

**Advisory Committee
Meeting Minutes
1/12/2016**

In attendance: Committee Members Anderson, Baltera, Belyea, Coughlin, Hancock, Haskell, Kelley, Kutsch, Pyles, Reale, Sharkansky, and Smallwood, and Town Accountant Nickerson.

Chairman Pyles called the meeting to order at 7:30 PM.

Questions from the Public on Items Not on the Agenda: None

Approval of Minutes

The minutes of the regular meeting on January 5, 2016 were approved as amended by a vote of 10-0. Mr. Reale abstained, as he was not in attendance at the 1/5 meeting.

Budget Hearings

Selectmen

Chris Reale presented this budget that includes one additional request for \$25,000. Betty Foley, Assistant Town Administrator, explained that the additional request for a part-time grant writer has been included in prior year budgets and has not been approved. She noted the benefits of such a position and expressed the opinion that eventually the job would pay for itself. Betty also noted that the Town Administrator merit raise is now built into the TA salary. Following the discussion, Mr. Reale recommended an appropriation of \$513,590. This number does not include the additional request.

Legal Services

Chris Reale presented this budget that includes one additional request for \$65,000. This budget excludes all Aquarion litigation. Betty Foley explained that the 10-year average for legal expenses is significantly higher than the amount budgeted for FY17, and she noted that there has been a reserve fund transfer for these services almost every year in the last 10 years. She also handed out a document listing the legal expenses from FY06 to FY15. Committee members asked about legal expenses for Aquarion litigation and also about the four categories of legal services. Following the discussion, Mr. Reale recommended an appropriation of \$252,000. This number includes a reduced additional request of \$20,000.

Town Hall

Eryn Kelley presented this budget, and Betty Foley provided the details. Compared to FY16, Salaries decreased slightly and Expenses increased slightly, but overall the budget is stable. The cost of operating the lunchroom continues to increase because the revenue does not cover employee benefits, only food and salaries. Following the discussion, Ms. Kelley recommended an appropriation of \$648,847.

South Shore Country Club

Tom Belyea presented this budget, and Jay McGrail, Director of Operations, and Bill Friend, Chair of the Country Club Management Committee, provided the details. Tom reminded the Committee that the SSCC is an enterprise fund with multiple sleeves (e.g., golf, bowling, pool) and Club revenues pay for Club expenses. Mr. McGrail explained that operating the pool has been financially risky because pool use is weather dependent, and financial planning for the pool must occur long before the pool opens. The solution is to hire a vendor to manage the pool. The contractor will pay an annual fee to the SSCC for the use of the pool. The RFP will ensure that the operator does not raise prices significantly. If the pool has a profitable season, the SSCC will not share in the profits, but the financial risk to the Club will be eliminated in future years. There is a risk this year due to the timing of the contract and the revenue receipt. Mr. McGrail thinks that golf revenue will cover the shortfall, but he may require a reserve fund transfer in June

2016. Mr. McGrail explained that there are some cracks in the concrete structure of the pool, and the SSCC will have to cover the related capital expenses. Pool safety will not be compromised.

The SSCC debt payments will be complete in 2019, and there will be funds available for more capital expenses, and, if needed, additional debt. Mr. McGrail mentioned current and possible future additional revenue streams for the Club, such as Girls' Night Out Golf and Tennis, summer camp programs, SNAP activities, and cross-country skiing on the golf course. Club membership fees increased this year, and that will help. Revenue from the bowling alley has decreased. The restaurant and the golf simulator are both doing okay. Mr. Friend noted that the SSCC 5-Year Plan is almost ready to file and will be complete in February. AdCom will receive it in the spring, after Town Meeting. Following the discussion, Mr. Belyea recommended an appropriation of \$2,103,614 to be funded by SSCC revenues.

Dispatch Services (SSRECC)

Jim Sharkansky presented this budget, and Maureen Shirkus, Executive Director of SSRECC, made an excellent presentation on the facility. Her slides were very informative. She explained that the 5% increase in the SSRECC budget over last year is a placeholder for FY17. The SSRECC and the Town are on different budget cycles, and a reserve fund transfer may be necessary in order to true up the SSRECC budget. Maureen explained that the SSRECC budget is driven by personnel costs and that outside vendors provide services. Board members from the four participating towns oversee the budget. Following the discussion, Mr. Sharkansky recommended an appropriation of \$854,438 with the understanding that this placeholder may require an adjustment later.

