

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On February 9, 2016
Meeting Time : 6:30 pm

Location : 328 North Main Street – Conference Room – East Longmeadow, MA

Meeting Posted On: **Day:** Thursday **Date:** 02 / 04 / 2016
(48 hrs required)

Is Meeting Being Recorded by Digital Recorder: Yes X No _____
The Minutes of this Meeting are being taken by: Marge Larocca

Committee Members: (check if attended)

Eric Madison	✓	Russell Denver	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Sara Menard	✓

Attendees: Paul Federici, William Gorman, Greg Neffinger, Douglas Mellis, Pennie Trembley, Paul Morrissette, James Sheils, Christopher Goudreau, Marge Larocca.

Did the Chair release any prior Executive Session Minutes?
Dates of Executive Session Released :

Yes		No	x
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TOPIC / MATTER #1

Review of Department Budget – Police Department

Summary of Matter Discussed :

- The Chairman opened the meeting and received a revised FY17 Police budget request with an increase in the overtime line item.
- R. Denver inquired about the increase and P. Federici stated that it was originally thought to put the increased amount in reserves, and it then was discovered that it could not be done.
- The Chairman distributed documents with data pertaining to East Longmeadow and similar surrounding communities' police overtime, staffing levels and population. The Chairman gave an explanation of the data. Discussion followed about the impact on the budget of the components within the Police Union contract.
- The Chairman made a motion to increase the Police overtime budget to approximately \$250,000, and followed with an explanation of the savings, increase of staffing and potential reductions. The motion was seconded.
- Discussion followed about overtime spending in surrounding communities and current staffing levels of the East Longmeadow Police Department. The Police Chief gave a description of the shifts in the department and spoke about an incident that required extra help from the State Police. The Chairman stated that just having two officers on the street with a town of 16,000 is not a good practice. He added that the fault lies within the labor contract and that the contract is negotiated by the Board of Selectmen and not the Police Chief.
- A discussion followed about the dollar amount stated in the motion, under-staffing that causes the increased overtime and possible scenarios to address the budget issues. It was then requested that the Board of Selectmen, Town Administrator and Police Chief review the data provided in the meeting and return on February 23rd to discuss further.

Documents or Exhibits for this Matter:

- FY17 Budget Request-210 Police, Police Overtime comparison data, Masslive article re: Holyoke

budget problems

Votes Taken Under this Matter :

- None

TOPIC / MATTER #2

Review of Department Budget – Fire Department

Summary of Matter Discussed :

- The Chairman welcomed the Fire Chief to the meeting. P. Morrissette gave an explanation of the Fire Department FY17 Budget request. He followed with a description of the timeline of additional staffing in the department, and other increases pertaining to overtime and raises in the budget request. P. Morrissette stated that numbers were reallocated within the budget by the Town Accountant to where they belong which is now easier to track, and added that there is no supplemental budget request.
- P. Morrissette gave an explanation of the staffing of the department and spoke about the goal to put four individuals through the fire academy each year.
- The Chairman spoke about the repair budget being an issue in the past, that now the maintenance program is going great and congratulated the Fire Chief.
- P. Morrissette stated that the maintenance program is important.
- A motion was made to approve the FY17 Fire Department as submitted. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- FY17 Fire Department Budget Request.

Votes Taken Under this Matter :

- A motion was made to approve the FY17 Fire Department base budget as submitted. The motion was seconded and all were in favor.

TOPIC / MATTER #3

Review of Department Budget – Accounting

Summary of Matter Discussed :

- The Town Accountant gave a description of the FY17 Accounting Budget request. The Town Accountant gave an explanation about the Accounting Department/IT Department/Recreation Department shared accounts payable position. She added that it is being handled differently from the previous year in that it is now being tracked and charged to actual departments.
- The Town Accountant gave a description of the increases in the supplemental budget request for the Accounting Department for an additional person and gave a description of the job duties of the accounts payable position. The Town Accountant spoke about processing 60 million dollars in invoices during the year, smaller accounts that require more attention and processes that are being done manually. The Town Accountant spoke about the things that have been put in place pertaining to the Affordable Care Act and the instituting of bi-weekly payroll.
- A discussion followed about the hours and cost of the additional position. The Town Accountant explained that the grade levels of the department staff should be evaluated and that she included money in the supplemental request for regrading. She added that the Board of Selectmen has given their support to the base and supplemental budgets for the Accounting Department. The Chairman stated that supplemental budget requests will be addressed after the base budgets are voted upon.
- A motion was made to approve the Accounting Department base budget as submitted. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- FY17 Accounting Department Budget request

Votes Taken Under this Matter :

- A motion was made to approve the Accounting Department base budget as submitted. The motion was seconded and all were in favor.

TOPIC / MATTER #4

Approval of Meeting Minutes – February 2, 2016

Summary of Matter Discussed :

- The February 2, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the February 2, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- January 19, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- A motion was made to approve the February 2, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

TOPIC / MATTER #5

Discussion on FY17 Budget

Summary of Matter Discussed :

- The Town Accountant distributed the updated FY17 Sources & Uses Projections and explained that the budgets voted to date are included in the last column and gave a description of the information included in the document.
- The Chairman stated that the School Department revised their budget at 2% with no supplemental budget included.
- The Town Accountant stated that there are smaller budgets that need the Appropriations Committee approval and will be brought before them at the next meeting. She added that the reserves are currently at 7.1%.

Documents or Exhibits for this Matter:

- FY 17 Sources & Uses Projections; FY 17 Sources & Uses

Votes Taken Under this Matter :

- None

8:31 PM: Motion to Adjourn

Next Meeting: February 16, 2015 – 6:30PM – 328 North Main Street – Conference Room

MEETING FOLLOW UP:
Determine support of School Capital projects. – J. Broderick
PRIOR MEETING NOTES:
Committee Goals :
Professional Development Class – TBD
Note: Present Fringe costs in next budget cycle.
Note: Handouts for Budget Forum