

Salem City Council
Committee on Administration and Finance
Minutes of Meeting
June 7, 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 7, 2011 at 6:30p.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 Mike Sosnowski was also present, not 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.

Councillor McCarthy stated that this meeting is being taped by SATV to be aired sometime in the future.

Park and Recreation Department

Doug Bollen is present at the meeting.

Doug Bollen reviews the recent accomplishments of the Recreation Department with the Committee. He notes that the Recreation Department has many successful programs that are 100% self funded. He also notes that they sell advertising for the program book and that is self funding as well.

Mr. Bollen notes that the Recreation Department has maintained full services and strong programming for Salem residents at no cost to the city budget through the continued use of the recreation revolving fund. He noted that the special events such as road races etc. are helpful in funding these programs.

Mr. Bollen noted that a level funded FY12 budget would not have any significant budget or staffing changes.

Mr. Bollen reviewed the accomplishments of the Recreation Department as well as the goals and objectives for FY12.

Councillor McCarthy addresses Mr. Bollen and notes that the recreation programs the city offers are wonderful and his children have benefited from them and had wonderful experiences. He also noted that his department truly does do more with less.

Councillor Furey agreed and noted that the recreation programs that Salem offers are amazing.

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

There being no further questions or comments regarding the Recreation Department Budget Councillor Pinto moved to approve the Personnel Budget for the Recreation Department Budget in the amount of \$335,754.00 seconded by Councillor Ronan. The motion carried.

Councillor Prevey moved to approve the Non Personnel Budget for the Recreation Department Budget in the amount of \$151,610.00, seconded by Councillor Pinto. The motion carried.

Councillor Pinto moved to approve the total Budget for the Recreation Department in the amount of \$487,364.00, seconded by Councillor Ronan. The motion carried.

Golf Course

Mr. Bollen reported that long time Superintendent of the Golf Course Doug Drew will be retiring in August. He noted that Mr. Drew has been a dedicated employee and has a done tremendous job managing the golf course.

Mr. Bollen explained that the budget includes a new position of Club House Manager. He notes that the Commission has raised the golf courses fees this year and he hopes that will cover the cost of the position. He also notes that the position was strongly recommended by the report from the management consultant last year.

Councillor Ronan questioned the need for a Club House Manager given the size of the club house. He also asks if the new Superintendent will be hired at the same rate of pay and questions if both positions are needed. Mr. Bollen reports that the salary will be the same and that the duties of the club house manager are currently performed by Mr. Drew and the addition of a club house manager will all the superintendent to have time to devote to other aspects of the golf course.

Councillor Prevey questions if the golf course report gave specifics as to the need for a club house manager. Mr. Bollen noted that the position will allow for more attention to be paid to the business of running a golf course and perhaps increase the pro shop etc.

Councillor Ronan noted that the position is a 42 week position and asked if the person would be eligible for unemployment compensation. Mayor Driscoll stated that they are looking into preventing unemployment eligibility by ensuring that job descriptions and contracts etc. classify seasonal positions.

Councillor Prevey asked if the position would be eligible for benefits. Mayor Driscoll stated that positions that are 20 hours or more are eligible for benefits.

Councillor Ronan stated that he is not sure that given the layout of Old Salem Greens and the club house that they need a manager.

Councillor Pinto stated that he does not feel the same and states that he would support this position for a club house manager. He stated that we will not know if it will be a benefit unless we try it.

Councillor Prevey stated that he would also support the club house manager position. He explains that he attended the Park and Recreation Commission meetings regarding privatization and he thinks that a club house manager could improve the efficiency of how the golf course works.

Councillor Ronan moved to reduce the personnel budget for the Golf Course by \$29,400. There was no second on the motion. The motion failed.

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

Councillor Prevey moved to approve the Personnel Budget for the Golf Course Budget in the amount of \$262,706.00 seconded by Councillor Pinto. The motion carried with Councillor Ronan opposed.

Councillor Prevey moved to approve the Non Personnel Budget for the Golf Course Budget in the amount of \$99,500.00, seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the total Budget for Golf Course in the amount of \$362,206.00, seconded by Councillor Pinto. The motion carried with Councillor Ronan opposed.

