

Saugus Board of Selectmen
June 11, 2012

***** MEETING MINUTES *****

AGENDA
Saugus Board of Selectmen
June 11, 2012 at 5:00PM
Town Hall 1st Floor Conference Room
298 Central Street

1.) FY13 Budget

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The Saugus Board of Selectmen met on June 11, 2012 at 5:00PM in the Town Hall 1st floor conference room, 298 Central Street. Present: Selectmen Stephen Castinetti, Stephen Horlick, Julie Mitchell, Debra Panetta and the Chairman Michael Serino. The Town Manager Scott Crabtree and Collector / Treasurer Wendy Hatch were also present.

1.) FY13 Budget

The Manager passed out revised budgets and explained he has two proposals; one directed by the Board of Selectmen and the other which includes the contract settlements for police & fire, and explained the Town is facing a \$3 million deficit and has taken action by implementing a hard spending freeze, lay-offs and reduction in hours for some employees and explained cost savings in FY12 on labor is \$100,000 which carries forward in FY13 plus additional \$700,000 in cuts and explained many were involved in the budgets and used the draft principals as guideline and touched on public safety, schools and quality of life depts.

The Collector / Treasurer went over the recap. Mr. Castinetti questioned new growth budgeted at \$300,000 when past years we have received \$500,000-\$600,000. The Deputy Assessor Ron Keohan was present and explained figures would not be available until late June and wanted to be conservative, but was comfortable now recommending \$400,000. The Manager said they try their best for best estimate and the numbers may change and said the Deputy Assessor should not be pressured into changing his initial recommendation. Mr. Castinetti said he is not pressuring him to change it, but would like to understand why estimate \$200,000-\$300,000 lower than actuals from previous years. Board Members expressed they would rather be conservative. The Manager said for the record he is opposed to changing the number. The Collector / Treasurer continued going over the recap and noted two items to be raised in the budget are judgments.

The Chair said they will review line by line. The Collector / Treasurer went over each budget highlighting changes:

- Selectmen: increase in legal books expense.
- Town Manager: includes Traffic Hearings Officer, Parking Enforcement Officer, and temporary help.
- Finance Committee: additional hours for clerk; and professional services (audit).
- Administrative Services: part time eliminated; and professional services (consultant).
- Assessors: data processing over time.
- Collector / Treasurer: reorganizing the dept. and new duties & responsibilities.

Mr. Castinetti asked why increase if it's the same services received now. The Manager said there are additional duties and responsibilities.

- Legal budget:

The Manager explained this may be short, but it's hard to determine at this time.

- Town Clerk: slight reductions.
- Conservation Commission: no changes.
- Planning Board: full time clerk reduced to part time.
- (break)
- Board of Appeals: level funded.
- Police Dept.: Chief's educational incentive per contract was moved to salary; part time clerk eliminated; over time increase; & increase in motor fuel & lube.

The Manager explained how over time will be tracked and said there's little to no savings in lay-offs (lose coverage; unemployment cost; and over time cost).

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- Fire Dept.: contractual obligations; increase in motor fuel & lube; over time eliminated.

Ms. Panetta said there were 2 firefighters budgeted but not hired.

- Building Dept.; Plumbing; Weights & measures; and electrical.
- Emergency Management: increase in vehicle maintenance.
- Canine: reduction in part time coverage; increase in over time; and increase in motor fuel & lube.

Ms. Mitchell asked why car allowances are different for plumbing & electrical inspectors. The Collector / Treasurer will look into it.

- Forestry: reclassification of position.
- Dispatchers: 13 – reduced over time and will supplement from grant.
- DPW Administration: budgeted the position 9/12; summer help \$30,000; accrued sick leave for retirement; reduced engineering.
- Highway Dept.: was most effected by lay-offs.

The Manager said if additional money comes available he would recommend it be put here. Ms. Panetta asked about brook cleaning. The Manager said they spent \$70,000 this year.

- Cemetery: reduced one employee; sick leave for retiree; and capital purchase.
- Building Maintenance: clerk reduced hours; custodian retiree.

Ms. Panetta asked if there's rent for schools. The Manager said it can only be used for building maintenance.

- Health: inspector and nurse put in salaries (proper way to do).
- Recycling: reduced by one part time employee and increase in household hazardous waste.

Ms. Panetta asked when contracts are up for trash and for disposal. The Manager said he will be discussing that soon.

- Council on Aging: \$40,000 reduction.

The Manager said they are self-sufficient and have agreed to supplement to preserve personnel.

- Veterans Agent: full time.

The Manager explained notification Saugus needs a full time agent.

- Handicapped Commission: reduced. (Hasn't been fully expended)
- Library: \$146,000 reduction.
- Youth & Rec.: Director's salary & benefits only.
- Prankers Pond: Warden salary eliminated.
- Vitale Park: Manager's salary eliminated.
- Fair Housing: level funded.
- Holidays & Celebrations: level funded.

Mr. Castinetti said the Veterans Council has been looking to be self sufficient.

- Debt: actuals.

The Chair asked for long term debt schedule.

- Retirement: administration stipends.
- Property & Liability insurance: realigned & GIC \$9.8 million (2% increase).

The Collector / Treasurer said there was a 7% proposed increase, plus additional funds in health care helped with the deficit this year. Mr. Horlick confirmed the fleet schedule is accurate.

The Manager explained the second budget to be presented is his recommendation which include funding police & fire contract settlements and pointed out the changes reflected on the recap. The Collector / Treasurer went over the changes including:

- salary increases in police & fire;

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- Additional \$184,000 cuts in schools.
 - Youth & Rec. zeroed out.
 - Library additional \$100,000 cut.
 - Senior Center: total cut of \$90,000.
- Enterprise Accounts water & sewer:

Consultant Anthony Sulmonte explained methodology in using sound and logical practices in formulating the budgets and with adjustments to reflect a more accurate cost. The Manager said there will be some surplus in those accounts. Mr. Sulmonte said that would need to be certified by DOR and would be unknown until around October. The Manager said if there is surplus he would like to buy equipment.

Mr. Castinetti went over figures regarding police & fire contract settlements and said he doesn't support his recommended budget and said the employees deserve a raise and would like to see that a top priority if funding becomes available. Ms. Panetta said it is a lose-lose situation and said every department is negatively impacted. The Chair suggested the Board recommend the budget without award settlements. The Manager asked if the Board made adjustment in new growth by \$100,000 he would like it but in highway. The Chair said he would leave it at \$300,000 and would rather be conservative. Mr. Horlick said they could review in October.

Mr. Castinetti moved the Board vote to accept and recommend the Board's budget of \$36,649,136 general obligation; \$25,710,249 schools; with a total budget of \$78,169,470 as presented. Chair seconds. Vote: 5-0.

Ms. Panetta moved the Board vote to accept and recommend the water enterprise account at \$5,478,490.21. Chair seconds. Vote: 5-0.

Ms. Mitchell moved to accept and recommend the sewer enterprise account at \$4,183,829 as presented. Chair seconds. Vote: 5-0.