

**TOWN COUNCIL MINUTES
BUDGET/MANAGEMENT COMMITTEE**

**May 11, 2020, Monday
ZOOM # 893 7993 4848**

Present: Michael Molisse, Chairman
Jane Hackett, Vice Chairman
Pascale Burga, Councilor
Christopher Heffernan, Councilor
Maureen Kiely, Councilor

Also Present: Ted Langill, Chief of Staff
Joseph Callanan, Town Solicitor
Richard Swanson, Town Auditor
Kathy Deree, Town Clerk
Caroline LaCroix, Director of Human Resources
Karen Johnston, Director of Elder Services
Rob MacLean, Director of Libraries
Daniel McCormack, Director of Public Health
John Mulveyhill, Director of Civil Defense
George Pontes, Veterans' Agent
Steve Reilly, Director of Recreation
Jeffrey Richards, Director of Municipal License & Inspections
David Tower, Department of Public Works

Recording Secretary: Mary Barker

Chair Molisse called the meeting to order at 6:04 PM. Auditor Swanson's questions are incorporated in blue, and department responses in red.

Vote the following measures:

**Revenues, Reserve Fund, Overlay for Abatements, Debt, Pensions and Benefits,
Revolving and Gift Donation Accounts and Local Aid and State Assessments**

20 055 X-Debt Service

A. It is noted for the Committee that Total Debt Service for Fy21 is increasing by \$586,387 or 5.5%.

Chief of Staff Langill noted this is one of 2 years on the schedule that it is increasing (2021 and 2025).

Vice Chair Hackett- summarize the bond rating and interest rates improvement over the last few years, and the impact. Chief of Staff Langill noted that the last few short term borrowing (not done in past as muc) saved money over the long term and results in a good bond rating. We are increasing reserves and not using them. All borrowing was for parks, etc.

20 055 Y-Pensions and Benefits

Chief of Staff Langill noted that the budget is broken down by retirement costs and health insurance and retirement insurance -both going up. Fixed costs are based on information from various entities.

Councilor Heffernan asked if GIC price increases are spread across GIC communities; not just Weymouth? Chief of Staff Langill responded that is correct and depending on the number of people on particular programs that it benefits the town to keep the costs minimal. Fluctuation depends on the plan.

20 055 AA- Assessments

Chief of Staff Langill notes that this is going up 16% (from the cherry sheets), until we get a final state budget.

Vice Chair Hackett- asked if they anticipate adjustments in this line? Chief of Staff Langill responded he is unsure; he is waiting to see the assessment side, but is not sure what could change- like tuition rates for charter schools.

20 055 BB-Overlay for Abatements

Chief of Staff Langill noted this is not changed. There may be some additional strain, with the additional tax breaks for seniors and veterans.

Auditor Swanson asked if the overlay to the general fund is not needed? Chief of Staff Langill responded the first year amount over liabilities; he wouldn't encourage using any surplus since this is the first year it's happened. Having it in the overlay with the tax breaks makes sense.

20 056-Free Cash for Fiscal Year 2021 Reserve Fund

Chief of Staff Langill - \$1.5 million – in Operating Budget- zeroed out the fund in the operating fund and created a separate reserve fund for emergency address (such as CBA settlements, COVID related items, etc.) to address unknowns. It's offset with the reduction in the operating budget. Auditor Swanson responded that it makes sense to do that.

Vice Chair Hackett noted she also likes this financial strategy. What is the process for appropriating from this fund? Chief of Staff Langill confirms that a request through

Town Council. Possibly the TC President or BM Chair could sign off in emergency, if it's needed over the summer or some flexibility is required. Vice Chair Hackett asked about the measure language. She is surprised to hear it could be for operational raise fund. Chief of Staff Langill responded they still have to continue bargaining with units. If an agreement is reached and contract settled, they wouldn't have it. They will do what they can to afford it within the Operating Budget. It would not be the first resort. They were close to settlement before COVID hit. If they don't have revenue to support it, then it would have to go to reserves.

20 057-Revolving Accounts Annual Authorization

REVOLVING ACCOUNTS will authorize a Revenue Limit to Accept of \$1,150,000 in FY21 and \$1,100,000 to Expend for the Parks and Recreation (fund 5209) in FY21. How does your FY21 Operating Budget using Revolver Funds fit into these limits which the Council may authorize? What are the revenue and expense budgeted amounts for FY21 using Revolver Funds?

The FY21 Operating Budget is separate from the Revolver Funds (5209). Revenues and expenses in the Revolver Fund are generated through summer programming, school year programming, pool and rink rentals and directly associated staff, equipment and utility expenses.

Chief of Staff Langill said he hopes in the future Connell Pool becomes a revolving fund. Otherwise it is the same as in previous years.

Vice Chair Hackett asked if there would be no inclination to establish a revolving account this year? Chief of Staff Langill responded it got trickier without collecting revenue right now.

Vice Chair Hackett responded she understands the timing, but there is benefit to it as well.

20 058-Gift Accounts Annual Authorization

No changes to report.

