

MINUTES OF BOARD OF SELECTMEN BUDGET MEETING FINAL
FEBRUARY 23, 2008
SANFORD HALL

Meeting called to order at 8:00 a.m. by Chairman Trindade.

Present: Glenn Trindade, Dennis Crowley, Andrew Espinosa, John Foresto, and Town Accountant Barbara Durand

Absent: Richard Dunne

Various departments were called before the Board of Selectmen to present their departmental budget requests for FY09 and discussions held but no votes were taken on the following:

Board of Selectmen/Town Administrator- Discussion about staffing in Town Administrators office. FY09 level service budget request is for the positions of Administrative Services Assistant and a Junior Department Head. Chairman Glenn Trindade would like to see three positions funded; Assistant Town Administrator/Human Resource Director, Administrative Services Assistant and a clerical position.

Legal- Accountant Barbara Durand explained that the request for an increase from \$92,000 to \$110,000 is based the costs of core services provided by Town Counsel in FY08. Durand also explained a small transfer of funds in the amount of \$1,000 was made to Planning Dept for legal services

Assessors- Board of Assessors Pace Willison and Henry Johnson met with the board to discuss the FY09 budget request for FY09. Willison said that the new growth number may go up; won't go down. About \$50,000 may be released from overlay account by Board of Assessors

Treasurer/Collector- Treasurer Collector Melanie Phillips explained the supplemental request of \$9693 to upgrade a position in the office to a new position of Assistant Treasurer/Collector, a supplemental request of \$2705 to increase hours for a part-time position to full-time. Phillips also explained the request for funding to lease a copier and mail stuffer and create ebills.

Selectmen Crowley asked Phillips if the personnel upgrades are approved would it be possible to reduce the budget request for consultants by \$10,000. Phillips agreed.

Debt- Treasurer/Collector Melanie Phillips explained the FY09 long and short term debt payment requirements. Chairman Trindade asked if the debt exclusion includes Sewer and asked Phillips to provide the board with information on borrowing \$1 million short term debt- what would it cost?

Planning Department- Planning Board Chairman Andy Rodenheiser and Office Assistant Susy Affleck-Childs presented the FY09 budget and a discussion took place regarding the

upgrade of the Office Assistant position and the new request for a part-time 19 hours/week clerical position which would cost \$13,387 - \$14,587.

Design Review Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

Master Plan Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

Open Space Committee- Andy Rodenheiser and Susy Affleck-Childs discussed the request for program improvement funding for this committee.

DPS Operations- Director Dave D'Amico explained FY09 budget request for DPS Operations which includes a funding request for an additional half-time employee. D'Amico also explained heating and electric costs increased due to new Wash Bay building and energy forecasts. Increase in Supplemental requests for Tree Work due to lack of spending in this area in previous years.

Roads- DPS Director Dave D'Amico explained that latest contract bids show cost increases across the board for all road expenses. Chairman Glenn Trindade asked if it's possible to use CH90 Highway Reimbursement money be used as debt payments on road projects instead of funding the projects directly. Trindade asked Treasurer/Collector Melanie Phillips to calculate how much can be borrowed with payments from CH90 and report back to the board. D'Amico also informed the Board that although there is no FY09 budget request for Stormwater regulations this is an area that the town will need to look at soon. The State is recommending that communities establish stormwater utility enterprise funds to pay for these costs.

Snow & Ice- Director D'Amico explained that the 09 budget request is \$18,970 higher than the FY08 appropriated budget and reflects level service increases only.

Parks- Director D'Amico explained that the 09 budget requests includes an additional half time employee and expense increases are for level service costs only. In the Program Improvement requests there is an additional \$200 O&M Costs for irrigation system at High School.

Fire- Fire Chief Vinton is requesting an additional \$47,000 for pre-employment, equipment, training and legal advertisements for new on-call fire staff. Chairman Trindade said the Board should look at reducing the secretarial position to part-time and reduce the budget \$20,000. Chief Vinton said he needs \$4500 for additional stipends. Chief was asked to provide the board with detail on \$17,200 request for level service equipment and the program improvement additional request of \$11,800. Chief spoke about battery calls-BYLAW to fine. Chief was asked to provide fee collections for FY06, 07, 08 to the board.

Police- Chief Tingley presented the Police 09 budget request. Selectmen Espinosa requested that the Chief provide the Board with a list of grants. Tingley explained the request for an additional ½ officer salary, additional Crossing Guard post, request for \$16,750 in the program improvement budget for academy fees, uniforms, equipment and

medical exams. The Chief explained the program improvement request includes \$62,000 funding for 2 new police cruisers and \$16,000 for new ballistic vests.

Police/Fire Communications- Chief Tingley and Lieutenant Boultenhouse explained the request for \$3500 for cruiser training for permanent intermittent dispatchers and the request to increase office supplies \$378.

Animal Control- Animal Control Officer Brenda Hamelin submitted a level funded budget for FY09.

Town Accountant- Town Accountant Barbara Durand explained the FY09 request to increase \$10,500 for 3 individual dept audits and \$9693 upgrade the Assistant Town Accountant position to a grade 10 due to increased job responsibilities for procurement.

MIS/IT- Chairman Trindade asked Town Accountant Barbara Durand to set up a meeting with John Forresto, Andy Espinosa and John Walker (consultant). Durand explained an increase of \$11,892 for annual maintenance for new software for Planning Department, request of \$5,000 for Equipment and \$5,000 for training on Microsoft Office applications for all town employees.

Building Inspector- Inspector Bob Speroni presented his FY09 level service budget and explained that the amount is less than his FY08 request due to a reduction in the hours of the secretarial position in the office. Chairman Trindade asked how the fee revenues were to date and Speroni said that they are down 30% overall from last year. Chairman Trindade asked Speroni to check the Energov Contract for history. A discussion took place concerning whether the Conservation Commission has enough funds in their revolving account to fund a part time secretarial position. Town Accountant Durand was asked to report back to the Board with this info.

Library- Acting Director/Chairman of the Library Board of Trustees Wendy Rowe presented the FY09 library budget request and explained that in order to remain open for the same number of hours as FY08 they will need to expend trust fund principal. Selectmen Dunne asked Rowe to calculate how much more funding would be needed to open the library on Saturdays/for enough hours to qualify for certification.

Council on Aging – Director Missy Dzikczek presented the 09 budget request. Van drivers are now being paid thru GATRA so there is a request to fund a part-time nurse.

Town Accountant was asked to revise summary FY09 budget sheets reflecting changes discussed and to forward to Town Administrator and Selectmen.

Meeting adjourned at 4:10 p.m.

*Approved 11/3/08