

Salem City Council
Committee on Administration and Finance
Minutes of Meeting
June 2, 2011

A meeting of the Salem City Council Committee on Administration and Finance, Co – Posted with the Committee of the Whole was held on Tuesday, June 2, 2011 at 7:00.m. in the Salem City Council Chambers, Salem City Hall, 93 Washington Street, Salem, Massachusetts.

Councillors Present: Chairman Robert McCarthy, Councillor Paul Prevey, Councillor John Ronan, Councillor Steven Pinto, and Councillor Thomas Furey. Councillor Joseph O’Keefe was also present, not being a member of the Committee.

Also present were: Mayor Kimberley Driscoll, Finance Director Rich Viscay, Assistant Finance Director, Nina Bridgeman, Mayors Chief of Staff, Jason Silva and Eileen Sacco, Budget Clerk.

Collector’s Budget

City Collector Bonnie Celi is present at the meeting.

Ms. Celi addresses the Committee and explains that the Collectors Office has taken over the responsibilities of the Hearing Officer who retired in December of 2010 and she has been appointed as parking clerk. She noted that this has resulted in a decrease in the salary budget of \$5,440.00.

Ms. Celi explained that the printing of real estate bills is currently done through our Deputy Collector and the cost of such is taken for their fee. She notes that this agreement is set to expire and we may need to pay another printing company from her budget. She further noted that the cost of printing the current bills is \$14,100.00 for a fiscal year.

Rich Viscay noted that the Collectors Office has become one stop shopping for residents and is helpful. Mayor Driscoll agreed noting that residents can pay their taxes, water bills, and parking tickets, as well as get passports.

Mr. Viscay also noted that there has been a lot of cross training between the Collectors Office and the Treasurer’s Office.

There being no further questions or comments regarding the Collectors Office Budget:

There being no further questions or comments regarding the Recreation Department Budget Councillor Pinto moved to approve the Personnel Budget for the Collectors Office Budget in the amount of \$199,412.00 seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the Non Personnel Budget for the Collector's Office Budget in the amount of \$6,500.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Collector's Office Budget in the amount of \$205,912.00, seconded by Councillor Furey. The motion carried.

Treasurer's Budget

City Treasurer Kathleen McMahon was present at the meeting.

Mayor Driscoll introduced Kathleen McMahon who has been in the position since December and has done a great job.

Ms. McMahon addressed the Committee and noted that there are no significant changes to the budget.

Ms. McMahon reported that the Treasurer's Office has implemented new procedures and streamlined cash receipts and payroll voids. She also noted that an Assistant Treasurer has been appointed.

Ms. McMahon reviewed the goals and objectives for the Treasurer's Office for FY12.

There being no further questions or comments regarding the Golf Course Budget:

Councillor Ronan moved to approve the Personnel Budget for the Treasurer's Budget in the amount of \$158,842.00 seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the Non Personnel Budget for the Treasurer's Budget in the amount of \$58,310.00, seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the total Budget for Treasurer's Office in the amount of \$217,152.00, seconded by Councillor Pinto. The motion carried.

Debt Service

There being no further questions or comments regarding the Debt Services Budget:

Councillor Ronan moved to approve the Non Personnel Budget for the Debt Services Budget in the amount of \$6,641,058.00, seconded by Councillor Furey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Debt Services in the amount of \$6,641,058.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

Short Term Debt

There being no further questions or comments regarding the Short Term Debt Budget:

Councillor Ronan moved to approve the Non Personnel Budget for the Debt Budget in the amount of \$30,000.00, seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the total Budget for the Short Term Debt in the amount of \$30,000.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

School Assessments – North Shore Regional Vocational School

There being no further questions or comments regarding the School Assessments-NSRVS Budget:

Councillor Ronan moved to approve the Non Personnel Budget for the School Assessments- NSRVS Budget in the amount of \$1,601,211.00, seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the total Budget for the School Assessments-NSRVS Budget in the amount of \$1,601,211.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

State Assessments

There being no further questions or comments regarding the State Assessments Budget:

Councillor Ronan moved to approve the Non Personnel Budget for the School Assessments- NSRVS Budget in the amount of \$6,761,693.00, seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the total Budget for the School Assessments-NSRVS Budget in the amount of \$6,761,693.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

Contributory Retirement

There being no further questions or comments regarding the State Assessments Budget:

Councillor Pinto moved to approve the Personnel Budget for the Contributory Retirement Budget in the amount of \$8,765,223.00, seconded by Councillor Ronan. The motion carried.

