

Westhampton Finance Committee Meeting Minutes
March 10, 2020

Meeting opened at 7:06

Present: Tom Cleary (chair), Peter Montague, Mary Cleary, Steve Holt, Sarah Mulvehill, Tad Weiss, Pat Miller, Andrew Klyman, and Chevy Seney (secretary)

Also Present: Teri Anderson, Maureen Dempsey, and Phil Dowling (Selectboard), Cheryl Provost (Town Clerk and Administrative Assistant), Dave Zagorski (Assessors), Dave Antoz (Fire Chief), and Mark Gould (Deputy Fire Chief)

Motion to accept the minutes from the March 3, 2020 meeting was approved. Vote: 8-0-1

Correspondence

Finance Committee is seeking nominations for three 3 year terms.

FY21 Budget Planning

Town Clerk

Cheryl Provost presented the FY21 budget proposal for Town Clerk. FY21 request is “level funded.” There is a proposal for a part time Assistant Town Clerk position projected to be approximately 5 hours per week at an hourly rate of \$25/hr. This position would provide back up at Town elections and Town Caucuses. There would also be a person familiar with the Town Clerk responsibilities in the absence of the Town Clerk.

Selectboard

Teri Andersen distributed the draft of a job description for a **Consulting Planner**. This would be a part-time position to assist the Planning Board, the Zoning Board, and, perhaps, the Zoning Bylaw Committee with permitting and proper procedure. Compensation for this position is projected to be ~\$30/ hr.

It was noted that the FY21 Salary and Rate increase of 2.0 % was based upon the CPI. Comment was made that a salary survey of surrounding towns could be informative. Perhaps the Pioneer Valley Planning Commission has this data.

Phil Dowling provided an update regarding efforts to share the Building Inspector position with Southampton. The cost of on-line permitting is the main “sticking point.”

Phil also advised the Committee NOT to figure PILOT solar monies in the FY21 budget. He expects that FY22 is the first year that this revenue could be expected.

Assessors

A motion was made to transfer \$2948.83 from Reserve Fund (Line 108) to Field Rev Conversion (Line 13).

This amount, when combined with the encumbered \$9551.17, will allow assessors to start conversion from Tyler to Vision (see Finance Committee minutes from March 3rd).

Motion passed.

Vote: 9-0-0

Fire, EMS, and Safety Complex

Fire Chief Antoz presented FY21 budget proposals for Fire, EMS, and the operation and maintenance of the Public Safety Complex.

Some operational proposals that were highlighted were:

- Fire Department (Line 69) request shows no increase from FY20.
- Within the Safety Complex proposal (Line 70) is a request for \$70,000 for a direct capture system on vehicles. Management of diesel exhaust is a health concern for the people who are expected to work in the safety complex. Diesel exhaust is a potential occupational carcinogen. Discussion revolved around the timing and procedure for allocating funds for this remediation. There will be a Special Town Meeting after the Town votes on the new Safety Complex. Bid for the new Safety Complex should go out in late summer or early fall of 2020.
- The Town will no longer run its own ambulance (Line 71 and Line 72). FY21 budget proposes a three year agreement with Easthampton to provide primary ambulance service. Chief Antoz proposed using \$5,000 from Ambulance Receipt Reserve (Line 143), UNIBANK, to offset the \$25,000 cost of this agreement.
- Funds were requested for an Emergency Services Coordinator (Line 73). The request represents compensation of \$100 per week; \$5200.
- An increase in compensation for the Emergency Management Director (Line 68) from \$485 to \$2600 was also included in the FY21. This position also encompasses the duties of Assistant Fire Chief.

Capital Planning

Phil Dowling reviewed key points on the Capital Planning spreadsheet. Numbers relevant to FY21 budget planning are:

Purchases

- Highway Department Pick Up Truck ~ \$120,000
- Highway Department Generator ~ \$ 30,000
- Town Hall & Annex Roof Repair/Replacement ~ \$ 80,000

Current Debt

- Highway Truck and Loader \$147,229
- Safety Complex Design and Bidding \$236,000

Upcoming Deliberations

Tom Cleary asked all Committee members to review current budget proposals and come prepared to discuss a balanced budget at next meeting.

Next Meeting: April 7, 2020 at 7:00 p.m.

Motion to adjourn at 9:30 passed.

Vote: 9-0-0

Respectfully submitted,

Chevy Seney