



TOWN OF EAST LONGMEADOW
60 CENTER SQUARE
EAST LONGMEADOW, MA 01028

TOWN COUNCIL

(413) 525-5400 ext. 1001

Kathleen G. Hill, President
Michael J. Kane, Vice President *Joseph A. Ford*
Donald J. Anderson *Kevin M. Manley*
Paul L. Federici *Thomas C. O'Connor*

FINANCIAL OVERSIGHT COMMITTEE MEETING MINUTES
May 21, 2019 at 10:30 A.M
Library Conference Room, 60 Center Square
East Longmeadow, Massachusetts 01028

Present: Committee Chair Christine Saulnier, Jim Broderick, Council Vice President Michael Kane, Councilor Tom O'Connor, Council President Kathy Hill

Chair Saulnier opened the meeting at 10:30 a.m., and made note that ELCAT was taping the meeting.

Chair Saulnier noted the next item on the agenda was for the Financial Oversight Committee to review their final report; however, she wanted to read a letter that was given to her after the close of business yesterday. The letter was from Collector/Treasurer Dawn Fonte asking the Committee to reconsider her request for a part time position to be changed to full time. Chair Saulnier proceeded to read the letter into the record and to the Committee, as shown in Attachment A.

After reading the letter, Chair Saulnier said she would entertain a motion to reconsider the Committee's recommendation not to approve the full time position. Mr. Broderick said it appears as if some of the Committee's rationale was inaccurate. Chair Saulnier said that yes, that was correct; however, the Committee was also reluctant to allow new full time positions unless the request was clearly justifiable and extremely necessary.

Mr. Broderick addressed Ms. Fonte, and said one of his hesitations is the structure of the increase. When converting part time positions to full time the additional salaries and benefits taken on were higher than the incremental salary amount. That didn't seem like the most economical way to gain more capacity.

Chair Saulnier said the Committee's recommendations and figures are pretty much set, but she wanted to give Ms. Fonte due courtesy. Councilor O'Connor said at this late date, they have no options.

Chair Saulnier told Ms. Fonte that the Committee will not move forward with the recommendation of the full time position. Hopefully, next year she will resubmit her request. Chair Saulnier added that the Oversight Committee tried to hear the public's comments desiring no new positions, and they are also very mindful of the benefits that go with full time positions.

Ms. Fonte said last year she did request the same position and was told by the Council because the department was reorganized and newer, she should wait a full year. Ms. Fonte said she did wait the full year, and when the department (Collector/Treasurer/Clerk) was all one, there was more coverage. It is difficult to keep up with day to day work, and it has been a full year. Chair Saulnier said she understood, and thanked her.

Emergency Dispatch Director Scott Burns addressed the Committee and said there has been a lot of discussion about dispatch lately. He distributed a letter that he had sent to the Committee dated May 18, 2019, and also some additional data. Mr. Burns referred to a pie chart that showed the number of shifts, and said there have been a lot of misconceptions about dispatch. He said there are two dispatchers working at all times. The 2-2-1 formula (2 dispatchers for first shift; 2 dispatchers for second shift; and 1 dispatcher for third shift) only happens when staffing allows. He does not have two people sitting in dispatch seven days a week. He makes sure they are not overstaffing, and on the busiest days they have two people on the desk. The benefit of two trained dispatchers is critical, and they can work in tandem when there's a medical emergency.

Mr. Burns also said there have been comparisons between the Town and Hampden. He felt that was unfair since Hampden is one third the size of East Longmeadow. Chair Saulnier commented that they have not compared East Longmeadow with Hampden. The population of Hampden is lower and the demand is not as high. Mr. Burns said there were also comparisons to Wilbraham, which is a slightly smaller community and they use a 2-2-1 formula, except for holidays and weekends when they cut back and work with one person on the desk. He added that Belchertown works with two dispatchers.

Chair Saulnier asked about South Hadley, and Mr. Burns said they work with one dispatcher for their third shift and they are currently looking for a second dispatcher for that shift. They just hired a fifth full time dispatcher and have a second dispatcher on second shift.

