

**TOWN AUDITOR  
QUESTIONS ON PROPOSED FY 2021 BUDGET  
MAY 11 2020 MEETING OF THE BUDGET/MANAGEMENT COMMITTEE**

**MAYOR {Measure 20 055B}**

**A. What type of Professional Services will the \$15,000 be used for?**

Recording secretaries, data management (parking clerk), printing, event/meeting catering. This line-item was reduced by 18%. Other line-items were eliminated and will now be funded through this line item.

**B. The Towns' Cost for Insurance is budgeted at \$1,200,000, which a 50% increase compared to FY20. Please explain to the committee the cost drivers of such a huge jump in cost. Were other Insurance Agents/Companies contacted for price quotes for Fy21?**

The proposed increase stems from primarily three areas: (i) more expensive coverage; (ii) additional coverage added in FY 20; and (iii) concerns for increased or additional costs next fiscal year.

The budgeted amount for insurance costs in FY20 was \$800,000 (as it had been in FY19 and FY18). The actual costs for FY20 was \$922,221, which represent a 9.0% increase over the previous year's actual costs (\$846,168) or a 15.3% increase over the budgeted amount for FY 20 (\$800,000).

Although budgeted for \$800,000, the initial quote we received in spring 2019 for FY20 was \$855,340 or a 6.9% increase over the budgeted amount for FY20. We did not seek at that time to amend the appropriation measure as actual insurance costs fluctuate during the fiscal year for several reasons and we thought we would address the potential shortfall, if one arose, later in the fiscal year.

We also added insurance coverage in several areas. Over the past four years, we have increased insurance coverage in several areas. For example, we added close to \$90,000 in yearly insurance costs by more accurate building valuations. When we revalued the Town's buildings, for example, the coverage for Weymouth High School was more than \$50,000,000 less than replacement value. What that means, for example, would be that had there been a catastrophic covered loss to the high school building before we

revalued the building in October 2018, MIIA would have paid us more than \$72 million to replace a building that would have cost us more than \$125 million to reconstruct.

In FY20, we also added other coverage, for example, the Harbormaster's new boat, secured with a grant (\$34,000), a cyber policy (\$15,219) and a builder's risk policy for the Tufts Library construction (\$17,954). While a builder's risk policy is usually a one-time cost, when Tufts Library is added back to the schedule of values, the Town's property liability costs will increase approximately \$20,000, but we do not know the exact value as this time. These additional coverages represent most of the rest of the FY20 actual cost increase over the budgeted amount for FY20.

The initial quote for FY21 was \$1,006,078, which represented a 26% increase over the previous year's budgeted amount. We do not plan to add coverage this fiscal year, but we anticipate some mid-year adjustments, as we have seen in previous years.

We typically experience necessary appropriations above the initial quote to also pay deductibles during the fiscal year. In FY17 and FY20, deductibles were less than \$40,000, while deductibles in FY19 were \$119,031 because of a billing mistake on MIIA's part in that they did not bill us for any FY18 deductibles. While we do not know how high deductibles will be, we do anticipate claims to be higher this next fiscal year than in the previous five years.

## **INFORMATION SERVICES {Measure 20 055F}**

- A. Kindly enlighten the Committee as to what the \$65,000 in budgeted Telephone Expense pays for within the Town.

This covers town-issued cell phones and hotspots costs – including usage plans and equipment.

- B. Kindly provide a list of the Agreements in place that support the \$370,000 in the line item CPT/SOFT/Maintenance. Please explain to the Committee what goods or services will be delivered with these monies.

Product:	Vendor:	Goods or Services:
Microsoft Software Licenses	Dell Marketing	All Microsoft licensing
Munis Modules Software Support	Tyler Technologies, Inc.	Munis hosting and software
Munis GUI Desktop	Tyler Technologies, Inc.	Munis user clients
Fixed Assets	Sage Software, Inc.	Fixed asset tracking software
Vehicle Maintenance	CFA Software	Vehicle Maintenance software
PublicEye for Public Safety	ZCO Corp.	Fire Department iPad application
VMWare Support	Advizex	VMware licensing and support
Dog License Software	Stellar Corporation	Dog licensing software
Qalert	Qscend	Call tracking software

- C. What type of services will be provided with the \$50,000 budget in Other Professionals?

The other professional services line item covers expenses incurred for SQL database support, firewall support service, and other projects that require specialized skills. Rather than hiring specialists, IT contracts for experts in the areas we need to complete targeted projects saving the Town salary, benefit, and retirement costs.

- D. What are the components of the \$70,000 budget for Maintenance Contracts COMPUTER and what is the nature of these expenditures?

Product:	Purpose:
Fiberlink MAAS360 MDM	Mobile device managment

IPOSS Support for Avaya Switches	Licensing and software support for phone system
Dell/Compellent Support Center (DR)	Town SAN which houses all Town data and DR for PD data
Dell/Compellent Support Center	PD SAN which houses PD data and DR for Town data
Avaya IP Office Switches	Town phone system hardware maintenance
Video Surveillance Maintenance	Town video surveillance support
Dell Blade Centers	Town server hardware maintenance

E. Does the \$20,000 in Internet Access Expense cover the entire Town Government excluding School Operations?

This line item covers the costs associated with our internet connectivity, hosting and maintenance of our website, as well as maintenance and repairs of our fiber Network.

