

Salem City Council
Committee on Administration and Finance
Minutes of Meeting
May 31, 2016

A meeting of the Salem City Council Committee on Administration and Finance, Co – Posted with the Committee of the Whole was held on Tuesday, May 31, 2016 at 6:00 p.m. in the Salem City Council Chambers, Salem City Hall, 93 Washington Street, Salem, Massachusetts.

Councillors Present: Chairman Councillor David Eppley, Councillor Beth Gerard, Councillor Thomas Furey and Councillor Elaine Milo, Councillor Stephen Dibble. Council President Josh Turiel, Councillor, and Councillor Stephen Lovely, were also present, not being members of the Committee.

Also present were: Mayor Kimberley Driscoll, Finance Director Sarah Stanton, Mayors Chief of Staff, Dominic Pangallo, Director of Municipal Services, Jason Silva, City Engineer Dave Knowlton, Julie Rose, Director of Public Works John Tomasz, and Eileen Sacco, Budget Clerk.

Councillor Eppley informed those present that this meeting is televised live on Salem Access Television. He reported that this is the first of five meetings of the Administration and Finance Committee to review the FY17 City of Salem Budget.

Councillor Eppley reported that this evening the Committee will be reviewing the budgets for the Public Services Department, Engineering Department, Recreation and Community Services, Council on Aging, Library, and Veterans Services.

Mayor Driscoll made opening remarks on the FY17 budget and noted that the budget this year has an increase of 4.3% over the FY16 adjusted budget expenditures and includes a 3.6% increase in public school spending. She also reported that of the \$6.2 million increase overall, just about half (\$2.8 million) are due to fixed cost increases. She also notes that the FY17 Capital Improvement Plan (CIP) is also included as part of this budget submission.

Mayor Driscoll reviewed changes in the budget and noted that helping to cope with rising costs are a slight reduction of 6% or \$142,167 in our Essex Technical High School district charge and a significant savings on our street light electrical bills from the conversion of LED fixtures of \$150,000. She further noted that the City as they do every year has aggressively pursued grant opportunities whenever possible and have prioritized CIP projects on the basis of both need and the availability of funding sources besides bonding.

Mayor Driscoll reported that the City continues to maximize the use of Community Preservation Act funds to add to our ability to make improvements to parks and open spaces and meet historic preservation and work force housing needs in our City.

Public Services Budget

Councillor Milo recused herself from discussion of this budget.

Director of Public Services John Tomasz and Director of Municipal Services Jason Silva were present at the meeting.

Finance Director Sarah Stanton reported that there are no significant changes to the Public Services budget.

John Tomasz reviewed the accomplishments of the Public Services Department this year.

Jason Silva reviewed the changes in the Public Services budget, noting that there are a few noticeable increases in the budget. He explained that the General Foreman position is proposed for an increase to better reflect the duties of the position.

Jason Silva reported that there is a \$75,000 increase in contractual services for lawn mowing which will allow for all parks and open space and cemeteries to be mowed. He explains that this will allow staff to focus on other things.

Mr. Silva reported that there is also an increase of \$10,000 for sidewalk materials to allow for in house repairs. He also notes that there are funds requested in the CIP for sidewalk repairs as well.

Councillor Eppley notes that Mr. Silva will be leaving the City of Salem to pursue another opportunity. He notes that Mr. Silva has been a tremendous asset to the City and it will be very difficult to replace him.

Councillor Eppley questions whether the City needs to fill the position when Mr. Silva leaves. Mayor Driscoll reported that while Mr. Silva will be hard to replace, the position is critical to oversee all of the work going on in Salem. She notes that it is good to have an extra set of eyes on all that is going on.

Councillor Eppley notes that there is \$5,000 in the budget for tree planting and states that the new LORAX Committee is a priority of his. He explains that the City has cut down 200 trees across the City and the funding budgeted will cover 80 trees and the need is 180 trees across the City.

Mayor Driscoll explains that the LORAX Committee was established after this budget was prepared. She notes that when the LORAX Committee has an action plan they can look at funding through free cash or a Capital Improvement request.

Councillor Milo asks if the City has a fleet maintenance plan. Mayor Driscoll explains that the fleet is maintained by the motor pool and notes that Steve Tassinari is the best. She also explains that the City buys 3-6 new vehicles per year through the CIP.

Councillor Gerard states that the Public Services Department does an incredible job and have been very helpful to her.

Councillor Dibble complimented the Public Services Department for their great work and notes that they have been responsive to his requests.

