

## **MINUTES OF MEETING OF WAREHAM FINANCE COMMITTEE**

**Date of Meeting: March 9, 2011**

### **I. CALL MEETING TO ORDER**

The meeting was called to order at 6:35 P.M.

### **II. ROLL CALL**

Members Present: Donna Bronk, Chairman  
Marilyn Donahue, Vice Chairman  
William R.C. White, Clerk  
Dick Paulsen  
David Trudell  
Bonnie Cottuli (Arrived at 6:37 P.M.)  
Dominic Cammarano (Arrived at 6:50 P.M.)  
Frank Heath

Member Absent: Sam Gray

Also Present: Mark Andrews, Town Administrator  
Elizabeth Zaleski, Town Accountant  
Walter Cruz, BOS  
Brenda Eckstrom, BOS  
Derek Sullivan, Assistant

### **III. TOWN ADMINISTRATOR'S REPORT**

#### **A. Salary Documentation.**

Mr. Andrews submitted & discussed documentation re: payroll comparison summary & report.

**NOTE:** Ms. Cottuli arrived at this time.

Mr. Andrews explained that some salaries were higher previously due to furloughs. He noted how the Annual Report relative to salaries will be set up differently going forward, such as breaking out overtime, details, etc.

#### **B. Expenditure Reports.**

Mr. Andrews submitted the second quarter expenditure reports (for December & January).

### **C. Audit.**

Mr. Andrews stated he has spoken w/ Jim Powers & a draft audit report will be submitted to him on Friday. He will notify Ms. Bronk on Friday of this.

### **D. FinCom Questions.**

Mr. Andrews stated he forwarded answers to the FinCom's question checklist to the BOS Chair. He noted commitments, such as the Quinn Bill which the BOS Chair will send out to the FinCom members.

## **IV. BUDGET DISCUSSION RE: MUNICIPAL MAINTENANCE DEPARTMENT**

Present before the FinCom: Mark Gifford, Municipal Maintenance Director

Mr. Andrews stated he is seeking to additional positions for this department. He briefly discussed the need for two more employees for this department.

Mr. Gifford stated currently, his department has 14 employees. If two additional employees are added, this will increase salaries in his budget approx. \$62,000. If these two additional employees are added, it will bring his staff level to 16 employees. He discussed now two more employees will help his department, such as coverage for sick days, vacations, etc. He stated it is difficult to manage the department with such a small staff.

Mr. Gifford stated most expenditures are level funded in the budget, except, for example, regulatory signage. He had to add an additional \$30,000 to this line item because the Federal government is mandating an inventory of all signage by the year 2012 & by the year 2015, signage will have to be replaced to proper size specifications, etc.

Mr. Gifford stated an issue in the forefront is gas & diesel costs. He noted by July, gas prices are estimated to increase which will affect many Town budgets. This will need to be considered at the Fall Town Meeting for adjustment.

Mr. Gifford discussed goals for his department. They are as follows:

- Road Management Plan (implemented in 2010).
- Sign Management Program (mandated).
- Completion of the Besse Park project.

Mr. Gifford stated he continues to apply for grants. He noted several grants he has applied for recently.

Mr. Gifford stated the department tries to maintain the best level of service as possible.

Mr. Gifford discussed projects completed in the past year, such as overlaying/resurfacing of streets. He noted the department plans on resurfacing a portion of Onset Avenue in the spring utilizing Chapter 90 monies. He explained that the Governor has proposed more Chapter 90 funding in his State budget. If passed, this will provide an additional \$30,000 - \$40,000 for the Town.

Mr. Paulsen asked for a breakdown of employees in the department. Mr. Gifford stated there are two secretaries, himself, four foremen, & seven workers. Mr. Paulsen feels four foremen is a lot. Mr. Gifford stated the reason for this is five other employees were laid off several years ago. The foremen didn't choose to be laid off, but to take the furlough days. The foremen work alongside the other workers. He would like to build the department back up. When he started, there had been 29 employees in this department. Mr. Paulsen suggested looking into putting employees back in STEPs if needed. Mr. Andrews stated he does not want to go that route.

**NOTE:** Mr. Cammarano arrived at this time.

Mr. Andrews explained that there were 11 outstanding contracts & thus far, five of those have been settled. He will not entertain employees going back in STEPs.

Mr. Paulsen asked where the Town stands re: MS4.

Mr. Andrews stated the Town has sent the Conservation Agent & the Town Planner to a meeting re: MS4. Mr. Gifford explained that MS4 is a new requirement re: stormwater. He feels these new requirements will put a burden on the Town & manpower will be needed to comply.

Discussion ensued re: a municipal separation system requirement coming down the line from the Federal government which will be expensive & how this should be prepared for in the budget.

