BOARD OF SELECTMEN

MEETING MINUTES

JANUARY 19, 2013

The meeting was called to order at 8:39 AM in conjunction with the Finance Committee to discuss the preliminary budget. Present were Selectwoman Bik, Selectmen Chamberland, Haughey, Marchand and Wozniak; and Town Administrator Keyes.

Council on Aging – Mr. DiLibero, Chairman and Acting COA Director, Mrs. Doiron were here. Mrs. Doiron said according to the 2012 census there are 1,643 60+ residents. She said full and part time salaries received a 2% cost of living increase. The van drivers have a proposed increase of 4%. She said van service is from 8:00 AM - 3:30 PM. She said they have 6 per diem drivers who work 19 hours a week at $11 per hour and there is still a shortfall of $2,500. They have 5 volunteer drivers who use their own cars or town cars and saved the Town $3,575. There was no increase in telephone, recreational, office supplies, kitchen supplies and travel/seminar. They receive an annual formula allocation and were awarded $10,556 to underwrite program administrations costs and it also provides for printing/copying, conference/meeting attendance and volunteer recognition.

Mr. Forget, Chairman of the Finance Committee asked if any trips were related to the Town of Millville. Mrs. Doiron said Blackstone stopped transportation services to Millville in July. She said some are included and will provide a breakdown of Millville costs. Mr. Marchand asked if the budget reflects the loss of Millville, if line items are increasing and the cost of gasoline. Mr. DiLibero said the drivers are driving the same amount of hours they were, they are just losing a passenger and the cost of gas comes out of the town budget. Chairman Wozniak said he wants as much detail brought forward as possible.

Mr. Wells, Member of the Finance Committee said grants are used throughout the year to enhance the budget and asked if there were any other grants. Mrs. Doiron said they just received the formula grant and it was used for transportation. She was asked why the budget increased 4%. Mrs. Doiron said they actually need 10% but are trying to increase it slowly.

Mrs. Doiron said an unduplicated passenger means 1 person. Mr. DiLibero said he would break down the usage of the van. Mr. Chamberland wants a breakdown of how many people use the Senior Center daily. Mr. Keyes said he would provide a breakdown of the maintenance for each department. Mr. Forget wants a breakdown of names, positions and salaries. Mr. Keyes said he has sent a list of the inventory of computers to the Finance Committee and would send a list of the town vehicles to the Finance Committee.

Collector/Treasurer – Ms. Warren, Collector/Treasurer provided an updated budget because her Assistant Treasurer is leaving and her Payroll Clerk is retiring April 1, 2013. She said both will be greatly missed. She said her position increased 2%. She said the union contract scale for the new budget is $13.99 an hour for the Assistant/Treasurer and the annual figure is $23,643; the payroll clerk is $13.52 and the annual figure is $22,849. She put the position of Assistant Collector back in; this position was laid off 5-6 years ago. She said this position receives $13.79 an hour and the annual figure is $23,305. She said a portion of the Assistant Treasurer’s salary gets reimbursed from the Water & Sewer Commission. She said certification was level funded and overtime is needed to train new people. Mrs. Warren said Mrs. Letalien is leaving February 1, 2013 and offered to work Tuesday nights to help train the new person. Chairman Wozniak said they would discuss that later.

Mr. Keyes said according to MA Law he and the Collector/Treasurer do the interviewing. He said if the Town Charter bylaw is stricter than the law, the Town goes by the Charter. Chairman Wozniak wants to put the hiring process on the next agenda.

Mr. Keyes asked about Mrs. Muller. Mrs. Warren said Mrs. Muller cannot be bonded and has not been part of her office since January. She said the books Mrs. Muller reconciles has nothing to do with her office and is the second set of books for Mr. Keyes. She said Mrs. Muller reports to Mr. Keyes. Mr. Keyes said the books are being done based on the recommendation of the audit and should be done by outside assistance.

Mrs. Warren said her budget will increase $15,000 if she adds two positions. Mr. Keyes said the Water & Sewer Commission budget will also have to be adjusted. Mrs. Warren said those two positions cannot be combined because it is a union issue. Mr. Keyes said the person who is reconciling the second set of books comes out of the Collector/Treasurer’s budget. He feels another person is not needed because the work is being done by Mrs. Muller in another office. Chairman Wozniak wants a breakdown. Mrs. Warren said Mrs. Muller is part time on her budget and part time for the Fire Department for ambulance billing.