Chair Saulnier asked Mr. Burns if East Longmeadow gets another community to join their dispatch, how many more people will he need. Mr. Burns said it depends on the community. Longmeadow would be doubling the population. He would look at call volume and staffing levels.

Chair Saulnier then asked Mr. Burns if another community joined the Town, would they bring their own staff. Mr. Burns said no they would not. He has looked at other regional contracts, and whatever community hosts the agreement dictates the terms.

Chair Saulnier said there were state grants mentioned, and the 911 grant is up to \$85K this year. She asked if that number is in addition to the number reflected in his budget. Mr. Burns said no, the 911 grant is a reimbursement grant, and this year they had startup costs. Next year the grant will go to personnel costs.

Vice President Kane said there was \$31K in the dispatch budget for rental/lease of office equipment, and Mr. Burns said that is for the dispatch console, software and maintenance.

Chair Saulnier said the Oversight Committee has looked at the dispatch budget in depth. They only make recommendations to the Town Council, and the Council makes the decisions. She said it's not an easy job cutting positions and balancing a budget with so many moving parts and embedded costs. She added that the Committee understands the department's positions, but the public commented that we need to do more with less. Chair Saulnier then thanked Mr. Burns for the additional information and said the Committee will have to deliberate his request.

Mr. Broderick distributed worksheets to the Committee, as shown in Attachment B, and reviewed them with the Committee. He referred to Page 3 of the worksheets, showing the proposed \$22.07 tax rate as reflected in the Town Manager's budget presented to the Town Council on April 29. Mr. Broderick said with all the recommendations of the Financial Oversight Committee, they were able to bring the tax rate to \$21.67, reducing it by \$.40.

Chair Saulnier commented that it still was not as good as she'd like it to be, and Vice President Kane agreed. Councilor O'Connor noted that there were nine full time positions requested, and the Committee only recommended one full time position.

Mr. Broderick said his idea was to keep the Committee's recommendations to the Council in the same format as the budgets presented to the Council on March 26 and April 29. There will be an added column to show the Committee's recommendations and comments. Instead of using a bar graph, Mr. Broderick has used figures to show the mill rate calculation and projection and a reserves balance analysis.

Chair Saulnier said in the Town Manager's budget there was a total amount for debt services, and there is bonding that will take place perhaps next month. She asked Finance Director Sara Menard if that figure was in the budget. Ms. S. Menard said the figures for the bonding already approved for the Meadow Brook Elementary School roof and the potential bonding for capital items are in the Town Manager's budget.

Chair Saulnier said the last item to be discussed is to entertain any discussion or motion if the Committee wanted to change their recommendation for the dispatch budget. If not, the Committee will go forward with their recommendations.

Mr. Broderick said he is not prepared to change anything. He feels badly that they misunderstood the rationale for the full time Collector/Treasurer position, and if it were to come back in the future, he would consider recommending it. However, if there was a way to work in additional part time hours, it would be more economical for the Town than going to full time.

Councilor O'Connor said the Council assigns a budget to the departments and they have to make it work within those confines. Also, the Town Manager has to work with departments to help make it work, and it is a challenge for every department.

Councilor O'Connor then asked if they knew what the percentage increase is in the mill rate, and Mr. Broderick replied that it is a 5.45% increase from last year, based on the Financial Oversight Committee's recommendations. Councilor O'Connor said he did some basic calculations of the tax history over eight years, and he said we're basically back to the FY17 rate, which was \$21.63. Over the last few years the Council was able to reduce the rate. Chair Saulnier said the values had gone up and the residents were paying more money even though the tax rate was lower.

Chair Saulnier thanked the Committee members for their hard work, President Hill for her input, Ms. S. Menard for her cooperation and Ms. Quaglietti for taking the minutes.

Motion: Mr. Broderick made a motion to adjourn at 11:12 a.m. Councilor O'Connor seconded and all were in favor.

