

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 1 of 6

Attendees: Finance Committee; Jim Plath, Peter McDowell, Bill Crowell, Ted Dumas, Michael Brennan, Robert Prall and Rachel Baroni.

Attendees: Board of Selectmen; Jane Otis, Charlie Crowell, Paul McCormick, Sheryl McMahan and Heidi Schadt. Town Administrator Robert Canevazzi and Assistant Town Administrator Sandra Fife.

The Pledge of Allegiance was recited.

Reserve Fund Transfer Golf

Michael Cummings stated that the golf department is looking for additional funding to renovate the snack shacks, as they do not meet the building or health code. He stated that there is a problem with the electricity and it needs to be replaced.

Motion:

Peter McDowell moved to approve a reserve fund transfer in the amount of \$6,000.00 for improvements to the golf snack shack. Bill Crowell seconded. The Finance Committee voted 7-0-0. The motion was carried.

Settlement of AFSCME Union Contract

Sandra Fife stated that this is a 3-year agreement. The job descriptions and compensation plan have been revised. This is a 13 step compensation plan. There is 2% between each step. Longevity has been increased to \$175.00. Master Health Plus has been negotiated out of this contract. This is the last Union to come off this plan. The final contract needs to be completed within 60 days of Town Meeting. This Union will no longer be eligible for the merit program until they reach step 13 and no employees are at this step.

Michael Brennan asked Ms. Fife to explain what a classification study is.

Sandra Fife explained that a consultant was hired. This was approved last year at Town Meeting. The consultant looked at the other Towns and studied the market. When a person is reclassified, it's a one time increase based on their job description.

Bill Crowell asked how much of an increase the Town would see in FY08 would.

Sandra Fife stated that the increase for FY08 would be 4.5%.

Jim Plath asked how many employees are affected by this contract.

Sandra Fife stated that 55 employees are working in this Union.

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 2 of 6

Jim Plath asked if the funding for the merit program was reduced.

Sandra Fife stated that adjustments have been made. There is \$17,500.00 for merit for SEIU, MLDC and non-union employees.

Jim Plath asked what is the compensation level for the dispatchers. They will be working 17 days less per year. This means someone will need to cover those positions.

Jane Otis stated that this will not be paid with over-time dollars.

Peter McDowell stated they will be working a 6 day week instead of a 7 day week.

Jim Plath stated that he doesn't want to see a short fall down the road. We just need to learn how we are going to fund this.

Peter McDowell stated that he would support to table these articles until such time we learn how this revision will be funded.

Motion:

Peter McDowell moved to table the recommendation on this Article. Bill Crowell seconded. Bill Crowell seconded. The Finance Committee voted 7-0-0. The motion was carried.

Clause 41C Exemption Options Article 37

Deputy Assessor, Scott Fahle addressed the Finance Committee. This provision will help those seniors living on a fixed income. The age will be reduced from age 70 to 65. The exemption will be in the amount of \$500.00. The current limit is \$13,000.00 for a single person which will be increased to \$20,000.00. If married, the original limit of \$15,000.00 will be increased to \$30,000.00. Mr. Fahle explained that the cost will come out of the overlay account. The Towns of Yarmouth, Harwich, Brewster, Eastham and Chatham have all adopted all or most of the options.

Peter McDowell asked for the amount in the overlay. He asked how much would need to come out of the overlay.

Scott Fahle stated that currently 55 residents are eligible; this results in \$27,500.00 in abatements.

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 3 of 6

Motion:

Michael Brennan moved for the Finance Committee to recommend approval of Article # 37 as amended. Bill Crowell seconded. The Finance Committee voted 7-0-0. The motion was carried.

Article # 9 Large Capital

Sandra Fife explained that there have been some changes to this article. David Johansen has changed and removed some items. He reduced the amount of the 4-wheel drive pick-up truck, as a used vehicle will be purchased instead of a new vehicle.

Sheryl McMahon stated that the Transfer Station design at \$30,000.00 is included for a total Capital Article in the amount of \$1,710,140, 00.

Jim Plath reviewed the large capital request.

Peter McDowell stated that he will be voting no, as he objects to the purchase of the 10-wheel dump truck.

The flow and design of the transfer station has been discussed for years. It needs to be more efficient.

Motion:

Bill Crowell moved transfer \$6,89093.48 from free cash, \$9,986.52 from Article 44 ATM 1996, \$157, 260.00 from cable receipts, \$160,800.00 from the Golf Improvement Fund and \$54,000.00 from the Beach Capital Improvement fund for a total of \$1,071,140.00 Ted Dumas seconded. The Finance Committee voted 5-2-0 (RB & PM). The motion was carried.

Article # 15 Golf Revolving Fund

Town Accountant, Mary Ann Gibbs explained that she has spoken with the Town of Brewster. They follow Chapter 53D. The 53D is like the park and recreation fund. An amount of \$10,000.00 would be turned over to this fund and the rest would be turned over to the general fund. You can put certain restrictions on this fund. Item 53E ½ would need to be reauthorized every year at Town Meeting.

Peter McDowell explained that in Brewster they stock the Pro-Shop in the spring and the rest is turned over to the general fund.

Jane Otis stated that we may want to wait until we have a new Golf Director.

