

**TOWN COUNCIL MINUTES
SPECIAL TOWN COUNCIL/BUDGET/MANAGEMENT COMMITTEE
MEETING
TOWN HALL COUNCIL CHAMBERS
FEBRUARY 15, 2012 - WEDNESDAY**

Present: Kenneth DiFazio, Chairman
Patrick O'Connor, Vice Chairman
Arthur Mathews, Councilor
Michael Molisse, Councilor
Michael Smart, Councilor

Also Present: Ed Harrington, Councilor
William McKinney, Chief Financial Officer
Richard Swanson, Town Auditor
Mike Gallagher, Director of Admin. and Comm. Svcs.
James Clarke, Director of Planning & Development
Cindy DePina, Director of Human Resources
Rob MacLean, Director of Libraries

Recording Secretary: Ann Flynn Dickinson

Budget/Management Chairman Kenneth DiFazio called the Budget/Management Committee Meeting to order at 7:36 p.m.

Council President Mathews turned over the meeting to Chairman DiFazio after announcing that this is still a Budget /Management Committee Meeting in keeping with Solicitor Lane's advice.

12-012 Town Clerk Appointment

Chairman DiFazio announced that this matter was referred to the Budget/ Management Committee on February 6th, they met again on February 13 and again this evening. Ms. Cindy DePina was invited to come forward to speak to go over the tally of the scores for the candidates.

Chairman DiFazio reminded the committee that Ms. DePina returned the original sheets, added up all the scores and came back with a final total for all four candidates. All candidates were asked the same series of questions.

Ms. DePina stated that the scores were tallied with the rating system given to her to gain a grand total for each candidate.

Chairman DiFazio let Ms. DePina know how integral she has been in the selection of 13 candidates and then narrowing it down to 4. He asked her about the procedure regarding how many recommendations of candidates should be made to the Council.

Ms. DePina stated that it lies solely in the committees hands. She advised looking at the scoring system in place and if it is evident to forward one or all four names. Scores were not that close that there is a neck and neck tie. There is a lead candidate with a score that is higher than the rest.

Council President Mathews commented about the process. We should hear from the candidates. That is what we will discuss Tuesday the 21st. The procedure we have followed thus far is fine.

Vice Chairman O'Connor made a motion for favorable action to the full Town Council for consideration that Kathy Deree serve a three year appointment as Town Clerk according to 2-8b of the Town Charter.

Vice Chairman O'Connor thanked Ms. DePina for her efforts. He believes Ms. Deree will do an excellent job.

Councilor Molisse also thanked Ms. DePina, he further noted that Ms. Deree has proven herself through the years and this allows a town employee an opportunity for advancement.

Councilor Smart will be voting in favor of supporting a motion to the full Town Council for Kathy Deree, as he believes she is a good fit.

Council President Mathews will also be voting in favor and thanked Ms. DePina for the process. He also thanked all of the candidates who were very qualified. Ms. Deree has had the opportunity to work under Mr. Fryer and has gained the knowledge which will go a long way.

Chairman DiFazio also thanked Ms. DePina, and all the candidates, noting that two out of the four were highly qualified.

MOTION was made by Vice Chairman O'Connor and seconded by Councilor Molisse and unanimously voted.

Council President Mathews requested Ms. DePina to send letters to all candidates thanking them for applying and letting them know they were all qualified.

12-010 Reserve Fund Transfer Reclassification Human Resources

Ms. DePina requests a change in the structure of the Human Resources Department. The work in the department has changed dramatically. She explained how the Human Resources department handles the benefits for over 2,000 people.

Mike Gallagher explained the scope of work has changed, going to the GIC has created more work for the department because they are doing all of the signing up of people. There is a whole open enrollment process which must be adhered to. The work right now is being spread throughout the Department, there is no Generalist and they don't have a Director Generalist and Clerk. The Human Resource Department is taking on a larger role within the town and are starting to see the benefits of this Human Resource Department now that it has been brought to this level with great help from Ms. DePina. It is time to set up this department correctly and compensate the employees accordingly.

