

# **YARMOUTH FINANCE COMMITTEE MINUTES**

**January 27, 2020**

**Present: Ken Mudie Chairman, Jack Moylan, Jessica Norwood, Robert Ciavarra, Nathan Ladley, Brian Gardiner, Sara Kohl, George Perkins**

**Administration: Rich Bienvenue Acting Administrative Assistant, Ed Senteio**

## **1. Minutes:**

**2. Town Administrative Budget Review:** Rich Bienvenue presented the administrative budget, and referred committee to general budgetary table in the town budget review packet. He reviewed some initial changes, reduction in purchasing and cost of ongoing obligations to police related to supplementary pension for 2 officers, changes in health insurance related to increases in percentage rates. R. Bienvenue stated that the administration has presented a balanced budget, noting an increase in Medicare cost. The chairman asked for clarification on which department were not covered by town's health insurance.

**3. Finance Department Budget Review:** Ed Senteio present the finance budget with power point presentation. A mission statement was present for each of his departments. He pointed out the changes in each department and that the merging of departments have had a positive impact even with a staff reduction of 21%. The encouragement of electronic payments, 100% electronic payroll have been an asset for the Finance Department. The hiring of bilingual personnel and customer service scripting has been advantageous for working with our community. Resource sharing and cross training has helped staff during absences and vacancies of personnel. He described strength in accounting as they relate to setting up grants, state and independent audits, federal audits and town audits which are published on our Website. The Assessor division have reduced staff from 8 personnel to 5. It has held 6 workshops for low income elderly to apply for tax exemption, has worked with Veteran agents on exemptions and are giving information to help our blind citizens, and the department continues to do field work to assess properties. A review of the town clerks excessive duties were covered. Questions related to finance and budget were taken throughout the presentation. Challenges facing departments: Accounting holding a vacant position for past 21 months, Assessors reevaluation year, Town Clerks have 4 elections and early voting and 2 Town meeting. Collector/Treasurers continue to support HR Staff and are processing stickers to relieve town clerks and a need for capital budget to replace out dated voting machines.

**4. IT Division Budget Review:** R. Bienvenue presented information on IT. A slide presentation on Municipal Operations Department Budget. What it does: IT professionals,

purchasing and procurement, energy coordination, informal tech, Website and Medial channel 18 (temp employees) town project management, Wastewater effect and Departmental Support. He pointed out that because of the 2 floods to the town hall focus has been made to address an improved Disaster Recovery plan, server vitalization project, PC and network equipment replacement, an need for inventory and an analysis of application and utilization of items in all departments. There is a need for a full time position of a media coordinator. There is a contracting opportunity with the Brewster media coordinator to be employed in Yarmouth in his off time from Brewster. Challenges and future issues: 1. Information services, 2. Town-wide fiber network, 3. Project management, 4. Operational model for IT, 5. Application, training and utilization, 6. Media, outreach, public education resource. There was discussion of resource sharing cape wide which was suggested by a committee member.

**5. Votes on Recreation and Golf:** A motion to accept the recreation budget for \$592,585.00 was made by J. Norwood and seconded by J. Moylan, vote 8-0 to accept. A motion to accept the golf budget (enterprise fund) for \$3,836,320.00 was made by R. Ciavarra and seconded by B. Gardiner, vote 8-0 to accept.

**6. Transfers:** R. Bienvenue presented the purpose of 2 transfers. Transfer of \$65,000.00 from health insurance to IT services, motion to accept transfer was made by R. Ciavarra and seconded by G. Perkins vote 8-0. Transfer of \$99,276.00 from health insurance to supplemental pension plan, motion to accept transfer was made by B. Gardiner and seconded by N. Ladley vote 8-0.

**7. FinCom Administrative Items:** Changes in meeting presentation for Schools from Feb. 12<sup>th</sup> to Feb. 19<sup>th</sup>, K. Jenkins will present. The selectman meeting will be held Feb. 25<sup>th</sup>.

**8. Adjourn:** The motion to adjourn made by Jack Moylan and seconded by Sara Kohls, accepted by Vote 8-0 Meeting adjourned at 8:00 pm.

Respectfully submitted,

Beverly A. Bachand