

FINANCE COMMITTEE MINUTES
Yarmouth Town Hall, Room A
January 15, 2014

Present: Jack Moylan, Chair, Cathy Romboli, Vice Chair, Joseph Goldstein, Phil Morris, and Alan Ferguson

Absent: Ed Noto

Administration: William Hinchey, Town Administrator, Peter Johnson-Staub, Assistant Town Administrator

Guests: George Allaire, DPW Director; Robert Angell, Assistant DPW Director; Daniel Mills, Water Superintendent; Douglas Wrock, Town Surveyor; Pat Armstrong, Director of Parks, Recreation and Cemeteries; Shawn MacInnes, Director of IT; Mark Gylls, Building Department Director, Ed Senteio, Finance Department, Karen Greene, Director of Community Development.

The meeting was called to order by Mr. Moylan at 6:30 pm.

Mr. Moylan asked if any of the Finance Committee members were willing to serve on the DY Regional Agreement Committee. Mr. Goldstein volunteered. Grace Buckler, Recording Secretary, agreed to send Mr. Goldstein and Mr. Morris copies of the minutes of the last meeting. The next meeting of the DY Regional Agreement Committee is January 27, 2014 at 5:30 pm at the Dennis Police Department.

MOTION: to accept the minutes of the last three meetings (November 25, December 18 and January 8) as written by Mr. Morris, seconded by Mr. Goldstein. The vote was 5-0-0.

DEPARTMENT OF PUBLIC WORKS

Mr. Allaire emphasized planning and maintenance of the roadways with drainage and sidewalks, particularly drainage. Mr. Morris asked Mr. Allaire about the cost of snow removal. Mr. Allaire said that it was very hard to plan from year to year, for example, in FY2013 the cost of snow removal was 386,868; in FY2014 the budgeted amount was \$137,000. Historically 8 out of 10 year's snow removal went over budget. Two years of the last 10 there was a surplus. The money for the deficit comes from the Stabilization Fund each year. There have also been appropriations by the State for snow removal.

Mr. Allayer noted that Facilities Expense (192) increased \$12,000 due to a new Police Station air balancing system, which was paid for out of Electrical Expense in FY 2014, and then it was transferred to Facilities for FY 2015.

Mr. Allaire spoke on the changes with the privatization of the transfer station (420) where Wages are now zero. Total Sanitation costs (433) increased in FY2015, as tipping fees increased. Septage went down by roughly \$500,000 in FY2015 due to debt reduction when a final payment was made on debt in 2014.

Mr. Hinchey said that in January 2015 tipping fees were going from \$37 to \$69.75. The cost of permits will be calculated to cover the expected increased costs. Unexpected Capital Costs would be paid for out of the tax levy or free cash.

Mr. Mills, Water Superintendent, explained that the increase of \$61,000 in employee wages was due to adding a full time employee to cover for employees who had been called in at time and a half. Mr. Mills also explained that the cost of chemicals was down \$40,000, as there are surpluses from year to year. Mr. Mills explained that there has been a leak detection program.

Mr. Ferguson questioned the \$10,000 spent in credit card fees for sanitation. Mr. Allaire said that this was for consumer convenience. He gave a brief history of the water system in Yarmouth beginning in 1928 with explosive growth in the 50's, 60's and 70's. He said water pipes, once installed, are usually good for 100 years, but because of the growth of some neighborhoods, water mains need to be replaced, and that work is ongoing. Mr. Allaire answered a question from Mr. Morris regarding the quality of the wells. He said that in Yarmouth there was a buffer around the wells keeping the nitrogen levels down.

Mr. Moylan thanked the gentlemen from the DPW for their presentations.

PARKS, RECREATION AND CEMETARY

Pat Armstrong, Director of Parks, Recreation and Cemeteries, said that there were few changes in her budget since the reductions in 2010 and 2011.

Mr. Morris asked Ms. Armstrong how the Parks, Recreation and Cemeteries worked since they had been combined in one department. Ms. Armstrong gave the example of how the Parks and Cemeteries helped Recreation with the transporting and storing of sand from the Tourism Special Events Sandcastle Event.

