

YARMOUTH FINANCE COMMITTEE MINUTES
Yarmouth Town Hall, Room A
January 6, 2016

Present: Joseph Goldstein, Chair, Nathan Ladley, Jack Moylan, Ken Mudie, Robert Ciavarra, and Sean Hanlon

Absent: Cathy Romboli, Vice Chair/Clerk

Administration: William Hinchey, Town Administrator, Ed Senteio, Director of Finance

YARMOUTH TOWN CLERK

Guest: Chief Frank Frederickson, Yarmouth Police Department; Lieutenant Kevin Lennon

The meeting was called to order by Mr. Goldstein, Chair at 6:32 p.m.

MINUTES:

'16FEB4PM1:19 REC

MOTION: There was a motion to approve the minutes of the December 17, 2015 Yarmouth Finance Committee meeting.

Motion by: Mr. Moylan

Seconded by: Mr. Mudie

Vote: 6-0-0

NEXT MEETING:

The next meeting of the Yarmouth Finance Committee will be held on Wednesday, January 13, 2016 at 6:30 p.m. in Room A at the Yarmouth Town Hall. The Fire Department and Golf Enterprise Fund will be presenting. Mr. Goldstein announced that he will be unable to attend the meeting on February 24, 2016. Mr. Goldstein said that the Committee could consider moving the meeting to Monday or Tuesday that week, or Mrs. Romboli could chair the meeting that evening. Mr. Ciavarra will be unable to attend the meeting on February 17, 2016.

TRANSFERS:

There were no transfers at this meeting.

ADMINISTRATIVE ITEMS:

Mr. Goldstein told the YFC about his statement at the Selectmen's meeting on Tuesday, January 5, 2016 regarding further expenditures on searches for a new Town Administrator. The YFC is not in favor of further expenditures. The Selectmen have appointed Mr. Johnson-Staub as Interim Town Administrator. The Selectmen said that they may go to Town Meeting to ask for additional funds for a search for a Town Administrator. Mr. Goldstein noted that these funds would not be available until after July 1, 2016.

Ed Senteio distributed the Department Head meeting schedule to all the members.

Mr. Hinchey distributed a Town of Yarmouth FY 17 Budget Presentation packet. Mr. Hinchey gave a history of the last five years' budgets. Mr. Hinchey outlined the Overall Goals of the Town of Yarmouth FY17: Remain within 2 ½ constraints; provide service excellence; achieve BOS Goals; and provide organizational sustainability. The Town's Fiscal Goals FY17 are: To stay within 2 ½ restraints; to no

longer rely on Free Cash for Routine Capital, \$1.5 M is provided through the levy; fairly fund the schools; provide funding for Capital Backlog, \$500,000 was allocated, and the Capital Budget Committee chose to spend only \$350,000; provide \$1.2 million within the levy for roads; provide \$250,000 annually for storm water mandates; enterprise funds continue to be self-sustaining; provide adequate Stabilization and Other Reserves; provide sustainable, market-rate salaries; provide Capital Facility Funding with no tax increases; continue to enhance services, guided by the BOS goals; and provide aggressive OPEB Reserve Funding. Mr. Hinchey outlined the budgetary process. Goals are established, needs are assessed and prioritized, economies are determined, as are growth revenues available, and then a balanced budget is formulated.

Growth Revenue was determined in the following way:

Levy	
2 ½	\$ 1,313,255
New Growth	<u>300,000</u>
Total	\$ 1,613,255

Budget Busters identified were:

Schools	732,704
Health Insurance	100,000
Pension	63,000
Steps, Other Salary	
Adjustments	240,000
Other	100,000
Storm Water	<u>250,000</u>
Surplus	\$ 127,551

Changes within the Operating Budget were outlined as follows:

Other	
Legal	\$ 30,000
Snow & Ice	60,000
General Insurance	<u>10,000</u>
	\$ 100,000

Solid Waste Costs will be offset by Fee Revenue.

Senior Service Costs will be offset by Rental Revenue.

OPEB will be offset by Non-Exempt Debt Reduction.

