

***Town Council Budget/Management Committee
May 2, 2012
Town Council Chambers***

Present: Chairman Kenneth DiFazio
Councilor Arthur Mathews
Councilor Michael Smart

Absent: Councilor Patrick O'Connor
Councilor Michael Molisse

Also present: Richard Swanson, Town Auditor
Jeff Richards, Director of Building
James Clarke, Director of Planning and Community Development
Walter Flynn, Chair of the Community Preservation Committee

Recording Secretary: Diane T. Hachey

Chairman DiFazio called the Budget/Management Committee Meeting to order at 6:50 PM. He announced each appointee and committee reappointment into the record, bundled, and motioned for favorable action to the Town Council:

12 063-Reappointment to the Board of Assessors-Paul Haley

12 064-Reappointment to the Cemetery Commission-Deborah Sullivan

12 065-Reappointment to the Community Events Committee-Frannie Xerokostas

12 066-Reappointment to the Commission on Disabilities-Maria Flynn

12 067-Reappointment to the Board of Elder Services-Steve Manupelli

12 068-Reappointment to the Board of Elder Services-Dorothy Cannif

12 069-Reappointment to the Historical Commission-Jody Purdy-Quinlan

12 070-Reappointment to the Scholarship Fund Committee-Linda Sforza-Berg

12 071-Reappointment to the Waterfront Committee-Paul Brooks

12 072-Reappointment to the Zoning Board of Appeals-Richard McLeod

12 073-Reappointment to the Fourth of July Committee-Peter Webb Jr.

12 074-Reappointment to the Veterans Council-Francine Nesson

Councilor Mathews motioned for favorable action on measures 12 063-12 074, motion seconded by Councilor Smart and voted unanimously.

12 042H-Planning and Development

James Clarke presented an overview of his department, and supplied an organizational chart—inclusive of salaries, which are reflective of step increases. He noted that his department has changed minimally since last year. Rod Fuqua retired and Bob Luongo has assumed his responsibilities and has been promoted to Principal Planner, which leaves the Economic Development position vacant. He is concerned about funding for this position and may or may not fill it. Mr. Clarke is proposing that the Economic Development position and the Community Development Planner position are combined to be one full time position. The individual filling this job will be upgraded from a grade 9 to a grade 11.

Mr. Clarke explained that positions will be charged to CDBG and the Redevelopment Authority, with remainder of balances charged to administration.

The Conservation Administrator position will be revised from part time to 5 days per week, due to the number of ongoing projects in the town.

It was noted that all questions supplied by Auditor Swanson, were covered by Mr. Clarke's presentation.

12 042N-Licensing and Inspections

Jeff Richards provided the overview for this department and reviewed the organizational chart, which includes step increases. He noted that Don Drew is a part-time wiring inspector who covers for the full time wiring inspector when he is out. Lisa VanWinkle's responsibilities for the Board of Licensing Commissioners were absorbed to his department. It was clarified that 80% of her salary was charged to the general fund and 20% funded by the capital plan.

Councilor Hackett asked if any thought had been given to transferring the administrative functions of the Board of Licensing Commissioners to the Town Clerk. Mr. Clarke responded that no discussions have occurred regarding this.

Councilor Hackett asked if our Building Department is conducting inspections at Southfield. Mr. Richards explained that they are conducting inspections-- at the rate of approximately 40 hours per month but they are being billed accordingly.

The following were questions posed by Auditor Swanson, which were not covered previously by the presentation.

Mileage/town owned vehicles—Mr. Richards confirmed that he has a town owned vehicle and he conducted a fuel comparison based on usage, he expended \$2,000 last year on his vehicle and expects that figure to be lower this fiscal year. The vehicle is necessary as he is a 24/7 public safety official.

12 062-Community Preservation Committee Annual Appropriation

Mr. Flynn and Mr. Clarke presented to the committee and noted that they do not have a list of projects and their revenue projections and noted that they have previously held their mandatory public hearing. It was noted that debt service is a new line item as they are making payments on a 10 year bond.

There was a discussion regarding the possible change in match by the state, the bill is currently in the house and needs approval by the Senate, the final outcome should be realized by July.

The following were questions posed by Auditor Swanson, which were not covered previously by the presentation.

The state match line item decreased by \$22,198 because the state match is based on the prior (not the current years assessment).

The administrative costs are 5% of revenue, the salary allocation of \$20,000 is attributed to the initial support of Jim Wilson and Scott Bois. Mr. Clarke noted that the CPC receives some support from finance and more from the Planning Department.

Councilor Hackett suggested utilizing administrative costs for stipends for those members on the board who are not currently receiving compensation.

Recreation is budgeted at zero, as normally you cannot spend money on land owned by the town prior to adoption of the CPC, the committee has yet to receive project requests.

The debt service budget of \$183,581 represents the Emery Estate purchase price plus the mandatory set aside for open space.

With no further business to attend to, Councilor Smart motioned to adjourn at 7:58-motion seconded by Councilor Mathews and voted unanimously.

Respectfully Submitted by: Diane T. Hachey

Approved by: Chairman Kenneth DiFazio