

**ADVISORY AND FINANCE COMMITTEE
MEETING MINUTES
June 17, 2015**

A meeting of the Advisory & Finance Committee was held on Wednesday, June 17, 2015. The meeting was called to order by Chairman John Moody at 7:00PM and was conducted in the Mayflower II Meeting Room at the Plymouth Town Hall, 11 Lincoln Street, Plymouth, Massachusetts.

PRESENT **Eleven members of the committee were present:**
Cornelius Bakker, Kevin Canty, Betty Cavacco, Kevin Hennessey, Shelagh Joyce, Ethan Kusmin, Patricia McPherson, Christopher Merrill, John Moody, Marc Sirroco, Charles Stevens

ABSENT **Four members of the committee were absent:**
Richard Gladdys, Harry Helm, Patrick O’Brien, Harry Salerno

AGENDA ITEMS

➤ **Introduce New Member – Betty Cavacco**
New Advisory & Finance Committee Member, Betty Cavacco, was introduced. Betty is President of the non-profit group, Friends of the Manomet Youth Center. She worked for Entergy for 30 years. Each committee member then briefly introduced him/herself.

➤ **End of Year Appropriation Transfer Requests**
NATURAL RESOURCES DEPARTMENT: David Gould, Director of Marine & Environmental Affairs, requested an End of Year Appropriation Transfer of \$50,000 from Police - Salaries & Wages to Natural Resources – Hazardous Waste Clean Up. The additional funds will cover the costs related to the removal, trucking, and tipping fees of waste from under the South Street landfill / police station parking lot, in excess of the Engineer’s estimate. All excavation is now complete and the additional costs are as follows:

- MSW \$36,595
- Concrete \$ 6,470
- Stumps \$ 3,300
- Total \$46,365

Questions:

- Will using the police salary line hamper any staffing needs? (C Merrill) Chief Botieri answered that this will not impact staffing, these are funds in excess of what they need to fund staffing from now until fiscal year end.
- Will the bill(s) for this be expended by June 30th? (S Joyce) David Gould answered yes, the goal would be to expend the funds by June 30th.

Christopher Merrill made a motion to approve the Natural Resources Department’s End of Year Appropriation Transfer in the amount of \$50,000 from Police - Salaries & Wages to Natural Resources – Hazardous Waste Clean Up. Kevin Canty, second. The motion passes unanimously (10-0-0).

FIRE DEPARTMENT: Fire Chief Ed Bradley requested an End of Year Appropriation Transfer in the amount of \$17,500 from Salaries to Vehicle Maintenance. Engine #2 has been experiencing diesel engine trouble. The Cummins Dealer has diagnosed partial engine failure and “top end rebuild” and new turbo charger is required to get the apparatus back in service. The cost to rebuild has been quoted at \$17,500.

Questions:

- How does this price compare to a new one? (K Canty) Refurbished \$32,000, new \$42,000.
- What is the expected life span of the engine? (K Canty) 25-30 plus years.

Kevin Canty made a motion to approve the Fire Department's End of Year Appropriation Transfers in the amount of \$17,500 from Salaries and Wages to Vehicle Maintenance Supplies. Kevin Hennessey, second. The motion passes unanimously (10-0-0).

DPW-MAINTENANCE DEPARTMENT: Dennis Westgate, Assistant DPW Director, requested an End of Year Appropriation Transfer in the amount of \$46,000 from Police – Salaries and Wages DPW Maintenance – HVAC Services. The Police Department has a three burner boiler system integrated into one unit. This is the original heating system installed during the construction of the police station in 1995. This past winter, the center burner unit failed. At the end of March, the second unit failed, leaving just one burner to bear the burden of maintaining the heat for the entire building. In May, the boilers were shut down for assessment. The Town received a quote from Industrial Burner Systems for the repairs (\$33,000) which was very close to the price to purchase a new and more efficient system (\$40,000). Since the price difference is small, the existing system is nearing the end of its life cycle, and a funding source is available, it makes sense to invest in a new more-efficient system at this time.

