

**TOWN COUNCIL MINUTES  
BUDGET/MANAGEMENT COMMITTEE  
Town Hall Council Chambers  
May 23, 2013, Thursday**

Present: Kenneth DiFazio, Chairman  
Arthur Mathews, Councilor  
Michael Smart, Councilor

Not Present: Patrick O'Connor, Vice Chairman  
Michael Molisse, Councilor

Also Present: William McKinney, Chief Financial Officer  
Rob McLean, Library Director

Recording Secretary: Mary Barker

Chairman DiFazio called the meeting to order at 6:45 PM.

**Review/discussion remaining General Government, inclusive of Town Council, Municipal Finance, and Library with Chief Financial Officer and applicable Senior Staff**

A Motion was made by Councilor Smart to take Library review out of order and was seconded by Councilor Mathews. UNANIMOUSLY VOTED.

**13 068 Q-Library**

Director Rob McLean emailed written responses to the questions provided in advance by Auditor Swanson and gave the committee a copy. The library sponsored a summer reading program and serviced 6,000 patrons. He is extremely proud of the 114% increase in attendance at teen programs. The library has also brought in authors to discuss their books. 14,000 free e-books will be checked out this year, and 1,000 sessions are logged every month on the 6 public computers. The library has wireless access and he expects 300,000 pieces of material to be checked out this year. The two branch libraries, Pratt and North, are open 16 hours per week and also have seen a surge in use. The branches have child-friendly activities and holds "Story Hour".

While the proposed FY14 operating budget fulfills the Mayor's and their promise to reopen the Fogg branch, it falls short of the state mandated appropriation requirement at a level service budget. They will need to rely on the Friends of the Library group to raise \$7,000 to meet the state mandated minimum for new materials. In addition they will need to rely on library state aid, which has decreased by 48% since 2000, in order to pay utility bills and help pay the membership fee in Old Colony Library Network, which allows Weymouth patrons to access 28 public and academic libraries on the South Shore.

He reviewed the Municipal Appropriation Requirement (MAR) and provided an explanation from the MA Library Board of Commissioners website and the formula base. It uses the average of the prior three years, which for Weymouth is \$1,333,730. The level service budget is \$34,000 short. He reviewed the different shortages- minimum materials spending and MAR. Chairman DiFazio asked if \$91,000 would cover the shortages, and what would it supply. Mr. McLean responded it would provide more e-resources, and continue to keep pace with patron expectations, it will also allow for sufficient staffing to meet operating hours, and building maintenance needs. Many operating expenses are being paid out of state aid. He could benefit from not having to draw this account down to cover extraordinary maintenance. Chairman DiFazio asked if this figure includes the personnel or materials for the reopening of the Fogg Library. Mr. McLean responded that it does. He does not want to have the reopening negatively impact the balance of the library system.

Councilor Mathews responded that he is looking at departments that have surpluses, versus departments that must meet state mandates with reduced support. The state is getting out of the business of funding municipalities. He is looking for creative ways to get funds to the Mayor to meet these types of unfunded mandates. Mr. McKinney noted that these are one-time revenues, but he would be in favor if they are used to purchase books or other one-time expenditures. He asked if the MAR requires the state to fund a certain percentage. He noted the SPED Circuit Breaker, which the state has failed to meet. He has sent a letter already to the legislature regarding school funding and will do the same for the libraries if needed.

Chairman DiFazio asked what meeting the MAR accomplishes. Mr. McLean responded that it means the town automatically qualifies for the state certification process, without having to go through the waiver process in order to receive state aid. The waiver process has been routine in Weymouth. He will check if there is a mandate for state contribution. Councilor Smart noted that not meeting the state mandates is a blemish on the town- failure to spend an adequate amount on new materials is critical to the town's role in the Old Colony Network and affects the amount of state aid the town receives. Councilor Mathews likened it to a Library Net School Spending. Perhaps a one-time revenue investment is going to help the library in the long run and get back local aid the following year. \$91,000 is an attainable amount, judging by what may remain in some of the 02 accounts.

The following are the questions posed by the Town Auditor:

#### *Library Department*

- A. Kindly provide an updated Organizational Chart and review said chart with the Committee.

Mr. McLean reported he provided Appendix A that supplies this information. There is an Advisory Board, which advocates for the patrons. He reviewed the flow chart.

- B. The total operating budget is 5.5% or \$64,170 higher than the FY13 revised budget. Are all salary step increases and other types of salary changes included in this budget?

