

Responses to FY24 Budget Questions  
Budget Management Committee – May 8, 2023

**REVENUES**

- Why is Medicaid revenue reimbursement slated to decrease \$50K?  
This reflects the history of actual reimbursements, with FY23 reimbursement revenue decreasing from FY22, due to a decrease in COVID-related reimbursable services.
- Why are Tax Liens revenue increasing?  
This reflects the history of actual tax lien revenue collection.
- Explain why Earnings on Investments are nearly doubling for FY24.  
The amount reflects an increase in FY23 actual revenue as a result of increased Federal Fund interest rates that are expected to continue in FY24. The Federal Fund rate average yield went from .08% in 2021 to 4.59% in 2023. FY24 projected revenue was increased conservatively given its unpredictable and nature.
- What is the reasoning behind the increase in Meal Tax revenue?  
This reflects the history of actual meals tax revenue.
- Explain the rationale for not increasing budgeted income for Interest and Penalties to align with actuals.  
We have increased this projected revenue in 3 out of the last 4 budgets, with the COVID budget of FY21 being the exception.

As with any fiscally responsible budget, revenue projections are purposely not pushed to their potential limits. This helps prevent future shortfalls if projections are not met while ideally creating room for future growth. Planning for actual revenue over budgeted is also a way to help create Free Cash at the end of the fiscal year, which we use to make capital investments and balance any snow and ice budget deficit.

- Are SAFER grant funds continuing as revenue source? If not, what is being done to replace it?  
No, the grant has expired and these four positions will be fully funded by general fund revenues.

- What is the Transfer from Health Care for \$75K?  
It's a transfer from the health care trust fund to help offset rising employee health insurance expenses, for which the town pays 82.5% in most cases.
- Please explain the use of ARPA funds and, if possible, present a current status of these funds and projected usage.  
We are utilizing just \$283,512 of ARPA funds toward the FY24 operating budget, less than was used in FY23 and only 0.14% of the total operating revenue. It is being used for 3 specific positions, the Mental Health/Jail Diversion Clinician within the Weymouth Police Department and an Adjustment Counselor and Nurse at the Chapman Middle School. These positions will either be absorbed by the general fund or eliminated when ARPA funds are depleted.
- Explain to the committee the Water and Sewer Enterprise transfers and how it relates to the budget.  
This is a transfer from the Water and Sewer Enterprise Funds to the General Fund to offset General Fund expenses that contribute to these Enterprise Departments, such as administration salaries and benefits, debt service, legal, IT, and lockbox services.
- Why is Comcast reduced to zero? Explain any current balances and how it works.  
The rules surrounding the use of revenue derived from Comcast (cable franchise) funding changed several years ago, limiting the revenue going into this account. With the balance declining, it is no longer being used to offset the operating budget.
- Explain to the committee the timing, process, and application of Police and Fire department detail transfers.  
There is no special timing or process. Fund transfers are typically done toward the end of the fiscal year or during the financial closing of the fiscal year.
- Building permit revenue (buildings, plumbing and wire) are projected to increase. Detail your rationale for such increases.  
It reflects a history of actual revenues being above budgeted in several recent years with the exception of FY20 (COVID). The increase in FY24 is

minimal (3%), reflecting the year-to-year variation and unknown relative to this revenue.

### **PENSIONS AND BENEFITS 23-045Y**

- Please present the breakout of health insurance and pension costs and note any trends going forward.

#### **Health Insurance:**

Active School (657 employees): 44.9% of budget

Retired School (605 employees): 13.8% of budget

Active Town (337 employees): 22.8% of budget

Retired Town (605 employees): 15.6% of Budget

Survivors (131 beneficiaries): 2.9% of Budget

### **OVERLAY FOR ABATEMENTS 23-045BB**

- Please explain to the committee the use of Overlay and current balance. Under the Assessing Department, Overlay is an annual account to fund abatements and exemptions for property taxes in that fiscal year.

As shown in the FY24 Budget Book, the Overlay balance as of 6/30/22 was \$1,952,592.94. Also shown was Weymouth's most recent 5-year average total abatements/exemptions granted, which is \$791,798.71.

