

## **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 10<sup>th</sup> Board of Selectmen’s Meeting
- Transmittal regarding February 25<sup>th</sup> 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

All in favor

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