## **VETERANS SERVICES {Measure 20 055R}**

A. Please explain to the Committee how the Benefit Program (budgeted at \$525,000) works as well as the State Reimbursement Program.

This funds the necessary resources to provide benefits (shelter, food, and medical reimbursement primarily) to qualified and eligible Veterans and Dependents according to MA General Laws. Benefits provided to Veterans and Dependents are reimbursed to the Town of Weymouth by the Massachusetts Department of Veterans Services on a quarterly basis the following FY at the usual rate of 75%. (e.g. expenditures of \$100,000 the 1st quarter of FY20 will result in a return of \$75,000 the 1st quarter of FY21.) This program is designed to provide a modicum of dignity to our eligible Veterans and has been in place since the Civil War. We served 109 Veterans or Dependents in FY20. This program also allows us to provide for burial

assistance for our least fortunate Veterans as well as preventing homelessness, with the latter is reimbursed at 100% back to Weymouth.

## **PARKS & RECREATION {Measure 20 055S}**

- A. The Fy21 Operating Budget is budgeted with a 1% decrease compared to Fy20 with 5 FTE. **No Questions**

### **Recreation Revolving Fund**

- A. Please provide the Committee and Auditor with the Fy20/21 Fee Schedules. Will there be any increases in Fy21 fees? When was the last increase in fees? How do Weymouth's fees compare to other towns similar in size?

**Given the current COVID-19 crisis, the status of the summer programs offered by Weymouth Recreation is yet to be determined. In the event that programming is permitted, we anticipate an amended offering of programs which will likely result in reduced fees and subsequently reduced overall revenue.**

- B. Measure 20 057 REVOLVING ACCOUNTS will authorize a Revenue Limit to Accept of \$1,150,000 in FY21 and \$1,100,000 to Expend for the Parks and Recreation (fund 5209) in FY21. How does your Fy21 Operating Budget using Revolver Funds fit into these Limits which the Council may authorize? What are the revenue and expense budgeted amounts for Fy21 using Revolver Funds?

**The FY21 Operating Budget is separate from then Revolver Funds (5209). Revenues and expenses in the Revolver Fund are generated through summer programming, school year programming, pool and rink rentals and directly associated staff, equipment and utility expenses.**

## **CIVIL DEFENSE {Measure 20 056U}**

- A. Kindly enlighten the Committee as to the status of any Federal/State Grants/Awards regarding Civil Defense. Have any monies been received in FY 2020 and do we anticipate any funds next year?

**In FY2020 we received an EMPG grant for \$21,500. We expect the same amount next year.**

B. How many volunteers are available to work with Mr. Mulveyhill when necessary? How does this level compare to the past year?

I have a roster of 34 volunteers. That is down 2 from last year.

C. Kindly discuss with the Committee the status of the Equipment Civil Defense currently has available and provide a “Needs List”.

Equipment status:

Generators are within 5 years of purchase and in good Condition

Radios are new and P25—purchased with EMPG grant funds

Cones and cone trailers are less than 8yo and in good condition

Needs List:

The most urgent need is field response uniforms, specifically jackets

We also are looking at a repeater for the new P25 network

## **YOUTH & FAMILY SERVICES {Measure 20 055W}**

A. Briefly describe for Committee members what programs the Teen Center conducts and the hours of Operations with an Operating Budget of \$136,781.

Weymouth Youth and Family Services is the social services/outreach department for the Town of Weymouth. We help constituents in need of utility, shelter and food. When the current crisis slows down (hopefully comes to and end) and utilities start to shut people off we are going to be in higher demand. We are also a referral service for other needs. We work closely with the other departments in town to offer programs to our families. We deliver Christmas gifts to over 300 families in town. We have a holiday coalition to ensure every family receives gifts. I believe this year is going to be a difficult one for families. Weymouth Youth & Family Services also runs the Weymouth Teen Center. We provide a safe centrally located space for grades 6-12. The teen center is an after school drop in program where the teens can play various games as well as just hang out with their friends. A couple of the programs we have at the center are the workforce development program where we hire youth from the town to work in various departments. We teach them how to fill out an application, get a work permit. Do mock interviews as well as get job experience. The teen center also offers the Junior pool league. The teens work hard and they play against the 1st responders, senior center pool players. They compete in 2 state championships and earn their way to play on the National stage in Las Vegas. Weymouth Youth and

Family Services continues to provide old and new opportunities for the families in Weymouth. We are always evolving to meet the needs of the town.

- B. Are there any Federal or State Awards that can be used to run your Operations? Do you receive any Donations?

The only State Award we receive is the money for the Workforce development grant. We hire teens throughout the town to work in various departments. This year it was \$100,000.

#### **TOWN SOLICITOR {Measure 20 055E}**

- A. The FY21 Operating Budget is decreasing by \$114,000 mainly due to the elimination of an Assistant Town Solicitor. **Correct.**

- B. Please provide a list of all Outside Law Firms/Attorneys that are under contract in FY20 with the Town and discuss the nature of the work each firm conducts for the Town.

Joseph Emerson, Esquire - Labor Counsel/Consultant; Flat Fee of \$2,000.00 per month and additional billable hours at \$175.00/hour.