Police Department

Victor Baltera presented this budget that includes two additional requests. Chief Glenn Olsson and Deputy Chief David Jones provided the details. The first additional request (\$8,608) is for a school crossing guard who will be located at multiple locations including Main Street near Notre Dame Academy during opening and dismissal times for NDA and the Hingham Middle School. The second additional request (\$10,000) is for overtime. This increase will bring the Overtime budget more in line with reality. The Chief distributed a packet of information including shift assignments, call data, and overtime data. Following the discussion, Mr. Baltera recommended an appropriation of \$5,539,131. This number includes the two additional requests.

Harbormaster

Eric Haskell presented this budget that includes two additional requests. Harbormaster Ken Corson provided the details. Revenues from permits and fees all go to the General Fund, not to the Police Department or the Harbormaster. Mr. Corson distributed a packet of information including personnel authority, revenue totals, call data, and mooring data. The first additional request (\$9,641) is intended to fund nine additional hours per week for the Head Assistant Harbormaster, thereby completing the second phase of a two-year phased increase. The second additional request (\$10,139) is intended to fund additional hours for the Clerk, thereby completing the second phase of a two-year phased increase. Mr. Corson places a higher priority on the first request than the second. Following the discussion, Mr. Haskell recommended an appropriation of \$224,207. This number includes the additional request for the Head Assistant Harbormaster but not the request for the Clerk. Note that the Town Administrator recommended an additional amount of \$9,890 for the Clerk (half of the total additional request amount of \$19,780). Mr. Haskell will speak with the Town Administrator regarding which position to fund.

Animal Control

Jim Sharkansky presented this budget that includes four additional requests, and Chief Glenn Olsson provided the details. The two additional Salary requests are for Overtime (\$4,387) for the Animal Control Officer and Wages (\$4,064) for a part-time officer in the absence of the ACO. The two additional Expense requests are for Training (\$500) and Clothing (\$500). Following the discussion, Mr. Sharkansky

recommended an appropriation of \$66,946. This number includes all four additional requests.

Public Safety Utilities

Sue Nickerson presented this budget and provided the details. She recommended an appropriation of \$352,977 for Emergency Water and an appropriation of \$183,274 for Street Lighting for a total of \$536,251. Sue explained that the Town makes quarterly payments to Aquarion for emergency water service, and the Town pays the Light Plant for the street lighting expenses.

Matters Not Anticipated within 48 Hours: None

Miscellaneous

Chairman Pyles noted that AdCom will have a joint meeting with the Board of Selectmen in order to hear the CPC presentation on Thursday, January 21st. This meeting will be televised on the local cable station. AdCom will adjourn to its own room and resume meeting after the CPC presentation.

Linda Kutsch informed AdCom members that there will be 9 Planning Board / Zoning articles. This number may change, depending on the result of public hearings.

Chairman Pyles announced that Warrant article assignments are almost complete and that AdCom members will receive the Warrant Book by the end of January.

Chairman Pyles mentioned the possibility of two reserve fund transfers in the next two weeks. One will cover the expenses of hiring a new Assistant Town Administrator in March, as Betty Foley is retiring in June and a four-month overlap is planned. The other RFT may be submitted to cover the repair of a water line in GAR Hall. Sue Nickerson will provide AdCom with an updated list of reserve fund transfers to date.

The following budget hearings were deferred until the 1/21/16 AdCom meeting:

- Debt Service
- Employee Benefits
- Unclassified

Adjournment

The meeting was adjourned at 10:42 PM by a vote of 11-0.

Respectfully Submitted,

Lucy N. Hancock
Secretary

List of Documents Distributed at this Meeting:

Agenda for AdCom Meeting of 1/12/2016
Draft Minutes from 1/5/2016 AdCom Meeting
Revised Fire Department Operating Budget dated 1/6/2016 (Line item for Pagers was added)
History of Legal Expenses
Packet of Police Department Information
Packet of Harbormaster Information