

**Advisory Committee  
Meeting Minutes  
12/13/2016**

In attendance: Committee Members Anderson, Baltera, Belyea, Coughlin, Curley, Hancock, Haskell, Kelley, LaCroix, Sharkansky, Smallwood, Strehle, and Taylor and Town Accountant Nickerson.

Chairman Taylor called the meeting to order at 7:31 p.m.

*Questions from the public on items not on the agenda:* None

*Approval of Minutes*

Members approved the November 15, 2016 minutes with revisions on an 8-0 vote. Members Coughlin, Haskell, and Sharkansky abstained, as they were not in attendance at that meeting. Strehle was not present for this vote.

*Liaison Update - Barnes Wharf*

Coughlin summarized responses to AdCom feedback on the proposed Barnes Wharf lease with the Hingham Maritime Center. On wharf repairs, the Town's only commitment is to work in good faith to secure funding. The document's insurance provisions are under review to ensure appropriate coverage for maritime and other risks. Coughlin will present AdCom comments at the December 15 Selectmen's meeting.

**Budget Reviews – General Government**

Taylor noted that the Budget Book's Five-year Forecast reflects requested department budget amounts, the Town Administrator's budget recommendations, and a \$100,000 increase for the Health Insurance mitigation fund. AdCom will set aside all proposed budget additions for consideration at the end of the review process. Town Administrator Alexiades will discuss Town finances at AdCom's December 20 meeting.

*Selectmen*

Curley recommended an appropriation of \$526,607. Assistant Town Administrator Tom Mayo observed that the proposed full-time grant writer could generate revenue to offset the expense. Haskell requested data supporting the concept that the grant writer would generate revenue to offset the expense.

*Legal Services*

Curley recommended an appropriation of \$232,000, level funded from the previous year.

*Town Hall*

Baltera recommended an appropriation of \$656,609. Mayo reported that a level funded budget would result in reductions to the lunchroom line item.

*Town Meetings*

Curley recommended an appropriation of \$31,692.

*Treasurer/Collector*

After remarks by Treasurer/Collector Jean Montgomery, LaCroix recommended an appropriation of \$391,061, which represents both a level services and a level funded budget for the department.

*Town Clerk*

After remarks by Town Clerk Eileen McCracken, Baltera recommended an appropriation of \$185,040.

### *Elections*

Baltera recommended an appropriation of \$17,695, a reduction based on fewer anticipated elections in FY 18. AdCom members complimented the Town Clerk on the success of early voting for the November election.

### *Community Planning*

After remarks by Community Planning Director Mary Savage-Dunham, Haskell recommended an appropriation of \$807,298. Reductions in the salary line item in part reflect shifting some labor expenses to the Building Revolving Account as advocated by AdCom in previous years. The proposed Affordable Housing Specialist would track the Town's current affordable housing units, support development of future units, and inform citizens on affordable housing opportunities. Haskell requested a list of the proposed position's tasks broken down into things currently done by another staff member and tasks the new position would enable the Town to do for the first time.

### *Assessors*

After remarks by Assessing Director Richard Nowlan, LaCroix recommended an appropriation of \$388,838. The department will conduct the state-mandated full revaluation in FY 18, necessitating an increase in its Revaluation Services budget line item. In this certification year, the department cannot reasonably meet a level funded budget.

### *Information Technology*

After remarks by Information Systems Manager Steve Becker, Baltera recommended an appropriation of \$414,776. In a level funded budget, the department would discontinue service with its social media consultant.

### *Bare Cove Park*

After remarks by Bare Cove Park Committee officers Ted Matthews and Rikard Johnson, Strehle recommended an appropriation of \$24,878. The Corps of Engineers will be checking the park for unexploded ordinance in summer 2017.

### *Town Accountant*

After remarks by Town Accountant Sue Nickerson, Strehle recommended an appropriation of \$326,362. The proposed part-time Benefits Coordinator would facilitate employee and retiree enrollments in the new Group Insurance Commission health plan, which relies on paper documentation with strict deadlines.

### *Reserve Fund*

Strehle recommended an appropriation of \$550,000.

### *Liaison Updates*

AdCom Liaisons provided the following updates:

- Audit (LaCroix) – At its December 8 meeting, the Board of Selectmen voted to accept the fiscal year 2016 audited financial statements and management letter as submitted by the Audit Committee.
- Education/Capital Outlay (Coughlin, Hancock) – The School Department's asset management software enables it to track, schedule, and conduct preventative maintenance on its facilities and equipment. The School Department's Facilities Manager has completed initial asset inventory work on schools, Town Hall, and the Library.
- Public Works and Facilities – Member Haskell is stepping back as chair of AdCom's Public Works and Facilities subcommittee to avoid any perceived conflict with his professional responsibilities in the Attorney General's Office. Taylor will appoint a new AdCom subcommittee chair.
- Fund Balance (Taylor) – AdCom policy calls for an Unassigned Fund Balance of 16 – 20% of Total Annual Expenditures. As the 11/15/2016 Fund Balance memo details, Unassigned Fund Balance is currently 20.93%.

- Planning (Baltera) – The Planning Board and Zoning Board of Appeals have submitted five proposed warrant articles.

*Matters not anticipated within 48 hours: None*

*Adjournment*

The Committee voted unanimously to adjourn at 10:20 p.m.

Respectfully submitted,

Donna M. Smallwood  
Secretary

Documents:

Agenda for AdCom Meeting of 12/13/2016

Draft Minutes from 11/15/2016 AdCom Meeting

Advisory Committee member questions/comments to HMC Lease, memo from Tom Mayo/Susan Murphy 12/13/2016

Fund Balance, memo from Sue Nickerson 11/15/2016

Advisory Committee Meetings/Milestones 2016-2017, 12/8/2016

AdCom FY18 Budget Scorecard

Advisory Comm – DPW Budget, Haskell email to Taylor 12/3/2016