Ms. Donahue feels the MS4 regulations are like the new signage regulations being put forth. She questioned where the money will come from to comply w/ these Federal mandates.

Mr. Gifford noted the salaries for two new employees are included in the salary line item.

Discussion ensued re: the line item for outside contractors & contract services. Mr. Gifford stated the line item for contract services are for dumpsters, exterminators, people who inspect the generators, fire systems, etc. Ms. Donahue noted that less was budgeted from the prior year for this line item. Last year, \$25,000 was budgeted. Mr. Gifford stated in 2010, \$25,000 was expended & this amount was under budget.

Mr. Andrews stated once it is determined what the two new employees can do, the outside contractor line item may be cut back. Mr. Gifford added that the outside contractors' line item is also used for police details as well as engineers.

Mr. Trudell asked if anyone has questioned the School Dept. re: their maintenance staff & if this staff could be shared by the Town in the summer. Mr. Gifford is not sure of the School Dept. maintenance staff has time.

Mr. Trudell asked how un-repairable mowing machines are being handled. Mr. Gifford stated that repairs to these machines will commence shortly. Mr. Trudell discussed repairs vs. new equipment & the issue of mounting expenses for repairs as well as time. He would like this looked at relative to fixing vs. new.

Discussion ensued re: collection of money at Onset Pier, money generated last year, & how it was handled at the Police Dept. level (police budget).

Mr. Andrews discussed looking at a parking plan in Onset. It would be a solid source of revenue. Discussion ensued re: the advantages of this parking plan & possible disadvantages. Mr. Gifford stated the CW Bishop parking lot & Hines Field are being looked at for more parking expansion & working w/ an engineer to look at the possibility of expansion. Mr. Andrews added that approx. 50-75 additional parking spaces could be added to the CW Bishop parking lot.

Mr. White asked re: the use of prisoners. Mr. Gifford stated the prisoners are utilized on a daily basis. The only requirement is that the department has to feed them. He feels this is a great program.

Mr. Andrews stated he will have a better estimate of snow & ice expenditures at the next meeting.

**V. BUDGET DISCUSSION RE: WAREHAM WATER POLLUTION CONTROL FACILITY (WPCF)**

Present before the FinCom: Guy Campinha, WPCF Superintendent

Mr. Campinha gave an overview re: revenue projections for FY2012. There is a plan to re-assess all commercial properties in Town as well as all schools & daycares. He discussed fees that will be looked at. He discussed expenses, such as personnel & cost savings measures being taken.

Mr. Andrews discussed the possibility of utilizing a "skater system" to keep costs down. A "skater system" will allow inspections of pump stations w/out paying for manpower. It is a form of technology. It will also track I/I & other processes.

Discussion ensued re: the EDU system. Mr. Campinha stated he will be looking into the EDU system in the future.

Mr. Trudell asked re: the capital plan for the WPCF. Mr. Campinha is looking into a solid capital plan to come forward in the future.

Discussion ensued re: how much the Town of Bourne is allocated (re: sewer usage) & how much they are actually utilizing.

Discussion ensued re: potential savings on chemicals. Ms. Zaleski stated the true effects of potential savings on chemicals won't be known until the end of the fiscal year. Ms. Bronk stated the current budget doesn't show any savings re: chemicals. Mr. Andrews stated it will be shown in next year's projections.

Discussion ensued re: electrical costs. Mr. Campinha doesn't see electrical costs going down w/ fuel costs rising. He noted that kilowatt hours will remain the same. Mr. Paulsen stated that new pump stations will be coming on line, thus, electrical costs will be going up. He expressed concern re: the amount budgeted for electricity, more pump stations coming on line, & the possibility that the amount budgeted may be underestimated. Mr. Andrews stated he will look into this.

Mr. Campinha discussed the 12 employees at the WPCF. He noted that DEP has asked that more staffing be put in place at the WPCF.

Discussion ensued re: the Reserve Account line item.

Discussion ensued re: the WPCF amount budgeted for this year, the amount already expended, & if there will be a deficit at the end of the fiscal year.

Ms. Cottuli asked re: employees being requested. Mr. Campinha stated three new employees are being requested. Ms. Cottuli stated w/ the possible use of the "skater system" will any WPCF employees be laid off when this system is installed. Mr. Andrews stated they are still looking into the "skater system" technology at this time. They are just in the beginning stages, but there is still the requirement to meet DEP regulations re: employee inspections of the pump stations.

Discussion ensued re: short-term borrowing in the past.

Mr. Paulsen again expressed concern re: electrical costs not being increased in the budget. Mr. Campinha stated he will look into this matter.