Councillor Furey notes that there is \$50,000 in the budget for the HVAC units at Salem High School and questions why they are not considering solar panels for Salem High School. Mayor Driscoll reported that the city received a grant for solar panels and explains that the engineering evaluation done for Salem High School showed that the load capacity for the solar panels was too much for Salem High School. She noted that they are installing solar panels on the Bentley School, Witchcraft Heights School and the Salem Police Station.

Councillor Lovely, not being a member of the Committee states that he would like to see more money in the budget for street repairs. Mayor Driscoll reported that she is trying to find an additional million dollars for road repairs and may request an amendment for bonding. Councillor Lovely suggested that the City could borrow against the Chapter 90 funds with the expectation that they could get a larger amount of funds and he would be willing to bite the bullet to get more accomplished.

Councillor Eppley opened the meeting up for public comment at this time. There were no questions or comments from the audience.

There being no further questions or comments regarding the Public Services Budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Budget in the amount of \$1,925,145 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Budget in the amount of \$774,340 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Department in the amount of \$2,699,485.00, seconded by Councillor Furey. The motion carried.

Snow and Ice Budget

Director of Finance Sarah Stanton reported that there are no significant changes for FY17.

Councillor Eppley explains that the Snow and Ice budget can be increased but not decreased and while it might seem foolish to under budget for this, it is one of the few budget items that is allowed to have a deficit and the City can amortize the debt.

Councillor Eppley opened the meeting up for public comment at this time. There were no questions or comments from the audience.

There being no further questions or comments regarding the Snow and Ice Budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Snow and Ice Budget in the amount of \$50,000 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Snow and Ice Budget in the amount of \$408,935 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Department Snow and Ice in the amount of \$458,935.00, seconded by Councillor Dibble. The motion carried.

Sewer Enterprise Budget

Ms. Stanton reported that there are few changes in the Sewer Enterprise Budget.

Public Services Sewer Enterprise

There being no questions or comments regarding Public Services Sewer Enterprise budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Sewer Enterprise Budget in the amount of \$344,8823.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Sewer Enterprise Budget in the amount of \$191,678.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Sewer Enterprise Budget in the amount of \$536,560.00, seconded by Councillor Furey. The motion carried.

Public Services Water Enterprise

There being no further questions or comments regarding Public Services Water Enterprise budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Water Enterprise Budget in the amount of \$361,322.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Sewer Enterprise Budget in the amount of \$215,278.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Sewer Enterprise Budget in the amount of \$576,600.00, seconded by Councillor Furey. The motion carried.

Engineering Department

City Engineer Dave Knowlton was present at the meeting. Sewer Department Business Manager, Julie Rose was also present at the meeting.

Councillor Dibble states that he enjoys working with the City Engineer and states that the department has been very responsive to his requests.

Councillor Gerard stated that she is concerned about recycling enforcement and asks if the Coordinator position will continue to be funded noting that it is funded with a grant. Julie Rose stated that there has been a new coordinator since December and explains that the grant is renewable and further notes that there may be opportunities in the budget to fund it.

Councillor Lovely, not being a member of the Committee, states that he is pleased to see lights for First Street and Swampscott Road in the CIP.

Councillor Eppley states that he is pleased to see the Boston Street redesign in the budget. He asks when the road will be done. Mr. Knowlton explains that the funding is not for a road but will advance the project to the state Transportation Improvement Plan (TIP) and states that they should have a completed design this year which will open the door to get the project on the TIP.

Councillor Eppley opened the meeting up for public comment at this time. There were no questions or comments from the audience.

There being no further questions or comments regarding the Engineering Department Budget

Councillor Gerard moved to approve the Personnel Budget for the Engineering Department Budget in the amount of \$84,703.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Engineering Department Budget in the amount of \$6,200.00, seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Engineering Department in the amount of \$90,903.00, seconded by Councillor Furey. The motion carried.

Engineering Sewer Enterprise

There being no questions or comments regarding Public Services Sewer Enterprise budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Sewer Enterprise Budget in the amount of \$153,611.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Sewer Enterprise Budget in the amount of \$227,150.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Sewer Enterprise Budget in the amount of \$380,761.00, seconded by Councillor Furey. The motion carried.

Engineering Water Enterprise

There being no questions or comments regarding Public Services Water Enterprise budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Water Enterprise Budget in the amount of \$153,611.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Water Enterprise Budget in the amount of \$476,335.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Water Enterprise Budget in the amount of \$629,936.00, seconded by Councillor Dibble. The motion carried.

