

Event Details

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Finance Committee

Tuesday, February 8, 2022

Date: February 8, 2022

Time: 7:00 PM

Location: Resource Room

Address: 29 Depot Street
Douglas, MA 01516

Douglas Finance Committee Agenda

Tuesday, February 8, 2022

Resource Room

Douglas Town Hall

Douglas MA

7:00 p.m.

Call to order

1. Police Department, Chief Nick Miglionico
2. Economic Development, Robert Minarik
3. Update from the Town Administrator
4. Status of Sharepoint
5. Discussion concerning the overall process of setting the budget
6. Approve meeting minutes of January 11, 2022
7. Reserve Fund transfer requests
8. Open session for topics not reasonably anticipated 48 hours in advance
9. Adjournment

Douglas Cable is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee: February 8, 2022

Time: Feb 8, 2022 07:00 PM Eastern Time (US and Canada)

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CONTACT

The Town of Douglas

Municipal Center

29 Depot Street

Douglas, MA 01516

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approved by
318122
Fin Com mtr

FINANCE COMMITTEE
TUESDAY, FEBRUARY 8, 2022
RESOURCE ROOM

Attendance: Chair Dick Vandenberg, Howard D'Amico, Sandy Kuipers, Phil Landry (remote), Carol Gogollinski (remote), Heather Morin (remote), Lynne Mussulli (remote), Matt Wojcik Town Administrator, Jeanne Lovett Finance Director, Chief Miglionico, Lieutenant Travis Gould.

Absent: Michael Hutnak

Chair Dick Vandenberg opens meeting at 7:01 PM (0:10).

1. Police Department, Chief Nick Miglionico.

(0:55) (7:01PM) Chief Miglionico discussed the salary line items for the police department. The first 8-line items in salary are based on contracts for the amount. There is a new police reform that every officer must have the same training so it will reduce the number of part time officers, so the part-time salary line decreased some.

(16:41) (7:17 PM) The expense budget is at \$207,775. There were a couple significant increases, one being the RMS software because they added a scheduling software instead of having to enter everything by hand in excel sheets. The other increase was replacing the firearms and the budget line item is \$32,000, which includes 25 new firearms, holsters, lights, and optics for the firearms. The current firearms are 6 years old and that is the recommended time to replace them, and the holsters are 12 years old. Chief Miglionico stated that the third budget line is for vehicles and will not be address that until the next fiscal year budget when for FY24, 25 & 26 there will be 2 cruisers in each of those years. Mr. Wojcik wanted to point out that the facilities budget absorbs the police internet, electric and heat due to being in the same building as the town hall. The state 911 grant, if it is available, usually is about 36K and won't know about the grant until May or June, and Chief Miglionico usually uses this grant money for salaries and dispatch equipment.

Mr. D'Amico asked Jeanne if we got the E911 Grant, and it was 36k which would make the police budget at the year-end in excess where would that extra money go. Jeanne Lovett responded that it would close into free cash.

(41:50) (7:42 PM) Mr. Wojcik asked the Chief to give an overview of what the drug forfeiture account is. Chief Miglionico responded that when any investigation that any member of the Douglas Police Department is involved in whether state or federal where we seize money, vehicles, jewelry, stole properties etc., the police department gets a percentage of that and over the years they have accumulated close to 100k dollars. Mr. Wojcik also wanted to make the committee aware that there would normally be a radio replacement line for the police, but they are being replaced as a capital item with the public radio project.

(45:51) (7:46 PM) Chair Mr. Vandenberg asked the Chief if he might know of anything else on the horizon in the next 5 years along with the cruisers that they can start preparing for and thinking about for the upcoming budget years. Chief Miglionico responded with the need to increase staff in the next 5 years with probably 2 more officers.

7. (51:10) (7:52 PM) Jeanne Lovett Finance Director request that item 7. The Reserve Fund Transfer requests be taken out of order because the Fire Chief and the Assistant Fire Chief are both present at this time.

