

Town of Bourne Finance Committee

Meeting Minutes

Bourne Veterans Memorial Community Center

239 Main St. Bourne, MA 02532

February 29, 2016

I. Call to order

Mary Jane Mastrangelo called to order the meeting of the Finance Committee at 7:00 PM on February 29, 2016. Ms. Mastrangelo announced the meeting was being recorded for live broadcast and television replay and asked if anyone in the audience was audio or videotaping the meeting. She acknowledged Michael Rausch of the Enterprise and Carol Mitchell were recording the meeting.

II. Roll call

Finance Committee Members Present: Mary Jane Mastrangelo, Michele Ford, Karin Meehan, George Slade, Dr. William Towne, Judy Conron, Kathleen LeGacy, Brian Lemee´ and Jeff Perry.

Finance Committee Members Excused: John Redman and Richard Lavoie

Finance Committee Members Absent: Andrew Roth

Also Present: Thomas Guerino, Linda Marzelli, Michael Blanton (7:10 PM), Peter Meier, Patrick Marshall, Krissanne Caron, Felicity Monteiro, Terri Guarino, Kathryn Tura, Stephanie Kelly, Heather DiPaolo, Jim Mulvey (7:13 PM), Michael Rausch and Carol Mitchell.

Documents: Agenda, Long-term Financial Plan, 2017 Proposed Op Budget Book, Recreation Fact Sheet, Recreation Program Income Report, COA Folder, Value of Library handout and Finance Department FTEs.

III. Agenda Items

1. **Reserve Fund Transfers** – None
2. **Review and discuss FY 17 Budgets -**

- Recreation Department Budget-

Krissanne Caron, Recreation Director, addressed the committee. She distributed a Program Income Report, a Recreation Fact Sheet and a Lifeguard Fact Sheet. Beginning with the Program Income Report, she explained the various programs that the Rec. Dept. offers; i.e., soccer clinics, crafts, SWISH, swim lessons etc.; listing the fees charged for each activity, the dollar amounts that participants have paid to

date and any outstanding balances owed. She also listed the total expenses incurred explaining that it's too difficult to breakdown expenses by program because a lot of the materials are purchased in bulk; also, many of the different programs share materials. The report also reflected payroll that is covered from the Revolving Account.

Ms. Mastrangelo asked for a complete list of programs from the last fiscal year since the one being presented does not show a complete year of revenue and expenses. Ms. Caron stated she would provide the committee with FY 15's Program Income Report. A brief discussion ensued.

Ms. Caron then referred to the Recreation Fact Sheet. She explained the number of registrations received for the various programs. One of her goals is to increase registration numbers. She explained that programs are offered 6 days per week and staff schedules vary depending on the needs of the department. A brief discussion pertaining to the actual number of registrants transpired.

Ms. Caron then discussed the Community Building's schedule, the number of permits issued and the total of room reservations received. She stated that with the change in the building hours that took effect in January, Recreation is responsible for opening the building Tue/Wed/Thurs mornings and they are there until 7 PM on those nights as well.

Ms. Caron then discussed the Lifeguard Program. She is hoping to bring the program back in July. The handout offers the cost of a one beach scenario and a two beach scenario. She noted that the swim instructors will be paid from the fees that are generated. A brief discussion transpired concerning the budgeted amount for the lifeguard salaries and which beach, Monument or Sagamore, would be the best choice in a one beach scenario.

Mr. Guerino noted that the BOS voted to reinstate the program with the two beach scenario.

A discussion transpired pertaining to the line item for other supplies, a breakdown of how the Program Coordinator's salary is funded, the department head's salary, the Revolving Fund and the differences between Municipal Finance vs. Corporate Finance.

Ms. Caron thanked Ms. Marzelli for her assistance with drafting the handouts.

Mr. Guerino stated that although the building has been reopened five days, not all programs have been restored. He is hoping to be able to restore additional services.

Ms. Caron informed the committee of a Movie Night planned for Friday, March 11, 2016. The entrance fee is a pair of pajamas which will benefit the Library's PJs drive.

Ms. Mastrangelo thanked Ms. Caron for presenting.

- Council on Aging Budget-

Mr. Guerino acknowledged Ms. Monteiro and her staff for the tremendous job they've done with accommodating the needs of their clients; particularly with the budget fluctuations.

Felicity Monteiro, Council on Aging Director, addressed the committee. She submitted a folder containing information on the COA to the members. She presented an Organizational Chart displaying the chain of command as well as various existing/eliminated positions in the department. A discussion ensued.

A question was asked regarding the responsibilities of the coordinators. Ms. Monteiro stated they are licensed social workers who assist clients with housing, home visits, emergency situations, etc.

A brief discussion transpired pertaining to the eliminated Data Collector's salary line item, the Wages Hourly / Temporary Employees salary line item and the chef's salary.

Dr. Towne discussed the bus driver's salary. Ms. Monteiro stated the driver's hours have been reduced from 40 to 35.

A brief discussion concerning the Bridging the Years Program transpired.

Ms. Monteiro indicated that when transportation was reinstated, she revised the budget to include costs associated with operating the van; i.e., fuel, maintenance, etc.

A discussion pertaining to the reduction in office supplies line item transpired. Ms. Monteiro stated the department saved additional money because the lease for the department's copier will be finished and the COA will own the copier as of July 2016.

Ms. Monteiro discussed a programs appropriation of \$17, 378.00. She explained this line item helps defray costs associated with the Cafe'. A discussion regarding the Cafe' and the different programs it offers transpired.

Further discussion surrounding the department's staff eliminations occurred.