20 072-Amending Measure 19 017

Chief of Staff Langill notes that this is for the Adams renovation. This is not changing the amount now; just the use. There will be other work that needs to be completed to make it a 9th primary school, and with transportation storage in back. (ancillary building language added). If more money is needed down the road, they will come back to amend the amount.

Vice Chair Hackett asked if \$2 million is the appropriation? Chief of Staff Langill responded it was originally \$2 million for 7 new modular classrooms in primaries and \$3 million for Adams renovations- this is to add use of the money to include a transportation building, increased handicapped accessibility, and additional parking. In the debt

schedule for \$4.8 million. they expand the scope of the \$3 million. They already borrowed \$2 million and haven't used it yet.

Vice Chair Hackett asked if there is any work in the original plan for inside of the building that now won't be used?

Chief of Staff Langill responded that when this was first introduced, there was just the \$3 million, without knowing the timing. They would have had to come back to amend the language in order to include these, or submit an additional request.

Vice Chair Hackett asked if they might see an additional measure in future? Mr. Langill responded they may need to come back for an additional \$1.8 million. This is changing it so they can begin the work. It is outside the MSB reimbursement process. The transportation building will be used to house sped vans, and garage and maintenance vehicles. At a cost of \$1.3 million; it's more than expected but they will revisit and may scale it down. In the meantime, work can commence. Vice Chair Hackett asked if there is office space there also? Mr. Langill responded there was in the original plan.

During this discussion, Councilor Kiely joined the meeting (6:29 PM).

20 055-Fiscal Year 2021 General Government Annual Appropriation -Segregated by Department

Vice Chair Hackett asked if any reduction in force is reflected in any department budgets. Chief of Staff Langill responded that there will be furloughs that will roll into 2021 for salary savings.

20 055 A -Town Council

No questions.

20 055 B-Mayor's Office

A. What type of Professional Services will the \$15,000 be used for?

Recording secretaries, data management (parking clerk), printing, event/meeting catering. This line-item was reduced by 18%. Other line-items were eliminated and will now be funded through this line item.

B. The Towns' Cost for Insurance is budgeted at \$1,200,000, which a 50% increase compared to FY20. Please explain to the committee the cost drivers of such a huge jump in cost. Were other Insurance Agents/Companies contacted for price quotes for Fy21?

Chief of Staff Langill noted premium increased; this is the main policy that covers property and professional liability which is going up over \$1 million. There are other

separate smaller policies (\$60,000) liability coverage for flood, drone, DPW fuel tanks, etc. Additionally, there have been mid-year adjustments which are unpredictable and deductibles that have to be paid when claims come in, without having to dip into reserves in 2021.

20 055 C-Reserve Fund

20 055 D-Municipal Finance

A. What causes the Medicaid Reimbursement expense to drop by 40% or \$27,000?

This administrative budgeted expense reflects historic actual expenses.

Assessor

- A. The salaries drop by 25% in the Assessor Operations. Has the Assistant Assessor position been eliminated? There is a current vacancy for the Assistant Assessor and plans to fill the position are now on hold due to the COVID-19 hiring freeze.
- B. What goods or services in the Assessor budget may be purchased in FY21 with the \$19,700 in CPT/SOFT/Maintenance monies? Is there a contract in place that will be funded with these monies? This is for the Assessing Software License and Maintenance. This is currently going out to bid for FY21-23. They have coordinated a team to participate in the development and scope of the RFP who will assist with evaluations in the competitive bidding process for the Software as well as the Revaluation Services.
- C. Does the Revaluation budget of \$265,000 cover the cost of valuating all residential properties in the Town? Yes

Will businesses also be revaluated in Fy21? Yes, commercial and industrial real estate will be revaluated as well as business personal property. Fiscal year 2021 and 2022 are interim years and Fiscal Year 2023 is a Revaluation Year, (in-depth audit done by the Department of Revenue)

What company has this contract and for how many years?

PK Valuation has been Weymouth's Revaluation Vendor since 2006.

Prior to awarding this contract were competitive bids received for this service? Was the contract awarded to the lowest bidder? The current contract (FY2018-2020) went out to bid and PK was the only bidder.

Treasury & Collection

- A. What financial institution handles bond preparation and will the budget of only \$5,000 cover their total fee for the year? What dollar level of bonding in FY21 would this \$5,000 pay for? What is the Towns' current Bond Rating?

Vendors include First Southwest, US Bank, Murphy & Company, Locke and Lord, and S&P. This budget will cover all bond costs as required with other debt issuance costs paid for by the winning bidder for our debt. We are also preparing for a competitive bidding process for bond counsel services prior to COVID-19. The Town's current bond rating is AA from S&P Global Ratings.

- B. What services may be procured with the \$12,500 budget for Other Professionals? Various services activity related to the collection and accurate booking of revenue as well as bank reconciliations.

