FINANCE COMMITTEE MEETING  
January 22, 2020 – 7:00 p.m.  
Old Water Department Room – Falmouth Town Hall  
59 Town Hall Square, Falmouth, MA 02540

APPROVED MINUTES

Present: Keith Schwegel, Nick Lowell, Susan P. Smith, Ron Dyer, Peter Hargraves, Mary Harris, Joseph Lemay, Judith P. Magnani, Jim Marnell, James Newman, Wendy Vogel
Absent: Kathleen Beriau, Joseph “Dutch” Drolette, Cynthia Eaton, Deborah D. Maguire
Public Present: Jennifer Mullen (Finance Director), Julian Suso (Town Manager), Sam Patterson (Board of Selectmen), Brad Cole (Falmouth Enterprise)

Handouts:

1. WELCOME
   Keith Schwegel opened the meeting at 7:00 pm.

2. PUBLIC COMMENT
   None

3. CHAIRMAN’S REPORT
   Keith Schwegel recognized Jennifer Mullen for a short presentation on the Fiscal 2021 Budget. Jennifer Mullen gave a synopsis of the presentation that was given at the Board of Selectmen’s meeting on January 6th.
   After the presentation, Keith commented briefly on the Committee’s role in the budget process.

4. COMMUNITY DEVELOPMENT – CONSERVATION DEPARTMENT
   Jim Marnell moved $313,881 for the Conservation Department
   Susan Smith seconded
   Jim presented the details of the budget, focusing on the following:
   • A $250 increase to the Uniform line item due to the AFSCME A contract settlement
   The Committee discussed the following:
   • Department activity – second busiest department in the State
   • Vacant position
   All in favor

5. COMMUNITY DEVELOPMENT – PLANNING DEPARTMENT
   Peter Hargraves moved $298,920 for the Planning Department
   Susan Smith seconded
   Peter presented the details of the budget
   All in favor

6. COMMUNITY DEVELOPMENT – ZONING APPEALS
   Susan Smith moved $141,595 for Zoning Appeals
   Jim Marnell seconded
   Sue presented the details of the budget, focusing on the following:
   • Communications - Postage
   The Committee discussed the following:
   • Staff Development
   • Auto Allowance
• Professional/Technical Contractual Services
  All in favor

7. DPW – ADMIN & ENGINEERING
  Wendy Vogel moved $889,965 for DPW Admin & Engineering
  Susan Smith seconded
  Wendy presented the details of the budget, focusing on the following:
  • Director vacancy
  • New solid waste/recycling employee
  • Recycling changes
  The Committee discussed
  • Interim Director
  • New solid waste/recycling employee
  • Uniform allowance increase
  • Staff development
  All in favor

8. DPW – ADMIN & ENGINEERING – STREET LIGHTING
  Wendy Vogel moved $105,000 for Street Lighting
  Susan Smith seconded
  Wendy presented the details of the budget
  The Committee discussed the following:
  • “Admiral Cap” lights
  • Transition to LED
  All in favor

9. DPW – HIGHWAY DIVISION
  Wendy Vogel moved $1,488,050 for DPW Highway
  Susan Smith seconded
  Wendy presented the details of the budget, focusing on the following:
  • List of road repairs scheduled
  • Increased porta-potty locations
  • Vacant positions
  • New trash truck scheduling
  The Committee discussed the following:
  • Tools line item (moved to Fleet Mgt)
  • Seasonal workers line item increase
  • Temporary wages request
  • Litter collection
  All in favor

10. DPW – HIGHWAY DIVISION – SNOW & ICE
    Wendy Vogel moved $375,00 for Snow & Ice
    Susan Smith seconded
    Wendy presented the details of the budget
    The Committee discussed the following:
    • Fuel/Diesel line item
    • Reducing the Snow & Ice to one consolidated line in the Warrant
    All in favor
11. DPW – HIGHWAY DIVISION – VEHICLE FUEL
   Wendy Vogel moved $335,000 for Vehicle Fuel
   Peter Hargraves seconded
   All in favor

12. DPW – HIGHWAY DIVISION – SOLID WASTE COLLECTION
   Wendy Vogel moved $3,663,000 for Solid Waste Collection
   Peter Hargraves seconded
   Wendy presented the details of the budget
   The Committee discussed the following:
   - Contract expiration date
   - Recycling quality issues
   All in favor

13. DPW – HIGHWAY DIVISION – BIKEWAYS
   Wendy Vogel moved $2,000 for Bikeways
   Peter Hargraves seconded
   Wendy presented the details of the budget
   The Committee discussed the following:
   - Maps for Chamber of Commerce
   All in favor

14. DPW – HIGHWAY DIVISION – WASTE MANAGEMENT FACILITY
   Wendy Vogel moved $360,895 for the DPW Waste Management Facility
   Peter Hargraves seconded
   Wendy presented the details of the budget
   The Committee discussed the following:
   - Construction and Demolition debris/recycling
   - Well monitoring
   Nick Lowell moved for withdrawal of the consideration
   Susan Smith seconded
   All in favor

15. DPW – TREE & PARKS MAINTENANCE
   Wendy Vogel moved $1,251,933 for DPW Tree & Parks Maintenance
   Susan Smith seconded
   Wendy presented the details of the budget, focusing on the following:
   - Playground safety
   - New Senior Center and Playground responsibilities
   - Employment Attrition
   The Committee discussed the following:
   - Goodwill Park closed entrances
   - Chart of Responsibilities
   - Seasonal workers
   - Field Maintenance
   All in favor

16. DPW – WASTEWATER DIVISION
   Nick Lowell recused himself and left the room
   Wendy Vogel moved $1,646,445 for the DPW Wastewater Division
Susan Smith seconded
Wendy presented the details of the budget, focusing on the following:
- Plant electricity costs
- Grinder pumps
- Power outages and pump-outs
The Committee discussed the following:
- Grinder pump power outages and pump-outs
- Grinder pump warranties
All in favor

17. DPW – RENEWABLE ENERGY
Moved to a future meeting

18. COMMUNITY SERVICES – RECREATION DEPARTMENT
Joseph Lemay moved $571,727 for the Recreation Department
Peter Hargraves seconded
Joe presented the details of the budget
All in favor

19. COMMUNITY SERVICES – BEACH DEPARTMENT
Peter Hargraves moved $773,506 for the Beach Department
Joe Lemay seconded
Peter presented the details of the budget, focusing on the following:
- Seasonal Wages
The Committee discussed the following:
- Credit Card machine malfunctions
- Seasonal employees
- Highway crossover employees
All in favor

20. EMPLOYEE BENEFITS – COURT JUDGEMENTS
Jim Newman moved $500 for Court Judgements
Susan Smith seconded
All in favor

21. INSURANCE & RESERVE – PROPERTY, LIABILITY & WORKERS’ COMPENSATION
Jim Newman moved $1,724,538 for Property, Liability and Workers’ Compensation Insurance
Susan Smith seconded
The Committee discussed the following:
- Whether the Town was self-insured in these areas
All in favor

22. OTHER BUSINESS
Keith Schwegel addressed a change in the Library Budget assignments due to a recent conflict of interest
The Committee discussed the following regarding the Override Article expected in the April Annual Town Meeting Warrant:
- Whether the Fire/Rescue Override Article would be fall under the responsibility of the Finance Committee
- Who, besides Chief Small, should be included in Committee discussions
• Location for this discussion

23. ADJOURN
   The meeting adjourned at 8:47pm