

**MINUTES OF BUDGET MEETING WITH THE FINANCE COMMITTEE
SATURDAY, FEBRUARY 25, 2017**

Chairman Mauceri called the meeting to order at 8:09 a.m. in Room 14 at the Town Hall in the presence of members Mrs. Manupelli, Mr. Prisco and Town Administrator, Michael Gilleberto. Mr. O'Leary was absent. Mr. Yull was not present at the start of the meeting.

Also in attendance were, Finance Director Elizabeth Rourke, Police Chief Michael Murphy, and Lieutenants Tom Romeo, Kevin Brennan, and Mark Zimmerman. Finance Committee Members in attendance were Joe Foti, Don Kelliher, Ben Gammer, Alan Wolpin, and Ted Haggerty.

The meeting was turned over to Chief Murphy. Chief Murphy introduced Lieutenants Romeo, Brennan and Zimmerman.

8:25 – Mr. Yull joins the meeting.

- Chief Murphy made the FY2018 budget presentation.
- Lt. Romeo provided an update on fentanyl and human trafficking.
- The Chief continued the presentation.
- Lt. Romeo provided fleet update.
- Chairman Mauceri asked about hybrid vehicles. Lt. Romeo indicated vehicles are not on the market yet. Mr. Yull asked about other manufacturers. Lt. Romeo responded that Ford has 70% of the market and the department looks to the trends among larger agencies.
- Ted Haggerty asked about maintenance requirements at 400/500,000 miles. Lt. Romeo responded.
- Joe Foti relayed his experience on hybrid vehicles.
- Mr. Prisco asked for summary of vehicle replacement costs. Chairman Mauceri asked about vehicle replacement schedule. The Chief responded that they present what they need and when there isn't a need, they don't make a request. Don Kelliher suggested we look at smoothing out the vehicle replacement schedule. Mr. Prisco suggested looking at reusing vehicles in other departments. Mr. Gilleberto stated that the vehicles are historically not in capital because their useful life is less than five years and that there has been vehicle re-use in other departments including Youth Services and Veterans.
- Mrs. Manupelli stated that the funds should be where the office is, in the Department budget.
- Mr. Yull stated the police department strategy seems to be saving money overall.
- Joe Foti stated that while he respected the work of the department, we should be looking at a recurring cost. Lt Romeo stated that it would work except for the variable of delivery.
- Chief Murphy continued his presentation.
- Lt. Zimmerman spoke of training activities for de-escalation and 911 calls. Chairman Mauceri asked if drugs were causing this. Mr. Prisco suggested we look at a dementia registration. Chief Murphy said that we have it through the sheriff's office and Elder Services but will work with the Senior Center to include information in the newsletter.
- Mr. Yull recognized the proactive nature of the police departments programs. Chief Murphy responded that it is from attending trainings contacts in the field. Mr. Yull stated that we have one of the best departments around.

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- Ben Gamer asked about tuition reimbursement. Mr. Gilleberto stated there isn't necessarily a policy but there are contractual agreements. We are working to reduce this expense through collective bargaining, based on discussion last year. Mr. Prisco stated that moving forward, being outside of the civil service, the Town will be able to hire officers with education and reduce the expense. Mrs. Manupelli stated that we are working on the issue.
- Mrs. Manupelli reiterated the support for the department, and particularly the communication through the Town Administrator to the Board.
- MP stated he was on the bargaining team regarding the contract, and while there is an increase we'll see savings over the future years.
- Mr. Prisco also stated that he learned in January that we are considering medical marijuana, and asked if that would change the budget request. Chief Murphy said that based on the timelines, no, but as he presented a few weeks ago, there is a cost. Regarding the medical versus recreational marijuana, while it is legal we have a drug problem.
- Mr. Yull stated he wanted to clarify that one member suggested an RFP, but there is no active solicitation.
- Mr. Prisco stated that there was a majority interested in CAS. He suggested that if there is a desire to do this, please use an RFP process.
- Mr. Prisco thanked Chief Murphy and Lieutenants Romeo, Zimmerman, and Brennan.

9:52 - Brief recess

- Chief Warnock started the Fire Department budget presentation and introduced Deputy Galvin, Captain Nash, and Captain Stats.
- Chairman Mauceri asked if revenue was being impacted by the aging population and reductions in revenue from Medicare cap on costs. Chief Warnock said he believes the revenue was impacted by the fact that there were fewer calls.
- Chief Warnock continued his presentation.
- Mrs. Manupelli asked if there was a program for responding, and the Chief stated that there was a 10 alarm running card.
- Chief Warnock continued his presentation, speaking about mutual aid.
- Chairman Mauceri asked if Mr. Prisco has any questions. Mr. Prisco said it is what it is, it's not mutual. Chief stated that it is not equal aid, but it is mutual.
- Mr. Prisco stated that he was looking for a breakdown of the call volume. Chief Warnock explained that he didn't understand the request to be that. Mr. Gilleberto stated a different request was conveyed to the Chief.
- Mr. Prisco asked about breakdown of callback versus station coverage. Chief Warnock explained that the breakdown is based on the current year.
- Mr. Prisco asked about reducing staffing for the overnights. Chief Warnock stated there is a national 2 in 2 out requirement that can't be met without five guys on staff. Most fires occur between 11:00 and 6:00 PM.
- Mr. Prisco asked about billing for high call volume locations. Chief Warnock responded that they have billed for callbacks at Edgewood associated with a renovation project in

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occupied buildings. Mr. Prisco suggested that the calls could be billed. Chief Warnock stated that there is a bylaw for billing for nuisance calls.

