FINANCE COMMITTEE MEETING  
February 11, 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, Kathleen Beriau, Joseph “Dutch” Drolette, Ron Dyer, Cynthia Eaton, Peter Hargraves, Mary Harris, Judith P. Magnani, Jim Marnell, James Newman  
Absent: Joseph Lemay, Deborah D. Maguire, Wendy Vogel  
Public Present: Jennifer Mullen (Finance Director), Sam Patterson (Board of Selectmen),

Handouts:

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

2. PUBLIC COMMENT  
   None

3. CHAIRMAN’S REPORT  
   Keith Schwegel spoke on the following:
   - February 10th Board of Selectmen’s Meeting  
   - Transmittal regarding February 25th meeting to be sent to Board of Selectmen, Town Manager, Finance Director and the Fire Chief  
   - Compilation of questions from the previous meeting’s discussion of the Fire/Rescue Budget and Article 14 to be distributed with the transmittal and to the Committee later in the week  
   - The Finance Committee’s role in the deliberations of Article 14  
   - E-mail from Mark Cool regarding the West Falmouth Fire Station and who would be responding to it

4. APPROVE MINUTES  
   The Chair did not distribute the minutes to the Committee, this item will be moved to the next meeting

5. GENERAL GOVERNMENT – RESERVE FUND  
   Nick Lowell moved the Reserve Fund for discussion  
   Susan Smith seconded  
   Nick presented his discussion points:
   - Conversation at a previous meeting about raising the amount of the Reserve Fund line item  
   - Fund availability with the decrease of the Cape Tech budget line  
   The Committee discussed the following:
   - Moving the recommendation to the FY22 Budget process  
   - Past use of Reserve Funds  
   - Why, if the Committee had originally discussed raising it, why they were now going to accept the originally budgeted amount  
   - Scheduling a budget meeting with Town Management for the FY21 Budget Process to discuss the increase  
   Nick moved to close the discussion
Nick moved $325,001 for the Reserve Fund
Dutch Drolette seconded
All in favor

6. GENERAL GOVERNMENT – INFORMATION TECHNOLOGY
Mary Harris moved $1,007,594 for Information Technology
Susan Smith seconded
Mary presented the details of the budget, focusing on the following:
- Vacancies
- Phishing/Ransomware/Digital Security
- Infrastructure and Internet (Bandwidth and Redundancy)
- Line item overspending – computer hardware
- Top Gun migration process
All in favor

7. GENERAL GOVERNMENT – GEOGRAPHIC INFO SYSTEMS
Mary Harris moved $104,444 for Geographic Information Systems
Dutch Drolette seconded
Mary presented the details of the budget
The Committee discussed the following:
- Digital Cadastral Parcel Base
All in favor

8. GENERAL GOVERNMENT – PERSONNEL
Jim Newman moved $319,531 for the Personnel Department
Susan Smith seconded
Jim presented the details of the budget, focusing on the following:
- Medical Services
- Contractual Services
The Committee discussed the following:
- Department Head’s stipend
- New requested position
All in favor

9. GENERAL GOVERNMENT – DISABILITY COMMISSION
Jim Newman moved $250 for the Disability Commission
Dutch Drolette seconded
All in favor

10. GENERAL GOVERNMENT – TOWN COUNSEL
Cynthia Eaton moved $527,475 for Town Counsel
Susan Smith seconded
Cynthia presented the details of the budget, focusing on the following:
- Staffing
- Rent
The Committee discussed the following:
- Prior Fiscal Year Reserve Fund Transfer
- Special Counsel
All in favor
11. GENERAL GOVERNMENT – TOWN CLERK
   Ron Dyer moved $295,106 for the Town Clerk
   Dutch Drolette seconded
   Ron presented the details of the budget, focusing on the following:
   • Code update
   • Staffing
   All in favor

