Board of Selectmen
Meeting Notice
AGENDA

Date	Time	Location
Tuesday March 13, 2012	5:00 p.m.	Bourne Veterans' Memorial Community Center 239 Main Street, Buzzards Bay

5:00: - Call meeting to order

Technology use workshop – I pads

6:15 – Selectmen's budget workshop and review.

Other business

Adjourn 8:30

Board of Selectmen
Workshop Notes of March 13, 2012
Bourne Veteran's Building
Buzzards Bay MA 02532

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Town Administrator Tom Guerino

Don Pickard, Chairman
John Ford, Vice Chairman
Earl Baldwin
Peter Meier

Reconvene workshop from learning to work the iPads for the Selectmen.

Selectmen's Budget Workshop and Review – 6:15 pm

TA Guerino, as part of the budget and Selectmen's goals, is endorsing two new positions of Facilities Manager and Accountant in the Finance Department on behalf of the Department Heads.

TA Guerino said the two positions are sustainable in the long-term. Beyond said positions, there are a couple of new positions he is proposing:

Chm. Pickard received an e-mail from member of the public questioning new positions when there were layoffs the previous year.

1. Program Director – Recreation Department - $19,000

Part-time, non-benefited position. Some monies would come out of the revolving account. Bourne is the only town that has a Recreational Director that is run by one person. Program Director will assist in program augmentation and administrative assistance relative to the Recreation Department. The Recreation Department will be taking over additional programs run by some of the non-profits. The need for this position has been asked and recognized for several years.

Ford – agrees with the Program Director, but has issue with the $4,000 pay raise for the Director. This will be discussed later tonight.

2. Administrative Assistant – Police Department - $33,000 - $34,000

Full-time (A2 entry level), benefitted position. This is a reduced position which was moved out last year. There is a need in the secretarial position. The Chief does need administrative support in his office.

3. Fire Department/HR Director - ½ Secretary position - $37,000 - $39,000

Full-time (A3 or A4), benefitted position. A lot of the work can be taken to either place due to electronic capabilities. There is an obvious need to be returned to the Fire Department as there is permitting work, assisting with general administrative duties that will allow the Chief to deal

with issues on a more interpersonal level. Chief request. TA Guerino supports both department requests.

Ford – both functions are entirely different. Chm. Pickard concurs. TA Guerino explained this position will have to be someone who is dependable to retain for a longer period of time. If this position is offered as a non-benefited position, over a long period of time may lose person when a better opportunity comes along. Benefitted position retains a person for a longer period of time.

TA Guerino said HR could hire a full-time position as there will be plenty of work. By sharing this position, if one of the departments has a heavier load on any given week, it can be assigned to that department and vice versa. On the other hand, if a part-time person is hired, he would ask for a 3-day per week person which would need to still be a benefited position. If position is shared, hours can be worked out vs. strictly stuck with a 21-hour position.

Chm. Pickard – asked what the previous position's function was and for how many hours. 20 hours per week which was responsible for: ambulance billing, permitting – including duties that would be considered personal and confidential in nature.

4. <u>Fire Department – Operations position - $75,000 - $90,000; 8 firefighter/paramedics on a 2-year grant</u>

Based on discussions with Chief, TA Guerino is supporting 4 firefighter paramedics, 1 Administrative Deputy operational -asst chief with understanding inspector negotiated out of contract.

On a fiduciary, TA Guerino said this is an opportunity to see if this will work for the town. Operations person is needed on an: a) administrative schedule - orchestrator of permitting, inspections; and b) operational - vs. senior administrator needs on a full-time basis. This particular position he has been trying to get into the budget since FY07. The need for an additional administrative professional is recognized by the Chief. Operations position will allow the Fire Chief to concentrate on the long-term planning vs. the day-to-day planning. This will be a 5-day per week schedule. Person will be a qualified paramedic/firefighter to bring into services as well.

Ford – this Operations position will be more money than the previous position. $40,000 more than what was budgeted from the Inspector position.

Chm. Pickard – the Deputy to be Acting Chief getting compensated? He would get regular OT rate. Operations position would not get OT. Operations would be second in command.