- Mr. Prisco asked about calculation of overtime expense increase. Other than that it is a very good budget. The Chief will look into that.
- Chief Warnock presented video of fire on Kingston and Burditt that occurred on June 9, 2016. Mrs. Manupelli inquired of the cause, which was electrical in nature. They moved next door although they didn't have to.
- There was some discussion of staffing levels required to respond to a fire. Chief Warnock stated having five guys on prevented a worse situation in this example.
- Mrs. Manupelli asked about the cost for mutual aid to Reading. Chief Warnock responded that we make about \$7,100 per month based on the test month.
- Station coverage is two hours and callback is three hours. Mrs. Manupelli stated that it looked like it was more economical to rely on callback rather than staffing. Chief Warnock responded that based on studies, that appears to be the case.
- Mr. Prisco stated that we are not capturing the cost of the wear and tear of the vehicle. Chief Warnock responded that they do, through the billing which results in funds used to purchase vehicles.
- Mr. Prisco asked about whether a drone would help in inspections. Chief Warnock and Deputy Galvin responded that probably not. Mr. Yull asked how they do roof inspections, and the Chief responded that they use a ladder or hatch/stairwell. Mrs. Manupelli stated a drone might have other public safety uses.
- Chairman Mauceri asked about state of fire trucks. Chief Warnock responded that they are in good repair, and that there is a replacement plan that is followed.
- Chairman Mauceri asked about sending an engine with an ambulance, and the Chief responded that it is a) in case extra manpower is needed, and b) the need to respond to a second call.
- Don Kelliher asked the cost for the mechanic. Chief Warnock responded \$61,000 for the salaried versus \$36,000 for the overtime and contracted expenses.
- Mrs. Manupelli asked if there was a request for a fire truck. Chief Warnock stated that there is a request pending.
- Mr. Prisco brought up the Pulte proposal for 104 Lowell Road and asked for a commitment for a feasibility study for a west side fire station. Chairman Mauceri stated that he thought the Town Meeting in March could be told that the plan is to request funding at June Town Meeting. Mr. Prisco stated that he couldn't say that at the March meeting without a discussion. Don Kelliher stated that he thought there was a need to look at how we would fund a west side fire station. Chief Warnock stated that the long term need is for a new station to address long term growth.

Recess at 11:29

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11:35 DPW budget presentation

- Mr. Prisco introduced DPW Director Andrew Lafferty, Building Superintendent, Julie Spurr-Knight, and Water Superintendent Mark Clark.
- Mr. Lafferty began the presentation.
- Chairman Mauceri asked about water treatment coverage. Mr. Foti suggested that we look at contracting out the water treatment plant operator functions.
- Mr. Gilleberto and Liz Rourke stated that the presentations are in Dropbox.
- Mr. Prisco inquired about removing the General Foreman position from union. Mr. Gilleberto stated that has been an ongoing review of the table of organization and potential discussions regarding changes to the table of organization.
- There was discussion of a request for an engineering intern that was not recommended.
- Andrew continued with his presentation.
- There was discussion of the procurement requests and processes.
- There was discussion of drug testing changes.
- There was discussion of training and travel to training.
- There was discussion of automated spreader controls and how they could be re-used on future trucks.
- There was a desire to look to add two more spreaders.
- There was discussion of the street lighting program and the switch to all LEDs including the shut off lights. A suggestion was made to look at reassigning the lights. Mr. Gilleberto stated that we had looked at a strategy and because RMLD indicated they would remove the lights that were not converted, it was recommended to turn the LED lights on. This was reviewed with the Board last summer and notice provided to RMLD.
- Andrew reviewed the machinery maintenance.
- There was a question about the maintenance of fuel tanks at Hillview.
- Mr. Prisco requested that the condition of the grass on the common be evaluated / improved.
- There was discussion of the cemetery build-out and available space.
- There was discussion of the storm water budget.
- There was discussion about the household hazardous waste day and sanitation, including putting the collection contract out to bid.
- There was discussion of street sweeping. Joe Foti stated that contracting it out might make more sense, to do the work in a shorter period of time.

1:30 p.m. Ted Haggarty departs the meeting, four Finance Committee members remain.

- Discussion of water meter project. Scheduled to know the whole cost over the summer, but not before the June Town Meeting.
- Joe Foti indicated that the cost of prevailing wage has increased.
- Mr. Prisco referenced GPS.

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MR. CHAIRMAN, I MR. PRISCO MOVE TO ADJOURN.

SECONDED:	MR. YULL	
VOTED:	MRS. MANUPELLI	AYE
	MR. YULL	AYE
	MR. PRISCO	AYE
	MR. MAUCERI	AYE

VOTE: 4-0 (UNANIMOUS) (MR. O'LEARY WAS ABSENT)

ADJOURN: 2:02 p.m.

DATE

KATHRYN MANUPELLI, CLERK