

**FINANCIAL ADVISORY COMMITTEE AND BOARD OF SELECTMEN
FY19 BUDGET MEETING – JANUARY 16, 2018**

PRESENT: PAULO DEOLIVEIRA, CHAIR; LES BAYNES, JIM CARTER, DONNA LOWELL-BETTENCOURT, ROBBIE COAD, MORT FEAREY
MARGARET SERPA, ART SMADBECK, SELECTMEN; PAM DOLBY, TOWN ADMINISTRATOR

MEETING CALLED TO ORDER AT 3:00PM. TOWN DEPARTMENTS APPEARED BEFORE THE COMMITTEE IN THE FOLLOWING ORDER TO DISCUSS THEIR PROPOSED FY19 BUDGETS AND ARTICLES.

LIBRARY – LISA SHERMAN, CHRIS SCOTT

SALARY INCREASE IS DUE TO RECLASSIFICATION. RE-ALLOCATIONS IN EXPENSE LINES ARE A RESULT OF CUSTODIAL SERVICES BEING CONTRACTED. THERE IS A PART TIME POSITION THAT NEEDS TO BE FILLED THAT WAS ACCOUNTED FOR BEFORE THE HIRING FREEZE WAS IMPLEMENTED. MS. SHERMAN EXPLAINED THAT ANOTHER REASON THE BUDGET INCREASED IS THAT HER MAINTENANCE COSTS INCLUDE THINGS LIKE SNOW PLOWING AND REMOVAL, HVAC, ELECTRIC/PLUMBING, ETC. AND IN ORDER FOR THE LIBRARY TO REMAIN STATE CERTIFIED, A PERCENTAGE OF THE ENTIRE BUDGET MUST BE PUT TOWARDS LIBRARY MATERIALS. HIGH MAINTENANCE COSTS MEANS THE PERCENTAGE OF MATERIAL EXPENDITURES ALSO GOES UP, UNNECESSARILY. MR. DEOLIVEIRA ASKED IF THE MAINTENANCE COULD BE PERFORMED BY TOWN DEPARTMENTS, INSTEAD OF HAVING TO CONTRACT FOR IT. MS. DOLBY RESPONDED THAT THIS IS AN ON-GOING ISSUE THAT NEEDS TO BE RESOLVED; SHE SUGGESTED THE FORMATION OF A COMMITTEE, INCLUDING HIGHWAY SUPERINTENDENT STUART FULLER, TO ASSESS THE SITUATION AND FIND A SOLUTION. MR. FEAREY ASKED WHEN THE LARGE BUDGET INCREASES FOR THE LIBRARY ARE GOING TO END. MS. DOLBY STATED THAT MOST OF THE INCREASE IS DUE TO THE INCREASED SALARIES; THE LIBRARY PERSONNEL WERE SOME OF THE MOST UNDERPAID IN COMPARISON TO OTHER TOWN DEPARTMENTS BEFORE THE STUDY WAS COMPLETED AND NEW PLAN IMPLEMENTED.
NO ARTICLES.

HEALTH DEPARTMENT– MATT POOLE, JANET HATHAWAY

SALARY INCREASE IS DUE TO THE ADDITION OF A NEW POSITION: SEASONAL FOOD INSPECTOR. MR. POOLE OFFERED A BRIEF JOB DESCRIPTION FOR THE NEW POSITION AND SAID IT WAS A BENEFIT TO THE DEPARTMENT. HE'S HAD TROUBLE RETAINING QUALIFIED PERSONNEL TO PERFORM THIS WORK SEASONALLY AND FOR LOW PAY, SO HE'S PLEASED TO HAVE SOMEONE ON STAFF WHO IS QUALIFIED AND ON-ISLAND. THIS NEW PERSON CAN FOCUS ON JUST THE RESTAURANT/FOOD ASPECT OF THE DEPARTMENT AND WILL BE ABLE TO CONDUCT MORE THAN JUST TWO SITE VISITS PER ESTABLISHMENT PER YEAR. MR. POOLE SAID THERE ARE TWO MAIN STREAMS OF REVENUE FOR THE DEPARTMENT: THE FOOD LICENSING GENERATES ABOUT \$22K PER YEAR WHILE SPECIAL EVENTS BRING IN ABOUT \$17K. THE COMMITTEE DISCUSSED OPTIONS FOR RESTAURANTS TO GET CERTIFIED, REQUIRING FEWER INSPECTIONS THROUGHOUT THE YEAR, AND THE POSSIBILITY OF A GRADING SYSTEM, SO THE RESULTS OF THOSE INSPECTIONS ARE DISPLAYED FOR THE PUBLIC. MR. POOLE EXPLAINED THE DIFFICULTIES AND INCONSISTENCIES WHEN USING GRADING SYSTEMS.
NO ARTICLES.

