

ADVISORY AND FINANCE COMMITTEE

MEETING MINUTES

May 18, 2016

A meeting of the Advisory & Finance Committee was held on Wednesday, May 18, 2016. 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 **12 members of the committee were present:**

Kevin Canty, Betty Cavacco, Robert Cote, Harry Helm, Ethan Kusmin, Patricia McPherson, Christopher Merrill, John Moody, Patrick O'Brien, Harry Salerno, Marc Sirrico, Scott Stephenson

ABSENT **2 members of the committee were absent:**

Mike Lincoln, Marcus McGraw

Announcements

- PACTV is working on the sound system this week. The speakers in the room currently do not work so please project your voice when you speak so audience can hear you. Sound should be fixed by next week.
- Vacancy Notice – Advisory & Finance Committee. There is currently one spot vacant on the Advisory & Finance Committee, as Shelagh Joyce was elected as a Selectmen last Saturday. That term would begin immediately and expire on June 30, 2018. There are also 5 terms expiring on June 30, 2016. New terms begin July 1, 2016 and expire on June 30, 2019. All interested parties are asked to send a letter of interest to Moderator Steven Triffletti at 124 Long Pond Road, Plymouth, MA 02360 or email fst@plymouthlaw.com.

Agenda Items

- Reserve Fund Transfer
Ed Bradley, Fire Chief, explained that he is requesting a \$12,810 Reserve Fund transfer to cover turbo-charger related repairs to Engine 2. The engine went out of service over the weekend. Cummins Northeast has diagnosed problems with the engine and provided a quote. The Engine is sitting at their shop in Dedham awaiting approval of this funding so they can start the work.

Questions:

- Engine is a 2008. If it gets fixed, what is the expected life span? (K Canty) Fire engines usually last 15 years on the front line then rehab and another 5 years on reserve or back up. This is a lighter chassis and gets heavy use so 10 years is a more realistic estimate. These lighter engines are proving to have more maintenance issues than the heavier, more expensive engines.
- What is the cost to replace a fire engine? (K Canty) \$500,000 for a lighter one but we would not purchase another light one because of the issues we are having. \$600,000 for a new heavy chassis fire engine.
- Is this the same engine that was in the shop last year? (C Merrill) Yes, last June it was in the shop. It had a defective air filter. It needed new pistons and a new head. The insurance company reimbursed us in full, \$17,000, for those repairs.
- Will the new parts be warranted? (C Merrill) Yes. 5 year for emissions, 1 year for other parts.
- It has 58,582 miles on it but based on hours should have 235,000? (H Salerno) Yes, the equivalent of 235,000 miles. Fire engines spend about 60 percent of their run time not moving. There is a formula that every one hour of run time is equal to 42 road miles.

Patrick O'Brien made a motion to approve the Reserve Fund Transfer in the amount of \$12,810.

Harry Helm, second. The motion carries unanimously (11-0-0).

- End of Year Appropriation Transfer
Michelle Roberts, Director of Public Health, explained that the Health Department is looking to transfer \$5,000 from its Salary & Wages budget line to its Meetings & Training line. The department has new

administrative staff that required MUNIS financial management software training and a new inspector who needed food safety, housing, pool inspection, and allergen awareness training. There are sufficient funds in the salary line to cover the shortfall in the meeting and training line.

Questions:

- There was money budgeted in the Finance Department for MUNIS training. Did that not cover these trainings? (H Salerno) Lynne Barrett, Finance Director, responded that the money budgeted in Finance was to roll out modules for payroll and human resources. Human resources was able to fund some of the Health Department training, but not all of it.
- Is the training being coordinated efficiently together? (H Salerno) Yes.

Patrick O'Brien made a motion to approve the End of Year Appropriation Transfer of \$5,000. Betty Cavacco, second. The motion carries unanimously (11-0-0).

➤ Committee Appointments & Elections

Committee vacancies were announced earlier. Members whose terms are expiring this June are reminded to send a letter to Moderator Triffletti if they wish to be re-appointed. We believe 4 members will be seeking reappointment and one, Marcus McGraw, will not. At the July 13 meeting, the committee will be reorganizing and will elect a Chair, 1st Vice Chair, and 2nd Vice Chair.

➤ Budget Discussion

It was suggested at a previous meeting that we have a discussion about the budget process and see if the committee could come up with some ideas to improve the process. Any ideas?