Procurement

- A. It is noted for Committee Members that Salaries include one-third of the Town's Chief Procurement Officers' compensation and 100% of his Contract Administrator. **Correct.**
- B. The \$50,000 budgeted for Office Supplies is a 29% drop compared to FY20. Will this money be allocated out to various departments? **Yes, this funding will be allocated to multiple departments on an as needed basis throughout the Fiscal year. Funding was reduced as part of the Mayor's COVID-19 budget plan.**

20 074-Accepting Certain Property Tax Exemptions

Chief of Staff Langill allowed the assessor speak to this. With the burden of the Chapman additional tax there was an increase to consider ahead of the impact of the debt exclusion. Chief Assessor O'Kane noted there are statutory exemptions for seniors and veterans and local options that Weymouth can take. They never voted to increase the money which is difficult to qualify for. She notes that \$500 isn't going far. They reduced the age from 70 to 65 and doubled the exemption. Additionally, they have increased the income level and asset options as much as they can within the laws. The additional exemption increases will benefit all who qualify.

20 055 E-Town Solicitor

20 073-Paying Legal Department Bills

- A. The FY21 Operating Budget is decreasing by \$114,000 mainly due to the elimination of an Assistant Town Solicitor. **Correct.**

B. Please provide a list of all Outside Law Firms/Attorneys that are under contract in FY20 with the Town and discuss the nature of the work each firm conducts for the Town. Joseph Emerson, Esquire – Labor Counsel/Consultant; Flat Fee of \$2,000.00 per month and additional billable hours at \$175.00/hour.

Miyares and Harrington, LLP – Litigation Counsel- Compressor Station

Partners: \$275/hr.

Staff Attorneys: \$225/hr.

Law Clerk/Paralegals: \$100/hr.

They expect this firm’s work next year will be substantially less than previous years.

Motley Rice LLC – Opioid Litigation Contingency Fee – 20% of any recovery, 25% after pretrial conference, plus expenses, which in no case will the total fees and expenses be more than 50% of any monetary recovery.

KP Law, P.C. – 40B Permit Application opposition Attorney Jonathan D. Witten - \$250.00/hour.

C. In the FY21 proposed budget there is a total of \$154,000 requested for Special Counsel which is the same as FY20. Kindly explain to the Committee what the “Special Counsels” perform for the Town. The Town Solicitor may contract, with the approval of the Mayor, special counsel for specific legal matters which require specialized expertise, for example, litigation, labor, or real estate matters. Please see response to B, above, for further specifics.

D. Kindly explain to the Committee the type of Judgments and Claims that may be paid from the budgeted line item of \$25,000 which is a 50% drop. Historically, the Town set up this line item for any or judgment entered against the town. Over the last few years, we have strived to have the departments responsible for any claim pay any settlements or judgment.

The rate is \$275.00/hour; \$225.00/hour; and \$100.00/hour.

We have used this line item only twice in the past few budgets to pay unanticipated settlements or claims. Because of the present economic situation due to the pandemic and infrequent use of this line item, we decided to reduce this line item to offset other costs.

Solicitor Callanan noted this is for bills this year. Chair Molisse asked what is the amended measure? The Solicitor responded the amounts will change when they receive the actuals. Auditor Swanson requested the backup. The Solicitor responded he is willing to share with town officials and employees, but they are privileged and are not to be shared.

20 055 F-Information Services

- A. Kindly enlighten the Committee as to what the \$65,000 in budgeted Telephone Expense pays for within the town. This covers town-issued cell phones and hotspot costs – including usage plans and equipment.

- B. Kindly provide a list of the agreements in place which support the \$370,000 in the line item CPT/SOFT/Maintenance. Please explain to the committee what goods or services will be delivered with these monies.

Product:	Vendor:	Goods or Services
Microsoft Software Licenses	Dell Marketing	All Microsoft licensing
Munis Modules Software Support	Tyler Technologies	Munis hosting and software
Munis GUI Desktop	Tyler Technologies	Munis user clients
Fixed Assets	Sage Software, Inc.	Fixed Asset tracking software
Vehicle Maintenance	CFA Software	Vehicle Maintenance software
PublicEye for Public Safety	ZCO Corp.	Fire Dept. iPad application
VMWare Support	Advizex	VMware licensing and support
Dog License Software	Stellar Corporation	Dog Licensing software
Qalert	Qscend	Call Tracking software

C. What type of services will be provided with the \$50,000 budget in Other Professionals? The other professional services line item covers expenses incurred for SQL database support, firewall support service, and other projects that require specialized skills. Rather than hiring specialists, IT contracts for experts in the areas we need to complete targeted projects saving the sown salary, benefit, and retirement costs.

D. What are the components of the \$70,000 budget for Maintenance Contracts COMPUTER and what is the nature of these expenditures?

Product:	Purpose:
Fiberlink MAAS360 MDM	Mobile devise management
IPOSS Support for Avaya Switches	Licensing and software support for phone system
Dell/Compellent Support Center (DR)	Town SAN which houses all Town data and DR for PD data
Dell/Compellent Support Center	PD SAN which houses PD data and DR for Town data
Avaya IP Office Switches	Town phone system hardware maintenance
Video Surveillance Maintenance	Town Video surveillance support
Dell Blade Centers	Town server hardware maintenance

E. Does the \$20,000 in Internet Access Expense cover the entire Town Government excluding School Operations? This line item covers the costs associated with our internet connectivity, hosting and maintenance of our website, as well as maintenance and repairs

of our fiber Network.

