

APPROPRIATIONS COMMITTEE
Meeting Minutes

For the Meeting Held On February 23, 2016
Meeting Time : 6:30 pm

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

Meeting Posted On: **Day:** Wednesday **Date:** 01 / 13 / 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, Angela Thorpe, Greg Neffinger, Ryan Quimby, Colin Drury, Doug Mellis, Steve Manning, Chris Goudreau

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 – IT Department

Summary of Matter Discussed :

- The Chairman opened the meeting. R. Quimby gave a description of the IT Department FY17 base budget request, and added that the only increase is for step increases. R. Quimby gave an explanation of the details of the department's overtime, and the circumstances that require overtime. R. Quimby spoke about vehicle repairs and gave a description on the status of the phone system. R. Quimby talked about radio repairs and added that this is now contained in the IT Department budget. A discussion followed about seminars, in house employee trainings and the Munis modules being utilized. R. Quimby stated that there is no supplemental budget request.
- A discussion began about the impact of the radios and contract settlement on the IT FY17 budget.
- R. Quimby gave a description of the inventory of the IT Department.
- A motion was made to approve the FY17 IT Department base budget as submitted. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- Proposed FY17 Budget – IT Department

Votes Taken Under this Matter :

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

TOPIC / MATTER #2

Review of Department Budget – Recreation Department

Summary of Matter Discussed :

- The Chairman stated his concern with the salary section of the FY17 Recreation Department budget request.
- C. Drury gave an explanation of program expenses being moved into the program revolving account. C. Drury gave a description of increased hours for one staff member, the number of office employees, and proposed service level changes. A discussion followed about user fees and minimal increases to provide extra hours to serve the town. Discussion followed about revolving funds and items that it funds.
- C. Drury spoke about the Recreation Department and Department of Public Works working together to purchase the proper equipment to maintain fields and gave a description about a new coaches' field report form that is being shared with the DPW.
- Discussion began about the Brown Property. C. Drury explained that a plan was developed two years ago by the Recreation Commission and recently an official committee was put together. The Chairman suggested that a funding plan be in place when the plan is brought to the Appropriations Committee. C. Drury stated that when an open space and recreation plan is completed than grants will be available to be applied for.
- J. Broderick stated that the base budget is within the 2% guideline, it includes step increases and extra hours for the assistant, and the supplemental request is to keep a part-time person in the office.

Documents or Exhibits for this Matter:

- Proposed FY17 Budget – Recreation Department

Votes Taken Under this Matter :

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

TOPIC / MATTER #3

Review of Department Budget – Police Department

Summary of Matter Discussed :

- P. Federici stated that the Police contract is 99% complete, and the TEU contract is not complete.
- The Chairman stated that discussion took place two weeks ago about the Police overtime budget and that a motion had been made to increase the \$200,000 overtime budget to \$250,000 and to fund an additional officer. The Chairman stated that the Appropriations Committee asked the Board of Selectmen to have a discussion on having a longer term plan to deal with the overtime and added that the data that was collected indicates a significant shortage in man power.
- P. Federici stated a long term answer may be there, but that the overtime has to be dealt with on a month-to-month basis as there are crises that may occur that require more overtime.
- The Chairman stated his concern about there being known vacancies coming up and the town is not acting upon it. P. Federici spoke about steps being looked into to deal with the vacancies. D. Mellis spoke about the disadvantages of filling vacancies with lateral moves and the advantages of filling vacancies out of the police academy. A discussion followed about the lack of interaction between the Board of Selectmen and the Police Chief.

- A discussion followed about the Appropriations Committee recommended amount for the Police overtime FY17 budget amount. The Town Accountant stated that with \$300,000 for the overtime, the FY17 department budget will be -1% overall, and -4% over FY15.
- The Chairman stated that he is unwilling to withdraw his original motion. A motion was made to amend the original motion to \$300,000 for overtime in the FY17 Police base budget and incorporate the supplemental budget for the additional officer as part of the base budget and costs associated with the officer. The motion was seconded and all were in favor. All were in favor of the original motion as amended.
- The Chairman stated that the Appropriations Committee wants the Board of Selectmen to work to bring the Police overtime down and feel that there are things to be done to lower it without impacting the public and safety of the town. The Chairman urged the Board of Selectmen to work with the Police Chief to get the process going.

Documents or Exhibits for this Matter:

- Proposed FY17 Budget – Police Department

Votes Taken Under this Matter :

- A motion was made to amend the original motion to \$300,000 for overtime in the FY17 Police base budget and incorporate the supplemental budget for the additional officer as part of the base budget and costs associated with the officer. The motion was seconded and all were in favor. All were in favor of the original motion as amended.

TOPIC / MATTER #4

Discussion on FY17 Budget/Sources & Uses

Summary of Matter Discussed :

- The Chairman stated the School Department resubmitted their FY17 Budget request. A motion was made to approve the revised FY17 base budget. The motion was seconded and all were in favor.
- A revised budget request for the Planning Board was distributed and the Chairman asked the members to review it for discussion and a vote at the next meeting.
- A discussion followed about changes made in the FY17 Sources & Uses Projections document and about adding lines for potential changes for contract negotiations and changes based upon changes within the charter if it passes.
- The Town Accountant spoke about the smaller budgets that need approval by the Appropriations Committee. A motion was made to approve the School Committee FY17 base budget request, the Moderator FY17 base budget request and the Appropriations Committee FY17 base budget request. The motion was seconded and all were in favor.
- The Town Accountant gave a description of the numbers that were updated in the FY Sources & Uses Projections, and updated figures in the FY17 Sources & Uses document, and will update the figures with the votes taken during the meeting.
- Discussion followed about the DPW FY17 budget request. A motion was made to approve the Department of Public Works submitted FY17 base budgets. The motion was seconded. There were 4 in favor and 1 opposed.

Documents or Exhibits for this Matter:

- FY17 Sources & Uses Projections; FY17 Sources & Uses

Votes Taken Under this Matter :

- A motion was made to approve the revised FY17 base budget. The motion was seconded and all were in favor.
- A motion was made to approve the School Committee FY17 base budget request, the Moderator FY17 base budget request and the Appropriations Committee FY17 base budget request. The motion was seconded and all were in favor.

- A motion was made to approve the Department of Public Works FY17 base budget. The motion was seconded. There were 4 in favor and 1 opposed.

TOPIC / MATTER #4

Meeting Minutes Approval – February 16, 2016

Summary of Matter Discussed :

- The February 16, 2016 Appropriations Committee meeting minutes were reviewed. A motion was made to approve the February 16, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

Documents or Exhibits for this Matter:

- February 16, 2016 Appropriations Committee meeting minutes.

Votes Taken Under this Matter :

- A motion was made to approve the February 16, 2016 Appropriations Committee meeting minutes. The motion was seconded and all were in favor.

8:34 PM: Motion to Adjourn

Next Meeting: February 1, 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