

**TOWN OF KINGSTON
MASSACHUSETTS**

FINANCE COMMITTEE

**Minutes
13 May 2010**

Chairman Elaine Fiore opened a meeting of the Finance Committee at 7:00 PM on 13 May 2010 at the Kingston Town Hall. Also present were Mathew Hamilton, David Lofstrom, Lawrence Hunt, Paul Ricci, and Claire Soares. Jason Lelio was absent. Town Treasurer John LaBrache, Town Administrator Jill Myers, and Town Moderator Janet Wallace also attended.

Wage and Personnel Board members Richard Gardner and Elizabeth White met with the Committee to discuss the Board's recommendations, namely, a 2-per cent increase for all compensation schedules except the position of counselor, a request for \$6,000 to acquire an update of a municipal compensation survey, and of a methodology for paying executive secretaries employed by the Finance Committee, the Wage and Personnel Board, and the Zoning Board of Appeals.

There was discussion of the best way to pay those secretaries. Lawrence Hunt proposed changing the annual stipend to an hourly wage. Claire Soares supported that position and submitted her estimate of secretarial hours spent in those departments.

A motion made by Paul Ricci and seconded by Mathew Hamilton to recommend an annual stipend of \$5,000 for executive secretaries employed by the Finance Committee, the Wage and Personnel Board, and the Zoning Board of Appeals to be paid in FY11 but reconsidered for FY12 failed on a 3 to 3 vote.

Lawrence Hunt, David Lofstrom, and Claire Soares opposed the motion, all other members supported it.

A motion made by Paul Ricci and seconded by Mathew Hamilton to recommend an annual stipend of \$5,000 for the executive secretary employed by the Finance Committee failed on a 3 to 3 vote.

Lawrence Hunt, David Lofstrom, and Claire Soares opposed the motion, all other members supported it.

A motion made by Larry Hunt and seconded by David Lofstrom to recommend an annual stipend of \$4,241 for the executive secretary employed by the Finance Committee failed on a 3 to 3 vote.

Paul Ricci, Mathew Hamilton, and Elaine Fiore opposed the motion; all other members supported it.

Upon motion made by Paul Ricci and seconded by David Lofstrom following the discussion, it was unanimously—

VOTED: To recommend an annual stipend of \$5,000 for the executive secretaries employed by the Finance Committee, the Wage and Personnel Board, and the Zoning Board of Appeals to be paid in FY11.

Members of the Wage and Personnel Board and the Finance Committee agreed that during the next year the Wage and Personnel Board will interview employees and chairmen of the committees to determine the appropriate work load of each secretary and an appropriate method and amount of payment.

Upon motion made by Claire Soares and seconded by Paul Ricci, following discussion, it was –

VOTED: To support the Wage and Personnel Board's recommendation for a 2-per cent increase for all compensation schedules except the position of counselor listed in Schedule C-3 of the Wage and Personnel Bylaw.

Mr. Gardner asked that \$6,000 be added to the Wage and Personnel Board's FY11 budget to pay for the needed municipal compensation survey.

Upon motion made by Mathew Hamilton and seconded by Paul Ricci, following the discussion, it was unanimously –

VOTED: To approve adding \$6,000 to the Wage and Personnel Board's FY11 expense budget to pay for a municipal compensation survey thereby making a total operating budget for the Wage and Personnel Board of \$11,000.

The Wage and Personnel Board members left the meeting following the review.

Recreation Director Susan Woodworth met with the Committee to discuss the requests she made for her FY11 budget and revolving funds. Mr. Hunt indicated he wants the summer recreation programs to be self sustaining through fees paid to the revolving fund and not subsidized by the Recreation Department's operating budget. Ms. Woodworth reported that doing so would almost double the cost of those programs for residents. She explained the different programs that are included in the revolving funds. He reported being opposed to the highway department being subject to the hiring freeze while the recreation department can employ temporary summer workers.

Mr. Hamilton noted that lifeguards were eliminated from the Recreation Commission's budget in 2009 because of budget constraints and said he is not prepared to act on the budget without addressing the lifeguard line item. He expressed his concern that not having them is both a safety and a liability issue.