Mr. Johnson-Staub explained that pages 4-4 and 4-5 gave a breakdown of the General Fund expenses. Pages 4-32 and 4-33 were expenses paid by taxes, and pages 4-36 and 4-37 were offset accounts.

Ms. Armstrong said that Parks and Recreation had 12 full time year round employees, 160 summer employees, and 130+ Volunteers. She also said that revenues were maximized with the use of the fields, and that they would need time for repair.

CPA funds are to be used for Capital Improvements, and have been used at Packets Landing, Route 28, Mill Creek, the Sailing Center, and Playgrounds. There is an Article for Flax Pond this year.

There were 93 burials last year. Of those burials, 44 were cremation. The cemetery staff, reduced since 2010, consists of 2 full time employees, 3 in the summer. They care for the shrubs and trees, while the Highway Department does the plowing. The cost of a plot is \$600; \$480 of that goes to the perpetual care fund; \$120 goes to the general fund. This rate is low compared to other towns, for example, Barnstable's plots are \$850. Ms. Armstrong said that the Town likes to keep the plots affordable for residents of the Town of Yarmouth. There are 7 active cemeteries in the Town. Community Preservation has asked for \$25,000 to maintain historic grave sites.

Mr. Moylan thanked Ms. Armstrong for her presentation.

NEW STAFF POSTIONS

Shawn MacInnes, Director of IT, spoke about creating a new full time IT Specialist, in addition to the two full-time IT Specialist on staff now. This would enable the Town to max out the use of software. This would be a permanent position, unlike the position created with the \$50,000 Free Cash Grant in 2014. There are 350 computers in the Town, and this person would make full use of the current software, get it up and running,

while maximizing use, and work with the vendor to use software already purchased. The hardware has a life from 3-7 years.

Mr. Hinchey said that the second position proposed is that of Assistant Treasurer/Collector/HR.

Mr. Johnston-Staub said that this person would act as a HR coordinator and keep pace with Payroll, which is now in house, and Benefits. When the Town stopped outsourcing the payroll and the Town's staff took it over, there was no increase in staff. Health insurance, Mr. Johnson-Staub said, is becoming more and more complicated. This new staff person would allow cash to be reconciled more quickly. With collective bargaining, this person could take notes and do analysis. Right now, the Finance Department has 4 fewer positions than in 2008. Mr. Senteio said that this person would back up Accounting, assist the Treasurer, and assist with Collection, in addition to the HR duties. Mr. Johnson-Staub said that there are thirty five bank accounts, and when you add trust accounts, the number is eighty four.

Mr. Hinchey said that the third position was that of Economic Development Planner. Karen Greene, Director of Community Development said that the person who took this position would assist the Asset Planner and herself. Ms. Greene's department has a number of projects including planning redevelopment of the Rt. 28 corridor (one of the Board of Selectmen's goals), and redeveloping Winslow Gray Road. Removing the blight on Rt. 28 and adding to the tax base is a goal Ms. Greene's department is achieving. Mr. Hinchey gave the example of the Cavalier Motel proposal for Affordable Housing and the Mill Hill Club being sold to Mayflower Place and the renovation of the Simpkins School as additions to the tax base. Also the addition of Bridgewater State College to the town is an improvement to the community.

Mark Grylls, Building Commissioner, said that he would like to add more hours to his department's part-time position, so that the Building Department could keep its window open for more hours to serve people needing building permits, receipts and fees, thus improving economic development. Shawn MacInnes said that he will be installing new permitting software to help the Building Department.

TOWN ADMINISTRATOR'S UPDATE

Mr. Hinchey said all of the new positions presented were needed, but they may be in jeopardy with the budgets for Cape Cod Tech and DY, yet to be finalized. Cape Cod Tech's enrollment is up 15% or 22 students, with no corresponding decrease in the DY enrollment. There were no transfers.

NEXT MEETING

The next meeting is scheduled for January 22, 2014 at 6:30 pm, Room A, Yarmouth Town Hall.

MOTION: to adjourn by Mr. Goldstein, seconded by Mr. Morris at 8:56 pm, and approved, 4-0-0.

Respectfully Submitted,


Grace E. Buckler, Recording Secretary