

TOWN COUNCIL MEETING MINUTES
Budget/Management Committee
May 26, 2015-Tuesday

Present: Michael Molisse, Chairman
Patrick O'Connor, Vice Chairman
Jane Hackett, Councilor
Rebecca Haugh, Councilor
Brian McDonald, Councilor

Also Present: William McKinney, Chief Financial Officer
Michael Gallagher, Director, Administrative Services
James Clarke, Director, Planning & Development
Jeffrey Richards, Director, Licensing & Inspections
Dan McCormack, Director, Health Dept.
Rob McLean, Director, Library

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 5:45 PM.

15 072-CPC-Preservation of Weymouth Libraries' Historic Collections

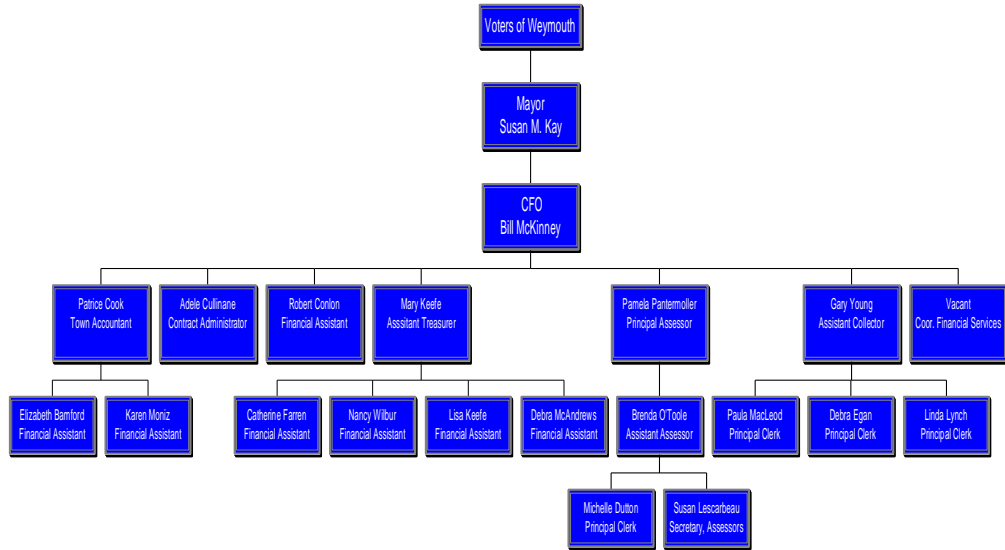
A public hearing is scheduled for June 1, 2015. The item was continued until after the public hearing.

Review/discuss General Government Budgets with Chief Financial Officer and applicable Department Heads.

-Municipal Finance

15 015D-Municipal Finance

Management & Admin



Management & Admin

- B. All STEP, COLA, and CBA increases are in the budget.
 - C. Vacant position should be filled in FY16. It was planned to be filled in FY15. With the addition of Southfield, that will be adding additional work to the department.
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Accounting

- The \$67,000 in medical reimbursement is paid to New England Medical Billing. They receive 5% of what they collect from Medicaid on our behalf. The money they collect goes to line item 11350430-458001.
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Assessment

- A. The \$7,500 in Appel/Case is paid to outside counsel that assists us with cases that go to the Appellate Tax Board.
 - B. The \$19,000 for Computer Software Maintenance is used for the Assessor's Database.
 - C. The \$265,000 covers the cost of valuing all the properties in the town, including Southfield.
-

Treasury & Collection

- A. First Southwest is our financial advisor and Locke Lord is our bond counsel. Expenses vary from year to year, depending on whether we bond or not.
- B. Lockbox services are handled by Century Bank and handles all the bills that the collector's office sends out, including water and sewer. School department does not use lockbox. Water and sewer reimburse the general fund for lockbox
- C. Other Professionals has been used to pay for newspaper advertising, the registry of deeds, land court, etc.
- D. Postage expense covers all town departments except schools. There is a postage machine at Town Hall and the McCulloch Building
- E. The \$10,000 in computer expense is used for the Parking Ticket software

Councilor Hackett thanked Mr. McKinney and noted she was sorry to hear he is leaving. Mr. McKinney noted that the CFO and Treasurer positions have been combined and he is unsure that the next CFO will be able to absorb both positions. Until the position is filled, the assistant treasurer will serve as interim treasurer and the town will post for a new Chief Financial Officer. Southfield has a similar process, but is a much smaller entity.