So far in FY23, abatements and exemptions have totaled \$415,865.90

The Overlay budget has been increased to better address the 5-year average.

### **REVOLVING ACCOUNTS 23-046**

Recreation Revolving Fund only. All others, no questions.

- Please provide the committee with the programs offered by season and location.

Wey-Fun and Great Esker summer camps continue to be Weymouth Recreation's primary program offerings. Additionally, we offer various other programs that take place at our George Clark Nature Center, including art classes, tai chi and yoga.

- List the fee schedules and any proposed increases.  
Our summer camp fee per full week of camp is increasing this summer from \$265.00 to \$287.50
- How does Weymouth recreation fees compare with similar sized towns?  
Weymouth continues to be comparable in cost to neighboring communities, but we remain unique in that Weymouth is one of the only licensed municipal camps in the entire state. Weymouth recreation remains considerably less expensive than local, privately-run camps.
- Discuss with the committee the usage rates of town fields.  
The full field rate for a synthetic turf field in Weymouth remains at \$80 per hour for in-town non-profit groups and is \$150 per hour for for-profit/private organization
- Are there any downtimes with Town fields that you would like to see minimized through rental?  
Summer tends to be the season when the fields see the most down time in rentals. That results in more opportunity for the general public to utilize and enjoy open and free access to playing on the fields.
- What is the Rental & Leases expected to pay for?  
Things such as on-site storage containers for programs and leagues, bus rental fees for program transportation, and staff time.
- Discuss what is expected to be repaired under Repairs and Maintenance for \$18K when past line items had limited usage.  
This is a result of reworking the program accounting to consolidate a majority of revolving account revenues and expenses into the general recreation line within Fund 5209.
- Explain all Other Professional Services expenditures line item.  
This generally pertain to program directors, coaches and instructors. In many instances there is an associated revenue share.
- What equipment is expected to be procured for \$26K? Can the items be procured using state contracts or consortium?  
This covers a vast array of departmental needs. Some items are program based, such as kayaks, canoes, bicycles and play equipment. Other items are more in line with maintenance and facilities. Many of our suppliers are on the state contract list or consortiums.

- Salary for Connell Rink is \$325K, yet past expenditure has been over \$400K. Is this a realistic request?

Connell salaries include rink managers, attendants, maintenance personnel as well as lifeguards and swim instructors. As usage of both the pool and rink have increased, so have expenses. The Recreation Department remains committed to reducing expenses and increasing efficiency. Some staffing requirements in our agreement with DCR result in additional expense that would not typically be required.

### **DEBT SERVICE 23-045X**

- Discuss the debt service program with the committee. Highlight what issuances are coming off the schedule, what will be added, what is projected going forward.

The town's debt service schedule through FY32 is included in the Capital Improvement Plan binder that was provided to Town Council members and staff. It is also available on the Town website (search Capital Improvement Plan).

There are several debt payments ending in FY24, resulting in a decrease in the debt service budget. There is a pending measure to continue the Mayor's Pave-The-Wey Road Improvement program that will be added if passed.

### **MAYORS OFFICE 23-045B**

- Please detail Park Const/Maint.

There is no "546202 - PARK CONST/MAINT." line-item in the Mayor's budget. That line-item is found in Asset Management and DPW and will be answered there.

- Review for the committee the Wey/Bra Contributory Retirement budget line.

This is Weymouth's share of the budget request received from the Weymouth Braintree Regional Recreation Conservation District Board. It covers their retirement cost for two employees.

- Discuss what Other Professional Services will be procured.

Expenses have included printing, posting legal notices, catering and services related to parking ticket appeals.

## **MUNICIPAL FINANCE 23-045D**

- Identify the positions that received step increases and those that are no longer eligible for step adjustments:

The non-union and SEIU salary tables include 10 steps within each grade. Step increases are given annually, in addition to any COLA increase, until the employee reaches step 10. New hires with less than 6 months on the job as of June 30 are ineligible for a step increase in the new fiscal year.

Those positions receiving a step increase include: Director of Municipal Finance, Town Accountant, Assistant Town Accountant, Assessor, Assessor's Office Secretary, Assessor's Office Principal Clerk, Treasurer/Collector, Treasurer's Office Payroll Administrator, Assistant Treasurer, Treasurer's Office Financial Assistant, Treasurer's Office Financial Assistant, Treasurer's Office Financial Assistant, Assistant Collector, Collector's Office Lead Collector, Collector's Office Financial Assistant, and three Collector's Office Principal Clerks.

