

**MINUTES OF THE
BUDGET/MANAGEMENT COMMITTEE
APRIL 13, 2004**

PRESENT: Ken DiFazio (Chairman), Sue Kay, Michael Molisse, Colin McPherson
And Paul Leary

OTHERS: Jane Hackett, Jim Wilson, Richard Swanson, Chief Thomas and
Arthur Mathews

Chairman DiFazio called the Budget/Management Committee Meeting to order on April 13, 2004 at 6:30 p.m. at the Police Station, 140 Winter Street, Weymouth, MA.

Review of FY05 Police Department Budget

Police Chief Thomas started by saying Captain Callahan has found over \$200,000 in grants for the police department. Highlights of his budget are as follows:

This budget maintains personnel at 116 positions (including 14 civilians). A breakdown of budgeted 04 and 05 positions are as follows:

FY04	FY05
1 Chief	1 Chief
3 Captains	4 Captains
11 Lieutenant (1 acting capt. Nt included)	10 Lieutenant
8 Sergeants	10 Sergeants (one will be a detective)
79 Patrol with 5 detectives	77 Patrol with 6 detectives

Chief Thomas stated that they have always had 4 captains and their duties are very important. They keep track of the officers and the budget. The department is currently 100 persons strong and that included the chief. They are budgeted at 102 and that still puts them 6 below their 1998 budget. He would like to see more money for training, 3 or 5 additional bodies on the police department but he has a realistic view and agrees with Mayor on this budget.

He has requested a small stipend for the traffic officers at night but it is a revenue generated position and he feels it will more than pay for itself. He needs another detective to fill in on the day shift. He has 2 now as someone retired last July and it has never been filled.

Councilor Kay asked what the four captains are for. Chief Thomas said one is for personnel the HR Officer (Carr), the Bureau of Criminal Investigations and Internal Affairs (Callahan) and he is also the liaison with the schools, Technical Services is Captain Fairburn and 1 captain is on administrative leave. The four positions are

consolidated between the three captains and it is too much for them, that is why he is requesting 4 captains.

The Democratic National Convention is coming to Boston and Weymouth will be called upon to help provide security. This expense we will get reimbursed for. The new school is another area that needs to be addressed. There are security concerns of Mr. West and there will be one officer up there all the time in addition to the two youth detectives. They want to provide a secure and safe environment for the students.

Councilor Kay asked if it would be all day and Chief Thomas stated it would be a walking beat (8-12) and again after the lunch breaks.

Another issue is the air base will need patrols later on another beat. Right now the schools are their main concern as the kids are buying Heroin at \$5 a bag instead of the oxycontin at \$40 and a police officer stationed at the schools will go far.

The committee reviewed the budget line item by line item.

Chairman DiFazio asked why administration salaries are up 32%. Mr. Wilson said this fiscal year the acting chief was in the investigations salary and now he is in the administrative salary line. Also, the acting Lieutenant was moved from another salary line item into the administrative salary line. They were moved from one section to another.

Mr. Wilson stated that there are also contractual obligations for each of the patrolmen into the various divisions. Those you will find in there as well.

Mrs. Hackett said investigations salaries are down 6.3%.

Mr. Wilson said there are no new positions in this budget. There are additional stipends that are included for detectives and the night traffic officers.

Councilor McPherson asked why the uniform patrols are up 6%. Mr. Wilson said in the current Collective Bargaining Agreement there is an adjustment for Hazardous Materials Pay this is equivalent to 4% effective 6/30/04.

Councilor McPherson asked if he could find this in the last CBA they passed. Mr. Wilson said yes, on the bottom line of other stipends effective 6/30/04 the HAZMAT stipend is 4% of their salary.

Councilor McPherson asked if this was on top of their pay raises and MR. Wilson said there are no pay raises in FY05.

Councilor McPherson said for FY04 their CBA was for 3/1 split and on 6/30/04 they receive an additional 4%. Mr. Wilson said it is not exactly 4% it is pretty close to it.

