

Budget Committee

Public Meeting

November 20, 2004

Chairman Carrier convened a business meeting of the Budget Committee in the Ilene P. Reed Training Room at the Department of PublicWorks located at 74 Lockhaven Road on Saturday, November 20, 2004 at 8:34 AM.

Present:

Lee Carrier - Chairman, Gayle Hulva - Vice Chairman, Mike Dudley, Eric Crate, David Stewart, Shirley Green, Dominic Albanese - Selectman, Chris Christopoulos, Lori Hill, Richard Martin, April Whittaker – Town Manager, Wendy Huntley - Recorder

Guests: David Crate – Fire Chief, B. Fred Cummings - EMS Chief/President, Jeff Densmore - EMS Asst. Chief/Vice President, Charles Harrington – Treasurer, Fast Squad, D. Kenneth Daniels, Jr. – DPW Director.

• Administrative

A motion to approve the minutes of the November 13th meeting was made by Michael Dudley and second by Gayle Hulva to include the following amendments:

Page 3: Strike the sentence beginning with “There was support...” and ending the striking after the word, “Additionally”. Start the next sentence with “The...”.

Page 4: Change “thy” to they.

The Budget Committee reviewed the 2005 proposed Fire Department budget with Chief David Crate. Lines Discussed were:

Dept. 4220(Fire Department)

Line 111 (Firefighter Services) Dominic Albanese stated that at the Board of Selectmen (BOS) meeting held 11/15/04 the decision was made to move John Pellerin’s salary to line 01-4290-112 (Emergency Management) for work on Emergency Management issues. John’s regular Firefighter wages will remain in line 111.

Line 660 (Vehicle Repairs/Maintenance) Maximum amount to encumber into 2005 is \$4,979.00 for the repairs to be done on engine 3 that were not done in 2004.

Decision made to re-create a deductible line in the budget.

Chief Crate to provide to the Budget Committee a list of members, training level of members, proposed level of training for members, gear inventory, SCBA inventory and hose inventory. It was also mentioned that service testing of hoses should be done on a regular basis.

Line 114 (Training) Take \$1,750 out for scuba training.

The Budget Committee reviewed the 2005 proposed Ambulance budget with B. Fred Cummings, Jeff Densmore, and Charles Harrington. No decisions were made. Lines Discussed were:

Dept. 4215(Ambulance)

Line 680 (Uniforms and Safety Gear) Cross-out “formal event” under description.

Line 740 (New Equipment) Delete “Plan to upgrade outdated radio equipment” under description.

Decision made to look into billing for ambulance runs.

Line 830 (Mutual Aid Ambulance Servs.) Change \$130.00 in description to \$120.00. Decision made to increase the \$13,000.00 to \$19,000.00 till January when the exact billing from Lebanon for 2004 is received.

Request was made that the Treasurer’s report for the Ambulance Services be forward to the BOS.

The Budget Committee reviewed the 2005 proposed Highway Administration, Highways and Streets, Street Lighting, Sanitation Administration, Solid Waste Collection, Solid Waste Disposal, Budget with D. Kenneth Daniels. Lines Discussed were:

Line 01-4194-443 (Depot Street Ambulance Bldg) Ken Daniels to obtain estimate on paving from the entrance door to parking lot on the right side of the ambulance building.

Ken Daniels to verify that a wooden structure may legally be used to cover the gas pumps.

Dept. 4311(Highway Administration)

General discussion.

Dept. 4312 (Highways and Streets)

Line 740 (New and Replacement Equipment) Raise budgeted amount to \$7,700.00. This takes into account the amount already listed in the Town Manager’s column of \$1,500.00 and adding \$1,000.00 for the multi-head attachment weed whacker/power broom/pole saw and adding \$5,200.00 for the hydraulic hose crimping machine.

Dept 4316 (Street Lighting)

General discussion.

Dept 4321 (Sanitation Administration) Ken Daniels to look into keeping the Stump Dump open on Saturdays in the month of November beginning in 2005.

Line 681 (Sanitation Health & Safety) Take \$1,500.00, leaving a budget of \$500.00.

Dept 4323 (Solid Waste Collection)

Line 740 (New & Replacement Equipment) Park \$10,000.00 for perforator. Ken Daniels to get written quotes on perforator and what savings the Town would realize by the purchase of one.

Dept 4324 (Solid Waste Disposal)

General discussion.

Dept 4901 (Capital Outlay)

Line 710 (Community Building Property) General Discussion of Community Building Property. Ken Daniels to get bids, contingent on Town Meeting approval, for completing projects.
 Line 750 (DPW Equipment) Decrease Utility Tractor amount to \$20,000.00. Discussion of vehicle replacement program. Ken Daniels to run numbers on keeping DPW fleet with three F350's and increasing the number of 7 yard trucks.

Line 751 (GPS Unit) The GPS Unit will be used to gather survey data. Needed for Global Information System (GIS), sewer lines, water lines, etc.

Dept 4909 (Improvements: Other)

Line 313 (Tax Mapping) April Whittaker to contact Carteographics to set up a demonstration for the Budget Committee.

Line 730 (Tax Increment Finance (TIF) District) Lee Carrier to review numbers with Ken Daniels regarding the water/sewer extension on Route 4 to Enfield House of Pizza.
 April Whittaker to get legal opinion/interpretation on charging admin fees to TIF District.
 April Whittaker to arrange meeting with engineers and Budget Committee regarding TIF District.

Dept 02-4331 (Water Administration)

General discussion.

Dept 02-4332 (Water Operations)

Line 612 (Water Quality Monitoring) Put in \$2,700.00.

Dept 02-4902 (Capital Outlay)

Line 762 (Utility Vehicle) Take \$40,000.00.

Dept 03-4321 (Sanitation Administration)

Line 630 (Admin Repairs & Svc Contracts) Ken Daniels to verify amount needed in budget. Take \$4,950.00 reducing line to \$550.00.

Dept 03-4326 (Sewer Operations)

Line 762 (Utility Vehicle) Take \$40,000.00.

Dept 01-4915 (Transfers to Capital Reserve Funds)

Line 738 (Bridges) Add \$5,000.00 to Town Manager Column.

Line 748 (Public Works Vehicle/Equipment) April Whittaker to recalculate to see if enough is being requested.

- **Action Items**

Re-create a deductible line in the budget.

Chief Crute to provide to the Budget Committee a list of members, training level of members, proposed level of training for members, gear inventory, SCBA inventory and hose inventory.

Charles Harrington to forward the Ambulance Association Treasurer's report to the BOS.

Ken Daniels to obtain estimate on paving from the entrance door to parking lot on the right side of the ambulance building.

Ken Daniels to get written quotes on perforator and what savings the Town would realize by the purchase of one.

Ken Daniels to get bids, contingent on Town Meeting approval, for completing projects at the Community Building Property.

Ken Daniels to run numbers on keeping DPW fleet with three F350's and increasing the number of 7-yard trucks.

Lee Carrier to review numbers with Ken Daniels regarding the water/sewer extension on Route 4 to Enfield House of Pizza.

April Whittaker to get legal opinion/interpretation on charging admin fees to TIF District.

April Whittaker to arrange meeting with engineers and Budget Committee regarding TIF District.

- **Next Meeting:**

Tuesday – December 7th, 2004 6:00PM

- **Adjournment**

Motion to adjourn came forward at 3:38 PM from Lee Carrier with a second from Mike Dudley.
Motion carried.