CFO McKinney noted that the assessment- \$7500 is for outside counsel for appellate tax board and the \$19,000 represents the assessing contract. The \$265,000 covers all revaluations and includes Southfield. He reviewed the lockbox service (for all bills sent out by the Treasurer, and does not include school department.) \$100,000 covers postage but not school department's postage. The \$10,000 covers parking ticket software.

15 070-Debt Refinancing

CFO McKinney presented the measure that allows the town to refinance older debt while rates are still low, at 5:55 PM, Councilor McDonald arrived.

A motion was made by Councilor Hackett to forward measure 15 070 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 071-Bonding for Various Capital Projects

CFO McKinney presented the measure for a total of \$3.2 million for bonding the following items from the Capital Improvement Plan:

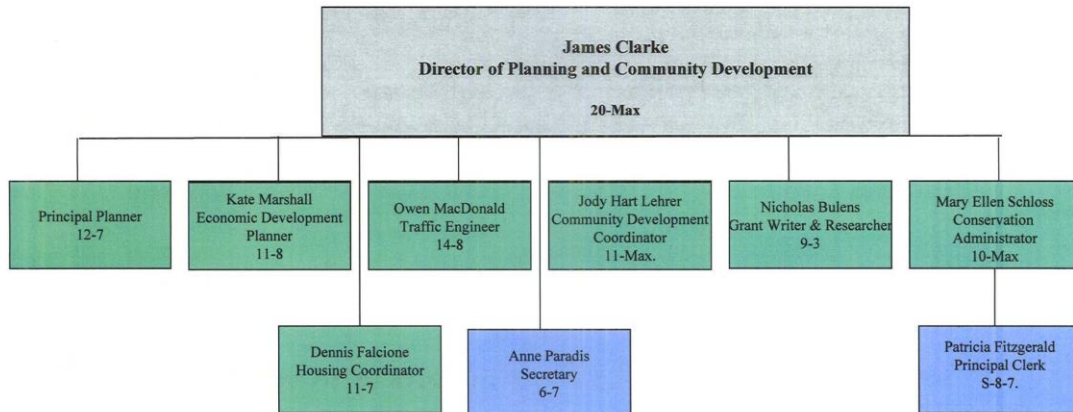
- \$385,000 Johnson School roof
- \$ 825,000Adams School boiler
- \$175,000 Hamilton School doors
- \$200,000 WHS resurface track
- \$695,000 sidewalks parking lots various town and school lots and driveways
- \$920,000 various town building repairs

Auditor Swanson asked if any of this is reimbursable from the Commonwealth. CFO McKinney responded no. Councilor Hackett noted she supported the meals tax for field improvements. She noted these funds are now being directed to pay bonds; it is a significant change in plan.

A motion was made by Councilor Hackett to approve measure 15 071 and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

-Planning and Development
15 051H-Planning and Development

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
ORGANIZATIONAL CHART



FY 2016

Department of Planning and Community Development

FY 2016 Salary Projections

Name	Rate	Annual Salary	Adjust* (see notes)	Adjusted Salary	Longevity	Total Salary	CDBG Portion	Redevelop. Authn. Portion	Cons. Portion	Town Portion of Salary	%** Town
Dir. of Planning & Community Dev. Jim Clarke	20- Max	125,728.00		125,728.00	750.00	126,478.00				126,478.00	1.00
Prin. Planner	12-8	78,146.00		78,146.00		78,146.00				78,146.00	1.00
Secretary Anne Paradis	6-7	52,878.00		52,878.00	750.00	53,628.00				53,628.00	1.00
Traf. Eng. Owen MacDonald	14-8	89,561.00	Part time 25 hrs/wk (0.71)	63,972.00		63,972.00				63,972.00	1.00
Kate Marshall Econ. Dev. Planner	11-8	75,196.00	16 hrs.	34,965.00		34,965.00				34,965.00	1.00
Nicholas Bulens Grant Writer	9-3	59,029.00		59,029.00		59,029.00				59,029.00	1.00
Total Planning Staff Salary		480,538.00		414,718.00	1,500.00	416,218.00	0.00	0.00		416,218.00	
CD Coord. Jody Lehrer	11-Max	78,773.00		78,772.00	375.00	79,147.00	79,147.00			0.00	0.00
Kate Marshall CD Planner	11-8	75,196.00	14 hrs.	30,079.00	375.00	30,454.00	30,454.00			0.00	0.00
Dennis Falcone Housing Coordinator	11-7	73,472.00	18.75 hrs	39,360.00		39,360.00	39,360.00			0.00	0.00
Total CDBG Staff Salary		227,441.00		148,211.00	750.00	148,961.00	148,961.00			0.00	
Recording Sec Planning		2,500.00		2,500.00		2,500.00				2,500.00	1.00
Recording Sec BZA		2,400.00		2,400.00		2,400.00				2,400.00	1.00
Recording Sec Historic Boards		2,000.00		2,000.00		2,000.00				2,000.00	1.00
Total Boards Salary		31,950.00		31,950.00		31,950.00				31,950.00	
Clerk Patricia Fitzgerald	8-7	43,505.00		43,505.00		43,505.00				43,505.00	1.00
Conservation Administrator Mary Ellen Schloss	10-Max	74,316.00		74,316.00	375.00	74,691.00				74,691.00	1.00
Recording Sec. Cons.		2,225.00		2,225.00		2,225.00				2,225.00	1.00
Total Conservation Staff Salary		120,046.00		120,046.00	375.00	120,421.00	0.00	0.00	0.00	120,421.00	1.00
PROGRAM TOTALS		859,975.00		714,925.00	2,625.00	717,550.00	148,961.00	0.00	0.00	568,589.00	0.80

