

Town of Williamsburg

Minutes of the Finance Committee Williamsburg Town Offices 29 March 2017

Members Present: Paul Wetzel, Linda Rowley (left at 6:00 p.m.), Richard Kisloski, Charles Dudek, Steven Romanowski, Chris Morris, Eric Cerreta, Jacqueline Dufresne, Charlie Heath

Town Administrator, Charlene Nardi was also present.

The meeting was called to order by co-chair Paul Wetzel at 5:33 p.m.

Nathan Rosewarne, Town of Williamsburg Treasurer requested a reserve transfer of \$6,500 to be transferred to Group Insurance to pay health insurance premiums for the next three months. It is difficult to estimate insurance rate increases and enrollment levels. E. Cerreta moved to approve the reserve transfer for the full amount. L. Rowley seconded the motion. The motion passed unanimously.

Mr. Rosewarne reminded the Committee that Town health insurance currently costs \$45, 237.39 per month. There are about 50 people on the plan. Premiums increased ~\$28,000 in FY16, ~\$57,000 in FY17, and are estimated to increase ~\$69,000 in FY18. Premiums are expected to rise 7 to 10% in the next fiscal year.

The Committee discussed debt that was not yet in the budget. One half of the cost of the new fire truck (\$265,000) was to be borrowed annually over the next five years in \$53,000 installments. C. Morris suggested that the Town pay this year's principal of \$53,000 from free cash as a good way to increase excess capacity in this year's budget.

Leslie Smith, Williamsburg's representative to Highland Ambulance service spoke to the Committee to answer questions about the extraordinary rise in ambulance service costs over the last two years [\$16,750 last year and an increase of \$32,666 requested this year]. Costs have increased for several major reasons: 1. The Service owns its own building and must now pay utilities and insurance; 2. An increase in the pay rate for its employees in an attempt to better retain trained employees; 3. Loss of grants that previously defrayed expenses; and 4. An increase in health and workers compensation insurance. A complete list of budget changes is outline in a letter from the Ambulance service and attached to these minutes.

Charlene Nardi, Town of Williamsburg Administrator requested a reserve transfer of \$500 to be transferred to Select Board Expense line to pay a designer to help the Flag Committee create a final design for the Town flag. E. Cerreta moved to approve the reserve transfer for the full amount. S. Romanowski seconded the motion. The motion passed unanimously.

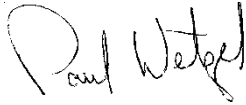
Stacey Jenkins, principal of the Anne T. Dunphy school and Kayla Solomon, Chair of the Williamsburg School Committee discussed the local school budget with the Finance Committee. The School Committee has not approved the FY18 budget yet, they will do that on April 12th, but a draft budget was presented. The local school requested an increase of \$44,337 over last year. Remembering that one large increase in the school's FY17 budget was ~\$76,000 to fulfill special education needs for one student for one year, the FY18 school budget actually increased ~\$120,000. Much of the FY18 increases, ~\$91,000, were increases in teacher and special education teacher salaries. Other major increases include additional custodial service (\$9,553) and the establishment of a building repair fund (\$7,625) which the Finance Committee commended. The Committee asked questions and discussed the school programs and the budget.

The Committee reviewed the current budget with recent changes. Values from Stacey Mousseau (not present at meeting), Town Accountant projected an excess capacity in the budget of \$159,970 with a current budget value of \$7,032,458 (this value does not include the new fire truck principle or local school budget FY18 request), which includes \$190,000 from free cash/stabilization.

The next meeting of the Finance Committee will be held 5 April at 5:30.

There being no further business before the Committee, C. Dudek moved to adjourn the meeting and the motion was seconded by J. Dufresne. The motion passed unanimously and the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Wetzel". The signature is written in a cursive, flowing style.

Paul R. Wetzel



Highland Ambulance EMS Inc.