20 055 G-Town Clerk

- A. How many elections are planned in your Operating Expense budget for Fiscal Year 2021? Two. September and November of 2020.
- B. In FY20 has the Commonwealth reimbursed the Clerks' office for any type of Election expenses? Yes, \$7,728.90 for extended polling hours.

Councilor Heffernan asked if early voting for the presidential election will be an unfunded mandate from the federal government? Town Clerk Deree was not able to respond due to technical difficulties (see page 15 for response).

20 055 H-Planning and Conservation

- A. Are the budgeted amounts for the Capital Planning Committee in compliance with the Code of Ordinances? YES
- B. What positions, dollar amount and percentage of Salaries in your department will be charged to the CDBG Fund in FY21? The CDBG Coordinator is 100% funded from the CDBG funds (\$84,354) The Housing Coordinator Position (\$77,978) is funded 70% with CDBG funds (\$54,585) and 30% town funds (\$23,393).
 - a. Please enlighten the Committee on any knowledge you have regarding if CDBG will be fully funded by the Trump Administration in FY 21. Yes, to the best of our knowledge, the administration is providing CDBG funds at the level promised which is \$712,833 for FY 21.
- C. Conservation Salaries include a vacant position for \$50,184. Are these budget monies needed since there will be no new hires in FY21? The Clerk to the Conservation Commission retired on March 31, 2020. This position is currently being left unfilled due to the Mayor's COVID-19 budget plan. When allowed to be filled, there is plan of turning this into an Assistant Conservation Administrator. This frozen salary will be used to fund that position for the remainder of FY21.

20 065-Community Preservation Fund Annual Appropriation

- A. Kindly explain to the Committee how the 1% surcharge is derived in relation to the total Tax Levy for FY21. What drives the budgeted increase of \$49,000 or 6.6%? As the result of voter support several years ago, the town levies a 1%

surcharge on the assessment of every commercial and residential property exempting the first \$100,000 from the levy. As the tax levy grows, so does this revenue. Please note that after the submission of this budget we received notice that, due to the COVID-19 fiscal impact, the state match would be decreased for both FY20 and FY21 – so this budget will need to be readjusted.

- B. It is noted for the Committee that \$111,499 is budgeted for the pay-down of a bond for the purchase of Emery Estate (as foot-noted on the bottom of the page)? Payoff is FY 2022. Correct.

Chief of Staff Langill advised he received word from the state that reimbursement will be decreased and this budget will be amended.

20 066-CPC Funding for Open Space and Trail Projects

- A. Kindly explain to the Committee how the 1% surcharge is derived in relation to the total Tax Levy for FY21. What drives the budgeted increase of \$49,000 or 6.6%? As the result of voter support several years ago, the town levies a 1% surcharge on the assessment of every commercial and residential property exempting the first \$100,000 from the levy. As the tax levy grows, so does this revenue. Please note that after the submission of this budget we received notice that, due to the COVID-19 fiscal impact, the state match would be decreased for both FY20 and FY21 – so this budget will need to be adjusted.
- B. It is noted for the Committee that \$111,499 is budgeted for the pay-down of a bond for the purchase of Emery Estate (as foot-noted on the bottom of the page)? Payoff is FY 2022. Correct.

Director Reilly noted extensive trail system and playground renovations were made to better utilize the space in 2 areas off Oak Street and Century Road, that were underutilized in a small neighborhood. A packet was provided when it was presented to the Community Preservation Committee.

Vice Chair Hackett pointed out that this is CPA funds- which are restricted to these types of projects and cannot be used for anything else.

20 067-CPC Funding for Open Space and Trail Projects

Mr. Hultin noted these fund five different projects and collectively pays for materials at all five locations.

Councilor Heffernan noted the hard work and promoting the trail systems. These are awesome resources for the town, especially during this lockdown.

20 069-Free Cash for a Small Business Relief Fund

Chair Molisse noted they received a request from the Mayor's office to table this measure at this time. No action necessary at this time.

Capital Improvement Plan for Fiscal Years 2021-2025

Chief of Staff Langill stated that most of the remaining free cash will be set aside for the reserve fund. One remaining project for Police and Fire radios; otherwise the capital plan is on hold.

20 055 I-Asset Management

A. Kindly talk to the significant increase in Salaries for FY21, which budget is \$562,940 compared to \$365,823 budget of FY20. This proposed budget is 54% higher for salaries. It is understood that Town Building Maintenance has been folded into this department for FY21. What other department is budgeted for 33% of Mr. MacLeod's salary?

We transferred the Building Maintenance budget into the Asset Management Budget, which accounts for the personnel increase. A portion of Director MacLeod's salary is paid from the Municipal Finance Dept. procurement division in accordance with his job description.

B. What drives a 56% decrease in Parks Construction & Maintenance in FY21?

The anticipated reduction in revenue due to the COVID-19 fiscal crisis.

C. What does the \$30,000 budget for Computer/Software pay?

Our work order management, capital forecasting, and maintenance scheduling software and associated training that we have been building out and are implementing town wide.