5/21/2015

Councilor Hackett asked when the Planning Department Boards last increased their stipends. Mr. Clarke responded that stipends haven't increased since the form of government changed. Councilor Hackett noted that they have increasingly taken on additional responsibilities and the stipends should be reviewed for the three boards.

Capital Improvement Plan

Mr. Clarke presented the Capital Improvement plan.

-Licensing and Inspections

15 051N-Licensing and Inspections

Director Jeff Richards reviewed the Licensing & Inspections budget, incorporating Auditor Swanson's questions in his presentation:

Dept. of Municipal Licenses & Inspections

Questions and Answers

- A. Kindly provide an updated Organizational Chart and review said chart with the Committee. See attached.
- B. Are all step increases, COLA and CBA increases included within FY16 Salaries

Budget? Yes, longevity and an increase of hours for part time staff is included.

C. Kindly explain to the Committee and Auditor the internal controls in place for the proper accounting and verification of reimbursements for business mileage that total \$22,258. Employee submits monthly accounting, showing daily mileage for reimbursement, for Department Head approval.

D. Kindly review with the Committee and Auditor the Part Time Help line item of \$31,135, which accounts for the 24.7% jump in Building. There is a need for additional part-time staff due to additional workload, staff injuries and demand for on time inspections.



Dept. of Municipal Licenses & Inspections

Goals and Objectives FY2016

- Issue licenses and permits
- Supervise licenses and permits in accordance with MGL and the Code of Ordinances
- Coordinate and perform all requested inspections, as permitted
- Maintain license and permit files
- Research available licensing systems and the possibility of “going paperless”
- Streamline local permitting process
- Perform excellent customer assistance
- Offer updates and public safety awareness via website
- Promote development and growth opportunities

Mr. Richards reported that there are several projects requiring inspectional services on a per diem basis: Alexan, Libbey, Southfield and the Landing. Part time staff is also needed because of the workload and injury absences. Chairman Molisse also noted the expansion of the Emerson Building at South Shore Hospital. Councilor Haugh asked what is expected from permitting fees at Southfield. Mr. Richards was unsure, but noted the current workload will offset the cost.

-Community Preservation Committee

15 069- Community Preservation Committee Annual Appropriation

Jim Clarke presented the CPA budget. The total estimated budget, from the tax surcharge, state match, investment income and interest/penalties is \$735,000 which will be funded to the three required categories, the debt service on Emery Estate and the general reserve.

Councilor Haugh asked if Southfield residents will be surcharged. Mr. Clarke responded yes, but they are uncertain what the yield will be. She also asked if there are any projects under consideration. Mr. Clarke responded that there are some in discussion but nothing specific to report at this time.

-Town Clerk

15 051G-Town Clerk

Town Clerk Kathleen Deree and Asst. Town Clerk Lee Hultin presented the Town Clerk's budget and responded to Auditor Swanson's questions in the following PowerPoint presentation:



Town Clerk/Registrars

Questions and Answers

FY16 BUDGET QUESTIONS:

Are all step, COLA AND CBA increases included in the FY16 Salaries Budget?

Answer: Yes

How many elections are included in your Expense budgeted for FY16?

Answer: The Town Clerk's Office always budgets for 2 elections, the primary in September and the election in November.

Does the Commonwealth reimburse the Clerk's Office for any expenses?

Answer: Yes, they reimburse the town for State Elections and it goes directly into the general fund. In FY14 we received \$46,061 and FY15 we received \$13,000.



