

## **Advisory Committee Meeting Minutes**

**Date: June 18, 2019**

**Place: Town Hall**

In attendance: Committee Members Donna Smallwood, Victor Baltera, Bob Curley, Tom Belyea, Libby Claypoole, Julie Strehle, George Danis, Andy McElaney, Davalene Cooper, Ed Gaydos, Nancy MacDonald and Town Accountant Sue Nickerson

Absent: Eric Haskell, Dave Anderson, Eryn Kelley, Evan Sheehan,

Chairman Smallwood called the meeting to order at 7:30 pm.

*Questions from the Public on Items not on the Agenda - None*

*Approval of Minutes*

Minutes of the Meeting held on 6/4/19 were approved by a vote of 10-0

*Release of Minutes from 8/4/16 executive session*

The minutes of the executive session held on 8/4/2016 were released by a roll call vote of 10-0. There are no other executive session minutes that have not been released.

*Update from Hingham Affordable Housing Trust*

Chair Tim White provided an overview of the 2006 enabling legislation and the creation of the Affordable Housing Trust at the 2007 Town Meeting. He described the major initiatives of the AHT both past and currently underway as the condominiums at 80 Beale Street, a partnership with Fr. Bill's related to the Veteran's Home and the Rust House, a partnership with Habitat for Humanity at Whiting Street which will create two affordable units, and an ongoing project at 499 Cushing Street. The AHT prefers not to be a landlord and instead focuses on the creation and sale of affordable housing ownership units. It also monitors the resale of affordable housing units. The AHT is in the early stages of preparation of a housing production plan for the Town. The principal source of funding for the AHT has been CPC grants which permit the purchase and repair of affordable

units. When sold the sale proceeds return to the AHT. The sale proceeds are typically below prevailing market prices due to limits on the resale price imposed by the laws and regulations governing affordable housing.

*Review and approval of repurposing operating budget for capital, inter/intra department and Reserve Fund Transfers for FY 2019*

### **Reserve Fund Transfers**

Legal – Amount requested \$455,000. Legal expense (before receipt of June 2019 bills) broke down as follows: Litigation/General 54%; Land use 30%; Personnel 9%; Other 7%. Legal expense is hard to predict and budget and the budgeted amount has typically been too low. There is a recognition that the budgeted amount needs to be increased. The requested amount is lower than expected. The transfer was approved by a vote of 10-0.

DPW Snow and Ice – Amount requested \$248,751. DPW Superintendent Randy Sylvester explained that the requested amount was lower than expected. The previous year involved a transfer of \$490,000. Due to the vagaries of the weather this is another item which is hard to predict. The transfer was approved by a vote of 10-0.

Selectmen expenses – Amount requested \$85,000. This amount was related to consulting services for the water company acquisition in the time frame leading up to Town Meeting. The transfer was approved by a vote of 10-0.

Fire salaries– Amount requested \$80,000. Fire Chief Steve Murphy explained that this transfer was needed to cover overtime. The difficulty in filling vacancies (caused by retirements and resignations) with qualified candidates led to additional overtime expense. This transfer was approved by a vote of 10-0.

Elder Services salaries – Amount requested \$8,400. Director Jennifer Young explained that the retirement of the former Director resulted in the payment of accrued vacation benefits as did the departure of another employee. There was also one week of salary overlap for the Director's position. The transfer was approved by a vote of 10-0.

Elder Services expenses – Amount requested \$3,000. This transfer was necessitated by an unexpected repair on a senior transport vehicle. The transfer was approved by a vote of 10-0.

Workers Compensation – Amount requested \$41,315. The transfer was needed to cover required costs for the remainder of the fiscal year. The Town has settled another long term case. The transfer was approved by a vote of 10-0.

Employers Medicare Taxes – Amount requested \$37,500. Sue Nickerson explained that new employees are replacing retiring employees who did not pay Medicare tax leading to an additional expense. This transfer was approved by a vote of 10-0.

Town Meeting expenses– Amount requested \$27,202. The two day Town Meeting required additional expenses for AV services, equipment, chairs and warrants. This transfer was approved by a vote of 10-0.

Unemployment compensation – Amount requested \$25,000. This amount was needed to cover the cost of unemployment claims for this fiscal year (FY 19). This transfer was approved by a vote of 10-0.

Town Engineering salaries– Amount requested \$18,100. This amount was needed to cover a mid-year contract salary obligation and a retirement buyout. The transfer was approved by a vote of 9-1.

