

<u>Advisory & Finance Committee Budget Sub-Committee Meeting Minutes</u>		
Sub-Committee:		
Meeting Date: January 18,2023	Meeting Time: 1:00PM	Meeting Location: Zoom
Budget Sub-Committee Members physically present: none		
Budget Sub-Committee Members attending remotely: Gail Butler, Christine Richards, Lou Cabana, Robert Zupperoli		
Budget Sub-Committee Members that were absent: None		

Purpose of the Meeting:

The Budget Sub-Committee met with the Department Heads to go over the Select Board’s recommended budget documentation with them.

The Budget Sub-Committee met with the following Town Officials: Derek Brindisi -Town Manager; Brad Brothers - Asst. Town Manager; Silvio Genao - Director of Human Resources; Nick Mayo- Director of Inspectional Services; Karen Keane – Director of Public Health; Kelly McElreath- Town Clerk; Lynn Barrett- Director of Finance.

Summary of Discussion:

The Department Heads had an opportunity to discuss their area(s) of the budget and explain the adjustments made to them this year in comparison with prior years. The Budget Sub-Committee then had an opportunity to ask any questions they had about the relevant section of the budget or the operation of the given Town Department.

Brad Brothers was introduced by Town Manager, Derek Brindisi. Brad spoke to the expenses of the Town Manager Dept. A reduction of 1 Administrative Assistant accounted for a part of the diminished spend. Another part arises from the costs of the Grant Writer being budgetarily transferred to the Finance Dept. An expenditure of \$4,000 will be made to bolster grant seeking efforts. Total headcount after these changes will be 6.

Human Resources Director, Silvio Genao spoke about a key goal of his in improving the efficiency of his department. He assesses that the Human Resources Dept.is significantly understaffed and so is addressing this need via the planned hiring of an Asst. Human Resources Director and a personal assistant. Offsetting the increase in Personnel Services costs are reductions in Technical and Medical services.

Town Clerk, Kelly McElreath opened by saying that, with the agreement of Lynn Barrett, Finance Director, she is splitting out Elections and Town Meeting costs to be budgeted separately. A purchase of 18 iPads is planned – 1 per precinct – to improve voting day operations. \$40,000 has been added to the Elections and Town Meeting budget for postage and a similar amount for police details.

Karen Keane, Public Health Director, is planning the elimination of a part-time clerk. Small increases in various Personnel Services account for the balance of the year to year change which is a 1% reduction overall.

Nick Mayo, Director of Inspectional Services targeted a level service budget. An open Inspector position has been filled yielding an increase in Personnel Services costs. Also, he plans to purchase upgrades for software packages and to add tablets for use in the field as a productivity measure.

Silvio Genao led the discussion related to Member Benefits. The increase of 5.7% year to year includes a new position to pursue and control injury claims. He also intends to focus on the Wellness Program. Christine Richards offered some advice drawing on her experience in this realm. In the Health Insurance arena Silvio mentioned that the Managed Blue program continues to be very popular. Medicare Part B premiums will no longer be subsidized for new retirees as of June 2023.

Property and Liability costs are to rise 12% year to year. Plymouth joins many other MA municipalities in utilizing the MA Interlocal Insurance Association (MIIA) for competitive pricing purposes. A plan is in place to put Property and Liability coverage out to bid.

?? moved that the Budget Sub-Committee recommend that the Advisory and Finance Committee adopt the Select Board’s Budget for all departments as presented with no adjustments. ??? seconded.

The Budget Sub-Committee then voted on the motion to recommend as proposed. All members were in favor.

A summary of the conclusions of the Budget Sub-Committee is included with the Budget Sub-Committee’s report and is hereby incorporated by reference..

Member	Motion to Approve All Budgets as proposed.	Motion to Adjourn		
Christine Richards	Yes	Yes		
Lou Cabana	Yes	Yes		
Robert Zupperoli	Yes	Yes		
Gail Butler	Yes	Yes		

To: Advisory & Finance Committee
 From: Budget Sub-Committee A – Administration/Inspectional Services/Fixed Costs
 Gail Butler, Chair
 Committee Members: Christine Richards, Lou Cabana, Robert Zupperoli
 Date: January 30, 2023
 Subject: Sub-Committee A - FY2024 Budget Review & Recommendations

Budget Summary: Town Manager

Proposed FY2024 Budget	Total:	\$1,392,399	Personnel:	\$816,834	Other:	\$575,565
FY2023 Budget	Total:	\$1,649,751	Personnel:	\$1,070,840	Other:	\$578,911
FY2022 Actual	Total:	\$1,258,660	Personnel:	\$786,198	Other:	\$472,463

Department Synopsis

The Town Manager provides for the professional day-to-day management of town government as well as carrying out the policies and directives set by the Select Board. The Town Manager’s office includes six full time personnel. Asst. Town Manager Brad Brothers met with the Sub-Committee.