IT Staff Support Position will be offset by Enterprise Accounts Revenue.

Local Receipt Growth:

6/30/15	\$ 1,200,000
Recurring	\$ 400-500K
Market Rate Salaries	\$ 400,000
No FY16 Growth Taken	
Today's Growth Projection:	5%

Routine Capital (\$1.5M):

Facilities	\$ 286,500
Vehicles & Heavy Equipment	1,042,500
IT & Other Equipment	287,500
Infrastructure	<u>235,000</u>
	\$ 1,851,500

The Capital Facility Plan includes the following: Golf Course Improvements (\$2M-100% Enterprise Revenue Funded); Waterways Improvements (\$3M-100% offset by debt drop-off); D-Y Maintenance (\$500-650K-offset by School debt drop-off).

Five years ago the Town of Yarmouth had no Reserves. Stabilization now will increase to \$3M. This allows the Town to act as its own bank, Mr. Hinchey said. Waterways and Snow and Ice are areas where Stabilization may also be needed. OPEB will have \$500 within the Levy/Enterprise annually, \$500K from Free Cash in FY17, and OPEB will be in excess of \$1.5 M in Total Reserve. All the Town's enterprise Accounts are adequate in Reserves.

Free Cash Utilization for FY17 was outlined as follows:

Available: \$3,118,367

Set Aside (Balance)

Service Enhancements were outlined as follows: Opiate Addiction Programs (\$40,000); Public Safety Training (\$40,000); Library Materials (\$40,000); Tree Program (\$40,000); Conservation Land Management (\$40,000).

Community Preservation Funding:

Mr. Hinchey said that the Town is working toward Sustainability in FY18 and beyond. OPEB, Waste Water and the Schools are challenges in the future.

Mr. Hinchey said that the Schools and the BOS need to synchronize their planning with the budget. Mr. Hinchey said that the School budget has reached equilibrium, and there is a population shift between the two Towns.

YARMOUTH POLICE DEPARTMENT PRESENTATION: Chief Frank Frederickson and Lieutenant Kevin Lennon

Mr. Goldstein noted the Training line item in the FY 17 budget of \$100,000. Chief Fredrickson said this was formerly funded by Free Cash, and it is a baseline training budget. Most of the training is on overtime. K-9 training represents about \$30,000 of that budget. The department is getting a new dog for a cost of about \$9,000 partially funded by a citizen's group, the Yarmouth Police Foundation. Also SWAT training takes place every month; 16 hours a month is mandated, and there are 8 SWAT officers. The cost of SWAT training is about \$40,000. Every officer on the force has 1 week of mandatory in-service training. Chief Frederickson said that the Department tries to keep a minimum of 5 officers per shift, usually 2 dispatchers, and at least one supervisor, sometimes two.

Mr. Moylan asked the Chief where the Department stood on their collective bargaining. The Chief said that the Department is in mediation; the Department had refused an offer. Chief Frederickson said that he foresees the Department going to arbitration. The contracts are for three years.

There was a discussion of police vehicles used by the Department; the Taurus and the Ford SUV are both used.

Lieutenant Lennon discussed Active Shooter Response. The Department has an officer who is a liaison with the FBI. State Local Anti Terrorist Training has also been done. The new officers get training in the Police Academy, but older officers need training.

The Chief discussed the opiate problem in Yarmouth. He said there were 80 heroin overdoses this year; 13 were fatal. He said that 3% of the population or 630 people in Yarmouth used opiates. The Chief said that the PAC Unit has made 260 arrests. There have been record lows in house breaks, business breaks and car breaks as a result of the PAC unit.

Chief Frederickson said that the Department did not expect many officers to retire this year. Chief Frederickson said that the Department had two Portuguese speaking officers, and that there was a language line that the Department can utilize.

ADJOURN:

MOTION: To adjourn at 8:07 p.m.

Motion by: Mr. Moylan

Seconded by: Mr. Ladley

Vote: 6-0-0

Respectfully submitted,



Grace E. Buckler
Recording Secretary
Yarmouth Finance Committee