Miyares and Harrington, LLP - Litigation Counsel- Compressor Station;

Partners: \$275.00/hour;

Staff Attorneys: \$225.00/hour; and

Law Clerk/Paralegals: \$100.00/hour.

We expect this firm's work next year will be substantially less than previous years.

Motley Rice LLC - Opioid Litigation

Contingency Fee - 20% of any recovery, 25% after pretrial conference, plus expenses, which in no case will the total fees and expenses be more than 50% of any monetary recovery.

KP Law, P.C. - 40B Permit Application opposition

Attorney Jonathan D. Witten - \$250.00/hour.

- C. In the FY21 proposed budget there is a total of \$154,000 requested for Special Counsel which is the same as FY20. Kindly explain to the Committee what the “Special Counsels” do for the Town.

The Town Solicitor may contract, with the approval of the Mayor, special counsel for specific legal matters that require specialized expertise, for example, litigation, labor, or real estate matters. Please see our response to B, above, for further specifics.

- D. Kindly explain to the Committee the type of Judgments and Claims that may be paid from the budgeted line item of \$25,000 which is a 50% drop.

Historically, the Town set up this line item for any settlement or judgment entered against the Town. Over the last few years, we have strived to have the departments responsible for any claim pay any settlement or judgment.

We have used this line item only twice in the past few budgets to pay unanticipated settlements or claims. Because of the present economic situation due to the pandemic and infrequent use of this line item, we decided to reduce this line item to offset other costs.

#### **ASSET MANAGEMENT {Measure 20 051I}**

- A. Kindly talk to the significant increase in Salaries for FY21, which budget is \$562,940 compared to \$365,823 budget of Fy20. This proposed budget is 54% higher for Salaries. It is understood that Town Building Maintenance has been folded into this department for Fy21. What other department is budgeted for 33% of Mr. MacLeod’s salary?

We transferred the Building Maintenance budget into the Asset Management Budget, which accounts for the personnel increase. A portion of Director MacLeod’s salary is paid from the Municipal Finance Dept. procurement division in accordance with his job description.

- B. What drives a 56% decrease in Parks Construction & Maintenance in FY21?

The anticipated reduction in revenue due to the COVID-19 fiscal crisis.

C. What does the \$30,000 budget for Computer/Software pay

Our work order management, capital forecasting, and maintenance scheduling software and associated training that we have been building out and are implementing town wide.

D. Street Lights is now budgeted at \$225,000 a 25% drop from the \$300,000 in FY20. How can this happen? Was FY20 over-budgeted?

We are beginning to see the fruits of our decisions over the last year or so and are anticipating some credits from National Grid and a reduction in street light supply usage and cost due to a town wide LED street light purchase and replacement program we have completed recently.

## ELDER SERVICES {Measure 20 055T}

A. Kindly provide a schedule that shows gross salary of each employee and indicate what fund(s) their compensation is charged to. Review with the Committee.

Personnel	2020 Estimated Budget	2020 Town	2020 EOE	2020 CDBG	2020 SNAP
<b>SALARIES ACTIVITIES AND OUTREACH (16999105_510001)</b>					
Director	\$ 77,011	\$ 77,011	\$ -	\$ -	\$ -
Assistant Director	\$ 64,214	\$ 51,844	\$ 12,370	\$ -	\$ -
Activities Coordinator	\$ 43,643	\$ 5,813	\$ -	\$ 37,830	\$ -
Outreach:	\$ 47,795	\$ 16,795	\$ 31,000	\$ -	\$ -
Snap Program Stipend**	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200
Outreach:	\$ 36,464		\$ 36,464	\$ -	\$ -
Snap Lead Coordinator Stipend**	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,400
Program Assistant (25,441)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 272,727	\$ 151,463	\$ 79,834	\$ 37,830	\$ 3,600
<b>SALARIES TRANSPORTATION (16999110_510001)</b>					
Transportation Admin	\$ 45,719	\$ 11,088	\$ 10,000	\$ 24,631	\$ -
CDL Driver	\$ 42,171	\$ 42,171	\$ -	\$ -	\$ -
CDL Driver Events Stipend	\$ 1,200	\$ 1,200	\$ -	\$ -	\$ -
CDL Driver	\$ 40,316	\$ 35,316	\$ 5,000	\$ -	\$ -
	\$ 129,406	\$ 89,775	\$ 15,000	\$ 24,631	\$ -
<b>DEPARTMENT BUDGET (16999405_5*)</b>					
Programs	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
Other Professional Service	\$ 500	\$ 500	\$ -	\$ -	\$ -
Photocopy	\$ -	\$ -	\$ -	\$ -	\$ -
In State Mileage	\$ 400	\$ 400	\$ -	\$ -	\$ -
Association Dues/ Memberships	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
	\$ 4,900	\$ 4,900	\$ -	\$ -	\$ -
<b>MEDICAL TRANSPORTATION GRANT MATCH (16999410_572002)</b>					
Medical Transportation	\$ 7,300	\$ 7,300	\$ -	\$ -	\$ -
<b>Elder Services Department Totals by Funding Source</b>					
Totals	\$ 407,033	\$ 246,138	\$ 94,834	\$ 62,461	\$ 3,600
Funding Source	ALL INCLUSIVE	Town	EOEA	CDBG	SNAP
Percentage of Overall Budget	100.0%	60.47%	23.30%	15.35%	0.88%

B. This proposed operating budget of \$253,438 is flat compared to Fy20.

Explain the shift in salaries from Management to Transportation.

