

5. Mr. Bowman asked if the department has enough people. Acting Chief Bonnett said no, he needs one more supervisor and two patrolmen. This would provide coverage of three officers per shift. The cost would be almost \$250,000 and there would be savings in overtime, but not enough to cover the cost. Mr. Ellis acknowledged that this is already an active conversation.
6. Acting Chief Bonnett noted that the dynamic of policing and what is required has changed drastically. It now requires 80 hours a week of administrative work such as policy development, training, and keeping on top of best practices that just didn't exist 20 years ago.
7. Regarding an earlier question about electricity costs, it was noted that because of the heat pump system, the Police Station is the only town building that is all electric. That in addition to its use 24/7/365, the costs is reasonable when compared with other buildings.

Review money articles on February 15, 2018 Special Town Meeting (STM) Warrant

ARTICLE 3. To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$49,000 or any other amount for the purpose of repairing or replacing all or part of the Shea Theater building roof and related appointments, including any and all incidental costs related thereto, or pass any vote or votes in relation thereto.

The matter was pretty fully discussed as part of Article 6 on the October 5, 2017 warrant for which a no vote was requested. Two quotes have been received since last September tied to repairing both upper and lower roofs but we only had money to do lower roof. This will pay for repairing the upper roof. The request leaves a little room for additional work if needed. The roof would be a liquid membrane put down after the existing rocks are removed. The Capital Improvements Committee recommended the article today.

Mr. Ellis & Mr. Nelson left at 7:20 PM.

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ARTICLE 2. To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$13,250 or any other amount for the purpose of increasing the Fiscal Year 2018 Building Inspector budget, or pass any vote or votes in relation thereto.

This appropriation will pay for the expected two week overlap of the new and incumbent Building Inspectors, the incumbent's vacation and sick leave buy-out, advertising costs, and up to 40 hours of additional consulting time from the retired incumbent.

Stipends

Other than step and COLA increases for full-time elected positions, two requests for stipend increases were received. One came from the Board of Assessors, which is requesting an increase from \$1,500 to \$1,800 for each member. The second was a request for a \$110 increase to \$5,600 from the Emergency Management Director.

Using the FY2018 FRCOG municipal wage and salary survey provided by Mr. Ellis, Mr. Hanold had prepared some notes on how stipends are treated in surrounding towns.

Mr. Naughton said that his thinking had evolved since the previous week's discussion. He reminded the committee that a survey of relative requirements and responsibilities for those receiving stipends had been done in late 2015, and he provided a summary of the results prepared at that time and noted that it had been discussed at the committee's 1/6/2016 meeting. He does not support revisiting the issue at this time, but would support doing a follow-up survey (or something similar) in the future and revisiting the issue then.

Mr. Bowman felt that the amounts requested by the Board of Assessors are minor when compared to the rest of the budget, and he supports approving them.

The committee had a wide-ranging discussion on how the stipends should be understood (are they compensation? tokens of appreciation? incentives to attract people to the positions?), whether the data from other towns is relevant (since there are significant differences in how the various towns operate), and whether past history is useful as a guide (several stipends, including the assessors', were significantly higher in the past but were reduced dramatically in FY09 and then increased in FY14), and whether the committee should entertain ad hoc requests for changes or insist on following a more formal review process.

At the end, the committee was divided, with some members supporting the requests for increase and others opposing them.

Finance Committee Moved:

To recommend an annual stipend of \$1,800 for all members of the Board of Assessors.

Vote: 3 In Favor 4 Opposed 0 Abstained

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Finance Committee Moved:

To recommend an annual stipend of \$1,500 for all members of the Board of Assessors.
 Vote: 7 In Favor 0 Opposed 0 Abstained

Finance Committee Moved:

To recommend an annual stipend of \$5,490 for the Emergency Management Director.
 Vote: 7 In Favor 0 Opposed 0 Abstained

Finance Committee Moved:

To recommend Schedules I and II as shown below.
 Vote: 7 In Favor 0 Opposed 0 Abstained

SCHEDULE I
Elected Officials

<u>TITLE</u>	<u>FY17 ACTUAL</u>	<u>FY18 BUDGET</u>	<u>FY19 REQUEST</u>	<u>FY19 RECOMMEND</u>
MODERATOR	340	350	350	350
BOARD OF SELECTMEN				
Chairman	2,040	2,040	2,040	2,040
Second/Third Members	2,040	2,040	2,040	2,040
BOARD OF ASSESSOR				
Chairman	1,500	1,500	1,800	1,500
Second/Third Members	1,500	1,500	1,800	1,500
TREASURER/COLLECTOR	68,954*	0	61,243**	61,243
*G-10, **G-3				
TOWN CLERK	67,602*	69,988**	71,388**	71,388
*G-9, **G-10				
BOARD OF REGISTRARS				
Town Clerk	800	800	800	800
TREE WARDEN	1,500	1,500	1,500	1,500
BOARD OF HEALTH				

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Chairman	1,500	1,500	1,500	1,500
Second/Third Members	1,500	1,500	1,500	1,500

SCHEDULE II
Appointed Officials

<u>TITLE</u>	<u>FY17 ACTUAL</u>	<u>FY18 BUDGET</u>	<u>FY19 REQUEST</u>	<u>FY19 RECOMMEND</u>
<u>ANNUAL STIPENDS</u>				
BOARD OF REGISTRARS (3)	500	500	500	500
EMERGENCY MGMT DIRECTOR	5,490	5,490	5,600	5,490
ANIMAL INSPECTOR	1,500	1,500	1,500	1,500
BARN INSPECTOR	1,000	1,000	1,000	1,000

