

TOWN COUNCIL MINUTES  
BUDGET/MANAGEMENT COMMITTEE  
Town Hall Council Chambers  
April 6, 2009

Present: Kenneth DiFazio, Chairperson  
Patrick O'Connor, Vice Chairperson (arrived at 6:55)  
Michael Molisse  
Kevin Whitaker  
Arthur Mathews (arrived at 6:50)

Also Present: Robert Conlon  
Ed Harrington  
Maureen Duffy, Town Auditor  
James Wilson, Chief Financial Officer  
Michael Gallagher, Director of Administrative and  
Community Services  
James Clarke-Director of Planning  
Kevin Carnes, O'Connor and Drew

Recording Secretary: Diane T. Hachey

Chairman Kenneth DiFazio called the Budget/Management Committee meeting to order at 6:20 PM.

**09 010-CDBG and Home Approvals for 2008-2209**

Jim Clarke apologized for late submission of this measure, it should have been submitted at the beginning of May or June of last year. This represents 2008-2009, within 30 days the Council will receive the CDBG request for 2010. Mr. Clarke reviewed the projects currently underway. They include projects such as infrastructure improvements (drainage and roads), senior housing improvements-done in conjunction with the Housing Authority, installation of new call boxes for the Fire Department, program improvements completed in conjunction with the Department of Elder Services; and first time home-buyer and affordable housing projects.

Councilor Whitaker asked which projects result in revenue for the town and if any town employee salaries are funded by the grant. Mr. Clarke confirmed that the Town Planner, Coordinator and a portion of both his and the office secretary's salaries are funded by the CDBG grant.

Councilor Whitaker noted that the government did not include funds for CDBG at the state level. Mr. Clarke confirmed that Weymouth is an entitled community and as such receives applicable funds, in addition to stimulus funding.

Chairman DiFazio wants to ensure that timely submission of this measure occurs in the future, as effectively the funds were expended on this grant prior to Town Council approval. Mr. Clarke spoke with the staff involved and assured the committee that this will not recur.

A MOTION was made by Councilor Molisse to forward measure number 09 010 to the full Town Council with a recommendation for FAVORABLE ACTION, seconded by Councilor Whitaker and UNANIMOUSLY VOTED.

**09 009-O'Connor and Drew Fiscal year 2008 Financials and Management Letter**

Maureen Duffy and Kevin Carnes presented to the Budget/Management Committee.

Councilor Whitaker asked Mr. Carnes if he was made aware of the municipal finance audit. Mr. Carnes confirmed that he was aware and noted that his is in agreement with Mr. Wilson's approach in terms of a transitional audit. O'Connor and Drew did not find any issues with the audit and Mr. Carnes noted that the majority of the Management Letter speaks to timeliness issues which have since been rectified.

Councilor Whitaker asked if Mr. Carnes was satisfied with our internal controls. Mr. Carnes noted that from July to present has not yet been audited, and once completed this timeframe will indicate if in fact all controls have been properly implemented.

Councilor Whitaker asked for a comparison of our audit findings with other municipalities. Mr. Carnes confirmed a basic clean audit and noted that outstanding issues were dealt with accordingly. Additionally he noted that documentation of said controls have occurred. Mr. Carnes stated that he would not remove "Management Responses" if there were opinion differences, only if O'Connor and Drew were in the wrong.

Councilor Whitaker asked how our internal auditing is connected to the outside audit by O'Connor and Drew. Mr. Carnes confirmed that he receives copies of audits performed (internally) for review.

A MOTION was made by Councilor Molisse to forward item 09 009 to the full Town Council with a recommendation for FAVORABLE ACTION, seconded by Councilor Whitaker and UNANIMOUSLY VOTED.

Councilor Whitaker asked about the status of the contract services for O'Connor and Drew. Ms. Duffy noted that she forwarded an email to all Councilors in January alerting them to the need to assign an outside auditor for 2010. She additionally noted the learning curve involved if a new auditor is contracted, which does not require going out to bid.

It was noted by Jim Wilson that the actual 2010 budget commences at the beginning of June which does not afford hiring a new outside auditor, as he concurs with Ms. Duffy as to the learning curve involved.

Kevin Carnes suggested a one year contract in order that the town has sufficient time to determine if the contract will go out to bid. He agreed to a reduced fee structure should the town not go out to bid on the contract.

(Councilor Mathews arrived here at 6:50 PM)

Councilor DiFazio said he would be discussing this issue with President Smart.

**09 011-Abigail Adams Closeout Costs**

Mr. Wilson noted that this is a reserve fund transfer in the amount of \$800 to pay for DEP Phase 4 administrative charges for the Abigail Adams School fuel tank leak. He further noted that one additional reserve fund transfer may be requested, before the project will be complete.

A MOTION was made by Councilor Mathews to forward item 09 011 to the full Town Council with a recommendation for FAVORABLE ACTION, seconded by Councilor Molisse and UNANIMOUSLY VOTED.

**09 012-Town Council Re-appropriation**

Mr. Wilson noted that this measure was generated from the Town Council Office and is a request for a re-appropriation in the amount of \$1,100 from the Expenses-Stipends line item to the Salaries Audit and Oversight line item.

A MOTION was made by Councilor Molisse to forward item 09 012 to the full Town Council with a recommendation for FAVORABLE ACTION, seconded by Councilor Mathews and UNANIMOUSLY VOTED.

**09 013-Reserve Fund Transfer-Veterans Benefits**

Mr. Wilson noted that this measure is requesting a reserve fund transfer of \$30,000 to the Veteran's line item, in order to satisfy the increased needs of our Veterans, resultant from the downturn of the economy. He foresees 30% versus 75% reimbursement from the state.  
(Councilor O'Connor arrives here at 6:55).

A MOTION was made by Councilor Molisse to forward item 09 013 to the full Town Council with a recommendation for FAVORABLE ACTION, seconded by Councilor Mathews and UNANIMOUSLY VOTED.

At 7:00 PM, there being no further business, Councilor Molisse made a MOTION to ADJOURN the meeting and was seconded by Councilor Mathews. UNANIMOUSLY VOTED.

Respectfully Submitted by:  
Diane T. Hachey-Recording Secretary

Approved by:  
Ken DiFazio, Chairman of the Budget/Management Committee