Chm. Pickard – concerns with the Fire Department Budget as far as the grant for the 4 firefighters. Chief requested 8 lieutenants and the town has no way of knowing whether it can sustain positions after the grant goes away. He is not comfortable to be in position to hire under a grant, lay them off (beyond the town's control) and hears down the road from the public the town could have had them.

TA Guerino – from a staffing perspective, 8 makes sense would add appropriate numbers. 4 allows 1 firefighter/paramedic per tour. This is an opportunity to see if an augmentation does anything with the Fire Department OT issue, as well as eliminating some of the "chasing" to fill position. If at the end of the grant (2 years) there is corresponding reduction in some of OT costs and in how the Fire Department is running the system, the town needs to be told upfront that if the hiring doesn't do what is expected, it goes away. The other point, if it doesn't work and it is something that hasn't meet the expectations, the town has four (4) trained firefighter/paramedics that can fill the void as the town starts to lose officers (3 over the next 2 years), but have staff to move into those positions.

5. <u>Tech Professional – Library - $57,000</u>

Step 1 grade 7 benefitted position
Technology is changing, the way the library is changing. Public expecting technical support while at the library either on-line looking for a job, or staff to be technically educated with materials coming into the library.

Patrick Marshall – technology asks to training people to use e-books; apply for a job on-line, use databases; someone to keep the library on the forefront as technology continues to change; recommendations for purchases; require assistance from web servers. Right now relying on non-professional staff.

Step 1 grade 7 - $42,000. TA Guerino will be surprised and believes it needs to go up $15,000 - $17,000 for a total of $59,000.

Meier – both clerical and hourly line items are up; if creating a new position, it doesn't make sense. The Administrative Assistant line item will be reduced while kicking up the line relative to the Tech position.

Ford – position is downgraded to 28 or 29 hours. Computer tech was figured $55,000 - $60,000 range. The town has IT tech in Town Hall, but the Library has the need to call in specialists. He wondered if there was a team that could be put together, sharing position – for example the School). TA Guerino said this is a different type of position as the person will be primarily technically educated for library service and customer support. Mr. Marshall equated the position to the old "Reference Library".

Chm. Pickard asked TA Guerino to prioritize new positions:

1. HR/Fire shared position
2. Administrative Assistant – Police Department
3. Technology - Library
4. Asst. Chief of Operations
5. 4 firefighters/paramedics – grant funded and should look at as grant is potentially renewable

It was noted the Recreation Program Director position will be funded through revolving fund.

Discussion

Meier – commented on the lay offs from last year and is concerned about the public perception of new positions. TA Guerino said the town acted in good conscience of last year, and didn't know there would be a supplemental budget. With this, the town was able to bring some people back. Those layoffs allowed the town to have a considerable amount of money turned back to the community. There is not a position here proposed that hasn't been based on the last 5-years. He is fairly certain General Aid will not be cut in the Local Budget. Due to good budget management and departmental management, the town is in a position to move positions forward as they are sustainable in the current budget. Meier said the town is bringing the lifeguards back. All proposed positions are budget-funded and are long-term sustainable positions.

Ford – the average tax rate went up 11%; there will be debt exclusions and overrides in the future. He is looking at long-term debt. He agrees with some of the positions. TA Guerino is not sure of the addition of a Facilities Manger will equate to the reduction of a staff. Ford asked what the Facilities Director will do: assessment, cost estimates of what is needed to keep existing structures and what long-term capital will be, determine any existing staff on staff who can be used as crafts-type people as not to go out on county bid. On long-term new capital, this person will be capable of acting as the municipal representative for town facilities which will save the town a lot of money.

Ford – can the town eliminate the Facilities Manager and bring in an Accountant? Given the current reserves the town has, and based on historic nature of what the town has gone through in the last 5-years, the town is in a position to add positions with organization and sustain positions.

Chm. Pickard – there is a reduction in the amount of prevailing wage; reduction in 10-15% outside charge for parts in the long-run. Ford added as people retire, but not when people begin. Pickard feels the Facilities Manager is more important and would be a top priority.

Ford – TA Guerino has set his priorities, but doesn't feel the Board shall fill them all as presented tonight.