Those not receiving a step increase include: Accounting Financial Assistant (new hire), Procurement Contract Administrator (at step 10), and the Director of Asset Management/Chief Procurement Officer (at step 10).

## **ACCOUNTING 23-045D**

- Discuss in detail the change in salary costs for the department.

The former Town Accountant retired after 21 years of service at the top (step 10) of the pay grade. Our new Town Accountant, hired at the end of September 2022, is budgeted at step 2 of the pay grade. The former Financial Assistant retired after 19 years of service at the top of the pay grade. The New Financial Assistant was hired in April 2023 at step 3 and is budgeted at step 3 in FY24. The Accounting Analyst was promoted to the Assistant Town Accountant position. The net effect is a decrease of approximately \$30K.

- Why is Medicaid reimbursement increasing from FY23?

The cost to process claims is increasing after some inconsistency experienced with COVID-19 impacts. We based the budget on a 5-year average. We believe we have a process in place that will limit fluctuations year to year.

WPS submit reimbursements and those estimated receipts are included in our revenue forecast.

## **ASSESSING 23-045D**

- Please explain what is anticipated in the technology expenditure line and how it will be procured.

The Computer-Assisted Mass Appraisal (CAMA) software system utilized by the Assessors is the pkAssessment System administered by our valuation consultants. The software license is being procured via an RFP issued in May 2023.

- Explain to the committee in detail the Other Prof. Services costs (\$270K), how it will be procured, and why the increase from FY23.

The expense is for revaluation services. FY24 will be the first year of a new 3-year contract and includes a complete cyclical re-inspection of 50% of all properties in the Town. Services include a review of all building permits, condominiums, inspection of business personal property accounts, market analysis, interim year adjustments, data collection, reporting, quality control and documentation. This contract will be procured via an RFP issued in May 2023 and the budget reflects an estimated result of that process.

- Why is Technology increasing to over \$20K from \$6K?

The pricing for this service was misquoted during the bid when the contractor entered what should have been the annual value (\$19,400) as the total contract (3-year) amount. The contractor honored the lower (misquoted) value. The budgeted amount is based on a 1.34% increase over the correct annual amount.

- What company performs the revaluation services, how long is that contract for, and how is it procured? Please give the committee an overview of the services performed by the firm.

Paul S. Kapinos & Associates, Inc. was awarded the 3-year contract, through an RFP process, that expires in June 30, 2023.

Services include a cyclical re-inspection/valuation of 50% of all properties in the Town, review of all building permits, condominiums, inspection of business personal property accounts, market analysis, interim year adjustments, data collection, reporting, quality control and documentation.

## **TREASURY/COLLECTIONS 23-045D**

- List the banks that typically used for Lockbox services and the type bills that can be processed through that service. Do the Schools and Enterprise funds pay for their own Lockbox services?

Eastern Bank provides our lock box services. Invoice Cloud is the online platform. Schools do not have a lockbox. Water and Sewer pay lockbox as an indirect to the town. The type of bills that can be processed are real estate, personal property, motor vehicle excise and water/sewer.

- Do we go out to bid for banking services and how frequently?

We typically maintain our banking relationships, but consider and pursue offers and proposals from banks for various services if we believe there is a potential benefit.

- What services are procured under Other Professional Services?

Actuarial services, auctioneer services, tax reporting consulting services, bond preparation and financial disclosure report consulting services.

- Does Postage expense cover all town services or is there a breakout for schools and enterprise funds? Why are individual departments entered on the postage machine?

The postage budget covers multiple Town Hall offices (Town Clerk, Mayor, Planning, Buildings, Collectors, Legal, WPD, etc.) and McCulloch building offices (Elder Services, HR, Municipal Finance, Veteran's Services).

## **TOWN SOLICITOR 23-045E**

- Please discuss the various line items for Special Counsel such as nature of work, anticipated number of firms, billing rate and the like.

