

ADVISORY AND FINANCE COMMITTEE
Minutes
July 12, 2023, Hybrid Meeting

PRESENT **15 members of the committee were present:** Gail Butler, Louis Cabana, Brian Dunn, Daniel Green, Bruce Howard, Joe Lalley, Timothy Lawlor, Steve Nearman, Lorenzo Pizarro, Christine Richards, Bethany Rogers, Ashley Shaw, Evelyn Strawn, Jim Young, and Robert Zupperoli.

ABSENT **None.**

Call to Order - The meeting was called to order by 1st Chair Ashley Shaw at 7:00 PM.

Announcements

- **Hybrid Meeting:** This meeting is likely to be conducted in a hybrid format, with some participants attending physically and others attending virtually via a video conference application.
- **Ways to Watch:** The meeting will be airing on Comcast 15, Verizon 47, or on PACTV's YouTube channel which can be viewed at pactv.org/stream.
- **Public Comment:** Any speaker giving public comment is allotted up to 5 minutes in which to speak. Public Comment can be made at the beginning or end of each meeting, or in regard to a particular agenda item the speaker wishes to be heard on
- **Zoom Login Information:** Anyone who wants to attend the meeting virtually, including members of the public who wish to give public comment, can use one of the following methods in which to do so:
 - **Join via Zoom application:** Download the Zoom meeting application on your device, press/click on "Join", then enter Meeting ID: **995 2986 0638**, and then the Meeting Password: **100131**, or
 - **Join via website** (requires microphone): Go to www.zoom.us, click "Join A Meeting" on the top righthand side, and enter the meeting ID: **995 2986 0638**, and then the meeting password **100131**, or
 - **Join via Telephone (voice only):** Dial **929-205-6099** and Enter Meeting ID: **995 2986 0638** and enter Meeting Password: **100131**

Public Comment: None.

Agenda Items

Introduce new members:

Acting Chair Ashley Shaw introduced the new members of the committee and invited them to introduce themselves.

Mr. Lorenzo Pizarro said that he is relatively new to Plymouth having moved here from the mid-west 5 years ago. He has been involved in civics and relinquished his Town Meeting member status and his involvement with the Master Plan task group to accept this position. He remains on the Board of Health. He is the Director of IT Business Management for Cape Cod Health. He is familiar with Capital planning and operational budgeting. He is looking forward to adding as much value as he can to the Fincom.

Mr. James Young said his family has lived here for 5 years. He is a firefighter for a neighboring community. He serves on the Dept of Labor serving on the Joint Labor Committee mediating Contract issues between cities and towns. He has always been involved in local politics and wants to serve Plymouth. He and his wife love Plymouth and will be retiring here.

Re-organization of the Advisory & Finance Committee (A&F)

Acting Chair Shaw asked for nominations for the Chair position.

Ms. Butler nominated Mr. Nearman for the Chair. Mr. Lawlor second. No other nominations were made. Ms. Shaw asked Mr. Nearman if he would like to make a comment or continue to the vote. Mr. Nearman requested to continue to the vote. Vote was unanimous (14-0-0). Mr. Nearman accepted the position and expressed thanks to Ms. Shaw for stepping into the role and Mr. Canty for getting the committee to where it is. He noted that Mr. Canty is irreplaceable so he is

suggesting that the group come together with their individual expertise, do their homework, and follow through and dig into issues that interest you. This is a really important committee in this town and he wants everyone to participate and make it the best it can be.

Mr. Lawlor nominated Ms. Butler as 1st Vice Chair. Ms. Shaw second. The motion carried unanimously (14-0-0).

Ms. Shaw nominated Mr. Zupperoli as 2nd Chair. Mr. Cabana second. Motion carried 13-0-1, Mr. Zupperoli abstained.

Both accepted the position.

Minutes: Approve May 24, 2023, meeting minutes: Mr. Zupperoli moved to approve the minutes as written. Ms. Butler second. Motion carried 12-0-2, Mr. Pizarro and Mr. Young abstained.

End of Year Transfer Request – Fire Dept – Rehabilitate Pumping Engine (1) - Mr. Lalley asked about the undetermined costs and asked if there was a possibility the cost could increase. Chief Foley replied that he has added an inflation cost but should that be exceeded he was confident that it could be absorbed in his budget. Mr. Lalley asked about the fire damage and why this is a town problem and not the repair shop problem. Chief Foley advised that the electrical fire happened at the repair shop and an insurance claim has been filed. None of the costs he is asking for are related to the fire. Chairman Nearman asked about the status of the insurance claim. Chief Foley advised that most of the items have been completed by the repair shop and he has directed the insurance company to pay directly to the repair shop for the work. Mr. Young asked if this was going to give the department a front-line piece. Chief Foley advised that this is an existing piece that is being rehabilitated and they hope to get another 5 years, possibly 10 out of the engine. Ms. Richards asked if the engine sitting at the repair shop dormant could create more problems. Chief Foley advised that was a possibility and until it is done and back in service they won't know. Mr. Pizarro asked what the original budget was. Chief Foley the original budget was over \$106,000 and he planned to use operational funds for any overage but the repair cost was much higher than anticipated and that is why he is requesting the transfer. Ms. Butler made a motion to approve the EOY transfer. Mr. Young second. Motion carried unanimously, (14-0-0).

Request to Rescind Partial Amount Requested for Reserve Fund Transfer FY23-2 – Assistant Town Manager Brad Brother is requesting that the Committee accept the return of \$8,000 from their original request. The printing and mailing costs for the Charter came in lower than expected. as the costs were lower than expected. Mr. Green thanked the Assistant Town Manager for the follow through. Mr. Howard asked where the funds would be returned to. Ms. Barrett advised that the funds would go back to the A&F Reserve Fund. Mr. Zupperoli motioned to accept the returned funds. Mr. Cabana second. Motion carried unanimously, (14-0-0).

Reserve Fund Transfer Request to Snow & Ice – Ms. Barrett, Finance Director, advised that the current practice, and her recommendation, is to transfer the remaining balance in the Reserve Fund to the Snow & Ice budget to reduce the amount of the deficit so that we don't have to raise as much on our tax rate recap for the following year. This was a good year and she is requesting a change in the transfer amount on the form to \$22, 755.87. Mr. Cabana made a motion to transfer \$22,755.87 to Snow & Ice. Ms. Strawn second. Motion carried unanimously (14-0-0).

End of Year Transfer Request – Human Resources - Mr. Genao, HR Director, congratulated the new members. Mr. Genao advised that due to the long medical absence of an employee they had to utilize overtime to cover the additional work which resulted in a deficit to overtime line item. Luckily, they had monies in expenses to borrow from and won't need a reserve fund transfer. Mr. Young asked how the employee was doing. Mr. Silvio replied, well, though still dealing with recovery issues. Mr. Dunn motioned to approve the End of Year Transfer request. Mr. Lalley second. Motion carried unanimously (14-0-0).

Old/New/Other Business - Mr. Howard mentioned that he sent an email to the full committee referencing a Select Board Agenda Item that he had a question on. As a result, Mr. Canty replied and suggested that for transparency and to avoid violating the open meeting laws the email chain be attached to the minutes. No other committee members replied to the email. Ms. Shaw requested that Mr. Canty's email and reply be part of the minutes.

Public Comment – None.

Adjournment – Ms. Rogers motioned to adjourn. Ms. Richards second. Motion carried unanimously (14-0-0). The meeting adjourned at 7:42 PM

Submitted by
Jeanette White
Budget Analyst

From: [Kevin Canty](#)
To: [Bruce Howard](#)
Cc: [Ashley Shaw](#); [Jeanette White](#); [Richard Quintal Jr.](#); asenesi@plymouthh-ma.gov
Subject: Re: Select Board Agenda - Admin Notes #10 & 11
Date: Friday, July 7, 2023 12:10:59 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Bruce,

It is the usual practice for these items to appear on a Select Board agenda for the Board's approval prior to going to Advisory & Finance for their review. The Board's vote affirms that the town's elected officials approve the transfer request made by the department or division heads. Then FinCom's vote actually authorizes the transfer (assuming FinCom votes to approve it, of course). Occasionally these transfers are heard by the Advisory & Finance Committee before the Select Board due to scheduling considerations, but that is the exception and not the rule. The way this is occurring is the norm.

As an aside, while reaching out with questions via email is fine, your original email had the whole Advisory & Finance Committee cc'd on it. That's an Open Meeting Law violation, though I know it was unintentional. A better practice would be to email your question to whomever you want to get the information from and report back to the rest of the Advisory & Finance Committee about the email you sent and the response you received during an Advisory & Finance Committee meeting when the Committee is discussing the item, or under Old/New/Other Business. That would avoid an Open Meeting Law violation. I suggest you share my response to the original question in that manner this time so as to avoid further Open Meeting Law issues, as I have removed the rest of the Committee (except for Ashley) from this response.

Jeanette, I would suggest including Bruce's email and my response in the meeting minutes for the July 12th meeting of the Advisory & Finance Committee so as to minimize the Open Meeting Law issue as a practical matter, though since I'm not on the Advisory & Finance Committee any longer I'll certainly leave it up to you on how best to handle this.

Best,

Kevin Canty

On Fri, Jul 7, 2023 at 11:37 AM <bruce735@comcast.net> wrote:

Ashley / Kevin,

This is let you know that two items have been added to the Select Board's Agenda for Tuesday July 11, 2023 - Administrative Notes #10 & 11, which have not been heard or approved by the Advisory & Finance Committee. These items appear on A&F's Agenda for Wednesday, July 12, 2023.

Administrative Notes:

10. The Board will vote to transfer funds from the Human Resources expenses budget to the Human Resources Salary Budget in the amount of \$3,340.05.

11. The Board will vote to transfer funds from the Fire Salary budget to the Fire R & M Vehicles Budget in the amount of \$45,000.

Please let the A&F Committee members know if this is the normal and accepted process for handling these EOY transfer requests.

Thanks,

Bruce Howard

Plymouth Advisory & Finance