BOARD OF SELECTMEN

MEETING MINUTES

JANUARY 12, 2013

The meeting was called to order at 8:30 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.

Chairman Wozniak said they are televising the budget workshops so the residents will see the process. They will also be on the website.

Board of Health - Mr. Walsh said the elected Chair stayed the same; sick leave buyback increased 2%; professional & technical increased 3% (payoff for septic reviews); Farm Street landfill increased 6% (canisters need to be replaced); Chestnut Street landfill stayed at $9,000; visiting nurse (provides services to the seniors) increased $230; other supplies are $100; and flu clinics and shelters are $2,500 and could possibly be reduced. He said the budget increased by 3%.

Mr. Walsh said a septic review is when an engineer reviews Title V plans; the cost is $600 per review. He said the canisters are charcoal, filled with methane, have to be replaced every few years and the DEP requires them to be monitored. Mr. Forget, Acting Chairman of the Finance Committee wants a detailed sheet providing what is covered by the expenditures.

Ms. Bik asked if the Town gets reimbursed from the State for flu clinics. Mr. Walsh said it depends on how severe the epidemics are.

Mr. Keyes said do not increase salaries due to negotiations.

Waste Collection – Mr. Walsh said they are leaving tipping at $185,000. He said municipal trash is $10,000, trash is up for renewal and is projecting the cost to be $231,284. He said recycling/curbs stayed the same. He said the budget increased by 1% and tipping could possibly come down. He said trash could go up and projected a 3% increase. He has been doing a yearly trash contract.

Inspectional Services – Mr. Walsh said he will readjust the salary for the Municipal Inspector/Code Enforcement Officer; the part time assistant increased to $25,350; wages for the part-time secretary increased to $15,779; and longevity was level funded. He said the part-time salary was reduced because Earl Vater will not be paid contractually; he will work directly for us part time. He said the Plumbing/Gas Inspector is level funded. He said wages for the part time assistant to the Electrical Inspector increased $600 because is a stipend. Mr. Forget asked why this increased to $1,000. Mr. Walsh said it increased so it would be where it was several years ago.

Sealer Weights/Measurers – Mr. Walsh said it was level funded.

Recycling Center Enterprise – Mr. Walsh said they would take out the 2% increase for salaries and the rest of the budget is basically level funded. He said for the second year part time wages are now carried in the enterprise account; overtime is $8,000 because they need to work seven Saturdays; professional and technical, employee benefits and hazardous waste stayed the same; insurance premiums increased; and debt to the Capital Outlay Committee increased because of the new baler and 3 phase. He said the budget is $461,115.

Mr. Forget questioned why the overtime budget did not increase. Mr. Walsh said they do not need to work any additional Saturdays.

Mr. Chamberland asked Mr. Walsh to explain the debt to the Capital Outlay Committee. Mr. Walsh said it would be paid by bond, they are a year behind on their payment but the bottom line is they will pay back the Capital Outlay Committee.

Animal Control – Police Chief Atstupenas said the Assistant Animal Control Officer increased 2%. He is a non-union employee, does a lot of work and uses his own vehicle. He said uniforms, professional & technical vet services, printing and equipment were level funded. He said the total budget is $23,620. He said more than half of the budget is being paid for by fines, licenses and fees.

Chief Atstupenas said no feral cats were killed and they were taken by a local vet. He said half of the animal shelter is used for dogs and Mr. Walsh uses the other half. He wants to install cameras and will draft an article for the Special Town Meeting.

Chairman Wozniak wants a complete review of the Animal Shelter, Turbesi Park and JFK/AF Maloney Schools. He wants to know if the Town will receive a reduction in insurance if cameras are installed. He also wants the Animal Control Officer to receive a vehicle since he uses his own and asked Mr. Keyes if there was a temporary one he could use. There was also discussion about a vehicle for the Fire Chief.

Police Dispatch – Police Chief Atstupenas said the salaries were level funded because the unions are in negotiation; the matron’s stipend was level funded; and part time dispatchers increased 5%. He said the State requires 16 educational credits a year; a week of classes, 911 class, EMD class and CPR class before touching the 911 phone and this is over 80 hours for training. He said they do not get money for training and will not get paid unless they are on board and working out.

Police Chief Atstupenas is still working things out with the part time dispatcher money and has some 911 money coming in to offset that money. He hopes to raise it up 5% for unanticipated things. He does not have disasters built into his budget. There was discussion about the reserve budget. He said they need 32 hours of in-service training: CPR, firearm and defensive tactics training, motor vehicle law updates and criminal law updates. He said this will be mandated to 40 hours in July. He anticipates bringing this up more than 5%. Mr. Haughey said Mr. Forget will support doing this upfront and he also wants to see those numbers up front. He wants the Police Chief to keep them updated.

There was discussion about the police logs. Police Chief Atstupenas said he would update the website; they are on Facebook and they also have an app for smartphones for comments, praise or complaints. He said he would look into bringing police logs to the papers since they do not come to him.

Police Chief Atstupenas said full time dispatcher overtime was increased 5%. He said if raises were brought up he may have to adjust the dispatchers up too; dispatchers’ differential and longevity were level funded; uniforms increased $100; and training for full time and part time increased $300. He said he did not include part time overtime in the budget. He said the budget increased 1.96% and it could increase more due to negotiations.

Police Department – Police Chief Atstupenas said his salary increased 3%; the Lieutenant’s salary increased 2%; and full time police went up because five people are in different stages for the year. He said they get paid for an Associate’s Degree up to a Bachelor’s Degree and Quinn is not mandated by the State.