Budget Observations

The requested town manager’s budget shows an overall decrease of 10% from the 2023 budget. The primary reasons for the decrease are a reduction of 1 personal assistant and the transfer of the grant writer to the Finance organization. A new investment in grant seeking capability amounts to a \$4,000 increase.

Recommendations

The Sub-Committee recommends a reduction of \$88,463 to the Select Board Recommended Budget, to accommodate the Town Manager’s re-organization of the Town Manager and Finance Department, as requested. This reduction is the result of the Grant Writer position being moved to the Finance Department. The Sub-Committee recommends approval of an amended Town Manager’s budget of \$1,392,399.

Budget Summary: Human Resources

Proposed FY2024 Budget	Total:	\$562,293	Personnel:	\$427,118	Other:	\$135,175
FY2023 Budget	Total:	\$536,407	Personnel:	\$313,607	Other:	\$222,800
FY2022 Actual	Total:	\$383,669	Personnel:	\$270,364	Other:	\$113,305

Department Synopsis

The Human Resources Department oversees all Human Resources of the Town. This includes hiring, benefits, in-service medical evaluations and managing healthcare and benefit consultants. The department consists of three full time personnel. Silvio Genao is the Human Resources Director.

Budget Observations

Human Resources Manager Silvio Genao spoke of an overriding goal of Efficiency for the organization but being challenged in meeting that goal by a significant understaffing in the Department. This budget addresses that need by adding an Asst. Human Resources Manager, resulting in shuffling of positions within the department by hiring within. Offsetting the \$113,511 increase in Personnel costs is a reduction of \$87,625 in other spend primarily in Technical and Medical Services.

Recommendations

The Sub-Committee recommends approval of the budget at \$562,293.

Budget Summary: Town Clerk

Proposed FY2024 Budget	Total:	\$593,131	Personnel:	\$392,951	Other:	\$200,180
FY2023 Budget	Total:	\$775,582	Personnel:	\$503,922	Other:	\$271,660
FY2022 Actual	Total:	\$620,037	Personnel:	\$362,536	Other:	\$257,501

Department Synopsis

The Town Clerk's office has six full time personnel who perform services related to the administration and maintenance of all public records. These records include town meeting warrants and minutes, vital records, meeting postings and minutes, vote certification, town census, as well as dog registration and enforcement. Kelly McElreath is the Town Clerk. Elections and Town Meeting expenses are being shown separately for purposes of visibility.

Budget Observations

The budget requested by the Town Clerk's office is \$593,131 which is a decrease of 24% from FY2023. This reduction is largely as a result of the separate handling of Elections and Town Meeting expenses.

Recommendations

The Sub-Committee recommends a budget amount of \$593,131.

Budget Summary: Building and Zoning

Proposed FY2024 Budget	Total:	\$1,077,904	Personnel:	\$1,057,780	Other:	\$20,124
FY2023 Budget	Total:	\$1,027,416	Personnel:	\$1,014,176	Other:	\$13,240
FY2022 Actual	Total:	\$726,546	Personnel:	\$721,047	Other:	\$5,499

Department Synopsis

The Building Department is responsible for ensuring that buildings are constructed and repaired safely. The Department issues zoning, building, electrical, gas and plumbing permits that allow the construction, reconstruction, repair, alteration and demolition of buildings and structures as well as the installation of equipment. The Department annually inspects restaurants, lodgings, and other places of assembly. The Department includes 13 (FTE) employees, 1 part-time and 4 alternates and is headed by Nick Mayo, Director of Inspectional Services.

Budget Observations

The proposed budget represents a 4.9% increase over FY 2023. An open inspector position has now been filled. Upgrades to software packages are planned as is an acquisition of tablets for use in the field in place of books as a productivity measure.