Town Clerk/Registrar

Questions and Answers

What type of items will be procured with the \$10,000 in Miscellaneous Expenses?

Answer: This is used to pay for preparation of the election, posting notices, election crew, annual maintenance of the voting machines, and postage for town census.

Please describe the type of Election supplies the \$15,000 will buy in FY16?

Answer: This is used to print ballots and coding of election machines for each election.

Why will \$2,500 in overtime be needed in FY16 and for what position?

Answer: We have always had an overtime budget of \$1500 and it was increased due to contractual raises and the need to pay the overtime rate for individuals helping with the election.



Town Clerk

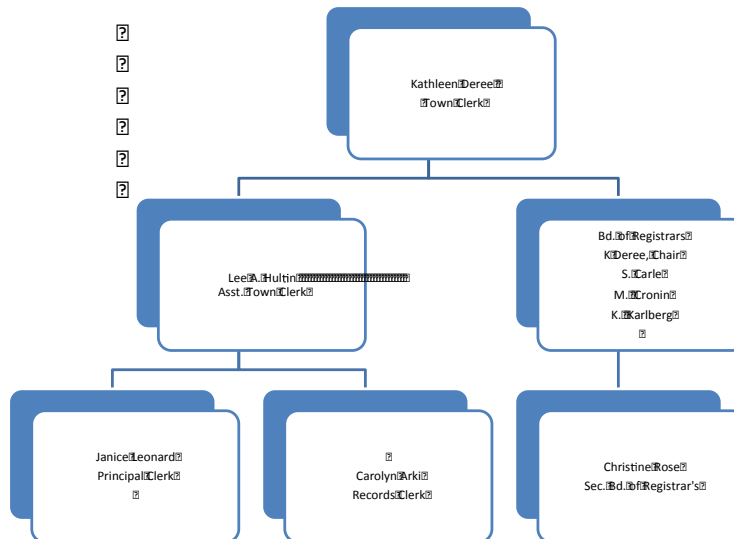
Goals and Objectives FY2016

- Analyze new Election Laws and how they will effect the 2016 Presidential Election.
- Working with the Animal Control Officer to increase the amount of dogs licensed in the Town of Weymouth.
- To install a new dog licensing software program to enable residents to register their dogs on line and make office procedures more effective.
- Working to eliminate the amount of usage on the typewriter and moving items over to the computer to keep up with the current technology.
- Transitioning all birth records from 1987-2010 to a the State VIP system.
- Continue training for the office staff on the State VIP system for births, deaths and marriages (future).



Town Clerk/Registrars

Organization Chart FY2016



The budget includes two elections including a state primary in March. Auditor Swanson asked how much the town will be reimbursed in 2016. Ms. Deree responded \$13,000 is anticipated.

-Health

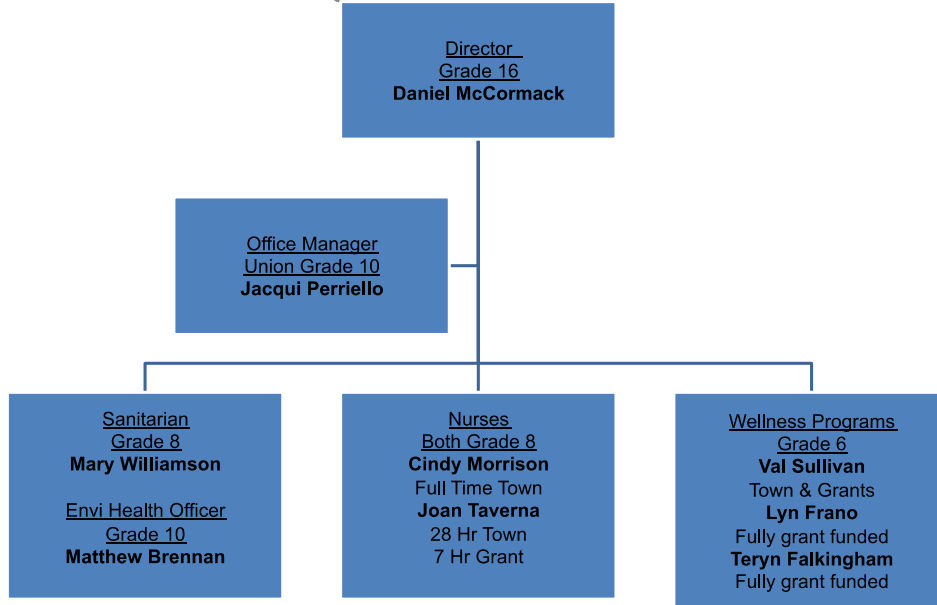
15 051P-Health

Director Dan McCormack presented the Health Department's budget and incorporated Auditor Swanson's questions in the following PowerPoint presentation:



Health Department

Organizational Chart





Health Department

Questions and Answers

Are all step, COLA and CBA increases included in your Fy16 Salaries budget?

