

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
June 19, 2017, Monday**

Present: Michael Molisse, Chairman
Jane Hackett, Councilor
Rebecca Haugh, Councilor
Brian McDonald, Councilor

Absent: Patrick O'Connor, Vice Chairman

Also Present: Ted Langill, Chief of Staff
David Tower, DPW Business Manager
Brian Connolly, Chief Financial Officer
Richard Swanson, Town Auditor
Joseph Callanan, Town Solicitor

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 6:00 PM.

Vote out the following measures for the fiscal year 2018 budget:

A Motion was made by Councilor Hackett to take items 17 086 through 17 090 out of order and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 086-Appointment to the Board of Elder Services-Michelle Campbell

This matter was referred to the Budget/Management Committee on June 5, 2017. Ms. Campbell was invited to the table to review her interest and qualifications.

A Motion was made by Councilor Hackett to forward item 17 086 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 087-Appointment to the Waterfront Committee-Karen Graham

This matter was referred to the Budget/Management Committee on June 5, 2017. Ms. Graham was invited to the table to review her interest and qualifications.

A Motion was made by Councilor Hackett to forward item 17 087 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 088-Appointment to the Planning Board-Kenneth Padula

This matter was referred to the Budget/Management Committee on June 5, 2017. Mr. Padula was invited to the table to review his interest and qualifications.

A Motion was made by Councilor Hackett to forward item 17 088 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett encouraged the applicant to make site visits for potential zoning matters and pay careful attention to detail. It needs to carry over to how the applicants are treated. Projects such as Legion Field and others carry high expectations and it needs to be reflected in other projects. UNANIMOUSLY VOTED.

17 089-Appointment to the Board of Library Trustees-Matthew Tallon

This matter was referred to the Budget/Management Committee on June 5, 2017. Mr. Tallon was invited to the table to review his interest and qualifications.

A Motion was made by Councilor Hackett to forward item 17 089 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 090-Appointment to the Board of Library Trustees-Dominic Paulo

This matter was referred to the Budget/Management Committee on June 5, 2017. Mr. Paulo was invited to the table to review his interest and qualifications.

A Motion was made by Councilor Hackett to forward item 17 090 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Councilor Hackett asked who is being replaced with the library appointments. Mr. Langill will get the information for her.

Vote Budget Measures:

Chief of Staff Langill noted that there are four adjustments not related to the bottom line to health, planning, school and police budgets. They anticipate the loss of a grant which requires adding in 6 months of funding. Planning HOME has to be used differently. Police/school budgets reflect movement of the traffic supervisors.

Auditor Swanson reported that he reviewed the handout updating the budgets and verified calculations, totals, and confirmed offset is reflected appropriately in the changes. The only change to the Mayor's budget reflects a \$5000 to each salary and expense lines that are not needed in the insurance line for next year.

Councilor Hackett noted this is a great budget, and she appreciates the administration's candor.

17 025 A -Town Council: \$301,067

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee reviewed it on May 17, 2017.

A Motion was made by Councilor Hackett to forward item 17 025 A to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 B-Mayor's Office \$1,453,731

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 B to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 C-Reserve Fund \$575,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 C to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025D-Municipal Finance \$1,755,735

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 D to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 E-Town Solicitor \$415,017

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 E to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 F-Information Services \$900,332

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 F to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 G-Town Clerk \$425,293

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 G to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 H-Planning and Development \$600,998

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 H to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 I-Asset Management & Procurement \$281,332

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 I to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett reported she is pleased to see this added department and the more coordinated approach to realize future savings. UNANIMOUSLY VOTED.

17 025 J-Building Maintenance \$485,085

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 J to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 K-Human Resources \$254,115

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 K to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 L-Police Department \$11,646,281

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 15, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 L to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 M-Fire Department \$8,588,100

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 8, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 M to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 N-Licensing and Inspections \$649,983

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor to forward item 17 025 N to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett urged they continue to pay attention to compliance in the appearance and adhere to planning/zoning board specs. UNANIMOUSLY VOTED.

