

TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE
Town Hall Council Chambers
March 14, 2006 - Tuesday

Present: Kenneth DiFazio, Chairperson
 Susan Kay
 Paul J. Leary
 Michael Molisse
 Kevin Whitaker

Also Present: Jane Hackett, Chief of Staff
 James Wilson, Chief Financial Officer
 Gregory Shanahan, Councilor
 Richard Swanson, Town Auditor
 Sean Guilfoyle, Chair, Weymouth School Committee
 Mary Jo Livingstone, Assistant Superintendent of Schools
 Denise Coleman, Director of Human Resources

Recording Secretary: Mary Briggs

Chairman Kenneth DiFazio called the Budget/Management Committee meeting to order at 6:30 PM.

Councilor Leary made a MOTION to take items **06 024** and **06 035** out of order, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

06 025 - SEIU Collective Bargaining Agreement - School Custodial Employees

Sean Guilfoyle, Chair of the Weymouth School Committee, and Mary Jo Livingstone, Assistant Superintendent of Schools were invited to the table, to present highlights of the Memorandum of Agreement and the associated financial impact. Included in the Agreement:

- inclusion of 90-day probationary period for new hires
- verbal warnings to have supporting written documentation in personnel file
- additional holiday, Friday after Thanksgiving, beginning FY07
- language inclusion - meal breaks
- language inclusion - overtime list refusals
- language inclusion/change - sick leave provision for family illness
- new inclusion - sick leave bank (historically in place)
- language inclusion - bereavement leave
- language change - vacation time during school year

- change in clothing allowance - increased by \$50 in FY06 and another \$50 in FY07
- change in longevity allowance - from \$1167 to \$1367 for 15 years service, and from \$1417 to \$1617 for 20 years service
- reclassification of 2 positions at WHS to reflect increase in scope with new building-Senior Custodian and Senior Heating Person, both retroactively increased 2% before applying MOA salary increases
- change in mileage reimbursement to 32¢ per mile
- bulletin board space to be provided to union at all locations
- language change to reflect “dignity and respect” clause

Financial impact includes a 2% in FY 06, 3% in FY07 and 4% in FY08, and the impact of the reclassification of the senior positions at WHS is \$4983 before adjusting to the MOA salary rates.

Town Auditor Swanson asked if the School Department had looked into outsourcing the custodial work. Ms. Livingstone noted that studies had been done in the past, but not recently, and the advantages to keeping the services in-house are the number of buildings and the loyalty of workers. Mr. Swanson also asked if the financial impact was included in the budget submitted by the School Department to the Town. Ms. Livingstone responded that it had not since the Agreement was not ratified prior to the submission.

Chairman DiFazio asked if this is the only omission in the budget presented, and Ms. Livingstone responded that the van driver unit of SEIU has not completed negotiations yet, and the financial impact of that agreement is unknown at this time.

Noting that this was a fairly negotiated contract benefiting both sides, a MOTION was made by Councilor Kay to present to full Council with favorable recommendation and was seconded by Councilor Leary. UNANIMOUSLY VOTED.

06 024 - SEIU Collective Bargaining Agreement- Town Hall Employees

James Wilson, Chief Financial Officer, and Denise Coleman, Director of Human Resources, came before the Committee to present the contract negotiated for the Town Hall employees, and provided an overview of the new Memorandum of Agreement. The unit is an off-cycle bargaining unit, and is for FY06, 07 and 08. The Agreement includes:

- 3% salary impact in each of the three years. Financial impact of the contract will be \$19,512 in ‘06; \$20,347 in ‘07 and \$21,000 with the accumulated cost to be \$60,861.
- language change in number of days for grievance process
- change in job posting time frame
- new inclusion of 60-day probationary period for new hires, both for the employer and employee, and two months for transfers
- new inclusion of 21-day notice of layoff or classification change
- language inclusion for period before medical documentation required for return from sick leave
- inclusion of one day for emergency use

- change in incremental time to allow hourly use of personal days
- longevity increase of \$50 in FY07 - to \$350 for 10-15 years' service and to \$425 for 15-20 years' service
- re-opener clause in FY08 only, should other bargaining units settle for more than 3%

Chairman DiFazio asked if there had been any discussion to putting this unit on the same cycle as the rest of the town groups, and Ms. Coleman responded there had, but the unit chose to stay on the off-cycle.

Ms. Coleman also noted that the town would be rewriting job descriptions over the next six months as the current ones may not adequately address technology aspects, and may result in job reclassifications. It has not been done in many years.

There was some discussion regarding some of the current positions.

Noting once again that this was a fairly negotiated contract benefiting both sides, a MOTION was made by Councilor Kay to present to full Council with favorable recommendation and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

06 001- O'Connor and Drew Audited Financial Statements and Management Letter - Fiscal Year 2005

Richard Swanson, Town Auditor presented two items, the Management Letter and the Financial Report, which for the first time contained no audit points. This was an unqualified clean audit and Mr. Swanson noted that it was attributable to the strong leadership of the Chief Financial Officer and the daily effort by the Municipal Accounting Staff, and he requested Mr. Wilson pass that on to his staff.

Several Councilors echoed these remarks, and that the reorganization of the Municipal Finance Department and the cooperative efforts is a credit to the Town Administration.

