

Present: Chair James Plath, Brian Sullivan, Robert Prall, Michael Brennan, Peter McDowell and Ted Dumas. Also present BOS Chair Donald Trepte, BOS Sheryl McMahon, Assistant Town Administrator Sandra Fife and Town Administrator Robert Canevazzi. Also present was recorder Peggie Hunter.

Pledge of Allegiance was recited.

Chair James Plath called meeting to order.

Library-Dept. 610

Chair James Plath thanked Library Department Head, Meg Hill for her years of service and for the way she brought the library system together.

Meg Hill presented budget. The only changes to salary were requests for janitorial services and for on-call hours. Presently there isn't permanent janitorial staff, which is needed to keep the new building as pristine as possible. Michael Brennan asked where the responsibility for janitorial services would lie. Donald Trepte stated that it may go into Steve Estey's budget, but it hasn't been finalized yet. BOS will discuss that at the 2/7/06 meeting. Peter McDowell asked if budget as it stands doesn't provide for janitorial services and Mr. Trepte responded that is correct. On-call hours are difficult because entire staff is part-time; the only full-time employee is the department head, which makes scheduling vacations difficult. A significant number of volunteers have been added, but they are seasonal residents. Ms. Hill said that these volunteers are not a substitute for employees. Ms. Hill asked for 357 on-call staff hours. Most of the Dennis Public Library's volunteers work two hours per week. Michael Brennan asked about the open position and Ms. Hill said that it has been filled. Volunteers will fill in following Ms. Hill's departure on 2/3/06. Town Administrator Robert Canevazzi said that the Library will be open for the same hours. There are 20-25 volunteers total at the Library. Volunteers are able to volunteer as many hours and days as they wish to do so. It was hoped that the Library would be open this winter for a bit longer, but that will not occur at this time. Assistant Town Administrator Sandra Fife said that the job of Library Department Head has been advertised and resumes are due by 2/13/06. The salary was not listed in the ad. Chair James Plath asked about whether the salary level would remain the same for a new hire. Chair Plath pointed out the need for deletion of 51410-Longevity and 51910-Unused Sick Buyback. Outside washrooms would be a separate issue regarding janitorial services and presently are not under the Librarian's supervision. Presently one of the municipal building staff goes to the Library every morning. The Municipal Building Department keeps a close eye on the function schedule at the Library. Peter McDowell said that the Administration will have to make a recommendation to the Finance Committee regarding janitorial services and maintenance of outside washrooms.

MOTION:

Peter McDowell moved and Robert Prall seconded and Committee voted 6-0-0:

Committee voted that Library Budget be adopted exactly as rendered with the exception under item 51410 that 1-1 be stricken in the appropriation provision of \$525.00 and that 51910 be reduced to zero and that the total Library appropriation recommendation be for \$408,207.00

Assessors, Revaluation-141, 142

Marie Giunta, Department Head introduced Assistant Assessor/Appraiser Scott Fahle, and Assistant Assessor/Office Manager Terry Davis. Most of staff is AFCSME. Ms. Giunta asked Committee to remove her \$625.00 longevity as she is retiring. There is a change in mileage, due to an increase in rate. Dues and Memberships were reduced by \$100.00. Budget is level funded for '07. Ms. Giunta's position has been advertised and resumes are due on 2/10/06, as she is retiring. No salary was advertised. A salary of \$65,000.00 for Ms. Giunta's position will remain in place.

MOTION:

Peter McDowell and Robert Prall seconded and Committee voted 6-0-0:

Committee recommended that the budget be adopted exactly as rendered with the exception of 511000 Salaries and Wages line item 3.1 be reduced by \$2890.00 to read \$65,000.00 and that further under 51410 Longevity, that 1-5 be reduced to zero and that the we recommend a total budget for the department of \$278,419.00.

Revaluation

Contractual services are needed for full revaluation. It was a great step to put property information on the internet.

MOTION:

Robert Prall moved and Brian Sullivan seconded and Finance Committee voted 6-0-0:

Committee recommended approval of Revaluation budget for \$70,324.00.

