



## Natick Finance Committee

Pursuant to Chapter 40, Section 3 of the Town of Natick By-Laws, I attest that the attached copy is the approved copy of the minutes for the following meeting:

### **Town of Natick Finance Committee**

**Meeting Date: January 23, 2018**

The minutes were approved through the following action:

Motion:	Approval (as amended)
Made by:	Mr. Hayes
Seconded by:	Mr. McCauley
Vote:	8 - 0 - 0
Date:	2/1/18

Respectfully submitted,

Bruce Evans

Secretary

Natick Finance Committee

**NATICK FINANCE COMMITTEE MEETING MINUTES**

**January 23, 2018**

**Natick Town Hall**

**School Committee Meeting Room 3<sup>rd</sup> Floor**

This meeting has been properly posted as required by law.

**MEMBERS PRESENT:**

Dirk Coburn, Member  
Cathy Coughlin, Member  
Cathy Collins, Vice-Chairman  
Bruce Evans, Secretary  
David Gallo, Member  
Patrick Hayes, Chairman  
Michael Linehan, Member  
Robert McCauley, Member  
Philip Rooney, Member  
Daniel Sullivan, Member  
Kristine Van Amsterdam, Member  
Linda Wollschlager, Member  
David Coffey, Member

**MEMBERS ABSENT:**

Jerry Pierce, Member  
Jim Scurlock, Member

**AGENDA:**

1. Public Concerns/Comments
2. Meeting Minutes
  - a. January 9, 2018 Minutes – Review and Approve
  - b. January 11, 2018 Minutes – Review and Approve
3. Old Business / Public Hearing
  - c. Finance Committee Scheduling – Budgets and Warrants
  - d. Finance Committee Sub-Committee Process and Scheduling
4. New Business

Town Administrator’s FY2019 Budget – Public Hearing

  - e. Community & Economic Development
  - f. Emergency Management
  - g. Parking Enforcement
  - h. Police Department
  - i. Fire Department
5. Adjourn

**CALL TO ORDER:**

Meeting called to order at 7:04 p.m. by Chairman, Patrick Hayes

**ANNOUNCEMENTS/CITIZENS CONCERNS:**

Evans: Friends of Library netted \$10,000 for books and other activities for the library. Thanks to all the volunteers.

**Public Hearing: Town Administrator’s Preliminary FY 2019 Budget**

**MOTION**

Move to re-open the Natick Finance Committee Public Hearing of FY 2019 Budget

Moved/Motioned by:	Collins
Seconded by:	Evans
Motions or Debates:	None
Vote: Carried	13-0-0

COMMUNITY AND ECONOMIC DEVELOPMENT                      Page 159

**Sub-Committee Report**

Mr. Linehan: The general Government sub-committee met with Mr. Errickson. Discussion centered around understanding the revenue sources from 2019 for building permits and the estimate of private investment. Projections for 2019 are not expected to be as high as prior years. There are still many initiatives and projects to be managed. Discussion turned to the need to hire a consultant to assist in planning and project management. Mr. Errickson was requested to prepare pros and cons contrasting having these tasks performed by employees vs. contractors and mentioned that he would try to derive that data. He informed us that as the town implements changes to the zoning and permitting, there could be an impact on his department’s workload and informed us that further work is required, (this is to Mr. Sullivan’s interest) for the work that’s required to tighten up the costs presented for Sealer of Weights and Measures.

Mr. Bill Chenard, Deputy Town Administrator – Operations  
 Mr. James Errickson, Director of Community and Economic Development

Mr Chenard: There are really very small changes to this budget There are two program improvement requests (PIRs)– new initiatives. This budget is relatively flat – Personnel Services is going up \$7,660 or .09%, Expenses going up \$1,195 or 1.89%. There are new initiatives that I support. I’m funding, not in this budget, the new initiative for them to attend the planning conference. As we spoke and we talked about the Board of Selectmen, Town Administrator Budget that there are funds within that budget to cover costs for Department Heads to attend training programs. The other item was for some consulting services for \$18,000. We are supporting that it is very high on our list but it is not in our budget at this time, but are hoping that we can fit it into the budget. We have four priority items. I talked about two. We talked about the other one when we talked about the IT director in staffing there. On the Opioid Task Force, we’re getting closer to the development of that plan. Regarding the Affordable Housing Trust, we’re discussing where we want to go with that – it’s definitely a very high priority and we will find a way to fund it – whether it’s a Free Cash appropriation or something else.

