

**TOWN OF BERKLEY
FINANCE COMMITTEE**

MONDAY APRIL 1, 2019

MEMBERS IN ATTENDANCE: Chairman Joe Freitas, Secretary Michele Hamilton, Nancy Gajoli, Melinda Paine-Dupont.

The meeting was called to order at 6:00 pm by Chairman Joe Freitas.

The purpose of this meeting is to review the selectman's budget which includes the majority of the town's departments. Chairman Joe Freitas requested the finance committee's agenda proceed out of order and begin with Town Administrator Alan Coutinho report of the selectman's budget.

Mr. Coutinho was recognized and he presented the committee members with documentation of the Fiscal Year 2020 Selectman's budget, explaining briefly why we are faced with a deficit of \$299,986. This includes the addition of the fire chief; staff increases of 2%, and the police department increases.

Mr. Coutinho recommended we walk through the departments individually to get a clear understanding of the budget.

Page 1 - Administrative Assistance, pay raise.

Page 2 - Town Accountant, level funded, still negotiating contract.

Page 3 - Town Counsel, increased of \$3,500.00.

Page 4 - Town Buildings, level funded. The supply line on page 5 covers everything needed to maintain functionality.

Page 5 - Public Safety Building, budget is down. The placement of awnings in the front and back of the building reduced the additional equipment budget line.

Page 6 - Police Department, increase due to hiring two additional police officers.

- Part time officers budget line was reduced.
- Overtime budget line increased due to combining with training personal budget line.
- Sick Leave budget line increased due to new personal.
- Clothing allowance decreased and usually does with new hires, clothing new and the replacement needs run about every 3 years.
- Semlec line increase. This is required, recurring training for all personnel used to be free, now must pay to cover cost of instructors.
- Additional Equipment increased due to the cost of new vehicle.

Page 7 - Fire Department is down. This is due primarily to the reallocation of funds from the EMT department to the fire department and vice versa. Medical budget line increase due to new hire medical exams.

Page 8 - EMT, budget lines 11-6, R & M vehicles were moved to the fire department. Working to increase our paramedic's staff. Increase in training and testing. Always need 2 EMT on ambulance. One on around the clock, another on call.

Page 9 - Building Department, increase due to training and budget line increase of \$800.

Page 9 - Communications Department, reserve offices pay increase. Paid two steps lower than regular police officers. Sick leave Bonus for full time personal only.

Page 9 - Animal Control /Dog Office, up by \$500, salary increase.

Page 10 - Miscellaneous, down due to removal of lease fees.

Page 12 - Council on Aging, increase due to hiring of director and wellness programs.

Page 13 - Veterans Department, small increase in salary.

A brief discussion took place regarding the information provided and Mr. Coutinho asked if the Finance Committee had any questions. The committee had none and thanked Mr. Coutinho for attending the meeting and providing the information.

Prior to leaving Mr. Coutinho provided the committee with Town of Berkley Statement of Revenues and Expenditures and Chairman Joe Freitas thanked him on behalf of the Finance Committee and requested, going forward, that we would like this report on a quarterly basis along with a report showing transfers.

The meeting continued with other business.

- A review of the remaining calendar and what municipal departments have to be scheduled. The committee managed to schedule them. Mr. Freitas will request posting of these meetings.
- Chairman Joe Freitas, shared a letter from the Berkley Scholarship Fund that was sent to the Finance Committee.
- Chairman Joe Freitas shared notification of documentation received from SBHS showing an increase of \$1.00 as been added to the assessment.

Chairman Joe Freitas called for a motion to accept the minutes of March 25, 2019. A motion was made and seconded to accept finance committee minutes as written. A call for a vote was made by Mr. Freitas and the committee unanimously approved the minutes.

Chairman Joe Freitas called for a motion to adjourn the meeting at 8:00 pm. A motion was made and seconded. A call for a vote was made by Mr. Freitas and the committee unanimously approved the adjournment.

met 4/8/2019
Nancy B. Gajoli 4/8/19
Felicia L. Depert 4/8/19