D. Street Lights are now budgeted at \$225,000 a 25% drop from the \$300,000 in FY20. How can this happen? Was FY20 over-budgeted? We are beginning to see the fruits of our decisions over the last year or so and are anticipating some credits from National Grid and a reduction in street light supply usage and cost-- due to a town wide LED street light purchase and replacement program we have completed recently.

Auditor Swanson points out that building maintenance is now in Asset Management for the first time.

20 055 J-Town Building Maintenance

Budget zeroed and transferred to Asset Management.

20 055 K-Human Resources

Auditor Swanson requested an overview from the director.

Director LaCroix provided responses to the auditor. She cited the reference in the charter under their purview and listed them. A substantial amount of time was spent on reconciliation. One employee is solely assigned to employee benefits. They are currently immersed in legislation regarding impact of COVID-19 in the workplace.

20 055 N-Licensing and Inspections

- A. I request that Mr. Richards review his Operating Budget with the Committee for their questions. No questions from Auditor Swanson.

Director Richards presented an overview of his budget and responsibility for building department functions.

(During this review, Chair Molisse lost his connection and a brief recess was taken to await his return. He returned momentarily.)

20 055 O-Department of Public Works

- A. Will there be any significant changes in Programs/Services at DPW for Fiscal Year 2021 since your Operating Budget has decreased by 2.68%? It is our goal to continue to provide a high level of service and maintain our programs to the best of our abilities; we will have to prioritize needs more carefully as a result of the COVID-19 fiscal impact, and may end up needing to be a little less proactive in the work we perform. There may be noticeable differences in service operations as we adapt to new standards of distancing. Our capital projects will continue to improve the town as a whole.
- B. What drives the decrease of \$65,615 (12.45%) in budgeted Fy21 Engineering Salaries? This decrease represents the hiring freeze of a Grade 3 Engineer position. This position is currently vacant because of an employee promotion. The hiring freeze is a result of the COVID-19 fiscal impacts and the Mayor's budget plan to help manage the resulting loss of revenues.
- C. The total FY 2021 budget for Overtime is \$192,488, including \$73,143 for snow & ice removal. Kindly review with the Committee how management controls the use of Overtime. Many influences are a cause for callout services. Each call is evaluated on its merit by a manager (Crew Chief) and determination is made to delay a matter or assign appropriate personnel as needed. DPW operates on one shift but has responsibilities town wide 24/7/365 --therefore any emergency police / fire or constituent calls occurring after hours requires expending of overtime. We do not, however, "fill" shifts for sick or vacationing employees - we simply

do without. Work includes vehicle maintenance to all departments, fires, downed trees, pot holes and road defects, dead animal assistance, hazards and flooding from rainstorms, special events, trash collection and compost-site weekends and numerous other responsibilities.

- D. Kindly review with the Budget/Management Committee the Bid/Quote process currently employed by DPW? Discuss the use of “Consortium Bids and Contracts” as well as the use of Commonwealth of Mass contracts and the resulting cost savings. DPW follows the guidelines of the state procurement rules and regulations. Chapter 149- Building Contracts, Chapter 30, 39M Construction contracts with labor., Chapter 30B, and Chapter 7c Design Services, with the exception of the consortium bidding procured by the Town of Medfield each year for winter salt, and with the SSRC in the trash and recycling portion of the budget. DPW advertises annually for supplies and services according to the estimated needs of the town. Working through the CPO, the department often elects to utilize state contracts as an alternative to expedite purchasing and achieve cost savings on a case by case basis.
- E. Can all Parks be maintained with an Operating Budget reduction of \$200,000 for this line item? The DPW will utilize the funding to protect the improvements made over the past several years in our parks and playgrounds and playfields. We may not be able to provide as many new or replacement features or as many new capital improvement projects. But even with this needed reduction, the overall parks maintenance budget is increased from what it was prior to this Administration.

REFUSE COLLECTION & REMOVAL

- A. Please provide a list of contracts which support the \$5,466,000 to include the vendor, type of service, consideration and service dates. What components of the Refuse Collection & Removal are under a multi-town contract? EZ Disposal and Recycling LLC, Collection and transportation of solid waste, yard waste and recyclable materials. This is a ten-year contract initiated on July 1st 2018 – June 30th 2028 and includes a five-year extension possibility. Basically the contract is \$1,500,000.00 for rubbish collection services and an amount of nearly \$1,500,000 for recycling.

Covanta (Formally SeMass) handles disposal of solid waste. Currently, Chief of Staff Langill notes that they charge a rate of \$71.75 per ton.

Waste Management with a term expiring June 30, 2021- currently \$98.72 per ton for recycling materials plus contamination fees in our agreement.

Also included are Hazardous Waste Days and regular drop off items such as paint, tires, TV's, cardboard, propane etc. He confirms that they will utilize various vendors often

through the SSRC.

Chair Molisse reported he has received positive feedback on the work in town, and the parks are looking good. It's a whole new environment and he appreciates the work.

Auditor Swanson reported these were comprehensive responses.

