

TOWN COUNCIL MINUTES
Budget Management Committee
Town Hall Council Chambers
May 24, 2010

PRESENT: Kenneth DiFazio, Chairperson
Michael Smart
Arthur Mathews
Michael Molisse

ABSENT: Patrick O'Connor, Vice Chairperson

ALSO PRESENT: James Wilson, Chief Financial Officer
Frank Fryer, Town Clerk
Michael Gallagher, Director of Administrative Services
James Clarke, Director of Planning and Development
Jeffrey Richards, Director of Municipal Licenses and Inspections
Walter Flynn, Chairman of Community Preservation
Rod Fuqua, Capital Improvement Senior Planner
Kathy Deree, Assistant Town Clerk

RECORDING SECRETARY: Adele M. Cullinane

Chairman DiFazio called the Budget/Management Committee meeting to order at 6:45 P.M. The purpose of this meeting is to review the General Government FY11 budgets with applicable department heads including Town Council, Town Clerk, Mayor's Office, Municipal Finance, Planning and Development, Licensing and Inspections and Capital Improvement Plan and also the Community Preservation Plan.

10 020 A - TOWN COUNCIL

Town Council President, Arthur Mathews reiterates on the Mayor's request for all departments to decrease their salary budgets by 10% which equals out to \$21,850. A revised excel spreadsheet, different from the FY11 Budget Book, was handed out to all concerned showing where the cuts were made: the Town Councilors salaries will remain the same, the Town Auditor has been cut to 18 hours per week with no benefits including vacation, sick time and health insurance. Ms. Hachey, the Town Council Administrative Assistant's salary will remain the same; the Licensing secretary position has been combined with the Building Department's administrative position consolidating all duties into one position, effective July 1, 2010. The Town Council has been working with the Human Resource Department to realign office duties to create a part-time position with a salary not to exceed \$17,300. The Recording Secretary will remain the same; the Annual Audit will be at \$47,000; the copier expense will be reduced by \$700 due to Licensing being removed. That represents a total reduction of 7.94% for fiscal year 2011 and a 15.5% reduction for the past 3 fiscal years. These numbers have been updated to the

FY11 Budget Book by Mr. Wilson, Chief Financial Officer, today. So the total Town Council Budget for FY11 is now \$253,296.

Chairman DiFazio asks Mr. Swanson, the interim Town Auditor, if he'll be able to perform his duties with this amount of hours. Mr. Swanson informs the Chair that in actuality, his hours were increased from 15 to 18 hours with no benefits of any kind. At present, Mr. Swanson is working under a 30 day contract. Council President Mathews explains that he is working on the possibility of a 3 year contract to be presented to the Town Council at a later date.

10 020 G - TOWN CLERK

Town Clerk Frank Fryer and his assistant, Kathy Deree, answer the question the interim Town Auditor has asked about the salary reductions of \$30,000. Ms. Deree explains that a principal clerk, full-time union position, has been cut to a 13 hour part-time position which then removes this position from the union.

Chairman DeFazio wonders what effect this will have on their office. Ms. Deree explains that the response time will be reduced in the service to the constituents'. Councilor Mathews explains the impact on Town Clerk's office with State elections in September and November, two different census' taking place right now, state and Federal, redistricting happening next year, and unfunded mandates that refer to the Open Meeting Laws that start July 1st.

The one position being cut to part time and the switch to cell phones meets the Mayor's request of 10% or \$23,000.

10 020 B - MAYOR'S OFFICE

Michael Gallagher, Director of Administrative Services explains that the largest reduction in the Mayor's office will be to four line items the first of which is to an administrative position being decreased in hours. Ms. Rennie's salary is currently split between the Mayor's budget (35%) and 60% to Administrative Services. Also, the Mayor is eliminating the Sports Re-imbursement Program due to a waning participation. The Town's insurance coverage for property liability, etc. has been reduced lower than the 2008 budget for this line item. Conference monies and all in-state travel reimbursements line item have been eliminated from the Mayor's budget where she hasn't been utilizing it for the last 2 years anyway.

Mr. Swanson has no questions for the Mayor's Department due to the explanations in the Executive Summary.

10 020 D - MUNICIPAL FINANCE

Mr. Wilson explains how Municipal Finance Department has met with the Mayor's request by reducing their budget by \$122,262 in salary costs: 3.5 positions have been cut, one from each of the Divisions, Procurement, Accounting and Treasury.

Chairman DiFazio asks if Mr. Wilson believes his department will still be able to process and what impact it will have. Mr. Wilson notes that the Town Hall closing one day a week will be a huge help mainly because the divisions will be able to "catch up" with their paper work. Warrants have been reduced to being paid every other week. Collections will have two new

people because of “bumping” through the union positions being moved around. At least one person in every division of my staff is supposed to be certified. The Municipal Finance Department has gone from 33 people 10 years ago to a total of 20 effective July 1st, 2010.

Chairman DiFazio asks why a one third portion of Mr. Bois’ salary is charged to Water and Sewer and what exactly does he do. Mr. Wilson explains how Mr. Bois is able to be in meetings and situations that he (Mr. Wilson) is not available to attend. Mr. Bois reports directly to Mr. Wilson and has proven to be immensely efficient in the conversion to the GIC from Harvard Pilgrim and trouble shooting amongst other duties.

Out of 20 positions, 5 positions are union and 4 are high-level management; and the rest are certified and or at their top step where they have been with the Town for a long time.

Mr. Swanson has no questions for the Municipal Finance Department due to the decrease in salaries in the Executive Summary.

