

TOWN OF DUXBURY
FINANCE COMMITTEE MEETING
MINUTES

Date of Meeting: October 26, 2023
Date Minutes Approved: November 14, 2023

In Attendance: Betsy Sullivan, Nathaniel Taylor, Jackson Kent, Kathleen Glynn

Absent: Mary MacKinnon, Finance Director; Friend Weiler; Al Hoban; Sean Dadsetan-Foley

In Attendance via Zoom: Shannon Godden; Rene Read; Fernando Guitart

Others in Attendance: Susan Kelley, Town Clerk; Rob Reardon, Fire Chief, Lynda O'Brien, Administrative Assistant

CONVENED IN OPEN SESSION (In Person and via Remote Participation)

I. CALL TO ORDER (and reading of preamble)

Ms. Sullivan called the meeting to order at approximately 6:30 PM and read the following preamble:

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted in person and, as a courtesy, via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public and board members, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast unless required by law.

II. MINUTES

Approval of Minutes, if any

Ms. Glynn moved that the finance committee approve minutes of October 19, 2023. *Seconded by Mr. Kent. Roll Call Vote: Kathleen Glynn-Aye, Shannon Godden-Aye, Jack Kent-Aye, Nat Taylor-Aye, Kathleen Glynn-Aye, Betsy Sullivan-Abstain. Vote: 4:0:1*

III. NEW BUSINESS

Presentation and Review pertaining to FY25 Budget and Related Materials

RECEIVED

TOWN CLERK

11/16/2023, 8:13:33 AM

DUXBURY, MA

Ms. Kelley, Town Clerk presented for Department 161, Town Clerk.

Compensation line – Clerk was adjusted based on other department heads and 2.5% merit increase. Intermittent seasonal election workers doubles in presidential election years. Overtime includes weekends for early and mail in voting, balance for assistant clerk.

Stipends are included as certifications, Board of Registrars participation.

Police Department details needed for elections at \$70/hour x 3 officers: 4 officers for Presidential elections. One officer for Town Meetings and Town elections.

Homeland Security completed assessment today and recommended increased police presence for early voting. This is currently not in budget but can be taken from extended polling hours account. Discussed possibilities for moving locations of elections, i.e., Town Hall, Steel Building, Tarkiln Building, Library. Clerk reserving final decision at a later date.

Office Equipment includes ballot tabulators at \$50/machine x 9 machines; Training and Education includes Tara and Susan working toward certifications. Printing includes ballots, census mailing and street listing; Postage includes mailing of ballots for local and Presidential elections, averaging \$300/monthly; Advertising is needed and required to post early voting hours. Other lines include Subscriptions (Zoom); Meetings/Travel (for training). Within Office Equipment is timeclock, shredder. May need more equipment based on today's Homeland Security assessment but can use the Polling Account to cover that.

Total \$380,265.50

Mr. Read, Town Manager presented for Departments 113, Town Meeting, 114, Town Moderator

Town Meeting increasing by \$300 to cover increased costs in advertising.

Town Moderator stays level at \$40 as it has for many years.

Will review Legal with the overall department at a later meeting, after discussion with Kathleen and Nancy.

Ms. Sullivan asked if this covers a Special Town meeting, which it does not. If needed, we would pull from somewhere else or do an emergency transfer.

Mr. Reardon, Fire Chief, presented for Department 210, Fire.

Chief Reardon presented an overview of past, present and future services and needs of the department. Discussed increase in emergency calls, including simultaneous calls. Often, the department needs to recall staff when there is an emergency or need, but staff aren't required to assist. There was \$1.2 million in EMS revenue. Chief Reardon explained his need for additional staff. Mr. Guitart asked about additional staffing that has been provided in recent years. Chief Reardon explained that 3 shifts hired covered one occupancy. Discussed further what times are busiest for the department. It can vary and ebb/flow. Discussed the possibility of call firefighters. Chief Reardon is advertising for one position currently to supplement current staff and one existing call firefighter. Three positions funding from previous grant will come to an end in 2025 and the Town will have to cover those expenses going forward. Ms. Sullivan stated the funding for these 3 positions were supposed to be covered by a decrease in

overtime as well as increase in the ability to staff increased ambulance services income. There is no decrease in overtime. Ms. Sullivan reported from ClearGov that ambulance revenue is approximately \$816k in 2022, \$816k in 2023, and \$719k in 2024. Will connect with Ms. MacKinnon to get more details on these figures and what the differences are.