Public Buildings-192

Steve Estey reported on budget for Public Buildings. Salaries are the same. Position at \$45,000 is not yet filled. Position was advertised twice. Four candidates applied, but were not what Public Buildings Department was looking for. Peter McDowell asked further about this vacancy and said that in the past, the number two person was to serve as an understudy for Mr. Estey. Mr. McDowell asked if there was still a need for an administrative person. Mr. Estey said they need to reinstate Superintendent of Buildings position. In terms of janitorial services, Mr. Estey only has three men. When someone is out sick or on vacation, the work falls behind. Mr. McDowell asked if perhaps it was time for a reorganization and that the BOS should examine this possibility. It may not be prudent to wait until Mr. Estey retires to hire someone to work directly under him. Chair James Plath asked if a raise for the unfilled position will make a difference in candidates or should reorganization be considered. Mr. Estey said that reorganization should be

considered. Mr. Plath was in favor of taking Mr. McDowell's suggestion. Robert Prall questioned getting all departments in this reorganization including police and fire. Town Administrator Robert Canevazzi said that yes he agreed especially since the new Police Station and renovated existing Police Station will be coming on board. The Police Department presently has a full-time janitor. Mr. McDowell asked if this individual should be brought into this reorganization. Presently there are two individuals going over to the Library for approximately 20 hours per week. The janitorial services for the Library should come under the Library budget. Chair James Plath asked if there are any contractual union issues with a fifteen hour position. Robert Canevazzi said no. BOS Chair Donald Trepte said that we should set the position aside and take time in developing a specific plan that ends up meeting the needs. Chair James Plath suggested that we try and maintain status quo for FY '07 and incorporate changes in FY '08. Mr. McDowell asked about Mr. Estey's longevity and Mr. Estey said he has a couple more years to go. Mr. McDowell asked what is a valid number for custodial services for the Library for both inside and outside facilities. The outside restrooms have not been used yet. Responsibility for upkeep and maintenance has not yet been established.

MOTION:

Michael Brennan moved and Brian Sullivan seconded and Committee voted 6-0-0:
Committee voted tentative approval of Budget 192 in the amount of \$375,110.00 and that the sum of \$48,205.00 be stricken from this budget.

Engineering-411

Joe Rodricks presented the Engineering budget. Longevity has increased \$250.00 and Unused Sick Buyback is for \$3485.00. Cost of supplies and repairs are going up. Purchase of Services is held the same. Supplies have gone up. In-state travel will be level funded. Dues, Memberships and Subscriptions have increased. Last year the Town voted for a Civil Engineer position and we advertised twice, and unfortunately the cost of hiring a Civil Engineer on Cape Cod is rising. This position salary would have to increase to attract a Civil Engineer. If the funds were to increase to a salary of \$61,600.00, the responsibilities would be increased accordingly and the hours would be 40 rather than 35. This position would operate similar to Mr. Rodrick's position. This position would become the second in command. Ted Dumas asked about utilizing semi-retired part-time workers. Mr. Rodricks said a couple of retired gentlemen have worked for him during the summer, but presently he has only one individual working, one day per week.

MOTION:

Michael Brennan moved and Ted Dumas seconded and Committee voted 6-0-0:
Committee voted tentative approval of Budget 411 for the amount of \$283,376.00.

A short recess was taken.

DPW-410

David Johansen and Greg Rounseville presented the DPW budget. Requests were made in the personnel area and for supplies. Over the past five to six years, the DPW has not received a whole lot of assets to get the work done. Mr. Johansen requested upgrading item 11 position to Office Manager and an upgrade in hours for another position. Greg Rounseville is the only employee eligible for longevity. The position that was vacant in the fall was recently filled.

MOTION:

Michael Brennan moved and Robert Prall seconded and Committee voted 6-0-0:
Committee voted tentative approval of Budget 410 for the amount of \$211,359.00.

DPW-422

David Johansen said that he is requesting two new positions, one being a heavy equipment operator/mechanic. Mr. Johansen said that they have a pretty extensive fleet of vehicles to maintain. In order to supplement the beaches, it is important to understand that a full time man and a quarter are working on beaches year round. There is also the manning of the Landfill to consider. Sea View Playland and the new Dennis Library are now added to the workload with additional lawns and grounds.

Chair James Plath said that stipends should not be included in overtime. The overtime is overtime as employees qualify for a higher license. Peter McDowell wonders if it shouldn't show as longevity shows. Assistant Town Administrator Sandra Fife said that she could break those figures down.

Catch basins were discussed. Town Engineer Joe Rodricks said that this issue was raised with the Capital Outlay Committee. Because we do not get to catch basins and clean them enough, the routine maintenance fails. Peter McDowell asked how many catch basins are cleaned and Greg Rounseville said that last year they cleaned 423. There are 3200 catch basins in total to be cleaned. Mr. Johansen's request for 422 was 1.498 million. The amount of 1.376 million was approved by BOS. Mr. Johansen said if Capital Outlay had been funded, payback would be evident on equipment.

