

**TOWN COUNCIL MINUTES
Budget/Management Committee
Town Hall Council Chambers
May 24, 2012-Thursday**

Present: Kenneth DiFazio, Chairman
Arthur Mathews, Council President
Michael Molisse, Councilor
Michael Smart, Councilor

Not Present: Patrick O'Connor, Vice Chairman

Also Present: William McKinney, Chief Financial Officer
Richard Swanson, Town Auditor
Kathy Deree, Town Clerk
Michael Gallagher, Director, Administrative and
Community Services
Rob McLean, Director of Libraries
Michael Doyle, Director of Parks & Recreation

Recording Secretary: Mary Barker

Chairman DiFazio called the Budget/Management Committee Meeting to order at 6:45PM.

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

Deliberate the following measures:

12 042A-Town Council

Councilor Mathews reviewed the level funded budget. It includes step increases for the assistants to council. Council salaries are unchanged as is the wage for the auditor. The annual audit fee budget is increased by \$2000 to meet contract terms. A new color copier was purchased. The recording secretary line item is underfunded. This particular item will require assessment in the FY14 budgetary process; Councilor Mathews noted the line has not been adequate in his tenure and is a result of additional meetings.

12 042G-Town Clerk

This budget was presented by Kathy Deree and Lee Hultin. Ms. Deree provided the organizational chart the committee requested. The budget, which is level funded, does not address a shortfall in the assistant clerk position, which will be addressed via a supplemental funding request. There is one less election in the next fiscal year that accounts for the decrease in the custodial overtime line. Miscellaneous expense line

\$10,000 includes part- time poll workers, a maintenance agreement, constable services, advertising and \$1200 budgeted to replace or repair damaged voting booths.

12 082-Town Clerk Advertising-Reserve fund Transfer

CFO McKinney reported this line is showing a shortfall and \$1500 is required to cover it. Bonds are required to be published in full and the costs are higher. Councilor Smart asked whether it is possible to charge the applicant for advertising fees. Councilor Mathews will check with Solicitor Lane.

A MOTION was made by Councilor Mathews to forward item 12 082 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

12 042B-Mayor's Office

CFO McKinney and Michael Gallagher reviewed this budget, which is level funded and includes discussion of questions posed by Auditor Swanson, including insurance policies, end of year reporting, net school spending considerations, costs associated with the Wey/Bra agreement, CIP inventory lists, donation / gift accounts, and recycling and trash contracts.

12 042D-Municipal Finance

CFO McKinney provided the organizational chart as requested by Auditor Swanson and the committee reviewed the level funded budget, which includes Procurement, Payroll, Assessing, Collections and Coordination of services. Budget includes all step adjustments, Medicaid reimbursement, appellate court fees for tax appeals, software, revaluation schedule, lockbox services, OPEB consulting fees, postage and bonding preparation fees.

12 050-Free Cash-Salary Reserve

CFO McKinney reviewed the request for \$150,000 to set aside towards the impact of collective bargaining agreements. Several units are in negotiation; some close to settlements. Councilor DiFazio noted the school department should consider a similar move since some of their bigger contracts are in bargaining. There was a brief discussion on whether setting aside funds in anticipation of settlements violates collective bargaining. Councilor Smart questioned whether the amount will be sufficient.

12 051-Free Cash Stabilization Fund

CFO McKinney reviewed the request to transfer \$200,000 to the stabilization fund; the current balance is \$950,000.

12 042Q-Library

Director Rob McLean reviewed the library budget. He provided the organizational chart and responded in writing to the questions that were provided by the Auditor. Discussion included the full and part- time positions, Board of Trustees, materials selection process, reduction in state aid, dwindling gift/donation accounts, membership in Old Colony Library Network and associated costs. Councilor Mathews noted that the library could

utilize assistance from high school students who are required to meet community service hours to help in the library materials cataloguing. Director McLean responded that an internship program would require discussion with the union. There was a brief discussion whether the library has any unfunded mandates that will not be met, and whether it will meet accreditation.

12 050-Free Cash-Salary Reserve

A MOTION was made by Councilor Mathews to forward item 12 050 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

12 051-Free Cash Stabilization Fund

A MOTION was made by Councilor Mathews to forward item 12 051 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

12 042 -Parks and Recreation, Continued

A MOTION was made to add a late agenda item and was seconded by Councilor Smart. The Budget/Management Committee met last night and requested additional information which has now been provided. Councilor Molisse noted he was not in favor since the Parks and Recreation Committee is not meeting until next week. He noted the discussion should take place in the Parks & Recreation committee. Councilor Smart had also requested the fee schedule which has been provided.

Voted 3/1 (Councilor Molisse-no)

There was a brief discussion on a Point of Order by Councilor Mathews. Discussion took place off the record for a review of action taken under 2-9 b.

The review of Parks & Recreation was voted at the May 23,2012 Budget/Management Committee to be continued to a future time. No action was taken. The review of the Parks and Recreation budget stands; this will be continued to a future date.

At 8:20 PM, there being no further business, a MOTION was made by Councilor Mathews to adjourn the Budget/Management Committee meeting and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Ken DiFazio
Chairman of the Budget/Management Committee