Ms. Sullivan stated that overall, there are rising labor costs and an increase in demand. It would be helpful to see an offset of ambulance revenue increases to determine the impact of taking on the salaries of the 3 staff from the grant. There are currently 28 on the force.

Chief Reardon cannot state that the salaries of these 2 staff will be covered by increased ambulance revenue.

Ms. Sullivan stated that the information comparing 1979 to 2023 is very helpful but the job has changed a lot since 1979. Demands have changed as well as technology and equipment available. Mr. Kent stated that the job is more complicated than it was, and a computer cannot take the place of these staff. Ms. Sullivan agreed and explained that it doesn't tell the entire story.

Mr. Taylor asked about salary per firefighter, and Chief Reardon reported that it could easily be \$100k plus benefits for each. Mr. Kent reported that many years ago there were volunteer firefighters, unsure when that ended but volunteers aren't set up for the more complicated nature of firefighting.

Chief Reardon reviewed highlights of the 2025 budget. There are 2 years of contract settlements in this year; Vehicle Services Maintenance increased \$4,000 due to increased costs; Medical Services increased \$1,000 used for department physicals, etc., and the Town is required to cover if these are required.; Equipment Maintenance/Supplies, increased 7% to include items like air and oil filters for in-house mechanic repairs on vehicles; Medical Supplies costs have increased 15% and includes gloves, EpiPens, etc. which have greatly increased in price.

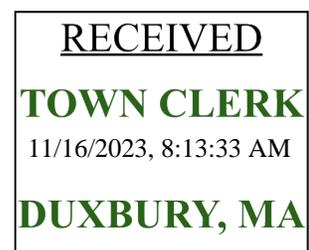
Ms. Glynn stated she is comparing last year to this year to see how the costs line up and would like to investigate reasons for some increases further.

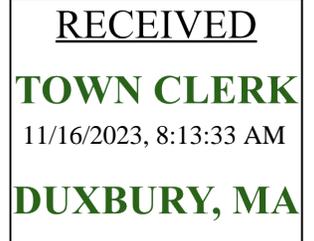
Ms. Sullivan asked if there were any more questions for Chief Reardon. There were no more questions. Ms. Godden explained to the Chief that the Committee does not doubt him. Chief Reardon stated he expects questions and is presenting the truth. The Department is struggling with current staff. No additional staff is included in this 2025 budget, Chief Reardon wants the Committee to be aware of the status of the Department.

Mr. Kent suggested looking at increasing fees where they can and doing what can be done to increase revenue. Ms. Glynn noted that the residents expect a high level of service, so in turn costs will increase to keep the service level high.

Voting of Reserve Fund Transfer

Ms. Glynn moved to approve request for transfer from the reserve fund in the amount of \$3,750 to fund wages for the Finance Committee administrative assistant. *Seconded by Mr. Kent. Roll Call Vote: Betsy Sullivan-Aye, Nathaniel Taylor- Aye, Jack Kent-Aye, Kathleen Glynn-Aye, Shannon Godden-Aye, Vote: 5:0:0*





Voting of Reviewed Budgets, as needed

Committee will wait for all department reviews for a vote.

**Review Status of Finance Committee representative meetings with
Department Heads**

IV. ADJOURNMENT

Ms. Glynn moved that the finance Committee Adjourn at approximately 8:40 PM. *Seconded by Mr. Kent. Roll Call Vote: Betsy Sullivan-Aye, Nathaniel Taylor- Aye, Jack Kent-Aye, Kathleen Glynn-Aye, Shannon Godden-Aye, Vote: 5:0:0*

*Respectfully submitted,
Lynda O'Brien, Administrative Assistant*