Respectfully submitted,

Jeanne R. Quaglietti
Assistant Town Clerk

ATTACHMENT A



TOWN OF EAST LONGMEADOW
60 CENTER SQUARE
EAST LONGMEADOW, MA 01028

Collector / Treasurer's Office

(413) 525-5400 ext. 1050

Town Council's Financial Oversight Committee

Re: Collector/Treasurer's Fiscal Year 2020 Budget
Request: Part-Time to Full-Time Staff Member

Dear Committee Members;

I have a concern regarding the vote that was taken during the May 17th, 2019 meeting for the Collector/Treasurer's Office part-time staff member requested to be increased to a full-time staff member. The vote was made to defer this request due to a purchase of software, from Fiscal Year 2019 budget, total of \$140,000.00. I would like you to be aware; the Collector/Treasurer's Department did not have a software request in Fiscal Year 2019. The line item you are referring to was under the Accounting/Finance Departments request, and it was for a new Time & Attendance/Payroll Software.

This Time & Attendance/Payroll Software will not be for the Collector/Treasurer's Office for it is not a function of this department; it is a function that is handled in the Accounting/Finance Department. With that said, I would ask that you, please, reconsider/revote on the budget line item of turning the Part-Time Collector/Treasurer staff member into a Full-Time Staff member?

Thank you for your time and consideration.

Sincerely,
Dawn Fonte, CMMC
Collector/Treasurer
Email: dawn.fonte@eastlongmeadowma.gov
Tel# 413-525-5400 Ext#1006

pc: Denise Menard
Sara Menard

Fax# 413-525-5328

E.L. Town Council Financial Oversight Committee

Worksheet 5/21/19

Potential Budget Adjustments and Impact on Sources Over Uses

FY2020

	Town Mgr Budget 4/29/2019	TC FO Recs May 2019	Difference	Comments
Prior Yr RE Tax Levy Limit	42,778,627.00	42,778,627.00	0.00	
Add Increase up to 2.5%	1,069,466.00	1,069,466.00	0.00	
Tax limit on existing RE	43,848,093.00	43,848,093.00	0.00	
Add Projected New Growth	200,000.00	200,000.00	0.00	
Projected Tax Levy Limit	44,048,093.00	44,048,093.00	0.00	
Add Voted Debt Exclusions	625,125.00	625,125.00	0.00	
Total RE Tax limit	44,673,218.00	44,673,218.00	0.00	
Chapter 70 Education Aid	12,082,021.00	12,102,021.00	20,000.00	Aid increased after 4/29
Other State Aid	1,750,617.00	1,750,617.00	0.00	
Total State Aid	13,832,638.00	13,852,638.00	20,000.00	
State School Construction Reimbursement	668,807.00	668,807.00	0.00	
Meals Tax, estimated	250,000.00	250,000.00	0.00	Tax rate capped by State
Motor Vehicle Excise, estimated	2,410,000.00	2,430,000.00	20,000.00	Assume 1.25% incr
Other Projected Revenues	1,556,000.00	1,556,000.00	0.00	
Projected Local Receipts	4,216,000.00	4,236,000.00	20,000.00	
Transfer fr CPA for debt service	106,280.00	106,280.00	0.00	
Total General Fund Sources	63,496,943.00	63,536,943.00	40,000.00	
Town Mgr 4/29 Proposed Uses	62,855,746.00	62,855,746.00	0.00	
Sources less Uses	641,197.00	681,197.00	40,000.00	

Adjustments to Uses

Education

300 Education	9 Social Emotional Teacher	-94,194.75	Defer 1 FT	<i>Includes benefits</i>
	Instruc Tech Spec	-89,883.13	Defer 1 FT	<i>Includes benefits</i>