Councillor Ronan moved to approve the total Budget for the Contributory Retirement Budget in the amount of \$8,765,223.00. The motion carried.

Non Contributory Retirement

There being no further questions or comments regarding the Non Contributory Retirement Budget:

Councillor Pinto moved to approve the Personnel Budget for the Non Contributory Retirement Budget in the amount of \$87,675.00, seconded by Councillor Ronan. The motion carried.

Councillor Ronan moved to approve the total Budget for the Non Contributory Retirement Budget in the amount of \$87,675.00. The motion carried.

Medicare

There being no further questions or comments regarding the Medicare Budget:

Councillor Pinto moved to approve the Personnel Budget for the Medicare Budget in the amount of \$678,282.00, seconded by Councillor Ronan. The motion carried.

Councillor Ronan moved to approve the total Budget for the Medicare Budget in the amount of \$678,282.00. The motion carried.

Municipal Insurance

There being no further questions or comments regarding the Municipal Insurance Budget:

Councillor Pinto moved to approve the Non Personnel Budget for the Municipal Insurance Budget in the amount of \$305,000.00, seconded by Councillor Furey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Municipal Insurance Budget in the amount of \$305,000.00, seconded by Councillor Furey. The motion carried with Councillor Ryan and Furey opposed.

Veterans Budget

Director of Veterans Services Jean Guy Martineau was present at the meeting.

Mr. Martineau reported that the department has seen an increase in the number of applicants and requests for services and benefits in the past year. He noted that they have been able to respond and administer these additional duties while being short staffed. He explained that his office made the necessary arrangements to receive one additional office assistant at no cost to the city from the National Senior Network and is paid for with federal funds.

Councillor Pinto commended Mr. Martineau for all of his efforts on behalf of Veterans.

Councillor Ronan thanked Mr. Martineau for all of his work and noted that he does a great job.

There being no further questions or comments regarding the Veterans Budget:

Councillor Ronan moved to approve the Personnel Budget for the Veterans Department Budget in the amount of \$673,543.00 seconded by Councillor Furey. The motion carried with Councillor Ronan opposed.

Councillor Ronan moved to approve the Non Personnel Budget for the Veterans Department Budget in the amount of \$210,700.00, seconded by Councillor Furey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Veterans Department in the amount of \$284,243.00, seconded by Councillor Prevey.

Assessors Budget

Chief Assessor Deborah Jackson was present at the meeting.

Ms. Jackson addressed the Committee and explained that at this time there are no known changes to staffing for FY12. She noted that the current office staff is able to complete necessary requirements demanded by the Department of Revenue.

Ms. Jackson reviewed the accomplishments of the Assessor's office and noted that in FY11 they were able to settle or dismiss approximately 30 appellate tax board cases mostly within the overlay budget reserves. She also noted that they are concentrating on inspections and have a system in place that to complete the additional inspections required by the DOR of 75% completed for FY13.

Ms. Jackson reviewed the goals and objectives for FY13.

Councillor Pinto asked Ms. Jackson how many abatements the city issues each year. Ms. Jackson reviewed the abatement process.

There being no further questions or comments regarding the Assessor's Department Budget:

Councillor Pinto moved to approve the Personnel Budget for the Assessor's Department Budget in the amount of \$253,055.00 seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the Non Personnel Budget for the Assessor's Department Budget in the amount of \$26,177.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Assessor's Department in the amount of \$279,232.00, seconded by Councillor Furey. The motion carried.

Purchasing Department

Purchasing Agent Tom Watkins is present at the meeting.

Mayor Driscoll addressed the Committee and noted that Mr. Watkins has done a great job in the position of purchasing agent for the city. She noted that he has streamlined things in the department and has saved the city money in advertising and also with the disposition of surplus property that is now auctioned on an online municipal site.

