

Finance Committee Meeting Minutes
January 9, 1989



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

Present: M. Brown, J. Desrochers, M Hackett, E. Hamilton,
P. Helmreich, B. Kimball, C. MacQuown, R. Nugent,
D. Ward

Budget Hearings

Conservation #330

Presented by L. Yelle and K. Romero

Request for 6.5% increase for Conservation Director.

Secretary under union contract

Director increase not discussed. Discussion of Management Union #331

Review of office supplies and expended amounts.

Postage of \$300 of which \$86 is expended

B. Kimball notes account #375, Postage account, has set aside \$375 for Conservation Department, therefore, postage should be deleted from account.

Typewriter maintenance has been expended for the year.

Survey, boundaries and signs - Freeman St. to be done.

Wetland Administration and Enforcement includes enforcement letters-certified mail, notify abutters, Summer help

Water testing - high school students perform tests

Books, reference - for purchase of reference materials

Mileage - adequate

Type error of \$1090.00 should be \$1000.00

Total is \$5860 for #331

Budget Agenda Change

Building Inspector for Wednesday 1-11-89 at 7:35

Planning Board for 1-18-89 at 8:00

Local Housing Partnership Committee added to agenda on Wednesday, January 11, 1989 at 8:15

P. Helmreich moves that the minutes of the meeting of December 7, 1988 be accepted

D. Ward seconds

Unanimous

B. Kimball notes a letter received from the Board of Health informing the Finance Committee that they have applied for a State grant for \$500,000. The Town of Norton is #16 on list. Funds not currently available but may be next FYr.

C. MacQuown will be reviewing the updated fixture listings and will advise Committee of any changes etc.

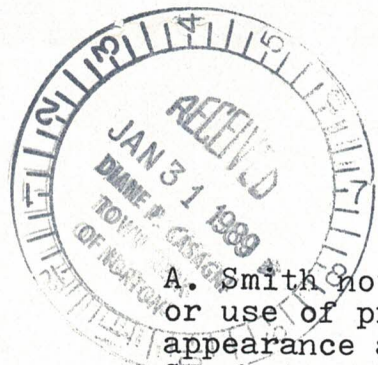
Historic District Commission #341

A. Smith notes that the Commission occasionally needs professional assistance but the funds are not usually needed, therefore, if funds are needed will request a transfer.

Supplies needed: stationary, stamps, envelopes, letterhead.

Expenses are usually paid for by the Petitioner.

Review of Historic District which is outlined by below



A. Smith notes the Commission has no power of interior changes or use of property, they can only control exterior changes and appearance as seen from the Street.

Current problem is the Beaton, House, ie. Old Colony Inn, Norton Academy which was bought by the Bank and they have petitioned to tear it down and use land for parking lot.

The Committee has denied the petition.

Also the Commission reviews all signs in district

Industrial Development Commission #350

B. Kimball notes the Commission will not be attending their hearing. They have requested \$500 which may not be needed.

P. Helmreich notes Commission has not been active since Flatley Project but were very important in past.

Selectmen Office Accounts

Selectmen Salaries #220

Increased to \$3000, \$1200 per year stipend per Selectman.

Currently receive \$600 per year per Selectman.

S. Lombard notes survey shows \$1200 below average.

P. Helmreich wants justification for 100% increase.

S. Lombard shows that there have been no salary increase in recent past. He notes that the job and time far surpass monies received and the many hours for calls and phone costs.

P. Helmreich notes elected office and should have expense budget which could be drawn upon for expenses.

S. Lombard notes Selectmen do not put in for mileage or expenses such as parking etc.

Selectmen's Office Salaries #221

6.5% increase for Executive Secretary

6.5% increase for Office Administrator

5% increase for Secretary - union employee

Revi w of clerical contract increases:

5% for 1-4 years of service

6% for 5-10 years

7% for 11-20 years

Selectmen's Office Expenses #222

Selectmen have attended 3 out of 4 Bristol County Seminars.

Advertising includes license hearings, job openings. Costs include and increase in cost.