20 059-Sewer Enterprise Fund Fiscal Year 21 Appropriation

A. No Questions as no detail on revenue was provided.

Superintendent Tower reported they had good news from MWRA, with a little relief for next year. Revenue collections are slightly off but they are holding their own. He sent out a message to the public- do not flush wipes - they do not belong in the sanitary sewer systems.

20 060-Sewer Department-MWRA I/I Phase 11 Allocation

A. Bonding request of \$2,540,000 to pay for the Phase 11. No Questions.

Mr. Tower reported this is just for authorization to get next phase of grant (75% match) for use as projects become available.

20 061-Sewer Retained Earnings-Pump Station Improvements

A. No Questions.

Mr. Tower reported this is included in the Capital Improvement Plan – next year Witawamut and River are scheduled to update the pumps.

20 062-Water Enterprise Fund Fiscal Year 21 Appropriation

A. No questions as no budget detail on revenue was provided.1

Mr. Tower reported this maintains level services. There were increases in materials and chemical costs.

20 063-Water Retained Earnings-Capital Equipment

A. Funding request of \$120,000 from R/E for Vehicles & Equipment. No Questions.

20 064-Water Retained Earnings-Water Treatment Plant Upgrades and Improvements

Mr. Tower reported this is an ongoing request in the Capital Improvement Plan to upgrade wells and treatment plant.

20 070-Free Cash for Fiscal Year 20 Snow Removal

A. A note in this Measure states that “DPW purchased a new Sidewalk Tractor Plow/Blower out of necessity using \$141,975 of the Snow & Ice Operating Expenses”. This added to the deficit in the Snow & Ice Operating Budget for FY20. Why is it that DPW did not prepare a measure for this Capital Purchase and request Council approval with a reference to the CIP?

The urgency of this purchase was due to the fact that the machine that it replaced experienced a complete mechanical failure that could not be reasonably justified to repair. DPW has only a few machines capable of sidewalk clearing, which is needed for safety concerns. Proper procurement through the state contract process ensured best purchase price. The 1988 versatile-use sidewalk tractor is listed on the CIP; however, the purchase was delayed to address other priorities. Purchasing snow/ice removal equipment within the snow/ice budget is a common practice and allows more free cash for other priorities.

Chief of Staff Langill noted he hasn't seen it that low in a while. It averages \$900-1M to cover the deficit for the past winter.

Town Clerk Deree responded to the earlier question on Town Clerk budget- early voting- still an unfunded mandate. She responded that she is not sure for primary, but yes for presidential election. There has been talk about mail-in balloting, but no action yet.

There has been an uptick in business in the Town Clerk's office. The average number of death certificates issued is up significantly. Not all are attributable to the pandemic.

20 055 P-Health

- A. Kindly enlighten the Committee why budgeted Salaries under Management & Administration are budgeted to decrease by \$25,000 The Salary for our Substance Abuse Coordinator, Paul Williams is anticipated to be partially paid from 2 grants (see answer to next question). In FY20, his entire salary was budgeted to be fully funded by the town.
- B. What Grants/Awards from either the Federal or State government are anticipated to be available for FY 2021? Will any portion of Salaries be paid with Grant or Award monies? Mass In Motion Grant (State): is anticipated to be \$40,000 of which \$26,000 will be used for the Grant Coordinator, Val Sullivan's Salary.

Partnership for Success Grant (State): is anticipated be \$14,000, it will be used to pay the partial salary for the Substance Abuse Coordinator.

Behavioral Health Local Foundation Grant (South Shore Health System) is anticipated to be \$16,000, a portion will be used to pay the partial salary for the Substance Abuse Coordinator.

- C. Kindly describe the type of professional services that the \$16,500 budget may pay for. The entire amount is used to pay a per diem food inspector to assist us with inspecting our over 350 food establishments. The inspector works under contract as a licensed and insured contractor.

Councilor Heffernan asked Director McCormack whether PPP materials will be funded by grants. Mr. McCormack responded that they received \$44,000 in grant funding. Towns must show objectives, need and supply. They will need to determine how to fund for employees once they come back to work. They are doing well with community tracing and the business component for safety. Chair Molisse noted they will be busy with inspections, etc.

Chief of Staff Langill recognized the Health Department. They stepped up in this time without complaint. He noted the assistance from the school nurses as well. He commended and thanked them for their efforts to keep Weymouth safe. Director McCormack responded they appreciate the support; it takes a team, and this includes other departments.

20 055 Q- Library

A. What will be the days and hours open for the Main Library and three branches in FY21 that this proposed operating budget will fund? While Tufts Library is still under construction and when the three branches of the Weymouth Public Libraries begin to offer limited curbside circulation and reference services to the public with social distancing measures in place due to COVID-19 (Stage 3 of our Expanded Service Plan), the hours of operation will be:

Fogg, North, and Pratt libraries: Monday to Friday, 9:00 a.m. to 10:00 a.m. exclusively for seniors and immune-compromised patrons. Monday to Friday, 10:00 a.m. to 7:00 p.m. for all patrons.

