

Appropriations Committee

Chairman Medeiros, Tramontozzi, Infurna, Boisselle, Wright, Seaboyer, Forbes, Mortimer, McAteer-Margolis, Bird, Conn

In attendance: Mayor Robert J. Dolan, City Auditor/CFO Patrick Dello Russo, Human Resources Director Marianne Long, City Solicitor Robert Van Campen; IT Director Jorge Pazos, City Clerk Mary-Rita O'Shea, Director of Community Services Mike Lindstrom, City Planner Denise Gaffey, Planning Board Zoning Subcommittee Chair Ann DeSouza-Ward, City Engineer Bob Beshara, Asst. Superintendent of Public Works John Scenna, City Treasurer Art Flavin

Appropriations Committee is called to order by Chairman Medeiros at 7:33 p.m.

Alderman Mortimer motions to open Public Participation, 2nd by Alderman Forbes. All in favor. No one comes forward. Alderman Mortimer motions to close Public Participation, 2nd by Alderman Boisselle. All in favor.

Order 12-63, APPROPRIATION Amount: \$7,500.00
From: General Fund, Certified Free Cash
To: A/C #011522-529000 – Human Resources, Professional Services

Alderman Mortimer motions for passage, 2nd by Alderman Boisselle.

Alderman Mortimer motions to suspend the rules, 2nd by Alderman Boisselle. All in favor.

Mayor Dolan asks the Board of Aldermen to approve this appropriation to hire Sullivan, Rogers & Company public auditing firm and an additional appropriation request of \$8,500 in the next order to hire Pomeroy Resources, Inc. The Police Department is a good department but not an excellent department. The reasons need to be identified and a plan of action needs to be developed. The Melrose Fire Department and the Retirement office have undergone similar evaluations to bring those departments to excellence. Outside professional evaluations are needed to create a new playbook.

President Conn says overtime costs are a problem – they are on track to exceed \$320,000 this fiscal year. The most money spent on overtime in the last decade is \$250,000 and it was usually around \$200,000. The city needs continued sound management and the cooperation of unions to stay healthy and to survive fiscally. He thinks the combined \$16,000 will be well spent to save money in the future; the city needs to get answers.

Alderman Seaboyer asks if the Sullivan & Rogers report will focus on overtime analyses. Mr. Daniel Sullivan his company will quantify over a year's period of time: the amount of overtime used with the amount of detail, vacation or sick time used, identifying instances in which a detail was performed while an officer was on vacation or was out sick during, immediately before or

immediately after the detail shift; the percentage of each shift which represents vacation/sick time; and how much of a shift is being paid with overtime rates vs. regular time rates.

Alderman Wright asks if the schedule will include details performed outside of the City of Melrose. Mr. Sullivan says it will include all detail paid by the City of Melrose.

Chairman Medeiros directs the committee's attention to Order 12-53, line item 011522-529000, Human Resources, Professional Services in the amount of \$8,500.00. Mayor Dolan says these funds will be used to conduct a best practices evaluation by Pomeroy Resources, Inc. Mr. Pomeroy conducts operations and management studies of police departments.

Alderman Bird asks the timeframe to complete the evaluations and the ultimate goals. Mayor Dolan says the studies will be completed by January. Chief Lyle met with Mr. Pomeroy, and some of the challenges go back 50 years. This study will provide him with a map to make a better police department.

Alderman McAteer-Margolis asks if the study will look at the department as a whole and not looking at individuals. Mr. Sullivan says the report will paint a picture of overtime shifts.

Chairman Medeiros says it is common for people to be out on workers comp, military leave and sick time, and asks if there is an average of absences included in the budget. Mayor Dolan says Department Heads understand their needs and contingency plans are needed for higher risk positions. The formula differs for each department. Chairman Medeiros asks if there is a standard percentage for absences. Mayor Dolan says no; he understands if someone is legitimately injured but the existing problem is when three people are on vacation per shift plus one is out sick, there is a 70% overtime rate.

Alderman Boisselle asks if the estimated 50 hours to conduct the auditing evaluation will be done using paper records. Mr. Sullivan says yes.

On the motion to recommend passage of Order 12-63, All in favor.

Order No. 12-53, APPROPRIATION Amount: \$1,053,452.59
From: Certified Free Cash
To: various accounts

Alderman Mortimer moves to recommend, 2nd by Alderman McAteer-Margolis.

Alderman Seaboyer motions to suspend the rules, 2nd by Alderman Mortimer. All in favor.

Mr. Dello Russo says Free Cash becomes available this time of year. The DoR requires the city to use the funds before the end of the fiscal year. He works with city officials who have requested supplemental funds for their departments.

Mayor Dolan says the School Department has experienced overuse of its revolving fund. This \$378,000 appropriation will allow them to be prepared for level funding next year's budget. Mr. Dello Russo says the Regional School assessment increased by 34% resulting in the need for an

additional \$20,000. Atty. Van Campen says there is an increase over what was budgeted for property insurance due to ambulance service. Mr. Pazos says the lion's share of the unpaid FY11 bills is for telecommunications. There were issues with the phone system earlier in the year, specifically voicemail and voice playback for public safety.

Alderman Infurna says the request for \$110 by the Council on Aging was paid for by the Beebe Estate and moves to amend by reducing Account 015412-591011, CoA, Accounts Payable FY11, by \$110 to \$1,119.84, 2nd by Alderman Boisselle. All in favor. Alderman Infurna motions to amend the bottom line to \$1,053,342.59, 2nd by Alderman Boisselle.