Chm. Pickard – Facilities Manager should be priority; he is in favor of the HR/Fire - $39,000.
Selectmen VOTES:

Program Director – Recreation Department - $19,000

Pickard MOVED and SECONDED by Baldwin to endorse the TA's recommendation of HR/Fire shared position for $39,000. VOTE 2-1-1 (opposed from Ford; abstention from Meier).

Ford doesn't feel the splitting of departments of the position will work. TA Guerino will check with Town Counsel on vote – is it 2-1 vote?

Administrative Assistant – Police Department - $33,000 - $34,000

Baldwin MOVED and SECONDED by Meier to endorse TA's recommendation of Police Department full-time, benefitted for $33,000 - $34,000. VOTE 4-0.

Tech Professional – Library - $57,000
Meier MOVED and SECONDED by Baldwin to endorse TA's recommendation of the Technical Professional at the Library for $57,000. VOTE 4-0.

Fire Department – Operations position - $75,000 - $90,000
Baldwin MOVED and SECONDED by Ford to endorse TA's recommendation for the Operational Chief in the Fire Department; Chm. Pickard added the Lieutenant Inspector position will be relative to the contract; Lieutenant Inspector is presently in the contract and will have to be negotiated for position to take place; if the Inspector position does not come out of budget, the vote will fail. VOTE 3-0-1 (Meier abstention).

Ford seconded with stipulation of the negotiation of Lieutenant Inspector coming out of the budget.

4 firefighter/paramedics on a 2-year grant
Before the vote, TA Guerino added if this doesn't work after 2 years, the town will have trained, experienced officers that can step in as start an attrition process over the next three years.

Baldwin MOVED to endorse TA's recommendation for the four (4) firefighters. Motion failed.

Program Director – Recreation Department - $19,000
Chrissane Caron, Recreation Director told the Selectmen this is not a revolving fund, but she would partially fund by the revolving account; the exact number is not known at this time. Based on this corrected information from Ms. Caron, TA Guerino recommends a 10-hour position that can be funded from the Revolving Fund.

The Recreation Department Director will come before the Board next week for further discussion and vote.

At this time, Ford would like to reconsider his vote and explained he can go along with the HR/Fire secretary position with benefits.
Ford MOVED and SECONDED by Pickard to reconsider vote on the HR/Fire Department position. VOTE 3-0-1 (Meier abstention).

Baldwin MOVED and SECONDED by Ford to endorse the TA's recommendation of HR/Fire Department part-time position of $37,000- $39,000. VOTE 3-0-1 (Meier).

Increases – H/R Director
TA Guerino explained increases includes some of the steps and will have to go back and make some adjustments up and down. The DNR Department included a step.

Ford – how many people working on classifications. Two: a) Landfill; and b) person who is Acting Council on Aging Director.

TA said there is a Special Town Meeting Article to re-vamp classification and schedule. It hasn't been done for 11 years; he did some minor modification in 2007.

Ford – suggested putting more money in the Finance Department to straighten out money for the Accountant. TA Guerino said that is one of the reasons there is a $10,000 in a line item moving forward.

Chm. Pickard – inquired about the Supported Daycare. It is funded through a revolving account; put up a little money, but carries over. This is contingent on the ATM. This is one position that is a direct cost.

Meier – regarding the $10,000, there would need to be a different title if there is reorganization.

Ford – at the FinCom meeting of last night, there was clarification needed of line-item under Town Planner and said he believed it was consultant fees for $16,000. TA Guerino said there is need to revamp the LPC again. The Planning Department utilized a person through a contract service company when the Director thought her assistant was going to be out for 12-weeks. This person did a tremendous job and because of the GIZ work on top of normal duties, this contract position is a good use of money.

Ford – Town Building Maintenance/Facilities Manager - $90,000. TA Guerino said it was mid-range.

Ford – DNR (increase of 5.4%). TA Guerino said this is anticipation of steps (2% plus the step). The DNR plugged in the full number. Part-time people are getting a modest hourly rate increase (it has been 4 fiscal years since this happened); small hourly rate increase relative to the budget. TA Guerino to get number for Ford.

Meier – looking at 3% in budget message, and it is not a true number as some will be up and down. Each person, each department will be different and as contracts are negotiated, those numbers will be up or down.