Mr. Errickson: Background on the request for \$18,000 add to what’s already in the \$30,000 for the year to cover consulting fee services. It was added to the department

budget in this past Fall Town Meeting to cover costs of having the Town Engineer stay on in a part-time capacity to help manage some of our long-range transportation projects. The \$30,000 covers a portion of the year and the additional \$18,000 will allow us to have that person stay on for the full year on part-time status. It neither impacts their retirement nor does it impact long-term liability of the town because he's already retired. Consulting capacity could be 10 to 20 hours a week, but there is a cap as to what they can work and the total \$48,000 is at or near that cap. The conversation at the subcommittee level regarding future staffing and/or consulting services came up surrounding the Master Plan – in this next year we're going to be wrapping up the Natick 2030 Master Plan. At this time I can't say and it's not part of this budget, what impact it's going to truly have on the staffing, I just want to make sure that this group and anyone we talk to is aware of the potential for those type of impacts depending on the outcome of the Master Plan and how proactive the town chooses to be with initiating and implementing the Master Plan. So at a future Town Meeting, I might be seeking additional resources as a result of what the town decides to with the Master Plan. I fully appreciate the idea of investigating whether or not consultants should be used for some of the Master Plan initiatives. I will do that type of analysis when the time comes.

Questions from the Committee:

Mr. Hayes: Sealer of Weights and Measures – that amount the \$31,200 is not in the other budget – the nine hundred thousand and change – they're separate?

Mr. Errickson: Correct - they're separate part of the budget package.

Mr. Hayes: Mr. Chenard, is it possible to consolidate those in the next budget.

Mr. Chenard: In the future, I would like to keep them separate because it allows us to look at our revenue from the Sealer of Weights and Measures vs. our costs a little bit cleaner.

Mr. Hayes: The line 1 number of \$924,355 that's in our budget book – that is the number and it includes whatever initiatives should be included?

Mr. Chenard: Yes that is the number we are supporting at this time.

Mr. Coffey: Part of the consulting part of this budget involves working on the Rail Trail. At one time, we were told that no taxpayer dollars would go to that project. What other taxpayer dollars from other departments beyond this are going to that project?

Mr. Chenard: To be clear, we are not funding that right now. It is a priority for us, but, as of today, it is not in this budget. We will likely fund it. To get the state TIP funding, we are required to do that work or we will not get those funds. We have to bring that planning up to a standard to get funds (around a \$12 million). To get access to the funds we have to develop the plans whether we dedicate some funds or whether that's from donations, CRT funding or some other source is yet to be determined. The only other funds that have been dedicated to the CRT were from Public Works to make the bridge over Route 9 safe. This was done at the request of the Board of Selectmen – it was a safety issue – the bridge was full of holes and people were walking across it. I know of no other funds from the town side that have been dedicated to this project – there have been projects paid for from CRT funds but not what can be referred to as town funds.

Mr. Coffey: So this \$18,000 is included in your budget?

Mr. Chenard: It is not.

Mr. Hayes: Mr. Coffey just for clarification you were looking at the budget were Consultant Services are in for \$30,000?

Mr. Coffey: Yes.

Mr. Hayes: And the CRT consulting funds that you just answered to are not included in that?

Mr. Chenard: They are not, that's for the Main Street Corridor Project.

Mr. Hayes: The DPW on work on making use of the bridge – I think there are two or three bridges in the CRT project.

Chenard: This is the bridge over Route 9 near the Water Treatment plant.  
 Ms. Collins: The \$18,000 coupled with the \$30,000 – if we don't go forward with this \$18,000 what has to be picked up?  
 Mr. Chenard: If we don't go forward with this \$18,000 to have a consultant do that work, we're going to need to pay another consulting firm to do that work or not get the TIP funding for the project.  
 Ms. Collins: Which project?  
 Mr. Chenard: The CRT because I think the \$30,000 will get us pretty close to completed on the North Main Street Corridor Project.  
 Mr. Errickson: Part of it is to assist with the project management of the Route 27 Corridor Project as well as the CRT Project and probably some other transportation projects that might be TIP-funded or project funds that we have from mitigation dollars. That requires a lot of staff time just to be the Project Manager with consultants that are doing the physical design work. So without that staff support, it's very challenging to meet the deadlines with the design consultants we already have – the consultants that are working on appraisal services for these projects say we need to appraise certain properties that might be impacted by the roadway improvement project. There's a need for that project manager to do that work. If we slip on the timeframe, we risk losing the TIP funding altogether or being pushed out a year or two if we don't have the capacity to deal with the project management properly.  
 Ms. Collins: Does it include or not include the discussions around Speen Street, 135 West return lane?  
 Mr. Errickson: My hope is there will be the capacity within the \$18,000 for those conversations to be part of the overall work that the consultant does.  
 Ms. Collins: Will he be doing engineering work on Route 27, CRT or the 135 Projects?  
 Mr Chenard: In a management review capacity I would say yes.  
 Mr. Errickson: He will be project management support for these projects he will not be doing the engineering work that he formerly did.  
 Ms. Collins: The \$924,355 does not include the sealer of weights and measures or the \$18,000?  
 Mr. Errickson: Correct.  
 Ms. Collins: If we go forward with the plan at a future time we would have to add that to the \$924,355? Mr. Chenard confirmed this.