Recommendations

The Sub-Committee recommends approval of the Building and Zoning budget at \$1,077,904.

Budget Summary: Public Health

Proposed FY2024 Budget	Total:	\$406,820	Personnel:	\$323,920	Other:	\$82,900
FY2023 Budget	Total:	\$411,522	Personnel:	\$328,622	Other:	\$82,900
FY2022 Actual	Total:	\$339,255	Personnel:	\$275,680	Other:	\$63,575

Department Synopsis

The Board of Health provides medical and inspection services. Inspection services include Title V inspections, PERC tests and food safety inspections. Medical services focus on communicable disease follow-ups, a change from prior years when the Board of Health provided flu vaccinations, blood pressure clinics and other health awareness programs. The Department employs 5 people, including the department head, and one part-time Animal Inspector. The Board of Health is managed by Karen Keane.

Budget Observations

The overall budget for FY 2024 shows a reduction of 1.1% year to year. Contributing to this plan is a reduction of 1 part-time employee. A vacation buyback of \$2059 is an increase.

Recommendations

The Sub-Committee recommends the proposed budget of \$406,820.

Budget Summary: Member Benefits

Proposed FY 2024 Budget	Total:	\$9,331,685	Personnel:	0	Other:	\$9,331,685
FY2023 Budget	Total:	\$8,830,905	Personnel:	0	Other:	\$8,830,905
FY2022Actual	Total:	\$8,167,549	Personnel:	0	Other:	\$8,167,549

Department Synopsis

The Member Benefits budget funds programs that provide benefits and coverage for town employees. Programs include employment coverage for Workers Compensation, disability insurance, life insurance and healthcare coverage for retirees. Other programs include a deferred compensation match, a wellness program and benefits for in-service injury and illness. Silvio Genao is the Human Resources Director.

Budget Observations

The FY 2024 budget shows an increase of \$500,780 or 5.7%. The FY 2023 budget had increased by 8.4%. This budget includes a new position to control injury claims. Also, there is an intention to focus on building the Wellness Program accounting for a \$10,000 increase. The Managed Blue Health Insurance option remains very popular accounting for an increase of \$439,404. The employer share of Medicare Part B amounts to 1.45%. No Medicare Part B premiums for future retirees will be paid as of June FY2023 bringing these costs down year by year going forward.

Recommendations

The Sub-Committee recommends the member benefits be approved as submitted at \$9,331,685.

Budget Summary: Town Insurance

Proposed FY 2024 Budget	Total:	\$2,106,524	Personnel:	0	Other:	\$2,106,524
FY2023 Budget	Total:	\$1,881,146	Personnel:	0	Other:	\$1,881,146
FY2022 Actual	Total:	1,606,073	Personnel:	0	Other:	\$1,606,073

Department Synopsis

This budget covers the Town's property and liability insurance costs.

Budget Observations

Total budget requested shows an increase of 12% or \$225,378. The increase in FY2023 was 25.6%. The value of Town owned property has increased, plus the increased costs in employee liability, vehicles, equipment, and claim history. A plan is in place to put property and liability coverage out to bid.

Initiatives & Opportunities

The town takes advantage of a 3% discount by paying the insurance premium in early July. The town also takes advantage of the power of the Massachusetts Interlocal Insurance Association (MIIA), which many municipalities in Massachusetts utilize, to negotiate for best pricing. Plymouth also receives other discounts via training sessions they participate in periodically.

Recommendations

The Sub-Committee recommends the town insurance budget be approved for \$2,106,524.

Budget Summary: Elections and Town Meeting

Proposed FY 2024 Budget	Total:	\$299,993	Personnel:	\$168,076	Other:	\$131,917
FY2023 Budget	Total:	\$0	Personnel:	\$0	Other:	\$0
FY2022 Actual	Total:	\$0	Personnel:	\$0	Other:	\$0

Department Synopsis

This department has 90 people assigned when needed and covers the expenses pertaining to all town elections and Town Meetings.

Budget Observations

Personnel services includes \$48,000 for police details and \$44,000 for overtime pertaining to Mail-in balloting. Postage and printing run \$45,852. An investment in Apple iPads – 2 per precinct - accounts for most of the Department Equipment expenditure of \$34450.

Recommendations

The Sub-Committee recommends the approval of the Charter Commission's budget of \$299,993.