Town Engineering expenses– Amount requested \$11,950. This amount was needed to pay for engineering support services while the department was short staffed. This transfer was approved by a vote of 9-1.

Town Engineering expenses– Amount requested \$10,000. These funds were needed to hire a Licensed Site Professional to address possible contamination at Whitney Wharf Park. This transfer was approved by a vote of 10-0.

Harbormaster expenses– Amount requested \$9,001. In the summer of 2018, the Town entered into a sublease with the MBTA for the Harbormaster's office at the shipyard. There is an annual rent payment of \$1.00 and an annual charge of

\$9,000 for maintenance and operation of the building. The transfer was approved by a vote of 10-0.

Town Meeting salaries – Amount requested \$1,671. Additional school and Town custodial staff and checkers were needed for the two night Town Meeting. This transfer was approved by a vote of 10-0

### **Inter-Department Transfer Requests**

DPW-Capital Outlay from Group Insurance– Amount requested \$44,000. This transfer would permit the acceleration of capital purchases from 2020 to 2019 from budgetary surpluses. This transfer was approved by a vote of 10-0.

Town Hall Capital from Group Insurance– Amount requested \$84,216. This transfer would permit the acceleration of capital purchases from 2020 to 2019 from budgetary surpluses. This transfer was approved by a vote of 10-0.

GAR Hall from Veteran’s Services – Amount requested \$1,700. This transfer from Veterans’ Ordinary Allowances will address an emergency boiler repair at GAR Hall. This transfer was approved by a vote of 10-0.

### **Intra-Department Transfers**

Hingham Police from salaries to capital outlay– Amount requested \$25,841. This transfer will be used to pay for required updates in radio communication technology. The concept was approved by a vote of 10-0 pursuant to the capital repurposing policy and the transfer was approved by a vote of 10-0.

Hingham Police salaries to capital outlay– Amount requested \$16,500. This transfer would permit the replacement of old video equipment with new digital video and voice recording technology for use in suspect interviews and booking. The concept was approved by a vote of 10-0 pursuant to the capital repurposing policy and the transfer was approved by a vote of 10-0.

Hingham Police from salaries to expenses– Amount requested \$16,025. This transfer will pay for the conversion of police Narrow Band radio licenses to new

federally mandated Digital Radio licenses. This transfer was approved by a vote of 10-0.

DPW Public Works salaries to road building- Amount requested \$130,000. This transfer will provide for replacement of the drainage system on Bradley Hill Road and Bremer Circle before paving of the roads. This transfer was approved by a vote of 10-0.

DPW Transfer Station expenses to capital outlay– Amount requested \$30,000. This transfer will allow the DPW to take advantage of an opportunity to purchase a 2006 Kenworth tractor in good repair in order to replace a 1990 tractor. This transfer was approved by a vote of 10-0.

DPW Transfer Station expenses to salaries – Amount requested \$27,000. This transfer will pay for unexpected overtime due to an increase in the union contract which was more than expected. This transfer was approved by a vote of 10-0.

*Authorization of Incoming Chair to Approve Transitional Reserve Fund Transfers –*

The Committee authorized Victor Baltera as incoming chair to approve reserve fund and other transfers of \$10,000 or less for FY19 between June 19 and July 15. This was approved by a vote of 10-0.

*Liaison Updates - None*

*Year-end Celebration update –*

After payment of expenses a balance of \$272.12 remained. The Hingham Historical Society had permitted the celebration to occur at the Heritage and Visitor Center at Old Derby. In view of this it was proposed that a donation of \$250 be made from the balance to the Hingham Historical Society. This proposal was adopted by a vote of 7-0-3. These funds were not Town funds but contributions from the individual AdCom members. Chair Smallwood offered thanks and congratulations to the celebration committee: Nancy MacDonald, Ed Gaydos, Andy McElaney and Davalene Cooper.

*Advisory Committee Housekeeping Items - None*

*Matters not anticipated within 48 hours: None*

Adjourn - 9:49

Respectfully submitted,

Bob Curley, Secretary

List of Documents Distributed at this Meeting:

Agenda

Reserve Fund Transfer Requests

Inter-Department Transfer Requests

Intra-Department Transfer Requests

All-Comm Technologies Quote

Hunt's Photo and Video Quote

June 1, 2019 letter of Police Chief Glenn Olsson to Eric Valentine, Capital Outlay

Budget Report – GAR Hall expenses.

Reserve Fund Transfers – FY2019

AdCom approved on 9/10/2019