While Tufts Library is still under construction and when the three branches of the Weymouth Public Libraries are open to the public with greater building

capacities and social distancing measures in place due to COVID-19 (Stages 5 and 6 of our Expanded Service Plan), our normal hours of operation will be restored:

Fogg Library: Monday through Wednesday, 9:00 a.m. to 9:00 p.m., Thursday through Saturday*, 9:00 a.m. to 5:00 p.m.

North Library: Monday 9:00 a.m. to 5:00 p.m.; Tuesday 1:00 p.m. to 9:00 p.m.; Wednesday and Thursday, 9:00 a.m. to 5:00 p.m.

Pratt Library: Monday 9:00 a.m. to 9:00 p.m.; Tuesday 9:00 a.m. to 5:00 p.m.; Wednesday and Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday*, 9:00 a.m. to 5:00 p.m.

When Tufts Library construction is complete and we move back into Tufts, all branches

of the Weymouth Public Libraries will be closed for a period of time.

When Tufts Library opens, its hours of operation will be the same as they were with the previous Tufts Library: Monday through Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday*, 9:00 a.m. to 5:00 p.m.

When Tufts Library was opened, the hours of operation of the branches were:

Fogg Library: Monday and Tuesday, 1:00 p.m. to 9:00 p.m.; Wednesday 5:00 p.m. to 9:00 p.m.; Thursday 9:00 a.m. to 5:00 p.m.

North Library: Monday 1:00 p.m. to 5:00 p.m.; Wednesday 9:00 a.m. to 5:00 p.m.; Thursday 1:00 p.m. to 5:00 p.m.

Pratt Library: Tuesday 9:00 a.m. to 5:00 p.m.; Wednesday 9:00 a.m. to 1:00 p.m.; Thursday 1:00 p.m. to 5:00 p.m.

*Saturday hours run from September to May.

B. How does the FY21 budgeted number of employees compare to FY20?

The number of library employees in the proposed FY2021 operating budget is 29, which is the same as the number of employees in the FY2020 operating budget. Due to the COVID-19 fiscal crisis, the Mayor's budget plan does not include funding for the new personnel that will be needed to fully open the New Tufts Library.

C. I request that Director MacLean review his proposed Fy21 budget with the Committee.

Director MacLean will be in attendance at the Committee's meeting to review the library's proposed FY2021 operating budget.

At the Auditor's request, Director MacLean provided an overview. The new Library will open in the fall, without additional staff to operate. Before budget constraints, he had intended to have a modest increase in staff. They will do best they can. With the delayed opening, the budget is less.

20 055 R-Veterans' Services

A. Please explain to the Committee how the Benefit Program (budgeted at \$525,000) works as well as the State Reimbursement Program. This funds the necessary resources to provide benefits (shelter, food, and medical reimbursement primarily) to qualified and eligible Veterans and Dependents according to MA General Laws. Benefits provided to Veterans and dependents are reimbursed to the Town of Weymouth by the Massachusetts Department of Veterans Services on a quarterly basis. The following FY at the usual rate of 75%. (e.g. expenditures of \$100,000 the 1st quarter of FY20 will result in a return of \$75,000 the 1st quarter of FY21.) This program is designed to provide a modicum of

dignity to our eligible Veterans and has been in place since the Civil War. The department served 109 Veterans or dependents in FY20. This program also allows them to provide for burial assistance for the least fortunate Veterans as well as preventing homelessness, with the latter reimbursed at 100% back to Weymouth.

Director Pontes noted he appreciates the support from the community and the town offices.

20 055 S-Parks and Recreation

Recreation Revolving Fund

A. Please provide the Committee and Auditor with the Fy20/21 Fee Schedules. Will there be any increases in Fy21 fees? When was the last increase in fees? How do Weymouth's fees compare to other towns similar in size? Given the current COVID-19 crisis, the status of the summer programs offered by Weymouth Recreation is yet to be determined. In the event that programming is permitted, they anticipate an amended offering of programs which will likely result in reduced fees and subsequently reduced overall revenue.

Director Reilly noted programs for the summer are on hold, awaiting directives from the Governor's office. They are getting ready but unsure what will happen. This is a level service budget. Fields are currently closed to permitting for organized sports.

20 055 T-Elder Services

A. Kindly provide a schedule that shows gross salary of each employee and indicate what fund(s) their compensation is charged to. Review with the Committee.

A chart was provided with the response.

B. This proposed operating budget of \$253,438 is flat compared to Fy20. Explain the shift in salaries from Management to Transportation. The amended budget includes an Executive Office of Elder Affairs (EOEA) State recommendation to conservatively budget FY21 with \$10.00 per senior versus \$12.00 per senior as was received this year. This reduction decreases the Elder Services budget by \$22,736 in a worst-case scenario. This reduction from state funds would increase the town budget had they not eliminated the newest part time position of the Program Administrator. The shift in salaries from Management to Transportation also increased because they replaced a retired part-time driver with a full-time driver due to increased transportation needs.