Questions:

- Why are you requesting \$50,000 when the quote is \$40,000? (E Kusmin) Building in a contingency just in case additional costs arise with the project.
- Do you know what the payback period is, as far as the monthly savings in energy costs covering the additional cost of the new system? (C Stevens) No.
- What is the life expectancy of the new unit? (K Canty) 30 years.
- This vendor is on the state bid list. Are any Plymouth companies on that list? (B Cavacco) For this type of service there were not. Plymouth companies are always welcome to put in bids for projects that go out to bid and to pursue getting placed on the state bid list.
- Is the state bid list kept up to date so you know it has the best prices? (E Kusmin) The state updates the list regularly.
- With a new two unit system, can one unit run the station alone if the other goes down for service? (K Hennessey) Yes.

Cornelius Bakker made a motion to approve the Maintenance Department's End of Year Appropriation Transfer in the amount of \$46,000 from Police - Salaries & Wages to Maintenance – HVAC Services. Kevin Canty, second. The motion passes unanimously (10-0-0).

➤ **Attendance**

Chairman John Moody spoke about meeting attendance and asked the members to be mindful of their commitment to the committee and to the community. The Standing Rules of the committee mention an expectation to attend all meetings, which is not realistic. The Rules Committee may look at the attendance policy. The committee met 19 times this fiscal year, 3 members missed 5 meetings, 2 missed 4 meetings, 2 missed 3 meetings, 3 missed 2 meetings, 1 missed 1 meeting, and 1 did not miss any meetings. Low attendance could affect reappointment, but that is up to the Moderator.

➤ **Upcoming Committee Reorganization**

Chairman Moody notified the Committee that committee reorganization must be done every year during the July meeting. The Committee will be electing a Chair, 1st Vice Chair, and 2nd Vice Chair at the July 15th meeting. The committee will also look at the committee liaison assignments and opportunities at the July 15th meeting.

Public Comment

None

Old/New/Other Business

- Caucus Reporting – A new form was shared which will be used for members to make notes regarding topics or questions that came up at a precinct caucus meeting. The Advisory & Finance Committee member(s) attending that meeting would fill out the form and then email it to both the Budget Analyst (Kere Gillette) and Committee Chair (John Moody). The form would then be emailed out (by Kere or John) to the whole committee. This would be for informational purposes only and no one is to reply all with comments so as not to violate Open Meeting Laws. Kevin Canty said that he had a chance to look into the Open Meeting Law and would be happy to make a presentation at the next meeting with his findings. It was agreed that hearing key points about the law and be given a list of online resources would be helpful and it would be placed on the July 15 agenda.
- Committee Liaison Updates:
 - Revenue Ideas Taskforce – John Moody reported that the work of the taskforce is coming to an end and that it will be presenting its final 7 recommendations in the next several weeks. Topics include: A fee for nuclear waste, outsourcing legal services, mooring and dock fees, sand and gravel operations, PILOTS/SILOTS/GILOTS, auctions, and false alarm fines.
 - The Committee of Precinct chairs is meeting at 7PM tomorrow (Thursday, June 18, 2015) and will be taking up the topic of Conflict of Interest.
- Grants – Shelagh Joyce reported that she attending an AD Makepeace event where the Plymouth schools received a grant. Multiple police departments also received grants to help with the cost of Narcan. She said that AD Makepeace awarded a lot of grants that evening and Plymouth should look at expanding its efforts in obtaining grants because every little bit helps.

Meeting Minutes

- May 20, 2015: **Patricia McPherson made a motion to approve the May 20, 2015 meeting minutes. Kevin Canty, second. The motion carries unanimously (6-0-5) with Chairman Moody voting in favor. Betty Cavacco, Charles Stevens, Cornelius Bakker, Kevin Hennessey and Christopher Merrill, abstained.**

ADJOURNMENT

Kevin Hennessey made a motion to adjourn. Kevin Canty, second. The motion for adjournment carries unanimously (10-0-0).
The meeting adjourned at 7:59PM.

Respectfully submitted,
Kere Gillette