

YARMOUTH FINANCE COMMITTEE MINUTES

Yarmouth Town Hall, Room A

September 12, 2018

Present: Ken Mudie Chairman, Joseph Goldstein, Nathan Ladley, Jack Moylan, Jessica Norwood, Robert Ciavarra, Brian Gardiner

Administration: Dan Knapik, Town Administrator and Chris Dwelley, Assistant Town Administrator

The meeting was called to order by Ken Mudie, Chairman, at 6:30 p.m.

1. Minutes: Motion to accept the minutes from July 11, 2018 was made by Joseph Goldstein and seconded by Jack Moylan. Vote 7-0 to accept minutes.

The Chairman opened the meeting and addressed the agenda. He introduced information related to an on-line form submitted for an individual who is interested in joining the board. The Chairman will meet with interested party, Robert Lynch.

Town administrator Dan Knapik was present to update committee on concern from previous finance meetings and explanations of the results from consultant studies.

2. Review of YPD salary and overtime budget to date. The chairman had a meeting with selectman Holcomb and they discussed core services in fiscal year's budget.

The town administrator submitted a copy of the board of selectmen's FY2020 Budget Policy Statement for the committee to review. He discussed item 9, and explained points related to unrestricted stabilization, tax rates, rates for bonds and employment as it relates to

Cape Cod. R. Ciavarra asked questions about capital stabilization rating. Dan Knapik referred to FY2020 Budget Schedule items related to FinCom and Selectmen meetings of 12/11 and 2/12 as they relate to budget submissions and recommendations. He also made references to the board meeting and discussion about student Stuart ship.

3. Review of YPD Matrix Finding As a result of the study which has been completed, Dan Knapik pointed out areas of concern related to dates of employment and how they drive pay rates and shift scheduling presently as a 5-3 schedule. He noted that it will take approximately 6 years to make a positive change in this scheduling to get the majority of PD staff onto the 5-3-5-2 schedule. At that time it maybe possible to negotiate new hires into a 4-2 schedule which will further impact the budget in a positive way.

An analysis of LOD claims was reviewed and a copy of the summary was presented to the committee. The administrator indicated after his discussion with insurance company, he is suggesting setting up a fund to address this financial problems, to reduce LOD time and manage overtime for both police and fire department. He also noted that the study indicated that the need for a significant increase of police force personnel during the summer was reviewed and summer did not pose the service strain as had been previously thought. Also there is a problem with decreased candidates for police department for various reasons and it maybe that new laws related to legalization of MJ have will make it more difficult to hire candidates due to the requirement to pass drug testing. Using information gained in the Matrix study, he is confident of a pathway to manage LOD and with shift changes over the next few years may slow growth in overtime.

Brian Gardiner had questions related to YPD pay scales. YPD pay scales were addressed as similar to other communities. Joseph Goldstein

questioned the study's findings of peaks and valleys. In response Mr. Knapik stated that the low time coverages are being addressed and adjustments are being made. The administrator updated the committee with changes such as working with command personnel on scheduling and encouraging business approaches to scheduling. He also spoke to the cape wide problem related to police coverage and transportation concerns over lockdowns. A recommendation for working to address this problem is to work with the Sherriff Department to pick up individuals in lockup to reduce YPD time and personnel responsibility for individuals in lockup, which will reduce the financially burden on the YPD. There was also a handout from the study with listed responses from police department concerning Matrix report disagreements.

4. DPW Building Committee Update A handout to committee and discussion about potential construction of a new Department of Public Works Building. Membership of that committee consist of 7 members with a need for one member to be from finance committee. After short discussion of time obligation Bryan Gardiner volunteered with Robert Ciavarra as back up.

5. Problem Properties Review Administrator and committee from town hall did an onsite property review and discussed how to handle problem properties. There is a need for locksmiths for foreclosures properties and to address other properties related to conditions such as mentally illness, hording, and indigent individual's. The administrator pointed out a need for help from court system such as a housing court judge who understands these problems and can make decisions on these properties. Business property issues could be addressed as insurance company issues. Administrator stated there will be a detail analysis in the future.

6. Clean Water Partnership Dan Knapik presented a handout which is a draft of the 3 town partnership and the beginning process made on Clean Water Act. Some discussion on payment of the plant and the ongoing upkeep were addressed. The administrator gave examples of how other towns in Mass. were able to implement the program and examples of ownership by the town. The Town of Yarmouth will need commissioners for the project at least 2 selectmen and member from finance committee. Ken volunteered for this committee.

7. Mattacheese and Ballot Update Dan Knapik discussed updates on the ballot related to Mattacheese, and handouts to the committee with information related to the special town election December 4th.

8. Noncontract employees Update Noncontract employees will receive a 2% cola in accordance with 2018 ATM article. Additionally, administration will propose to the BOS that these employees be offered personal services agreements for up to 3 years that sets conditions of employment including pay raises.

9. Collective Bargaining Update Police Patrol, SEIU B and Police Superiors have agreed to terms. Police contracts include 2.5% cola for 2 years, SEIU 3 year term at 2-2-1.5.

10. OSHA Update the administrator presented information about the February 2019 Federal Regulation which will affect the town.

1. Changes in police repair garage, there will be YPD outsourcing.
2. Public Works facilities will need to be updated to meet OSHA regulations.
3. There are new requirement related to training of staff and possible fines related to violations of safety regulations. Both Phil Gaudet and

Roby Whitehouse have accepted staff liaison positions for OSHA compliance efforts.

11. Old Business

12. Next Meeting September 26, 2018 at 6:30pm

13. Adjourn Motion to adjourn made by Jack Moylan and seconded by Joseph Goldstein Vote 7-0.

Meeting Adjourned at 8:10pm.

Respectfully submitted,

Beverly A. Bachand