Special Counsel is outside attorneys contracted for specific projects in conjunction with the Town Solicitor/Legal Department. See Listing Below.

- Can Town Solicitor provide a list of the outside law firms or individual lawyers that the Town has an agreement with that details the nature of work and billing rate.



SPECIAL COUNSEL: LITIGATION (Line 125)

Miyares & Harrington, LLP                      Special Counsel  
40 Green Street #190                              Contract Expires: June 30, 2024  
Wellesley, MA 02482                              Rates: \$150.00-\$300.00/hr

Responsible for litigation involving: Billboards; Banner Park Dev.; HMLP  
Transmission Lines; and ZBA Appeals for cases which conflict with the  
Solicitor's prior position.

William August, Esquire                              Special Counsel  
Epstein & August, LL:                              Rate: \$240.00/hr.  
875 Massachusetts Ave- Suite 31                      Contract Expires: 3/21/26  
Cambridge, MA 02139

Responsible for: Renewal of contract with Comcast

Motley Rice LLC                                      Special Counsel  
401 9<sup>th</sup> Street NW, Suite 1001                      Rate: Contingency Based  
Washington, DC 20004

Responsible for: Opioid Litigation and PFAS Litigation

Sugarman, Rogers, Barshak & Cohen, PC      Special Counsel  
101 Merrimac Street                              Rate: Contingency Based  
Boston, MA 02114

Responsible for: Local Counsel coordinating with National Counsel (Motely  
Rice, LLC) for PFAS Litigation

SPECIAL COUNSEL: LABOR RELATIONS (Line 140)

Joseph Emerson, Esquire                              Special Counsel -Labor  
Emerson & Emerson                              Rate: \$200.00/hour  
33 Whitney Avenue                              Contract Expires: 6/30/23  
Westwood, MA 02090

Responsible for: Labor related issues with DPW, SEIU, Library, Schools.

John M. Collins, Esquire  
572 Lighthouse Road  
Aquinnah, MA 02535

Special Counsel - Labor  
Rate: \$300.00/hr.  
Contract Expires: 6/30/23

Responsible for: Labor related issues concerning WFD and WPD

SPECIAL COUNSEL: REAL ESTATE and TAKINGS (Line 155)

Coppola & Coppola, P.C.  
40 South Street  
Marblehead, MA 01945

Special Counsel – Tax Taking  
Rate: \$165.00/hour  
\$125.00/hour (Support Staff)  
Contract Expires: 6/30/23

Responsible for: Tax Title Claims at the Land Court (Washington St)

Laura Brown, Esquire  
800 Hingham Street  
Rockland, MA 02370

Special Counsel- Real Estate  
Rate: \$185.00/hr.  
\$150.00/hr (Paralegal)  
Contract Expires: 6/20/23

Responsible for: Tax Title Claims at the Land Court (New matters)

- At various times, the idea of hiring an Assistant Town Solicitor has been discussed. Is this still under deliberation?

Yes, Prior to COVID the legal budget was approved with an Assistant Town Solicitor position that went unfilled and the funds were re-appropriated for payment to outside counsel. The Mayor's Office and the Solicitor's Office are considering for FY25 one position for an Assistant Town Solicitor (Presently, the salaries range between \$98,000.00 and \$115,000.00).

- Please explain the \$25K for Judgements/Claims. Is this used for insurance deductibles?

Historically, this line item was established and funded for any Judgment entered against the Town as a settlement. We have utilized this line item only minimally for that purpose, so it has been reduced to offset other costs. It is a known risk and should a single lawsuit or several suits require a settlement from the Town, funds will need to be obtained from other sources.

- What are the Subscriptions that you are requesting funding for?