**MOTION**

Move to recommend approval of the FY 2019 Community and Economic Development Budget as found on page 161 of the budget book comprised of Personnel Services \$860,005, and Expenses of \$64,350 for the total amount of \$925,355

Moved/Motioned by:	Mr. Evans
Seconded by:	Mr. Sullivan
Motions or Debates:	Mr. Evans: Mr. Coviello is a great choice for Project Manager for this purpose. Ms. Collins: One thing we should keep in mind that if we can free up management staff in that department they can focus more on planning than on reaction. Mr. Sullivan: None. Mr. Coburn: I support this but would like to also like to see continued efforts to fund the new initiatives if possible. Ms. Van Amsterdam: I support this budget and applaud Mr. Errickson for being forward thinking.
Vote: Carried	13-0-0

FIRE DEPARTMENT Page 80 and Fire Department Revised Budget Handout on 1/23/2018

Bill Chenard, Deputy Town Administrator – Operations  
Richard A. White, Fire Chief

Mr. Chenard: Personnel Services \$7,689,048 plus total expenses of \$247,000 comprise this is the \$8,467,273 budget request. There is one PIR to augment the cost of the Dive Team support that is included in the page you just received that is for \$2,000 and I consider it a life safety necessity.

Mr. Hayes: Members regarding the sheet that Chief White just handed out, let us refer to it as the Fire Department Revised Budget 1/23/18 – that total number is different than what we have in our budget book – if someone is looking a Favorable Action, this would be the number to use and the reference to make.

Chief White: This budget is level funded off of FY2018. The changes in the salaries would be due to step-raises or contractual raises. Expenses are level-funded, the only changes are in the uniform allowances due to contractual agreements – the uniform allowance has been increased in this fiscal year. As Mr. Chenard said, the Dive Team is \$2,000 additional. The Dive Team trains monthly and their equipment must be tested every year. I have increased the team by 2 more members. We have two Police Officers on the Dive Team so now it's a well-rounded multi-jurisdictional Dive Team. If there's ever a need for evidence chain of custody, they understand that much better than we do so we have a nice well-rounded team now.

Questions from the Committee:

Mr. Rooney: When you prepare your budget do you feel your equipment and technology – that you're thinking of getting that would help make your department more efficient?

Chief White: Not at the moment – I look at all the technology that's available and department members come to me with new innovations all the time. I think when there is something that I believe we need and I have approached the town I never have a problem. The town is very receptive to keeping us up to date in technology. I'm not saying we couldn't improve it, but I think we're in a pretty good spot right now.

Mr. McCauley: Could you give a little more insight on the Additional Compensation Management line?

Chief White: The increase in that personnel line item is due to – that's my management level and it covers the Chief and the Deputy Chief. Contractually, the Deputy Chief's increase is based on longevity, EMS pay, holiday pay, educational incentive pay and educational reimbursement – these are all percentages so they're linked to the base pay and it depends on each individual's qualifications.

Mr. Evans: Are we fully staffed right now?

Chief White: We're fully staffed but I have one gentleman in the Fire Academy right now, I have two going in February and a Firefighter going on April 2<sup>nd</sup>. When he graduates then I'll be up to fully staffed. Those people are actually working on the ambulance right now. They've been trained in firefighting but I don't allow them to go into a burning building because they haven't gone through the academy yet. They're helping out by keeping overtime down and are working on the ambulance and going out serving the public.

Ms. Collins: Basic overtime – it was cut way back for 2018 budget and is proposed to be level funded in 2019 – but those represent only about 45% of what we spent in 2017 – is this a realistic number?

Mr. Chenard: We're tracking okay right now – we're slightly above the curve but we're in line to get there by year end right now. 2017 was high because we had some vacancies and some firefighters out on injury. That's what created an overtime issue.

Ms. Collins: Chief White, you said you were fully staffed but are all those bodies available to you?

Chief White: I am fully staffed, but am two people down right now because I have a person out on long-term injury and another person out on long-term illness.

Ms. Collins: So you're employing a full time staff but you do not have access to a full time staff?

Chief White: Correct. I've been fortunate over the past three fiscal in that I have not had to ask for an additional appropriation.

Ms. Collins: In your professional opinion, is the coverage sufficient? Chief White: Yes.

Mr. Chenard: Unless something happens between April and June, we would be reactive to that within the FY2018 budget at the Spring Town Meeting.

