

***Town Council Budget/Management Committee
May 9, 2013 at 6:45 PM
Town Council Chambers***

Present: Councilor Patrick O'Connor
Councilor Arthur Mathews
Councilor Michael Molisse
Councilor Michael Smart

Not Present: Chairman Kenneth DiFazio

Also Present: Mayor Susan M. Kay
Kathy Deree, Town Clerk
Richard Swanson, Town Auditor
Michael Gallagher, Director of Administrative & Community Services
Jeff Richards, Building Director
Jim Clarke, Director of Planning
Walter Flynn, Chair-CPC
Dan McCormack, Director of Public Health
Chief Davis, WFD

Recording Secretary: Diane T. Hachey

Vice Chairman O'Connor called the Budget/Management Committee Meeting to order at 6:45 PM. He noted that Chairman DiFazio had a family commitment and was unable to attend this evening. He entertained a motion to take measure number 13 074 out of order, motion seconded by Councilor Smart.

13 074-Free Cash-Firefighter Raises

The Mayor wishes to personally present this measure and read into the record as follows:

"That the town of Weymouth, through the Weymouth Town Council approve to raise and appropriate the sum of \$700,000 from free cash for the purpose of funding the FY 12, FY13 and FY14 economic impact of a Joint Labor Management Committee finding dated March 27, 2013 which awards the members of local 1616, International Association of Firefighters a zero percent increase in FY 11, a 2.5% increase in FY 12 and a 2.5% increase in FY 13.

Councilor Mathews believes this is a fair award and wants to confirm that as a result of implementation, there will be no layoffs, the Mayor confirmed.

Mr. Gallagher noted that arbitration wasn't finalized at the time of the fiscal year 2014 budget submittal.

Councilor Smart stressed the importance of the union and administration relationship going forward, in the best interests of the town.

Councilor Mathews reviewed the timeline for this measure: Budget/Management will vote, pending a favorable public hearing on Monday, a vote of Council will occur on the agenda of May 20. He further noted that this measure was submitted with the budget and would have normally been voted in June, but has been given priority and is being handled earlier.

Councilor Molisse motioned for favorable action, pending a favorable public hearing, motion seconded by Councilor Mathews and voted unanimously.

Councilor Molisse motioned to take measure number 13 068 G out of order, motion seconded by Councilor Mathews and voted unanimously.

13 068 G-Town Clerk

Kathy Deree was present and it was noted that Auditor Swanson had no questions as related to the budget.

13 068 N-Licensing and Inspections

Jeff Richards presented in answer to the following questions, posed by the Town Auditor:

Management & Administration Salaries represents the cost of the Administrative Assistant. Mr. Richards is the Manager so a portion of his compensation should be allocated to M&A to properly reflect the cost of M&A. Agreed?

This has been reviewed in prior years and Mr. Richards noted that it is more prudent to keep his salary under the inspections line item. Mr. Swanson does not concur.

What accounts for the significant increase in Inspection & Zoning Salaries of \$65,402 or 30.9%?

This represents John McLeod's salary. Last year a construction steering committee bond covered such, but the position is currently salaried as Mr. Richard's believes it is more prudent to do so.

Kindly discuss with the Committee the internal controls in place for accounting for Mileage Reimbursements totaling \$22,258.

Mr. Richards reviews daily mileage sheets which are submitted by eligible employees, which are tallied by month, with receipts attached and are audited internally.

Councilor Smart asked which employees have town vehicles, to which Mr. Richards responded that he and John McLeod have vehicles. He further asked which employees have town cell phones, to which Mr. Richards confirmed that all employees within his department, with the exception of the clerks.

Councilor Smart asked for the overall cell phone charges from Mr. Gallagher who confirmed that the town monthly charge is approximately \$4,000.

Auditor Swanson asked about the feasibility for those who have town vehicles to submit mileage on their personal vehicles instead. Mr. Richards will investigate.

What is the nature of work done by part-time help costing \$17,200 under Wiring/Electrical Inspections? How many days of work will this pay for?

This represents a part time electrical inspector who covers vacation/sick leave for the full time inspector. The part timer is additionally utilized for weekends/emergency calls. Mr. Richard's department also employs a part time clerk for 4 days/week.

Councilor Mathews asked about the trends of the department. Mr. Richards responded that his department is realizing approximately \$100,000 this year in permits, he attributes this as a result of opening the department earlier in the day.

Councilor Smart asked Mr. Richards for his projections going forward. Mr. Richards confirmed that Weymouth is basically built out and he is relying on renovations to current locations for income. He foresees his revenue to be flat next year.

Councilor Mathews asked if there are any state mandates that he is unable to meet. Mr. Richards cited the weights and measures piece is state mandated, and they are able to satisfy. Trench requirements are an unfunded mandate—which he could use a clerk to enforce.

13 068H-Department of Planning and Community Development

Jim Clarke presented in answer to the following questions, posed by the Town Auditor:

Kindly provide an updated Organizational Chart and review said chart with Committee members.

Working under the director are a Principal Planner, Economic Development Planner, Traffic Engineer, Community Development Coordinator, Grant Writer and Researcher Secretary and Conservation Administrator (who has a Principal Clerk reporting to her).

