

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
February 4, 2013, Tuesday**

Present: Kenneth DiFazio, Chairman
Patrick O'Connor, Vice Chairman
Arthur Mathews, Councilor
Michael Molisse, Councilor
Michael Smart, Councilor

Also Present: William McKinney, CFO
Richard Swanson, Town Auditor
Captain Comperchio, WPD
Paul Milone, Harbormaster

Recording Secretary: Mary Barker

Chairman DiFazio called the meeting to order at 7:08 PM.

13 001-Creation of Harbormaster Revolving Account

CFO William McKinney, Capt. Comperchio and Paul Milone of the WPD presented the request of the police department to establish a revolving account to benefit the Harbormaster program for the duration of the Fore River Bridge construction. In September 2012 construction began for the replacement of the bridge and which will require ongoing police details, both on the bridge and the surrounding waterways. With that in mind, the police boat has been billed to the contractor at a rate of \$50 per hour. The average hours will be 8-16 hours per day; most likely 10 hours per day average. The projected revenue generated will be between \$60-72,000 per year. The police department would like to generate the revolving account to aid the Harbormaster for expenses during the course of the construction. There will be additional fuel costs, docking and storage fees to dock the vessel in Quincy, and anticipated maintenance charges for the boat.

A MOTION was made by Vice Chairman O'Connor to forward item 13 001-Creation of Harbormaster Revolving Account, to the full Town Council with a recommendation for favorable action, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

13 002-Process to Contract for Independent Audit

Auditor Swanson reviewed the process for contracting the independent audit. He provided a handout to the committee.

The three-year contract with Melanson & Heath will expire upon the completion of the FY12 audit and issuance of the audited Financial Statements, Management Letter, A-133 audit and School Audit.

In accordance with Section 6-11 of the charter, the award of a contract to audit shall be made by town council on the recommendation of its budget/management committee.

Auditor Swanson reported that as in other years, he will conduct all of the detail work to provide his recommendation regarding the selection of a qualified Independent Audit firm.

Outline of Process:

- Obtain three written quotes for FY13-15
- Prepare RFP to send to three firms selected by the auditor as qualified to do the work. RFP to include the town's requirements and will detail the content to be included in the proposals with costs for each year.
- Establish deadline from the firms to submit detailed response and prepare questions
- Prepare an analysis of the proposals and present to the Budget/Management Committee
- Budget/Management to vote selected firm and send measure to full Town Council
- After Town Council vote, prepare three-year contract for approval by senior management and execution

President Mathews recommended the request for proposals be formally advertised in order to obtain as many qualified responses as possible and not limiting it to three choices.

A MOTION was made by Vice Chairman O'Connor to continue item 13 002-Process to Contract for Independent Audit, to the next meeting and was and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

13 007-Police Department Line Item Transfer

CFO McKinney requested on behalf of the Mayor that the Town of Weymouth transfers the sum of \$390,000 to cover the anticipated shortfall in the overtime account. The police chief had made some necessary staffing changes over the holidays. Staffing has since been restored to previous levels. The funds will be transferred from the following line items:

Dept.	Salary	Overtime	Amount
Uniform	13104120-510001	13104220-513001	\$350,000
Admin.	13104105-510001	13104205-513001	\$5,000
Traffic	13104135-510001	13104235-513001	\$15,000
Investigation	13104150-510001	13104250-513001	\$20,000
Total			\$390,000

A MOTION was made by Vice Chairman O'Connor to forward item Police Department Line Item Transfer to the full Town Council with a recommendation for favorable action and was and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

UNANIMOUSLY VOTED.

At 7:28 PM; there being no further business, a MOTION was made by Vice Chairman O'Connor to ADJOURN the meeting and was seconded by Councilor Smart.

UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Kenneth DiFazio as Chairman