We have cancelled several subscriptions (Westlaw, International Municipal Lawyer, BBA and ABA) that we previously had. Currently we have the following subscriptions:

MMLA	7/1/22-6/30/23
Social Law Library	10/1/22-9/30/23
MCLE – Online	7/31/22 - 7/13/23

### **INFORMATION SERVICES 23-045F**

- Please detail the appropriate salary adjustments in your department and note any out of grade changes.
- Why is salary projected to decrease under IS Admin?  
The CIO's budgeted salary is decreasing by 17% as a result of the former CIO retiring and the new CIO starting at a lower step. All other salaries reflect the traditional adjustments of a COLA as well as steps and longevity if eligible.
- Why is telephone admin expense increasing?  
Due to changes in our existing phone system we were required to make in order to maintain our phone systems without incurring a far greater cost for services contracted from a 3rd party.
- What is the \$73K in Maintenance Contracts used for?  
Mobile device management, desktop phone support, firewalls and wireless access points, security cameras, and public safety software.
- Detail the training expected for the \$2K request?  
MUNIS training that varies depending on need.
- What is typically procured for \$13K in GIS expenses?  
The Admin interface, 2 Engineer interfaces, 8 Mobile Apps, Core App + Support, New Map Viewer, and New Uploader.
- Please discuss the \$390K software maintenance line item for the committee; detail what that pays for and to what entity.  
MUNIS (accounting, HR), VMWare (servers), DELL (laptops, desktops), QScend (QAlert Constituent Issues), CFA (Vehicle Maintenance Tracking)
- Does the Town provide staff with a cell phone? If so, what are the internal controls to ensure that they are used strictly for work related purposes.  
Cell phones are issued to most department heads, some division heads, and staff that frequently interacts with co-workers, other departments or

residents on town-related matters. While the town can and has reviewed cell phone bills to monitor proper use, it is impossible to monitor every activity. While we offer phones to more efficiently perform the duties of managing the town, the Administration expects every employee with a work phone to use it properly and they will discipline anyone found to abuse it.

- **What is procured under Other Professional Services for \$40K?**  
This is intended for contracted services needed outside of an existing contract. Historically, it has been used for services such as training, initial implementation, etc. Last year it was used for customer onboarding for a new IT auditing software implementation as well as a network switch for the Police Department and a network traffic analyzer for Town Hall.
- **Does your budget include Schools?**  
The Schools have their own IT department and while we collaborate on a few matters (with town funding), such as fiber maintenance and MUNIS, our budget is almost entirely for town-side expenses.

#### **PLANNING AND CONSERVATION 23-045H**

- **Identify the positions in your department that are funded via CDBG or other non-general fund sources.**  
Two employees are paid by the CDBG grant:
  - Jody Lehrer, Grant Coordinator, is paid 100% from the CDBG grant.
  - Jane Kudcey, Housing Coordinator, is paid partially from the CDBG grant for grant administration (50%). She is also paid from the housing rehab loan program (25%) for project delivery, and from the planning department budget (25%) for non-grant related activities.
- **Present to the committee your present status with respect to upcoming HUD audits.**  
In June, HUD will monitor DPCD's use of CDBG-CV funds under the CARES Act. The Town received CDBG-CV funds totaling \$907,086 and were used for emergency housing and fuel assistance, public services, and small business grants. HUD will focus only on the use of public services and emergency housing and fuel assistance. HUD will examine records to establish three things: That funded activities were eligible under HUD regulations; That funded activities met certain objectives (e.g., benefitted low/moderate income residents); That funds were exclusively used to prepare for, prevent, and respond to Coronavirus.

## **COMMUNITY PRESERVATION 23-054**

- Explain the 1% surcharge as derived in relation to the total levy. Detail any drivers thereof.

The Community Preservation Act (CPA), under Massachusetts General Laws, Chapter 44B, allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property.

Weymouth adopted the CPA in March of 2005 at a Town Council meeting. The Act was ratified at the polls in November of 2005. Voters approved 1%.

For FY24, the 1% budgeted surcharge estimate of \$1M is derived from the actual surcharge raised in FY23; in the amount of \$995,826. Property tax assessments and new construction are drivers.

- Please detail the projected spending in the CPC programs (historic preservation, community housing, open space).

Projected spending in the CPA program is based on the mandatory set aside reserves. From the FY24 estimated revenue, a minimum of 10% must be allocated to each of the following categories; open space & recreation, historic resources and community housing.

Applications are accepted throughout the year on a rolling basis. The Community Preservation Committee has a preservation plan which guides spending decisions as applications are received. The plan may be found on the CPC's page of the Town's website.

## **ASSET MANAGEMENT/TOWN BUILDING MAINTENANCE 23-045J PROCUREMENT 23-045D**

- Please discuss how office supplies budget is allocated among town departments.