Mr. Forget said he wants departments and organizations to be consistent in the breakdown of their budget. He wants names, positions, titles, salaries and benefits on an excel spreadsheet with an explanation of brief remarks if needed.

Police Chief Atstupenas said sick leave buyback was broken down for five people. Ms. Bik asked if all towns do this. Police Chief Atstupenas said yes they do have those benefits.

He said overtime was increased 5% and will be brought up to be comparable to whatever the raises are. He said shift deferential was level funded; longevity increased $200 and has attached a breakdown of the officers getting it. He said uniforms are 2% of their base pay; the drug task force was level funded; repair and maintenance increased $300; and professional & technical increased $1,500. He said tuition has increased $120. He said patrolmen can take two classes per semester, pay for the course up front and they will get reimbursed after providing their grades. Ms. Bik asked if the officers need to stay a certain amount of time when they go through training. Police Chief Atstupenas said no but could put something in the contracts because Blackstone is used as a stepping stone. He said they could also take online courses.

Police Chief Atstupenas said training has almost doubled. He has to provide qualifications twice a year, document 32 hours and cities/towns have to provide core classes.

There was discussion about security cameras.

He said the telephone increased by $1,000. He has grant monies and wants to separate the police/fire phone system from Town Hall. He said police/fire have a separate server. He was hoping to replace a router on July 1 but it went down last week and needed to be replaced. He got three bids and $9,800 was the low bidder. He said officer supplies increased $500 and printing increased $700.

Police Chief Atstupenas said the Town receives $5 for each accident and incident reports. Chairman Wozniak wants Mr. Keyes to research all fees of other towns to see if we are comparable and also see who is in charge of setting fees.

Police Chief Atstupenas said vehicle supplies were level funded; other supplies increased $200 (to clean blankets and purchase food for prisoners). He said travel increased $200 and dues and subscriptions were level funded. He said additional equipment was merged with replacement equipment last year and went up less than $500; radio and maintenance equipment was level funded; and the police cruiser line item was level funded because it is a 3 year lease and this is their second year.

Police Chief Atstupenas said he has two requests for the Capital Outlay Committee. He wants to replace the radios in the police area because the surrounding towns have gone digital and he cannot speak to them. He said the portable radios are 10 years old. He also wants a feasibility study to be done for the Police Department and wants to move the Police and Fire Departments out of Town Hall. He said the cells are failing.

Emergency Management – Fire Chief Sweeney said for the most part the budget was level funded; stipends for the Director and Assistant were level funded; professional & technical increased 10%. He said $5,000 is dedicated to Code Red. He said the contract is coming up in FY2014 and will be going up $500. He said food increased $750 (for emergencies to pay for people working during a storm).

Ambulance Budget – Fire Chief Sweeney said only a few line items increased. He said the contracts dictate a salary increase but did not show it yet because he does not know what it is. He said professional & technical increased $1,000, is new and it comingles with police dispatch. He said they are compliant with their radios but something needs to do be done at the DPW and is looking into grant money to upgrade their system. Chairman Wozniak wants Mr. Keyes to add radios to the DPW budget.

Mr. Marchand asked when they will be purchasing a new ambulance. Fire Chief Sweeney said it is on the Capital Outlay Plan for this year. He said they have set aside $50,000 the past 5 years. He intends to keep the existing ambulance as a backup because it only has 50,000 miles on it. He said there were 113 calls they could not make because they were either on another call or the ambulance was out of service. There was discussion about where the ambulance would be housed.

There was discussion about the location for the new public safety building. Fire Chief Sweeney said there are grants but the land has to be shovel ready.

Fire Chief Sweeney said tuition increased $1,000; he has additional people that need to be recertified. He said medical supplies increased $500 because they have to replenish anything they use but they are recoverable costs. He said the budget is otherwise level funded.

Fire Department Budget – Fire Chief Sweeney said his salary increased 3% based on the contract; full time firefighters/EMTs show a 2% decrease because a full time firefighter/EMT went to Bellingham and a new firefighter/paramedic would come in at a lower rate. He said stipends are contract driven and are spelled out in his explanation. He said part time firefighter wages were level funded and sick leave buy back decreased 42% because the individual who qualified left. He said overtime is $107,442 based on a discussion with the Finance Committee in July. He factored in sick time and the percentage of anticipated hours, training and drills, and vacation/personnel. He said longevity was level funded. He said the total salary budget is $651,531; ambulance billing brings in around $300,000 so they are virtually paying for half of their budget.

He said expenses were pretty much level funded but wants to increase the telephone by $1,000. He said they are on a trial basis with a new system with radios and backup. He said if this system works out, it will hopefully eliminate the future purchase and repair of pagers because when dispatched it goes to cell phones. He said it has a small computer and scanner. He said uniforms went up $1,000 and does not have line items for each employee. He said he can run the entire fire department for $24,300.

Mr. Marchand asked if he has money to keep both ambulances running. Fire Chief Sweeney said yes; he has two defibrillators and the backup ambulance will be stocked with all necessary equipment. He said it might cost $3,000-3,500 to keep it on the road.

Chairman Wozniak said they will be meeting next Saturday, January 19, 2013 at 8:30 AM in the Main Meeting Room to continue with the budget workshops.

Ms. Bik made a motion to adjourn the meeting at 12:38 PM, seconded by Mr. Haughey. Vote unanimous.

Respectfully submitted,

Kim Milliken