- Article 9 – Capital Items: We asked and learned a lot about the planetarium project before spring Town Meeting. At that time we talked about putting together a new process for reviewing Article 9 items. Maybe receiving the Article 9 list earlier, having our CIC (Capital Improvements Committee) liaison share information about each item on the list or those that we have questions about, moving that up earlier on our agenda when that information is still fresh on the mind of the liaison soon after the CIC meets, staff should be prepared to appear before us to present their projects, they present to CIC so that might be overkill. This may make some sub-committee meetings significantly longer. While we are looking at streamlining, we should also look at the practice of departments placing the same items on the list year after year which never rank high enough to receive funding. Finance Director, Lynne Barrett, said that a tentative list of Article 9 projects can be provided sooner so that sub-committees can review each department's items when they meet with them.
- We should also rethink, redesign, revamp our sub-committees agendas. Maybe create semi-permanent sub-committees to dig deeper and have a further understanding of some topics like OPEB and Pension and other areas.
- This extends to other areas of the Town Meeting Warrant as well like the CPC. It would be nice to receive their information earlier in the process. We did create a liaison position with the CPC this year that did not get started until late in the process. That position will be a help for future town meetings. CPC does a lot of work in executive session to protect the town's interests particularly with real estate, but we could ask them to look at their schedule to better align with Advisory & Finance meetings and Town Meeting.
- Also regarding Town Meeting, there are a lot of articles that are not properly constructed which take up our time even before they are fully thought through, the town provides no guidance to those petitioning an article other than handing them a petition, it would be nice if we could communicate requirements and expectations from the Board of Selectmen, Advisory & Finance and Town Meeting. John Moody, Harry Helm, Kevin Canty and Harry Salerno all agreed to work on a document outlining guidelines and coordinating with Town Clerk, Larry Pizer, as well as the Selectmen and Precinct Chairs to finalize and then utilize that document.
- In the long term, the entire time frame should be improved, we should receive articles sooner, divide them over more meetings so meetings do not go as late into the night, articles heard later in night do

not receive same vetting as articles heard earlier in night. John Moody reported that he recently met with Derek Brindisi, Assistant Town Manager, to discuss the timeline and that there are standard items of business every Town Meeting and that those articles should be ready to be presented to us even before the warrant opens, it is unreasonable to have everything fall down to the last few meetings.

- With more and more Town Meeting articles being added each Town Meeting, some say it may be time to add a third Town Meeting instead of just having 2;, Chairman Moody indicated there are so many logistical issues to contend with that that may be difficult.
- Some say our Town is too large to run on Town Meeting style government but Chairman Moody indicated he disagrees.

Patrick O'Brien had to leave meeting

➤ Conflict of Interest Overview

Kevin Canty presented a brief Conflict of Interest overview to assist our new committee members in understanding the concept:

Conflict of Interest Law: M.G.L. CHAPTER 268A & Plymouth's Town Charter

Purpose:

- To prevent conflicts between private interests and public duties
- Foster integrity in public service
- Promote the public's trust and confidence in that service

Applicability:

Anyone performing services for a city or town or holding a municipal position

- Can be paid or unpaid
- Includes full-time and part-time
- Includes municipal employees, elected officials, volunteers, and consultants

An employee of a private firm can be considered a "municipal employee" if the private firm has a contract with the city/town and the employee's services have been specifically contracted ("key employee")

On-The-Job Restrictions:

- You cannot ask for or take bribes (Section 2)
- You cannot ask for or accept gifts or gratuities (Sections 3, 23(b)(2), and 26)
- You cannot use your official position to get something you are not entitled to, or do the same for a third party (Sections 23(b)(2) and 26)
- Self-Dealing / Nepotism: Participating as a "municipal employee" in a matter where you, your immediate family, your business organization, or your future employer has an interest is prohibited (Section 19)
- Appearance of conflict: You cannot act in a manner that would make a reasonable person think you could be improperly influenced (Section 23(b)(3))

Further Information Available at State Ethics Commission: Phone (617) 371-9500

Website: <http://www.mass.gov/ethics/contact-us.html>

Town Charter, Section 10

- 2-10-1: Town Meeting Members voting
- 2-10-2: Town Meeting Members immediate family member defined
- 2-10-3: Town Meeting Members financial interests defined

Further Information Available at Website: www.plymouth-ma.gov

http://www.plymouth-ma.gov/sites/plymouthma/files/uploads/charter_05_with_2012_updates.pdf

Old/New/Other Business

- Betty Cavacco attended the Harbor Committee meeting. The Twharf and boat ramp projects are on schedule and are scheduled to open June 1st. July 9th is going to be a busy day on the water with the Bass & Blues Tournament and the blessing of the fleet both happening.
- John Moody said that the Rules Committee will be meeting soon to pick up where they left off before Town Meeting season.
- The meeting schedule for the remainder of the calendar year was mailed to all members. We just need to add one more date to hold for a potential meeting: Wednesday, September 21.

Meeting Minutes

- February 24, 2016: **Scott Stephenson made a motion to approve the minutes of the 2/24/16 meeting. Christopher Merrill, second. The motion carries unanimously (10-0-0).**
- March 2, 2016: **Betty Cavacco made a motion to approve the minutes of the 3/2/16 meeting. Kevin Canty, second. The motion carries unanimously (9-0-1). Robert Cote, abstained.**
- March 16, 2016: **Harry Helm made a motion to approve the minutes of the 3/16/16 meeting. Kevin Canty, second. The motion carries unanimously (6-0-4). Betty Cavacco, Robert Cote, Ethan Kusmin, Patricia McPherson, abstained.**
- March 30, 2016: **Patricia McPherson made a motion to approve the minutes of the 3/30/16 meeting. Kevin Canty, second. The motion carries unanimously (6-0-4). Betty Cavacco, Patricia McPherson, Marc Sirrico, Scott Stephenson, abstained.**
- April 2, 2016: **Betty Cavacco made a motion to approve the minutes of the 4/2/16 meeting. Harry Salerno, second. The motion carries unanimously (9-0-1). Scott Stephenson, abstained.**

ADJOURNMENT

Harry Salerno made a motion to adjourn. Patricia McPherson, second. The motion for adjournment carries unanimously (10-0-0).
The meeting adjourned at 8:18PM.

Respectfully submitted,
Kere Gillette