Yes,

- Everyone will receive a COLA increase
- 3 employees will be receiving step increases
- 1 will receive a CBA increase,
- 3 are maxed out so no step increase
- 1 is new therefore no step increase
- 3 employees will receive \$375 longevity

Kindly describe the type of professional services that the \$16,500 budget will pay for?

6 years ago our department was cut one full time Health Inspector.

The \$16,500 is used to pay a consultant to perform food inspections. We have over 300 food establishments in Weymouth that by State Law must be inspected at least twice a year.



Health Department

Questions and Answers

How will the \$5,000 budget for TOB COMPL be used in FY16?

In an attempt to reduce underage tobacco use in Weymouth, we are again requesting \$5,000 to pay for quarterly compliance checks at all 70 licensed tobacco establishments. The quarterly compliance checks are performed by a contractor with trained underage operatives.

In FY 15, the \$100 annual tobacco license fee generated \$7000 which was deposited into the general fund.

This program is effective, there were no sales during any of the last 3 compliance checks.

Kindly discuss the Internal Controls in place to monitor mileage reimbursement expense which is budgeted at \$4,100.

I review every mileage form that is submitted to me before signing and submitting them to the Finance Department. Weymouth in-town mileage is easily evaluated. Out of town mileage is checked using the MapQuest website.



Health Department

Questions and Answers

What kinds of clinics are conducted with a budget of \$24,000? Why the 26.3% increase in costs? How much in Revenue is anticipated to be received at clinics to offset the expense?

The State Department of Public Health continues to reduced the supply of free vaccines available to local health departments therefore we will be purchasing 1000 doses of flu vaccine. The bulk of the \$24,000 will be spent on purchasing flu vaccine, purchasing clinic supplies and paying per diem nurses and other staff to hold flu clinics to keep our residents healthy throughout the year.

We bill Medicare and Private HMOs and PPOs for flu vaccine through a 3rd party billing company. We are able to bill insurance providers for the cost of the vaccine as well as the nursing services.

Monies received from medical billing goes into the General Fund which last year was approximately \$29,000.

Any remaining funds are used for blood pressure clinics, health fairs, supplies for our clinic room, and various other nursing expenses.

Councilor Haugh asked when the grant expires that pays for Drug Free grant administered by Lynn Frano. Mr. McCormack responded it runs to September of next year. He has heard they will be receiving another Drug Free Grant. He reviewed the quarterly tobacco inspections, flue clinics further for the committee.

