

1 **Board of Selectmen's Meeting**  
2 **February 24, 2011, 8:00 AM**  
3 **Sanford Hall, Town Hall**  
4 **155 Village Street**  
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7 **Present: Chairman Dennis Crowley, Selectman John Foresto, Selectman Glenn Trindade, and Town**  
8 **Administrator Suzanne Kennedy. Selectman Dunne was available briefly via phone. Selectman**  
9 **Espinosa was absent.**

10 At 8:08 AM Chairman Crowley called the meeting to order, and the Board recited the Pledge of  
11 Allegiance.

12 **Public Comment:** None

13 **Budget Discussion:**

14 *The Board had previously received notebooks with budget information for their review. These notebooks*  
15 *were used during discussion during meeting.*

16 Selectman Dunne spoke briefly via conference call. He stated he had some questions and would meet  
17 with Town Administrator Suzanne Kennedy when he returned. His questions involved the following  
18 accounts: Tri-County Regional School, Selectmen's Office, employee health insurance, unemployment  
19 insurance, Board of Health, Veterans expenses, Parks Department, library regionalization, monetary  
20 articles, emergency medical services (salary/expenses), and water enterprise fund.

21 The Town's budget is comprised of departmental and committee accounts and enterprise funds, and the  
22 budget notebooks were arranged in alphabetical order, accounts first, then funds. The Board and  
23 Town Administrator had no issues with the following accounts:

24 Animal Control Office, Annual Town Report, Disability Commission, Elections, Energy  
25 Committee, Finance Committee, Historic Commission, Memorial Committee, Sunshine  
26 Committee, Veterans Services, Medicare, Workers Compensation, Unemployment  
27 Compensation

28 Discussion followed on the following:

29 Assessors Office –Selectman Foresto expressed concern that this group appeared to overspend their  
30 allocation for supplies. Chairman Crowley asked why the salaries went up; Ms. Kennedy responded it  
31 was a provision for potential minor increases.

32 Building Department – The Board wondered about the status of the permitting software (MUNIS).  
33 Ms. Kennedy responded the software is difficult to use as it is a bundle of several different components,  
34 always a learning curve, and staff does not like it.

1 Capital Improvement Planning Committee – Chairman Crowley expressed concern for an increased  
2 request for supplies.

3 Conservation – Ms. Kennedy stated that the previous Conservation Coordinator was on contract, and  
4 the present agent is salaried, which is now reflected in the budget.

5 Council On Aging – Concern was expressed for telephone expenses. Ms. Kennedy will look into it.

6 Department of Public Services – Selectman Foresto asked that the organizational chart include names as  
7 the department is so large. Because of its size, it was suggested that the Board meet with this  
8 department separately. Ms. Kennedy stated there were numerous personnel changes from last year to  
9 this year, some of which need to be reviewed. Additionally, it was suggested that surveillance  
10 equipment be activated at the transfer station.

11 Norfolk County Agricultural High School – Regarding the school’s receipt of an invoice from the  
12 Department of Education, it was suggested that it was perhaps to recover the school’s costs from not  
13 having a tenant in the unused portion of the building.

14 Fire Department – There is difficulty finding people to be available at night on an on-call basis (EMT’s) so  
15 using ALS for that, which requires qualified paramedics. Ideally, the department would like to have 24-7  
16 coverage with qualified paramedics. There was discussion on staffing concerns and goal setting.  
17 Regarding electricity costs at the department, efforts will be made to assist fire staff to properly allocate  
18 utility expenses between EMS and fire.

19 Board of Health – There was a brief discussion on how this office should be staffed. Chairman Crowley  
20 stressed the importance of having adequate hours and someone in the office to handle permitting and  
21 other pertinent issues.

22 Human Resources – Selectman Foresto asked about educational reimbursement. Ms. Kennedy  
23 responded the Town is obligated via union contract. She added that figure might be reduced after up-  
24 to-date figures from this year are evaluated. Regarding the health care cafeteria plan, any overage  
25 comes back to the Town as cash.

26 Informational Services – Chairman Crowley asked about the division of costs between the Town and the  
27 schools, as one individual handles both venues. It was suggested that the split is 90/10 Town/schools.  
28 Discussion on school budget, in particular, expenses billed to the school budget when they should be  
29 considered Town expenditures on facilities, bathroom repairs, etc. Chairman Crowley will request a  
30 report from the School Committee.