Michael Brennan referred to subject of Town clean-up, and said that most felt the Town was in reasonable shape. Mr. Rounseville said that due to last year's snow plowing needs, work couldn't be done. This year, because of less snow, DPW is able to get more work done. Mr. Johansen said that they are a weather driven department. Mr. Johansen said that added responsibilities and projects mean that something else isn't going to get done. Peter McDowell asked if DPW has people picking up primary roads on a regular basis and asked if they are done on a weekly and biweekly basis. Mr. Johansen said yes, picking up the primary roads occurs on a regular basis as it is part of the Department's job.

Royal Goheen representing the Old South Dennis Village Association spoke and said he doesn't feel much has been done toward improving the clean-up efforts.

Mr. Goheen would hope that the Town would have a better feeling about how the Town looks. Mr. Goheen would like something done about this litter. Chair James Plath said that only one of those positions being requested by the DPW is a grounds position. Chair Plath said that Committee and BOS are on the same page on this issue for the benefit of the Town.

Michael Brennan said that it is not just a DPW problem, but that it is a Town problem. There should be some sort of litter campaign instituted to raise the level of consciousness. Chair Plath agreed that it is a societal problem. Mr. McDowell asked if the Town has an anti-litter by-law and if so, what is the fine. Mr. McDowell suggests that we check into this. Both Michael Brennan and Ted Dumas said he has seen DPW trucks around Town picking up trash. Committee felt they needed to hear more from BOS regarding these positions.

MOTION:

Robert Prall moved and Ted Dumas seconded and Committee voted 6-0-0:

Committee voted to recommend approval of Budget 422 for the amount of \$1,376,382.00

DPW-423-Snow and Ice Removal

MOTION:

Ted Dumas moved and Michael Brennan seconded and Committee voted 5-0-1 (Peter McDowell abstained)

Committee voted to approve Budget 423 for the amount of \$135,637.00.

DPW-433

The request for a Heavy Equipment Operator position has been supported by BOS which will reduce overtime and will eliminate a seasonal position.

Michael Brennan asked how many years we'd have to monitor the Landfill and Town Administrator Robert Canevazzi said that this is a thirty year effort and we are in the seventh year of the process. Contracted price is \$37.51 per ton for tipping fee. Mr. McDowell asked if Mr. Johansen was aware of any change in rates. Mr. Johansen said that grant money is a fixed dollar amount and is not based on tonnage. Grant money is applied at the bottom of the bill as a credit. Mr. Canevazzi explained that the average tipping fee is \$34.10 per ton. Mr. Johansen said that before he started at the DPW, the Town was not using the grant money. By using only 50% of grant money, there is an emergency buffer available. Mr. McDowell discussed his in-house hauling proposal. Mr. McDowell was concerned that \$37,800.00 has been lost and that the possibility of saving \$66,000.00 is not being explored. A preliminary letter from Town of Bourne regarding tipping fees should be here around May or June.

Mr. McDowell wondered if there was any benefit to talking with S& J to see if there is anything in their operation that could benefit the DPW. Mr. Johansen said that he has spoken to Mr. Shea from S& J and that we are paying a lower tipping fee, but at some point there could be the possibility of a public/private partnership. Michael Brennan asked what we have planned for that building. Mr. Johansen said that the Department has requested money from Capital for a consultant to advise on how to run the entire Landfill complex more efficiently.

Mr. Brennan asked to hold off on budget until BOS takes a look at Mr. McDowell's proposal. Mr. McDowell said that BOS is not going to look any further at this proposal. BOS Chair Donald Trepte said that the BOS feels that it is best to outsource trash to SEMASS. Mr. McDowell said that BOS and DPW haven't taken a look at the nuts and bolts of this proposal. Mr. McDowell said that the Town does not need to go out to public bid to haul waste. There would be a spare truck in case of a breakdown. Sheryl McMahon said that a study of the Landfill has been proposed and that perhaps Mr. McDowell's proposal could be evaluated at that time.

MOTION:

Peter McDowell moved and Michael Brennan seconded and Committee voted 6-0-0:
Committee voted to change Line Item 55350 Repairs and Maintenance from \$5000.00 to \$3750.00 and voted to recommend the 100433 Waste Collection/Disposal Budget in the amount of \$1,408,662.00.

Regarding 54800, Mr. Johansen asked that we move the \$2000.00 back over to vehicular supplies.

Mr. McDowell asked if any of the Committee wanted to accompany him and Mike Cummings to look at trees at Dennis Golf Courses. Mr. McDowell will email Committee regarding date options.

Chair James Plath would like to take overtime and make it its own line item. It will give Committee a better perspective.

MOTION:

Committee voted 6-0-0.
Committee voted to adjourn at 10:51PM.

Finance Committee Meeting
Thursday, February 2, 2006
Dennis Town Hall-Large Hearing Room
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Approved