

Memorandum

Office of the
Board of Selectmen and Town Administrator

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Administrator

DATE : September 22, 2009

SUBJECT: Town Administrator's Report for the BOS Meeting of September 29, 2009

FY2011 Budget Preparation: The Budget Advisory Committee meeting was held on 9/18. As had been reported, we approved the FY2010 budget based on conservative revenue forecast and by waiting until June for final State Aid figures – in addition to difficult expense reductions and wage freezes. The strategy approved to commence the FY2011 budget process was for a 3% reduction to the FY2010 (current year) Department operating budgets. It is anticipated that this is the worst case scenario – or “doomsday” budget with an estimated \$200,000 reduction in State Aid, and a County retirement/pension assessment increase of more than \$300,000 estimated. We also discussed non discretionary or fixed costs, such as the retirement assessment and special education programs and we will examine how to fund those items. A Department Head meeting was held on 9/21 with the FinCom Chairman present to discuss the revenue projections and details requested by FinCom to allow for a comprehensive review and impact. I asked Department heads to provide a detailed Budget narrative to accompany the FY2011 requests to include department goals, staffing history, mandated/regulated programs, and impact statements. Departments will have the opportunity to provide supplemental requests, so that if there is additional funding capacity, those items may be funded based on priorities to be discussed among the BOS and FinCom. It is a difficult process, but one that began in FY2010 providing for a budget funded from available revenues versus using reserves.

FY2010 Budget Update:

The Town Accountant is finalizing the close-out of FY2009, and submitting the unallocated funds to the DOR for a Free Cash/Retained Earnings certification. The Auditors have also been on site conducting the FY2009 audit.

The word on the street is the likelihood for “9C” State Aid cuts by the Governor next month (October) depending on the pacing/performance of the September State revenues. No percentage or amount has been announced. Last year, the Town survived the 9C cuts, but did require a transfer at the April Special Town Meeting. At this time, no Fall Town meeting is recommended by FinCom, and any local meals or hotel tax options could be considered at the April Town Meeting. FinCom recommends holding the April 2010 meeting and continuing it to a date in June for action on the FY2011 budget.

Wind Turbine Design and Procurement: An informational session was held at the Green Energy Committee meeting on 9/22 with the Weston and Sampson as the Wind Consultants and various Town officials. The purpose was to review the process, design, location, and hear input from the “stakeholder’s.” Town Planner Tom Bott is providing staff assistance to coordinate the project.

Other/Miscellaneous:

- Town Counsel Jay Talerma was on-site on 9/22 for office hours and to attend the ConCom Meeting. We also discussed a 40R coordination.
- Fire IAFF Arbitration was held on 9/22. We reached a settlement, suspending the arbitration, which will be presented to the BOS in Executive Session.
- Attended the South Shore Town Administrators/Managers meeting on 9/23 to continue discussions on opportunities to regionalize/share services. A lot of the discussion focused on concerns about any 9C cuts and Retirement Assessment increases.
- Finalizing the Owner’s Project Manager selection for the Senior Center Building Project
- Nancy attended the Alcoholic Beverage Control Commission Seminar on 9/21
- Participated in the annual MMA Municipal Managers Boot Camp on 9/24.
- Attending the Plymouth County Retirement Board meeting with Treasurer LaBrache on 9/29.

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