

**Minutes**  
**Sherborn Advisory Committee, Virtual on Zoom**  
**February 8, 2023**

**Members present: Dan Sichel (Chair), Steven Tsai (Vice Chair), Jane Materazzo, Peter Gallitano, Natalie Weare, Nora Lynch Smith, Mike Winters, Wassim Bassalee**

The meeting was called to order at 7:04 pm.

## Meeting Agenda

Reading of meeting agenda:

- Liaison Reports
- FY24 Budget Review
  - Police
  - Fire & Ambulance
  - Debt service
  - OPEB
  - Benefits
  - Advisory preliminary schools discussion
- Approve minutes

Agenda approved 7-0

Addition of topics not reasonably anticipated by the chairperson 48 hours in advance of the meeting – N/A (No addition of topics to agenda)

## Follow up Items

### Liaison Reports

- Dan Sichel checked with Klaus (IT): there was no plan to consolidate cell phones of different departments into the IT budget
- Dan Sichel following up on reporting on number of FTEs (Full Time Equivalent): Still being worked on
- Deb Siefring (Finance Director): Got a call from the insurance representative saying that the increase in Health Insurance this year is going to be 1%
- Steve Tsai: Running for Select Board
- Peter Gallitano for Capital Budget Committee: Approved two vehicles for Police, one vehicle for Fire and capital requests for Pine Hill.

## Current Meeting Items

### Budget Review

#### Police Budget – Chief Tom Galvin

- Reduction in overall budget due to dispatch regionalization, leading to reduction in overtime
- Lieutenant salary is not set yet, new Lieutenant coming on board, negotiations still ongoing
- Budget combines different equipment repair budget lines from prior years
  - A slight increase in overall equipment repair due to body cameras coming to end-of-useful life; increase in repairs and batteries.
    - Looking into new cameras and applied for a federal grant
- Backup of body camera (\$7K for video storage in FY24) appears in PD Admin Information Systems line item
- New system for tracking good work
- \$2,300 increase for service dog West
- Code Red switched to Police budget and out of Select Board budget
- Question about Surplus Equipment Fund and what it has been used for
  - Having access to the funds enables the Police department to take advantage of grants that require department matching

#### Police Capital – Chief Tom Galvin

- \$62,750 for a Ford F150 hybrid police vehicle to replace a 2016 vehicle
- \$59,300 for a Ford Mach E electric vehicle to replace a 2017 vehicle
  - Question about use of EV for police:
    - Useful life of front-line vehicles has been about 5 years. Battery on these EVs is warranted for 8 years.
- Question about expected trade-in value for vehicles being replaced
  - Auction will likely fetch better value than trade-in. Expect about \$5K per vehicle.

#### Fire Budget – Chief Zach Ward

- FD Officers 7.38% increase: We underbudgeted last year by a little over \$1,000. The Form 5 incorrectly captured the stipends for our Fire Officers. We corrected the error this year (FY24) and that is why the increase is 7.38%
- Reduction in fire fighter stipend: Over-budgeted for FY23, corrected for this FY24
- Reduction in IT as some IT services moved to the IT budget. Software specifically for the fire department is staying in fire budget, otherwise transitioning to IT
- Increase in cellular as there are apparatuses in the field that need to carry a cellular plan: these are apparatuses (with computers) that enable the firefighters to see photos of houses, permits, layouts, shutoffs and other relevant information
- Question about hoses:
  - We did a capital item last year, so we don't expect significant need this year
- Question about fire fighter gear:
  - Full complement of fire gear is ~\$5K
- Question about Surplus Equipment Revolving Fund:
  - Relying on the revolving fund for matching grants.
  - Anticipate a request in coming year for \$4.5K

### Ambulance Budget – Chief Zach Ward

- EMT Compensation up significantly at 9.37%. The increase, in addition to the 4.5% COLA, is due to:
  - Budgeted for 3.5 on-call shifts per week, but we ended up having 2.4 on-call shifts per week with the 1.1 shifts differential being on-premise, which means higher rate
  - Increase in quality assurance expense: we moved this in-house because we had someone that was able to do it while on an ambulance shift. However, this person had to come off the ambulance shift and so quality assurance work needs to be paid separately from the ambulance hours. Implies budget boost from \$3,900 to \$5,000.
- Question about BLS (basic life support) vs. ALS (advanced life support)
  - ALS: paramedics, who can perform additional functions: for example, give certain medications, 12-lead EKG and intubate
  - We have 9 paramedics, all BLS

### Fire & Rescue Capital – Chief Zach Ward

- Request for \$55,432 for a 2023 Chevy Tahoe to replace the Officer-in-Charge Response Vehicle, a 2016 Ford Explorer with 105K miles with a number of issues (no A/C, cannot support a mobile data terminal).
  - Price includes \$6,998 Gear Clear system to help contain hazardous material attached to fire gear from spreading in vehicle when exposed to sunlight / heat.

### Debt Service – Discussion Deferred

### Benefits – Deb Siefring

- Middlesex County Retirement funding up 10.35%

### OPEB and Reserve Fund – Deb Siefring

- Proposed funding consistent with prior years
  - \$300K to Reserve Fund
  - \$100K to OPEB from free cash and \$100K in the operating budget

### Advisory preliminary schools' discussion

Jane Materazzo and Mike Winters provided context for next week's meeting the School Committees:

- Increase in Regional is boosted considerably by the increase in the percentage of enrolled students from Sherborn
- Biggest challenge with getting firm School Budget numbers is the ongoing union negotiations. Negotiations started only recently and expectation is that negotiations are not going to be finalized for some time. Right now, we are left with best estimates and there's a lot of challenges getting firm numbers
- On the Pine Hill side, the out-of-district placement is not only an increase for this year, but for next year. Large projected increase in budget for out-of-district placements
- Discussion on how to cover the \$357K deficit in out-of-district placement for FY23

Approval of the minutes from February 1, 2023: Approved 6-0-2 (2 abstentions)  
Motion to adjourn at 9:31 pm: Approved 8-0.

Respectfully submitted,  
Wassim Bassalee