Chairman DiFazio requested that Ms. DePina review the current structure and the requested structure for the committee.

Ms. DePina explained currently there is a Human Resources Director Generalist and Clerk. The structure that they would like to attain is one Director and two (2) Generalists.

Chairman DiFazio stated the Fiscal Year 2012 money will come out of the reserve fund, and they realize that there are additional costs to Mayor for 2013.

Chairman DiFazio requested that Ms. DePina summarize the Salary Comparison Chart.

She reviewed descriptions of how the comparisons were done by looking at towns of comparable size and similar Human Resource Structure.

Auditor Swanson stated that he reviewed the measure and verified all numbers and confirmed that the Reserve Fund has a balance of half million.

Council President Mathews states he recognizes the amount of work conducted when Ms. DePina was out-the Human Resources staff go above and beyond.

MOTION was made by Vice Chairman O'Connor to refer the measure **12-010 Reserve Fund Transfer Reclassification Human Resources** for favorable action to the full Town Council and seconded by Councilor Molisse, and UNANIMOUSLY VOTED.

A motion was made by Vice Chairman O'Connor to take 12-011 Reserve Fund Transfer Reclassification Town Council out of order, seconded by Councilor Molisse.

12-011 Reserve Fund Transfer Reclassification Town Council

Ms. DePina explained when looking at reclassifications, she looked at several to see where the needs were. One of them was a position in the Town Council Office, whereby the current position is listed as a Financial Assistant and it is not what the individual is doing at present. The duties and the day- to- day are not that of a Financial Assistant. After doing some research she has attached a description to revise the position from Financial Assistant to Assistant to the Town Council.

Chairman DiFazio asked what the financial impact was for fiscal year 2012-it was noted to be \$2,347.61 to be derived from the reserve fund.

Council President Mathews stated when you compare job descriptions there is a distinct difference between the two. The current job responsibilities do not fit what the individual is actually performing.

Motion was made by Vice Chairman O'Connor and seconded by Councilor Molisse to forward measure **12-011 Reserve Fund Transfer Reclassification Town Council** to the full Town Council for favorable action. Motion passes unanimously.

12-008 Debt Refinancing 2002 and 2005 Bonding

Chairman DiFazio invited CFO McKinney to the table

CFO McKinney started with the refinancing bonds, the advancement refers to the 9102 and the 3105 9102 town and the 3105 being sewer. The savings on these two are as follows 9102 \$630,000 and the 3105 Sewer is \$542,000 combined are a savings over \$1 million dollars.

Council President Mathews asked what is the dollar amount of refinancing.

CFO McKinney replied \$80,000 total.

Council President Mathews asked if in the overall savings, if that cost is included.

CFO McKinney replied mostly fixed but there are some variables.

Auditor Swanson referred to two schedules and asked to be walked through the first schedule where the \$415,000 915 2012 total principal and interest \$138,803.89. What happens after that go across. Does the D/S stand for Debt Service?

CFO McKinney replied that is what would be paid off. \$1,127,000 plus \$27,500 would be the payment on March 15th.

Auditor Swanson inquired if there is a need to check these numbers and wished to verify their accuracy.

CFO Bill McKinney stated these numbers are done in good faith.

Auditor Swanson stated, as related to the \$15 million, if we are going to use to retire the debt of the bond. The payoff would go towards the 2002 bond in the amount of \$6,415,000, the 2005 bond payoff is \$7,585,000. This leaves \$1m to be applied towards the cost of issuance of funding the bonds.

CFO McKinney stated it will all be up to the interest rate at that time.

Auditor Swanson asked how much the town pays for South West for their issuance?

CFO McKinney replied that it is about \$30,000.00 and it would depend on the borrowed amount. There is a cap of \$1 million dollars. The early redemption premium is 1 percent on the 2002 bond and the 2005 bond does not have a redemption premium.

Chairman DiFazio asked about other bonds.

CFO McKinney replied these are the only two bonds.