The amended budget includes an Executive Office of Elder Affairs (EOEA) State recommendation to conservatively budget FY21 with \$10.00 per senior versus \$12.00 per senior like we received this year. This reduction decreases the Elder Services budget by \$22,736 in a worst-case scenario. This reduction from state funds would increase the town budget had we not eliminated the newest part time position of the Program Administrator. The shift in salaries from Management to Transportation also increased because we replaced a retired part-time driver with a full-time driver due to increased transportation needs.

When we are able to bring the seniors back, our activities capacity will be limited and restricted to new rules and social distancing guidelines. We anticipate a severe shift in services from our highly successful activities to outreach. To that end, we have proactively shifted gears to accommodate the growing needs of our seniors with Outreach and Transportation throughout and post the Covid19 Pandemic.

C. Kindly enlighten the Committee as to what Federal or State Awards are available for your department and how much they contribute to the overall operation.

Federal and State Awards cover roughly 40% of the Elder Services budget and come from the following sources:

Executive office of Elder Affairs (EOEA)

- \$10 per senior x 11,386 seniors = \$113,860

Community Development Block Grant (CDBG):

- Activities Grant: \$37,380
- Transportation Grant: \$24,631

Department of Transitional Assistance (DTA) Senior Nutritional Assistance Grant (SNAP) \$3,600

Other grant funding comes from:

- MASSDOT - 80/20 matching bus grants
- Local Cultural Council Grants - Arts and Entertainment
- Massachusetts Council on Aging (MCOA) - Mini grants

- Massachusetts Rural Transit Assistance Program (MARTAP) – Mini transportation grants

## **HUMAN RESOURCES {Measure 20 055P}**

- A. This proposed budget of \$253,592 is 1.55% less than the FY20 budget approved by Council. Three personnel make up the department. I am asking the Director to review this budget with the Committee and Auditor and talk about the Operations that it funds.

The Human Resources Department is comprised on three full-time employees: Director of Human Resources, Human Resources Generalist and Benefits Coordinator with the office located at 182 Green Street, North Weymouth. The department is established by charter which reads as follows: “responsible for all personnel and employee related functions of the town government and its administration.” The staff of the human resources department provide direct and support services to municipal departments in the areas of employee and labor relations, employee benefits administration and related services, recruitment and selection services for newly hired employees, oversight of worker’s compensation claims and associated costs, compensation analysis and review and policy oversight and implementation. The budget is comprised of two programs; benefits and personnel administration. The benefits program provides funding for training attended by staff of the human resources department and education reimbursements, drug testing, new employee medical examinations and employee wellness provided for municipal employees.

The personnel administration program provides funding for three full-time positions, training for municipal employees and general expenses associated with the operation of the human resources department.

## **DEBT SERVICE {measure 20 055X}**

- A. It is noted for the Committee that Total Debt Service for FY21 is increasing by \$586,387 or 5.5%. **No questions.**

## **PENSIONS & BENEFITS {measure 20 055Y}**

- A. Kindly review with the Committee. **No questions** from Auditor Swanson.

### ASSESSMENTS (measure 20 055AA)

- A. Kindly review with the Committee. **No questions** from Auditor Swanson

### OVERLAY FOR ABATEMENTS {measure 20 055BB}

- A. Budget is \$650,000 which is same as Fy20. **No Questions.**

### MUNICIPAL FINANCE {measure 20 055D}

- A. What causes the Medicaid Reimbursement expense to drop by 40% or \$27,000?

**This administrative budgeted expense reflects historic actual expenses.**

### Assessor

- B. The salaries drop by 25% in the Assessor Operations. Has the Assistant Assessor position been eliminated?

**There is a current vacancy for the Assistant Assessor and plans to fill the position are now on hold due to the COVID-19 hiring freeze.**

- C. What goods or services in the Assessor budget may be purchased in FY21 with the \$19,700 in CPT/SOFT/Maintenance monies? Is there a contract in place that will be funded with these monies?

**This is for the Assessing Software License and Maintenance. This is currently going out to bid for FY21-23. We have coordinated a team to participate in the development and scope of the RFP and who will assist with evaluations in the competitive bidding process for the Software as well as the Revaluation Services.**

- D. Does the Revaluation budget of \$265,000 cover the cost of valuating all residential properties in the Town? **Yes**

Will businesses also be revaluated in Fy21?

**Yes, commercial and industrial real estate will be revaluated as well as business personal property. Fiscal year 2021 and 2022 are interim years and Fiscal Year 2023 is a Revaluation Year, (in-depth audit done by the Department of Revenue)**

What company has this contract and for how many years?

**PK Valuation has been Weymouth's Revaluation Vendor since 2006.**

Prior to awarding this contract were competitive bids received for this service?  
Was the contract awarded to the lowest bidder?

The current contract (FY2018-2020) went out to bid and the PK was the only bidder.