SCHEDULE II
Appointed Officials

<u>TITLE</u>	<u>FY17 ACTUAL</u>	<u>FY18 BUDGET</u>	<u>FY19 REQUEST</u>	<u>FY19 RECOMMEND</u>
<u>ANNUAL STIPENDS</u>				
IT ADMINISTRATOR	2,000	2,000	2,000	2,000
FOREST WARDEN	1,631	1,631	1,631	1,631
<u>RATES PER INSPECTION</u>				
ASST. BUILDING INSPECTOR	27.50	27.50	27.50	27.50
GAS INSPECTOR	27.50	27.50	27.50	27.50
PLUMBING INSPECTOR	27.50	27.50	27.50	27.50
ELECTRICAL INSPECTOR	27.50	27.50	27.50	27.50
<u>HOURLY RATES</u>				
EXTRA CLERICAL	10.00-12.00	10.00-12.00	11.00-12.00	11.00-12.00
ELECTION WORKERS	10.00-13.00	10.00-13.00	11.00-13.00	11.00-13.00
SUMMER HIGHWAY	10.00-13.00	10.00-13.00	11.00-13.00	11.00-13.00
SNOW PLOW DRIVERS	15.00-25.00	15.00-25.00	15.00-25.00	15.00-25.00
PART TIME POLICE OFFICERS	14.50-17.00	14.50-19.00	17.00-19.00	17.00-19.00
PART TIME DISPATCHERS	17.00-19.00	17.00-19.00	17.00-19.00	17.00-19.00
PARKS & RECREATION	9.00-20.00	11.00-20.00	11.00-20.00	11.00-20.00

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NON-UNION EMPLOYEES NOT SHOWN ABOVE

	Grade	Range FY2018		Range FY2019	
		Start	End	Start	End
<u>SALARIED</u>					
TOWN ADMINISTRATOR	J	87,893	108,169	89,651	110,332
TOWN ACCOUNTANT	G	57,148	69,988	58,291	71,388
TREASURER/TAX COLLECTOR	G	57,148	69,988	58,291	71,388
CHIEF OF POLICE	I	79,903	98,334	81,501	100,301
DPW SUPERINTENDENT	H	71,567	88,084	74,094	91,183
DIRECTOR OF HEALTH	G	57,148	69,988	58,291	71,388
LIBRARY DIRECTOR	G	57,148	69,988	58,291	71,388
WPCF SUPERINTENDENT	H	72,641	89,395	74,094	91,183
<u>HOURLY</u>					
EXECUTIVE ASSISTANT	E	21.24	26.15	21.66	26.67
POLICE LIEUTENANT	G+8.5%	35.80	38.75	36.51	39.52
POLICE CUSTODIAN	A	14.24	17.52	14.52	17.54

Informational Only: Fiscal Year 2019 budgeted wages with 2.0% COLA

TOWN ADMINISTRATOR	110,332	DPW SUPERINTENDENT	91,183
TOWN ACCOUNTANT	71,388	DIRECTOR OF HEALTH	71,388
TREAS/TAX COLLECTOR	61,243	LIBRARY DIRECTOR	67,271
CHIEF OF POLICE*	113,418	WPCF SUPERINTENDENT	91,183
EXECUTIVE ASSISTANT	26.67	POLICE LIEUTENANT	37.99
POLICE CUSTODIAN	16.01		

*includes add'l 20% educational incentive pay

Topics not anticipated within in the 48 hour posting requirements None

Meeting adjourned at 8:07 PM

List of Documents and Exhibits:

- Minutes of January 10, 2017
- Draft Schedules I and II for Fiscal Year 2019

Montague Police Department Cruiser Inventory

****Current as of 1/16/18***

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Mileage</u>	<u>Veh #</u>	<u>Condition</u>
2017	Ford	Explorer	12,323	Chief/UC	Excellent

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2010	Ford	Crown Vic	104,000	L1	Fair
2011	Dodge	Charger	128,142	D1	Fair
2010	Chevy	Equinox	95,927	D2	Good
2010	Chevy	Van	73,056	D3	Fair
2016	Ford	Explorer	65,950	C1	Good
2013	Ford	Explorer	112,626	C2	Fair
2017	Ford	Explorer	24,072	C3	Excellent
2017	Ford	Explorer	37,158	C4	Excellent
2017	Ford	Explorer	3,516	C5	Excellent
2017	Ford	Explorer	18,527	K9-C6	Excellent
2014	Ford	Explorer	84,391	C7	Good

Next Meeting Dates:

January 24, 2018	DPW, Governor's Budget/State Aid Est., Recommendations for 2-15-18 STM warrant articles
January 31, 2018	GMRSD
February 7, 2018	Board of Health 6:00, Treasurer (6:30), Non-capital special article requests
February 14, 2018	Building Inspector, WPCF, review potential 3-15-18 STM articles
February 21, 2018	Airport, FCTS, 3-15-18 STM votes if appropriate
February 28, 2018	Final New Growth, Revenue Estimates, Affordable Assessment
March 7, 2018	Libraries, RiverCulture
March 14, 2018	Preliminary budget recommendations
March 21, 2018	CIC Recommendations
March 28, 2018	Final Budget Recommendations
April 4, 2018	Draft FC Report, Policy actions
April 11, 2018	Revise FC Report, vote on articles
April 18, 2018	final re-votes, if required, approve FC Report
EOY Recap	How beneficial/useful were the department narratives?