

**WOLFEBOR BOARD OF SELECTMAN
MEETING MINUTES
BUDGET HEARINGS
Thursday, October 15, 2009**

Members present: Chairman David Senecal, Vice-Chairman Kristi Ginter, Linda Murray, Sarah Silk & Marge Webster

Staff present: Town Manager David Owen, Finance Director Pete Chamberlain, Public Works Director David Ford, Secretary Terry Tavares

Chairman Dave Senecal opened the Budget Hearing at 6:00 pm.

Public Works

David Ford joined the Board to review the budget for Highway & Streets.

Administration

Mrs. Murray said that the calculations for the Health Insurance **010-43110.113** are incorrect. She would like to change the figure to \$8,183.00.

Mr. Owen informed the Board that the rates for the Health Insurance will be going up next year 14%. In the budget you have we have a reduction because of new employees and employees changing coverage and opting out. We will be adding a 4% to the budget to cover the increase.

Mrs. Murray asked why there was an increase in the Vacation Coverage/ Summer Worker/ Intern **01-43110-117**.

Mr. Ford said we increased the budget by four days, we also extended it from 12 weeks to 16 weeks. We also would like to extend the hours for the Intern from 25 hours to 40 hours. We also increased the part time worker rate to \$15.00.

Mrs. Murray stated she did not think we should give the part time person a raise higher than our union employees. We need to be consistent.

Mr. Ford stated we will bring it back down to \$14.86.

Mrs. Murray asked about the Over Time line **01-43110-140**.

Mr. Ford stated that the line is used for the Secretary to come in on Saturday to complete the budgets. Her work load does not allow her to complete it during the week without interruptions.

Mr. Senecal asked about line **01-3110.311** for Permits.

Mr. Ford stated we are trying to use this for projects that may need permits.

Mr. Senecal asked if the budget for Gas & Oil **01-43110-635** is going to be enough.

Mr. Ford said he will be splitting this throughout the different budgets.

Highways & Streets

Mrs. Murray had a question about the Opt out for Frank Riley **01-43120-114**. This rate should be the 2008 amount and should be the Comp 100. She does not feel the Health Insurance is correct for this line.

Mr. Owen said we will need to check into the amount for the Opt-out.

Mrs. Murray said she had checked the Overtime **01-43120-140** figures and feels they are too high.

Mr. Ford stated it is hard to correctly determine the amount of overtime needed from year to year, if we have a light snow year we use less and if we have a lot of snow we use more. We tried to use the new rate to calculate this line.

Ms. Webster asked Mr. Owen why he cut this line.

Mr. Owen said he looked at the past years and he gave him an increase but not as much as he asked for.

Marge Webster made the motion to support the \$60,000, seconded by Kristi Ginter.

Further discussion

Mrs. Murray would like to leave this as a revisit as she is concerned about the bottom line.

Ms. Ginter said she is also concerned about the bottom but I would not like to be the position where we over expend the budget.

Mr. Senecal called for a vote on the motion.

Marge Webster, Kristi Ginter & Dave Senecal voted in favor, Sarah Silk & Linda Murray voted against. The motion passed 3 to 2.

Mrs. Murray asked about the change for the Telephone **01-43120-341** to &1,472.00.

Mr. Owen said they had already spent more than budgeted.

Ms. Ginter asked Mr. Ford to explain the reason.

Mr. Ford said we have more than one cell phone and it is getting more use because of calls. I do not see these bills so I cannot see the usage.

Mr. Chamberlain said that department heads can go on line and view these bills.

Ms. Silk said maybe we should raise the amount of minutes.

Mrs. Murray would like to revisit this line **01-43120-341**.

Mrs. Murray asked about Outside Services **01-43120-380** the Town Manager cut this line by \$5,000 and it has still increased by \$10,800. We have a fair amount in the budget for Guard Rails & Crack Sealing. Do you see any where we can cut this line.

Mr. Ford said if we have a light winter the snow pickup will be less. The Road Line Painting is fixed the Basin Cleaning is staying the same. We are asking for the Guard Rails & Crack Sealing.

Mrs. Murray would like know why the increase in Street Lighting **01-43120-410**.

Mr. Ford and Mr. Muccio did a survey of the lights to see why we have an increase. Mr. Ford said Mr. Muccio did not agree with the report from the Intern on the energy saving of light replacement for the Town.

Ms. Webster asked if we could revisit this item Street Lighting **01-43120-410**.

Mrs. Murray asked about the Screened Sand **01-43120-440** amount.

Mr. Ford said the price for the sand has gone up. We were saving money by using the sand from the RIB site. But we will now need to purchase sand.