10 020 H - PLANNING AND DEVELOPMENT

Director of Planning and Development, James Clarke states that his department has answered the Mayor’s request by reducing his budget by \$353,202.39 which equals about 11.5%. This has been achieved through portions of salaries relocated under Community Development Building Grant (entitlement grant) and the Redevelopment Authority and also the HOME Program (Quincy, 1st Time Buyers Program) funding; no other line items have been touched. Everyone, except the Conservation Administrator, is at their maximum step. The Town has always paid these salaries completely leaving the full amount of these grants and or funds for constituent benefits. Considering the state of affair the Town is in for FY11 and the Mayor’s request to decrease the salary line items, we had no choice but to tap into the resource these programs have made available to us.

Mr. Swanson has again no questions for the Planning and Development Department as the Executive Summary explains the decrease in salary expense.

CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2011 - 2015

Mr. Rod Fuqua explains that the Capital Improvement Plan (C.I.P.) is a requirement by the Charter of a five (5) year plan of the capital needs of the Town that is reviewed by the Planning Board in the late fall of each fiscal year. Copies of this Plan are sent out to each Department Head for comment and review and returned to the Planning Board for examination by October 1st with updates on buildings and grounds, vehicles and computer technology. Each and every project is reviewed in front of the Planning Board at Public Meetings with each Department Head. The Planning Board then goes through each and every one of the projects, makes recommendations, possibly changes and decides what will be done in the next five years in a “risk management” type of a format, year 1 - being decided on a *safety issue*, year 2 would then be a *well needed basis* and year 3 would be regular maintenance and year 4, would be for new projects or expansion of projects. Then this plan, along with the financial information from the Finance Dept gets presented to the Mayor on March 1st, as an entire package.

Chairman DiFazio asks why there was no change in specific “In Process” plans. Mr. Fuqua explains that the “no change” sometimes means they are very lengthy and involved projects. Mr. Flynn, Chairman of the Planning Board, explains how virtually “no funding” has been available over the last few of years. Once we have reviewed and have agreed that it is a priority 1 project, the Board would recommend it be placed on the current fiscal year plan for the following fiscal year.

Mr. Clarke goes on to explain the only funding that moved forward from the Community Preservation Act funding was the Herring Run, the Back River Trail.

Councilor Smart asks to have confirmed that there are no projects put on hold due to lack of funding that would be detrimental to health or safety. Mr. Clarke confirms and reminds everyone that even though we are putting a project off due to lack of funding...it will only get more expensive to do as the time goes on.

10 021 N - LICENSING AND INSPECTION

Mr. Jeffrey Richards, Director of Municipal Licenses and Inspections, starts off his presentation in salary cuts with the elimination of the Deputy Wire Inspector who oversaw all of South Weymouth including the Great Pond Water Treatment Plant, South Shore Hospital and all the changes done on Route 18. The existing Wire Inspector will now be responsible for these inspections for the entire Town. We may have to look to other surrounding towns for assistance in times of emergency. The Building Department will also be eliminating a part-time clerk who was responsible for all documentations relating to the electrical permit. In reference to the part-time Licensing Clerk, Lisa Van Winkle and I have been meeting at least twice a day over the last 5 years, to go over all the requests and issuances so when this position became available, it only made sense to extend Ms. Van Winkle’s hours to full time; she will still be doing Licensing but will also be working full time as my Administrative Assistant. She will also be taking on new duties in respect to the Construction Steering Committee which I chair. Last year, I took on all the duties of the OPM (Owner’s Project Manager); Lisa will also be working with me on that as well. Portions of salaries will be taken out of the Town Hall Renovations fund, the New Great Pond Water Treatment Plant fund, the Fogg Library renovation fund just to name a few.

Mr. Wilson clarifies why it is permissible to be charging portions of Mr. Richards’ salary to certain funds. The State mandated a few years ago that the Municipality be represented by an Owner’s Project Manager on all projects over \$100,000. Mr. Richards’ took on that responsibility and is entitled to draw a percentage from these funds instead of hiring from the outside.

Mr. Richards states that the Town currently has nine projects in progress. The \$24,000 in expenses is charged mainly to mileage. The State is mandating a new scanning program for “weights and measures” which will mean staff training and stores systems being changed i.e. Stop & Shop, Shaw’s, etc. all of which the State is not funding.

**Review and discussion on Community Preservation Budget with Chief Financial Officer ,
Jim Wilson, Director of Planning and Development, James Clarke and Chairman of
Community Preservation Committee, Walter Flynn**

Deliberation of Measure 10 028 - CPC Annual Appropriation

Mr. Wilson gave a summary of the Community Preservation annual appropriation. The budget has been decreased by \$313.00. The budget consists of the 3 mandatory “set asides”. The CPC created a fourth permissive “set aside”. In September, the budget is submitted but this year there was a slight adjustment up in FY10 of \$3,000 for the 3 “set asides”.

Mr. Flynn tells the Council that they are not deliberating anything that they (the committee) are not already aware of.

Mr. Clarke informs the Committee of the weekly meetings that take place regarding the Fogg Library. Mr. Richards explains that the slate roof has been removed and they have found a lot of decayed and crushed wood.

Mr. Clarke gives an update on Legion Field. Mr. Flynn reports that the language reform bill in relation to the CPA is now in the House Ways and Means regarding Chapter 90 monies and the use of CPA funds and the lands owned prior to the CPA open space land. The language is being molded so that more cities and towns will be more receptive to this program.

Chairman DiFazio announces the scheduled meeting for the Budget Committee on this Wednesday, May 26, 2010 has been canceled.

The School Budget will be delivered to the Budget Committee on the 27th of May for review before their meeting of June 2nd.

At 8:45 PM, there being no further business, Councilor Mathews made a **MOTION to ADJOURN** the meeting and was seconded by Councilor Smart. **UNANIMOUSLY VOTED.**

Respectfully submitted,
Adele Cullinane, Recording Secretary

Approved by _____ on _____, 2010.