E.L. Town Council Financial Oversight Committee

Worksheet 5/21/19

Potential Budget Adjustments and Impact on Sources Over Uses

	Curriculum Supplies	<u>-50,000.00</u>	Defer budget increase	
		-234,077.88		
399 School Comm	Stipend	<u>-9,500.00</u>	25% increase vs. 160%	
Net Education Adjustments		-243,577.88		
New Positions				
135 Accountant	1 Procurement Mgr	-35,228.92	Defer PT addition	
145 Collector	2 Assistant	-42,354.32	Defer change fr PT to FT	<i>Includes benefits</i>
			Leave FT add in budget	
155 IT	3 Help Desk Admin	0.00	@\$78,788	
160 Clerk	5 Assistant	-9,104.00	Add PT Ass't in 6mos	<i>Includes benefits</i>
			Annual cost \$133,855/2 for	
210 Police	6 Captain	-67,000.00	6mos in budget	<i>Includes benefits</i>
			Annual cost \$121,307/4 for	
220 Fire	7 Deputy Chief	-30,300.00	3mos in budget	<i>Includes benefits</i>
241 Building	8 Admin Clerk	-34,331.00	FT Ass't in 6 mos	<i>Includes benefits</i>
			Reduce salaries until	
299 Dispatch	PT Salaries	-78,075.92	partner community found	\$76,960 + PR tax
Adjustments to new positions		-296,394.16		
General Government Adjustments S/T		-539,972.04		
Other Line Items				
	OPEB Trust Fund	<u>-100,000.00</u>	Use Free Cash Transfer	
Total Operating Budget Adjustments		-639,972.04		
Capital Projects				
Police	Cruiser replacement	45,000.00	Add back truck	
Police	Cruiser replacement	-45,000.00	Use casino mitig. funds	
			Decrease from \$75,000 to	
Public Works	Sidewalk construction	-25,000.00	\$50,000	
Public Works	Trailer Mount generator	-87,657.00	Defer purchase in FY20	
Police	Feasibility study	25,000.00	Add back study	
Police	Feasibility study	-25,000.00	Fund via free cash transfer	

E.L. Town Council Financial Oversight Committee

Worksheet 5/21/19

Potential Budget Adjustments and Impact on Sources Over Uses

Clerk	Voting machines	26,000.00	Add back voting machines
Clerk	Voting machines	-26,000.00	Fund via free cash transfer
Capital project adjustments		-112,657.00	
<i>Adjustment "plug" to balance</i>		<u>306.77</u>	
Total Potential Adjustments		-752,322.27	
Adjusted GF Uses		<u>62,103,423.73</u>	
Adjusted GF Sources > Uses		1,433,519.27	

"Reserves" Balance Analysis

% FY20 Uses

Balance- Stabilization Fund	2,735,734.00	4.4%
Balance- Certified Free Cash thru 6/30/19	2,738,000.00	4.4%
Total "Reserves"	<u>5,473,734.00</u>	8.7%
Less Estimated transfer to OPEB	<u>1,100,000.00</u>	1.8%
Estimated remaining Reserves	4,373,734.00	7.0%
Less Police station feasibility study	25,000.00	0.0%
Less new voting machines	<u>26,000.00</u>	0.0%
Subtotal recommended free cash transfers	<u>51,000.00</u>	0.1%
Estimated remaining Reserves	4,322,734.00	6.9%

Mill Rate Projection

	TM Budget		Difference
FY19 Tax Recap Valuation	1,994,987,436.00	1,994,987,436.00	
FY19 RE Tax Levy		40,996,991.81	
FY19 mill rate		20.55	
Projected FY20 increase in Valuation		1.25%	
Projected FY20 Valuation	2,019,924,778.95	2,019,924,778.95	
Projected FY20 Taxation	44,673,218.00	44,673,218.00	0.00
Less Adjusted GF Sources > Uses	-641,197.00	-1,433,519.27	-792,322.27
Adjusted FY20 Taxation	<u>44,032,021.00</u>	<u>43,239,698.73</u>	<u>-792,322.27</u>
Projected FY20 mill rate based on FY19 Valuation	22.07	21.67	-0.40
Projected FY20 mill rate based on Projected FY20 Valuation	21.80	21.41	-0.39