Peter McDowell stated that this responsibility should probably fall here.

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 4 of 6

Mary Ann Gibbs stated that in Brewster they vote under 53D.

Sandra Fife stated that she would be interested to see how much in Brewster is actually turned back to the Town.

Mary Ann Gibbs said she can get that number from the Town Accountant in Brewster.

Paul McCormick stated this is a worth while endeavor.

Motion:

Paul McCormick moved to reconsider their previous vote. Heidi Schadt seconded. The Board of Selectmen voted 5-0-0. The motion was carried.

Motion:

Paul McCormick moved to accept the provisions of Chapter 53D for the purpose of the Golf Department Fund. Charlie Crowell seconded. The Board of Selectmen voted 5-0-0. The motion was carried.

Motion:

Bill Crowell moved to recommend supporting Article # 15, Chapter 53D. Ted Dumas seconded. The Finance Committee voted 7-0-0. The motion was carried.

Article # 25 D.P.W

Sandra Fife stated that the fund currently has \$221,471.40. She added that we have to pay our portion of the roof settlement and for the replacement of the lift. This would leave a balance of \$175,156.74. The amount of the settlement is \$109,822.75. The balance from the article is \$111,648.74. The total available is \$221,471.49.

There was some confusion as to what amount of money the Town was responsible for based on the settlement with XL Specialty Insurance Company.

Motion:

Peter McDowell moved to table Article # 25. Robert Prall seconded. The Finance Committee voted 7-0-0. The motion was carried.

Supplements Article # 10

Sandra Fife stated that last week the Finance Committee has a question for the golf purchase of service. Ms. Fife read a memo from Golf Director Dennis Penner. The memo stated that early in the year, the Golf Dept. incurred \$9,000.00 in repairs and maintenance.

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 5 of 6

This budget supplement is to request a \$10,000.00 budget supplement for line item 100640-52400. The memo stated that if we are going to pay for installation expenses related to the restaurants, we may need to increase the amount to the line item.

Motion:

Michael Brennan moved to recommend a transfer of \$29,012.00 from the Golf Improvement Fund and \$289,085.00 from free cash for a total of \$318,097.00. Bob Prall seconded. The Finance Committee voted 7-0-0. The motion was carried.

Motion:

Sheryl McMahon moved to reconsider Article # 10. Heidi Schadt seconded. The Board of Selectmen voted 5-0-0. The motion was carried.

Motion: Heidi Schadt moved to move \$10,085.00 from free cash to the Reserve Fund. Charlie Crowell seconded. The Board of Selectmen voted 5-0-0. The motion was carried.

Reserve Fund Transfer Golf Audit

Sandra Fife stated that this request is to transfer \$15,000.00 from the reserve fund to the purchase of service to pay for an audit of the Pro Shop. These funds will be used to pay for a scope of services associated with an audit.

Peter McDowell stated that the head Golf Professional is responsible for keeping the record system at the Pro Shop. After gathering receipts from the Golf Pro, Town Accountant and Golf Director there wasn't a clear understanding of the profit and loss at the Pro Shop. The final report is still not accurate, therefore an audit will be necessary. Peter McDowell stated that he believes there is roughly \$8,800.00 that has not been accounted for. Mr. McDowell stated that the Golf Pro told him that the Pro Shops have experienced a \$7,300.00 loss. The purpose and the reason of the audit will be explained in this audit. We will find out if the Pro Shops are making money. The audit will also provide certain controls. Mistakes have been made and management has not done the job.

Michael Brennan stated that this is a test of the internal controls and audit procedures.

Robert Prall stated that he is satisfied with the scope of services being provided.

Jane Otis stated that Town Meeting in 1989 authorized the Golf Pro to establish and maintain records for the Pro Shop. This process was not a priority back then. In addition, every department in the Town has a clothing allowance that indicates they represent the Town. The Golf Pro should also be provided with an allowance that provides him with the equipment he needs in order to do his job and represent the Town.

Finance Committee Meeting
April 5, 2007
6:30 P.M.
Dennis Town Hall, Hearing Room
Page 6 of 6

Motion:

Peter McDowell moved to support a scope of services and a reserve fund transfer in the amount of \$15,000.00 for an audit of the Golf. Dept. Pro Shop internal controls. Ted Dumas seconded. The Finance Committee voted 7-0-0. The motion was carried.

Jin Plath stated there are several articles that have not been discussed.

Sandra Fife stated that many of these articles have already been scheduled. It was agreed that the two Boards would meet together to make recommendations on the petition articles.

The Finance Committee and Board of Selectmen discussed their upcoming meeting schedules. There was a consensus to meet on April 17, April 19 and April 30,2007.

MINUTES

March 1, 2007

Motion:

Bill Crowell moved to approve the minutes as amended. Bob Prall seconded. The Finance Committee voted 5-2-0 (TD & MB). The motion was carried.

March 8, 2007

Motion:

Bob Prall moved to approve the minutes of as amended. Bill Crowell seconded. The Finance Committee voted 6-0-1 (TD). The motion was carried.

10:00 P.M.

Motion:

Ted Dumas moved to adjourn. Bill Crowell seconded. The Finance Committee voted 7-0-0. The motion was carried.