### Treasury & Collection

A. What financial institution handles Bond preparation and will the budget of only \$5,000 cover their total fee for the year? What dollar level of bonding in FY21 would this \$5,000 pay for? What is the Town's current Bond Rating? Vendors include First Southwest, US Bank, Murphy & Company, Locke and Lord, and S&P. This budget will cover all bond costs as needed with other debt issuance costs paid by the winning bidder for our debt. We are also preparing for a competitive bidding process for bond counsel services prior to COVID-19. The Town's current bond rating is AA from S&P Global Ratings.

B. What services may be procured with the \$12,500 budget for Other Professionals? Various services activity related to the collection and accurate booking of revenue as well as bank reconciliations.

### Procurement

A. It is noted for Committee Members that Salaries include one-third of the Town's Chief Procurement Officers' compensation and 100% of his Contract Administrator. Correct.

B. The \$50,000 budgeted for Office Supplies is a 29% drop compared to FY20. Will this money be allocated out to various departments? Yes, this funding will be allocated to multiple departments on an as needed basis throughout the Fiscal year. Funding was reduced as part of the Mayor's COVID-19 budget plan.

### **PLANNING & DEVELOPMENT {measure 20 055H}**

A. Are the budgeted amounts for the Capital Planning Committee in compliance with the Code of Ordinances? YES

B. What positions, dollar amount and percentage of Salaries in your department will be charged to the CDBG Fund in FY21?

The CDBG Coordinator is 100% funded from the CDBG funds (\$84,354)

The Housing Coordinator Position (\$77,978) is funded 70% with CDBG funds (\$54,585) and 30% town funds (\$23,393).

Please enlighten the Committee on any knowledge you have regarding if CDBG will be fully funded by the Trump Administration in FY 21.

Yes, to the best of our knowledge, the administration is providing CDBG funds at the level promised which is \$712,833 for FY 21.

C. Conservation Salaries include a vacant position for \$50,184. Are these budget monies needed since there will be no new hires in FY21

The Clerk to the Conservation Commission retired on March 31, 2020. This position is currently being left unfilled due to the Mayor's COVID-19 budget plan. When allowed to be filled, there is plan of turning this into an Assistant Conservation Administrator. This frozen salary will be used to fund that position for the remainder of FY21.

## COMMUNITY PRESERVATION \$\$ AUTHORIZATION {measure 20 065}

A. Kindly explain to the Committee how the 1% Surcharge is derived in relation to the total Tax Levy for FY21. What drives the budgeted increase of \$49,000 or 6.6%?

As the result of voter support several years ago, the Town levies a 1% surcharge on the assessment of every commercial and residential property exempting the first \$100,000 from the levy. As the tax levy grows, so does this revenue.

Please note that after the submission of this budget we received notice that, due to the COVID-19 fiscal impact, the state match would be decreased for both FY20 and FY21 - so this budget will need to be adjusted.

B. It is noted for the Committee that \$111,499 is budgeted for the pay-down of a bond for the purchase of Emery Estate (as foot-noted on the bottom of the page)? Payoff is FY 2022. Correct.

**CPC Funding Open Space {measure 20 067}**

- A. Funding request of \$23,861 from the Unreserved Fund for projects to be done by Parks & Recreation. **No Questions.**

**CPC Funding Open Space {measure 20 066}**

- A. Funding request of \$234,586 from the Unreserved Fund for Sarah Brassil Playground. **No Questions.**

**LICENSING & INSPECTIONS {measure 20 055N}**

- A. I request that Mr. Richards review his Operating Budget with the Committee for their questions. **No questions from Auditor Swanson.**

**TOWN COUNCIL {measure 20 055A}**

**No Questions.**

**TOWN CLERK {measure 20 055G}**

- A. How many elections are planned in your Operating Expense budget for Fiscal Year 2021? **Two. September and November, 2020.**
- B. In FY20 has the Commonwealth reimbursed the Clerks' office for any type of Election expenses?  
**Yes, \$7,728.90 for extended polling hours.**

**HEALTH {measure 20 055P}**

- A. Kindly enlighten the Committee why budgeted Salaries under Management & Administration are budgeted to decrease by \$25,000.  
**The Salary for our Substance Abuse Coordinator, Paul Williams is anticipated to be partially paid from 2 grants (see answer to next question). In FY20, his entire salary was budgeted to be fully funded by the town.**

- B. What Grants/Awards from either the Federal or State government are anticipated to be available for FY 2021? Will any portion of Salaries be paid with Grant or Award monies?

Mass In Motion Grant (State): is anticipated to be \$40,000 of which \$26,000 will be used for the Grant Coordinator, Val Sullivan's Salary

Partnership for Success Grant (State): is anticipated to be \$14,000, it will be used to pay the partial salary for the Substance Abuse Coordinator.

Behavioral Health Local Foundation Grant (South Shore Health System) is anticipated to be \$16,000, a portion will be used to pay the partial salary for the Substance Abuse Coordinator.

- C. Kindly describe the type of professional services that the \$16,500 budget may pay for.

The entire amount is used to pay a per diem food inspector to assist us with inspecting our over 350 food establishments. The inspector works under contract as a licensed and insured contractor.

#### **LIBRARY {measure 20 055Q}**

- A. What will be the days and hours open for the Main Library and three branches in FY21 that this proposed operating budget will fund?

