

CHARLEMONT FINANCE COMMITTEE MEETING – CHARLEMONT TOWN HALL

(Joint Meeting with Charlemont Board of Selectmen)

March 3, 2017

Members Present: Finance Committee - Lynn Hathaway, Rich Filoramo, Amy Wales, Ron Smith;
SelectBoard - Toby Gould, Beth Bandy

Also in attendance: Peg Dean, Town Administrator

1. The meeting was called to order at 8:37 am.
2. The Capital Improvement Committee (CIC) appeared (Tracy Hall, Erwin Reynolds, Tony Walker, Ron Smith) to present its preliminary recommendations.
 - a. See the attached spread sheet for the 5 Year Plan and the priorities recommended for FY 2018.
 - b. A question was asked if it was possible to set money aside in one year for a particular capital item, instead of spending the full purchase price in one year. The answer was that it is possible, by setting the money aside in the Stabilization Fund for that item. However, by doing that, the Town would need to vote the money out of Stabilization later on in order for it to be used, and there is no guarantee they would do that. It was suggested that a better method would be to just borrow the total amount needed in the first year, purchase the item and pay the loan off over the next few years. It does not appear that funds will otherwise be available to purchase much of any capital items next year. The CIC will take that suggestion under advisement for its final recommendations.
 - c. It was agreed that there should be a "Pre-Town Meeting" before the Annual Meeting to present the recommendations.
3. Minutes Review:
 - a. The minutes of the February 11, 2017 meeting were approved.
 - b. The minutes of the February 18, 2017 meeting were approved.
4. Review of FY 2018 Budget Omnibus (from work sheet):
 - a. Highway Contracted Services (page 7) – level fund
 - b. Billing Clerk – Line #71 – should be 0 (zero)
 - c. Line #25 – go back to the 2017 amount
 - d. The budget total increased by 2.8%
5. Salary Review:
 - a. There was a discussion of the minimum wage. Only one group is currently below the minimum – firefighters.
 - b. It was suggested that firefighters be paid in three steps, to go along with their three levels of training. There are currently 8 active firefighters. The SelectBoard will follow up.
 - c. The COLA adjustment is 0.3%. The SelectBoard moved, seconded and passed a motion to give all employees the COLA increase.
6. Free Cash policies: revisions of the Free Cash and Stabilizaion policies as originally proposed by Joe Markarian were made and agreed upon.



01339

Capital Improvement Committee
PO Box 677
Charlemont, MA 01339
February 14, 2017

Dear Finance Committee and Select Board,

The Capital Improvement Committee has been meeting since December, meeting with each Department and when appropriate, looking at the capital assets to be replaced. We assume that the Town wants to maintain its current level of service.

To perform to the current level of service, the Departments need the appropriate equipment for both ensuring the safety of the workers, as well as safety and satisfaction of the general public.

In an effort to avoid overburdening the towns' taxpayers in any one year, the Committee has tried to equalize those expenses over five years. This five year program is intended to sustain the Departments and the Town.

The Committee ranked our recommendations, using the objective criteria of 1) protection of public health and safety, 2) the safety of those serving the Town in the various departments, 3) requirement of state and federal law or regulations, 4) Operating budget impact, 5) preservation of assets at risk, 6) deferrals from prior years, and the over-arching principal of long-term savings with reduced cost to operating budgets, the Committee ranked our recommendations.

Recommendations: see spreadsheet attached.

Suggestions:

- We want to see the Town keep complete records of revenue and expenses, to better see the actual cost of services delivered by each Department.
- Consider contributing after a catch-up period to stabilization for capital expenditures (see 2022 expenses); consider funding capital items' future costs.
- We suggest presenting the following recommended capital items as one article, for which we will give a detailed presentation at Town Meeting in advance of a Town vote, with the possibility following a down vote, of breaking out each item as a line by line vote.

We respectfully request the Finance Committee and the Select Board to invite the Capital Improvement Committee to the next scheduled joint budget meeting.