Ms. Collins: If you had to do something in 2018 would you also consider seek reconsideration from this committee of the 2019 budget – or would it depend on the reasons?

Mr. Chenard: If it was something that would affect where we're at with the 2019 budget, we would come back only if necessary.

Ms. Wollschlager: On the overtime budget – do you have any kind of analysis about whether adding a person or two would reduce the overtime? Have there been any studies that have looked at that?

Chief White: I think there have been studies to look at that – personally I would love to see additional staffing – every day I could contractually be at overtime – because I have twenty spots on a shift and 4 are allowed out contractually. We have talked about it, but there's a benefit package involved in hiring so that's the trade off to consider.

Ms. Wollschlager: Has there been any numbers crunched to say if we hired one more person what might that save in overtime? I know there are a lot of assumptions that would have to be made.

Mr. Chenard: We've done some studies two or three years ago and a larger study a while back. The more recent studies weren't fully extensive in looking at how to change the shift and more so what do we do with the ambulance, what we do with Station 4. We are definitely going to be doing those studies in the next 18 months. We're building a new fire station and have to program for that new fire station. Those studies depend on who the next Town Administrator is and if they intend to do the studies.

Mr. Hayes: The last deep analysis of staffing and overtime was done four years ago, This resulted in the paradigm we are working has now which was designed to get us to the optimum staffing occupancy/adherence – we now have to go back and look again because things have changed.

Mr. Rooney: I'm hearing you say you would rather have some more staffing – that being the case I'd like to see this study initiated this coming year. I would ask that between the two of you to get this on an agenda somewhere.

Mr Coffey: Given the building expansion of high-rise buildings in the town do you feel you have the ability to deal with that?

Chief White: With the new station there is a future plan to add additional equipment – right now I'm satisfied with what we have but in the future I believe it will be further addressed.

**MOTION**

Move to recommend approval of the FY 2019 Fire Department Budget as amended on 1/23/2018 comprised of \$8,467,273 Salaries and \$249,000 in expenses in the total amount of \$8,716,273

Moved/Motioned by:	Mr. Evans
Seconded by:	Mr. Linehan
Motions or Debates:	<p>Mr. Evans: I'm heartened by staffing discussion and trying to manage the moving target of overtime costs. Looking forward to the new fire station coming online and the analysis.</p> <p>Mr. Linehan: I'd like to thank the Chief and I think the Chief put it very well, we have Station 4 coming on board, there may be some reconfiguration of equipment, the South Natick Fire Station may get looked at again and I think at that point it's probably the point to do the next deep overtime analysis. My understanding of the situation is that as you get more people you methodically approach zero overtime but you will always have some overtime and the question is, you know unless five extra people on a shift, so the questions is where's the decent trade off and I think that getting to us a somewhat settled configuration is one of the things that you want to have somewhat fixed before doing the deep analysis. I don't have the concern, I think the Chief and the administration have been very good the last couple of years. I think they've done a very good job of keeping overtime under control.</p> <p>Mr. Coffey: Thank you Chief. Obviously the job of firefighter has changed dramatically in your years – it's not just fighting fires. Thank you very much for your service.</p> <p>Ms. Van Amsterdam: I support this budget and want to thank the Chief for his wisdom and candor ... I was extremely pleased to hear him talk proactively about the new fire station building, equipment and personnel.</p> <p>Mr. Sullivan: Thank you for leaving the department in such great shape</p> <p>Mr. Hayes: I am comfortable supporting the budget request - support further analysis. Chief White I have been very pleased to work with you over the past few years on the new fire station project so between that and the time you've spent in front of us has given me an opportunity to work with you ... the way you've handled the job has increased my level of comfort in what's going on with the fire department. Thank you very much for your service.</p>
Vote: Carried	13-0-0

PARKING ENFORCEMENT Page 76

Bill Chenard, Deputy Town Administrator – Operations  
 James Hicks, Police Chief  
 Lieutenant Leo Fitzpatrick  
 Marylee Watkins, Senior Executive Assistant to Chief



Ms. Watkins: Salaries for FY19 the Personnel services request for the same number of hours of coverage as FY18 and based on the FY18 average hourly rate. We’ve allotted for 24,096 hours of enforcement, 208 hours for collection for a total of 2,704 hours at an average hourly rate of \$18.72 for total salaries of \$50,638. For expenses in FY19, we request an increase of \$1,126 for the parking enforcement operating budget based on a 2% increase in the lease for the parking lot at St. Patrick’s Church. Within this increase, the town will pay \$57,434 for FY19 and total expense of \$86,934. For FY19, the police department respectfully requests \$50,638 for salaries, \$86,934 for operational expenses for a total parking enforcement appropriation of \$137,572.