Chief Thomas said the 4% has already been figured in. Mr. Wilson said that is correct the councilor was looking to see the difference between the FY04 budget and the FY05 budget and the vast majority (\$253,000) is solely related to that one article in the CBA.

Mrs. Hackett stated that overall the revised salary budget is up approximately 4.1% across the board.

Councilor Molisse asked why the overtime in training is going up and Chief Thomas stated that over the past 2 years this line has been under funded. He feels the officers need to maintain their training and catch up throughout the departments.

Councilor Kay asked what miscellaneous expenses are and MR. Wilson said it is for the matron who is on call and to supply all the prisoners with food. Also in this particular year they have the administrative hearing for Captain Tanger's case coming out of that line item as well.

Councilor Kay questioned why the K9 expenses have doubled. Chief Thomas said we have one K9 that is retiring and there are 2 new ones that are being trained.

The laundry expenses are up 65% as they had to outfit the reserves that came in. The gas expenses are for the motorcycles that do not get fueled at the DPW.

Councilor McPherson asked if the 4.4% increase in the traffic salaries was due to the HAZMAT and it was stated yes by Mr. Wilson. He also stated that there are regular officers in the traffic salary as well, such as sergeant Concannon and his staff.

Chief Thomas said that HAZMAT is something that the patrol negotiation with the town for anticipating hazardous duties. How they managed to negotiate that Chief Thomas really doesn't know. If unions in the town give something then other unions try to mirror one another.

Councilor Mathews arrived at 6:55 p.m.

Councilor Kay asked why the traffic overtime line item was all over the place. Mr. Wilson said the department usually will do a line item transfer on the overtime between the different departments. The overtime appropriation is all rolled up into one and the department heads need to keep track of it.

Councilor McPherson asked what additional equipment they are buying and it was stated computers for the cruisers, security cameras are being installed and they are going to a card key system as they have been having trouble with the locks.

Councilor Molisse asked what the expenses for radio repairs were and it was stated that it was contract.

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Councilor Kay asked why technical support overtime training was going up 455%. This is for training the dispatchers. Also building maintenance has gone down to zero, why? It was stated it was moved to central maintenance.

Mr. Wilson said the animal control officer had reduced his hours to part-time due to family issues and is now back full time. There is also one part-time person. Chief Thomas said if he had his way he would get rid of the dog pound. Councilor Kay asked if they get a lot of money for the crematorium and it was stated only about \$3,000. from other towns.

Councilor Molisse questioned the harbormaster salaries going up. It was stated that he is the only full time person and he has several part-time assistances or launch ramp operators. Mr. Wilson said the water ways fund is paying \$80,000 of the \$82,067 expense.

Councilor McPherson said the overall revised budget of FY04 is slightly off from the original budget. Mr. Wilson said this is due to the carry forwards.

Mr. Wilson stated that the salary adjustments are \$303,000 representing a 4.1% increase with the majority of that being HAZMAT.

Councilor Kay asked if the Quinn was included in the salary breakdowns. Mr. Wilson said yes, base salary, educational incentive and hazmat. She asked for a breakdown of these and Mr. Wilson said it is all broken out and he will see if he can provide this through MUNIS.

When the salary goes up the HAZMAT does too because it is a percentage of the salary.

Chairman DiFazio said that Mr. Swanson, the internal auditor did an audit of the police department back in September 2003 and there are several issues that may be a collective bargaining issue. Councilor McPherson had provided some comments to the report and asked several questions to Mr. Swanson last fall.

Councilor McPherson said back in the fall of 2003 when he was chair of the budget/management committee he had asked Mr. Swanson if he was satisfied with the management responses that he received on the Police Audit and Mr. Swanson stated no. After many lengthy discussions management responded in writing in December and the TC has never met again and it was dropped.

