

FINCOM  
Meeting Minutes – January 17, 2015

Members Present: Alice, Don, Steve, Laura, Alan

Not Present: Rudy, Heidi, John

Others: Lorraine

Location: Town Hall Meeting Room

Alice opened the meeting at 9:10 AM.

**Minutes** of the January 14 meeting were approved unanimously.

**Public Commentary:** None.

**Review of Fire Budget:** Chief Sicard addressed the questions proposed in our budget review.

- **Shed Request:** Chief said the 12 x 16 Shed proposed would house the training props. We discussed the possible space availability in the DPW building per Rich Nota. Chief said he would discuss with Rich but that ideally, he would like the props to be stored ultimately where they train at the Stow Road gravel pit. They had planned to house the shed beside the fire station. They would need after hours accessibility but he would explore the possibility of a short-term solution in storing them at the DPW building.
- **Training:** Chief was asked to explain why he is slotting for 3 slots at the Academy when only 1-2 have on each year. He mentioned that they use the funds to train locally, veteran firefighters who have not achieved Level 1 or 2 training at the academy. Currently there are 7 firefighters falling under this category that are being trained.

**Review of the Ambulance Budget:** Jason Cotting, Co-Director addressed the questions proposed during our budget review.

- Jason mentioned that they are bringing current squad driver Will Stevenson to run the finances for the Department going forward.
- He mentioned that the cadet squad would be reduced and its budget should fall down into the \$20K range. With less cadets and smaller class sizes, the new training costs should be lower.
- Jason explained that the ALS intercept number is hard to forecast but could come in higher.
- They are moving to an ownership model for Oxygen Tanks and this will ultimately result in a reduction of the medical Supplies line item.
- There was a discussion around the planned new ambulance purchase schedule. Jason mentioned that they need to carefully plan maintenance for the existing ambulance since it is a single unit. The confirmed target objective is FY18 for the new acquisition (Late in calendar 2018). The path to funding is through the Receipts Reserve Account and the current estimate of \$275K is likely still accurate as a new one today is in the \$240K range for the exact truck.
- Jason will work with Lorraine to re-do the cash flow projections and also provide us with the in-service date for the current ambulance.

### **No Town Administrator Report**

**Finance Director Report:** Lorraine explained that the Chapter 90 funds were released by Governor Baker and that we would be getting approx. \$170K additional. She explained that these funds can be used for road projects or equipment purchases. The process for using the funds involves Rich getting Selectman approval for his request, then Capital review before submitting his request to the state for approval.

The committee requested that Lorraine run a budget to actual rollup report for FY12-FY15 for the DPW.

**Liaison Reports:** Steve attended the School meeting and shared that they have put in a formal request of the Selectman to use the Old Library for administrative offices once vacated by the town hall employees post town hall construction. He also mentioned that the CPC had made their award decisions. Alan mentioned that CPIC is currently reviewing proposals. Don

mentioned that the Master Plan consultants have been late and that Tim Bragan had just sent them a Letter informing them of their contractual deadlines and that they were expected to meet them. The final Master Plan is due in February.

**Next Meeting:** We will meet at 7PM on January 21 in the Town Hall meeting room with representatives from the Police and DPW departments to discuss our questions on their budget proposals. The following meeting will be at 9AM on January 24 in the Town Hall meeting room with the CPIC.

The meeting adjourned at 11:00 AM.

Respectfully submitted,

Don Ludwig