

Town of Lunenburg



Mark Erickson
12/11/14

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Finance Committee:
Mark Erickson, Chairman
Terri Burchfield, Vice-Chairman
John Henshaw, Secretary
Karin Menard
Caroline Griffis
Jay Simeone

Lunenburg Finance Committee Minutes: November 13, 2014

Location: Town Hall
Present: Mark Erickson, Terri Burchfield, Caroline Griffis, Jay Simeone, John Henshaw
Also Present: Jamie Toale--BOS Liaison, Kerry Speidel--Town Manager
Absent: Karin Menard

1. Meeting called to order by Mark at 7:00 pm.
2. Communications:
 - A. Public: None.
 - B. Committee:
 - i. The Association of Town Finance Committees updated the Finance Committee Handbook on CD; The Fin Comm decided to get two of these CDs.
 - ii. Mark circulated *The Beacon* to the committee.
3. Meet & Greet: Council on Aging Director Doreen Noble, Chief of Police Jim Marino, Fire Chief Pat Sullivan.
 - A. The goals of these Meet & Greets are:
 - i. Give an overview of the FY2015 budget process.
 - ii. Review Finance Committee guidelines for budget presentations.
 - iii. Give department heads a chance present requirements, issues, and concerns before they make their formal budget presentations.
 - B. Council on Aging/Eagle House Senior Center, Doreen Nobel, Director:
 - i. The Council on Aging (COA) is the only social services agency in the Town and, Doreen reports, the most active, vibrant in the Lunenburg area.
 - ii. The COA provides services to a forty year span of senior citizens—from 55 year olds to 95 —of citizens of the Town, who comprise a third of the population of Lunenburg.
 - iii. Services include:
 - Providing meals on wheels to seniors at home and congregate lunches at the Eagle House. They provide 5,600 to 6,000 meals each year.
 - Transportation: The Eagle House is MART stop where seniors can get on MART vans and be taken to various stops in the area. MART funds the transportation service at \$3,000 per month, covering costs.
 - Education on fraud, fire safety, available social services.
 - iv. The Council on Aging is about half of one percent of the Town Budget.
 - C. Police Department, Chief Jim Marino (Police Department Budget Memo FY2015 gives supporting detail.)
 - i. Police Dept. (PD) staffing levels lag increases in calls, incidents, or arrests.

- There are 16 people (excluding reserve officers) in the Lunenburg PD—1.6/1,000 population—below the recommended 2.5/1,000.
 - About 15 experienced reserve officers augment PD staff, and are on call and paid *per diem* from the Police Department overtime budget.
 - In the five years from 2009 through 2013 calls for service, incidents, and arrests increased significantly, taking more personnel time and effort. Incidents have become more unpredictable and potentially dangerous, partly from the increased chance that suspects have taken designer drugs, formulated to induce specific effects.
 - A goal is to have two officers on the road—at times not possible, like when an extra officer is at the lock—for arrests or to monitor suspects.
 - Added personnel time required to respond to “walk-ins” to the station for help. In one 30 day period, there were 400 walk-in visits.
- ii. Unfunded mandates for training and/or specific duty requirements (e. g. School Resource Officer) take up time. The same is true for the Fire Department (FD). An example is that the PD and FD must train responders in the procedure to respond to potential Ebola cases.
- iii. PD Capital:
- Cruisers run about 50,000 miles per year and need to be replaced frequently. The chief keeps the old police cruisers as replacement vehicles as they have low re-sale value.
 - The PD is mandated to have body armor for policemen. This is unfunded, though half the cost may be covered by a grant. There is also an increased need for Tasers due to increasingly unpredictable and dangerous behaviors confronted by Lunenburg police.

D. Fire Department, Chief Pat Sullivan

- i. The FD has major capital requests in the next five years: Aging fire engine, ladder truck, car, ambulance) and repairs over the next five years have an estimated cost about \$1.8 million.
- ii. Another challenge is staffing. Currently:
- There are five career employees in the FD, three of whom are firefighters. Two EMTs are on call and paid *per diem*.
 - Call firefighters augment them, but it retention is a problem. The job and requisite training take a lot of time: 3/5 of call firefighters quit after a couple of years.
 - Annual calls several years ago was several hundred. It’s now projected at 1,700 to 1,800 in FY2015—a 6% increase over FY2014.
- iii. Chief Sullivan expects the number of calls to increase as the population grows, especially the elderly population need two additional firefighters and perhaps an additional EMT for coverage and to insure quick response time.

E. Mark said during their budget presentations department heads should:

- i. Explain the effect on service levels given the FY2016 budget. (e. g. the effect on response times) and/or show trends over the past few years (e.g. numbers of calls, arrests, or meals served) and/or compare department actuals and budget to similar towns.

F. Doreen, Jim, and Pat respectively estimated the time needed to make their presentations: COA, 20 minutes; PD, 45 minutes; FD, 45 minutes.

4. Mark said Kerry would present her financial forecast Thursday November 20 or Thursday, December 4.

5. Committee/Department Liaison Updates:

Committee/Department— Reported By:	Update:
Capital Planning--John H.	<ul style="list-style-type: none"> • Technology FY16 requests total \$64,900 from all departments; Fire Department FY16 request total is \$60,000.
Public Works--John H.	There is nothing to report.
Library—Caroline G.	Caroline reached out to library personnel and Trustees to find out current issues the library faces.
PACC--John H.	The PACC has not met yet.
Building Re-Use--Mark E.	<ul style="list-style-type: none"> • TC Passios: Await resolution of the zoning and lot line issues. • Town Hall: Front should be re-painted and studying the feasibility of Town Hall as an office building needs to be done.
School Building--Mark E.	<ul style="list-style-type: none"> • The new school construction project is on schedule and on budget. Site work is wrapping up; The committee approved payment of invoices to date. • The parking lot issue awaits resolution. • The committee will do six or fewer aerial photography flights timed to document progress. (E.g. the steel building framing phase) would be documented, but interior work, not visible from an aerial view, wouldn't be. Cost will not exceed \$2,500.
Schools--Karin M.	No update.
Monty Tech--Karin M.	No update.
Council on Aging, Caroline	See notes on Doreen Noble's presentation at the Meet & Greet.
Public Safety--Terri B.	See notes on PD & FD presentations at the Meet & Greet.
Sewer Commiss.—Jay S.	The current sewer project funded by the State Revolving Fund (SRF) is on schedule.
Green Community—Jay S.	<ul style="list-style-type: none"> • Two projects have been completed at TH Middle School. • The Green Community is working with the library and public safety buildings to install higher efficiency lighting.

6. Future Agenda Items:

- A. Review the updated Pavement Management Plan.
- B. Meet and Greet—Land Use, DPW.
- C. Review contract commitments (e.g., sick leave buy back) related to OPEB.

7. Meeting Adjournment: Terri moved to adjourn the meeting, seconded by Jay and approved 5-0. The meeting adjourned at 9:29 PM.

Respectfully submitted by John Henshaw November 23, 2014

Copy: Doreen Nobel, Jim Marino, Pat Sullivan