Trash Enterprise

There being no questions or comments regarding Public Services Trash Enterprise budget:

Councillor Gerard moved to approve the Personnel Budget for the Public Services Trash Enterprise Budget in the amount of \$74,366.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Public Services Trash Enterprise Budget in the amount of \$863,108.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Public Services Trash Enterprise Budget in the amount of \$2,937,474.00, seconded by Councillor Dibble. The motion carried.

Councillor Lovely addressed the Chair and stated that this is his first budget in 30 years and questioned the need to vote the personnel and non personnel items and the total in separate votes and suggested that the Committee could vote on the entire department budgets as presented.

City Finance Director Sarah Stanton explains that there is no legal requirement for the Council to vote separately on the budget items but that it is the way that they have been doing it for quite some time. She also notes that it is the choice of the Committee chair to determine the process.

Councillor Eppley agrees and notes that he would continue with the practice that the A & F Committee has historically used.

Recreation Administration and Support Budget

Councillor Gerard recused herself from discussion of these budgets.

Superintendent of Recreation Patricia O'Brien and Jason Silva presented the Park and Recreation budget.

Finance Director Sarah Stanton addressed the Committee and explained the significant changes in the Recreation General Administration budget. She explained that there has been an increase in the electricity, seasonal Labor and Park and Ground Maintenance line items to account for the newly added Splash Pad at Mary Jane Lee Park. She also explains that they are requesting an increase in seasonal salaries to offset the cost of our extremely low prices basketball program.

Ms. Stanton explains that they have moved the seasonal salaries for the Kernwood Cashier and supervisor to the Harbormaster's budget. She also reports that there are increased salaries for the Mary Jane Lee instructors due to the increased popularity of the playground program.

Ms. Stanton also reported that they have reorganized the department to create a management team in order to provide more efficient services noting that the Assistant Director's position has been transitioned to a Facilities Manager and the Recreation Supervisor position has been transitioned to Program Manager. She further notes that the Council on Aging Nutrition/Volunteer Coordinator position has been transitioned to a Recreation Assistant position.

Councillor Dibble stated that he would like to see facilities at Castle Hill Playground for the teams that play there noting that there used to be porta potties up there but they have not been there for a while.

Councillor Eppley stated that he is glad to see that improvements are planned for the Brennan Skate Park at Gallows Hill and asked that neighborhood residents be included in discussions for input on the design.

Golf Course Budget

Finance Director Sarah Stanton reviewed the significant budget and staffing changes at the Golf Course. She explained that there is an increase in Contracted Services to account for the Approved Golf Course Manager Contract, the Club House cleaning service, and video camera security. She notes that increased grounds keeping supplies to improve the fairway conditions through a new pesticide and fertilizer program. She also explains that they have added a mileage reimbursement line for the Superintendent's use of his private vehicle for work related tasks and travel and the newly titled Facilities Manager position within the recreation budget is partially funded from the Golf Course due to a portion of the facility management being at the golf course.

Winter Island Budget

Finance Director Sarah Stanton states that there are no significant changes to the Winter Island Budget.

Councillor Dibble states that Winter Island is a jewel for the City and questions if there are any ideas on what could be done with the barracks building and the hanger. It was noted that there have been discussions with Mass Maritime in the past but they are not interested in pursuing anything at this time.

Pioneer Village Budget

Finance Director Sarah Stanton states that there are no significant changes to the Pioneer Village Budget.

Witch House Budget

Finance Director Sarah Stanton reported that there is an increase in seasonal staffing to add a 19 hour per week employee during the off season for special projects and tour coordination. She also notes that the newly titled Facilities Manager position within the Recreation budget is partially funded from the Witch House due to a portion of the facility management being at the Witch House.

Council on Aging Budget

Finance Director Sarah Stanton explained the significant budget and staffing changes for the Council on Aging. She explained that they have reorganized the department for a better integration between the Council on Aging and Parks and Recreation. She explains that they transitioned the Nutrition Volunteer Coordinator position to a Recreation Assistant

position and they transitioned a part time receptionist position to a part time Nutrition Scheduler and created a new full time receptionist position for the front desk operations. She also notes that they are requesting to add a part time driver to allow them to extend the hours of service and add weekend and evening transportation services.

Councillor Eppley opens the meeting up for public comment at this time. There is no one present who wishes to comment.

There being no further questions or comments regarding these budget, Councillor Eppley stated that he would entertain motions on the budgets at this time.

Recreation Administration

Councillor Milo moved to approve the Personnel Budget for the Recreation Administration Budget in the amount of \$272,757.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the Non Personnel Budget for the Recreation Administration Budget in the amount of \$222,310.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the total Budget for the Golf Course in the amount of \$495,067.00, seconded by Councillor Furey. The motion carried.

