In accordance with the Governor’s Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the February 2, 2021 public meeting of the Falmouth Finance Committee shall be physically closed to the public to avoid group congregation.

Alternative public access to this meeting shall be provided in the following manner:

1. Real-time public comment can be addressed to the Finance Committee utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.
   a. Zoom Login instructions:
      i. Instructions and the meeting link for this specific meeting can be found at the following web address: http://www.falmouthma.gov/Finance
      ii. Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.

2. Additionally public comments may be sent in advance of the meeting to keith.schwegel@falmouthma.gov at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.

Present: Keith Schwegel, James Marnell, Judith Magnani, Ron Dyer, Kathleen Beriau, Mary Harris, James Newman, Deborah Maguire, Susan Smith, Nick Lowell, Peter Hargraves, Joseph Lemay
Absent: Dutch Drolette
Public Present: Jennifer Mullen (Finance Director), Julian Suso (Town Manager), Sam Patterson (Select Board)

1. WELCOME
   Keith Schwegel called the session to order at 7:00pm

2. PUBLIC COMMENT
   None

3. CHAIRMAN’S REPORT
   Keith Schwegel informed the Committee that Dutch Drolette would be absent for the rest of the Budget process
   Keith also addressed the previous meetings questions about appropriate behavior for recusals in a virtual environment; he asked Nick Lowell to elaborate
   Nick Lowell called the Massachusetts Ethics Commission and was told that Committee members who needed to recuse themselves could turn off their cameras and mute their microphones allowing the meeting to continue without any influence from the recused party.
   Keith spoke to the group about the roll call voting process for future meetings, explaining that when voting on a group of Departments, each Department identified in the motion will be accompanied by the dollar amount being requested.
4. APPROVE MINUTES
   Nick Lowell moved to approve the minutes of 1/19/2021
   Ron Dyer seconded

   Roll call vote to approve the 1/19/2021 minutes: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

   Kathleen Beriau moved to approve the General Government recommended budgets as follows:
   Town Manager/Select Board: $732,105
   Finance Department: $140,097
   Town Accountant: $261,869
   Assessing: $432,887
   Treasurer/Collector: $646,599
   Peter Hargraves seconded

5. GENERAL GOVERNMENT – TOWN MANAGER/SELECT BOARD
   Kathleen Beriau presented the details of the budget with emphasis on the following:
   - Diversity Coordinator position (new to budget)
   - Housing Coordinator salary (previously from CDBG funds)

   The Committee discussed the following:
   - Diversity Coordinator (School Involvement/Job Description)
   - Greenhead Fly Control
   - Aerial photography

6. GENERAL GOVERNMENT – FINANCE DEPARTMENT
   Kathleen Beriau presented the details of the budget

   The Committee discussed the following:
   - Stipend

7. GENERAL GOVERNMENT – TOWN ACCOUNTANT
   Kathleen Beriau presented the details of the budget with emphasis on the following:
   - Vadar Program (new Water Utility Software)
   - Annual audit line
   - Comprehensive Annual Financial Report (CAFR)

   No further discussion

8. GENERAL GOVERNMENT – ASSESSING
   Kathleen Beriau presented the details of the budget with emphasis on the following:
   - 45 year Department of Revenue certification cycle
   - Contractual services line

   The Committee discussed the following:
   - Contractual services line uses
   - Nearmap (new Aerial Flyover mapping application)
   - Finance Department as depicted in the Organization Chart
   - Finance Committee placement in the Organization Chart

9. GENERAL GOVERNMENT – TREASURER/COLLECTOR
   Kathleen Beriau reviewed the details of the budget with emphasis on the following:
Online registration for permits  
Collector/Treasurer stipend  
Vacant position  
The Committee discussed the following:  
  • Online permitting (currently only Beach and Dump)  
  • Online permitting software progress  
  • Legal/Tax Title fees  

Susan Smith revisited the Diversity Coordinator discussion, noting that the School had been asking to have the position reinstated for several years  

Roll call vote to approve the following:  
  • $732,105 for Town Manager/Select Board  
  • $140,097 for Finance Department  
  • $261,869 for Town Accountant  
  • $432,887 for Assessing  
  • $646,599 for Treasurer/Collector  

Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye  

10. PUBLIC SAFETY – CONSOLIDATED COMMUNICATIONS  
Jim Marnell moved $740,546 for Consolidated Communications  
Susan Smith seconded  
Jim Marnell reviewed the details of the budget with emphasis on the following:  
  • Prof/tech contractual services line  
  • Uniform line  
The Committee discussed the following:  
  • Telephone line  
  • Prof/Tech Contractual Services line  
  • Staffing  
  • 911 expenses  
  • Vacancies and staff turnover  
  • Competitive wages  

Roll call vote to approve $740,546 for Consolidate Communications: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye  

Susan Smith recused herself  

11. PUBLIC SAFETY – POLICE DEPARTMENT  
Jim Newman moved $7,027,875 for the Police Department  
Ron Dyer seconded  
Jim Newman reviewed the details of the budget with emphasis on the following:  
  • Salary increases  
  • Civil Service hiring difficulties  
  • The Committee discussed the following:  
  • Uniform/Range lines requested vs recommended
• Overtime line, projections for FY21, yearly additional funding
• Cruisers line
• Vehicle Maintenance
• Impact of two recruits being dismissed from the Academy
• Civil Service process
• Exit from Civil Service (process to exit: collective bargaining, Town Meeting, etc)

Roll call vote to approve $7,027,875 for the Police Department: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