(52:00) (7:53 PM) Chief Kent Vinson and Assistant Chief Kelly Manning came to the table to present the reserve fund transfer for the Ambulance Department. Chief Vinson spoke about the needs and issues of the Ambulance Department for this past year due to injuries and COVID, and losing 2 employees and having to fill those positions has put a strain on the ambulance overtime, and has left the fire and ambulance unbalanced. Jeanne Lovett would like to see a minimal amount transferred initially to cover thru April 27th, which would be 20k, because the next payroll will fall after town meeting and her intention is to put a transfer on town meeting to fund from April 28th through the rest of June from the ambulance receipts reserved for appropriation account or another account.

(55:20) (7:56 PM) Motion to transfer 20k from the Reserve fund to the Ambulance wage account made by Lynne Mussulli, seconded by Sandy Kuipers. Roll call vote – Sandy Kuipers, Howard D'Amico, Dick Vandenberg, Carol Gogolinski, Phil Landry, Lynne Mussulli & Heather Morin in favor.

2. (1:04:28) (8:05 PM) Economic Development, Robert Minarik
There are 2 major projects going on currently, one is the Blackstone Valley Logistics Center on the other side of route 146 on Lackey Dam Road that is 36% Sutton, 56% Uxbridge, 8% Douglas. The other project is for a 1.1 million square foot warehouse, and they will be submitting their application to the Planning Board on March 10th. This is a 100-million-dollar project and will employ about 450 people going in the McIntyre gravel pit south of Gilboa pond. From this 100-million-dollar warehouse project you will see an 8.5-million-dollar water/sewer infrastructure upgrade project that we have received 3 million from MassWorks and submitted 3.3-million-dollar federal grant to supplement so hopefully will receive 6.3 million to offset this 8.5 million. Bob Minarik and Carol Gogolinski have also been working with the Selectmen and Eversource to get natural gas in Douglas as well. The town also received a 314k grant for design and engineering for Davis Street. Mr. Minarik stated that Douglas is extremely far behind surrounding towns with infrastructure and that is what is keeping businesses out. Douglas taxable income for commercial is 4% and residential is 96%, most towns on average are at 20-25% commercial. There is a need for outside consultants and attorneys to help write agreements so Mr. Wojcik's recommendation for the Economic Development expense budget to be 15-20k, for a total of about 50k for salaries and expenses.
3. (1:39:19) (8:40 PM) Update from the Town Administrator
4. Status of SharePoint; Mr. Wojcik is going to combine items 3 and 4 together.
Every member of the Finance Committee was given a town Microsoft account. Matt walked everyone through logging in on SharePoint and how to use it and where to find the budget documents.
5. (1:54:36) (8:55 PM) Discussion concerning the overall process of setting the budget
No questions from the committee on the budget process currently.
6. (1:55:13) (8:56 PM) Approve meeting minutes of January 11, 2022
(1:56:05) (8:57 PM) Motion to approve minutes as submitted for January 11, 2022 made by Phil Landry, seconded by Lynne Mussulli. All members favor, aside from Howard D'Amico who abstains.
8. Open session for topics not reasonably anticipated 48 hours in advance

Mr. Wojcik is giving notice to the committee about the need for an increase in the snow and ice budget. The process is that the town administrator approves it and gives notice to the Finance Committee and Select Board. Matt read the letter from John Furno which stated the snow and ice original budget of \$218,606 and what has been spent (\$251,798) and that he is requesting an additional \$125k to cover deficit spending and any additional expenses for upcoming storms. The total with this increase will leave the budget at \$343,606.

Upcoming meeting is February 22, 2022 and will be with the Highway Department, with highway superintendent John Furno, Public Building Maintenance with Adam Furno and the Library with Justin Snook.

9. Adjournment

(2:02:17) (9:03 PM) Motion to adjourn made by Sandy Kuipers, seconded by Heather Morin. All in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Stephenie Gosselin".

Stephenie Gosselin
Recording Secretary