Sincerely,

The Capital Improvement Committee

Charlemont Long Range Planning - Capital Expenses

Current Requests:	Rank	2018	2019	2020	2021	2022
HIGHWAY: 2007 Volvo Loader L70E - replace			185,000			
HIGHWAY: New large truck to replace 2000 Mack Dump Truck - includes new equip-body, sander, hydraulic controls & install	1	185,000				
HIGHWAY: 2003 F550 One-ton Dump Truck - replace			85,000			
HIGHWAY: 1984 and 1985 Pickup Trucks acquired through the Fire Department - replace	6	20,000				
HIGHWAY: 1992 Fiat Tractor and Mower - replace				185,000	130,000	
HIGHWAY: 1999 Freightliner - replace				185,000		
HIGHWAY: 1995 Ford 8000 - replace					70,000	
HIGHWAY: All season body						
FIRE: 12 Scott Air Packs (6/year @ \$10k ea.)	3	60,000	60,000			
FIRE: 14 Scott Air Bottles (6/year @\$900 ea)	3	5,400	5,400	1,800		
FIRE: Rescue Truck - being combined into the Engine Two						
FIRE: Defibrillators			5,000			
FIRE: Turnout Gear (@\$2,000 ea)	4	4,000	4,000	4,000	4,000	4,000
FIRE: Jaws of Life			30,000			
FIRE: UTV/Gator - replace			14,000			
FIRE: River raft			4,500			
FIRE: Hose - replace	5	5,000	5,000	5,000	5,000	
FIRE: Engine Two - replace with rescue pumper	7	200,000	250,000			
FIRE: Brush Truck			45,000			
FIRE: Thermal Imagers			15,000			
FIRE: Car 1 - replace				25,000		
POLICE: Cruiser SUV to replace 4WD Ford Expedition to replace	2	35,750				
POLICE: 2009 Crown Vic - Police Cruiser to replace			35,000			

POLICE: New Crown Vic - Police Cruiser										35,000
AMBULANCE: Ambulance - replace									250,000	
EMD: Sandbags								6,040		
EMD: Portable generator and 2 propane tanks for generator								9,900		
EMD: Fire Hydrants										50,000
TOWN HALL: Records Preservation/Storage								10,000		
TOWN HALL: Pointing of Town Hall										75,000
TOWN HALL: Rugs - meeting room and runner								3,000		
TOWN HALL: 1st floor wood work								10,605		
TOWN HALL: 2nd floor renovations									10,000	
TOWN HALL: 3rd floor renovations									6,000	
TOWN HALL: Town Hall sprinkler system									40,000	
TRANSFER STATION: Retaining wall and drainage improvement project								10,000		
TRANSFER STATION: Paper Compactor							6,000			
TREE WARDEN: Equipment										5,000

TOTAL 515,150 601,405 421,840 505,000 169,000

PAPER COMPACTOR TO BE FUNDED BY DEP and RECYCLING REVOLVING FUND

Charlemont Long Range Planning - Capital Expenses

Current Requests:	Rank	2018
HIGHWAY: New large truck to replace 2000 Mack Dump Truck - includes new equip-body, sander, hydraulic controls & install	1	185,000
POLICE: Cruiser SUV to replace 4WD Ford Expedition to replace	2	35,750
FIRE: 12 Scott Air Packs (6/year @ \$10k ea.)	3	60,000
FIRE: 14 Scott Air Bottles (6/year @\$900 ea)	3	5,400
FIRE: Turnout Gear (@\$2,000 ea)	4	4,000
FIRE: Hose - replace	5	5,000
HIGHWAY: 1984 and 1985 Pickup Trucks acquired through the Fire Department - replace	6	20,000
FIRE: Engine Two - replace or refurbish	7	200,000
TRANSFER STATION: Paper Compactor		6,000
TREE WARDEN: Equipment		

TOTAL

515,150

PAPER COMPACTOR TO BE FUNDED BY DEP and RECYCLING REVOLVING FUND

