

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of December 13, 2011

Chairman Laura Powers called the meeting to order at 3:33PM. Board members present in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue and Ken Vogel. Of the Selectmen's staff Board Secretary Donna Rich was in attendance. Other persons present during all or part of the meeting were Jodi Gibeley, Council on Aging Director, Fire Chief Ron Giovannacci, Captain Jen Collins Brown, Captain Charles Denault,

Chairman Laura Powers stated the purpose of the meeting would be to review FY13 budgets with various departments for which the Board of Selectmen is responsible.

Council On Aging: Jodi Gibeley, Council on Aging Director explained the salary and wage items. The Board requested that the information be added to the narrative: Director decreased – previous director at a Step 9 and Jodi started at a Step 5, increase in Beth Wideberg, secretary, wages to restore hours back to 25 hours a week. In addition, Jodi Gibeley was requested to put the three (3) hours on Friday paid out of the van revolving account back in the budget.

Inspectional Services: Glenn Clohecy, Building Inspector, could not attend. Chairman Power asked that he be rescheduled for December 22 at 4PM.

Chairman Powers provided an update on the Finance Committee meeting of December 12th stating that Heidi Bond reported on the issue of a tri-town guideline and recommended that the Finance Committee not to issue a guideline to Masconomet Regional High School at this time. However for modeling purposes the committee should come to some consensus as to a number to be used.

Town Website/Cable: This budget is presently at zero. Selectman Gandt reported that fees from Verizon and Comcast fund the items for the cable operation; however the web is not funded through the town at all. There is concern for the void in the budget for web based expenses. The Board requested an account of expenses incurred for the website.

Parking Clerk: This budget had been transferred last year to the Selectmen's Special budget and would be addressed under that budget.

Recycling: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation that the postage line item is increased from \$350 to \$400 in anticipation of postage rate increases on the mailing of the annual recycling calendar. TA recommended that the printing line item be increased by \$200 from \$1000 to \$1200 again in anticipation of cost increases that is expected in printing cost. It was noted that last year \$2,500 was added for the purchase of 100,000 trash stickers. This year it is recommended that this line item be level funded for the purchase of 2,500 trash decals. Please note, decals have not been ordered since January of 2006.

Selectman Morrison suggested alternative methods of providing the recycling calendar to citizens be explored utilizing computer technology. Selectman Gandt suggested putting the information on inside the warrant on the last page. One problem mentioned is that it is not in color, as done previously.

Fire Department: Fire Chief Ron Giovannacci explained the salary/wages changes are due to Captain Darrell Moore's retirement. Selectman Morrison requested clarification of the addition of \$12,000 under line item "MISC". Chief Giovannacci stated it was paramedic training for Captain Moore's replacement. There was a discussion regarding the reimbursement of training to backfill the position and qualifications required for the position. There was a discussion on the use of Grant funds for uniforms, noting the uncertainty of receiving them. Selectman Morrison requested the Fire Chief provide the amount of income the Fire Department generates.

Town Hall: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on line items:

- Custodial Part Time –reduced that from \$300 to \$0, expense is to be now included in the cleaning contract.
- Electricity-Selectman Morrison asked why electricity was up with the work that the Renewable Energy Committee has done and suggested using the quote information provided by National Grid.
- Gas-With the switch from oil heat to gas, there is no history on which to base a budget number. The figure of \$10,000 was transferred from heating fuel for the time being.
- Heating Fuel-based on the conversion from oil to gas, this line item has been zeroed out.
- Water- line item has been increased by \$50 from the \$400 budgeted last year.
- Building Maintenance-Recommend level funding at \$30,000; this is the second year of a possible three year agreement. Selectman Gandt expressed his desire to have the cleaning contract out of Building Maintenance and have it on a standalone line item. He will speak with the Town Accountant on accounting options.
- Maintenance Agreements-Recommend increase from \$65,713 to \$66,313
This line item is composed of the cost maintenance and license agreements for various computer and software agreements, including but not limited to the following:
 1. Tyler ASP (ie. MUNIS) - \$33,261
 2. IMAS (dog licenses) - \$220
 3. CISCO (the firewall) - \$112
 4. RETROFIT (Retroeye) - \$22,880
 5. VISION (Assessing) Components - \$9,150
 6. ESRI (ArcView – maps) = \$700

Selectman Gandt expressed his desire to change the line item name of Maintenance Agreements to Technology Agreements (other ideas were mentioned), Selectman Gandt will speak with the Town Accountant regarding options.

- Copier Maintenance- Under the contract with Cameron Office Supplies the Town pays about \$ 0.0069/copy. Using this as a guideline and based on this year's usage, it was recommended an increase in the line item from \$1,625 to \$2,300.
- Software Modifications-The FY2011 budget of \$3,200 contained a one-time purchase of Assessing Software. This year it was recommended to level fund the line item.
- Systems Administration Consulting Services-Due to the increase in the need for System Administration services it was recommended to increase this line item by \$1,000 from last year's budget of \$3,500 to \$4,500.
- Copier Supplies-has been zeroed out as it is included in the copier maintenance agreement.
- Postage Meter-Based on a new machine at a lower rental fee than the previous machine it has been recommended to decrease \$922 on last year's budget of \$2,844 to \$1,922.
- Fax Supplies: Recommended an increase from \$110 to \$150 due to increased cost of cartridges.

