

# Memorandum

Office of the  
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen  
FR: Jill R. Myers, Town Administrator  
DT: May 21, 2009  
RE: Town Administrator's Report for the BOS Meeting of May 26, 2009

## FY2010 BUDGET PREPARATION

As requested by the BOS at the Special Meeting of May 18, 2009, a second memo was sent to the municipal and Kingston school unions to respectfully request that they re-consider declining the BOS/FinCom request to forgo wage increases for FY10 due to the severity of the anticipated budget cuts in FY10 to services and staff. The Kingston Town Employees Union - KTEU (clerical and labor) has generously agreed to a 0% increase in FY10, as well as the Wage and Personnel employees which include Department Heads. Both Chiefs have also agreed to a 0% increase, and that applies to the Town Administrator as well.

Assistant Assessor Jim Judge reviewed the overlay surplus/reserve account and has suggested that \$125,000 be made available as a general revenue source to for the FY10 budget. The Board of Assessors will formalize such action its meeting of May 26, 2009. Overlay funds are generally reserved for Appellate Tax Board cases, abatements, and pending Statewide litigation relating to telecom assessments.

The Finance Committee met on May 21, 2009. At the meeting, FinCom finalized its recommendations, using the \$125,000 from Overlay Surplus, however noting that State Aid is still in flux with the Senate sending its budget recommendation to the Conference Committee. The impact of the proposed FY10 Budget does account for the wage freeze as agreed by the parties above - with reductions to most line items due to the limited State and local revenues - including the lay-off of two fire fighters, call FF, and maintaining vacant positions by attrition in the Police department.

Additionally, the Town may be faced with another financial liability relating to recent Senate legislation supporting the transfer of county sheriffs to the State. In transferring the assets, the liabilities, such as retirement, were not included and may be passed through to the Town via the county assessment on an annual basis. The potential impact is \$94,000 for Kingston. Previously such costs were paid by Plymouth County Sheriff's Department. The legislation is now in the House. Plymouth County Retirement Association Chairman Thomas J. O'Brien has asked the Town to contact our Legislators and ask them to oppose the transfer unless all liabilities of the county sheriffs are assumed by the State if they take assets. I will gladly craft a letter on behalf of the BOS.

### SEMASS CONTRACT EXTENSION

As you may know, Kingston is a Tier I community providing solid waste to SEMASS at the July 1 rate of \$34.52 per ton. That rate remains until the contract expiration in January 1, 2015. They have asked participating municipalities to enter into a “non-binding MOA to extend the contract to 2029, with costs escalators to begin in January 2010, of approximately \$5-\$10 per ton per year for a rate of \$77 in 2015 versus the leap from \$34.52 to \$100 per Town in 2015. None of the other communities have agreed to the MOA, and we will meet next week to discuss strategy. The Cape Cod municipalities are soliciting proposals for an “Alternatives Analysis for the management of municipal solid waste (MSW) from fourteen (14) Cape Cod municipalities (except Bourne which is developing its own facility).

### ANNUAL RE-APPOINTMENTS

The final list of annual re-appointments is being prepared and will be on the Board’s June 9<sup>th</sup> meeting. There will also be a meeting with the members of the Housing Authority to fill the vacancy by joint appointment. The listing of vacant positions has been updated on the Town’s website.

### COST-SAVING SUGGESTIONS

A memo was sent out to all Town Departments, Boards and Committees (see attached) with suggestions of some cost saving procedures to be implemented. The memo also solicited input for other cost saving measures. Once compiled, the suggestions that have been submitted will be forwarded to all.

### REGIONAL E911 SERVICES

I attended a meeting with the Police Chief at the Sheriff’s Office regarding the Plymouth County Regional Emergency Communications Center and feasibility for regional dispatching services hosted/operated by the Sheriff’s Department. The communities invited include: Brockton, Carver, Halifax, Kingston, Middleborough, Plympton, and Scituate. The County received a grant for a feasibility study and the RFP for consulting services will be released in upcoming weeks.

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

Attachment

# Memorandum

Office of the  
Board of Selectmen and Town Administrator

TO: All Town Departments, Boards, Committees and Employees  
FR: Nancy M. Howlett, Assistant to the  
Town Administrator/Board of Selectmen  
DT: May 18, 2009  
RE: Implementation of Cost Saving Measures

We are all well aware of the financial condition of the Town. Little things that we all can easily do could result in a great amount of cost savings.

Since it is getting close to the air conditioning season, the thermostats will be set to a cool temperature of 72 degrees. This temperature will be maintained throughout the building and offices with thermostats are requested not to adjust the temperature.

The Town Administrator reviews and signs all Town and cellular phone bills. She has asked me to convey that directory assistance should be only used sparingly and please do not use the \*69 feature to call back missed calls. It is an additional expense and if someone calls your department and you cannot be reached, they will call back.

For those departments that use cellular service other than Verizon, please review your contracts and if possible switch to Verizon. By doing so, all calls made from Verizon to Verizon, between departments do not count against your minutes. Also, Verizon offers a 15% discount for government and the rates are very competitive with just a one-year contract.

Another way in which to save not only money but the environment is to make two sided copies whenever possible. Also you should be recycling all discarded paper in the recycling bins provided. Shredded documents can also be left for the Highway Dept. weekly collection.

If you have any other suggestions of ways to save money, please forward them to me and I will share them with all departments.

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