Mr. Wilson warned that they may need to go into executive session to discuss this.

Chairman DiFazio said because this may bear on collective bargaining issues he would like to Solicitor Lane asked him if this needs to be discussed in executive session and get back to the committee before the meeting on 4/27/04. Councilor Kay said so moved. Councilor Leary seconded. VOTED UNANIMOUSLY

04 070 – FY04 Fund 3416

Mrs. Hackett said the capital projects residual account measure. It is a little over the \$96,000 that is requested for appropriation to pre-fund the lease payment for the fire truck. It is the Mayor's intention to replenish this account and therefore Mr. Wilson has identified the funds to be closed out and re-appropriated to the CP residual fund. The total amount is \$7,921.80. The state law suggests that anything less than \$500 is closed. Rather than put the money into the general fund as free cash, the Mayor has created this fund which has been very helpful.

Councilor Kay stated that some are over \$500 and she wants to make sure they are no longer needed. Mr. Wilson said this is correct.

Councilor McPherson MOTIONED to recommend favorable action to the full town council. Councilor Molisse seconded. VOTED UNANIMOUSLY

04 071 – FY04 Unpaid Bills

Mrs. Hackett said that this is a request from free cash to fund the military service fund and DEP/DPW surcharges of 8/2/03.

Mr. Wilson said that DEP decided to get computerized and realized they did charge us for several years and did so.

Councilor Kay asked what the surcharge was for. Mr. Wilson said it was oversight charges at \$1300 per year until 2000 when it went to \$2,000.

Councilor Molisse MOTIONED to recommend favorable action on measure # 04 071 to the full town council. Councilor Leary seconded. VOTED UNANIMOUSLY

04 072 – Unpaid Bills

Mr. Wilson said that \$6500 is for DEP over site charges at \$1300 per year that they caught up on. We have 3 DEP sites at the Fire station, Abigail Adams and Hollis Street. The committee members asked several questions on these individual bills. Town Auditor, Richard Swanson has reviewed and signed off on these bills.

Councilor Molisse MOTIONED to recommend favorable action on measure # 04 072 to the full town council. Councilor Kay seconded. VOTED UNANIMOUSLY

04 073 – FY04 Sewer Retained Earnings revenue

Mrs. Hackett stated that this is for \$200,000 to offset a projected shortfall in revenue. According to the MUNIS reports we are approximately 73.89 as of 3/31/04 and should be

at 75%. They are having difficulty in staffing levels in the DPW water and sewer divisions for collections. This is one area the mayor is looking to rectify this year.

Mr. Wilson said they are looking for one additional person and will reallocate staff and time. The revenues are coming in short. This is to make sure it balances just to be safe. If it is not used it will be returned to the sewer retained earnings.

Jane Hackett stated that this will not limit the CIP projects. The billings are sufficient, the collections are just off.

Chairman DiFazio asked what the sewer retained earnings balance is. Mr. Wilson said \$837,769.

Councilor Mathews asked why the payments go to a P.O. Box in Lowell? Mr. Wilson said because they switched over to Lighthouse and they do not charge us to process. We only pay for the service. The only time they charge us is when it is not a typical payment.

Councilor Kay MOTIONED to recommend favorable action to the full town council on measure #04 073. Councilor Molisse seconded. VOTED UNANIMOUSLY

04 074 – Appropriate \$252,918.40 from Sewer Retained Earnings

Mrs. Hackett said this represents a reserve on a sewer worker's compensation claim. This claim goes back to 1984. It was a man who had a heart attack and his surviving spouse is not interested in settling. We are required to keep this amount in reserves. A couple of year ago we were required to do the same in the health insurance and now we are funding the worker's compensation fund. There needs to be sufficient funds in there at years end.

Mr. Wilson said that this measure and the next one will satisfy the auditors for the years end balances.