A MOTION was made by Councilor Kay to gratefully accept the report, and to present to full Council for favorable action, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

06 016 - Fiscal Year Unpaid Bills - \$1,073.52

Ms. Hackett reported on unpaid bills resulting during a transition in the Office of the Mayor, and noted the reserve fund transfer request is for less than the total of the invoices, because there is funding for partial payment elsewhere. A MOTION was made by Councilor Leary to forward this to the full Council with a favorable recommendation, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED

(During this discussion, at 7:20 PM, Councilor Shanahan left the meeting.)

06 019 - Reserve Fund Transfer-Fourth of July Barge- \$10,000

Ms. Hackett reported that in order to contract with the barge company, it is necessary to have the funding in place. She also noted that the date of the fireworks is earlier this year. A MOTION was made by Councilor Leary to present this to the full Council with a favorable recommendation, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED

06 021 - Reappropriation Request-Fire Department Overtime \$60,900

Ms. Hackett requested the reappropriation from the suppression salary to the retroactive salary. The funds were previously appropriated, but went into the salary line, and now need to be moved. She noted that this may not cover the remainder of the fiscal year, but would allow for minimum staffing levels for the next few months.

There was some discussion with Auditor Swanson regarding the number of weeks remaining in the fiscal year, and the balance in the account, as well as factors affecting the overtime in the recent weeks. It was also noted that Chief Leary of the Fire Department had done an excellent analysis of his department's needs.

A MOTION was made by Councilor Leary to refer this to the full Council with a favorable recommendation, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

06 023 - Reserve Fund Transfer- Water Department-FY Unpaid Bills

Ms. Hackett reported that this item was closed out and withdrawn.

06 028 - Appointment - Health Study Advisory Committee- Anne Marie Craman

Ms. Hackett reported that this appointment will finish filling the 11-member Committee. Councilor Kay asked if the Council could extend an invitation to Ms. Craman to formally introduce her at its meeting and Ms. Hackett confirmed that she will call her. A MOTION was made by Councilor Kay to forward the appointment to the full Council with a favorable recommendation, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

06 029 - Appointment - Commission of Disabilities-Richard Johnson

Ms. Hackett reported on this appointment, and there was some discussion about the reporting out responsibilities of this position and further information was requested. Councilor Kay noted they could meet briefly prior to the Council meeting on the information. A MOTION was made by Councilor Leary to forward this to the full Council with a favorable recommendation, pending forthcoming information, and was seconded by Councilor Molisse. UNANIMOUSLY VOTED.

Discussion of 2007 Budget Review Schedule

Town Auditor Swanson reported on the Town Council budget which was electronically transmitted on 1/23, and includes a reappropriation for recording secretary fees, and a 3-year lease agreement negotiated for a copy machine.

He also reported on the Town Clerk's budget which represents a 2% increase in FY07 and is due to the Help America Vote initiative for ADA accessibility equipment required in the polling sites (\$12,000), and includes Town Clerk's office staff, and school custodial overtime for election set up.

There was discussion on both budgets. A MOTION was made by Councilor Kay to report back to full Council that the Committee received and reviewed Auditor Swanson's report of the budgets, and was seconded by Councilor Leary. UNANIMOUSLY VOTED.

Review of Capital Improvement Plan FY06-FY011

Ms. Hackett reported on the 5-year plan, which was filed on March 1st. The Mayor's Office will now review to rank projects in order of need and funding. She noted that the only changes to submissions were not in ranking but by building on the school department's portion of the plan. The highlights of prior projects include the completion of four sewer contracts, the new lagoons, the opening of Weymouth High School and the improvements to the Veterans' Memorial Wall. Projects are listed alphabetically by project title, and then by funding source.

There was some discussion and questions on particular high school projects, and Ms. Hackett recommended individual questions can be addressed to the principal, Ms. Slattery.

Projects from the plan currently in process include two measures for Pilot Study for Water Treatment Plant, design and construction, Legion Field (update on progress will be provided to Council at next meeting), restoration of Fogg Library, and landscaping portion from Town Hall Renovations project. She also provided a status update on Fogg Library. It is in the process of drying out.

She reported that the following which are scheduled in '06 and are on the Mayor's radar screen for consideration:

- repair of the DPW roof
- communications upgrade, Police and Fire
- Maria Weston Chapman Middle School boiler replacement
- vehicle replacements- Elder Services with matching funding, cruisers and DPW equipment

She reviewed the process of collating the information from the different departments. This is a plan, not a budget and is intended to be an accurate inventory of the needs of all town departments. It is the intent to bond to get as many projects done from the list as possible.

Councilor Whitaker suggested including completion dates for projects, or estimated completion dates.

The consensus of the Committee is to take the plan, review it and report out that it is under review. Budget /Management will continue the item to another meeting, after the Committee has had a chance to review and come back with questions.

Other Business

The committee will begin to schedule an FY07 budget review, which will include capital measures, operating measures, and appointments, with budget submission in June. Committee members to notify via email their availability for meeting days/times.

Adjournment

At 8:35 PM, there being no further business, a MOTION was made by Councilor Leary to adjourn which was seconded by Councilor Kay and UNANIMOUSLY VOTED.

Approved by: _____
Kenneth DiFazio, Chairperson