Susan Smith returned to the meeting

12. COMMUNITY DEVELOPMENT – ZONING APPEALS
Kathleen Beriau moved $146,185 for Zoning Appeals
Ron Dyer seconded
Kathleen presented the details of the budget
No further discussion

Roll call vote to approve $146,185 for Zoning Appeals: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

Mary Harris recused herself

13. COMMUNITY SERVICES – PUBLIC LIBRARY
Peter Hargraves moved $2,158,548 for the Public Library
Peter Hargraves explained that this amount was different than was in the budget book due to the removal of a library aid that wasn’t an approved position
Peter Hargraves then presented the details of the budget with emphasis on the following:
  • Library Board of Trustees
  • Massachusetts certification percentages
Ron dyer praised the Library and staff for their excellent work during the pandemic
No further discussion

Roll call vote to approve $2,158,548 for the Public Library: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

Mary Harris returned to the meeting

14. COMMUNITY SERVICES – BEACH DEPARTMENT
Peter Hargraves moved $821,084 for the Beach Department
Susan Smith seconded
Peter Hargraves explained that this amount was different than was in the budget book due to a wage adjustment for the 2021 increase in minimum wage
Peter Hargraves then presented the details of the budget with emphasis on the following:
  • Acting Superintendent
  • Yearly revenue
  • Need for Smart Phones
• Litter
• Beach parking lot pandemic closures/restrictions 2020 season
• Shared (Recreation/Beach) vehicle status
• Assistant Beach Superintendents/Beach Coordinator
• Beach nourishment
• Minimum wage adjustment

Roll call vote to approve $821,084 for the Beach Department: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

15. EMPLOYEE BENEFITS – COURT JUDGEMENTS
Kathleen Beriau moved $500 for Court Judgements
Ron Dyer seconded
Kathleen Beriau presented the budget
The Committee discussed the following:
• What this budget is used for

Roll call vote to approve $500 for Court Judgements: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

16. PROPERTY, LIABILITY AND WORKERS’ COMPENSATION
Kathleen Beriau moved $1,750,000 for Property, Liability and Workers’ Compensation
Ron Dyer seconded
Kathleen Beriau presented the budget
No further discussion

Roll call vote to approve $1,750,000 for Property, Liability and Workers’ Compensation: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye

17. FOLLOW-UP BUILDING DEPARTMENT – ADMINISTRATIVE EXPENSES
Keith Schwegel recognized Jennifer Mullen, Director of Finance to explain the line
Jennifer Mullen explained that this line is generally used for licenses, but that those expenses may have come out of staff development in recent years. She indicated that she would speak to the Department Head to make sure the expenses are coming out of the correct line.

18. FOLLOW-UP BEACH/RECREATION DEPARTMENT – VEHICLE SHARING
This agenda item was discussed during the Beach Budget deliberation earlier in the meeting

19. INDIVIDUAL COMMUNITY MEMBER REPORTS
Keith Schwegel recognized Jim Marnell; Jim asked Julian Suso (Town Manager) and Sam Patterson (Select Board) about the letter from David Vieira to the Select Board asking for permission to hold the April Town Meeting by Zoom (The request was approved by the Select Board meeting on February 1st) and whether the approval meant the meeting could not happen in person should the circumstances change. Sam Patterson responded that the probability is strong that circumstances won’t change, but that the request was to establish
the allowance of the virtual meeting and to make that structure public.

Keith Schwegel recognized Ron Dyer; Ron Dyer commented that he preferred face to face meetings rather than the virtual meetings currently being held

Keith Schwegel recognized Peter Hargraves; Peter Hargraves commented that he had received something from the Massachusetts Municipal Association about the Department of Local Services putting out preliminary Cherry Sheet estimates. He mentioned that he reviewed Falmouth’s estimates, comparing FY21 to FY22, and that there was an overall increase in the estimate of $29K. He asked Jennifer Mullen for comments. Jennifer responded with a synopsis of the Governor’s Budget process and comments about the initially projected shortfall and the impact if the shortfall is less than that projection.

Keith Schwegel recognized Susan Smith; Susan Smith noted that she had received some questions about Upper Cape Cod Regional Technical School (UCCRTS) and the process to determine Falmouth’s responsibility. She also noted that Mary Harris was having trouble getting an appointment with the Director due to a death in the family. She asked that Committee members with questions contact her and she would walk them through the process. She also noted that UCCRTS is completely self-contained (ie. Health insurance, field maintenance, etc.).

Keith Schwegel recognized Nick Lowell; Nick Lowell indicated that he was going to be taking over Dutch Drolette’s ‘official role’ of moving adjournment

Keith Schwegel recognized Mary Harris; Mary Harris stated that she sees a future need for a coastal resiliency reserve fund. She also commented that the Committee should read the Boston Globe’s cautionary tale about the Methuen Police Department.

Keith Schwegel commented that the School Department Budget would be presented on March 2nd. He also requested that all Committee members send agenda items for next week’s meeting as soon as possible.

20. OTHER BUSINESS
   None

21. ADJOURN
   Nick Lowell moved to adjourn at 8:57pm
   Ron Dyer seconded

   Roll call vote to adjourn: Jim Marnell, aye; Ron Dyer, aye; Judy Magnani, aye; Jim Newman, aye; Mary Harris, aye; Kathleen Beriau, aye; Deb Maguire, aye; Susan Smith, aye; Nick Lowell, aye; Peter Hargraves, aye; Joe Lemay, aye