Witch House Budget

Doug Bollen explained that the manager of the Witch House is doing a great job and things are going very well. He noted that there are a lot of great programs there and the manager has a lot of great ideas.

Mayor Driscoll stated that the budget for the Witch House this year is level funded.

There being no further questions or comments regarding the Witch House Budget:

Councillor Ronan moved to approve the Personnel Budget for the Witch House Budget in the amount of \$74,066.00 seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the Non Personnel Budget for the Witch House Budget in the amount of \$64,280.00, seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Witch House in the amount of \$138,346.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

Winter Island Budget

Mr. Bollen reported that there is a \$9,000 increase in the budget for the salary of the Winter Island Manager which is now a year round position and includes the responsibility of Camp Naumkeag and McCabe Marina.

There being no further questions or comments regarding the Winter Island Budget:

Councillor Pinto moved to approve the Personnel Budget for the Winter Island Budget in the amount of \$114,074.00 seconded by Councillor Ronan. The motion carried with

Councillor Pinto moved to approve the Non Personnel Budget for the Winter Island Budget in the amount of \$49,100.00, seconded by Councillor Prevey. The motion carried.

Councillor Pinto moved to approve the total Budget for Winter Island in the amount of \$163,547.00, seconded by Councillor Prevey. The motion carried with Councillor Ryan and Furey opposed.

Council on Aging

Mr. Bollen reported that 25% of the Council on Aging budget is funded by grants.

Mayor Driscoll noted that there has been a spike in attendance for meals at the Senior Center noting that there is a new food service and the food is great. She also noted that transportation has seen an increase with more seniors taking advantage of the services.

Councillor Prevey asked what the status of the two vans that are parked and the end of Mack Park are. Mr. Bollen reported that they are out of service and not worth repairing. He states that he will see to it that they are removed from that area.

There being no further questions or comments regarding the Council on Aging Budget:

Councillor Pinto moved to approve the Personnel Budget for the Council on Aging Budget in the amount of \$242,267.00 seconded by Councillor Prevey. The motion carried.

Councillor Pinto moved to approve the Non Personnel Budget for the Council on Aging Budget in the amount of \$30,100.00, seconded by Councillor Prevey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Council on Aging in the amount of \$272,376.00, seconded by Councillor Prevey. The motion carried.

Public Property – Building/Plumbing/Gas Inspections

Tom St. Pierre, Director of Building Services is present at the meeting.

Mr. St. Pierre addresses the Committee and explains that his department budget has no significant changes for FY12. He notes that his department has received and processed approximately 1,000 building permits and six to eight hundred gas and plumbing permits. He also noted that they assisted the fire, health, police, electrical and many other departments with inspections and miscellaneous problems.

Mr. St. Pierre reviewed the goals and objectives for his department for FY12 noting improving use and tracking of GEO TMS data entries and increasing the 21D ticket program for chronic offenders.

Councillor Ronan addressed Mr. St. Pierre and noted that he has a policy for this budget process that he is not going to approve any raises greater than 2 ½ percent and noted that there is an increase in his salary of greater than 2 ½ percent in this budget.

Mayor Driscoll explained that when the city made an agreement with the Town of Swampscott to take over their inspectional services, Mr. St. Pierre took on additional duties and was given an increase of \$5,000 for taking on those duties. She further explained that the Town of Swampscott pays the City of Salem \$10,000 for doing inspections and the \$5,000 increase that Mr. St. Pierre received is from that money. She also explained that there is an increase in the budget for Mr. St. Pierre's salary of 2 ½ percent.

Councillor Prevey asked when the inter municipal agreement with Swampscott expires. Mayor Driscoll stated that it expires in December. Councillor Prevey clarified that if the agreement with Swampscott is not renewed then Mr. St. Pierre will not receive that money. Mayor Driscoll agreed.

Councillor Ronan suggested that the \$5,000 be paid as a stipend and not as salary to avoid any confusion in the future.

Councillor Prevey stated that he would support the salary for Mr. St. Pierre as proposed noting that he took on additional duties and received a mid year salary adjustment for that.