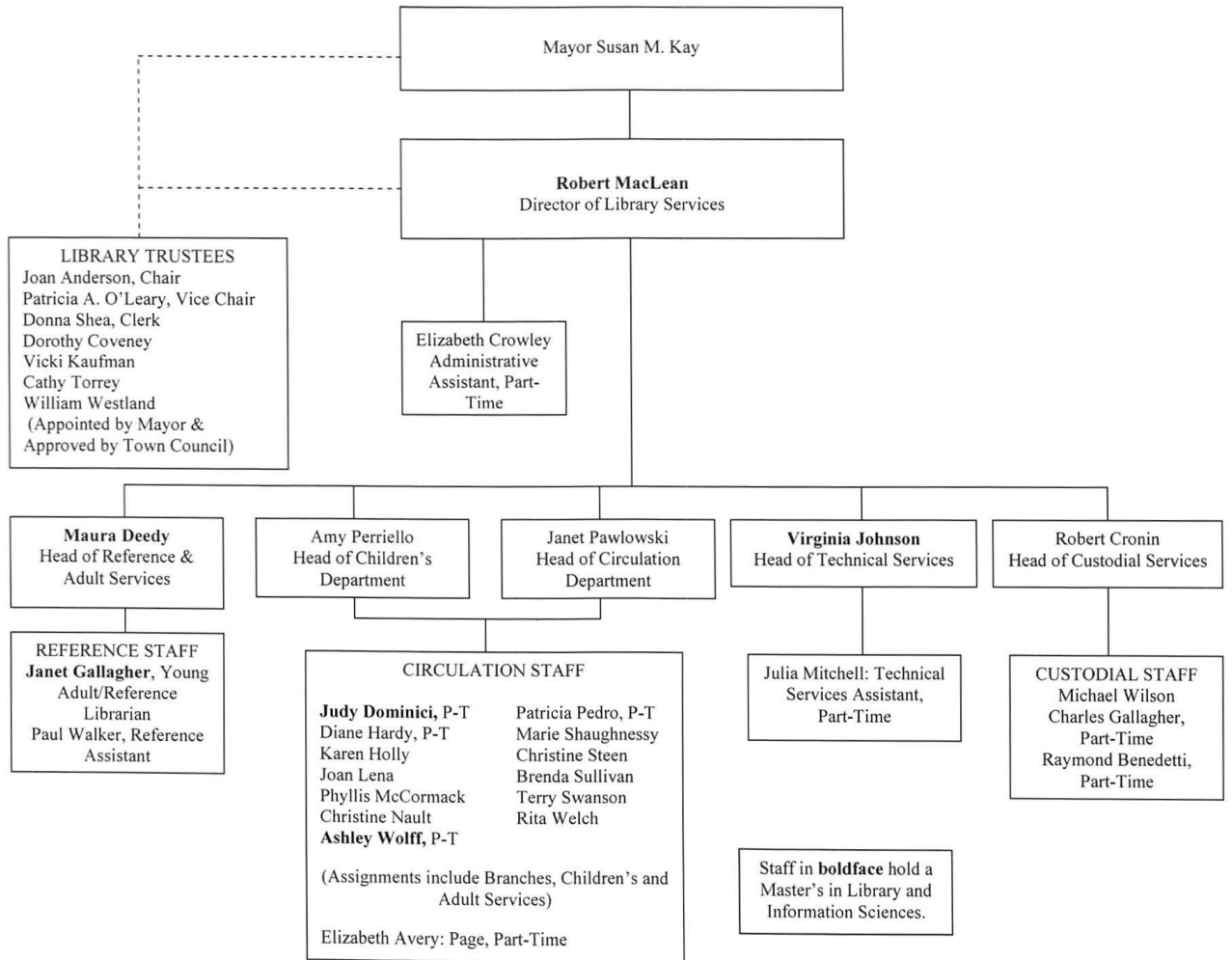
-Library

15 051Q-Library

Director Rob McLean reviewed the Library budget and incorporated the Auditor's question in the following Power Point presentation:

Weymouth Public Libraries

Question A: Organizational Chart



B. Are all step, COLA and CBA increases in your FY16 Salaries Budget?

Yes, all step, COLA and CBA increases are included in our FY16 Salaries Budget.

C. What is intended to be purchased with the \$32,000 under COMPUTER?

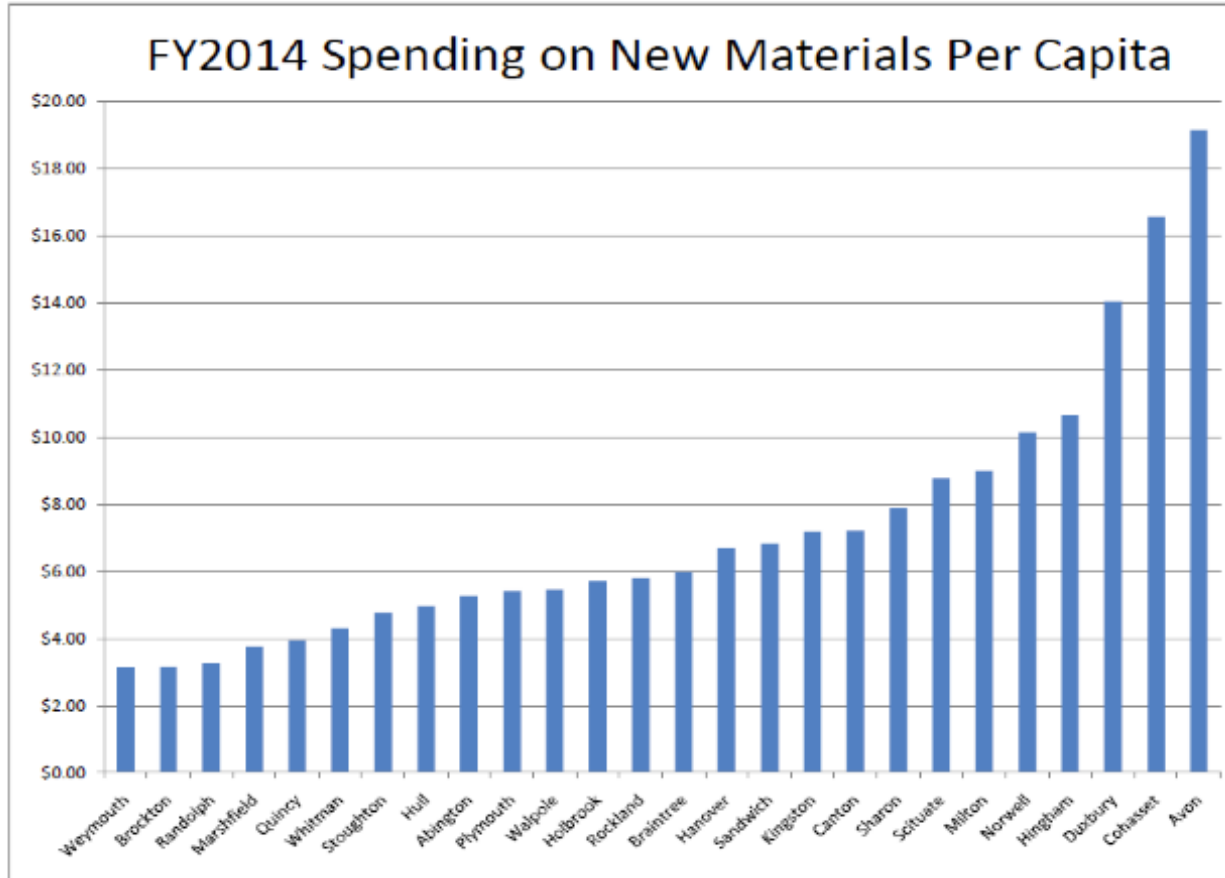
The Weymouth Public Libraries belongs to the Old Colony Library Network (OCLN), a cooperative of 29 public and academic libraries on the South Shore. Through this network, we are able to provide services that we could not afford on our own. OCLN maintains a web-based library catalog for our library patrons and maintains a shared library catalog that allows us to catalog and circulate our library materials. Through OCLN, our library patrons access over 900,000 unique items. OCLN is funded through annual assessments to member libraries. Our FY2016 member assessment is \$41,212. The \$32,000 under COMPUTER will go towards paying this critical operating expense. We will cover the remaining \$9,212 from our library state aid funds.