While Tufts Library is still under construction and when the three branches of the Weymouth Public Libraries begin to offer limited curbside circulation and reference services to the public with social distancing measures in place due to COVID-19 (Stage 3 of our Expanded Service Plan), our hours of operation will be:

Fogg, North and Pratt libraries: Monday through Friday, 9:00 a.m. to 7:00 p.m.

While Tufts Library is still under construction and when the three branches of the Weymouth Public Libraries are open to the public with limited building capacities and social distancing measures in place due to COVID-19 (Stage 4 of our Expanded Service Plan), our hours of operation will be:

Fogg, North, and Pratt libraries: Monday to Friday, 9:00 a.m. to 10:00 a.m. exclusively for seniors and immunocompromised patrons. Monday to Friday, 10:00 a.m. to 7:00 p.m. for all patrons.

While Tufts Library is still under construction and when the three branches of the Weymouth Public Libraries are open to the public with greater building capacities and social distancing measures in place due to COVID-19 (Stages 5 and 6 of our Expanded Service Plan), our normal hours of operation will be restored:

Fogg Library: Monday through Wednesday, 9:00 a.m. to 9:00 p.m., Thursday through Saturday\*, 9:00 a.m. to 5:00 p.m.

North Library: Monday 9:00 a.m. to 5:00 p.m.; Tuesday 1:00 p.m. to 9:00 p.m.; Wednesday and Thursday, 9:00 a.m. to 5:00 p.m.

Pratt Library: Monday 9:00 a.m. to 9:00 p.m.; Tuesday 9:00 a.m. to 5:00 p.m.; Wednesday and Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday\*, 9:00 a.m. to 5:00 p.m.

When Tufts Library construction is complete and we move back into Tufts, all branches of the Weymouth Public Libraries will be closed for a period of time.

When Tufts Library opens, its hours of operation will be the same as they were with the previous Tufts Library: Monday through Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday\*, 9:00 a.m. to 5:00 p.m.

When Tufts Library was opened, the hours of operation of branches were:

Fogg Library: Monday and Tuesday, 1:00 p.m. to 9:00 p.m.; Wednesday 5:00 p.m. to 9:00 p.m.; Thursday 9:00 a.m. to 5:00 p.m.

North Library: Monday 1:00 p.m. to 5:00 p.m.; Wednesday 9:00 a.m. to 5:00 p.m.; Thursday 1:00 p.m. to 5:00 p.m.

Pratt Library: Tuesday 9:00 a.m. to 5:00 p.m.; Wednesday 9:00 a.m. to 1:00 p.m.; Thursday 1:00 p.m. to 5:00 p.m.

\* Saturday hours run from September to May.

B. How does the FY21 budgeted number of employees compare to FY20?

The number of library employees in the proposed FY2021 operating budget is 29, which is the same as the number of employees in the FY2020 operating budget. Due to the COVID-19 fiscal crisis, the Mayor's budget plan does not include funding for the new personnel that will be needed to fully open the New Tufts Library.

C. I request that Director MacLean review his proposed Fy21 budget with the Committee.

Director MacLean will be in attendance at the Committee's meeting to review the library's proposed FY2021 operating budget.

#### **DEPARTMENT OF PUBLIC WORKS {measure 20 055O}**

A. Will there be any significant changes in Programs/Services at DPW for Fiscal Year 2021 since your Operating Budget has decreased by 2.68%?

It is our goal to continue to provide a high level of services and maintain our programs to the best of our abilities; we will have to prioritize needs more carefully as a result of the COVID-19 fiscal impact, and may end up needing to be a little less proactive in the work we perform. There may be noticeable differences in service operations as we adapt to new standards of distancing. Our capital projects will continue to improve the town as a whole.

B. What drives the decrease of \$65,615 (12.45%) in budgeted Fy21 Engineering Salaries?

This decrease represents the hiring freeze of a Grade 3 Engineer position. This position is currently vacant because an employee promotion. The hiring freeze is a result of the COVID-19 fiscal impacts and the Mayor's budget plan to help manage the resulting loss of revenues.

C. The total FY 2021 budget for Overtime is \$192,488, including \$73,143 for snow & ice removal. Kindly review with the Committee how management controls the use of Overtime.

Many influences are a cause for callout services. Each call is evaluated on its merit by a manager (Crew Chief) and determination is made to delay a matter or assign appropriate personnel as needed. DPW operates on one shift but has responsibilities town wide 24/7/365 therefore any emergency

police / fire or constituent calls occurring after hours requires expending of overtime. We do not, however, “fill” shifts for sick or vacationing employees - we simply do without. Work includes vehicle maintenance to all departments, fires, downed trees, pot holes and road defects, dead animal assistance, hazards and flooding from rainstorms, special events, trash collection and compost-site weekends and the list goes on and on...

- D. Kindly review with the Budget/Management Committee the Bid/Quote process currently employed by DPW? Discuss the use of “Consortium Bids and Contracts” as well as the use of Commonwealth of Mass contracts and the resulting cost savings.

