

**Advisory Committee  
Meeting Minutes  
6/27/2016**

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

The following people joined the meeting for the discussion of transfers:

- Jay McGrail, Director of Operations, SSCC
- Bill Friend, Chairman of SSCC Management Committee
- Paul Casey, Member of SSCC Management Committee
- Linda Harper, Director of Library
- David Mehegan, Chairman of Library Board of Trustees
- Tom Carey, Member of Library Board of Trustees
- Roger Fernandes, Town Engineer

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

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

*Reserve Fund Transfer Requests*

Following introductory remarks by Sue Nickerson, the Committee reviewed and voted on the following reserve fund transfers for FY 2016:

South Shore Country Club = \$170,000

Approved 9-0-0.

Jay McGrail explained that the new pool contract (signed in January 2016) resulted in a \$100,000 deficit for FY 2016. Previously, the agreement with the vendor (YMCA) bridged two fiscal years into one pool season. The SSCC collected pool fees in the spring and paid the YMCA for pool services in the summer. In the spring of 2016, the SSCC did not collect any pool fees due to the new contract, but the SSCC had already paid the YMCA for its services in the summer of 2015 under the old contract. Thus the deficit. The new contract is a straight lease, requiring the YMCA to collect pool fees and pay the SSCC \$15,000 per year for use of the facility. This will eliminate the risk of the SSCC incurring pool-related operating losses in the future.

Other reasons for the transfer are: a) a significant weather-related shortfall in golf revenue in April; b) unforeseen and unbudgeted facility maintenance and capital expenses. The Country Club Management Committee plans to hold future annual fundraisers to offset anticipated increasing infrastructure repairs and maintenance costs.

Library R&M – Building = \$120,000

Approved 9-0-0.

Linda Harper explained that the transfer is for repair work needed to maintain the safety and structural integrity of the Library's original 1966 wooden roof truss system. The transfer amount will be encumbered at the end of FY 2016, and the repairs will be done in FY 2017. Library personnel are awaiting the final construction estimate.

DPW – Snow Removal = \$235,863

Approved 9-0-0.

The Town's supply of salt and sand was depleted during the winter of 2015 and had to be replenished in FY 2016. Late winter storms contributed to the deficit.

Debt Service = \$205,636

Approved 9-0-0.

The deficit is due to issuing long-term debt from short-term notes after the budget process. The LT interest rate was 3% rather than 2%. The remaining short-term debt had a principal pay-down amount that was not in the budget.

Workers' Compensation = \$150,000

Approved 9-0-0.

This amount will cover the cost for the rest of FY 2016. The Town has several long-term cases that should be resolved in FY 2017.

Legal Services = \$135,000

Approved 9-0-0.

Legal expense is high because of several large projects and matters that necessitated an unusual amount of legal time. (No money from this RFT will be used for Aquarion-related litigation.)

Property & Liability Insurance = \$43,532

Approved 9-0-0.

The premium was higher than budgeted, and two old claims were settled.

Unemployment Compensation = \$22,000

Approved 9-0-0.

This amount will cover the cost of unemployment claims for FY 2016.

Selectmen Salaries = \$6,354

Approved 9-0-0.

The new employment contract with the Town Administrator folded the unbudgeted performance incentive into the contractual amount.

Elections – Salary Expenses = \$5,000

Approved 9-0-0.

There were two unanticipated State elections.

#### *Inter-Department Transfer Requests*

The Committee reviewed and voted on the following inter-department transfers for FY 2016:

Transfer \$101,000 from Group Insurance to Mandatory Medicare Tax.

Approved 8-0-1. Victor Baltera abstained.

Transfer \$387 from Group Insurance to SSRECC District Assessment.

Approved 9-0-0.

Transfer \$3,500 from Police Wages to Animal Control Overtime.

Approved 9-0-0.

#### *Intra-Department Transfer Requests*

The Committee reviewed and voted on the following intra-department transfers for FY 2016:

Transfer \$38,729 from DPW Salaries to DPW Road Building - Drainage.

Approved 9-0-0.

Transfer \$10,000 from DPW Salaries to DPW Expense – Fences.  
Approved 9-0-0.

Transfer \$1,272 from Sewer – Payroll to Hull Inter-Municipal Agreement.  
Approved 9-0-0.

Transfer \$30,581.23 from Sewer – Employee Overhead to Hull Inter-Municipal Agreement.  
Approved 9-0-0.

Transfer \$6,220 from Sewer – Expense R&M Building to MWRA Assessment.  
Approved 9-0-0.

Transfer \$13,200 from Veterans' Services – Benefits to Veterans' Services – Salaries.  
Approved 9-0-0.

*Vote to Authorize Reserve Fund Transfers between 6/28/2016 and 7/15/2016*

Committee members voted 9-0-0 to authorize the Chairman to approve reserve fund transfers of \$10,000 or less between 6/28/2016 and 7/15/2016. This is a standard annual authorization. The Chairman must notify AdCom members immediately if he approves any such transfers.

*Approval of Minutes*

The minutes of the regular meeting on May 31, 2016 were approved as amended by a vote of 9-0-0.

*Liaison Reports*

Linda Kutsch provided an update on the Facility Report submitted recently by School Department Facilities Manager Doug Foley. He has been focusing on mechanical systems and building an inventory of assets and maintenance. Buildings covered in the database include the six School buildings, Town Hall, and the Library. His next step is to include vehicles. He plans to create one big master plan. Doug also is spending a lot of time training custodial and support staff, especially with regard to preventive maintenance. Committee members asked whether Doug is going to focus on building structures at some point. They also asked about the percentage of time that Doug spent on Town buildings vs. School buildings in FY 2016.

Linda noted that the School Department budget will have a positive variance for FY 2016.

Dan Coughlin reported that the Town Administrator Special Act was positively received by the State Legislature. The Act may go to the entire House and Senate before the end of the current session.

*Matters Not Anticipated within 48 Hours: None*

*Miscellaneous Items*

Jim Sharkansky requested that the budget process start earlier in the future and stressed the importance of public input.

Committee members bid farewell to Tom Pyles, as his term is ending on 6/30.

Committee members recognized Sue Nickerson and Lynn Phillips for their work throughout the year and expressed appreciation for their support.

*Adjournment*

The meeting was adjourned at 9:13 PM by a vote of 9-0-0.

Respectfully Submitted,

Lucy N. Hancock  
Secretary

List of Documents Distributed at this Meeting:

Agenda for AdCom Meeting of 6/27/2016

Draft Minutes from 5/31/2016 AdCom Meeting

List of Reserve Fund Transfers for FY 2016

Packet of Transfer Requests:

- 10 Reserve Fund Transfer Requests
- 3 Inter-Department Transfer Requests
- 6 Intra-Department Transfer Requests

Memo from Tom Mayo re Legal Services Reserve Fund Transfer

Budget pages for Public Works – Snow Removal

List of SSCC Reserve Fund Transfers for Last 5 Fiscal Years

Workers' Compensation Analysis – FY 2016