Questions from the Committee:

Ms. Collins: How is the stepped up ticketing for people parking in handicapped spaces?  
 Chief Hicks: It’s going well. In addition to parking enforcement officers the Board of Selectmen has also appointed all our auxiliary police officers has accepted them as parking enforcement officers so when they’re out doing their patrols they also are doing parking enforcement and they can now enforce the handicapped parking.

Mr. Evans: Parking collection service: the 2017 actual is \$29,166 and the 18/19 are \$14,000 was there a one-time expense in 2017 that bumped it up – is that amount sufficient for the parking collection service?

Chief Hicks: FY17 is when we switched over to the new kiosk and there were some additional costs at that time – it was cash that carried over from 2016 – appropriations that we had before then. That’s why that number looks big.

Mr. Linehan: Recognizing that parking enforcement is for keeping order and also – but how do the revenues equate to the costs? Do we have a general idea of what the revenues are for?

Mr. Chenard: There are a couple of different areas where we have revenues: the parking meters, the parking fines and the sale of parking permits including the commuter lot which is part of this budget. We did an analysis for the Board of Selectmen on those revenues and we increased the cost of permits this year so that we can ensure that all the revenues will cover the cost of this budget. The projected revenue for FY19 is about 5.5% higher than the projected cost.

Mr. Linehan: Specifically for the lot – does the lot subsidize the rest or does the rest subsidize the lot? Does the lot permits cover the lease cost for the lot.

Mr. Chenard: Yes – lot permits cover the lease cost.

**MOTION**

Move to recommend approval of the FY 2019 Parking Enforcement Budget as shown on page 76 of the budget book, comprised of \$50,638 Personnel Services, and \$86,934 Expenses for the total amount of \$137,572

Moved/Motioned by:	Mr. Linehan
Seconded by:	Ms. Van Amsterdam
Motions or Debates:	None.
Vote: Carried	13-0-0

EMERGENCY MANAGEMENT Page 77

Ms. Watkins: In FY18, the Emergency Management budget was increased to \$35,600 in recognition of the increased requirements of and the necessity for emergency planning. The bulk of these funds used to pay the town’s contract with the company that runs the Code Red community notification provider and also SMART 911. The remaining

emergency management funds are used for equipment necessary to augment the town’s critical incident capabilities. For FY19, the department requests an additional appropriation to cover increased expenses of Code Red and SMART 911 software. For FY19, we request \$5,000 for Personnel Services, and \$34,100 for Operating Expenses for a total appropriation of \$39,100 for Emergency Management.

Questions from the Committee:

Ms. Wollschlager: Can you explain some of the reductions from 2018?

Chief Hicks: The 2018 revised budget numbers are not the actuals. At the end of the year, we do some encumbrances because we’re making purchases at the end of the year and some of those encumbrances are carried over to the next fiscal year. So when we looked at this – this is a question to ask of the Finance Department of why this is done, that those numbers are – what we’re offering is actually a level-funded budget from the actuals compared to what’s there – so you’ve really got \$27,615 that includes encumbrances from FY17 into that number so that number isn’t the actual budget number if that makes sense.

Wollschlager: So you think the number for 2018 minus encumbrances from 2017 was \$42,500?

Chief Hicks: Except we asked for increases. Ms. Watkins said it was \$19,000.

Mr. Coburn: Just a follow up on that and maybe a takeaway – based on what I just heard, I’m not exactly sure what I’m looking at over the several columns here – the specific question I have is whether those encumbrances are reflected both in the revised 2018 budget – and if you encumbered it in 2017 shouldn’t it show up as a 2017 actual?

Mr. Hayes: No, an actual is what was actually spent and it’s encumbered in this current year because they intend to spend it this year. If they don’t, then the actual would not show it and then it would show next year

Mr. Coburn: It would be helpful to see 2018 as perhaps an additional column in future.

**MOTION**

Move to recommend approval of the FY 2019 Emergency Management Budget comprised of \$5,000 Salaries for Operational Staff and \$34,100 Expenses in the total amount of \$39,100

Moved/Motioned by:	Mr. Linehan
Seconded by:	Ms. Van Amsterdam
Motions or Debates:	Ms. Wollschlager: It would be helpful in future budgets to identify the encumbrances in a footnote so that we can better understand what we’re looking at. Ms. Collins: I appreciate the judicious use of the messaging system,
Vote: Carried	13-0-0

**POLICE DEPARTMENT**

Chief Hicks  
MaryLee Watkins, Senior Executive Assistant to Chief

Police Department Personnel is represented by four Unions: Superior Officers, Patrol Officers, Public Safety Dispatchers and Clerical Union. The Clerical Union, the Superior Officers and some of the Safety Dispatchers salary lines appropriations are based on their current collective bargaining agreements. Patrol Officers contracts and agreements expired at the end of FY15 and for the salary line items Patrol Officers are based on the

