

***Town Council Budget/Management Committee
May 23, 2012 at 6:45 PM
Town Council Chambers***

Present: Chairman Kenneth DiFazio
Councilor Arthur Mathews
Councilor Michael Smart

Absent: Councilor Michael Molisse
Councilor Patrick O'Connor

Also present: Councilor Jane Hackett
Richard Swanson, Town Auditor
Michael Gallagher, Director of Admin. & Comm. Svcs.
Kathy Collins, Youth and Family Services
Dan McCormack, Director of Health
Michael Doyle, Parks and Recreation
Sue Barnes, Director of Elder Services
Joanne Parisi, Director of Veterans

Recording Secretary: Diane T. Hachey

Chairman DiFazio called the Budget/Management Committee Meeting to order at 6:48 PM.

Review/discussion of Youth and Family Services, Veterans Services, Commission on Disabilities, Health Department, Elder Services, Parks and Recreation with Chief Financial Officer and applicable department heads

12 042W-Youth and Family Services

Kathy Collins presented and announced that the Teen Center will soon be opened with renovations progressing. The hours for the Teen Center are Monday through Thursday from 2-6 and Friday from 2-9. They served 450 families at Christmas. It was noted that there exists no line items for expenses, as they are paid out of the revolving account and are comprised of revenue resultant from donations and snack bar proceeds—totaling approximately \$45k.

Auditor Swanson posed the following questions:

Inclusion in the fiscal year 2013 budget (not included in the 2012 budget) is an Assistant Recreation Coordinator totaling \$33,714, what does this represent?

This position is not new but had been paid out of the recreation budget in past years, and has since been moved to the Youth and Family Services budget.

12 042R-Veterans Services

Joanne Parisi presented and proceeded to answer the following questions posed by Auditor Swanson.

Please discuss the increase in salaries reflected by the Director's pay and principal clerk's pay.

The principal clerk's salary was split with Elder Services in the past, and is now reflective solely in the Veterans budget. The reason for the increase is resultant from a change in position for the principal clerk-- due to increases in services being requested by returning Veterans.

Councilor Mathews asked if there are any unfunded mandates which the town is unable to meet, to which Ms. Parisi answered that there are not.

12 042V-Commission on Disabilities

Mr. Gallagher noted that under the prior form of government, it was mandated that the Commission on Disabilities have its own separate budget, but under the current form of government this is not necessary. He will consider merging this to the Mayor's budget next fiscal year.

12 042P-Health Department

Dan McCormack presented and gave an overview of his organizational chart which includes an administrative assistant, sanitarian, environmental health officer, one full and one part time health nurse, and two wellness staff members. It was confirmed that all step increases are reflected appropriately in the budget. The following questions were posed by Auditor Swanson:

Please explain the Board of Health charges reflective in the budget.

It appears as though the chair is allotted \$8k when in fact that is the total for all 5 BOH members, the chair is allotted \$166.60/month and the remaining board members \$125/month.

Please explain the public health nurse--21 hour/week part time position.

Mr. McCormack noted that the department used to employ 2 full time nurses, but is now down to 1 full and 1 part time.

What are the components of \$15k as noted in the "other professionals" line item?

The Health Department experienced a reduction in staff by one full time inspector about 3 years ago and this funding is utilized for hiring of a consultant (on a per diem basis). This consultant performs food inspections for the more than 300 establishments. It was noted that the state requires inspections at a minimum of twice per year, which they are able to conduct.

Please discuss the internal controls used for monitoring travel expenses?

Mr. McCormack noted that each month he reviews the mileage submitted by his employees, via a mileage form, comparing to the internal access database for inspections.

Please explain the new line item entitled TOBCOMPL totaling \$5k.

Mr. McCormack explained that 10 years ago the department had 3 FTE's performing tobacco compliance checks, currently there is no staff allocated to this function. This funding was requested through the Mayor's Office for quarterly checks on the 80 licensed tobacco establishments in town. He further noted that there currently is no charge for the annual tobacco sales permit, and he is advocating for implementation of a \$100 fee (which equates to \$8,000 income to the town).

There was a discussion about fines for selling tobacco to minors, which are set by tobacco regulation, and is \$100; upon a compliance check 6 of the 80 establishments were caught resulting in fines of \$500-which are deposited to the general fund.

Please explain the operating budget for clinics.

Mr. McCormack confirms that this represents purchasing flu/pneumonia vaccines, supplies and charges per diem for staff to hold several flu/pneumonia clinics throughout the flu season. The funding is also used for blood pressure clinics, health fairs, supplies for the clinic room, and purchasing of many different types of vaccines.

Councilor Smart inquired about over the counter sundries used for other purposes (ie: bath salts) and if there is anything in the health regulations which prevent sale of these items. Mr. McCormack is not aware of any regulation preventing the sale of these items. Councilor Smart noted that he may put forth an ordinance regarding this.