There was discussion between Mr. Chamberland, Mr. Keyes and Mrs. Warren about emails.

Mrs. Warren said Worcester County Retirement increased but could decrease it by making a one time payment. Chairman Wozniak wants a report for the public at the next meeting if we are reconciled with cash books.

Accounting – Mrs. Moquin, former Town Accountant and Ms. Hebert, Town Accountant were here. Mrs. Moquin said the full time position increased 24%; professional and technical are not done yet because fixed assets software is needed; office supplies increased slightly; took out education; and the rest is level funded.

Chairman Wozniak does not want to increase the salary because it was shot down at the Annual Town Meeting and is more in favor of an incremental increase over time. Mr. Marchand said they hired a new town accountant with a 12% increase. There was discussion about how the contractuals are stated in the budget. Mrs. Moquin said the 24% increase was put in before Ms. Hebert was hired. She said Mr. Keyes did not tell her about the 12%. Mr. Haughey wants Mr. Keyes to do a regional rate study and provide it to the Board and the Finance Committee. Chairman Wozniak wants the study attached to the informational packet. Mr. Keyes said he never contacted Mrs. Moquin to have her change the 24% increase.

Assessors – Mrs. Schandelmayer-Davis, Chairwoman of the Board of Assessors and Mrs. Salamone, Assistant Assessor were here. Mrs. Salamone said there is no change in the Chairman; 3% increase for the Assistant Assessor’s salary and is still waiting for signed contracts from Mr. Keyes for FY’13. Mrs. Schandelmayer-Davis said Mrs. Campopiano will be retiring in two years. She said if an analysis is done in house it will save them $30,000. She wants someone in there part time to train them so it will be a smooth transition because Mrs. Campopiano does more than the typical clerk. She said there was no change to elected members; longevity increased $700; no change to repair and maintenance; professional and technical increased because it is a re-evaluation year and they will have to do a lot more work; she said they will have to bid for commercial, property and industrial because they do a more thorough job during the reevaluation year; and otherwise everything else is the same.

Mrs. Salamone said the deadline for filing an abatement is February 1, 2013. Chairman Wozniak wants to put it on the website. Mrs. Salamone said it is on cable. Mr. Forget asked to be provided with a copy of the breakdown of their budget.

Parks & Recreation – Mrs. Langlois - Vice Chair of Parks and Recreation and Mr. Morse – Field Director were here. Mrs. Langlois said the budget has gone up a little less than $200 and is not sure what the final numbers will be for some of the budget and hopes accounting will help. She said the secretary was reduced to $700. Chairman Wozniak said salary increases should be taken out due to contract negotiations. Mrs. Langlois said salaries will be reduced if new people are hired for summer help. She said summer help mows from May - September, maintains fields, bathrooms, weedwacking, any projects; painting and digging holes. She said if anyone is interested to get an application at the Administrator’s office. She will also advertise on the website. She said overtime was reduced by $100 and will ask Mr. Cox to check about reimbursing Parks & Recreation for Memorial Day.

She said accounting needs to fill in the number for longevity. She said repair & maintenance was level funded; they have to do a field a year. She said $27,000 was in their budget last year but they did not use it all and this is the time of year they use it. Mr. Forget wants Parks & Recreation to provide more information on repair and maintenance and the difference between the years. She said there was no increase in professional and technical; an employee needs to get his fertilization license; and advertising increased. She said telephone decreased; and recreational and everything else pretty much stayed the same.

Chairman Wozniak wants Mrs. Langlois to prioritize a list of projects and said an Eagle Scout will restore the Town Common.

Mr. Forget wants to know why the telephone increased to $1,400 in FY2013 and decreased to $900 in FY2014. Mr. Keyes said he would look into it. Chairman Wozniak said lighting has to go to Capital Outlay and is a worthwhile request. Ms. Langlois said there are three big projects: bathroom at Turbesi Park (Chairman Wozniak said it could possibly be funded through ANP); lights at Goulet Field (Chairman Wozniak said it should go through Capital Outlay) and the roof on the pavilion is rotting. Chairman Wozniak wants to contract changing the lights for the poles and wants Mr. Keyes to submit an article on behalf of Parks & Recreation regarding lighting. Chairman Wozniak wants an estimate from an electrician to put conduit in and for electricity. He knows Mr. Morse offered to do it but wants him to do other things.

The meeting adjourned at 1:03 PM.

Respectfully submitted,

Kim Milliken