Chairman DiFazio inquired if it would make a difference if we anticipated now that we were going to bond now or in a year from now.

CFO McKinney replied it would make a difference. The interest rates are low right now and if it will work into next year's budget.

Vice Chairman O'Connor asked if Weymouth has engaged in any auction rate bonding.

CFO McKinney replied he had no idea what they did before.

Vice Chairman O'Connor made a motion to refer **12-008 Debt Refinancing 2002 and 2005 Bond Issues** to the full Town Council with favorable action Seconded by Councilor Molisse. Voted unanimously.

12-009 Special Purpose Stabilization Fund-Fogg Library Phase II Interior Repairs

Mr. Jim Clarke made a request for the Fogg Library of \$400,000 for interior renovations. He noted that he was before Council several weeks ago regarding the Community Preservation Fund requesting \$250,000 to complete mostly interior work. He estimates the cost last summer to be around \$850,000. Fund Resources identify Southfield Mitigation Account \$400,000, Community Preservation \$250,000, State Historical and Cultural Grants \$200,000. The application deadline is at the end of March and these are competitive and he doesn't know if they will be able to count on this funding.

There is a Community Preservation Fund Request for Proposal for an architect to be on board within 45-60 days. The work will go out to bid to start work in the fall or by the end of the year.

Chairman DiFazio asked why they are not sure they will receive the \$200,000. He questions where the funding would be derived from if that should occur.

Mr. Rob MacLean responded that they would probably go back to the CPA for this.

Chairman DiFazio asked how they determined the dollar amount and questioned why they didn't fund more or less. The \$250,000 was based on the estimates that you had at that time.

Mr. MacLean said that he and Jim Clarke prepared a cost estimate. Once the architect comes on board they will review the scope of work and render the numbers.

Chairman DiFazio asked what the balance in Community Preservation Fund is currently.

Mr. Rob MacLean replied that the balance is approximately half a million

Chairman DiFazio requested Auditor Dick Swanson to prepare a spreadsheet for Fogg Library showing each measure and what was requested and what was spent so far.

Auditor Swanson responded that he would complete and forward.

Council President Mathews asked why the administration did not request the \$430,000 instead of coming back to us twice for \$400,000 now and \$30,000 later-he questioned why the request for a total of \$430,000 was not made. He questioned if these restorations would solve the humidity problem such that once the artifacts are restored and books are filed will they be safe.

Mr. Clark replied once the windows are refurbished the building will be tight.

Councilor Smart stated once the HVAC contractor comes in and balances the system that should restore the integrity.

Vice Chairman O'Connor commented that he favors this project and questions when will the town will find out if the grant is approved.

Mr. MacLean noted that we will find out about the Historical Grant in the spring.
Mr. Clark reiterated that at the end of May or June it will be announced.

Vice Chairman O'Connor asked if the time line would be changed if money came from the CPC instead of the grant. He is hopeful that we secure the grant and offered the Council's assistance relative to writing letters of support if needed.

Councilor Smart stated that currently Fogg Library is ready. The Council supported \$430,000 in mitigation and noted that if we had the \$30,000 contingency fund for later we would still have to outfit with chairs, computers, etc.

Chairman DiFazio stated we have two sources of funding that we can pick from which is an advantage to anyone. We could vote to take that \$400,000, reallocate and dedicate it to another line item. He just wants to ensure that we have thought about it and gone about it in the right way

A MOTION was made by Vice Chairman O'Connor to take **12-009 Special Purpose Stabilization Fund-Fogg Library Phase II Interior Repairs** to the full Town Council for favorable action, seconded by Councilor Molisse and voted unanimously.

ADJOURNMENT

At 8:30 p.m., there being no further business, Councilor Molisse made a MOTION to ADJOURN the meeting and was seconded by Councilor Smart. UNANIMOUSLY VOTED.

Respectfully submitted by Ann Flynn Dickinson as Recording Secretary.

Approved by Chairman Kenneth DiFazio

Approved by Council President Mathews