Ford – put 3% overall is that some will go up and others won't but will offset. TA Guerino will come out with a revised budget. Line items all will go into salary and can be moved around internally. True numbers won't be available until negotiations are finalized.

Ford – has issue with Recreation Director going up $4,000 due to the lifeguard responsibility. HR Director explained she suggested the increase; the 3% was added in to represent $4,000. TA Guerino said Recreation Director will be moving up a classification - from M5 to M6. This will bring current salary of $62,000 to $66,000 with 3% added in.

TA Guerino – HR Director has a question in to Atty. Troy. If article has to go to print, he will put an article in the Special Town Meeting, and use a lump sum in the article. This will allow the article to carry.

Debt Inclusions

Public Works Facility

TA Guerino to defer to the Public Works Facility Committee to make determination whether to go forward in the STM. This will be on next week's Selectmen agenda under Selectmen's Business.

Capital Expenses

Discussed with the Capital Committee next week under Selectmen's Business.

Reorganization – Division Head proposals

TA Guerino and HR Director worked on proposed Reorganization Chart to bring number of director reportees to the TA Guerino down. Budgetary impact will be between $16,000 - $18,000 being paid to three (3) positions (Planning Department, Human Services and Police Departments).

All positions will not have same increases. TA Guerino says the DNR comes back due to size of marinas. There are discussions of issues of police powers; DNR is not working for the Police Department, as they are not doing police work.

Ford – under the Charter, Police Chief appoints all Special Officers. Specials keep gun in locker and paid when working for the Police Department. DNR has the powers, but don't carry badges. DNR powers are given under Chapter 91. When it comes to the job description, Fore recommends taking out "special police officer" language. He explained he doesn't mean they won't be special police officers; DNR should be separated as marinas shouldn't be under the police. $18,000 would come down to $11,000 - $13,000. HR Director believes it will be $13,000.

Ford – One of the Selectmen goals was to broaden the scope so less people report to the TA. He wondered if the town could make the Financial Director a Town Administrator Assistant so down the road she has an accountant; has financial and the whole group as an administrator. She would have a stipend which would be less that the proposed Reorganization $16,000. TA Guerino said the idea of getting Accountant was to allow Financial Director to do more technical formulation. He doesn't believe the town needs a TA Assistant, but rather: a) Community Services – look within; and b) Director of Library Services is a good fit for the Community Services Chief. This position should have the ability to understand personnel, budgetary issues and management. Ford does not concur.

TA Guerino would like to see chart implemented tonight.

Chm. Pickard – concern of Department Heads being already overworked in their current departments (Mr. Marshall), Planning and Community Development (Ms. Moore). It looks good and wonders if the people TA Guerino has selected as his choices as Division leaders can be successful in that capacity and to make sure their current department runs smoothly. TA Guerino responded by saying that if the town doesn't try, then the town won't move forward. Based on his discussions with the people he recommends as leadership capacity fit, they are willing to put additional time in to do. TA Guerino is not married to anything, but does believe

going to move the organization into a place to make good performance pieces, allowing divisions to morph something that is non-1970s organization, it needs to try. This is a good starting point he has looked at different town organizations and it is how they pretty much look. If the Board is not comfortable, he suggests they keep as is.

Ford – Financial Director to Assistant Town Manager would be similar to Foxboro. With regard to the other position, he suggested using secretary in TA office for Procurement to come under Finance with a licensor who would be a direct report to the TA. TA Guerino is not in favor of this.

Chm. Pickard – function/title would be Community & Economic Development Director. TA Guerino said it is a viable position down the road. Chm. Pickard asked about morphing this position with Human Services position on the chart. TA Guerino believes no, as there are different levels of expertise.

Ford – suggests waiting until they get other people in place before the reorganizational. TA Guerino disagrees; if the Board is not comfortable, this will wait. TA Guerino feels the Board will miss an opportunity if the Board tables discussion/vote.

Baldwin – suggested the Board to write down some guidelines before next discussion and possible vote.

Ford MOVED and SECONDED by Meier to table the Reorganizational Chart. VOTE 4-0.

Adjourn
Meier MOVED and SECONDED by Baldwin to adjourn. Meeting adjourned at 8:30 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa Groezinger, sec.