D. The FY16 budget for “Book Mater” is \$146,527. Please explain to the Committee and Auditor the “Decision Making Process” and who participates in the decision on what type

of books will be purchased with these significant monies?

Although these monies to purchase new materials for the library collection may seem “significant,” Weymouth is last among the 26 public libraries in the Old Colony Library Network in spending per capita on new materials. While Weymouth expended \$3.13 per capita in FY2014, the average for OCLN public libraries was \$7.26. The Massachusetts Board of Library Commissioners will require us to spend a minimum of \$169,563 on new materials in FY2016. Since we will not meet this requirement, our library state aid will be cut by 25%, or approximately \$17,000.

Currently, with input from staff members and patrons who request specific materials, the Head of Technical Services purchases adult fiction, the Head of Reference & Adult Services purchases adult nonfiction, the Young Adult Librarian purchases young adult fiction and nonfiction, the Children’s Librarian purchases children’s fiction and nonfiction, and the Director of Library Services purchases e-books, e-audiobooks, audiobooks, magazines, databases, DVDs and CDs. In addition, the Weymouth Public Libraries purchases additional e-books and e-audiobooks through our OCLN membership. OCLN has a committee of selectors from member libraries that purchase e-books and e-audiobooks. Our Head of Reference & Adult Services is a member of this selection committee.



E. Are books and periodicals purchased via a written “RFQ Bid/Quote Process”? Is there a Commonwealth or Consortium Contract in place that Library Operation may purchase books with better pricing?

The Weymouth Public Libraries is a member of the Massachusetts Library System (MLS). Through the MLS’s collaboration with the Massachusetts Higher Education Purchasing Consortium (MHEC), which was established under Massachusetts State Law (Ch. 15A, § 24A) to provide efficiencies and cost savings to institutions of higher education, the Weymouth Public Libraries contracts with vendors to make use of statewide negotiated discounted pricing for the requisition of library books and periodicals. For example, our negotiated discount through this contract for most new print fiction and non-fiction is 48% off of the retail price.

F. Explain to the Committee and Auditor the types of material that will be procured with the \$17,000 budget for CIRCL/SUPP. Provide examples that are purchased. Who decides on what to procure?

