

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
June 9, 2014, Monday**

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

Not Present: Michael Molisse, Chairman

Also Present: William McKinney, CFO
Richard Swanson, Town Auditor
James Clarke, Director, Planning & Community Dev.
Walter Flynn, Chair, Community Preservation Commission
Dan McCormack, Director, Health Department
Jeff Richards, Director, Building Department
Richard Grimes, Chief, Weymouth Police Department
Joseph Comperchio, Capt. Weymouth Police Department
Keith Stark, Chief, Weymouth Fire Department
Kathy Deree, Town Clerk
Lee Hultin, Asst. Town Clerk
Rob McLean, Director, Libraries
Michael Gallagher, Director, Administrative Services

Recording Secretary: Mary Barker

Vice Chairman O'Connor called the meeting to order at 6:07 PM. Each department head was provided with a list of questions from Auditor Swanson in his review of their proposals. The responses were incorporated into their presentations or addressed during the review.

Review and Discuss General Government Budgets with Chief Financial Officer and applicable Department Heads

-Municipal Finance

Mr. McKinney presented a powerpoint overview that included the following:

- Organizational chart reviewed-Councilor Hackett asked if the CFO is also functioning as Treasurer. CFO McKinney responded yes.
- Management & Administration- salaries include step and COLA. The two vacant positions will be filled in FY15.
- Accounting- medical reimbursement is the 5% of Medicaid collected on Weymouth's behalf for students in schools.
- Assessment- Appellate case- these are funds paid to outside counsel in appellate tax cases.
- \$200K to cover revaluation of all property- commercial and residential. Councilor Haugh asked if this software was just updated. CFO McKinney responded that the update was for the town's Property Viewer, which is a separate program.
- Treasury / Collection -all questions posed by the Auditor were addressed.

14 086-Police Department Line Item Transfer-Part 2

Chief Grimes and Capt. Comperchio presented the police department request for a transfer of \$85,000 from salary line item to three accounts to cover the costs for the harbormaster launch ramp shed, ammunition account which is historically underfunded and for equipment. The department seeks to replace the prisoner transport wagon which has been on the CIP list for the last several years.

Auditor Swanson reported he reviewed MUNIS and the balance in the account is adequate to support the measure. He also conducted an analysis of the account and the surplus in the salary line will support the measure.

Councilor Haugh asked for information on the vehicle to be replaced. It is a 1999 rusting vehicle and the department will not retain it when it is replaced. Central Maintenance may find use for it with another department.

A MOTION was made by Councilor Haugh to forward measure 14 086-Police Department Line Item Transfer-Part 2 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

14 088-Free Cash-Traffic Supervisors

Michael Gallagher presented the request for \$300,000 in accordance with the settlement agreement between the Traffic Supervisors and the AFSCME, Council 93 for wages FY11-FY14. This is per the ruling by the Department of Labor Relations and affirmed by the Massachusetts Employment Relations Board. Vice Chairman O'Connor asked if a subsequent funding request will be forwarded for the successor agreement. Councilor Hackett asked which department will be responsible for the traffic supervisors- police or schools. Mr. Gallagher responded that because this matter is under negotiation of a successor agreement, he was not at liberty to divulge further information. The ruling affects ten members. Councilor Hackett asked where the funds will be placed. Mr. Gallagher responded they will be placed in a Special Article in Fund 0002.

A MOTION was made by Councilor Hackett to forward measure 14 088-Free Cash-Traffic Supervisors to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

14 087-Fire Department Line Item Transfer

Chief Keith Stark presented the request for a transfer of \$55,000 from the overtime account line item to Training Overtime account to cover the costs of an anticipated training at the Boston Fire Academy and for the replacement of the department's 1997 Ford Expedition training vehicle.

Auditor Swanson reported that he reviewed MUNIS for funds balance in the account and the overtime run rates and determined both are adequate to support the measure.

A MOTION was made by Councilor Haugh to forward measure 14 087-Fire Department Line Item Transfer to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. Councilor Hackett noted her appreciation for the departments' reappropriating funds at the end of the year for these types of requests; it's a good reuse of funds within the department and she noted that the school department does not do this but most do. Vice Chairman O'Connor asked if the vehicle being replaced will be going to service outside of the department. Chief Stark responded that he will retain it in the department for now. UNANIMOUSLY VOTED.

Planning and Development

Director James Clarke presented the budget overview and provided handouts. His review included the following:

- Organizational Chart
- Salary projections by department- he noted the increase is due to no CDBG funding or Redevelopment Authority funding to cover salaries. The current year is budgeted with funds from both (block grant funding has dropped and is limited in use/Redevelopment has been also reduced). The rest is due to cola and step increases.
- Recording Secretary- there is a question why it was changed. Mr. Clarke will discuss with the CFO; it could be that several committees are not paid but are administered through the Planning Department. Councilor Haugh asked if the department has a commercial development plan or if anyone is actively marketing the town. (During this discussion, at 6:35 PM, Councilor Brian McDonald arrived.) Mr. Clarke responded that it is an ongoing process. The department worked with MA Electric, RK Properties, etc. when there was development on their properties. He has also worked on a regional basis for a target area with Quincy to conduct an analysis to develop a program.

