

TOWN COUNCIL MEETING MINUTES
Budget/Management Committee
Council Chambers
May 16, 2018

Present: Michael Molisse, Chairman
Jane Hackett, Councilor
Brian McDonald, Councilor
Thomas J. Lacey, Councilor
Christopher Heffernan, Councilor

Also Present: Brian Connolly, Chief Financial Officer
Patricia O’Kane, Assessor
Robert Conlon Jr., Treasurer/Collector
John MacLeod, Asset Management
Robert Luongo, Planning & Development
Jeff Richards, Licensing & Inspections
Kathleen Deree, Town Clerk
Daniel McCormack, Health
Caroline LaCrix, Human Resources

Recording Secretary: Diane Hachey

Chairman Molisse called the meeting to order at 6:00pm.

Deliberate the following measures:

18 060 D-Municipal Finance

Brian Connolly delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Municipal Finance Department.

18 060 I-Asset Management

John MacLeod delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Department of Asset Management.

Councilor Hackett asked where in the organization John Barker and Robert O’Connor appear. Mr. Barker was previously under the DPW budget and is now in schools. And Mr. O’Connor was previously funded through the DPW budget and is now in Asset Management.

It was further noted that Asset Management will now play a larger role in the CIP process, as opposed to the Planning Board. Mr. MacLeod confirmed that it is a cooperative effort and he met with all Department Heads to ascertain their capital needs.

Capital Improvement Plan

John MacLeod discussed the Capital Improvement Plan and noted that the Planning Board used to spend several evenings discussing this but this year it was only one evening. A new maintenance management software system will allow for improved fee collection and projecting life expectancies of buildings and grounds.

Councilor Hackett noted that we had stabilization and cash reserve funds for the CIP and we had a general bond for capital projects, which was done every few years for routine maintenance. She suggests that we may want to investigate the proficiency of this approach.

Mr. MacLeod noted that bonding is not off the table-further noting that many projects are going thru the Construction Steering Committee for deliberation and approval.

18 060 H-Planning and Conservation

Robert Luongo delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Planning and Conservation Departments.

18 072-Community Preservation Fund Annual Appropriation

Robert Luongo delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Community Preservation Fund annual appropriation.

Mr. Luongo noted that in 2007 the state match was \$470k and it has now dropped to \$122k, resultant from a decrease in deed processing-which brings in needed funding.

18 060 N-Licensing and Inspections

Jeff Richards delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the office of Licensing and Inspections.

Councilor Lacey asked how much staff time is expended at Union Point-and if we are getting properly reimbursed? Mr. Richards explained that once per day the staff is on site at Union Point for inspectional services purposes, and the work involved is embedded in the permitting fees.

18 060 A-Town Council

There was no discussion as there were no questions.

18 060 G-Town Clerk

Kathleen Deree delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Town Clerk's office and elections.

18 060 P-Health

Daniel McCormack delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Health Department.

18 060-Human Resources

Caroline LaCrix, Director of Human Resources, delivered a power point presentation to the committee regarding the fiscal year 2019 budget for the Human Resources Department.

Councilor McDonald asked if they use the advertising vehicle “Indeed” to which Ms. LaCrix replied that they primarily use “Monster” but people tag to “Indeed”. He strongly suggests looking into using “Indeed” as it is the number one vehicle today for those looking for a job. She will investigate.

At 6:41 PM, there being no further business, a motion was made by Councilor Hackett to adjourn the meeting and was seconded by Councilor Lacey. UNANIMOUSLY VOTED.

Respectfully submitted by Diane Hachey as Recording Secretary

Approved by Chairman Molisse

Power point presentations attached
Approved by Town Council on 4 June 2018