DPW follows the guidelines of the state procurement rules and regulations. Chapter 149- Building Contracts, Chapter 30, 39M Construction contracts with labor., Chapter 30B, and Chapter 7c Design Services....With the exception of the consortium bidding procured by the Town of Medfield each year for winter salt, and with the SSRC in the trash and recycling portion of the budget. DPW advertises annually for supplies and services according to the estimated needs of the town. Working through the CPO, the department often elects to utilize state contracts as an alternative to expedite purchasing and achieve cost savings on a case by case basis.

- E. Can all Parks be maintained with an Operating Budget reduction of \$200,000 for this line item?

The DPW will utilize the funding to protect the improvements made over the past several years in our parks and playgrounds and playfields. We may not be able to provide as many new or replacement features or as many new capital improvement projects. But even with this needed reduction, the overall parks maintenance budget is increased from what it was prior to this Administration.

## **REFUSE COLLECTION & REMOVAL**

- A. Please provide a list of contracts that support the \$5,466,000 to include the vendor, type of service, consideration and service dates. What components of the Refuse Collection & Removal are under a multi-town contract?

EZ Disposal and Recycling LLC, Collection and transportation of solid waste, yard waste and recyclable materials. This is a ten-year contract initiated on July

1st 2018 – June 30th 2028 and includes a five-year extension possibility. Basically the contract is \$1,500,000.00 for rubbish collection services and an amount of nearly \$1,500,000 for recycling.

Covanta (Formally SeMass) Disposal of solid waste. Currently charges a rate of \$71.75 per ton.

Waste Management with a term expiring June 30, 2021- currently \$98.72 pton for recycling materials plus contamination fees in our agreement.

Also included are Hazardous waste days and regular drop off items such as Paint, tires, TV's, cardboard, propane etc...we utilize various vendors often through the SSRC.

#### **COVID Reserve Fund {measure 20 056}**

- A. The COVID Reserve Fund to be funded with Free Cash is budgeted at \$1,500,000. This new Fund replaces the Town's Reserve Fund 132 which was \$650,000 in Fy20. **No Questions.**

#### **Revolving Accounts {measure 20 057}**

- A. Auditor has no questions.

#### **Gift Accounts {measure 20 058}**

- A. Auditor has no questions.

#### **Measure 20 068 (\$100,000 free cash for Rental Assistance Reserve Fund)–COVID**

- A. Auditor has no questions.

#### **Measure 20 069 (\$200,000 free cash for Small Business Relief fund)–Covid**

- A. Auditor has no questions.

#### **Measure 20 070 (\$354,772 free cash for Fy20 Snow Removal)**

- A. A note in this Measure states that “DPW purchased a new Sidewalk Tractor Plow/Blower out of necessity using \$141,975 of the Snow & Ice Operating Expenses”. This added to the deficit in the Snow & Ice Operating Budget for Fy20. Why is it that DPW did not prepare a Measure for this Capital Purchase and request Council approval with a reference to the CIP?

The urgency of this purchase was due to the fact that the machine that it replaced experienced a complete mechanical failure that could not be reasonably justified to repair. DPW has only a few machines capable of sidewalk clearing, which are needed for safety concerns. Proper procurement through the state contract process ensured best purchase price. The 1988 versatile-use sidewalk tractor is listed on the CIP; however, the purchase was delayed to address other priorities. Purchasing snow/ice removal equipment within the snow/ice budget is a common practice and leaves more free cash for other priorities.

**Measure 20 071 (\$560,000 free cash for Police & Fire Radios)**

- A. Fire is requesting to procure 90 Radios and Police 142 Radios with these funds, if approved by Council. Are these two departments replacing all existing Radios? Do they receive any credit for the old Radios? If not, what happens to those? Could Civil Defense use the old Radios?
- B. The contract with Industrial Communications and Electronics, Inc. (attached to the Measure) is for \$437,390 and expires June 30, 2019. Is there an Amendment to this Contract for Amount and Dates?

Please see below memo from Captain Comperchio.

To: Ted Langill  
Chief of Staff

Fr: Joseph Comperchio  
Captain of Administrative Services

Re: Measure 20-071 (\$560,000 free cash for Police & Fire Radios)

Mr. Langill,

Question 1: Fire is requesting to procure 90 radios and police 142 radios with these funds, if approved by Council. Are these two departments replacing all existing radios? Do they receive any credit for the old radios? If not, what happens to those? Could Civil Defense use the radios?

The Fire and Police Departments are requesting funding to purchase Motorola APX portable and mobile radios. The departments would be replacing all existing radios. Motorola is currently offering a replacement radio program that requires a trade-in for the purchase of a new radio. The savings for both departments with this incentive program is \$81,500.00 (Fire-\$41,000; Police-\$40,500).

The Fire Department would purchase (61) Motorola APX6000 portable radios, (9) Motorola APX6500 Mobile Radios, and (20) Motorola APX4500 Mobile Radios. The total cost for Fire Department radios is \$324,116.14. The Police Department would purchase (80) Motorola APX4000 portable radios, (7) Motorola APX1000 portable radios, and (55) Motorola APX4500 mobile radios. The total cost for the Police Department radios is \$319,266.86. Total project cost is \$643,383.00.

Question 2: The contract with Industrial Communications, Inc. (attached to the measure) is for \$437,390 and expires June 30, 2019. Is there an amendment to this contract for amount and dates?

Currently, there are no amendments for the current contract with Industrial Communications for \$437,390. This contract is currently at 90% completion and will expire on June 30, 2020.

