

YARMOUTH FINANCE COMMITTEE MINUTES
Yarmouth Town Hall, Room A
February 17, 2016

Present: Joseph Goldstein, Chair, Cathy Romboli, Vice Chair/Clerk, Nathan Ladley, Jack Moylan and Ken Mudie

Absent: Robert Ciavarra and Sean Hanlon

Administration: Peter Johnson-Staub, Acting Town Administrator; Ed Senteio, Director of Finance, Pat Armstrong, Director of Parks and Rec, Kathy Bailey, Director Senior Services, Jane Cain, Director of Libraries and Shawn MacInnes, IT Director

Guests: none

The meeting was called to order by Mr. Goldstein, Chair, at 6:30 p.m.

MINUTES:

None were presented

MOTION: none

Motion by:

Second by:

Vote:

TRANSFERS:

There were no transfers at this meeting.

NEXT MEETING:

There will be no meeting on February 24, 2016.

The next meeting of the Yarmouth Finance Committee will be held March 2, 2016, at 6:30 p.m., Room A, Yarmouth Town Hall. CPA articles and wastewater will be discussed at that meeting.

SENIOR SERVICES:

Ms. Bailey reviewed the proposed FY 17 budget for Senior Services. The increase of \$22k in Professional and Tech is due to a change in accounting method. All receipts from programs now are deposited into the General Fund and all payments to program instructors are paid by the town. Prior years program collections were managed by program instructors.

Ms. Cain stated that the senior services have had a 20% increase in participation in FY 16 over FY15.

MOTION: none made

Motion by:

Second by:

Vote:

LIBRARY:

Ms. Cain reviewed the proposed FY 17 budget for the libraries. There is a change in staffing levels between full time and part time, net increase within budget guidelines. The committee, Ms. Cain and Peter Johnson-Staub reviewed the proposed service enhancement proposal of \$40k and possible changes in hours at the West location.

They also explained the \$25k request from Free Cash for a planning and feasibility study. The proposed funds will be used to update the long term plan which in turn could be used to request a state grant for future renovation/remodel/construction. No vote was taken on either the regular budget or the Free Cash request.

RECREATION AND PARKS

Mr. Johnson-Staub explained that the Recreation budget is on the tax levy and the Parks budget still uses offset accounts. Ms. Armstrong reviewed both budgets. Recent changes in state law regarding minimum wage impacted seasonal wages in both budgets. The committee and staff discussed the projected FY17 revenues and whether the projections were adequate since the revenues through seven months into FY16 are at 112% of the FY budget. They also discussed the lower than expected rental at Flax pond; some possible renters are restricted due to the no alcohol constraint.

The staff and committee discussed the Park/Rec components in the routine capital budget. Based on a cost benefit analysis the \$25k for IT Parking Fee Collection & Management System is being withdrawn. The memo from Shawn MacInnes, IT Director was reviewed. The \$40k for Wi-Fi is still requested to facilitate credit card processing at parking lots. This enhances internal control, loss prevention and auditor's recommendations.

No vote was taken on any budget or requests.

GENERAL GOVERNMENT (Article 16)

Mr. Johnson-Staub reviewed highlights including changes in proposed salary of town manager and assistant town manager for a net reduction of \$24k. Other items noted is the removal on contract settlement of \$65k from the Administrator budget, \$30k increase in anticipated legal expense. Municipal Finance budget has an increase of \$28k in assessors due to a new FTE plus staff for revaluation. Other increase are \$63K for county retirement assessment and \$300k for OPEB funding. Also noted was the \$232 reduction in debt service.

No votes were taken

TOWN ADMINISTRATOR'S UPDATE:

Mr. Johnson-Staub commented that the reduction in the Cape Cod Tech assessment would help in balancing the budget. No final report can be made until the final assessment from DY Schools is known. School is suppose to present their budget on March 7th.

ADJOURN:

MOTION: There was a motion to adjourn at 9:00 p.m.

Motion by: Mr. Moylan

Seconded by: Nate Ladley

Vote: 5-0-0

Respectfully submitted,



Cathy Romboli

Clerk

Yarmouth Finance Committee