Mrs. Murray made the motion to remove Uniform Rental 01-43120-680 for \$2,889 from the budget.

Mr. Ford said that most Towns have uniforms for their departments. We need to have our people in uniforms to make sure people know that they work for the Town.

Mr. Owen supported this as employees should be properly attired as it reflects on the Town

Mr. Senecal said that the OSHA meeting he was informed that our employees need to have approved boots. They need to have the ANSI Label in boots if the employee does not have this label we can be fined \$1700.

Mr. Ford said we will need to address this in the next contract. At this time they are allowed to purchase any kind of boots they wish.

Mrs. Murray said we have done nothing to cut this budget we have large debt service coming in. We need to find areas to cut this budget.

Ms. Ginter asked Mr. Ford if there is somewhere he thought we could cut this budget.

Mr. Senecal stated we need to give Mr. Ford enough to run his department. We can not cut salaries and we can not cut on safety.

There was no second to the motion to remove the Uniform Rental.

Mr. Senecal asked to revisit the **01-43120-680** Safety Equipment Budget.

Mr. Senecal asked why the Training budget has not been spent in past years.

Mr. Ford stated he had overlooked the training aspect for the department but he will be keeping his new employee trained. He would also like to get his other employees trained so when someone leaves or retires we have someone already trained to fill their place.

Garage

Mrs. Murray would like to revisit the Opt-Out for the Health Insurance for all departments **01-43191-114**.

Ms. Webster asked if Mr. Ford is planning to hire a new employee.

Mr. Ford said that Jim Butler was going to retire this year but is going to stay until next year. We will need to replace him. Mr. Chamberlain stated when someone retires we do not budget for this retirement. There will be a buy back.

Mrs. Murray asked if we know what the buy is.

Mr. Ford said it was 400 hours. When someone leaves we bring someone on part time to try them out.

Ms. Silk asked about Water **01-43191-412**. It was \$400 and the Town Manager changed it to \$216.

Mr. Owen said he said he multiplied \$54 X 4 to equal \$216.

Mr. Senecal asked about **01-43191-435** the Doors and Window Replacement he would like to know which garage this is for as we have two.

Mr. Ford said the Public Works garage used for vehicle maintenance.

Ms. Webster asked about Diesel Fuel **01-43191-635** is 21,000 gallons what you have used to date. And if so why are we reducing this amount.

Mr. Ford said that the unit cost has gone down. Last year we budgeted for that amount. We are on track with our usage.

Mr. Owen said we are on track now. We have gotten some bids in for fuel at a lower cost this year and that could change.

Ms. Webster stated that the number should be \$55,000. We will leave this at what you requested.

Ms. Ginter asked about the cost on Uniform Rental **01-431091-680** why this is higher.

Mr. Ford said for this line we budgeted for 52 weeks, there are the start up costs, different unit costs, and different cleaning costs.

Ms. Ginter asked why Professional Development **01-43191-820** has not been spent but you have asked for an increase.

Mr. Ford said we will be getting a new employee and we will need to train the new hire. We will need him to be certified and to do that he will need to take some classes.

Building & Grounds

Mrs. Murray asked about the Dam Monitor **01-43192-117** why did we increase this line by 19%.

Mr. Owen stated we are in the process of replacing the current Dam Monitor. Shawn Berry will be designated the Dam Monitor.

Mrs. Murray would like to revisit this line.

Ms. Ginter asked about Consultants **01-43192-311** and the Dockside parking lot investigation.

Mr. Ford said we are having problems with sink holes in the parking lot.

Ms. Ginter asked what did we use the money in that line for.

Mr. Ford said we used it for Architectural Services.

Ms. Ginter made the motion to remove 01-43192-311 Consultants for \$4000, seconded by Linda Murray. Kristi Ginter, Linda Murray voted in favor. Dave Senecal and Marge Webster voted against. Sarah Silk abstained. The motion failed.

Ms. Ginter asked about Outside Services **01-43192-380** we had budgeted \$37,363 and to date we have spent \$33,096.89. Why do you need more than the \$30,363. She would like to see this line level funded.

Mr. Ford said this is a line that can be cut.

Mrs. Murray asked when was the last time we sent Janitorial Services out to bid.

Kristi Ginter made the motion to reduce the Outside Services line 01-43192-380 to \$38,152, seconded by Linda Murray. Kristi Ginter and Linda Murray voted in favor. Dave Senecal, Marge Webster and Sarah Silk against. The motion failed.

Mr. Senecal asked about the Electricity **01-43192-410** why we have a 75% increase.

Mr. Ford said last year we made an error in the calculations. Because of this we are over budget. We also used this line to run the storm water pump.