Councillor Ronan moved to reduce the Personnel Budget by \$1,989. for a total Personnel Budget of \$297,962.00. There was no second on the motion. The motion failed for lack of a second.

There being no further questions or comments regarding the Public Property Budget:

Councillor Pinto moved to approve the Personnel Budget for the Public Property – Building/Plumbing/Gas Inspections Budget in the amount of \$299,951.00 seconded by Councillor Furey. The motion carried (4-1 with Councillor Ronan opposed).

Councillor Pinto moved to approve the Non Personnel Budget for the Public Property – Building/Plumbing/Gas Inspections Budget in the amount of \$24,700.00, seconded by Councillor Furey. The motion carried (5-0).

Councillor Pinto moved to approve the total Budget for the Public Property – Building/Plumbing/Gas Inspections in the amount of \$324,651.00, seconded by Councillor Furey. (4-1 with Councillor Ronan opposed).

Board of Appeals

Mr. St. Pierre addressed the Committee and noted that the Board of Appeal budget has no significant changes and in fact the budget is level funded.

There being no further questions or comments regarding the Board of Appeals Budget:

Councillor Ronan moved to approve the Personnel Budget for the Board of Appeals Budget in the amount of \$3,000.00 seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the Non Personnel Budget for the Board of Appeals Budget in the amount of \$550.00, seconded by Councillor Pinto. The motion carried.

Councillor Ronan moved to approve the total Budget for the Board of Appeals in the amount of \$3,550.00, seconded by Councillor Pinto. The motion carried.

Inspectional Services – Fixed Costs

Mayor Driscoll noted that the Fixed Costs for the Inspectional Services budget had increased \$14,000. She also noted that there was an opportunity for the city to save \$67,000 on the lease for 120 Washington Street, but Councillors did not approve the lease.

There being no further questions or comments regarding the Inspectional Services Fixed Costs Budget:

Councillor Ronan moved to approve the Non Personnel Budget for the Inspectional Services Fixed Costs Budget in the amount of \$685,885.00 seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Inspectional Services Fixed Costs Budget in the amount of \$685,885.00, seconded by Councillor Pinto. The motion carried.

Fire Department Budget

Fire Chief David Cody is present at the meeting.

Chief Cody explained that staffing for his department has changed slightly. He explained that this year begins year five in a six year plan to increase the departments strength. He explained that manpower now stands at a total of 85 including the chief and there are recruits who graduated from the Massachusetts Fire Academy in March. He also noted that another recruit started the academy in April.

Chief Cody explained that there were two openings in the department due to transfers from the state transfer list who came to Salem and have returned to their original departments. He noted that one position has been filled and he is in the process of hiring another.

Chief Cody reported that the Fire Department continues to work with the Mayor's office and the Police Department to develop a regional communication center to house police and fire communications from several communities through an E911 grant.

Chief Cody explained that this budget includes several increases both on the personnel side of the budget and the expense side. He explained salary increases that are contractual.

Chief Cody explained the goals and objectives for the fire department for FY12.

Councillor Pinto asked Chief Cody how the communication is with Salem State University and the Salem Fire Department with regards to the construction projects. Chief Cody explained that the fire department oversees the plans and does inspections on the site.

Councillor Ronan noted that the department is asking for three additional positions and two positions were not included in the budget. Mr. Viscay noted that Section 8 page 143 reflects the amount of positions that were requested. He also noted that the total increase in salaries for the Fire Department is 1.75%.

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

Councillor Pinto moved to approve the Personnel Budget for the Fire Department Budget in the amount of \$6,886,746.00 seconded by Councillor Furey. The motion carried with Councillor Ronan opposed.

Councillor Pinto moved to approve the Non Personnel Budget for the Fire Department Budget in the amount of \$374,064.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Fire Department in the amount of \$7,260,810.00, seconded by Councillor Furey. The motion carried (4-1 with Ronan opposed).

Harbormasters Budget

Sgt. Peter Gifford is present at the meeting.

Sgt. Gifford reviewed the significant budget changes for FY 12. He noted that in FY12 he will be reassigned to the police department and the City of Salem will be hiring a civilian Harbormaster.