The Salaries are increasing by 17.2% or \$53,013 compared to Fy13. Is this mostly due to the Grant Writer position added to your department?

Yes—the individual started in the position a few months ago.

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

Yes.

Kindly provide a schedule that shows all employees and how their compensation is allocated to various funds. Please review with the Committee and me.

Mr. Clarke provided such a chart reflecting fiscal year 2014 salary projections for each employee. Auditor Swanson questioned the figure allocated for the Community Development Coordinator in the amount of \$74,258-Mr. Clarke will investigate and resubmit the detail to auditor Swanson.

Councilor Smart asked about department cell phones and town vehicles to which Mr. Clarke responded that he is the only employee with a cell phone and there are no issued town vehicles.

Does the Grant Writer support the School Department? If so, perhaps a portion of the compensation should be allocated to schools. Is the town now applying for more Grants and have there been increases in obtaining Grant Funds resulting from this position?

Mr. Clarke noted that the school department employs their own Grant Writer but they try to coordinate efforts with them.

13 086-Community Preservation Committee Annual Appropriation

Jim Clarke and Walter Flynn presented in answer to the following questions, posed by the Town Auditor:

The “State Match” is 27% of the Surcharge which will generate \$149,163. What is the Committees’ opinion on any possible upside to the “State Match”?

Mr. Flynn’s sense is that the upsides are that the state match will probably increase to 28% (noting that this is not contributed by the taxpayers) and \$25M remains unspent from last year to cities and towns.

Currently the Surcharge is 1%. Has the Committee discussed a possible recommendation to increase this percentage in order to generate more money for Community Preservation?

This is not within the committees’ purview. Mr. Flynn confirmed that each CPC member is a Weymouth resident and some may support and some may not. Action to increase this surcharge would have to originate from a resident petition.

Within Administrative costs there is Salary Allocations of \$20,000. To what Fund/Department is this allocated to? What is the nature of this allocation?

This is allocated to the operational budget, not to one specific fund or department.

Why is Recreation budgeted at zero for FY14?

Mr. Flynn noted that the law has changed to provide for funding for recreational projects, this is budgeted jointly with open space.

Is the Debt Service budget of \$169,888 all for the Emery Estate purchase?

Yes, but the fiscal year debt service totals \$241,775.

Councilor Mathews noted the upswing in the real estate market and is hopeful that the state match will increase.

Councilor Smart asked about projects pending with the CPC, to which Mr. Clarke responded that the WHA is funding a day care center on Lake Street, affordable housing for Veterans and Pond Plain building repairs.

13 068 P-Health Department

Dan McCormack presented in answer to the following questions, posed by the Town Auditor:

Mr. McCormack noted that his department is much smaller than in years past, and he is operating with 3 staff below where he should be.

*The total Fy14 budget for Expenditures is 4% or \$18,170 higher than the Fy13 budget.
Are all step increases and pay raises included in this budget?*

All step increases are included, with the exception of the union office manager. He noted that he is requesting additional hours (increased from 21-28) for the part-time nurse position due to increased health needs.

How many members are on the Board of Health and is the \$8,000 intended to pay all members for the year?

There are 5 (five) members which are comprised of 1 (one) Chairman and 4 (four) members. The Chair receives \$2,000 yearly, with members receiving \$1,500 yearly.

What will the \$15,000 in Other Professionals pay for?

This is utilized to compensate a consultant to perform food inspections; more than 300 establishments exist in the town and it is mandated that they are inspected twice a year.

Kindly discuss the internal controls in place to monitor mileage reimbursement expense which is budgeted at \$8,000.

Mr. McCormack confirmed that he reviews, on a monthly basis, all employee mileage forms submitted to him. He utilizes the town's internal access database and mapquest to confirm mileage submissions.

What will the TOBCOMPL pay for?

This represents \$5,000 to pay for quarterly compliance checks in an effort to curb underage tobacco use and purchase. Last year more than \$2,300 was collected in fines, additionally the department recently adopted a \$100 annual license fee for the sale of tobacco which has netted \$7,700 to the town's coffers.

Why are Salaries in Nursing Services increasing by 12.4%?

Mr. McCormack has requested an increase in hours for the part-time nurse, due to an increase in client visits.

What kinds of clinics are conducted with an operating budget of \$19,000?

The majority of this funding is utilized for flu vaccines, as the state has drastically reduced the free supply. Additional clinics are: blood pressure clinics, health fairs, and other vaccines.

Capital Improvement Plan for 2012-2016

Mr. Clarke presented and noted that there are no significant changes from prior years. Recommendations from the committee are made to the Mayor and the plan is formulated by the Capital Improvement Committee.

Councilor Mathews noted that prices are more reflective of the current market and this is important as Auditor Swanson utilizes the CIP book when measures are put forth.

Councilor Molisse voted to accept the Capital Improvement Plan report, motion seconded by Councilor Smart and voted unanimously.

With no further business to attend to, Councilor Smart motioned to adjourn at 8:59 PM -motion seconded by Councilor Mathews and voted unanimously.

Respectfully Submitted by: Diane T. Hachey

Approved by: Vice Chairman Patrick O'Connor