Mr. McLean responded that all salary steps and longevities as outlined in the union contract are included.

- C. Kindly explain what the \$2,890 is under "BRANCH DIF"?

This is a per diem differential for branch managers as outlined in the branch manager contract. Fogg will open in January, but the librarian will be there to stock shelves in advance and they have to honor the contract.

- D. What is intended to be purchased with the \$20,000 in the "COMPUTER" line item?

This pays part of the OCLN annual assessment.

- E. Is there a committee that discusses on what book matter will be purchased with the \$112,000 budget for Book Matter? Are books purchased via a bid/quotes process? Is there a Commonwealth of Mass contract that can be used to buy Book Matter?

Books are purchased with input from staff and patrons, heads of services and through the OCLN selection committee. Weymouth Library has representation on the committee.

- F. Explain to the Committee and Auditor the types of material that the \$18,000 budget for CIRCL/SUPP will buy. Provide some examples that are purchased. Who decides on what to procure and do staff have input? If not, why not?

The director with input from services staff decides how the budget should be spent. Supplies include thermal copy paper, library cards, printer supplies, cases, bar codes and other routine office supplies. Purchases are through state contracts and some are through consortium bids. This is another line item that could benefit from a cash influx. There just isn't enough in the line to meet all of the needs. For example, DVD security cases cost \$5 each.

- G. What duties are performed by the Part-time Technical Services Assistant and Part-time Page for compensation of \$12,815 and \$7,364 respectively?

The technical services assistant is a part-time union position who works with the head of technical services to catalog new purchases and donations. The non-union page re-shelves materials and completes other projects as assigned.

- H. Explain what drives the 6.7% increase in "Adult Services salaries and the 9.8% increase in "Reference Services" salaries.

This is a result of CBA negotiations, step increases, the addition of Fogg staff, and replacement staff at Tufts when Fogg reopens. Last year's budget was submitted before the union settled a contract. Councilor Smart asked what the overtime was for. Mr. McLean noted the only overtime in the library is the custodial staff. Regular staff does not work 40 hours per week and therefore do not qualify for overtime.

- I. Discuss with the Committee what the staffing will be at FOGG Library when it reopens in Fy14. What will be the total Operating costs for Fogg in Fy14? Itemize the costs to include Salaries and Expenses.

Mr. McLean provided Appendix B with the breakout of staffing. If Fogg reopens in January 2014, staff will be apportioned from Tufts, and a new desk assistant. For security reasons, no one is allowed to work alone, and measures are taken to appropriately staff. The expenses include circulation supplies for initially stocking the branch. Councilor Mathews noted the cash infusion could be used here. The children's collection was destroyed at Fogg. Some other collections were saved, and donations received will help to start up.

Councilor Smart asked about the selection committee which was formed to determine the re-use. There is nothing in this plan for computers, and he questions if additional computers are being sought. There will be staff computers, two public computers and wifi access. The library plans to fundraise to supplement the children's collection. Councilor Mathews opposes the idea of fundraising to meet operating needs. Councilor Smart asked if the last of the renovations has been bonded. CFO McKinney responded there was not bonding for renovations- funding came from mitigation and CPA funding.

- J. What duties are performed by the "PAGE" costing \$7,364?

This was discussed in Answer G. Chairman DiFazio asked if these employees stay for any length of time. Mr. McLean responded that pages are typically high school students.

- K. Provide some clarification to explain the \$8,573 for "PT Desk Asst I Tufts Library (in the salary detail).

Also discussed in Answer G- will cover 27 hours at Tufts while head librarian is covering at Fogg.

- L. Kindly discuss with the Committee & Auditor your Fy14 budget of \$214,579 for Buildings & Grounds Maintenance. Talk to each Line Item. Provide a detailed breakdown of costs by building.

Discussed in Appendix C supplied by Mr. McLean. Overtime is listed under expenses. Overtime projected is reduced from FY13 budget. Expenses by building were listed: utilities, building maintenance, fire alarm system, etc. A salary schedule per building was also provided. Salaries include collective bargaining agreements as well.

A MOTION was made by Councilor Mathews to take Municipal Finance out of order and was seconded by Councilor Smart. UNANIMOUSLY VOTED.

13 068 D-Municipal Finance

**Management & Administration:**

- A. Kindly provide an updated Organizational Chart and review said chart with the Committee.

CFO McKinney provided a schedule.

- B. Are all salary step increases and other types of salary changes included in this budget?

Mr. McKinney responded that it is all included.