Mrs. Murray asked about the Building Maintenance **01-43192-435** what they are cleaning.

Mr. Ford said that it is a typo. This should be repairs not maintenance.

Mr. Senecal asked what the Plumbing Modification **01-43192-413** is.

Mr. Ford said this was to correct the plumbing in the Train Station so that the Chamber would not be charged for the larger part of the Water and Sewer bill.

Wish List

Mr. Ford said he would like to have a Building Maintenance Division. We have a budget with no people in it. Right now when we need something repaired we hire out for these services. If we took the money from the different line items and combine them into one budget for one full time person who would have one part time person working for him it would cost \$62,000 for 6 months. It will take time to set it up if it was approved by the voters. It would also take time to fill the position and the budget would be cut all departments for building maintenance. We took the total needed and cut it in half for the first year and that number would be the \$62,000. This division would be responsible for snow shoveling, minor repairs, painting and keeping the Downtown area clean and trash removal. They would not take care of the public bathrooms. For the full year we

would need \$130,000. We would like to hire a person who would be the foreman who has some skills and can do some light repairs. He would have one or two part time helpers to be dedicated workers.

Mr. Senecal said that it is a good idea.

Mrs. Murray would like to see a Job Description before she could support this request.

Mr. Ford would like to make sure that he is not going to do all this work for it to be shot down.

The Board said they would all like to have the Job Description showing what this person or persons would be doing and how this would save us money.

Ms. Ginter said with more information she could support this.

Ms. Senecal said he would like to revisit this item.

Mr. Ford said he will get together a short job description together for the Board.

Solid Waste

Note: Ms. Ginter left the meeting at 7:20 PM.

Mrs. Murray said she would like to say Adam Tasker did a good job on his budget.

Ms. Silk asked about the total Household Hazardous Waste **01-43240-491** the facility budget of \$27,689.40. The 3 year contract with Clean Harbors goes up 3% each year. I am campaigning to keep it from going up.

Mrs. Murray asked about the Gasoline **01-43240-638** they have only spent \$476.00 to date and why.

Mr. Ford said that Adam Tasker has been using his personal truck as the town truck has been broken down for most of the year. It is an older truck.

Capitol Outlay

Mr. Ford spoke about the requested Dockside Upgrades for \$70,000, two years ago we did a major repairs. We repaired and replaced the iron railing, and did stamped concrete overlay. This is to put in a new iron railing and to finish the concrete work.

Ms. Silk asked if the estimate will be a good price for next year.

Mr. Ford said he has added to the estimate in case it goes up.

Mrs. Murray said she thought it is a great project and it should be put in as a Warrant Article.

Mr. Senecal said this is the type of project that the Chamber should get involved in.

Ms. Webster said she is concerned with having too many warrant articles.

Mrs. Murray feels this is a project the voters will support.

Railroad Station Upgrade

Mr. Ford said this request is to finish the roof, insulation, painting and siding on the Railroad Station. The question is do we want to put it on the warrant.

Ms. Silk asked if Phase 1 came in under budget and did we do more work with the money?

Mr. Ford said yes, we are trying to bring the building up to code.

Garage Door Modification

Mr. Ford said this request is to replace the door on the Public Works garage. We will take out the two smaller doors and add a beam and make one large door. This would also save on time to get the trucks in the building and on heating.

Vehicle Exhaust for PWG

Mr. Ford said we need to warm up the trucks in the garage and without a exhaust system we are causing a hazardous conditions with the exhaust fumes. Because of the size of the trucks and the location of the exhaust we need a specialize system.

Used Backhoe

Ms. Silk said she did not receive the financial comparison sheet.

Mr. Ford said a used backhoe would save us money. Once we got a backhoe we would need to armor plate it to use it for the trash.

Boom Flail Mower

Mr. Ford said our current mower has been broken down for a few weeks and we are having trouble getting parts. We might get by for one more year with our current one.

Truck for Assistant Public Works Director

Mr. Ford said this truck would be for Scott Pike and for use by the Department to go to meeting out of Town. At this time he is using he personal vehicle and he really should have Town a vehicle with a light bar to go back and forth. We are asking for it is under General Government and we could split this between budgets. It was suggested we get a used truck, but when I checked into this I found that it was more cost effective to buy new.

Mrs. Murray said she felt it would be better to split this between the two budgets.

Mr. Ford said he will put together the information and get it back to the Board.

Mr. Senecal asked for a motion to adjourn.

Sarah Silk made the motion to adjourn at 8:21 PM, seconded by Dave Senecal. The Board voted all in favor, the motion passed.

Respectfully submitted,

Terry Tavares

Terry Tavares
Recording Secretary