

Town of Lunenburg

Finance Committee:

Terri Burchfield, Chairman
Michelle Walton, Vice-Chairman
Peter Beardmore, Secretary
John Henshaw
Jay Simeone
David Passios



17 Main Street, P.O. Box 135
Lunenburg, MA 01462-0135
978.582.4139
FAX 978.582.4148

Lunenburg Finance Committee December 12, 2019 Meeting

Location: Town Hall
Present: Terri Burchfield, John Henshaw, Dave Passios, Jay Simeone, Peter Beardmore
Absent: Michelle Walton

1. Call to Order

- Terri Burchfield, Chair called the meeting to order at 6:30 (all expected members were in attendance).

2. Communications

- **Public Comment** – none

3. Reserve transfer request for \$16,890 for Fire Vehicle/Maintenance line

- Chief Sullivan presented to the committee the need for the transfer described above due to un-projected repairs to an ambulance and a fire truck pump rebuild. The transfer is anticipated to cover scheduled maintenance for the remainder of the year, but not additional unanticipated repairs. The chief referenced an email addressed to the committee (Appendix A).
- Peter Beardmore moved to approve the request, John Henshaw 2nd, Unanimous Approval
- Dave Passios publicly thanked the Chief and first responders for services rendered during a recent emergency that he experienced.

4. Informal Discussion with Library Director – Muir Haman

- Discussion involved: opportunity to communicate the myriad of services that the library offers and collaboration opportunities with other departments.
- Would like to establish strategic plan for the library, would likely require outside consultants
- Library circulation is dropping nationally, but attendance is increasing at programming. Lunenburg's circulation has remained relatively flat over the past 5-7 years.
- Hopes to appropriate more municipal funding for programs, such as museum passes, which is currently funded by The Friends of The Library.
- There may be more staff and space needs in future fiscal years (not FY2021).
- There is likely to be increases costs relating to CWMars due to Lunenburg's population expansion (we are currently paying the 'small library' rate, despite our population exceeding 10,000 residents.
- Terri Burchfield relayed a request from Michell Walton to specifically identify non-town funding sources in upcoming budget request.
- 70% of the current library budget currently goes to salary.
- State funding mandates 16% of budget allocated to circulation. Lunenburg currently exceeds this minimum by \$17,000. This includes things like telescopes, yard games, digital content.
- Peter Beardmore requested that the budget request include some comparison and details with respect to the ratios and costs of both digital and physical materials.

5. Informal Discussion with Police Chief – James Marino

- John Henshaw asked about ratio of squad cars to police officers. Currently every three new officers triggers the need for an additional squad car.
- The police department currently replaces three front-line squad cars every two years. That rate will likely increase to four or five vehicles per two-year period due to the 10-year force expansion plan.
- Longevity of vehicles seems to be improving slightly with shift to Tahoe's over the past few years, and anticipated lifespan of hybrid vehicles.
- Most recent police contract corrects mistakes that were made in the original hiring plan. Going forward we will be hiring new officers at lower rates, which will reflect some savings.
- Traffic and motor vehicle incidents continue to increase. Radar trailer counts have shown increases over the past several years. This is attributable to both growth in town and transient traffic.
- Ultimate goal of hiring plan is to have an additional patrol on duty at all times. There may also come additional savings in lines such as Investigations and Field Services that can not currently be covered sufficiently by on-duty patrols.

- Police accreditation and mandates are also drawing on more man-hours, and this is anticipated to increase.
- There's a need to construct a new records room for accreditation purposes.
- Need for body cameras is coming. Cost of cameras is reasonable, but data storage may be costly.

6. Minutes

- October 24 – John Henshaw moved to approve, Jay Simeone 2nd, unanimous approval
- October 29 (symposium) – John Henshaw moved to approve, Jay Simeone 2nd, unanimous approval

7. Town Manager Report

- Correction made to November 29 error in Lunenburg Ledger regarding certified new growth #'s.
- Monty Tech assessment for FY20 decreased
- Snow removal is likely to be further over than previous years due to increased use of contractors, higher contractor rates, and covering for staff shortages in the school department.
- 5-year forecast will incorporate School Department participation, presented on January 23 along with Capital Plan.
- Initial Budget presentation on Feb 13th. Weekly meetings and following Monday's will be posted in the weeks following. Final budget hearing will be March 26th. Warrant will go to printer on April 6th. Finance Committee Report will need to be ready for March 26th. BOS will likely host a public forum in late January to discuss budget (probably Jan 28th).
- Town Meeting Warrant opens January 14th.
- Municipal Vulnerability Preparedness Planning Grant has been submitted.
- RFQ is out for TC Passios design services. RFQ for West St. properties will go out soon.

8. Committee Reports

- Peter Beardmore reported that the school department provided a budget update at their last meeting. There were a few small line-item transfers.
- John Henshaw reported that the Capital Planning meeting on December 10th completed the process of discussions with all stake-holding committees. The new scoring system is being rolled-out and seems to be beneficial for deliberations.

9. Public Comment

- Dave Passios suggested the board make an effort to inform the public about the limited effect that the new education funding bill is likely to have on Lunenburg

- Dave Passios requested a discussion in a future meeting to discuss exempted borrowing.

10. Next meeting

- December 19 – 6:30 – Fire Department
- January 9 -

11. Adjournment

- Dave Passios motioned/ Jay Simeone seconded; unanimous approval

Appendix A:

TOWN OF LUNENBURG, MASSACHUSETTS FIRE DEPARTMENT

CHIEF
Patrick A. Sullivan
TEL: (978) 582-4155
FAX: (978) 582-4053



655 Massachusetts Ave.
Lunenburg, MA 01482

MEMORANDUM

TO: MS. HEATHER LEMJEX
FROM: CHIEF SULLIVAN *pas*
SUBJECT: VEHICLE MAINTENANCE BUDGET OVERAGE

November 26, 2019

Due to two significant vehicle repair expenses, our Vehicle Maintenance Budget is virtually depleted for FY20 and we will be in need of a Reserve Fund Transfer. Specifically, these unanticipated expenses were:

- \$9,500 to replace failed Fuel Injector pump and Diesel Particulate Filter on Rescue 1
- \$16,000 to rebuild fire pump on Engine 1.

Paying the invoice for the pump repair leaves us at approximately \$400 for the remainder of the FY

A rough estimate for anticipated expenses for the remainder of FY '20 include:

- \$11,000 for 2nd, 3rd and 4th quarter fuel expenses
- \$ 1,600 for annual scheduled service on Engine 1, Squad 3, Engine 4 and Engine 5. (\$400/unit)
- \$ 600 for scheduled services on Rescues 1 & 2 (\$300/unit)
- \$ 1,200 for scheduled services of Car 1, Car 2, Engine 2 and M1 (\$200/unit; 2 services each for Car 1 & Car 2
- \$ 490 for annual Vehicle Safety inspections (2 @ \$35/inspection & 7 @ \$60/inspection)
- \$ 5,000 for estimated miscellaneous supplies

Total- \$19,890

Again, these are known or anticipated expenses. It does not account for breakdowns or needed repairs beyond scheduled maintenance. There are anticipated repairs to the emissions system on Engine 1, battery replacement on Squad 3 and an ABS system issue on Squad 3 that are currently figured as part of the remaining funds and the \$5000 in miscellaneous supplies.

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FEB 13 2020

LUNENBURG TOWN
CLERK OFFICE