Councilor Hackett asked if the health department conducts any services to Southfield, to which Mr. McCormack confirmed not, but a few years ago they were involved in some demolition construction.

12 042T-Elder Services

Sue Barnes distributed an overview and organizational chart of her department. She noted the following employees, a transportation administrator, coordinator of volunteers, 2 part time outreach employees, a part time clerical assistant, a CDL driver and a part-time driver. For vehicles inventory she has a fleet of 6 vans, a big bus (capacity for 18 passengers and handicap assessable), and 2 mini busses (capacity for 6 passengers). Ms. Barnes confirmed that all step increases are reflected in the budget.

Auditor Swanson posed the following questions.

Please provide a schedule which indicates what fund each employee is charged to.

Ms. Barnes noted that her salary is 100% funded by the town, the volunteer coordinator is split 30% town and 70% CDBG, one outreach worker is 100% funded by the town, with the other

fully funded by EOEa , the part-time clerical worker is charged 50% to the town and 50% to EOEa, the transportation administrator is 100% town funded, one part time driver is 80% town and 20% EOEa, with the other driver 57% CDBG and 43% EOEa. Further it was noted that all benefits for these employees are paid through the town.

Please explain why cell phones are necessary.

Van drivers are each issued a phone in order that they can be contacted when elders are ready for pick up from appointments.

What does the \$1,732 in “other professionals” line item represent.

This is the fee for Mass. Council on Aging and includes attendance at their annual conference.

What is included in ‘transport expense’.

Ms. Barnes noted that this represents a contract through South Shore Elder Services and is standard practice.

Councilor Mathews noted mitigation funding from Southfield, inclusive of new vans, and asked Ms. Barnes to ascertain her need.

She recommends possibly purchasing cars versus vans due to the difficulty for elders to climb aboard vans.

Councilor Smart asked if the town pays for certification for CDL-to which Ms. Barnes responded in the affirmative. He further noted that the town is liable for transporting the seniors and requested that they are cognizant of this.

12 042S-Parks and Recreation

Mike Doyle and Mike Gallagher presented and noted that an organizational chart will be forthcoming,

Auditor Swanson posed the following questions:

Please explain why the total budget is \$15,239 less than last year.

Mr. Gallagher noted that they moved a part time employee who was charged to recreation to the youth and family services budget, additionally the lifeguards salaries were also moved. It was confirmed that all step increases are reflected in the budget, and all FTE’s are paid out of appropriations and not the general fund.

Please explain the decrease in electric and phone expenses.

Mr. Gallagher explained that phones, which were no longer needed, were disconnected, in addition to changing out of fixtures, both resultant in substantial cost savings.

Why is rent/lease doubling for fiscal year 2013.

The department has run out of storage space for equipment and this represents charges for renting of storage pods.

Please provide a complete field rental schedule for all fields in town for fiscal year 2012, inclusive of fee schedules. It was noted that this question was submitted through Councilor Smart.

Mr. Doyle presented from a handout and assured the committee that he will distribute. He noted that youth leagues are charged \$20 permitting fee for use of a field for a 4 month season. The committee strongly voiced their concerns as to the minimal charge and noted that this charge be investigated. Avenues for investigation were an analysis of surrounding towns, in addition to the impact an increase would have on sport participants. Councilor Mathews noted that this is a topic for a separate meeting as this is a multi-faceted issue, noting mitigation funding. Mr. Gallagher voiced his opinion that the costs incurred in maintaining fields in relation to the charge must be ascertained, in addition to whether or not this fee should be passed on to the user. Mr. Gallagher will gather detail and deliver details to the committee tomorrow. The committee asked for a detailed breakdown of the town field rental schedule-- inclusive of fees paid to the town.

Ms. Hackett stated that permitting, maintenance, and coordination of fields all need to be discussed and these are very important issues. She doesn't believe that tomorrow evening is the most advisable time nor venue. She further noted that youth hockey equipment is in dire need of replacement and has safety concerns for the youth.

Mr. Gallagher stated that a bigger problem exists involving maintenance of fields by both the DPW and school department. The Mayor is looking into centralizing this in addition to determining if the field maintenance should be self sustaining; what portion of the budget should be utilized; and where does one go to augment the overage. It was noted that a comparison to similar sized municipalities is a key factor in this equation.

Councilor Mathews motioned for a continued discussion of Parks and Recreation at tomorrow evenings' Budget/Management Meeting, based on detail supplied by administration, motion seconded by Councilor Smart and voted unanimously.

With no further business to attend to, Councilor Mathews motioned to adjourn at 8:22-motion seconded by Councilor Smart and voted unanimously.

Respectfully Submitted by: Diane T. Hachey

Approved by: Chairman Kenneth DiFazio