When they are able to bring the seniors back, the activities capacity will be limited and restricted to new rules and social distancing guidelines. They anticipate a severe shift in services from the highly successful activities to outreach. To that end, they have proactively shifted gears to accommodate the growing needs of the seniors with Outreach and Transportation throughout and post the Covid19 Pandemic.

C. Kindly enlighten the Committee as to what Federal or State Awards are available for

your department and how much they contribute to the overall operation. Federal and State Awards cover roughly 40% of the Elder Services budget and are derived from the following sources:

Executive Office of Elder Affairs (EOEA) \$10 per senior x 11,386 seniors = \$113,860

Community Development Block Grant (CDBG): o Activities Grant: \$37,380,
Transportation Grant: \$24,631

Department of Transitional Assistance (DTA) Senior Nutritional Assistance Grant (SNAP) \$3,600

Other grant funding comes from: MASSDOT–80/20 matching bus grants Local Cultural Council Grants–Arts and Entertainment Massachusetts, Council on Aging (MCOA) – Mini grants Massachusetts Rural Transit Assistance Program (MARTAP) – Mini-transportation grants

Councilor Kiely noted yeoman’s work is being done to keep an eye on the most vulnerable in the community- she appreciates the good work. Councilor Heffernan noted the effort required for senior population at this time. He also appreciates the work. Director Johnston responded that the department has had to shift from services to outreach during the current crisis. She thanked the Council for their support.

20 055 U-Civil Defense

- A. Kindly enlighten the Committee as to the status of any Federal/State Grants/Awards regarding Civil Defense. Have any monies been received in FY 2020 and do we anticipate any funds next year? In FY2020 we received an EMPG grant for \$21,500. We expect the same amount next year.
- B. How many volunteers are available to work with Mr. Mulveyhill when necessary? How does this level compare to the past year? A roster of 34 volunteers. That is down 2 from last year.
- C. Kindly discuss with the Committee the status of the Equipment Civil Defense currently has available and provide a “Needs List”. Equipment status: Generators are within 5 years of purchase and in good Condition. Radios are new and P25— purchased with EMPG grant funds. Cones and cone trailers are less than 8 years old and in good condition. The most urgent need is field response uniforms, specifically jackets We also are looking at a repeater for the new P25 network.

Director Mulveyhill noted the state is offering PPP that Civil Defense is acquiring. Some equipment was provided by Congressman Lynch and distribution of materials that Patriots owner Kraft obtained from China. They are seeking out vendors as employees to transition back to work. Residents are on their own with this since under the FEMA grant, they only can provide to government employees.

20 055 V-Commission on Disabilities

Auditor Swanson reported this is a zero budget.

20 055 W-Youth and Family Services

- C. Briefly describe for committee members what programs the Teen Center conducts and the hours of operations with an operating budget of \$136,781. Weymouth Youth and Family Services is the social services/outreach department for the Town of Weymouth. They help constituents in need of utilities, shelter and food. When the current crisis slows down (hopefully comes to and end) and utilities start to shut people off, there will be a higher demand. They are also a referral service for other needs and work closely with the other departments in town to offer programs to those with families. They deliver Christmas gifts to over 300 families in town and have a holiday coalition to ensure every family receives gifts. The director believes this year is going to be a difficult one for families.

Weymouth Youth & Family Services also runs the Weymouth Teen Center and provide a safe centrally located space for grades 6-12. The teen center is an after school drop in program where the teens can play various games as well as just hang out with their friends. A couple of the programs at the center are the workforce development program where they hire youth from the town to work in various departments. They are taught how to fill out an application, get a work permit etc. They hold mock interviews as well as get job experience. The teen center also offers the Junior pool league. The teens work hard and they play against the 1st responders and senior center pool players. They compete in 2 state championships and earn their way to play on the National stage in Las Vegas. Weymouth Youth and Family Services continues to provide old and new opportunities for the families in Weymouth, and are always evolving to meet the needs of the town.

- D. Are there any Federal or State Awards that can be used to run your operations? Do you receive any donations? The only State Award received is the money for the Workforce development grant-they hire teens throughout the town to work in various departments. This year it was \$100,000.

20 068-Free Cash for a Rental Assistance Reserve Fund

Chair Molisse reported this measure was also tabled by the administration. It will come back at a future date.

Chief of Staff Langill commended department heads and employees for their dedication and understanding. When they shifted to an at-home provider, it didn't miss a beat. Personnel adjustments were made with furloughs, etc. trying to make it as palatable as

possible and he reported he appreciates the effort of all of them and how they responded to the crisis.

ADJOURNMENT

At 7:39 PM, there being no further business, a motion was made by Vice Chair Hackett to adjourn and was seconded by Councilor Kiely. A roll call vote was taken. Councilor Burga-Yes, Councilor Heffernan- Yes, Councilor Kiely- Yes, Vice Chair Hackett- Yes, Chair Molisse- Yes. UNANIMOUSLY VOTED.

Attachments: Town Auditor Questions on Proposed FY2021 Budget- May 11 2020 Meeting of the Budget/Management Committee

Respectfully Submitted by Mary Barker as Recording Secretary

Approved by Michael Molisse as Budget/Management Committee Chairman
Voted unanimously on 7 July 2020