Councilor Molisse MOTIONED to recommend favorable action on measure # 04 074 to the full town council. Councilor Leary seconded. VOTED UNANIMOUSLY

04 075 – FY04 Appropriate \$32,833.36 from Water Retained Earnings

Mrs. Hackett said this appropriation is for the exact same scenario. Mr. Wilson said this is for medial reserves only; the person is back to work.

Councilor Kay MOTIONED to recommend favorable action on measure # 04 075 to the full town council. Councilor Leary seconded. VOTED UNANIMOUSLY

04 076 – FY04 Re-appropriation request for \$55,000 Water Overtime A

Mrs. Hackett said the next two measures are for water and sewer overtime. Mr. Swanson issued a memo in February and Jane gave it to Ken last week. This is something the administration and the council have been aware of and this is to address it.

Mr. Wilson said this is as a result of the frozen pipes and water main breaks. There now isn't enough money going into the 4th quarter to pay for the flushing programs? That fund is roughly \$35-40,000. This \$55,000 is paying for some of the deficit that currently exists and the flushing program.

Chairman DiFazio asked if there is sufficient money in the salary line item and Mr. Wilson said yes, there is one person on leave and another on worker's comp.

Councilor Molisse MOTIONED to recommend favorable action on measure # 04 076 to the full town council. Councilor Kay seconded. VOTED UNANIMOUSLY

04 077 – FY04 Re-appropriation request for \$10,000 Sewer Overtime B

Mrs. Hackett said this to re-appropriate \$10,000 from the water department treatment salary line item to the treatment overtime line item.

Mr. Wilson said there was one unfilled position in the water treatment plant and covering it was from the overtime account.

Councilor Leary MOTIONED to recommend favorable action on measure # 04 077 to the full town council. Councilor Molisse seconded. VOTED UNANIMOUSLY

04 078 – Acceptance of CDBG and HOME grants

Mrs. Hackett stated that this is our annually CDBG authorization and historically we have done this under 2-9 (b) but there was so much going on at the last town council meeting that it was referred to budget/management. This is for \$940,000 for CDBG and \$225,030 for HOME, the council has received copies of all the applications. You have also been notified of the public hearing.

Councilor Kay asked if the administration line for \$188,000 included part of MR. Clarke's salary and Mrs. Hackett replied yes it does about 20% and part of Mr. Halkiotis salary.

\$18,000 for the Director

\$4600.00 for the secretary

\$14,667 for the economic developer

It also pays for salaries, expenses and health benefits for Jodi, Mr. Barnaby and Kate Marshall

Councilor Molisse MOTIONED to recommend favorable action on measure # 04 078 to the full town council. Councilor Leary seconded. VOTED UNANIMOUSLY

04 079 – Re-appropriate \$4,000 for Human Resources

Mrs. Hackett said this is to re-appropriate \$4,000 from the HR Salary to the HR advertising line item. This will bring this amount up to what we are requesting for funding in FY05. Turnover in town requires advertising. This money is available in salaries due to a vacancy in the director's position.

Councilor Kay MOTIONED to recommend favorable action on measure # 04 079 to the full town council. Councilor Leary seconded. VOTED UNANIMOUSLY

04 080 – Re-appropriation request Town Council

Mrs. Hackett this is to re-appropriate \$2,000 from the annual audit line item to the recording secretary line item for the additional meetings you require.

Councilor McPherson asked if there is sufficient money in the audit line item to cover the audit. Mr. Wilson said there is about \$5,000 extra as the auditors came in under bid and you will see one more measure for about \$2100. for salaries to cover a maternity leave in the Town Council department.

Councilor Leary MOTIONED to recommend favorable action on measure # 04 080 to the full town council. Councilor Kay seconded. VOTED UNANIMOUSLY

ADJOURNMENT

Councilor Kay MOTIONED to adjourn at 7:50 p.m. Councilor Leary seconded. VOTED UNANIMOUSLY

Respectfully submitted by

Lee Hultin, Recording Secretary

Approved by _____