

FINANCE COMMITTEE MEETING MINUTES  
January 20, 1988

The meeting was called to order at approximately 7:30 pm.

Present: R. Anderson, M. Brown, J. Doherty, J. Gaffey,  
P. Helmreich, B. Kimball, C. MacQuown, R. Nugent,  
D. Ward

COUNCIL ON AGING 480, 481

Salary increases are approved by the Personnel Board.

Revised budget: mini-bus driver @ \$6.50 x 40 hrs = \$13,520 = 13.6%  
dispatcher @ \$6.00 x 15 hrs = \$4,680 = 21.7%

COA Director increased to 40 hrs - \$18,000 = 10.9% (5 hr increase)

Driver and dispatcher is reimbursed by CATRA. Approx 3/4 return

Will provide figures

Dispatcher works out of Center but also receives calls at home

The Council feels that the Driver is a very capable, dependable employee

Salaries up 19% from last year

Expenses

\$6,342 level funded from last year

S. Lombard notes that the Center has not been operated for a full year and this is the same budget as last year.

P. Helmreich requests a basic breakdown of the figure within the next week.

The Council on Aging is looking into enlarging the Center for conferences and events

1700-1800 Senior Citizens in Town

The Center has a record book of people using the Center

P. Helmreich requests the number of people that use the services of the Center and the Council.

R. Nugent supplies members with a listing of all Cities and Towns in the State with their per capita income for 1985.

SOLID WASTE ADVISORY COMMITTEE 496

These funds will enable the committee to function, take advantage of any meeting/seminars, to pay operating expenses and to pay advertising costs.

S. Lombard notes the Committee is currently persuing the mandatory recycling for the Town.

P. Helmreich notes the central postage account.

Discussion of telephone costs which are made from the Chairman's home and other members' homes.

Discussion of Recycling Day. \$2600 in receipts have gone back to the Town from these funds received.

VETERAN'S AGENT 640, 641, 642

Salary for the Veteran's agent has been approved by the Personnel Board which recommended a 6% increase to \$19,834.72 + \$100 for longevity.

Expenses

Typewriter contract should be \$100 (typewriter is 5 yrs old)

Total - \$556

S. Lombard notes that D Charette also handles the workman's

compensation and postage account.

The Postage is being closely monitored. D. Charette has the one and only key for the machine.

#### Veteran's Benefits

S. Lombard notes he wishes to reduce the appropriation to \$50,000 for F89. Review of analysis he has provided.

D. Charette states he would rather return to E&D than to run short and ask for a Finance Committee transfer.

There are now 23 cases for benefits.

\$50,000 is a good figure for a normal year but not if there are any special cases.

75% is reimbursed from the State.

Veteran population -  $\frac{1}{2}$  adult male population over 25 and a few females

#### Unemployment compensation

S. Lombard notes that per the Accounting office monies will be needed to be transferred from the Fund into the active account for F89. The funds can be transferred at the Town meeting. S. Lombard will return to the committee with a recommended figure.

#### MEMORIAL AND VETERAN'S DAY

S. Lombard requests to keep the budget intact as requested.

P. Helmreich notes that he is in favor of the budget but objects to the Town funding of the party food and soda after the parade.

D. Ward states that he feels that this is a menial amount compared to other Department food expenditures.

#### RECREATION

The Chairman notes that the committee is very active again. There has been an increase in Town's people participation and the Committee has hired a Recreation Director.

Recreation Director salary - needs to be broken out into a separate account. <sup>Recreation</sup> Committee recommends \$26,000. The Personnel Board recommended a figure of \$14,000-19,000 for 40 hours.

P. Helmreich notes the committee needs to contact the Personnel Board regarding the adjustment of the range and state their case for the new Director.

The Chairwoman states the committee has set up a meeting with the Personnel Board.

#### Expenses

Bus transportation is transportation of kids from Field to Great Woods sponsored trips to Watson Pond.

Other programs include senior citizens and adult programs, programs with other Towns involved

The Committee has a revolving account which pays for some programs and umpire salaries but not supplies.

The Recreation Director reviews his background. He also notes his proposals for the Town, ideas for programs and his progress in the past weeks.

Discussion of land that will return to Town and proposed uses (land near 495)



S. Lombard notes the interest in the Board of Selectmen to have a good program and bring recreation back for the Town. S. Lombard notes he feels the budget is small for the job the Committee wishes to do.

P. Helmreich notes the salary range set by the Personnel Board is not far off. He notes that the starting salary for a person with a B.S. in Recreation Science is \$14,000 - 18,000

#### COMMUNICATIONS

Average calls per day - 459. Between 12-3-87 to 1-5-88  
15,615 incoming calls.

6246 outgoing calls in that period

#### Expenses

Digitizer Service is maintenance on computer.

Copy machine has service contract. Small copier at Center so that they do not have to leave center.

Typewriter service on typewriter which was under warranty last year.

\$3850 is year to date expended. #7 is Zero.

Overall budget is decrease from last year. Supplies increased  
Telephone system increase due to additional phones in  
Town Hall

Phone costs are increased due to additional lines

Discussion of pay phone and costs associated.

Increase of \$4000 leaving out the computer costs-analysis over  
last year budget

#### Salaries

Increases have been approved by the Personnel Board

There are currently more full-timers than part-timers, therefore, there has been a change in who is allowed to work any open shifts

Increase in school coverage because of requirement to have a First Responder's card, CPR training. Dispatcher courses from Mass Criminal Justice for suicide threats and bomb threats  
Sick coverage - should be 200 hours not 600 for total of \$2416

Total now \$111,632

Differential of 9% built in for night shift and swing shift

Discussion of Personnel Board, ranges and figures. Review of budget heard tonight and salary requests.

The meeting was adjourned at approximately 10 pm until  
January 25, 1988 at approximately 7:30 pm