Serving the Communities of Ashfield, Chesterfield, Cummington, Goshen, Plainfield & Williamsburg

Recap of Budget Changes

- Telephone – due to relocating to a new building the HAEMS must carry the cost of all the phone and fax lines now. We had to add additional lines from what we were sharing with the Fire Department. We averaged the last two years of costs, and projected that on a monthly basis over the next 12 months with the additional funds for the extra lines.
- Auditor – in 2015 the cost was \$8700.00 and was projected to finish out 2016 at and even 6000.00. Line item was increased to hopefully avoid an over runs by averaging the years.
- Building Maintenance – the significant increase in this line item is the cost of Property & Casualty insurance for the new building. This is an expense we did not have before as we did not own the building we were in.
- Collection Fees – this was also looked at over the last two years. The cost in collection fees was significantly higher in 2016 than in 2015. The finance committee felt this was a much better estimate of fees going forward as we are on the same track for amount of calls, etc for the coming year.
- Service Contracts – we were receiving a grant to pay for the service contract for the monitors and Lucas machines in the ambulance. We are no longer are receiving this grant and it is not one we can reapply for so the cost had to be added in to cover the service on these pieces of equipment.
- Workers Compensation Insurance – the average expense for the workers compensation insurance over the last two years was 13232.00. There is a projected increase between 9-10% to the cost so that was accommodated into this line item.
- Health Insurance – this is also a standard year over year increase they estimated the same 9-10% increase in the cost of the health insurance and that was reflected accordingly.
- Recruitment and Training – this is a small adjustment as we have to pay the new trainees for time on the runs this is a more realistic figure based on what the board estimated for Highland's new onboard trainees over the next year.
- Uniforms- we reviewed the last two years of uniform costs and found that the 1500.00 was more in line with what was spent on uniforms so this item was decreased.
- Utilities – this line item was increased in the last budget to accommodate the running of two buildings concurrently as we were working on the new building and still functioning in the fire house. We reviewed this line items based on costs during the project and arrived at the current figure on the line item. As this is the first full year of operation in the new building this line item will be reviewed again in depth next year.
- A&S – they estimated an increase of 3-4% on this line item for the coming year.
- Vehicle Maintenance - this increase is due to age in the ambulances and the need for additional preventative maintenance.
- EMT Certification – based on the current HAEMS crew we will have additional EMTs that Highland will be responsible for recertifying.

- Payroll – at this time our Basic EMTs make minimum wage of \$11.00/hr. The basic EMTs in our area range from \$12.00-\$15.00/hr. Our Paramedics range from \$15.00-\$20.00/hr. The average range for Paramedics in this area is \$18.00-\$25.00/hr. HAMES wants to retain the amazing staff that is has currently as well as being able to attract new staff that want to come on board. The increase in the payroll proposal is another small step in working to ensure this. The increase in payroll line item accounts for a .50 cent per hour raise to the basic EMTs and a \$1.00 per hour raise for Paramedics. Also included in this increase is something that was never taken into consideration, vacation time and holidays for our two salaried employees. We have always accounted for this time for the salaried employees but the time for the employees that cover them during this time was not accounted for.
- Medical Supplies - the hospital has significantly cut back the medical supplies they will restock on board the ambulance when a patient is brought in i.e. c-collars, IV supplies. HAEMS is now responsible for all the cost associated with supplies on the ambulances.
- Capital – The 2016 budget included estimation of the full amount of the building loan being used to complete the building. The new budget reflects the adjustment down of using on the amount that was ultimately left on the building loan.

In the past HAEMS has relied on donations to help sustain the ambulance service and we will absolutely continue to reach out for those private donations, but realized it is not fiscally responsible to rely on those donations to fund our operating budget. We were very lucky to be able to provide an over 1.1M dollar building to serve the towns for a cost of less than half of that them and over the last 3 years received over \$700,000 from private donors helping to cover operating shortfalls and new equipment including a new ambulance. HAEMS has been forever grateful to these donors but also realized as mentioned above we cannot continue to rely upon them for sustaining the cost of operating.

In closing, HAEMS is striving to be a sustainable, fiscally responsible private non-profit that can continue to provide outstanding service to the communities we serve.