2015 rates. Non-union Personnel Merit Increases for Senior Executive Assistant, Animal Control Officer, School Crossing Guards and Chief of Police are based on FY18 rates. The department's overtime line items are also reflect 2018 rates again with exception of Patrol Officers Union. Staffing for FY19 the department is budgeting for 82 positions and 72.73 full-time equivalents. The 82 positions are as follows: 1 Chief, 4 Lieutenants, 11 Sergeants, 41 Patrol Officers, 10 Public Safety Dispatchers, 1 Animal Control Officer, 11 Crossing Guards and 3 non-uniform clerical department members, for a total Salaries of \$6,741,458. In regards to expenses we've had a few minor adjustments to two line items based on yearly averages with an increase of \$5,000 to Supplies Public Safety and a reduction of \$12,050 to Supplies Photographic. We have an assessment center which is typically budgeted for \$15,000 per year, however a delay in the Sergeant promotional process the monies in the FY18 budget will be carried into the FY19 budget for a total Assessment Center appropriation of \$30,000 and this will cover for both the Sergeants and the Lieutenant's promotional process. We do have one new initiative which has been approved by the Town Administrator in the amount of \$10,000 for warranty and monitoring services for the traffic sign boards and speed equipment for a total in operating expenses of \$267,263. Other Charges and Expenditures at \$7,500 for a total Expenses of \$274,763. The Police Department respectfully requests their Fiscal Year 2019 appropriation of Salaries \$6,741,458, Expenses \$274,763 for a total appropriation of \$7,016,221.

Mr. Hayes: The \$10,000 amount is a new initiative – the table that's on page 75 of the budget book – goes under which category? Purchased Services, Uniform Allowance, Total Supplies?

Ms. Watkins: It's under the Purchased Services.

Mr. Hayes: Members: the amount in Purchased Services should be increased by \$10,000 to \$175,313 for that amount, bringing the total operating to \$267,263 and then the total budget as was just stated to \$7,016,221.

#### Questions from the Committee:

Mr. Rooney: I heard you say that parts of this budget were 2015 salaries? Could you tell me which parts?

Ms. Watkins: Patrol Officers.

Ms. Rooney: You show here a reduction of \$336,000 – it looks like about \$300,000 relates to management and supervising, can you tell me how you did that?

Chief Hicks: The Patrol Officers will be under the operational line items, salaries/operational staff.

Mr. Rooney: Right but that's pretty low?

Chief Hicks: What I'm saying is that's what's affected by the FY15 – the reductions from FY18 to FY19 are because all retroactive wages were appropriated in FY18, so it's listed under the revised budget in FY18 – and spread over FY16 and FY17 – the actual payments were made in FY18

Mr. Rooney: I got it – the monies that are at the FY15 level – we have a fund somewhere that covers those already?

Mr. Chenard: Yes. In the Board of Selectman/Town Administrator's Budget that the Finance Committee has already approved, there's roughly \$1,300,000 to cover the cost of unsettled collective bargaining contracts. Those years are included in that number. Mr.

Sullivan: With respect to reductions in activities across the board - how do the data predictors work?

Chief Hicks: A lot of our services are driven by calls – what we're looking at now is a trend relating to buildings – we are looking at areas instead of – slight decrease in calls that are man-hour intensive. Trends affect how we staff regarding where the calls come from and what time of day they come. It affects man-hours depending on how many officers are needed for a call. Trends change over time.

Mr. Coffey: Why is there such a large spike in court overtime?

Chief Hicks: If there's a summons, the officer still needs to go to a clerk's hearing – officers who go to court have a choice of compensation time or overtime. Officers have to appear far more times on one matter so that's the tradeoff for not having as many arrests.

Ms. Collins: The accreditation consultant? The way that's phrased seems to say that we're not accredited as a town – what does that mean?

Chief Hicks: We are not accredited as a department, we are in the process of trying to get through the process. There are several obstacles that we're trying to get by to get there.

Ms. Collins: Is accreditation something that's new?

Chief Hicks: Nationally it has been around for about 25 or 30 years. In the Commonwealth, it's relatively recent and the Commonwealth has created its own accreditation system. There are over 100 departments in the state in the process of accreditation and there are some obstacles in the department that we're trying to get around in order to get that accreditation completed

Ms. Collins: What are the obstacles?

Chief Hicks: I would say they're internal and we're working through them.

Ms. Collins: The Deputy Police Chief position – where does that stand?

Chief Hicks: It's put forward each year and it's a priority of mine but in the overall scheme of the town where the needs are it has not yet been put to the forefront by the Town Administration.