12. GENERAL GOVERNMENT – TOWN MEETING
   Ron Dyer moved $46,000 for Town Meeting
   Susan Smith seconded
   Ron presented the details of the budget, focusing on the following:
   • Advertisement costs
   • Use of Salaries and Wage line item
   The Committee discussed the following:
   • Electronic voting device expenses
   • Overtime
   All in favor

13. GENERAL GOVERNMENT – TOWN MODERATOR
   Ron Dyer moved $1,500 for the Town Moderator
   Dutch Drolette seconded
   All in favor

14. GENERAL GOVERNMENT - ELECTIONS
   Ron Dyer moved $81,700 for Elections
   Dutch Drolette seconded
   Ron presented the details of the budget, focusing on the following:
   • Election workers
   • Number of upcoming elections
   • Police officers at the polls
   The Committee discussed the following:
   • Rental/Lease line item
   • Elections included in the FY21 budget
   All in favor

15. COMMUNITY DEVELOPMENT – HEALTH DEPARTMENT
   Dutch Drolette moved $414,540 for the Health Department
   Susan Smith seconded
   Dutch presented the details of the budget, focusing on the following:
   • Department Activity
   • Temporary Salaries/Wages
   • Other Supplies/Department
   • Professional/Technical Contractual Services (formerly Clinics & Nurses)
   • Staffing
   • Vacancy
   • Needle Collection
   The Committee discussed the following:
   • Hazardous Waste collection
   • New position
16. COMMUNITY SERVICES – HUMAN SERVICES
Kathleen Beriau asked to defer the item to the next meeting

17. EMPLOYEE BENEFITS – UNEMPLOYMENT
Jim Newman moved $145,000 for Unemployment
Dutch Drolette seconded
All in favor

18. EMPLOYEE BENEFITS – HEALTH INSURANCE
Nick Lowell and Judy Magnani recused themselves and left the room
Jim Newman moved $15,585,305 for Health Insurance
Dutch Drolette seconded
The Committee discussed the following:
• Town/School/Retiree coverage
• No increase in cost for FY21
• Percentage of premiums the Town is responsible for
All in favor

The Committee further discussed:
• The exclusion of the proposed eight firefighters (Article 14) from the budgeted amount (included in the proposed appropriation)
• Room in this line item for new positions included in the budget

19. EMPLOYEE BENEFITS – LIFE INSURANCE
Jim Newman moved $9,232 for Life Insurance
Ron Dyer seconded
All in favor

20. EMPLOYEE BENEFITS – MEDICARE
Jim Newman moved $900,000 for Medicare
Dutch Drolette seconded
The Committee discussed the following:
• Number of employees who don’t contribute to Medicare
• What this line item is for
All in favor

21. EMPLOYEE BENEFITS – OTHER EMPLOYEE BENEFITS
Nick Lowell and Judy Magnani recused themselves and left the room
Jim Newman moved $218,200 for Other Employee Benefits
Ron Dyer seconded
Jim presented the details of the budget, focusing on the following:
• Longevity
• Sick Leave Buyback
• Employee Assistance Program
• Fringe Benefits (403B)
• Long Term Disability
The Committee discussed the following:
• Fluctuation of the overall budgeted amount
All in favor

22. OTHER BUSINESS
   Susan Smith asked to bring Senior Services back for discussion (not reconsideration) regarding the $70k line item in the budget that was proposed but not recommended. The $70k will be funded by the Revolving Fund Article in the April Annual Town Meeting.
   Keith Schwegel reviewed plans for the next couple of meetings.
   Nick Lowell informed the Committee that he would be unable to fulfill his assigned role to assist in the review of the Consolidated Communications budget. Peter Hargraves agreed to take his place.
   Keith reviewed the budget items not yet approved.
   The Committee discussed whether it would allow citizens or other Committees to petition for spending.

23. ADJOURN
   Dutch Drolette motioned to adjourn at 8:11pm
   Susan Smith seconded
   All in favor