

Town of Bourne Finance Committee

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

February 17, 2016

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on February 17, 2016. Ms. Mastrangelo announced the meeting was being recorded for television replay. She acknowledged Michael Rausch of the Enterprise was also recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, John Redman, Karin Meehan, George Slade, Dr. William Towne, Judy Conron, Kathleen LeGacy, Richard Lavoie and Jeff Perry.

Finance Committee Members Excused: Michele Ford, Brian Lemee´ and Andrew Roth

Also Present: Thomas Guerino, Tim Mullen, Peter Meier (8:00 PM) and Michael Rausch

Documents: Agenda, DNR Budget, 2017 Proposed Op Budget Book

III. Agenda Items

1. **Reserve Fund Transfers** – None
2. **Review and discuss FY 17 Budgets -**
- Dept. of Natural Resources Budget

Tim Mullen, Director of DNR, addressed the committee. He offered background pertaining to his department’s responsibilities; i.e., Animal Control, Waterways, Marinas. Mr. Mullen stated Animal Control is extremely busy; especially with rescues.

A question was posed pertaining to the Town’s mooring fees. A brief discussion ensued. Mr. Redman inquired about the Shellfish Licensing fee and the possibility of raising it. He also inquired about the purchasing of fuel. Mr. Mullen stated he’d like to keep the Shellfish Licensing fee affordable. He went on to explain that the fuel contract is done fiscally. The department opted out of the county bid and will put the bid out themselves. In an effort to stay competitive with the other marinas, the pricing is based on the market rate and not a fixed rate. Mr. Guerino explained the reasoning behind purchasing fuel at a market rate vs. a fixed rate.

A discussion transpired pertaining to the department's revenue vs. expenses, its shortage of staff and the ability to maximize marina revenue.

Mr. Mullen explained the Shellfish Propagation Program and how it's funded.

Mr. Perry suggested removing the floating docks to maximize space and revenue. Mr. Mullen agreed that may be an option.

A discussion pertaining Sandwich's slip fees and their wait list transpired.

Ms. Mastrangelo inquired about the possibility of utilizing some of the Waterways Fund to maintain an additional staff member during the busiest months. Mr. Guerino explained there have been numerous discussions as to whether the Waterways Fund should be utilized for administrative support or to be used for the upkeep and improvement of the waterways themselves. He stated it's a policy issue as to whether those funds should be utilized for this purpose and is open to a discussion; however, he feels adding a position in this department isn't the most critical. Ms. Mastrangelo feels that because DNR is a revenue producing department, a part-time or temporary person should be added to the department to ensure individuals receive the services they are paying for. Dr. Towne concurred. A discussion ensued.

Ms. Mastrangelo asked for an explanation of the department's turn backs. Mr. Mullen explained that the majority of turn backs result from grant money the department receives; adding that typically \$20,000 is received, unless there's a capital expense that meets the criteria for additional funding. He stated he has to apply for funds a year in advance to the Division of Marine Fisheries who administers the funds; however, there's no guarantee that grant money will be received for proposed projects.

Ms. Mastrangelo questioned the dollar amount budgeted for gasoline at Monument Beach. Mr. Guerino explained that the current gasoline bid is substantially down so the projected amount should suffice.

A brief discussion pertaining to the Municipal Harbor Plan transpired. Mr. Mullen explained that this is a long-range plan which will cut out a lot of red tape, save time, save money and allow for more flexibility to ensure that the Town's coastline is managed how they'd like it to be managed.

Mr. Guerino reiterated that DNR handles many other responsibilities other than boating. He gave kudos to Mr. Mullen for his guidance in growing the Shellfish Propagation Program. Mr. Mullen added that many in the department have gone through the Police and Shellfish Academies; and, maintaining certifications annually is required. Many employees in his department are cross trained allowing for coverage even though they are short staffed.

Ms. Mastrangelo thanked Mr. Mullen for his presentation.

- Town Administrator Budget

Mr. Guerino began by explaining that the BOS have decided to retain the ½ time FTE position in the TA/BOS Office because they are down a person who is out on long-term leave. The staff reduction from 2.5 FTEs to 2 was to transpire after the failed override; however, they have found it necessary to keep the ½ time position. He stated the remainder of his budget is either leveled or reduced. He also explained the reasoning behind reinstating the Professional Development line item. A brief discussion transpired pertaining to the budgeted amount for the eliminated HR Coordinator position.

- Administrative/Town Hall Budgets

Mr. Guerino stated there is no administrative support staff for Conservation, Engineering or Planning; adding, there used to be 1.5 FTEs, it was reduced to 1, now there are none. In Building/Permits, there was at one time 2.5 FTEs, there is now 1.5. He reiterated that in departments of one, when an individual is out, there is no one to cover that service. There have been systematic cuts throughout Town Hall over the last several years that now, there aren't a lot of available cuts remaining. Mr. Guerino requests the committee, when feasible, look at prioritizing the rehiring process. From an administrator's perspective, he feels Conservation, Engineering, Planning, Permitting and IT are the departments that are the priority. A discussion transpired pertaining to the ability of cross train staff.

Mr. Guerino then discussed the Sewer and Inspections division. He's anticipating a transition in that department over the next 12-18 months which will require an adjustment in staff.

He reiterated that many of the department's administrative support personnel are on the light side and the need for adding FTEs will need to be examined.

Peter Meier addressed the committee. He was the liaison from the BOS for the departments on the second floor; i.e., Planning, Conservation etc. He expressed their desire for a part-time secretary to answer phones and monitor the counter. Having this secretary would allow each department to run more efficiently. A discussion ensued.

The discussion shifted to Economic Development and opportunities that may be lost because of staff shortages.

Dr. Towne asked for clarification pertaining to the Legal Fees line item and the counsel's salary in the budget. Mr. Guerino stated the Legal Fee is used to retain the Town's legal counsel, the other is to pay him for billable hours. Dr. Towne questioned the Arbitration and Outside Counsel line items. Mr. Guerino stated the Town anticipates based on previous history, a certain number of arbitrations per year and these are the anticipated expenses; however, it is possible he may have to

request a Reserve Fund Transfer to cover unanticipated legal costs. A discussion ensued.

Ms. Mastrangelo asked for a summary on Legal and a breakdown on how the Waterways Operational Budget is applied.

3. **Minutes of previous meetings** - None

4. **Future Meetings – Topics and Schedule –**

The next meeting is scheduled for February 22, 2016 at 7:00 PM

5. **TA Comment** – None

6. **Finance Committee Comment** - None

7. **Public Comment** – None

8. **Any other Business or Comment** – None

III. Adjournment

Mr. Redman moved to adjourn the meeting. **Dr. Towne seconded.** With no discussion, the motion carried. 9-0. The meeting adjourned at 8:40 PM.

Minutes submitted by: Carol Mitchell