The Committee reviewed budget figures with Ms. Woodworth to find places from where \$10,300 can be cut to provide for the waterfront coverage. Ms. Woodworth reported that printing and postage has already been cut to absorb other costs. Elaine Fiore noted that the Commission has already cut more than the required 3 per cent. It was proposed to cut funding for the casual worker in the personal services budget and for the other-supplies line item in the expense budget.

Upon motion made by Lawrence Hunt and seconded by Mathew Hamilton, following discussion, it was unanimously –

VOTED: To recommend a personal services budget of \$154,405 and an expense budget of \$87,127 for a total FY11 budget of \$241,532 for the Recreation Commission.

Upon motion made by Mathew Hamilton and seconded by Paul Ricci, following the discussion, it was unanimously—

VOTED: To meet on 20 May 2010 to make recommendations on Warrant articles and to clean up any remaining business for the annual town meeting on 1 June.

There was discussion of establishing salaries for the Town Clerk, Town Collector, and Town Treasurer. Elaine Fiore recused herself from participation in the discussion and from subsequent votes on elected officials' salaries. Mathew Hamilton chaired the meeting during the discussion and votes.

The Town Administrator reported that the Department of Revenue recommends that positions of Treasurer and Collector be combined and that the new Treasurer/Collector be appointed. The Committee compared compensation for the three with other municipal positions

Upon motion made by Claire Soares and seconded by David Lofstrom, following the discussion, it was unanimously—

VOTED: To recommend that the FY11 salary for the Town Clerk and Town Collector be set at \$62,803.

Upon motion made Paul Ricci and seconded by Lawrence Hunt, following the discussion, it was unanimously –

VOTED: To recommend that the FY11 salary for the Town Treasurer be set at \$23,231 based upon a 15-hour work week.

Elaine Fiore then returned to the meeting and resumed chairing it.

There was discussion of the FY11 capital plan that will be presented to town meeting and has been recommended by the Capital Planning Committee. Each recommendation was considered separately.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was –

VOTED: To recommend that the sum of \$75,000 be added to the Solid Waste budget to be expended for an engineering study required for reconfiguration of the transfer station.

Paul Ricci abstained from voting on the motion; all other members present supported it.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was –

VOTED: To recommend appropriating the sum of \$13,000 to be expended for an engineering study for the restoration of Gray's Beach.

Lawrence Hunt and Paul Ricci abstained from voting on the motion; all other members present supported it.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was unanimously—

VOTED: To recommend appropriating \$26,000 to be expended for a three year lease-purchase agreement for two new police vehicles.

Upon motion made by Mathew Hamilton and seconded by Elaine Fiore, following discussion, it was unanimously—

VOTED: To recommend appropriating \$125,000 to be expended as follows: \$35,000 to enter into a lease-purchase agreement for the replacement of a chassis for an existing ambulance; \$90,000 for outright purchase of a replacement chassis for another existing ambulance.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was—

VOTED: To recommend appropriating \$145,000 to be expended for a new trackless machine to replace a 1994 trackless machine for the Highway Department.

Elaine Fiore recused herself from participation in a discussion and a subsequent vote on the Capital Planning Committee's recommendation for expansion of the wastewater treatment plant. Mathew Hamilton chaired the meeting during the discussion and votes.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was unanimously—

VOTED: To recommend appropriating \$8,000,000 to expand the wastewater treatment plant.

Elaine Fiore then returned to the meeting and resumed chairing it.

Mathew Hamilton reported the Capital Planning Committee deferred its recommendation until town meeting on the Water Department's request to use water-revenue funds for a manganese removal project.

Upon motion made by Paul Ricci and seconded by David Lofstrom, following the discussion, it was unanimously—

VOTED: To defer its recommendation on the Water Department's request to use water-revenue funds for a manganese removal project until it can hear the discussion on town meeting floor.

Claire Soares asked the Committee to reconsider its vote of 6 May to oppose appropriating \$950,000 from Community Preservation funds to acquire the Calista property on Elder Avenue. She said she opposed it at the last meeting but has since viewed the property and reconsidered her position.