Golf Course Budget

Councillor Milo moved to approve the Personnel Budget for the Golf Course Budget in the amount of \$283,441.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the Non Personnel Budget for the Golf Course Budget in the amount of \$186,880.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the total Budget for the Golf Course in the amount of \$740,321.00, seconded by Councillor Furey. The motion carried.

Witch House Budget

Councillor Milo moved to approve the Personnel Budget for the Witch House in the amount of \$103,327.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the Non Personnel Budget for the Witch House Budget in the amount of \$63,480.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the total Budget for the Witch House in the amount of \$166,807.00, seconded by Councillor Furey. The motion carried.

Pioneer Village

Councillor Milo moved to approve the Non Personnel Budget for the Pioneer Village Budget in the amount of \$16,900.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the total Budget for the Pioneer Village in the amount of \$16,900.00, seconded by Councillor Furey. The motion carried.

Winter Island

Councillor Mil moved to approve the Personnel Budget for the Winter Island Budget in the amount of \$154,819.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Winter Island Budget in the amount of \$44,300.00 seconded by Councillor Furey. The motion carried.

Councillor Gerard moved to approve the total Budget for the Winter Island in the amount of \$199,119.00, seconded by Councillor Furey. The motion carried.

Council on Aging Budget

Councillor Milo moved to approve the Personnel Budget for the Council on Aging Budget in the amount of \$350,397.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the Non Personnel Budget for the Council on Aging Budget in the amount of \$37,950.00 seconded by Councillor Furey. The motion carried.

Councillor Milo moved to approve the total Budget for the Council on Aging in the amount of \$388,347.00, seconded by Councillor Furey. The motion carried.

Salem Public Library Budget

Finance Director Sarah Stanton explained that the Library budget has a slight increase. She explains that money taken out of NOBLE "Dues and Subscriptions" line item for required data bases has been added to the Books and Materials line item as well as the mandatory increase for downloadable materials. She explains that this budget meets the states mandated Municipal Appropriation Requirement, the amount needed to be certified by the Massachusetts Board of Library Commissioners. She explains that certification allows the Library to be eligible to receive state aid and gives Salem residents borrowing privileges at area libraries and allows them to borrow materials on interlibrary loan from other libraries.

Ms. Stanton reported that there are no significant staffing changes in the library budget

Councillor Eppley opens the meeting up for public comment at this time. There is no one present who wishes to comment.

There being no further questions or comments regarding the Library budget:

Councillor Gerard moved to approve the Personnel Budget for the Library Budget in the amount of \$986,102.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Salem Public Library Budget in the amount of \$295,082.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Salem Public Library Budget in the amount of \$1,281,184.00, seconded by Councillor Dibble. The motion carried.

Veteran's Agent Budget

Director of Veteran's Services Kim Emerling was present at the meeting.

Ms. Stanton explained the significant budget and staffing changes to the Veteran's Agent budget. She explained that they have increased the part time assistant to a full time assistant. She explains that the department has not seen a department personnel change for several years even as the case load, walk ins, appointments and phone calls have significantly increased.

Mr. Emerling explained the amounts of benefits paid out over the years and the figures for the caseloads that they manage. He explains that they continue to operate as efficiently as possible given the increase in veterans and dependents needs.

Mr. Emerling reported that the Memorial Day program at Greenlawn included the dedication of a marker to the Civil War Veteran's and explained that the research and dedication to get that done is very much appreciated.

Councillor Furey states that the marker is much appreciated and is a nice tribute.

Councillor Dibble thanked Mr. Emerling for all of his work on behalf of Salem Veterans,

Councillor Eppley opens the meeting up for public comment at this time. There is no one present who wishes to comment.

There being no further questions or comments regarding the Veterans Agent budget:

Councillor Gerard moved to approve the Personnel Budget for the Veteran's Agent Budget in the amount of \$105,101.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the Non Personnel Budget for the Veteran's Agent Budget in the amount of \$522,708.00 seconded by Councillor Dibble. The motion carried.

Councillor Gerard moved to approve the total Budget for the Veteran's Agent in the amount of \$627,810.00, seconded by Councillor Dibble. The motion carried.

Councillor Eppley states that the next meeting of the Administration and Finance Committee will be held on June 2, 2016 at 6:00 p.m.

There being no further business to come before the Committee on Administration and Finance this evening, Councillor Eppley moved to adjourn the meeting, seconded by Councillor Furey.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted by:

Eileen M. Sacco
Budget Clerk