31 Legal/Town Counsel – There is a slight increase in the retainer for legal services as well as increase in  
32 overall legal budget due to expected arbitrations in labor contracts. Selectman Trindade suggested the  
33 schools and the Town use the same legal firm, as that might elicit some cost savings.

34 Library – Ms. Kennedy states she and Melanie have analyzed the projected costs. There was brief  
35 discussion on salaries, regionalization funds, cleaning costs, maintenance budget, etc. Selectman

1 Trindade suggested adding the cleaning contract for the library to that of Town Hall to reduce the cost.  
2 Selectman Foresto stated the structure of the library system needs to be updated. He expressed  
3 concern that a full-time director should be recruited. Chairman Crowley responded the library trustees  
4 have the authority to make staff changes without Town permission.

5 Planning Board –Ms. Kennedy wants to provide Affordable Housing Trust and Affordable Housing  
6 Committee secretarial support and is trying to get money allocated.

7 Police Department – Selectman Foresto wondered why there is a Comcast bill. Responding to a  
8 question from the Chairman, Ms. Kennedy stated holiday pay and educational credits are contractual  
9 payments and rolled into salaries. No personnel issues.

10 Police Communications – Dispatchers are no longer considered Special Police Officers.

11 Town Accountant – Selectman Trindade stated the professional/technical amount seemed high. Ms.  
12 Kennedy stated it include money for two consultants, one helping to prepare new water bills. This is  
13 particularly time-consuming as there are houses without meters (free water) and determining how to  
14 calculate usage. Regarding a procurement officer, Ms. Kennedy stated if she can find the money to pay  
15 for certification training, she will get someone willing to step up.

16 Town Administrator –Chairman Crowley cautioned that it is hard to justify salary increases if teachers  
17 might be getting cut. Discussion. Selectman Foresto stated he would like information on how the split  
18 for Town vs. school was derived, i.e., 56% for schools, and 44% for Town expenses.

19 Unemployment compensation – This figure does not include potential layoffs from schools. Discussion  
20 on school budget not being what they wanted and difficulty getting information. The Town takes risk  
21 on unemployment, not the schools, and may have to reduce Town positions in order to cover that  
22 expense. Ms. Kennedy stated she reduced her budget last year by \$300,000 and will get specifics to the  
23 Board. She added that the Human Resources Director and Treasurer/Collector have worked hard on  
24 salary issues. Discussion on potential layoffs, impact of unemployment compensation and general costs  
25 associated with layoffs. Health insurance has also increased. Consultant will do cost analysis of various  
26 plans and options.

27 Town Clerk – There was discussion on salaries, responsibilities and supplies. The Board recommended  
28 removing the proposed \$2,000 salary increase.

29 Treasurer/Collector – Chairman Crowley wondered why the EMS overtime isn't charged to the EMS  
30 account. Ms. Kennedy responded the person doing the billing is in a different office. Selectman  
31 Trindade stated the overtime should come out of the account generating the overtime.

32 Zoning Board of Appeals – The Board wondered why there is such discrepancy between the actual  
33 charge and the amount budgeted. Ms. Kennedy responded the costs are based on how many times the  
34 group meets.

- 1 Debt Service – Chairman Crowley stated he would like to have the Treasurer/Collector meet with the  
2 Board to explain the facets of debt service. He suggested it could be on the same day they meet with  
3 the DPS Director.
- 4 Town Wells – There is presently no insurance. It was suggested this expense should come out of  
5 enterprise funds.
- 6 Retirement Pension – These figures were unavailable.
- 7 Health Insurance – Ms. Kennedy stated this is presently out for bid, and that she hopes to have answers  
8 within a month.
- 9 Reserve for Salary – Used for police salaries this year; last year there was sufficient money in reserve.
- 10 Enterprise Accounts – Chairman Crowley suggested questions on the solid waste account wait until the  
11 meeting with DPS Director.
- 12 Emergency Medical Services (EMS) – The Town Accountant is working on getting figures.
- 13 Water and Sewer– These matters will be discussed with the DPS Director.
- 14 It was agreed to meet with the Town Accountant, Treasurer/Collector and DPS Director at the next  
15 meeting, scheduled for Saturday, March 5, at 1:30 PM. Ms. Kennedy will let the Board know if this  
16 meeting date will work for all parties.
- 17 **At 10:06 AM, Selectman Foresto moved to adjourn; Selectman Trindade seconded. No discussion. All**  
18 **eyes, 3-0.**