Ms. O'Shea says General Code codifies the city's ordinances. She and the City Solicitor did an analysis of the Charter and Administrative Code and these funds will put the whole code together. The total cost is \$19,000 but she has encumbered the difference. Regarding the \$23,780 request to the City Clerk and Election line items, Alderman Seaboyer asks if the City will be reimbursed by the federal government for the presidential election. Ms. O'Shea says \$5,000 will be provided. Chairman Medeiros asks if this money was not included in the original budget; Ms. O'Shea says no. President Conn asks if these funds will get her through the fiscal year; Ms. O'Shea says yes.

Mike Lindstrom says the \$6,500 request to the Mayor's Community Outreach line item is primarily funding the Melrose Kids Club which has averaged 100-125 kids and parents per event. The appropriation will also fund the Main Street flags from Wakefield to Malden.

Mr. Scenna says the \$5,000 Highway Hired Equipment request is due to an emergency expenditure at the Hoover School. The request for Trees Overtime and Hired Equipment is to replenish the cost of clean up from Hurricane Irene and the October Nor'easter.

Mr. Dello Russo says the \$50,000 to Stabilization Trust Fund will bring the total to just under \$1.47 million. There is currently \$25,772.89 in the Capital Stabilization Fund, and the \$470,000 will bring the total to \$495,772.89. These funds are expended annually in part to avoid leasing vehicles, and \$15,000 will remain at the end of the year.

President Conn says after expending these funds there will be less than \$500,000 remaining in Free Cash. He is concerned about spending this much this early in the year, with one department going over budget in overtime. He is concerned with the Public Works outlay of \$285,000 to build the Green Team.

On the motion as amended, All in favor.

Order 12-10, Amending Melrose Revised Zoning Ordinances (Signage): Article II. Definitions, Section 235-5; Article VI, Dimensional and Density Regulations, Section 235-25; Article VII. Signs, Section 235-26 through 235-31; and Article XIII, Home Occupations, Section 235-77 as set forth herein.

Ms. Gaffey says the Planning Board's report dated October 17 includes some changes to the draft ordinance. It is still within the 90 day period for receiving comments from the Board of Aldermen.

Alderman Boisselle says he is concerned with the 5 foot setback requirement for placing signs on people's lawns; there are homes on Upham Street that don't have 5 feet from the lot line. Ms. DeSouza-Ward says it's a vehicular safety consideration.

Alderman Mortimer moves to recommend as amended, 2nd by Alderman Boisselle.

Alderman Wright asks if the Building Inspector is aware of the changes. Ms. Gaffey says he worked with them throughout the process and is comfortable with the changes made. Alderman Wright asks if this could be forwarded to the Chamber of Commerce and also inquires if there are any constitutional issues with the restrictions imposed in Sec. 235-28B(3). Ms. Gaffey says she reviewed the changes with the President of the Chamber of Commerce and its members are aware of them. This amendment will not affect existing signage; however, nonconforming signs will have to conform when changes are made. Restrictions for flashing neon signs are in the current ordinance; their existence is an enforcement issue.

On the motion to recommend, All in favor.

Alderman Mortimer motions to recess, 2nd by Alderman Bird. All in favor.

Appropriations Committee recesses 9:42 – 9:47 p.m.

Order 11-196, PRESENTATION An Overview of Fiscal Year 2012 Capital Improvement Program (CIP) Report

Mr. Dello Russo says the CIP is invaluable to the City's credit ratings by Moody's and Standard and Poor's. They look for progression of projects listed on the CIP report; it directly impacts the interest rates on borrowing.

President Conn motions to place on file, 2nd by Alderman Infurna. All in favor.

Order 12-54, APPROPRIATION Amount: \$494,162.78
From: A/C #84052-590000 – Capital Stabilization Fund
To: various accounts

Mayor Dolan says the Route 99 study is important to do now. In 2020 Melrose will see the largest development opportunity which could transform the City's finances. The \$285,000 for DPW equipment will create a landscaping team when the city privatizes trash pick-up. This investment is a one-time cost.

President Conn says he'd like to see a breakout of savings in real dollars. He'd like to see the proposed savings and how the numbers were arrived at.

Chairman Medeiros says the current trash team works in all day in all weather – some landscaping can't be done in the rain. Mayor Dolan says the ultimate goal is to collapse DPW and School maintenance and create three shifts. Mr. Beshara says he is looking to pull together all buildings, all maintenance, to serve the City.

Alderman Mortimer moves to recommend, 2nd by Alderman Forbes. All in favor.

Order 12-50, BOND Authorizing City Treasurer with the approval of the Mayor to issue bonds or notes of the City to the aggregate principal amount of Two Hundred Eighty Five Thousand Dollars (\$285,000.00) to fund a Gasoline Fueling and Dispensing Station (\$165,000.00) and fund Public Works Renovation Expenses of the new operation facility (\$120,000.00).

Alderman Mortimer moves to recommend, 2nd by Alderman Forbes. Alderman Forbes moves to suspend the rules, 2nd by Alderman Mortimer. All in favor.

Mr. Beshara says by building its own gas fueling and dispensing station, the City will save \$17,000 per year. Tank approval will be required by the DEP and the Fire Department. The other funding is to complete the Public Works renovation.

On the motion to recommend, All in favor.

Order 12-48, Acceptance of Ch. 137 of the Acts of 2003, having been amended by Section 131 of Chapter 68 of the Acts of 2011:

AN ACT RELATIVE TO PUBLIC EMPLOYEES SERVING IN THE ARMED FORCES OF THE UNITED STATES. (A-3)

Alderman Wright says adoption of this Act will codify what the City is already doing. This will entitle employees to their regular base pay without the loss of seniority and they won't have a loss of income while serving our country.

Alderman Mortimer moves to recommend, 2nd by Alderman Boisselle. All in favor.

Alderman Mortimer motions to adjourn, 2nd by Alderman Boisselle. All in favor.

Appropriations adjourns at 10:34 p.m.

Maribeth Harrington
Clerk of Committees