Councillor Ronan stated that he has made it a policy during this budget process that he cannot support raises for employees greater than 2 ½ percent. He noted that the salary increase for Mr. Watkins is greater than that.

Mayor Driscoll stated that the position's salary falls well below like positions in similar communities, noting that they conducted a salary survey on several positions in the city including this one.

There being no further questions or comments regarding the Purchasing Department Budget:

Councillor Ronan moved to reduce the personnel budget for the Purchasing Department by \$1,335.00 which would result in a 2 1/2 % raise for Mr. Watkins. Councillor Prevey seconded the motion. The motion FAILED (2-3 with Councillors Pinto, McCarthy and Furey opposed).

Councillor Ronan moved to approve the Personnel Budget for the Purchasing Department Budget in the amount of \$100,032.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the Non Personnel Budget for the Purchasing Department Budget in the amount of \$17,900.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Purchasing Department in the amount of \$117,932.00, seconded by Councillor Furey. The motion carried (3-2 with Councillors Ronan and Prevey opposed).

Purchasing Department Fixed Costs

Councillor Ronan moved to approve the Non Personnel Budget for the Purchasing Department Fixed Costs Budget in the amount of \$51,254.00, seconded by Councillor Furey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Purchasing Department Fixed Costs in the amount of \$51,254.00, seconded by Councillor Furey. The motion carried.

Data Processing – Information Technology / GIS

Olle Dulivestelin was present at the meeting.

Mayor Driscoll addressed the Committee and reported that Mr. Dulivestelin replaced Joanne Rust who retired. She explained that Ms. Rust will be helping out from time to time on some capital projects in the department and the city.

Councillor Ronan moved to reduce the personnel budget for the IT/GIS Department by \$6,107 to reduce Mr. Dulivestelin's salary which would be his salary from last year plus 2 ½ %. Councillor Prevey seconded the motion. The motion carried with (3-2 with Councillors McCarthy and Furey opposed. Total approved personnel budget is \$153,550.00.

Councillor Pinto moved to approve the Non Personnel Budget for the IT/GIS Department Budget in the amount of \$31,225.00, seconded by Councillor Ronan. The motion carried.

Councillor Ronan moved to approve the total Budget for the IT/GIS Department in the amount of \$184,775.00, seconded by Councillor Pinto. The motion carried (3-2 with Councillors Ronan and Prevey opposed).

Purchasing Department Fixed Costs

Councillor Ronan moved to approve the Non Personnel Budget for the Data Processing Department Fixed Costs Budget in the amount of \$322,140.00, seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the total Budget for the Data Processing Department Fixed Costs in the amount of \$322,140.00, seconded by Councillor Furey. The motion carried.

Mayor's Office Budget

Mayor Driscoll reported that the budget for the Mayor's Office includes raises for staff that are higher than 2 ½ percent as was the case with other employees whose positions were included in the salary survey that was done.

Councillor Ronan restated his position regarding salary increases of greater than 2 ½ %.

Councillor Pinto moved that the question be divided.

Councillor Ronan moved to reduce the personnel budget for the Mayors office by \$3,408 \$3,408.00 from Jason Silva's salary. There was no second on the motion. The motion FAILED for lack of a second.

Councillor Ronan moved to reduce the Personnel budget for the Mayor's Office in the amount of \$331 to reduce Meghan Ackerman's increase to 2 ½ %. Councillor Prevey seconded the motion. The motion FAILED (2-3 with McCarthy, Furey and Pinto opposed).

Councillor Furey moved to approve the Personnel Budget for the Mayors Office Budget in the amount of \$269,953.00, seconded by Councillor Pinto. The motion carried (3-2 with Councillors Ronan and Prevey opposed).

Councillor Furey moved to approve the Non Personnel Budget for the Mayors Office Budget in the amount of \$90,000.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Mayors Office Budget in the amount of \$359,953.00, seconded by Councillor Furey. The motion carried (3-2 with Councillors Ronan and Prevey opposed).

There being no further business to come before the Committee on Administration and Finance this afternoon, Councillor Ronan moved to adjourn the meeting, seconded by Councillor Furey.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted by:

Eileen M. Sacco
Budget Clerk