

<u>Advisory & Finance Committee Budget Sub-Committee Meeting Minutes</u>		
Sub-Committee: E – Planning and Development // Health & Human Services		
Meeting Date: 1/26/2024	Meeting Time: 9:00 AM	Meeting Location: Zoom
Budget Sub-Committee Members physically present: None		
Budget Sub-Committee Members attending remotely: Bruce Howard (Chair), Lorenzo Pizarro		
Budget Sub-Committee Members that were absent: None		

Purpose of the Meeting:

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

The Budget Sub-Committee met with the following Town Officials: Lee Hartmann, Director of Planning and Development, Michelle Bratti, Director of Health and Human Services, Karen Keane, Public Health, Caitlyn Correa, Center for Active Learning, Kelsey Casey, Library Director, Anne Slusser, Recreation Director, and Roxanne Whitbeck, Veteran Services Director.

There were no members of the public in attendance.

Mr. Howard called the meeting to order at 9:00 AM and began with introductions. He then described the process these hearings would follow. He reminded everyone that the meeting was being recorded and would be available for viewing on the PACTV website. The town staff would begin with each presentation with an overview of their division and changes to their budgets. He asked if they highlight any changes to their organization and future opportunities and challenges. Although revolving funds are voted in a different article, presenters were invited to offer any comment on those funds as well as any capital requests so that the committee could have an understanding of their overall budgets.

After staff presentations, committee members will ask any questions they might have followed by questions and/or comments from the public.

The Report of this Sub Committee E is included with these meeting minutes. The Report contains additional information which details increases/decreases to personnel services and/or other expense as discussed during this meeting.

Public Health

Ms. Keane presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Reclassification of the administration assistance to health administration assistance as the job responsibilities have changed.
- Use of in-house council for legal support.
- Approximately 330 health related inspections were performed.
- Revenues generated from licenses, license renewals, permits, and fees were greater than division expenditures.

Center for Active Living

Ms. Correa presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Consolidation of funding for the H&HS Department Head and the Assistant HHS Head within the CAL budget.
- The increasing aging of the town's population. Approximately 40% of residents are 55 years of age or older, forecasting to grow from 44% to 50% by 2030.
- The Revolving Funds for Council on Aging Programs and the CAL Café Nutrition and Council on Aging Meals on Wheels Donation Fund.
- Capital request for new intercom system.

Library

Ms. Casey presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Transition of 1/3 portion funding for the H&HS Department Head to the CAL budget.
- Budget enhancement for a Literacy Coordinator position.
- One-time payment for an Adult Basic Education instructor.
- Lawn care transfer from PPLF to Town budget
- Increase in cost of book processing / book replacement.
- Departmental equipment to include copier equipment replacement and shelving for the recovery services area.
- Approximately 175k visitors, a 34% increase, and 900 programs with over 20k attendees

Recreation

Ms. Slusser presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Transition of 1/3 portion funding for the H&HS Department Head to the CAL budget.
- Increases season labor wages to be competitive in the local labor market.
- Reduction of lifeguard hours at Whitehorse Beach and Fresh Pond.
- The Revolving Funds for Recreation Department, Hedges Pond, and Memorial Hall.
- Capital request for Forges Field Master Plan.

Veterans Services

Ms. Whitbeck presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- The Veteran's Gift Account.
- The encumbrance of \$10,000 reflected in Veterans Benefits line item.

- Approximately \$2.8M in VA claims recovered on behalf of veterans served.

Disabilities

Ms. Bratti presented the overview and the budget.

Changes other expenses were reviewed. Discussion topics included:

- New ADA Coordinator
- Role of PGDC – Plymouth Growth & Development Commission.
- The process to apply to the Commission for grants, including scholarships.
- Special project funding via Park Plymouth.

1749 Court House

Ms. Bratti presented the overview, the budget and highlighted responsibilities.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- This division will be transitioned from H&HS to the Town Manager’s department.
- Activities related to the Court House are supported by seasoned employees and volunteers.
- Other expenses include restoration / improvements.

Animal Control

Ms. Bratti presented the overview and the budget.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Transition from E&EA to Public Health will occur in March 2024.
- Capital request for a new vehicle.

Community Planning:

Mr. Hartmann presented the overview, the budget and highlighted responsibilities his staff has including staffing a number of elected and appointed boards and committees.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- The Deputy Director position will facilitate transition of when Mr. Hartmann retires.
- Administrative Services includes the Town’s support of the Regional Economic Foundation.
- Upcoming work on the Master Plan. Work on the plan will be done by the consultants and supported by existing town staff.
- Energy will be moved to E&EA.
- The division also assists with National Registry nominations.
- Currently there are no outstanding TIFs (Tax Increment Financing).

Redevelopment Authority

Mr. Hartmann presented the overview and the budget.

Changes to personnel services and other expenses were reviewed. Discussion topics included:

- Matching funds are provided for Affordable Housing.

Recommendations

The committee chose to vote for each division separately. All motions were made by Mr. Howard and seconded by Mr. Pizarro. Each motion passed unanimously.

See Sub-Committee E report for more information.

Vote:

Division	Recommendation	Bruce Howard	Lorenzo Pizarro
Public Health	\$ 419,631	Yes	Yes
Center for Active Living	\$ 838,230	Yes	Yes
Library	\$ 2,256,078	Yes	Yes
Recreation	\$ 611,630	Yes	Yes
Veterans Services	\$ 618,043	Yes	Yes
Disabilities Commission	\$ 350	Yes	Yes
1749 Court House	\$ 24,697	Yes	Yes
Animal Control	\$ 205,971	Yes	Yes
Community Planning	\$ 987,453	Yes	Yes
Redevelopment Authority	\$ 24,357	Yes	Yes