

## Event Details

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### Finance Committee

Tuesday, February 28, 2023

**Date:** February 28, 2023

**Time:** 7:00 PM

**Location:** Resource Room

**Address:** Douglas Municipal Center  
29 Depot St.  
Douglas, MA 01516

### Douglas Finance Committee Agenda

Town Hall

Depot Street

February 28, 2023

1. Call to order
2. Budget presentation/review
  - a. Public building maintenance, Adam Furno
  - b. Highway Department, John Furno
  - c. Police Department, Chief Nick Miglionico
  - d. Fire Department, Chief Kent Vinson, Assistant Chief Kelly Manning
3. Report of Town Administrator Matt Wojcik as needed

4. Approve minutes of prior meetings as needed
  - a. Dec. 13, 2022
  - b. Jan. 10, 2023
  - c. Jan. 24, 2023
5. Upcoming dates:
  - a. March 14: Douglas Public School; BVT
  - b. March 21
  - c. March 28
  - d. April 4?
  - e. April 11: Review the Warrant
  - f. Town Meeting: Monday, May 1
6. Reserve Fund transfers as needed
7. Open session for topics not reasonably anticipated 48 hours in advance
8. Adjournment

**Douglas**  
**MASSACHUSETTS**

*CONTACT*

The Town of Douglas

Municipal Center

29 Depot Street

Douglas, MA 01516

[Contact Us](#)



FINANCE COMMITTEE  
TUESDAY, FEBRUARY 28, 2023  
RESOURCE ROOM

Attendance: Chair Dick Vandenberg, Carol Gogolinski, Ryan Hogan, Howard D'Amico, Heather Morin (remotely)

Absent: Sandy Kuipers, Mike Hutnak, Lynne Mussulli

Chair Dick Vandenberg called the meeting to order

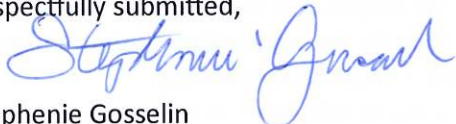
1. (0:15 TS) Budget presentation / review
  - a. Public building maintenance, Adam Furno  
Adam has adjusted his budget a total of \$2076.00 just to account for the past years of going over by that amount. There aren't any new projects that he needs funds for, there are building projects that are finishing up. Ms. Gogolinski asked about maintenance records and Mr. Furno stated that he keeps all the maintenance records of everything that has been done.
  - b. (6:40 TS) Highway Department, John Furno  
The project that is in the books for the highway is the new highway barn, which the design is in the works, secondly the condition of the roads is a concern, third is personnel because he needs some help, and lastly tree removal. Mr. Hogan asked about the salt cost, and if he thinks they will go down or stay the same. Mr. Furno responded that he thinks it might stay the same. Mr. Hogan also asked about the amount of chapter 90 money and what the town receives is based on, and Mr. Furno responded that it is mostly based on mileage and then mix in the population. Carol Gogolinski asked about the maintenance again and Mr. Furno stated that they keep all the maintenance records for vehicles and buildings.
  - c. (15:10 TS) Police Department, Chief Nick Miglionico  
Chief Miglionico stated that they also keep records of all the maintenance done on vehicles. He also stated that one of the priorities is staffing, and would like to ask for more personnel, of one officer this fiscal year and add another one next fiscal year. Mr. Vandenberg asked if the police reform has affected the department, and the chief stated that it is specifically in the staffing because of the new police reform they don't have any more part-time officers because of the required training now. The Chief spoke about the two cruisers in the budget, one will be a gas model and one will be a hybrid cruiser. Also in the budget is the first payment if they did a three-year payment on tasers, the current tasers are out of warranty this summer so they need to replace them. Carol Gogolinski asked if it was mandatory for the officers to wear body cameras, Chief responded that it is not a currently but he thinks that it would not be too far off that they do make that a mandate. Mr. D'Amico asked when the last time a full-time officer was added and the chief responded that he believes it was in 2009, and the cost for this position would be about \$58k for the police department budget.
  - d. (30:55 TS) Fire Department, Chief Kent Vinson, Assistant Chief Kelly Manning  
Chief Vinson stated the goals for the Fire Department are to add some extra per diem help during the peak hours of the day, also to increase career staffing for a long range goal to add one 24-hour person to each of the three employment groups. The other item is software, currently they have one for fire and another for ambulance and they are about 20 years old and they would like to get one that incorporates both fire and ambulance and would make things more streamlined and efficient. The final goal was to hopefully next year bring the



maintenance budget back to where in 2023. They track all their maintenance in spreadsheets, each vehicle has its own spreadsheet. Mr. Vandenberg asked about the fire building, the Chief stated that it is need of work, specifically the doors. Mr. Hogan asked about the emergency calls and what the charges include. They include the call charge and the mileage.

2. (52:40 TS) Report of Town Administrator Matt Wojcik  
Mr. Wojcik is wrapping up the budget exercise and is happy to report that they have a number that is in the black. The one big number missing from the budget right now is BVT, he believes that they should receive that number in early March. The Police contract has an accreditation bonus of 2.25 and the accreditation committee has told the town that the police department is going to be re-accredited, so Mr. Wojcik has budgeted both the COLA of 1.75 and the step for a total increase of 4%. The health insurance group underwriter is adamant that the town can take a zero this year. Another major thing is the town's local receipts, which the town has been budgeting a very conservative number, and the building commissioner gave him a building permit estimate which increased the local receipts revenue budget. Mr. Wojcik and the team have met with most of the staff about the compensation reform to review the salary reform and he is happy to report that it is completely built into the budget at this point, so they will be able to get it done in one year. Mr. Wojcik spoke about the warehouse progress and that they are starting on the bridge, they are hoping to have the building ready by November.
3. Approve Minutes of prior meetings: December 13, 2022, January 10, 2023 & January 24, 2023  
(1:20:30 TS) Motion to approve the December 13, 2022 meeting minutes as written made by Howard D'Amico, seconded by Heather Morin. Ryan Hogan abstains, all other members in favor.  
(1:23:10 TS) Motion to approve the January 10, 2023 meeting minutes as written made by Heather Morin, seconded by Dick Vandenberg. Howard D'Amico abstains, all other members in favor.  
(1:24:10 TS) Motion to approve the January 24, 2023, meeting minutes as written made by Howard D'Amico, seconded by Ryan Hogan. All members in favor.
4. (1:24:32 TS) Upcoming Meeting dates:
  - a. March 14: Douglas Public School; BVT
  - b. March 21
  - c. March 28
  - d. April 4
  - e. April 11: Review the warrant
  - f. Town Meeting: Monday, May 1
5. (1:24:41 TS) Reserve Fund transfers: NONE
6. (1:24:45 TS) Open Session for topics not reasonably anticipated 48 hours in advance
7. (1:24:48 TS) (8:30 PM) Motion to adjourn the meeting made by Carol Gogolinski, seconded by Howard D'Amico. All members in favor.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary