

# Memorandum

Office of the  
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Administrator

DATE : October 8, 2009

SUBJECT: Town Administrator's Report for the BOS Meeting of October 13, 2009

## FY2011 Budget Preparation

Further on the BOS agenda is the budget memo distributed on October 7 as well as a Budget/Town Meeting schedule. We have also distributed and made the FY11 worksheets available on the shared network drive and have emailed them to offsite departments. I scheduled a Department Head meeting for October 13 to review the budget directive - 3% total reduction to the FY10 total budget, as well as the budget worksheets including the budget narratives with Department goals and objectives.

Budget submission deadlines are set per the General Bylaws – November 10. I will gladly assist any Department/Board/Committee/Commission with this difficult exercise

I also want to provide a brief explanation for the proposed date change for the 2010 Annual Town Meeting (ATM) in April. The Town Clerk noted that the first Saturday in April (April 3) is “Holy Saturday” with Easter the following day. With the concurrence of the Town Moderator and Town Clerk, it is proposed to move the ATM date to Monday, April 5, 2010. This has been done in the past. As you know, the Finance Committee recommended a June (adjourned) date to vote the FY11 funding items as the June date worked well with confirming our revenue forecasts with the Senate's Budget version. We propose June 1 (Tuesday after Memorial Day) or if the BOS prefers a week later, then June 8. The last day of school in Kingston is June 17.

## FY2010 Budget Update

The “Good” news:

The Fire Department has been included in the Governor's proposal for the first round of ARRA/Stimulus Grants in the amount of \$10,000. Kingston and Marshfield was notified by EOPS of the award, but both were left off the press release list of 13 cities and towns. I received confirmation from Senate President Murray's office, that we did indeed receive the grant. The Fire Chief plans to re-establish the Call FF program for up to 8 members from November 2009 to November 2010 (grant duration).

The Police Department received a grant for bullet proof vests in the amount of \$4,000.

The “Bad and the Ugly” - We are expecting to receive the announcement of the Governor’s “9C” cuts on or before October 15 as set per MGL. That will be in the form of State Aid reductions during the current year. If any action is needed on the FY10 budget – transfers or reductions, such can be hopefully addressed at the April 2010. The Financial staff will monitor this closely and propose a plan.

#### Plymouth County Health Group – Independent Dependent Survey

The Plymouth County Health Group has contracted for an independent audit of eligibility for all participants in Family health insurance plans, from any of our providers, to verify that dependents enrolled on the subscriber’s plans are eligible to be covered. A mailing was sent out on October 7 requesting that participants confirm dependents. The survey must be returned to the Consultant, GBS by 12/15/09. Documentation will be received via mail only and directly to GBS (not to the Town Treasurer). A toll free line (1-877-832-7656) for the audit has been established which will be staff by GBS. Email inquiries may be made to [ksharry@gbs-consult.com](mailto:ksharry@gbs-consult.com) who is leading project.

#### Other/Miscellaneous

- On 10/2 we received one proposal on the reissued RFP for Cellular Communications on the Pembroke Street Water Tank. The proposal is under view and the proposed fees are in line with what we currently receive from three other carriers at the same location.
- The contract for the Owner’s Project Manager (OPM) for the Senior Center Building Project has been executed and Dan Pallotta of P3 has been on site reviewing project files.
- The Wind Consultant/Designer contract has been executed, as well as the contract with the Renewable Energy Trust for the \$150,000 grant awarded to the Town.
- I was elected to the Plymouth County Health Group Steering Committee. Kevin Donovan remains the Chairman.
- Nancy attended a free “Secrets of a Professional Mediator/Working it Out” Seminar on 10/8 offered by the Town’s Insurer, MIIA. We receive 1% -2% in premium rebates for each seminar attended. Departments are provided with a schedule of seminars.
- Department Head Meeting – 10/13
- MMA Legislative Breakfast – 10/16 at the Pembroke Public Library, 8:30 – 10:00 am.
- Affordable Housing Plan: Joint BOS/Planning Board meeting – 10/26 at 7:00pm.

Should you have any questions regarding the foregoing, please do not hesitate to contact me. Thank you!