Ms. Collins: If you could have a Deputy Chief or two officers which would you choose?

Chief Hicks: I like both, but at this point I would choose the Deputy Chief. Residential growth is one of the biggest problems the town faces. The dynamics of the type of buildings that are being built. Apartment complexes are difficult because people are in close quarters and that causes more calls for police service. Our list of traffic complaints is well over 120 incidents that need to have a response and it grows every day and we don't have the resources.

Mr. McCauley: There's a big spike in the supervisory component? \

Lieutenant Fitzpatrick: There's no specific reason for that spike – if you look at the management and supervisory and combine those two and compare those across past years, that's generally what you're going to have – the management might go over some years and be picked up by the supervisory so there's no single reason for that spike. Mr. Rooney: Regarding traffic – do you meet with surrounding towns to analyze the changes in traffic flows and determine the cause of them>

Chief Hicks: Yes and no. We do get together – the Chiefs – and talk about issues but not a specific agenda for traffic or development. We talk about areas of concern that are on the line that may have some effect on us that we try to work with them but we don't do it as an official agenda and most of the time the Chiefs are in a position to make recommendations but really, they're recommendations.

Mr. Coburn: Are there sources of regional coordination or measurement that provide data to you and surrounding towns even without getting together you'd have common sources of information about what's going on with roads and problems?

Chief Hicks: Yes - we have Mass DOT and the DPW engineers and directors are in tune to everything in the area and Jamie Errickson is also very in tune because there are so many projects going on and we try to address traffic flow.

Ms. Van Amsterdam: Could you give us more specificity on the Deputy Chief position specifically regarding number 4 and number 5?

Chief Hicks: Sometimes in management you need someone who is flexible who can make decisions in my stead whose decisions do not affect those who are of the same rank or union status they are at. The Deputy Chief position would provide this. There is also the second in command role that can be very useful because both individuals are management.

Mr. Coffey: What about the rank of Captain?

Chief Hicks: It is a rank, but a Deputy Chief is someone who is not in civil service, Captain rank would be in civil service, so that would allow you to pick and choose what you think would be best for the position rather than relying on an exam process.

**MOTION**

Move to recommend approval of the FY 2019 Police Department Operational Budget including Parking Enforcement and Emergency Management comprised of \$6,741,458 in Personnel Services, \$175,313 Purchased Services, \$41,000 Uniform Allowance, \$50,950 Supplies and \$75,100 Other Charges and Expenditures the total amount of \$7,016,221

Moved/Motioned by:	Mr. Coburn
Seconded by:	Mr. Sullivan
Motions or Debates:	Mr. Coburn: Thank you for coming and engaging in conversation with us I think Natick is very well served. Mr. Sullivan: I appreciate the budget and data you provided. I appreciate your tenacity in trying to get the Deputy Chief position. Mr. Coffey: I want to thank the Chief and his staff for the presentation.
Vote: Carried	13-0-0

**OLD BUSINESS**

**MEETING MINUTES:**

Collins: One edit – Townsend not Townshend

Coughlin: I am not getting the minutes. Mr. Evans: Will rectify.

Mr. Hayes: Thursday night I have on the agenda the meeting minutes for the 9<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup> and the 18<sup>th</sup> I would like to review those and pass them on. Please read and get any changes to Mr. Evans.

Updated Schedule: We are not meeting on Tuesday January 30<sup>th</sup>. We are not meeting on Tuesday February 27 after school vacation because that is the first night of Special Town Meeting No. 1. We will hear the three non-Kennedy building project special Town Meeting together on February 1<sup>st</sup> in addition to Facilities Management. I don't anticipate that to be a long night because you've heard the Medical Marijuana presentation before so I'll pull up that information and send it to people. One of them is a pretty simple change potentially where the town is requesting for 3 industrial lots in the downtown area that were not included in the HOOP, one is the changing zoning in East Natick with a citizen petition. I think we're probably going to have a late night because there will probably be some back and forth on zoning and Facilities Management is somewhat complex issue right now – so it may be a long night.

Ms. Van Amsterdam: Mike is running the Facilities Management General Government Subcommittee meeting tomorrow night. It's at 7 PM – while he's running it I'll take minutes and we will turn them around so they are available for February 1 since I will not be here on February 1.

Mr. Hayes: On Thursday night, we're doing all seven divisions of DPW that can be a long night but I think we're in a good position with the subcommittee. Ms. Wollschlager will send out the first set of minutes tomorrow and will distribute those.

Ms. Wollschlager: The second meeting was translated by machine and we're doing an experiment – so those minutes will also be forthcoming.

Ms. Collins: I have received some questions on the School budget – now that I have returned, please send me your questions on the school budget and the Kennedy Middle School.