Ms. Mastrangelo asked for an explanation of the Donation Account. Ms. Monteiro explained that this account is for donations or gifts the department receives. Since the department does not charge a fee for transportation, passengers often times provide a donation for travel. All funds deposited into this account, unless specified by the donor, are used to defray the cost of the Cafe' program, COA sponsored events, mileage for the volunteer bus drivers and any emergency situations. No salaries are paid with these funds.

A question was asked with regards to the maintenance of the van. Ms. Monteiro stated the Town maintains the van.

Ms. Mastrangelo asked for Ms. Monteiro's observations with regard to which programs are most utilized. Ms. Monteiro stated there's been an increase in the exercise and educational programs.

Ms. Mastrangelo thanked Ms. Monteiro for her presentation.

- Health Department Budget –

Terri Guarino, the Health Agent, addressed the committee. She informed the committee of a significant fee increase which became effective December 1, 2015. She provided a list of services the department offers; i.e., licenses, inspections. She stated there hasn't been a fee increase for over five years. She provided a report showing money collected from licenses, permits and inspections.

A brief discussion pertaining to the Health Department's FTEs and Step increases transpired.

Ms. Guarino discussed her department's mission statement and future goals she'd like to achieve; i.e., adopting new BOH regulations, amending old regulations and addressing wastewater issues. She'd like to offer additional programs which would generate additional revenue such as rental housing programs, food safety courses, allergen awareness and choke safety; adding that there are grant opportunities also available. These changes would require additional staff and licensure to have effective programs.

She discussed capital projects stating that most of the equipment the department uses is 20-30 years old. She stated a data logger for ground water monitoring wells is something she'd like to obtain. New surveying equipment would also be helpful as would iPads and digital cameras.

Mr. Guerino noted that Ms. Guarino's level of cooperation with the Fire and Engineering Departments as well as with the Building Inspector has been exceptional.

A brief discussion with regard to Rabies Response, water quality and the department's antiquated equipment transpired. Mr. Lemee' suggested Ms. Guarino submit a request to the Capital Outlay Committee to possibly obtain/replace some items.

Ms. Mastrangelo thanked Ms. Guarino for her presentation.

- Library Budget –

Patrick Marshall, Library Director, addressed the committee. He introduced a few members of the Library Board of Trustees who were in attendance.

Mr. Marshall provided a handout which reflected the fiscal year value of the library. He discussed the number of adult books borrowed, the library's value in services and its return on investment.

Mr. Marshall then discussed the next long-range plan of the library; additionally, he discussed the increase in the number of e-books circulated, the fact that the Bourne Library is a net borrower and is a certified library; allowing members to utilize 340 libraries throughout the state.

Mr. Marshall discussed the number of people who visit the library on a yearly basis and which months are the busiest. A brief discussion pertaining to the library's staffing transpired.

Mr. Marshall then discussed the requirements for being a certified library and how the town's population has an impact on the certification requirements.

Mr. Guerino discussed the library's budget cuts and the actual impact on the services offered. He stated the BOS have voted to restore approximately 70% of the initial reduction in order to maintain the library's certification and the services it offers. A discussion ensued.

A brief discussion concerning state aid, how those funds are utilized and the municipal appropriation requirement transpired.

Ms. Conron exited the meeting (9:00 PM).

Mr. Marshall briefly discussed the department's FTEs and their salaries. He discussed how staff reductions have impacted the department's ability to offer grant funded educational programs.

Mr. Marshall discussed the pajama drive the library is sponsoring to benefit the Cradles to Crayons organization.

Mr. Meier addressed the committee. He discussed the importance of funding the library; adding that the entire community benefits from its services. He would like to see the library receive additional funding in the future when possible.

Ms. Mastrangelo thanked Mr. Meier for his input and Mr. Marshall for presenting.

3. Old Business – Follow-up on FY 17 Budgets

DNR – How Waterways is applied to operating budget – Mr. Guerino asked to defer this discussion to a later date.

Town Administrator Budget – FTE 5 yr. history by position / Org. Chart – Mr. Guerino expects to have the Org. Chart to the committee in two weeks.

Legal Budget – Summary of legal expense categories – Ms. Mastrangelo stated Town Counsel has requested this be discussed in a joint meeting with the BOS which will be held on Tuesday, March 16, 2016 at 6:30 PM.

Finance Dept. Budget – FTE 5 yr. history by position / Org. Chart – Ms. Marzelli provided the committee with the Finance Department’s Organization Chart. A brief discussion ensued.

Mr. Perry exited the meeting (9:27 PM)

Group Insurance by Groupings, Active, Retired - Deferred

Long-term Projection – This topic is slated for discussion at the March 7th meeting. Ms. Marzelli will distribute documentation to the committee in advance of the meeting.

4. **Minutes of previous meetings** –

Ms. Mastrangelo entertained a motion to approve the minutes of the February 22, 2016 meeting, noting one date correction. **Ms. LeGacy moved approval of the corrected minutes of the February 22, 2016 meeting. Dr. Towne seconded.** With no further discussion, the minutes were approved 6-0-1, with Ms. Ford abstaining.

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

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

Sewer Department, Fire Department, Capital Outlay, Long-term Plan, and Debt Service will be discussed.

6. **TA Comment** – None

7. **Finance Committee Comment** - None

8. **Public Comment** – None

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

III. Adjournment

Ms. Ford moved to adjourn the meeting. Mr. Slade seconded. With no discussion, the motion carried. 7-0. The meeting adjourned at 9:30 PM.

Minutes submitted by: Carol Mitchell