## **VI. BUDGET DISCUSSION: COLLECTOR/TREASURER DEPARTMENT**

Present before the FinCom: John Foster, Collector/Treasurer

Mr. Foster discussed the department's office budget. There has been one personnel change where one clerk left employment & this position in his department will not be filled. Mr. Andrews explained this open position has been re-assigned to his office (Town Administrator's office) & has been filled by Derek Sullivan.

Mr. Foster explained that expenses are basically level-funded except for land court fees which increased.

Mr. Foster has spoke to two different billing companies relative to implementing e-billing. The hope is to issue paper-less bills starting July 1<sup>st</sup> to those who opt to do so. He discussed how this billing program will work.

Mr. Foster discussed other various line items.

Mr. Foster stated his office will not be collecting as much money in tax titles this year vs. last year. There are approx. 603 properties in tax title. Mr. Andrews stated tax titles are one-time matters. Figures vary year to year. He stated the intent is to have the Town be in the collection business, not the real estate business. Discussion ensued re: tax titles.

A brief question & answer period commenced based on a list of questions that were sent to Mr. Foster by a FinCom member. Some FinCom members had not yet seen the questions, thus, Ms. Bronk stated she will get the answers to the questions from Mr. Foster tomorrow.

## **VII. DISCUSSION W/ REPRESENTATIVES OF ROCK MARSH**

Present before the FinCom: Phil McClintock  
Rich Callinan

Mr. McClintock explained that the trustees of Rock Marsh submitted a petition article at last fall's Town Meeting relative to Rock Marsh Rd. It was not received favorably. The FinCom had offered an amendment for Further Study. The trustees have been having conversations w/ various Town officials re: a betterment process. The trustees are considering submitting another petition for the spring Warrant.

Mr. Callinan stated the trustees are looking for a fair resolution to this matter & they are looking at different options, such as betterments. He stated the Treasurer has estimated the cost of the project to be \$35,000 - \$40,000. The issue, as he understands, is the project is small for a betterment project. They would have to pay betterment costs just as any other betterment project. The trustees would like to have a fixed cost before agreeing to a betterment. They would also like to look into the use of Chapter 90 funds if possible to fix their road.

Ms. Cottuli doesn't feel the FinCom or Town Meeting can sanction anything for the project. She doesn't feel the FinCom has anything to do w/ this matter. Ms. Bronk feels the trustees should be working w/ the Town Administrator & the BOS. Mr. Callinan stated they have had conversations w/ the Town Administrator & the Town Planner. He feels the FinCom gives their recommendation on articles to Town Meeting. He asked for the FinCom's support if they submit a petition article.

Mr. McClintock stated the trustees have been getting conflicting stories as to how to go about the betterment process from Town officials.

## **VIII. BUSINESS**

### **A. Reserve Fund Transfer Requests.**

The FinCom reviewed four Reserve Fund transfer requests.

#### **1. Police Items.**

The transfer request is for the following:

- Police: Clothing & Cleaning Allowance - \$6,125.00.
- Police: Professional Services - \$1,800.00
- Police: Education & Training - \$12,500.00
- Police: Medical - \$1,416.00

TOTAL:        \$21,841.00

The purpose of said request is for academy, physicals, psychologicals, & equipment for five new academy recruits to replace five vacancies. Also, the request is for equipment for two lateral transfers from the Falmouth Police Dept. to replace two other vacancies.

The request is extraordinary or unforeseen because these expenses were not included in the submitted budget because the Civil Service list that was received contained an extensive list of laid-off candidates which the department was obligated to hire first & they would not have required any academy training or expenses associated with such. As the department proceeded with the hiring process, most of the cities & towns began to rehire their laid-off officers, forcing the department to hire from the regular Civil Service list. The department was able to cut down on some cost by hiring two lateral transfers from Falmouth. The department tried seeking more laterals, but were not successful.

Mr. Trudell stated on March 2, 2011, the Chief of Police stated that overtime in his department was cut by \$100,000. Now, this request is coming forward asking for \$21,841. He expressed concern re: this request. The FinCom members concurred that this request doesn't fall under the category of an emergency or unforeseen.

**MOTION:** Mr. Trudell moved to table this Reserve Fund transfer request until the next meeting. Mr. White seconded.

**VOTE: Unanimous (8-0-0)**

#### **2. Personnel Services.**

The transfer request is for personnel services in the amount of \$2,700.00. This account has a negative balance of \$-2,202.57.

The purpose of the request is to fund the Personnel Services expense budget an additional \$2,700.00 to pay for advertising & new employee costs in relation to open positions that the Town has needed to fill & to cover the potential for additional advertising & costs that may be needed through the end of the fiscal year.

The explanation for why this request is extraordinary or unforeseen was stated as "a copy of the General Ledger Detail Report for this account activity is attached."

Ms. Bronk doesn't feel this request falls under the category of an emergency or as unforeseen.