Ms, Van Amsterdam: Can we talk about the ongoing cost of the Kennedy Middle School during the hearing process we're not supposed to go there correct? It was the end of FY17 . . .

Ms. Collins: We will be doing a budget update before we start the Kennedy discussion that night.

Mr. Hayes: Back in the fall, when we had the first presentation it was about the KMS building project and the program. They were not even close to the point at that time that they had sufficient information of what the final design was going to be, what the construction design was going to be at the detail level. So things like what would be the necessary change in operating costs around energy they didn't know then – so that's why those questions weren't appropriate at that hearing. They know those answers now.

Ms. Van Amsterdam: Staffing as well? Increases in running the hydroponics . . . ?

Mr. Hayes: I don't want to get into detail on it now because it's not on our agenda. There probably should be some questions that they are prepared to answer that are building project specific outcomes vs. the way they intend to staff it which would be an operating budget question. If you want to understand things like what would be the potential cost implication for having the planetarium – to the building project – that's fair game for special Town Meeting hearing – if you want to understand what is the cost to the operating budget for staffing a hydroponic farm or planetarium over the next four or five years that's probably a fair question to have Cathi and the subcommittee ask during the subcommittee process. To have an understanding not only this coming year's budget, but also what we are going to see on the horizon that may change the budget.

Mr. Coffey: It's hard to debate separately – building hydroponics, building planetarium – and not associate personnel, equipment costs with building those two items – it's very difficult to debate those separately.

Mr. Hayes: We are in the part of our agenda that surrounds scheduling so I'll answer in that context: We have a schedule that allows us to hear through the sub-committee process over the next month the Fiscal 19 operating budget and I think it's fair during the sub-committee and the full committee hearings around the Fiscal 19 Operating Budget to ask questions that are relative to the FY19 Budget and in light of what the program the school and superintendent are developing programmatically for all of their schools including the Kennedy school to ask questions to understand what changes might be coming in future years coming budgets. That's fair to ask because we have those things scheduled. We have a special Town Meeting public hearing scheduled on February 6<sup>th</sup> for the Kennedy School Building Project. We have a responsibility to provide a

recommendation to Town Meeting in time for that Special Town Meeting. The scope of Special Town Meeting Article One is around the building project. I have an expectation that we can ask questions that are in the context of the scope of that Article which is basically the building project. There's a certain amount of latitude that might be allowed but if you're asking how many custodians will you need in 2020 when the building opens during the hearing around the building project article for special Town Meeting no 1 that's no really in scope for that. If you want to understand other costs, like, if you open a 245,000 +/- sf building and it's 100,000 sf more than the existing – what's the impact to costs for things like energy or something else – and in that you might get some other questions that you have answered that are much more tactical in nature.

Mr. Coffey: Is it possible to have these scheduled on the same night so we can ask all the questions?

Mr. Hayes: Possibly – we're having a public meeting for the budget on the 6<sup>th</sup> for the schools and we're having the public hearing for the special Town Meeting article 1 that night. So there may be some latitude between the two.

Ms. Van Amsterdam: The questions that I asked are not precedent setting if members were to go back and look historically at Wilson and the Natick High School all of the questions that members have percolating in their heads with regard to offering and costs were contained in documentation . . . the approach seems different than in the past when we were discussing school building projects.

Mr. Hayes: That may be but that's within the purview of the Chair. To the best of my ability I haven't said that any question that somebody's been seeking to ask in this meeting has been necessarily out of scope I just said the scope of one public hearing is this and the scope of another public hearing is this. I think we're all pretty intelligent and I've also encouraged people to go back and look at available materials to see what's available and to ask questions based on questions that may have been asked in the past.

Mr. Evans: Just separating three issues as our representative to the KMS Building Committee – there's the cost discussion, the project scope discussion, and the operating costs discussion. Those are independent budgets and independent warrant articles.

Mr. Hayes: This is not on our agenda – you've got to put it in the context of future Finance Committee meetings . . .

Evans: This information will be available to us at our subsequent discussions. They will have information back from the Massachusetts School Building Authority (MSBA) that is their final head nod that says, "Yup you guys are in, this is the final amount we authorize." At that point, they then present the plan to the Town and we will review it. We will then have an opportunity and Ms. Van Amsterdam raised the appropriate point which during each of these processes there's an opportunity for the School Committee to discuss – do we really need this or not? When the rubber hits the road – do we really need this?

**ADJOURN**

**MOTION**

Motion to adjourn.

Moved/Motioned by:	Ms. Linehan
Seconded by:	Ms. Collins
Motions or Debates:	None
Vote Carried	13-0-0

Meeting adjourned at 9:15 P.M .