

**TOWN COUNCIL MINUTES  
BUDGET/MANAGEMENT COMMITTEE  
Town Hall Council Chambers  
April 27, 2011 - Wednesday**

Present: Patrick O'Connor, Vice Chairperson  
Arthur Mathews, Council President  
Michael Molisse, Councilor  
Michael Smart, Councilor

Not Present: Kenneth DiFazio, Chairperson

Also Present: Richard Swanson, Town Auditor  
William McKinney, Chief Financial Officer  
Scott Bois, Coordinator of Financial Services

Recording Secretary: Mary Barker

Vice President O'Connor called the Budget/Management Committee meeting to order at 7:00PM. Councilor Mathews reported that the Chairman would be not be able to be present. Vice President O'Connor noted that to accommodate the several department heads who were present, he would take items out of order.

***Review/Discuss General Government Budgets with Chief Financial Officer and Applicable Department Heads:***

**Health Department**

Dan McCormack, Health Department Director, appeared with CFO McKinney before the committee. They provided written responses to the questions posed by Auditor Swanson. Mr. McCormack gave a brief overview of the department make up. There is one Director, a secretary, one full-time and one part time nurse, one full-time sanitary inspector, and two grant employees who work with the department on wellness programs. He reviewed the source of funding for the wellness coordinator. Because some of the grant funding is going to be reduced, her salary is being moved to the administrative line, in addition to her associated expenses (mileage, stipends for state and locally mandated inspections).

Consultant fees are being paid to compensate for the loss of a sanitary inspector, who was laid off under the previous Director. The remaining positions are level funded and some have changed in designations or names.

Nursing services have been increased in the clinic line to accommodate the cost of the flu immunization. The department expects it will have to cover the cost due to an anticipated decrease in free supplies.

Councilor Mathews asked if the department is able to meet all mandated inspections with

budget reductions over the last year. Mr. McCormack responded that he has been able to keep up with inspections, but additional requests/complaints from residents are taking longer to get addressed. He expects to be able to work within the budget confines this year, but likely will try to request an additional inspector next year. Councilor Mathews asked if there is a way that fees can be allocated to cover some of the shortfall. Mr. McCormack noted that the fees simply cover the cost of the programs. Councilor Molisse thanked Mr. McCormack for the work in the wellness programs. Councilor Smart echoed the comments. He asked about the fee for flu shots. Mr. McCormack noted that HMO's and Medicare were billed for the costs as well. There was a brief discussion about the clinics, and their changing role with the competition from other sources.

### **Elder Services**

Sue Barnes, Director of Elder Services, appeared with the CFO. She reviewed the department's four full-time positions, which includes the Director, coordinator of volunteers, a transportation administrator and a CDL bus driver. There are four part-time; van driver for 25 hours per week, clerk for 20 hours, and two outreach workers who job share 20 hours each per week. There are three main divisions in Elder Services: outreach, transportation and the senior center activities and programs. These are three main sources of funding and includes federal monies from the CDBG grant, budget figures are preliminary until the state sets the grant funding and reflects an anticipated reduction. New federal census numbers will also affect the funding. Her budget includes conference and education fees, and is level service funded. She provided responses to Auditor Swanson's questions in his review of her budget. Councilor Smart asked about the procurement of gasoline for the vehicles, and the age of the vans. He noted that the Host Community Agreement includes replacements. There was a brief discussion of van purchases over the last ten years, and the cell phone use in the department. Mr. Gallagher provided insight to the town's cell phone contract. Councilor Molisse thanked the department for the services provided to the town's senior population. Ms. Barnes is providing a written report to the Councilors with an overview of the department's programs.

Vice Chairman O'Connor took the Library budget discussion out of order. He noted at this time that he may need to leave the meeting shortly to attend the Memorial Committee Meeting due to get underway shortly.

### **Libraries**

Director Rob McLean and the CFO reviewed the library budget. He will provide a written response to the questions posed in the Auditor's review. Vice Chairman O'Connor congratulated Mr. McLean on meeting the department's fundraising goal, as noted in the Weymouth News. He then reviewed the budget; cuts made in programs were covered by trust account funds; these are dwindling and will not sustain programs. His budget is showing an increase, but is actually level funded because it does not rely on one time or nonrecurring funding sources. The department is hiring an adult reference head. He then reviewed the department purchasing policies. Materials are purchased by

contract with the MA cooperative purchasing agreement at discounted rates. He then reviewed the circulation supplies budget and what it can cover for the three branches. Following this discussion, Vice Chairman O'Connor left to attend the Memorial Committee meeting and turned the meeting over to Councilor Mathews. There was a brief discussion of the library's fundraising through the Friends of the Weymouth Library. Councilor Mathews asked if the fundraising results brings the town into compliance with the state's requirements for materials purchasing and its accreditation standing. Mr. McLean responded that it will bring the town significantly closer to the requirement, but will not meet it without additional funding. Councilor Mathews asked if the town will be level funded next year in regard to library funding. Mr. McKinney referred him to the Cherry Sheet. Based on the materials requirement met, the town can expect to receive about 75% of the Cherry Sheet funding from the state. It will be used to pay the town's Old Colony Library Network assessment. No change in hours of operation in the library branches is intended, other than extended hours in the Children's Room on Tuesdays and Thursdays, at no additional cost. Councilor Mathews noted that the Tufts Library will require asbestos abatement in the near future. There was a brief discussion of the use of Fogg Library in this event. There was also a brief discussion of the conditions of the physical plants.

### **Youth and Family Services**

Michael Gallagher reviewed this budget. He provided a brief overview. This department has one full-time employee (the Director) and a part-time position which is funded through Parks and Recreation's budget. He commended the Director on what she accomplishes with little funding or help. There are some volunteers who help out. The Director varies her hours to accommodate the Teen Center hours of operation and she also assists on-call as needed for emergencies.

### **Commission on Disabilities**

Mr. Gallagher reviewed this budget as well. It is a single line item budget, and includes only recording secretarial services for the meetings of the department. The group is voluntary.

### **Veterans Services**

Mr. Gallagher reviewed this budget while the Director, Frank Burke, attends the Memorial Committee meeting. Mr. Gallagher reported that this is another department that runs almost solo and successfully meets the needs of the town's veterans. The assistant has attended training to help in the Department. The budget is level funded and reflects union and non union increases. This budget includes flags flown on all town public buildings and the flags decorating the veterans' graves in the cemeteries. There was a brief discussion of how the department will absorb the severe cuts in the Cherry Sheet projection, and how the department is coping with cuts in personnel while the number of veterans returning is on the rise. Mr. Gallagher responded that this department has benefitted from the closing of Town Hall on Wednesdays. It allows Mr. Burke a chance

to get caught up.

Adjournment

At 8:00PM, there being no further business, Councilor Smart made a MOTION to ADJOURN the meeting and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Kenneth DiFazio, Chairman of the Budget/Management Committee