

Finance Committee Meeting
Thursday, February 16, 2006 Approved 6/27/06
Large Hearing Room, Dennis Town Hall
Page 1 of 7

Present: Chair James Plath, Robert Prall, Peter McDowell, Brian Sullivan, Ted Dumas and William Crowell. Also present BOS Jane Otis, Sheryl McMahon, Charlie Crowell, Town Administrator Robert Canevazzi, Assistant Town Administrator Sandra Fife, Accountant MaryAnne Gibbs and Recorder Peggie Hunter.

Absent: Michael Brennan

Pledge of Allegiance was recited.

Chair James Plath called the Meeting to order.

Council On Aging – 541

Paula Dolan Pare, Executive Director presented the budget. Ms. Pare said she is recommending the same amount of staff she has had for ten years. The Purchase of Services line item for \$1000.00 was put in for computer repairs, etc. In-State Travel covers expenses for the Outreach Department and for educational conferences.

Ms. Pare said Dues and Memberships are paid to the MA Council on Aging, Circle (local Council On Aging) and the National Council on Aging, which is now mandatory as the Center is accredited.

Ms. Pare said that it is imperative that the COA get a new phone system as their present system is 20 years old. The Center has ten different volunteers that work one day per week. Four of these volunteers are hard of hearing and the Center needs to meet the ADA requirements. There is also a larger call volume to the Center and the Center needs a system that can connect to the speaker on the lower level. Ms. Pare received three bids and the cost is \$3000.00. Chair James Plath asked if this expenditure was considered small capital and Assistant Town Administrator Sandra Fife said that yes, it was.

Due to the increase in building rentals, Ms. Pare also requested 3 hours more of staff time per week. Total cost per year of this staff increase is \$2385.00.

William Crowell asked if the staff does any out of town driving and Ms. Pare said that Outreach only goes around the Dennis area. Mr. Crowell asked about the rental situation and Ms. Pare said that the Center is used for meetings, dinners and other hall rental purposes. There is a rental system in place and income generated from these rentals is approximately \$20,000.00 per year.

The Center's revolving fund was discussed. The money raised by programs is separated by law and goes back into the revolving fund. Assistant Town Administrator Sandra Fife explained the rates and structure.

Peter McDowell asked where the income from rentals goes. Rental income goes into the Town's general fund. The revolving fund is used for foot care, blood pressure and other

Finance Committee Meeting
Thursday, February 16, 2006 Approved 6/27/06
Large Hearing Room, Dennis Town Hall
Page 2 of 7

health/educational programs as well as from professional shows and a new senior thrift shop. Expenses and income for these programs evens out.

Peter McDowell asked whether the pound key wasn't working on all phones or just one, and Ms. Pare said that the pound key didn't work on all the phones. The pound key transfers calls.

Chair Plath had a question regarding 53800, other expenditures. Ms. Pare said this is where her revolving account comes in handy and that she can live without the \$1000.00.

William Crowell asked about Office Supplies and said that Ms. Pare had requested \$3000.00 but the recommendation was to receive more than that. Ms. Pare said there is a lot going on with paperwork and copying. Toners are also needed for printers. Ms. Fife explained that \$300.00 was moved from Expenditures to Office Supplies.

Jane Otis asked about CORI process. Ms. Pare said that whomever is going to utilize the new person would get the information for the CORI. Ms. Pare gets the CORI and makes the decision whether or not the individual can be utilized. These individuals may have been through the CORI process by another agency, but the COA also does their own CORI. Ms. Otis asked even if we are not employing them, but are recommending instead, are we liable. Who has the liability? The new CORI program is an online one. Ms. Otis has concerns about liability. Ms. Otis will meet with Ms. Pare regarding this issue. Chair Plath said that the CORI will only cover violations in the Commonwealth.

Ms. Pare then discussed the Council On Aging's need for an additional 3 hour per week office clerk.

Ms. Pare and Jerry Berger, Chair of the Advisory Committee then discussed a new phone system on Disabilities. This new system will greatly help the Disability Committee because of several special features. The Disability Committee has offered to pay for the wiring, which will cost \$800.00-\$1000.00 and the COA will pay for the rest.

MOTION:

William Crowell moved and Ted Dumas seconded and Committee voted 6-0-0:
Committee voted approval of the 541 Council On Aging budget in the amount of \$166,398.00.