MVRRD – DON HATCH, TOM PIERCE

REPRESENTATIVES FROM THE REFUSE DISTRICT INFORMED THE COMMITTEE THAT BAG FEES WILL BE INCREASED TO OFFSET THE INCREASE IN THE BUDGET, WHICH IS DUE TO HIGHER INSURANCE COSTS, INCREASED RECYCLING COSTS OFF ISLAND, AND A LARGE AMOUNT OF CONSTRUCTION RELATED

MATERIAL BEING BROUGHT IN. THEY ALSO PROVIDED AN UPDATE ON THE CONSTRUCTION PROJECT: THE ENGINEER INVOLVED IN THE PROJECT PASSED AWAY UNEXPECTEDLY, THIS HAS DELAYED THE PROJECT ABOUT SIX MONTHS.
NO ARTICLES

DREDGE – PETER VINCENT

SALARY INCREASE IS DUE TO RECLASSIFICATION. EXPENSE BUDGET IS THE SAME. NO ARTICLES.

IT – ADAM DARACK

EXPENSE BUDGET HAS DECREASED OVERALL. INCREASES TO SPECIAL SERVICES AND COMPUTER SUPPLIES ARE OFF SET BUT A LARGE DECREASE TO REPLACEMENT EQUIPMENT. MS. SERPA COMMENTED THAT THE TOWN IS VERY LUCKY TO HAVE MR. DARACK. THE COMMITTEE DISCUSSED THE WAY INFORMATION IS BACKED UP; MR. DARACK STATED THAT HE MOSTLY USES THE CLOUD. THE COMMITTEE DISCUSSED HOW SUCCESSFUL THE TEXT NOTIFICATION SYSTEM HAS BEEN AND THANKED MR. DARACK.
NO ARTICLES.

THE SELECTMEN PRESENT BRIEFLY CONDUCTED OTHER BUSINESS AT THEIR REGULARLY SCHEDULED MEETING.

MS. DOLBY DISTRIBUTED THE DRAFT WARRANT FOR REVIEW AND OFFERED CLARIFICATION ON SOME OF THE ARTICLES: THE WASTEWATER ARTICLES WILL BE DONE AS A CAPITAL IMPROVEMENT PROJECT; THERE WILL BE TWO OVERRIDES: THE HANGAR FOR KATAMA AIRFIELD AND THE WASTEWATER PROJECTS. MR. FEAREY ASKED ABOUT THE CURRENT BORROWING CAPACITY OF THE TOWN. THE COMMITTEE DISCUSSED THE TAX RATE – TAXES WENT UP LAST YEAR BECAUSE OF THE YELLOW HOUSE AND THE DREDGE, THEY WILL COME BACK DOWN AGAIN.

AIRFIELD – PETER VINCENT, JANE VARKONDA, FATHER NAGLE

THERE WILL BE A NEW MANAGEMENT STRUCTURE AT THE AIRFIELD THIS YEAR SINCE THE TOWN TOOK IT OVER. THE FORMER MANAGER USED TO BE RESPONSIBLE FOR ALL OPERATIONS BUT THE TOWN WILL BE NOW, INCLUDING THE LEASE OF THE RESTAURANT SPACE. MR. VINCENT STATED THAT THE FUEL PURCHASING CAPACITY NEEDS TO BE INCREASED TO ABOUT \$60K, ALL OF WHICH WILL BE MADE BACK (TO THE GENERAL FUND) BY THE SALE OF SAID FUEL. MR. VINCENT STATED THAT THE RESTAURANT WILL BE LEASED FOR \$50K PER YEAR AND THE COMMITTEE DISCUSSED THE OTHER REVENUE SOURCES AT THE AIRPORT: TIE DOWN FEES, HANGAR RENTALS, LANDING FEES, ETC.

2 ARTICLES: (1) \$80K TO REPLACE THE DECK AT THE RESTAURANT; **(2)** VOTE TO ADD AIRPORT MANAGER AND ASSISTANT TO THE NEW CLASSIFICATION PLAN AT A TOTAL COST OF \$40K. THE COMMITTEE DISCUSSED WHETHER \$40K IS ENOUGH FOR A MANAGER AND ASSISTANT. MS. VARKONDA SAID THE AMOUNT WAS BASED ON A SALARY OF \$23,500 FOR 17 WEEKS AS MANAGER, AND \$15 PER HOUR FOR THE ASSISTANT. THE COMMITTEE DISCUSSED THAT THE LOWEST PAID STEP ON THE SCALE IS AT \$19.75 AND ASKED THE AIRPORT COMMISSION TO CONSIDER THIS.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 4:35PM.

RESPECTFULLY SUBMITTED,
JULIET MULINARE, ASSISTANT