By the Procurement office through historic use data of each department, taking into consideration fiscal budget constraints.

- Does the Procurement team conduct spend analysis of goods to determine areas for cost savings? If so, what is analyzed and present such findings to the committee.

We continuously monitor regularly purchased items by the Procurement Department. We also advise and assist Town departments throughout the year as needed or required. In addition, the Procurement Department

continuously monitors department requisitions, including all requisition of \$1000.00 or more, which require approval by Chief of Staff Langill.

- How frequently do we utilize joint procurement with other Towns or state? The Town of Weymouth occasionally utilizes co-operative procurement contracts, but most times we find it to be more advantageous to the Town to individually procure supplies and services due to receiving a better value within the purchase. The Town also occasionally, but more frequently, uses a State of Massachusetts (OSD) contract or an approved buying consortium contract to receive the best overall value to the town.

- Is there a plan to explore or implement diversity/equity/inclusion procurement plans? If not, why? Please note that such plans expand opportunities for traditionally under-sourced vendors to bid and possibly to obtain government contracts.

The Town of Weymouth procures supplies, services, and construction contracts pursuant to associated Massachusetts General Laws (MGL ch.30b, MGL ch.30-39m, and MGL ch.149). For purchases under \$10,000.00, good business practices are used with due diligence to provide the best value for the Town. For purchases between \$10,000.00, and \$50,000.00, a system with a minimum of three quotes is required. And for purchases of over \$50,000.00, a sealed bid or Request for Proposal method is utilized. In these processes, there is often language that there be a good faith effort to have MBE or WMBE participation with a % goal that is set. All contracts are done in a spirit of fair competition with a focus on receiving the best value to the Town of Weymouth and taxpayers.

- Discuss with the Committee the breakout of the salary for CPO. The salary of the Chief Procurement Officer is split between Municipal Finance and Asset Management due to the responsibility for the oversight of the Procurement Department and the Department of Asset Management.
- Present the projected cost increases in utilities (electric, natural gas, oil) and what measures are being taken to address rising utility costs in all three areas. The Department of Asset Management assumed the responsibility for the negotiation of the Towns electricity and gas supply in 2017. We work with our energy consultant to regularly monitor the commodity market. We have negotiated several contracts over this time and all have proven to be beneficial to the Town. The most recent contract negotiations are as follows:  
Electric Supply - Contract term 12/01/2020 thru 11/30/23  
delivery cost is .08620 cents per kw hr.  
Electric Supply - Contract term 12/01/2023 thru 11/30/25

delivery cost is .12410 cents per kw hr.  
Electric Supply cost increase, contract to contract, is around 50%.

Gas Supply - Contract term 07/01/2020 thru 06/30/23  
delivery cost is 5.970 mmbtu.

Gas Supply - Contract term 07/01/2023 thru 06/30/26  
delivery cost is 11.034 mmbtu.

Gas Supply cost increase, contract to contract, is around 85%.

**Heating Oil** – The Town has, in its recent history, made a concerted effort to convert all facilities that used heating oil to natural gas. Natural gas has proven to have a more stable pricing structure as well as being more environmentally safe. As of 2023, the Town only has two buildings that still use heating oil, the Murphy and Nash Primary Schools. Those are slated to be converted when funding has been identified. We have always used a co-operative or OSD contract for competitive pricing that is based off of the fuel oil Index. Note: There is a \$0.00-line item in the FY24 budget to show the reason for the gas line item increase for the McCulloch Building.

- Why are alarm service costs increasing in excess of 50%? What is being done to address this cost increase?

We had been operating under a contract that spanned the last three fiscal years. The prices included in the previous contract were lower than the current pricing under the Massachusetts State OSD contract price quote. In recent months, we went through the process of securing a new contract with a vendor. The vendor that we have entered into a contract with is on the OSD contract list and has serviced the Town in the past and also has proprietary equipment and infrastructure installed that it maintains throughout Town and School buildings.

- What is the Traffic Signal System, how will it be procured, and who will manage the program?