Councillor Ronan stated that he does not see the sense in replacing the Harbormaster with a civilian noting that with the police presence on the water it is like getting 2 for 1. He also noted that city ordinance requires that the Harbormaster be a police officer.

Mayor Driscoll explained that the City had a civilian Harbormaster for years and that position has police powers. She stressed that historically the position was held by a civilian until Sgt. Gifford took over the position.

Police Chief Tucker addressed the Committee and stated Sgt. Gifford has done a phenomenal job as Harbormaster but he needs to utilize him back in the police department.

Councillor Pinto stated that he is a boater and a lot goes on in Salem Harbor and he does not feel comfortable putting someone else in there. He noted that from a public safety standpoint he does not see why we would replace Sgt. Gifford.

Councillor Furey addressed the Committee and noted that 5% of the position is law enforcement and while this is a difficult change the police department will be gaining a Sargent in the ranks.

Councillor Prevey addressed the Committee and stated that the overall budget is absorbing another position with this change.

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

Councillor Ronan moved to approve the Personnel Budget for the Harbormaster's Department Budget in the amount of \$159,481.00 seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the Non Personnel Budget for the Harbormaster's Department Budget in the amount of \$43,730.00, seconded by Councillor Prevey. The motion carried.

Councillor Ronan moved to approve the total Budget for the Harbormaster's Department in the amount of \$203,211.00, seconded by Councillor Furey. The motion carried.

Police Department Budget

Police Chief Paul Tucker is present at the meeting.

Chief Tucker addressed the Committee and explained the significant budget and staffing changes for his department. He noted that the Superior Officers Union negotiated a 1.75% increase effective 6/30/11 affecting the full time salaries and a modest change to benefits and stipends. He noted that the budget has been increased to incorporate the agreed upon funding for five full time dispatchers and overtime coverage costs as well as per diem costs for part time dispatchers to provide coverage as needed.

Chief St. Pierre noted that additional increases include returning the fourth captain to the police ranks and incorporating the costs for the reassignment of the Harbormaster, Sgt. Peter Gifford back to the police payroll.

Chief Tucker reviewed the accomplishments of the Police Department as well as the goals and objectives for FY12.

Mayor Driscoll addressed the Committee and stated that Chief Tucker has exceeded all of her expectations as Chief of the Salem Police Department. She noted that he has a great deal of expertise and he understands the needs of the department.

Councillor Ronan addressed Chief Tucker and thanked him for doing a terrific job as chief. He stated that he has a lot of confidence in him.

Councillor Ronan noted that the budget includes two new patrolmen. Chief Tucker explained that they are replacing two officers who retired and they actually started today.

Chief Tucker addressed the Committee and stated that there is no Sergeant's list to hire from and if he is short a Sargent he will run into problems with overtime budgets in order to properly staff the department during vacations. He noted that losing a Sargent will have a direct impact and would be costly. Councillor Ronan noted that Sgt. Gifford would still be available for overtime. He noted that they are actually losing one position before moving Sgt. Gifford they will be down two Sargent's.

Mayor Driscoll noted that all surrounding cities and towns have civilian harbormasters.

Chief Tucker noted that from a law enforcement prospective he needs every available officer and he needs every position that he has. He also noted that the police department is not going to walk away from the harbor and it will be protected.

Councillor Furey stated that he is strongly opposed to any action that affects a professional decision made by the Chief of Police.

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

Councillor Ronan moved to reduce the Police Department Personnel budget by \$54,627 which is the salary line item for Sgt. Gifford, as a disincentive to the department to hire a civilian Harbormaster. Councillor Prevey seconded the motion. The motion failed (2-3 with Councillors McCarthy, Pinto and Furey opposed).

Councillor Pinto moved to approve the Personnel Budget for the Police Department Budget in the amount of \$7,424,200.00 seconded by Councillor Furey. The motion carried (3-2 with Councillors Ronan and Prevey opposed).

Councillor Pinto moved to approve the Non Personnel Budget for the Police Department Budget in the amount of \$482,145.00, seconded by Councillor Furey. The motion carried.

Councillor Pinto moved to approve the total Budget for the Police Department in the amount of \$7,906,345.00, 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 10:30 p.m.

Respectfully submitted by:

Eileen M. Sacco
Budget Clerk