MSW Collection, etc.: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget:

- Rubbish Collection-the contract with JRM is a five year contract which will expire on June 30, 2013. The increase for FY2013 is \$19,153 which will bring the line item to \$402,213.
- Household Hazardous Waste: The Town is a part of a consortium bid which expired in June of 2011, therefore it has been recommended at level funding.

Ambulance: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget: currently the line item for Contracted Services is a zero dollar amount. The Town's current contract with Northeast Ambulance will expire on June 30, 2012. Options reviewed include: 1) Go out to bid, 2) continue with a more regional approach as recommended in the EMS study recently completed with MAPC and 3) the Board could negotiate a contract with the current vendor, Northeast Ambulance, for an additional year; it was noted that Ambulance services are exempt from 30B, the so-called Uniform Procurement Act. The Board recognized that there was work to be done on this item.

Selectmen's Department: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget:

Salaries:

- Town Administrator's salary: increased to reflect a half year at the contractual rate with a four week overlap for time with a new Administrator in December of 2012 plus a second half of the year at a level funded rate available for negotiation of a salary with the new Town Administrator. Selectman Gandt stated his request that there be a Transition salary line for the time of the new administrator.
- Administrative Staff: increased by 2%
- Longevity: payment increased to \$1,750

Wages:

- Clerical, Full Time has been increased by 2% per guideline with a step increase.

Other:

- Car Allowance: it was advised to add an amount for the new administrator
- Telephone: increased by \$500
- Annual Warrant and Town Report: increased by \$500
- Travel and Meeting: Town Administrator has been funding some of the cost for attendance at some meeting out of pocket. Therefore, it was asked to obtain an estimate amount for inclusion in the budget for hiring a new administrator.
- Advertising: increased by \$750 to fund the cost of advertising for new administrator.

Selectmen's "Special" Department: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget:

- Parking Clerk: contract has been increased by \$150 due to the increase of tickets being issued.

Town Insurance-Liability/Accident/Workers Comp: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget: All line items have been increased by 10% and will be reviewed in January once MIIA has issued their experience rating.

Town Insurance-Life/Medical/Medicare Expenditures: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget:

- MIIA Health Insurance: Based on a best estimate this has been increased by 10% or \$159,016 over last year's budget. There is some speculation that MIIA will want to be somewhat competitive with the GIC which should yield a lower than 10% increase.
- Life Insurance: has been increased by \$605
- Medicare: has been increased by \$13,038.

Veteran's Benefit: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget:

- **Veteran's Benefits:** this has been level funded for the purposes of this meeting. But we are waiting for feedback from the Town's Veterans' Agent as this may have to be adjusted based on additional requests for benefits from veteran's or their widows. As a side note: The Town does get reimbursed on the Cherry Sheet for 75 percent of the costs for veterans' and their dependents' benefits. However reimbursements are paid in the year after the costs are incurred. So, the upcoming fiscal year Cherry Sheet estimates are based on 6 months of actual authorized expenditures (July 1 through December 31 of the current fiscal year) plus a prorated amount for the remaining 6 months of the current fiscal year. The Board inquired when the numbers would be available.

Tree Department: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA's recommendation on this budget: Recommend level funding. However, the Tree Warden submitted a budget and increased the stipend line item by 2%, following Finance Committee guidelines. It was discussed that the increase in the stipend leads to a policy question. Stipends have not been increased and if they were, stipend increases would need to be included for the Sealer of W&M, Animal Control Officer and the Animal Inspector.

Soldiers & Sailors Graves: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Memorial & Veterans Day: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Historical Commission: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

School Street Building: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Zoning Board of Appeals: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Sealer of W&M: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Animal Control: In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

Animal Inspector In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich reported the TA recommends level funding.

In the absence of the Town Administrator Virginia Wilder (TA), Board Secretary Donna Rich read the following closing statement from the TA:

“Without including Retirement, Life/Health Insurance, Liability/Accident and Worker's Comp insurance as well as Unemployment, overall, the Selectmen's budget as a package has only gone up 0.4% over guideline or about \$13,000 on a \$3.5 million budget”.

Farm Winery: Selectman Vogel requested that the Town's legal counsel be asked to assist in the dilemma of accepting Chapter 138 at a Town Meeting for the purpose of Farm Winery, Alfalfa Farm, to be allowed to sell their product. Selectman Goodhue suggests utilizing the Alcohol Licensing Advisory Committee to research the Town's options. Chairman Powers agreed and stated they should be charged with identifying the pros and cons to accepting Chapter 138 or to adopting a winery license.

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At 6:15 PM, Selectmen Goodhue made a motion to adjourn and Selectman Gandt seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

NOTE: Board Secretary Donna Rich read notes prepared by Town Administrator Virginia Wilder on some budgets.

Approved as written at the January 30, 2012 Board of Selectmen's meeting.

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. FY13 Budgets discussed
3. Selectmen's Budget Summary document

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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