17 025 O-Department of Public Works \$10,497,569

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 O to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 P-Health \$581,097

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 18, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 P to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 Q- Library \$1,549,183

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 Q to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 R-Veterans' Services \$735,251

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 R to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 S-Parks and Recreation \$299,053

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 S to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett thanked everyone for the work this department has done; it is making a tremendous impact for the town. Over the course of the next year as fields come on line, they will need to discuss how to permit the fields. UNANIMOUSLY VOTED.

17 025 T-Elder Services \$211,508

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 T to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 U-Civil Defense \$15,149

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 U to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 V-Commission on Disabilities \$400

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 V to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 W-Youth and Family Services \$117,602

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 3, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 W to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 X-Debt \$10,044,280

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 X to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett added kudos on creative financing of projects, and maintaining level service debt. Going forward, she urged the administration to increase the level to incorporate regular capital maintenance. UNANIMOUSLY VOTED.

17025Y-Pensions and Benefits \$34,847,262

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 Y to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 Z-Schools \$68,158,728

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 22, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025Z to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett noted that this budget has been contentious in past years but in the last two years, has shown significant improvement and she commended the administration. UNANIMOUSLY VOTED.

17 025 AA-State and County Assessments \$6,082,824

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 AA to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025 BB-Overlay for Abatements \$700,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 025 BB to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 025-General Government Annual Appropriation \$162,171,975

This matter was referred to the Budget/Management Committee on April 18, 2017.

A Motion was made by Councilor Hackett to forward item 17 025 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett commended the administration for a great job. Chief of Staff Langill noted that there is one different fund used this year-- they raised and appropriated from the Comcast Fund. Councilor Hackett asked how much is projected from the base revenue. Mr. Langill responded that it will provide over \$2,000,000 and \$100,000 from the definitive agreement. UNANIMOUSLY VOTED.

17 026 –Revolving Accounts Annual Authorization

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 026 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 027-Gift Accounts Annual Authorization

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 1, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 027 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 028-Free Cash for FY18 Snow Removal \$870,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 028 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 029-Sewer Enterprise Fund Annual Appropriation \$16,301,088

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 029 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett noted this was another year without an increase in rates, but there is too high a surplus and recommended spending it. UNANIMOUSLY VOTED.

17030-Sewer Retained Earnings-Pump Station Improvements \$500,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 030 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 031-Sewer Retained Earnings-Annual I/I Program \$500,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 031 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17032-Water Enterprise Fund Annual Appropriation \$9,851,522

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 032 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 033-Water Capital Projects-Transfer Unexpended Balances to Capital Projects Residuals \$106,771.64

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 033 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 034-Water Retained Earnings-Water Treatment Plant Upgrades & Improvements \$100,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 10, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 034 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 035-Community Preservation Fund Annual Appropriation \$806,000

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward item 17 035 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Capital Improvement Plan FY 2018

This matter was referred to the Budget/Management Committee on April 18, 2017. The committee met on May 17, 2017 to review.

A Motion was made by Councilor Hackett to forward the matter to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. Councilor Hackett noted this has improved over the last year, but she would like to see advocates for the process to be pulled through to something other than the Planning Dept. More technical expertise is needed. UNANIMOUSLY VOTED.

Chairman Molisse thanked the administration and various others. It's a great budget. He appreciated the group team effort and that departments reviewed and provided responses to the auditor's questions in advance of the committee's deliberation, making for a smoother more streamlined approach.

Vote out the following non-budget measures:

17 076-FY17 Department of Public Works Budget Transfer Request

This matter was referred to the Budget/Management Committee on June 5, 2017. David Tower and Ted Langill presented the measure to transfer \$50K from gasoline to street/sidewalk supply for line painting. Auditor Swanson confirmed the balance and noted it was more than adequate--the street account is running a deficit.

A Motion was made by Councilor Hackett to forward item 17 076 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 077-Water Retained Earnings-Libbey Park Well Upgrades &Improvements

This matter was referred to the Budget/Management Committee on June 5, 2017. David Tower and Chief of Staff Langill presented the measure to raise and appropriate the sum of \$125,000 from water retained earnings for pump testing and permitting of the Libbey Park Well. Auditor Swanson confirmed

the balances in the account are accurate and noted this was item #52 in the Capital Improvement Plan.