This refers to all Town owned and operated traffic control lights. The maintenance of these signals is managed through a hybrid approach. When possible, the maintenance of these signals would be done by our staff electrician, saving outside labor cost. The vendor we procure to do the on-call services portion of this process would be done by a three-quote method with an hourly rate price quoted, plus supplies. There are a couple of departments that will utilize this contract, but the oversight and management is done by the Department of Asset Management.

- Discuss the \$10K increase in software maintenance. How is it procured? Who is the vendor and for how long?

This is software that is utilized town-wide for our work order and maintenance reporting system. The contract is renewed on a year to year basis. The contract is procured through a buying consortium contract (Sourcewell). The \$10,000.00 increase is primarily due to the procurement of a new scheduling platform that will help with the scheduling and management of Town owned event spaces.

- Why is MSLTX Park Maintenance decreasing? Are services being performed elsewhere?

The MLSTX Park Maintenance line is decreasing due to fiscal constraints. This decrease is being offset with a budget measure using Free Cash. Funds cover repair/maintenance needs and miscellaneous park upgrades that protect the investment we've made with parks and open spaces.

- Given the environmental impact of printing and copying, does Procurement partner with Information Services to explore ways to reduce or control the dependency on copy machines and printers? If a staff person works from home, is that persons office equipment resourced to other departments?

Over the last six to seven fiscal years there has been an effort to control copy/printing costs by purchasing (not leasing), copiers, utilizing OSD contract for supplies and maintenance, limiting the number of laser jet printers used throughout the Town, and monitoring that expense centrally.

Office equipment is most commonly used centrally by employees within a department, so there is not really any office equipment to be resourced to other departments. If there is surplus equipment identified, it would be offered to other departments.

## **HUMAN RESOURCES 23-045K**

- Discuss with the committee the increase in contributory retirement and health insurance. Can the administration discuss with the committee what the plans are to contain costs for health insurance?

The Contributory Retirement annual expense is voted on by the Weymouth Retirement Board (WRB), who conducts an actuarial study every two years. The actuarial information is used to set the funding schedule. By law, our pension liability needs to be fully funded by 2036.



The GIC conducted at RFP for health insurance, resulting in a 5-year contractual agreement. Projected premium rates reflect the first year of the 5-year agreement. FY24 average GIC increases across all non-Medicare plans is 5.7% and 2.3% for Medicare plans.

Weymouth's FY24 health insurance budget increase is much lower as a result of employees subscribing to lower costs plans, including those moving from non-Medicare plans (higher cost) to Medicare plans (lower costs) due to age, retirements, plan design and a fewer subscribers (FY23 – 2410, FY24 – 2335).

- Given staff turnover, what measures has the department undertaken to address the talent pipeline? Why is temporary staff cost increasing?

Staff turnover has not been out of the ordinary and often is the result of well-earned retirements. We continuously adjust our salary tables, benefits and policies to help ensure Weymouth is an attractive place of employment for prospective employees. We also participated in job fairs utilize social media to promote employment opportunities. In 2022, we held a “Welcome to Weymouth” event for new Weymouth residents, which included information on working for the town. Mayor Hedlund began a paid internship program for college majoring in studies aligned with municipal departments (finance, public health, library, public administration, personnel, planning and conservation) in hopes of identifying potential future employees. Weymouth was selected to participate in the Massachusetts Pre-Apprenticeship and Vocational Training Program (reimbursable grant program funded through Massachusetts Department of Transportation) to recruit a vocational high school student to work in the Department of Public Works (spring and summer 2023)

As outlined in the budget book, the temporary staff line item is our paid intern program and we increased the number of internships available as well as the hourly rate.

- Present a list of town wide staff who are funded in multiple locations or sources, detailing positions, name, and amounts. Discuss with the committee.