The contract is for the purchase and installation of a complete three (3) channel, four (4) site Motorola P25 simulcast radio system. The system provides a digital system for Police 1, Police 2 channels, and an analog mix mode channel operation for the Fire Department.

The radio infrastructure will have two (2) transmitter sites and four (4) receive sites to be installed in four (4) different site locations. The two (2) transmitter sites will be installed at the Weymouth Police Department and at the vendor's site in Norwell (these sites will also be receiver sites). The four (4) receiver sites will be installed at vendor's sites in Norwell and Quincy, South Shore Hospital, and the Weymouth Police Department.

The contract also includes equipment to be installed at the Police Department, Fire Department, and Weymouth Emergency Management. Equipment includes five (5) AVTEC dispatch consoles at the Police Department, two (2) AVTEC dispatch consoles at Fire Department Headquarters, and one (1) AVTEX dispatch console for Emergency Management.

Vendor will also remove current legacy equipment from all sites after the successful implementation of new radio infrastructure.

Respectfully,

Joseph C. Comperchio, Jr.  
Captain of administrative Services  
Weymouth Police Department

Measure 20 072 (\$3,000,000 Abigail Adams borrowing)

**A. Auditor has no questions**

Measure 20 073 (\$78,794 free cash for Legal bills; \$40,000 and \$89,072 Line Item Transfers)

A. I am requesting that the Legal department provide me (on May 8<sup>th</sup>) copies of the Invoices that support this additional funding request so I may report out to the Committee that I examined them and agree with the amounts.

Measure 20 074 (Accepting Certain Property Tax Exemptions)

**A. Auditor has no questions.**

CAPITAL IMPROVEMENT PLAN

**A. No Questions.**

**SEWER ENTERPRISE FUND {measure 20 059} —\$17,698,305**

**Revenue**

A. No Questions as no detail on Revenue was provided.

### Expenditures

- A. The total budgeted Expenses are increasing by only 1.5%. Does this support the same number of FTE for FY21 as FY20?

A vacant position split between Water & Sewer was left unfunded to help offset the CBA increases in the FY21 Budget

- B. The Other Professional line item budget for FY21 is \$25,000. What type of Professional Service, Legal or Other Service is the \$25,000 intended to pay for?

Technical engineering services are currently being utilized for sewer modeling, plan reviews and recommendations related to new growth & increased sewer flows.

- C. What type of items would be procured with the \$35,000 in Sundry/Supp?

50% of water & sewer billing costs, printing, postage, & miscellaneous office supplies & materials

- D. The budget for Equipment and Vehicle Maintenance totals \$95,000 for FY21. Is this funding intended solely to pay for work that cannot be done in-house and only on Sewer Vehicles/Equipment?

\$95k budget is used for equipment, materials & repair costs for 12 pump stations & 18 ejector stations. Vehicle Maintenance Expense is primarily used for Vactor pump truck repairs & other vehicle parts as needed.

- E. Kindly explain why the Allocated cost-DPW salaries is decreasing by 12.9% in FY21.

The FY21 percentage cost was calculated based on the budgeted Salary line only of other Department's Budget that assist or support the Enterprise Fund's operations.

- F. Why is it that the line item Interest on LTD is budgeted at zero for FY21? This line item always had a budget.

The total principle & interest related to the Enterprise Funds' bond issues are combined in total in the line item budgeted for "PRINCIPAL" (object #519000) and can be separated out later in MUNIS

Measure 20-060—MWRA I&I

A. Bonding request of \$2,540,000 to pay for the Phase 11. **No Questions.**

Measure 20 061—Sewer Pump Station {\$500,000 from Retained Earnings}

A. **No Questions.**

**WATER ENTERPRISE FUND** {measure 20 062} --\$9,897,182

Revenue

A. **No Questions** as no budget detail on Revenue was provided.

Expenditures

B. The budget for Principal payments on Debt increases by 22.7% and the budget for Interest expense on LTD is now zero. I assume that now is in the Principal payment line item, correct?

**Yes, the total principle & interest related to the Enterprise Funds' bond issues are combined in total in the line item budgeted for "PRINCIPAL" (object #519000) and can be separated out later.**

C. What types of items are paid out of the Sundry Expense of \$40,000?

**50% of water & sewer billing costs, printing, postage, & miscellaneous office supplies & materials**

D. Are the Water Treatment Chemicals, budgeted at \$825,000 purchased through a State or County contract to save monies?

**Yes - chemicals are bid annually through the Eastern Mass. Chemical Co-op which is comprised of 23 local communities.**

E. Why are Allocated Salaries from DPW decreasing by 12.1%?

**The FY21 percentage cost was calculated based on the budgeted salary line only of other Department's Budget that assist or support the Enterprise Fund's operations.**

F. Have Union Stipends been budgeted for in Fy21 for both Water & Sewer. I did not see that line item in the Salary detail.

**Yes, budgeted salaries include all Union Stipends in both Water & Sewer.**

Measure 20 063—Capital Equipment

A. Funding request of \$120,000 from R/E for Vehicles & Equipment.

**No Questions.**

Measure 20 064—Treatment Plant Upgrades

A. Funding request of \$250,000 from R/E for Improvements.

**No Questions.**