A Motion was made by Councilor Hackett to forward item 17 077 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 078-Water Retained Earnings-Water Main Improvements

This matter was referred to the Budget/Management Committee on June 5, 2017. David Tower and Mr. Langill requested \$500K for water main improvements throughout the town. It will also include compliance with a nonparticipating agreement to move the hydrant at Commercial Street, water main improvements at Bridge Street, and emergency repairs for water mains near Bank of America. Any surplus will be put to future improvements. Auditor Swanson confirmed that this is item #51 in the Capital Improvement Plan.

A Motion was made by Councilor Hackett to forward item 17 078 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 079-Reserve Fund Transfer-Appraisal Services for Safe Routes to School Project

This matter was referred to the Budget/Management Committee on June 5, 2017. Chief of Staff Langill noted that as part of the state program Safe Routes for Schools funding is required for appraisal services for land taking of easements near Pingree School. There will be a separate measure later in the summer for the actual easements. The state program is to improve safe walking passage to schools. It will also change crosswalk alignments. Auditor Swanson confirmed the balance in the account.

A Motion was made by Councilor Hackett to forward item 17 0 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 080-Reserve Fund Transfer-Housing Production Plan

This matter was referred to the Budget/Management Committee on June 5, 2017. Chief of Staff Langill reported that the administration budgeted funds in order to create the housing production plan but the actual cost has come in

higher than the estimates, and this is to cover the additional costs. A public hearing will be held on June 20, 2017 at McCulloch.

A Motion was made by Councilor Hackett to forward item 17 080 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 081-Reserve Fund Transfer-Copier Purchases

This matter was referred to the Budget/Management Committee on June 5, 2017. Mr. Langill reported that the measure was amended to add other departments. This is one area which could save money by consolidating purchasing and buying with a maintenance agreement, and is more cost effective. Total cost for 9 departments is \$44,900. Auditor Swanson reported that the leases don't expire until June 30th and he asked if the purchases will be completed by that time. Mr. Langill reviewed the schedule and maintenance agreements; 5 are month to month. If the funds are not all used, they can be transferred to use for other purposes.

A Motion was made by Councilor Hackett to forward item 17 081 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 082-Insurance Payment Purchase of Police Department Replacement Vehicle

This matter was referred to the Budget/Management Committee on June 5, 2017. Chief of Staff Langill reviewed the measure for \$18,000 from the reserve fund and \$15,171.50 from insurance reimbursements to cover the costs to replace a police vehicle. Auditor Swanson confirmed there are adequate funds to cover the measure.

A Motion was made by Councilor Hackett to forward item 17 082 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 083-Insurance Payment Purchase of Fire Department Replacement Vehicle

This matter was referred to the Budget/Management Committee on June 5, 2017. This is similar to the last measure, seeking \$34,236.55 from insurance reimbursements and \$5,155.64 from insurance reimbursements to replace a fire vehicle. Auditor Swanson confirmed the balances are accurate.

A Motion was made by Councilor Hackett to forward item 17 0 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

17 084-Free Cash for MSBA Feasibility Study-Schematic Design Phase of School Boiler Replacement

This matter was referred to the Budget/Management Committee on June 5, 2017. Chief of Staff Langill reported that this measure seeks \$150,000 from free cash for schematic design phase for the MSBA Accelerated Repair Program for the Wessagusset and Hamilton School boiler replacement. Auditor Swanson reported that he confirmed the balance in Free Cash is adequate to cover the measure.

A Motion was made by Councilor Hackett to forward item 17 084 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

ADJOURNMENT

At 7:00 PM, there being no further business, a MOTION was made by Councilor Hackett to adjourn and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

Respectfully Submitted by Mary Barker as Recording Secretary.

Approved by Michael Molisse as Budget/Management Committee Chairman
Voted unanimously on 5 September 2017