Position	Name	Other Source of Funding	Amount
Housing Coordinator – Planning	Jane Kudcey	HUD/CDBG Grant (65%)	\$ 59,094.00
CDBG Coordinator - Planning	Jody Lehrer	HUD/CDBG Grant (100%)	\$ 88,696.00
Director of Asset Management	John MacLeod	Finance Budget (25%)	\$ 36,455.00
Senior Project Manager - Asset Management	Greg LaBella	Project Funded (100%)	\$ 94,155.00
DPW Business Manager	David Tower	Water Enterprise (33.33%)	\$ 43,025.00
		Sewer Enterprise (33.33%)	\$ 43,025.00
Substance Use Prevention Coordinator - Health	Keryn Jacobs	Grant (24%)	\$ 16,000.00
Community Health Program Coordinator - Health	Teryn Hermenau	Grant (40%)	\$ 30,000.00
Assistant Director - Elder Services	Denise Ray	Grant (22%)	\$ 15,882.00
Outreach Worker - Elder Services	Jennifer Styers	Grant (42%)	\$ 31,472.00
Deputy Director for Activities - Elder Services	Barbara Hughes	Grant (96%)	\$ 71,428.00
Program Assistant - Elder Services	Neil Murray	Grant (82%)	\$ 41,964.00
Case Manager - Elder Services	Deanna Travers	Grant (62%)	\$ 40,000.00
Transportation Administrator - Elder Services	Tim Stewart	Grant (67%)	\$ 36,330.00

- Please present to the committee the list of town wide staff who received promotions for FY24 with the corresponding cost increase and funding source.

There are no promotions created or funded in the FY24 budget.

There were six reclassifications that are reflected in the FY24 budget. These are requests and reviews done to consider current or new levels of responsibilities or to make salaries equitable to similar or equivalent positions.

The six reclassifications included the Director of Health (\$7,070), Assistant Planner (\$6,150) and Payroll Administrator (\$3,021), and three inspectors (one part-time) in the Building Department were reclassified to equal the grade of other inspectors in the department (\$8,952). These amounts include the COLA and other increases (e.g., longevity) they would have received anyhow. They are all funded within their respective departments.

- When was the last salary survey classification and job duty classification review performed? Is one planned? If not, why?

A full town-wide survey classification for non-union positions was conducted in 1999. In recent years, classification review has been conducted by the HR Department, including those done for union positions as part of collective bargaining. HR has also utilized a consultant to conduct market analysis for the purpose of reclassification.

Non-union review of positions occurs on an ongoing basis either before or during the annual budget process and reclassifications have occurred annually.

The Human Resources Department has worked to identify several consultants who have completed non-union classification studies for Massachusetts municipalities. It is the intention to obtain funding for such a study.

- Do you explore alternate insurance plans (health, dental, optical) for both cost savings and benefit comparisons?

The Town of Weymouth is a member of the Group Insurance Commission (GIC), who administers the group health insurance plan and is responsible for the procurement of benefits. Details of this were part of a previous question and response.

Rate comparison data was obtained in 2019 for dental insurance and following the evaluation of the rates, there was no change in provider.

There has been no change to the dental policy or rates since then and the policy and rate guarantee remain in place for FY24.

Annual review of the dental insurance plan policy is undertaken with an eye toward determining whether it is necessary to solicit policy and rate information from other insurers.

The vision insurance plan policy and rates have no changes and the policy and rate guarantee remain in place in FY24.

Life insurance underwent a review for cost savings and benefit comparison and the department changed carriers in 2021 to Boston Mutual after obtaining quotes and rates from one other insurer. A review of the insurance policy and rates for life insurance will occur in FY24.

Lastly, at the direction of the Mayor, the department has met with other insurers to obtain information on insurance coverage and associated costs for voluntary benefits in an effort to explore alternate plans.

- Explain the decision-making process to determine whether or not an employee receives a promotion. Does the administration have plans to contract for a comprehensive salary survey?

Non-union promotional opportunities occur within departments as a result of a vacancy and are determined by the respective department heads and the Mayor. Human Resources post a vacant position internally (for town employees) and, usually, externally. Following the close of the posting period, applications are reviewed, candidates are selected for interview, interviews are held and a recommendation is made by the department head for Mayor approval.

Positions covered by collective bargaining agreements, as well as positions which fall under civil service, require adherence to the promotional procedures dictated by contract or commission regulation and are utilized in granting promotions.

### **Licensing and Inspections 23-045N**

- Identify any staff who are funded in different sources, what the sources are and the dollar amount of funding.

All staff is funded by the department's operating budget.

- Explain to the committee the internal controls to monitor mileage.  
Mileage is tracked daily by each inspector and then submitted each month for approval and reimbursement.