- C. What position is in the Management & Administration budget entitled "Vacancy" for \$54,392? Is this position anticipated to be filled in Fy14? Please discuss the need for this position outlining the responsibilities the employee would have.

This is the position that S. Bois vacated. It may have to be filled in the next year. Councilor Smart noted the job is getting done without the position; just not as efficiently.

**Accounting:**

- A. What are the components of the Medical Reimbursement expense of \$67,000 and to what companies are they paid? What is the nature of this expense?

Mr. McKinney responded that this is the New England Medical billing- it is the 5.5% for Medicaid reimbursement. The town is required to pay a percentage of what is collected.

**Assessment:**

- A. Kindly explain to the Committee & Auditor what the \$7,500 in Appel/Case represents?

This line is used for preparation and appearances by Assessors' attorney before the Appellate Tax court.

- B. What will \$18,000 in CPT/SOFT/M expenses buy? Will the Fy13 budget of \$18,000 be used prior to year-end or carryover to next year?

This amount is the contract for appraisal software maintenance that the town uses and will be paid by the end of the fiscal year.

- C. What is State Form expense of \$1,000?

Mr. McKinney responded that this covers real estate exemption and deferral applications and boat declaration forms distributed annually. It also includes motor vehicle and boat excise abatement receipts.

- D. Does the Revaluation expense of \$200,000 cover the cost of valuating all properties in the Town? Will businesses also be revaluated in Fy14?

Mr. McKinney responded that it does pay the full cost; this is the 3<sup>rd</sup> year of a 3-year contract.

### **Treasury & Collection:**

- A. What financial institution handles Bond preparation and is \$21,500 their fees for the year? What dollar level of bonding would these funds pay for?

First Southwest handles the bond prep. Mr. McKinney cautioned that use of one-time revenue must be reported to Bond Council. Councilor Mathews noted that there are bonds with remaining balances- some that go back many years, and this is where it could be moved from to cover one-time expenses. He agreed however with the basic philosophy.

- B. What bank has the Lock Box services budgeted at \$35,000 and is this for all departments within the Town? What billings can be paid to the Lockbox? Does the School department, Water & Sewer Enterprise funds pay for their own Lockbox services?

Lock Box services are provided by Century Bank to accept payments on all bills that go out from the town, but it does not include any school functions.

- C. What is the nature of the \$5,200 in INS. BOND expense?

This covers the cost to bond town employees.

- D. What services will be paid for with the \$14,000 budget for Other Professionals? This fee covers Registry fees, title fees, advertising, check printing, and printing of W-2 tax forms.

- E. Why is BNK/SER/CH increasing by 100%?

Mr. McKinney responded he budgeted this based on actual spending; from \$1,000 to \$2,000.

- F. What Departments & Buildings does the \$90,000 in Postage Expense cover?

This line covers postage on all mailings (real estate and water/sewer bills, etc.). It does not include any school mailings

G. What are the components of the \$10,000 in Computer expense?  
This covers the cost of parking tickets.

Councilor Mathews asked how the change in hours has helped in the Municipal Finance Department. Mr. McKinney reported the extra half hour in the morning and evening are beneficial to the operation. They encourage the use of the drop box to help also. Councilor Smart asked if the vacant position will be filled and it was noted that there are roughly twenty unfilled vacancies across the system.

The committee reviewed the upcoming meetings schedule.

### **13 068 A -Town Council**

Councilor Mathews reported there are no increases for Town Councilors in this budget of \$85,500. The line item has been increased by \$3,000 for recording secretary services and this has been driven by the increase in the number of meetings. Each year a supplemental amount has been needed. The intent is to properly fund the line item going forward. The copier maintenance budget is increased by \$100 to cover the new copier. The council staff and their salaries were reviewed; there are three employees; one full-time assistant to the council one part-time assistant and an internal auditor. The part-time assistant is budgeted for up to 30 hours and fluctuates week to week as needed. The budget includes salary step increases. The auditor works an average of 18 hours per week; more during the budget season, and does not exceed 960 hours per year. The position does not include any benefits. The annual audit line increased by \$5,000 to cover the new three-year contract. The miscellaneous line item remains the same from FY13 to FY14 (but had been decreased in FY12). The budget does not include cell phones, ipads or postage allowance for the council.

### **Adjournment**

At 8:05 PM, there being no further business, a MOTION was made by Councilor Mathews to adjourn the meeting and was seconded by Councilor Smart.  
UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as recording secretary

Approved by Chairman Kenneth DiFazio-Budget/Management Committee