

# Sutton Finance and Warrant Advisory Committee

March 25, 2015

## Meeting Minutes

### Committee Members:

Jeffrey Bannon, Chairman  
Bruce Edwards  
Stephanie Forsythe  
Elizabeth Budzinski  
Robert Recore  
Diane Greenlaw

### Others:

James Smith, Town Administrator  
Timothy Harrison, Town Accountant  
Matt Stencel, Highway Department Superintendent  
Doug Towle, Police Chief  
Matthew Belsito, Fire Chief  
Emergency Management Coordinator  
Donald Obuchowski, Sewer Department

Meeting Start Time: 6:30 PM

### Highway Department:

- Presented balanced/level budget compared to previous year
- Discussed the repairs and maintenance needed on current equipment
- Capital items: #8 dump truck, and sander/plow
- Sander and plow will be reimbursed by the state of MA (100% at \$140K)
- Explained rationale on \$150,000 snow budget even though in past years we have gone over. Snow budget cannot be reduced from one year to the next, however, you are allowed to overspend and appropriate funds later to cover
- Transfer station – renewed contract with Wheelabrator in Millbury for \$11/ton less than previous contract (price per ton is \$64)
- New hire employee for transfer station is maximizing efficiency to save the town money (ie. Making sure dumpsters are 100% full before being emptied – cost is \$115 per empty)

### Police Department:

- Level budget in comparison to previous years request
- Discussed hiring a new patrolman vs. paying current officers overtime – felt that in the long run a new hire would be substantially more expensive for the town
- Currently involved in ongoing contract negotiations including with uniform replacements
- Discussed the need for new office equipment as it is used 24/7 especially the dispatcher position
- Upcoming capital expenses: 2 new vehicles and radio replacements.

- Vehicles: will be approximately \$70,000 – light bars, ram bars, cages, etc. all need to be replaced since the design/styles of new patrol cars does not match up with older models and cannot be used
- Radios: have replaced 5 radios over the past few years and have 6 more to convert to newer technology

#### Fire Department:

- Explanation of importance of drills and training – line item budget went up from previous years request
- 4 certifications needed by all members on the squad: AED, CPR, First Responder, EMT (currently self-paid at \$170 per certification)
- Capital Expenditures: Final payment of SCBA equipment (\$80,000)
- Currently in 2<sup>nd</sup> year of a 3 year contract with MedStar ambulance – happy with service thus far

#### Emergency Management:

- Recently met with 5 town collaboration – Upton, Grafton, Northbridge, Sutton, Millbury to discuss Emergency management solutions
- Senior center is 90% ready for shelter scenario – replacement of stoves, and hooked up to town water
- Sutton High school – 100% pre-wired and inspected for rooms needed in the event of an emergency
- SHS Gymnasium, Cafeteria, Nurses Office, and 12 rooms in the vicinity of Gym/Café can be used for shelter purposes
- 500 kW generator installed at the school to accommodate power loss

#### Sutton Sewer Department:

- Level funded budget compared to previous years
- Budget numbers derived from base user fee of \$590/year (billed \$295 semi annually)
- Approximately 900-1000 users on the system
- Advised that rates will most likely go up in the next 2-3 years
- Capital Expenditures: need to upgrade the generator on Blackstone Street – built in 1970's which makes it difficult to locate parts when in need of maintenance/repair
- Discussed bringing sewer to school/center of Sutton in the future
- Presentation and handouts by James Dwyer, Sewer Commission, about user fees, connection fees, and various topics related to legality of terms being used. Raised concerns about Enterprise Funds being used to balance the budget. Tim Harrison advised that these funds are properly accounted for in a separate account and that the DOR has reviewed the accounts as recently as 6/30/2014 with no issues

Motion to continue the meeting on 3/26/15 at 6:30 PM. Approved 6-0.

Meeting concluded: 7:56 PM

Respectfully submitted,

Stephanie Forsythe