The Director of Library Services and the part-time secretary with input from the department heads (Technical Services, Children's, Circulation, and Reference & Adult Services) decide how the budget for circulation and office supplies should be spent. The circulation and office supplies which are covered include thermal register paper, library cards, printing and copying paper, toner cartridges, bar codes, file folders, envelopes, stamp pads, stickers, book jackets, DVD cases, DVD security cases, labels, tape, paper clips, staples, pens, papers, post-its, notebooks, calendars, craft supplies, and book ends. Through the Massachusetts Library System's collaboration with the Massachusetts Higher Education Purchasing Consortium, the Weymouth Public Libraries contracts with vendors to make use of statewide negotiated discounted pricing for the procurement of supplies.

G. What services will be provided with the \$4,000 in OTHER PROFESSIONAL?

The \$4,000 in Other Professional Services will be used to provide educational children's programming for the Weymouth Public Libraries. Some of the paid performers we have hosted in FY15 have been artists, singers, storytellers, a mime, and magicians.

Compared to this time in FY2014, our 359 programs for children, teens, and adults in FY2015 represents an increase of 8.5% and program attendance of 9,279 represents an increase of 17.5%

H. What duties are performed by the Part-time Page for compensation of \$13,534?

The part-time page works 15 hours per week at an hourly rate of \$9.44. Our FY2016 budget request includes monies to raise this hourly rate to \$10.00 on January 1, 2016 to match what will be the Commonwealth's new minimum wage. At that time, the part-time page will be our only employee to receive the minimum wage.

The part-time page replaces books, periodicals and other library holdings on shelves according to alphabetical sequences and the Dewey Decimal System; assists in assuring accurate library shelving by shelf-reading and re-shelving of materials as needed; and participates in other projects as assigned by the Head of Circulation.

Councilor Haugh noted the statistics are depressing. Based on this, the town would have to add \$950,000 to the Library budget just to meet the state average. She noted this presentation should have been given at the Annual Town Meeting to show the public. Chairman Molisse asked if the Library's survival is a result of its own fundraising. Mr. McLean responded that and through the library's benefactors.

15 073-CDBG Authorization 2015-2016

CFO McKinney presented the request for authorization of the CDBG for 2015-2016.

A motion was made by Councilor Hackett to forward measure 15 073 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 079-Reappointment to the Board of Library Trustees-Dorothy Coveney

CFO McKinney presented the request. A motion was made by Councilor Hackett to forward 15 079 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 080-Reappointment to the Waterfront Committee-Raymond Nash

CFO McKinney presented the request. A motion was made by Councilor Hackett to forward 15 080 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 081-Reappointment to the Local Emergency Planning Committee-Jonathan Tose

CFO McKinney presented the request. A motion was made by Councilor Hackett to forward 15 081 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 082-Pensions and Benefits Line Item Transfer

CFO McKinney presented the request for a transfer of \$100,000 from the Health Insurance line to Workers Compensation line. Auditor Swanson reported that he reviewed MUNIS and confirmed that the funds are available. A motion was made by Councilor Hackett to forward measure 15 082 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 083-RFT-Administrative Services

CFO McKinney presented the request for a \$300 transfer from the Reserve Fund to cover the cost of new employee training. Auditor Swanson confirmed the funds are available. A motion was made by Councilor Hackett to forward measure 15 083 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 084-RFT-Fire Department Overtime

CFO McKinney presented the request to transfer \$100,000 to cover extraordinary overtime costs this past winter. Chief Stark was invited to the table to review the department's overtime. He noted that they lost 704 shifts due to injury. There was a brief discussion of the positions funded by the SAFER grant. Auditor Swanson reported that there are sufficient funds to cover the measure. CFO McKinney will continue to monitor the line through the end of the fiscal year.

A motion was made by Councilor Hackett to forward measure 15 084 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

15 085-RFT-Water Enterprise Overtime

CFO McKinney reviewed the request for a transfer of \$20,000 due to water main breaks in the last winter. Auditor Swanson reported that there are sufficient funds to cover the

request, but asked how the remaining deficit will be covered. CFO McKinney responded that he will review further and determine.

A motion was made by Councilor Hackett to forward measure 15 085 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

At 6:50 PM a motion was made by Councilor Hackett to recess the Budget/Management Committee meeting until Vice Chairman O'Connor's arrival and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

AT 7:01 PM, the meeting reconvened after the arrival of Vice Chairman O'Connor.

-Town Council

15 051A-Town Council

Vice Chairman O'Connor presented the Town Council budget, which includes no salary increases, includes step and COLA and a new copier contract, and one time increase in the annual audit contract, from \$50,000 to \$51,000.

ADJOURNMENT

At 7:03 PM, there being no further business, a motion was made by Vice Chairman O'Connor to adjourn the meeting and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Michael Molisse as Budget/Management Chairman

Voted unanimously on 24 August 2015