Committee on Disabilities-548

Jerry Berger requested a budget of \$3150.00.

MOTION:

Peter McDowell moved and Robert Prall seconded and Committee voted 6-0-0:
Committee voted approval of the 548 Committee on Disabilities budget in the amount of \$3150.00.

Finance Committee Meeting
Thursday, February 16, 2006 Approved 6/27/06
Large Hearing Room, Dennis Town Hall
Page 3 of 7

Data Processing-155

Department Head Steve Buss explained what his Department does including the Munis Disaster Recovery Program request. Town Accountant MaryAnne Gibbs spoke in favor of this request. Mr. Buss would continue to do daily back-ups with this Program.

Mr. Buss then discussed Munis Conference in Chicago and included attendance for two people at this Conference in his budget.

Cartridge costs for the Town's two new laser printers have gone up. A reduction in line item 1-1 was discussed.

Robert Prall said that \$8000.00 for the Munis Disaster Recovery Program was a lot of money and asked if another firm could do this same type of work for less dollars. Mr. Buss said that he does a full back up each night of 4 different servers and that the tapes are taken off site to Barnstable. Mr. Buss stated that this Disaster Recovery Program would be extra insurance. Peter McDowell said in the case of a disaster, a computer could be purchased and the tapes stored in Barnstable could be used to conduct Town business. MaryAnne Gibbs stated that the Town would be in deep trouble if we lost the tax records due to a disaster.

Mr. Buss gave an INET update stating that the Town of Dennis channel has moved from analogue to digital. You can now scroll through meetings in minutes, as all fiber cabling is in place. Presently the Town is networked with the Annex, DPW, and with the Fire and Police Departments. Dennis Memorial Library and the Dennis Public Library are not yet networked.

Peter McDowell suggested a central repository for tapes, such as the library. Mr. McDowell also suggested it would be great if the snowbirds could watch Town meetings over the Internet. Mr. Buss stated that the Town is on the threshold of that.

Mr. McDowell asked as cable users we receive considerable monies and did the Town have a balance. After INET is paid for, the balance will be \$683,556.00. Robert Canevazzi stated that due to upcoming cable legislation, there is a move to eliminate licensing and franchising and if this happens, the Town could lose the money they receive. The Town's contract will expire in 2009.

Committee then discussed the Munis Disaster Recovery Program and Sheryl McMahon asked what would recovery cost be vs. an insurance premium. Ted Dumas stated that it might be prudent to get an estimate from an insurance company to see how much it would cost. It was discussed that a package deal might be more palatable if several Cape communities got involved.

MOTION:

Peter McDowell moved and Ted Dumas seconded and Committee voted: 6-0-0
Committee voted that line item 52400 for the Munis Disaster Recovery Program be changed from \$8173.00 to 0 and line item 57100 for in-state travel be reduced to \$200.00 and voted approval of 155 Data Processing budget in the amount of \$227,757.00.

Planning-175

Town Planner Dan Fortier stated that everything would be level funded except for salaries adjusted by contracted amount. Dan Fortier stated that the Department's secretary would rather take comp than overtime, so the overtime line item can be reduced.

MOTION:

Robert Prall moved and Peter McDowell seconded and Committee voted 6-0-0:
Committee voted that line item 51300 overtime be changed and voted approval of 175 Planning budget in the amount of \$102,705.60.

Board of Health-510

Department Head Terry Hayes said that there was an increase in longevity of \$1400.00. The total for Personal Services was \$284,581.00. The rest of the budget is level funded. The VNA requested an extra \$2000.00 and there is a revolving fund balance of \$3765.00 after the vaccine was ordered. This revolving fund is only used for the purchase of medical supplies.

MOTION:

Brian Sullivan moved and William Crowell seconded and Committee voted 5-0-1: (Ted Dumas)
The Finance Committee voted tentative approval of the Board of Health budget in the amount of \$334,011.00.

Board of Selectmen-122

MOTION:

William Crowell moved and Robert Prall seconded and Committee voted 6-0-0:
The Finance Committee voted tentative approval of the Board of Selectmen budget in the amount of \$19,993.00.

Town Administrator-129

There was a contractual increase in this budget. There was also a move of the Payroll Position from the Treasurer's Department to the Assistant Town Administrator's Department. This makes for better communication. Chair Plath asked about the comp time policy for administrative staff and Robert Canevazzi said that there is no policy and that he prefers to pay employees rather than give comp time.