**MOTION:** Mr. Trudell moved to table this Reserve Fund transfer request until the next meeting. Mr. Paulsen seconded.

**VOTE: Unanimous (8-0-0)**

### 3. Selectmen Expense Budget.

The transfer request is for the Selectmen Expense budget. The purpose for the request is to fund the this budget \$3,240.00 to pay for the printing & mailing of ballot question detail. There are eleven (11) ballot questions & the explanations to be mailed to approx. 7,800 households.

The explanation for why this request is extraordinary or unforeseen is what is stated above & a copy of the estimate was attached to the request.

Present before the FinCom: Alan Slavin

Mr. Slavin explained what the ballot question(s) issue is & why this money is needed.

**MOTION:** Mr. Trudell moved to approve Reserve Fund transfer request #07-11 in the amount of \$3,240.00. Ms. Donahue seconded.

**VOTE: (5-0-3)**

**Mr. Paulsen, Mr. Heath, & Ms. Cottuli abstained**

### 4. Police Article Parking Meter.

The transfer request is for the police article parking meter. The purpose of the request is to upgrade to existing parking systems w/ automated parking meters & signage. The amount being requested is \$38,000.00.



The request is extraordinary or unforeseen because currently money paid for parking on the Onset Pier is collected by an attendant. The pier is manned 14 hours a day from the middle of June until Labor Day & on weekends only from Memorial Day until the middle of June & from Labor Day until Columbus Day. Last year, the Onset Pier receipts were \$66,607. After research, it appears that the Onset Pier receipts could increase by at least \$30,000 w/ automated parking meters such as in Plymouth. Automated meters are more cost effective & capture more revenue than having an attendant.

**MOTION:** Mr. Cammarano moved to approve this Reserve Fund transfer request in the amount of \$38,000.00. Mr. Trudell seconded for discussion.

**NOTE:** Discussion ensued. Mr. Trudell asked if the \$38,000 being requested will be paid back next year when the revenues come in from the parking meters. Ms. Cottuli doesn't feel this request is considered an emergency or unforeseen. She noted that 40% of the monies generated at Onset Pier is already dedicated to the Community Events Committee. Mr. Heath feels this is a capital item & there is no more Free Cash. He feels this should be tabled.

**MOTION:** Ms. Donahue moved to move the question. Mr. Paulsen seconded.

**VOTE: Unanimous (8-0-0)**

**VOTE ON ORIGINAL MOTION: (1-7-0)**

Mr. Trudell, Mr. Paulsen, Mr. Heath, Ms. Donahue, Ms. Bronk, Ms. Cottuli, & Mr. White opposed

**B. Town Meeting Warrant Deadlines.**

Brief discussion ensued re: deadlines.

**C. Any other business.**

Ms. Donahue stated the FinCom has received a request from the Coalition of Buzzards Bay asking the FinCom's support for a two-year grant. The Coalition is asking the FinCom to support the grant request.

**MOTION:** Ms. Donahue moved the FinCom support the grant request of the Coalition of Buzzards Bay & for the Chair to draft & sign a letter stating this support. Mr. White seconded.

**VOTE: (5-0-3)**

Ms. Bronk, Mr. Cammarano, & Mr. Paulsen abstained

**D. Approve meeting minutes: February 2, 2011, February 16, 2011, & March 2, 2011.**

**MOTION:** Mr. Cammarano moved to approve the meeting minutes of February 2, 2011. Mr. Trudell seconded.

**VOTE:** Unanimous (8-0-0)

**MOTION:** Mr. Trudell moved to approve the meeting minutes of February 16, 2011. Mr. Heath seconded.

**VOTE:** (7-0-1)  
Mr. Cammarano abstained

**MOTION:** Mr. Trudell moved to approve the meeting minutes of March 2, 2011. Mr. Heath seconded.

**VOTE:** (6-0-2)  
Mr. Paulsen & Ms. Donahue abstained

**E. Next meeting date.**

The FinCom concurred to meet on March 16, 2011.

**NOTE:** Mr. Trudell expressed concern re: the FinCom not having a format & sequence to follow. He doesn't feel the FinCom is challenging the Town Administrator on specifics re: the budget. He is debating what to do relative to his (Mr. Trudell) re-appointment to the FinCom come June. Discussion ensued re: concerns.

**IX. ADJOURNMENT**

**MOTION:** Mr. Trudell moved to adjourn the meeting at 9:25 P.M. Mr. White seconded.

**VOTE:** Unanimous (8-0-0)

Respectfully submitted,

Kelly Barrasso  
Kelly Barrasso, Transcriptionist

Date signed: 3/16/11

Attest: William R.C. White (23)  
William R.C. White, Clerk  
WAREHAM FINANCE COMMITTEE

Date filed: 3/17/11  
Date copy sent to Town Clerk: 3/17/11