Community Preservation Committee

Jim Clarke and Chair Walter Flynn presented the CPC budget and responded to the four questions posed by the auditor.

- State Match- Mr. Flynn noted that the difference this year is that \$25 million was added from the state surplus funds. Unfortunately because of the lateness of the budget, the funds could not be included until free cash is certified in the fall. They can submit an amendment.
- Debt service on Emery is exclusive for Emery
- FY14 budget-revised is the result of projects approved for funding
- Debt service due is significantly higher because it includes open space set aside and debt service.

Vice Chair O'Connor asked if the committee has many projects pending. Mr. Flynn responded no, but that there are several in the works. The committee has approved funding that will be before the Council shortly for a project at First Church and two parks projects. Councilor Hackett requested a review of the categories and the balances in each. CFO McKinney will provide. She also asked if the committee considers the CPA as a funding source in the annual review of the Capital Improvement Plan and a brief discussion followed that included the change in the law that affected CPC funding for use on inventory recreation property. CPC cannot be used for the purchase of artificial turf but can be used for purchases that support it.

Capital Improvement Plan

Jim Clarke reviewed the process. The plan is reviewed annually. Department heads identify and prioritize their needs to the CFO. The Planning Board conducts its own review and further prioritizes. The School Department prioritizes its needs and the list is voted annually by School Committee. The Mayor makes the decision to put forward measures from the plan.

Councilor Hackett asked for the current year's priorities. Mr. Clarke noted that the Mayor is looking to bundle projects in the fall to bond. Councilor Hackett responded that with historically low interest rates, the town's outstanding bond rating and the concern with the cost of projects only increasing, she would encourage the administration to put forward multiple projects for bonding in the fall.

Licensing and Inspections

Jeff Richards presented the budget review for Licensing and Inspections. They included:

- Organizational Chart
- Increases due to longevity, steps and COLA
- Private vehicles used in the course of work are required to submit mileage logs
- No salaries paid outside of the General Fund
- One staff member on the Construction Steering Committee- J. MacLeod, Project Manager

Vice Chairman O'Connor noted the loss of two members of the department's affect on the department this year.

Town Clerk

Kathy Deree presented and reviewed her budget with her assistant and reviewed the following:

- Organizational Chart
- Salary increases due to steps/COLA
- Hours per week worked
- \$2000 fee to book bind

Ms. Deree also presented the department's list of objectives for 2015.

Health

Dan McCormack reviewed his department budget and responded to the Auditor's questions:

- Organizational Chart
- Compliance Checks- Vice Chairman O'Connor asked how often compliance checks are conducted and the fine schedule for infractions.
- Mileage monitoring- Mr. McCormack reviews the mileage logs from employees who travel for work and confirms them.
- \$19,000 flu vaccine –these are used at clinics-the town purchases supply over and above what the state provides.

Councilor Haugh asked when the grant expires that pays Lynn Frano's position in drug education and outreach. (The schools do their own programs but she provides materials and assistance.) Mr. McCormack responded that it is a ten-year grant that has one more year, and he hopes to be able to pick the salary up after that.

Library

Rob McLean provided an overview of his budget that included the following:

- Organizational chart
- Salary Increases- due to steps, COLA
- \$32,000 restoring the OCLN eliminated in the FY09 budget
- Book Material purchasing was reviewed
- Consortium purchasing was reviewed
- Circulation purchasing was reviewed
- Other professional was reviewed
- Increase in Buildings & Grounds Maintenance is due to the reopening of Fogg

Mr. McLean also reviewed Goals & Objectives which were taken from the long-range plan.

Councilor Haugh reported that she served on long-range committee and reported it was a wake up call. Weymouth's library spending was the worst in the state and it was a sad commentary.

Town Council

Vice Chairman O'Connor presented the proposed Town Council budget on behalf of the Council. He noted the increase in salaries due to step / COLA (non-union employees) and noted the external audit contract amount has been reduced.

Councilor Hackett expressed her disappointment with the elimination of fees for MMA memberships from the budget. She was disappointed to learn she could not pay and attend conferences as an individual Councilor. She suggested requesting the administration consider reinstating the memberships- resources are available that they should be able to use.

ADJOURNMENT

At 7:27 PM; there being no further business, a MOTION was made by Councilor Hackett to adjourn the Budget/Management meeting and was seconded by Councilor Haugh.
UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Michael Molisse as Chairman
Voted unanimously on 14 July 2014