Upon motion made by Claire Soares and seconded by Elaine Fiore, following discussion, it was unanimously—

VOTED: To reconsider the Committee's failed vote to commit \$950,000 to acquire the Calista property consisting of 10 acres of land on Elder Avenue.

Upon motion made by Mathew Hamilton and seconded by Paul Ricci, following discussion, it was—

VOTED: To appropriate \$936,000 to acquire the Calista property on Elder Avenue and, to meet the appropriation, to borrow \$500,000 and transfer \$436,000 from Community Preservation open-space funds; and further, to transfer an additional \$16,000 from Community Preservation open-space funds pay fees associated with obtaining a conservation restriction on the property.

Lawrence Hunt opposed the motion; David Lofstrom abstained from voting on it; all other members present supported it.

Upon motion made by Elaine Fiore and seconded by Paul Ricci, following discussion, it was unanimously—

VOTED: To recommend appropriating \$500 for the Finance Committee's expense budget for a total FY11 budget of \$5,500.

Upon motion made by Elaine Fiore and seconded by Claire Soares, following discussion, it was unanimously—

VOTED: To recommend appropriating \$277 for the Zoning Board's expense budget for a total FY11 budget of \$5,277.

Upon motion made by Elaine Fiore and seconded by Lawrence Hunt, following discussion, it was unanimously—

VOTED: To recommend appropriating \$246,700 for the Town's liability and property insurance premium for FY11.

Ms. Myers reported that police-contract negotiations are expected to conclude next week and the cost to the Town has been estimated at \$81,000.

The Committee reviewed a request to transfer \$1,500 from the Reserve Fund to pay for engineering for repairs to Ocean Hill Drive.

Upon motion made by Mathew Hamilton and seconded by Claire Soares, following discussion, it was—

VOTED: To transfer \$1,500 from the Reserve Fund to pay for engineering for repairs to Ocean Hill Drive.

Paul Ricci abstained from voting on the motion; all other members present supported it.

Claire Soares reported that the Board of Assessors and the Board of Health have each requested additional funds for their FY11 budget.

Upon motion by Claire Soares and seconded by Lawrence Hunt, following discussion, it was unanimously—

VOTED: To recommend increasing the \$1,700 previously voted for mapping in the Assessors' expense budget to \$2,500 for a total expense budget of \$13,800, bringing the Assessors total FY11 budget to \$ 173,883.

The Committee took no action on the Assessors' request to increase its budget line item for travel and meetings nor did it take any action on the Health Board's request for additional funding.

Upon motion made by Paul Ricci and seconded by Mathew Hamilton, following discussion, it was unanimously—

VOTED: To recommend appropriating \$13,000 for engineering for Gray's Beach restoration.

Upon motion made by Paul Ricci and seconded by Mathew Hamilton, following discussion, it was unanimously—

VOTED: To recommend that town meeting vote to transfer \$100,000 from overlay surplus to the Stabilization Fund.

Upon motion made by Mathew Hamilton and seconded by Paul Ricci, following discussion, it was unanimously—

VOTED: To recommend increasing, by \$19,000, the \$47,236 line item requested for sand and salt in the FY11 Snow and Ice budget to \$66,236, making the expense budget \$94,000 and the total Snow and Ice budget \$144,000.

John LaBrache reported that the debt service on the Sewer Department had changed. Elaine Fiore recused herself from participation in the subsequent discussion and vote on the cost of the Sewer Department's debt service. Mathew Hamilton chaired the meeting during the discussion and votes.

Upon motion made by Lawrence Hunt and seconded by Paul Ricci, following discussion and the recommendation of the Town Treasurer, it was unanimously—

VOTED: To increase the \$2,391,038 voted on 6 May 2010 for debt service to \$2,395,189, thereby increasing the Sewer Department's FY11 Enterprise Fund, excluding allocated costs, to \$3,372,034.

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There being no further discussion or vote, the meeting was adjourned at 10:10 PM.

Respectfully submitted,

Miriam MacInnis, Secretary