Finance Committee Meeting
Thursday, February 16, 2006 Approved 6/27/06
Large Hearing Room, Dennis Town Hall
Page 5 of 7

Sandra Fife spoke about the Employee Awards Program. This is strictly a longevity awards program. Ms. Fife also spoke about the Volunteer Appreciation Breakfast. This Department is looking to put back in the budget \$1500.00 for Out-of-State Travel, \$2750.00 for MMA memberships and International Personnel Managers Association.

William Crowell asked about the merit program totaling \$11,000.00. Ms. Fife said that this program is based on evaluation scores. Discussion regarding the merit program ensued. It is somewhat of a flawed process for those that are not department heads. The merit rate program was designed for base employees of the Town. Robert Canevazzi said that this program hasn't changed since its inception in the mid 80's. William Crowell suggested putting a cap on it. Chair Plath asked if the merit program is for union or nonunion members. Ms. Fife said that there are only two contractual employees in the program, the Fire and Police Chiefs. Chair Plath said that this program shortchanges the worker. Ms. Fife said that there are several towns that have programs similar to the Town of Dennis.

Ms. Fife then discussed a part-time floater position for 960 hours per year, due to a retirement situation and also discussed the utilization of Ernie Shepard for one day/week.

MOTION:

William Crowell moved and Robert Prall seconded and Committee voted 6-0-0:
The Finance Committee voted to tentative approval of Budget 129 for a total of \$548,777.00.

Central Purchasing-138

Sandra Fife discussed fuel oil, electricity, repairs and maintenance and postage expenses. The postage costs have gone down somewhat as the Town has outsourced its tax bills.

MOTION:

Peter McDowell moved and William Crowell seconded and Committee voted 6-0-0:
The Finance Committee voted to tentative approval of Budget 138 in the amount of \$659,050.00.

Town Reports-195

Sandra Fife spoke about this budget. This line item is put out for bid. Ms. Fife's department will continue to monitor the number of books remaining at the end of a year. The amount of Town Reports ordered has been decreased from 5000 to 4500.

MOTION:

William Crowell moved and Brian Sullivan seconded and Committee voted 6-0-0:
The Finance Committee voted to tentatively approve Budget 195 in the amount of \$21,000.00.

Finance Committee Meeting
Thursday, February 16, 2006 **Approved 6/27/06**
Large Hearing Room, Dennis Town Hall
Page 6 of 7

Street Lighting-424

Sandra Fife spoke about street lighting.

MOTION:

William Crowell moved and Robert Prall seconded and Committee voted 6-0-0:

The Finance Committee voted tentative approval of Budget 424 in the amount of \$168,415.00.

Human Services-599

Raymond Tomasi spoke about this budget.

MOTION:

Peter McDowell moved and Ted Dumas seconded and Committee voted 6-0-0:

Committee voted tentative approval of Budget 599 in the amount of \$35,350.00.

Fringe Benefits-910

Robert Canevazzi presented this budget.

MOTION:

Robert Prall moved and Brian Sullivan seconded and Committee voted 5-0-1: (Ted Dumas)

The Finance Committee voted tentative approval of Budget 910 in the amount of \$3,514,723.00.

Finance Committee-131

MOTION:

Brian Sullivan moved and Peter McDowell seconded and Committee voted 6-0-0:

The Finance Committee voted tentative approval of Budget 131 in the amount of \$105,700.00.

Veterans Services-543

MOTION:

Peter McDowell moved and Ted Dumas seconded and Committee voted 6-0-0:

The Finance Committee voted tentative approval of Budget 543 in the amount of \$83,265.00.

Reserve Fund Transfers

MOTION:

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

The Finance Committee voted to a Reserve Fund Transfer for \$5000.00 for the postage account.

An amount of \$10,000.00 for electricity is needed to get Town through to Town Meeting.

Finance Committee Meeting
Thursday, February 16, 2006 Approved 6/27/06
Large Hearing Room, Dennis Town Hall
Page 7 of 7

MOTION:

William Crowell moved and Ted Dumas seconded and Committee voted 6-0-0:
The Finance Committee voted to a Reserve Fund Transfer for Budget 138 in the amount of 10,000.00.

The Finance Committee Meeting adjourned at 10:00PM.