

*Town Council Budget/Management Committee
May 20, 2015
Town Council Chambers*

Present: Chairman Michael Molisse
Councilor Rebecca Haugh
Councilor Jane Hackett

Absent: Councilor Patrick O'Connor
Councilor Brian McDonald

Also Present: Richard Swanson, Town Auditor
George Pontes, Veterans' Director
Steve Reilly, Director of Recreation
George Lane, Town Solicitor
Gregory Guba, Director of Human Resources
Michael Gallagher, Director of Administrative & Comm. Svcs.

Recording Secretary: Diane T. Hachey

Chairman Molisse called the Budget/Management Committee Meeting to order at 6:00 PM.

Review and Discuss General Government Budgets with Chief Financial Officer and Applicable Department Heads as follows:

-Mayor's Office, Information Services, Veterans' Services, Parks and Recreation, Civil Defense, Commission on Disabilities, Youth and Family Services, Town Solicitor, Town Building Maintenance, Administrative Services, Elder Services, and Human Resources

Deliberate the following measures:

15 051B-Mayor's Office

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 1).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 2).

Mr. Gallagher additionally noted that he and the CFO just recently reviewed the municipal buildings insurance costs, which is \$80,000 and covers only the general government town buildings.

15 051F- Information Services

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 3).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 4).

Mr. Gallagher additionally noted that he is expecting a substantial increased need for support and to this end has moved several responsibilities to align with his goals.

The OTH/PROF/S budget has been decreased by half as they are not outsourcing as much as in the past, in an attempt to keep things in house. An example was cited in that he replaced all mail filters by outsourcing-- but is attempting to perform this function in house.

It was asked what buildings are not covered by the utilities expense of \$20k? Mr. Gallagher noted that the Water Treatment Plant and Libraries.

He is investigating the cost incurred to increase the fiber bandwidth overall for the town.

15 051R-Veterans' Services

Via a power point presentation, Mr. Gallagher, in conjunction with Director George Pontes, displayed an organizational chart for the committee (attachment 5).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 6).

Mr. Pontes explained that the primary goal of the benefits program is to bring all Veterans' up to a sustainable level (which is also mandated by the state-and reimbursed by them in the amount of 75%). It was noted that for fiscal year 2014 benefits increased by 23% which was the highest year, and he attributes the increasing demands to Veterans' getting older and thus having more needs. The department provides emergency shelters to those in need in order to prevent homelessness.

15 051S- Parks and Recreation

Via a power point presentation, Mr. Gallagher, in conjunction with Director Steve Reilly, displayed an organizational chart for the committee (attachment 7).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 8).

Mr. Reilly explained that he eliminated the early registration discount, as it was a logistical problem to maintain and more importantly, he was able to reallocate that savings to reduce the regular cost of program registration.

Councilor Haugh praised the town's recreation program and noted that her children are enrolled and it is the best deal around for the price, as compared to surrounding communities. Mr. Reilly encouraged the committee to review the Recreation Book, which was distributed, in order to view the programs offered.

15 051U-Civil Defense

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 9).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 10).

The second off road vehicle, which was purchased via grant funding, has already paid for itself as it was sent into North Weymouth to help with flooding.

15 051W-Youth and Family Services

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 11).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 12).

15 051E-Town Solicitor

Via a power point presentation, Mr. Gallagher, in conjunction with Solicitor Lane, displayed an organizational chart for the committee (attachment 13).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 14).

Mr. Gallagher noted that although Mr. Lane is retiring at the end of June, Marsha Conley, Paralegal, will remain on.

While reviewing the outside counsel listing, Mr. Lane noted that Michael Curran had recently passed away and all noted their condolences.

Councilor Haugh asked what types of judgments and claims the town would receive? Mr. Lane noted that they try to keep claims of judgments to a minimum and Mr. Gallagher concurred and said that Solicitor Lane had done an admiral job in controlling this line item. Auditor Swanson asked how this line item would be allocated? Mr. Gallagher said that he would appear before Council with a measure when needed.

Councilor Hackett noted that Mr. Lane always has taken his budget seriously and takes pride in his work. The committee extended their thanks and congratulations to Mr. Lane on his retirement.

15 051I-Town Building Maintenance

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 15).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 16).

It was clarified that the organizational chart breakdown of buildings is as follows:

Eric Hallsen is the full time Town Hall custodian, John McEchern is the full time McCulloch custodian and Peter Villodas is the new part time custodian at the Teen Center and works two (2) hours per day.

Mr. Gallagher noted that the Essex Street building has been designated for record storage and houses vital town records. Mary Keefe was commended for the work she has completed on this project.

15 051J-Administrative Services

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 17).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 18).

15 051T-Elder Services

Via a power point presentation, Mr. Gallagher displayed an organizational chart for the committee (attachment 19).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 20).

Mr. Gallagher noted that Susan Barnes, long time Elder Services Director, has retired but was involved in crafting this budget

The definition of “Gasboy” was further clarified to include that the device is associated with a certain vehicle in order to track usage.

Councilor Haugh noted that many seniors are not aware of the abatement procedure and often ask where to obtain the needed paperwork to complete. Mr. Gallagher noted that they should see staff at the McCulloch building for assistance.

15 051K-Human Resources

Via a power point presentation, Mr. Gallagher, in conjunction with Director Greg Guba, displayed an organizational chart for the committee (attachment 21).

Questions, previously provided by the Auditor, and answered by the Department Head were displayed (attachment 22).

Mr. Guba noted that Lisa Coyne handles all general human resources inquiries, while Sue McDonough primarily handles benefits, health, life and disability. He noted that this budget has not changed much and line items include: educational reimbursement, drug testing, medical exams, training, equipment maintenance, advertising, conference registration, dues and memberships, plaques and awards.

Mr. Swanson asked why the miscellaneous expenses line item decreased? Mr. Gallagher noted that it was due to the temporary Human Resources Director, but now that a permanent director has been hired, the allocation is listed under salaries.

With no further business to attend to, Councilor Haugh motioned to adjourn at 7:04 PM- motion seconded by Councilor Hackett and voted unanimously.

Attachment(s)

Respectfully Submitted by: Diane T. Hachey as Recording Secretary

Approved by: Chairman Michael Molisse
Voted unanimously on 24 August 2015