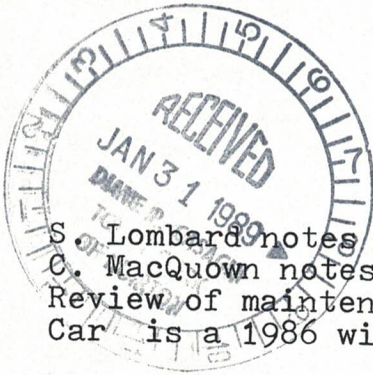
Car expense includes gas, oil, tires, maintenance

M. Brown requests expended to date figures.

S. Lombard notes the Town Accountant should prepare expended figures because the accounting department has the only correct figures.

P. Helmreich notes the individual departments usually supply such information

Executive Secretary notes car use for Town coverage, to attend meetings, to commute to and from work with permission of Board of Selectmen.



S. Lombard notes that he is not getting \$1800 via contract.
C. MacQuown notes \$1800 is approx 36,000 miles
Review of maintenance and equipment
Car is a 1986 with 81,000 miles

Parking Tickets #223
level funded

Costs depend on amount of parking tickets used.
2-3 notices sent with increase in fees.

Town Accountant could supply information on the monies received.

Legal #280

level funded

increases with an increase in number of grievances
\$5000 transferred to account needed last year.

S. Lombard notes cost depends on type of year, number of
contracts and number of grievances

In order to receive an opinion from Town Counsel, the question
must be a written request to the Board of Selectmen an Executive
Secretary and if justified they send it to Attorney if needed.
\$333 per month retainer for approx 20 hours with any hours
over at the cost of \$85 per hour.

The Town does receive an itemized monthly bill.

Kopelman and Paige - Town Counsel

Emerson and Emerson - Employee Counsel (\$75/hr)

Engineering Services expense #300

level funded

Engineering services needed are setting bounds, road work.

Budget used for all engineering costs for Town

SRPEDD #313

Southeastern Regional Planning Economic Development District
Dues of 15¢ per capita entitles Town to 40 hours of services
which are usually used by Planning Department and Board of
Selectmen.

Services - review any grants the Town may prepare, to perform
traffic studies and planning work.

Municipal Building Maintenance Salaries #370

6.5% increase for full and part time custodians. Full time
is 35 hours, 7 am - 4 pm.

50 hours of overtime for each cutodian

Overtime is usually used in Police Dept for Sat. and Sun.
lock ups.

Full time custodian is 7.00 per hour to 7.46

part timer custodian is 6.00 per hour to 6.39

Municipal Building Maintenance Expenses #371

Petritive testing not needed this coming year.

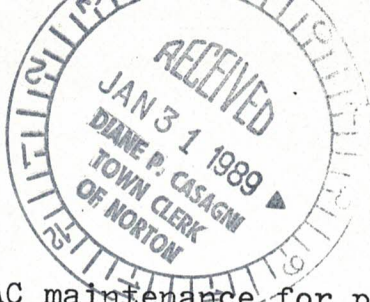
Increases expected in fuel and electricity costs.

DPW heating system taken out of building.

Includes building environment control maintenance

\$7000 for copier contracts (3) including some supplies

Two copiers are paid for



HVAC maintenance for past few months paying for system to control heat and building environment also including DPW and Water Dept. building.

Cleaning supplies include paper goods, towels, cleaning supplies, mops, pails for all departments. bought through State purchasing.

Postage #375

B. Kimball notes that some of the Departments and Committees are not aware of the account and the way it is handled. Suggested sending letter to Depts/Committees.

P. Helmreich would like a 6 month balance on account.

S. Lombard notes D. Charette will be able to supply figures. Increase included of \$3500 for Treasurer and Collector for mailgrams which were in her budget last year.

Sealer of Weights and Measures #460

Current Sealer has resigned position.

New person will be started at \$250

Sealer of Weights and Measures expenses # 461

Expenses include: seals, weights

Street lights #560

level funded

Unknown increase for electricity but account has not been overspent. Selectmen may appoint Committee to review light situation.

Hydrant Maintenance #565

level funded

Waiting for Water Department costs.

Review of enterprise account

Review history of account

County Retirement

Should have a firm figure within one month.

Payroll of \$4 $\frac{1}{2}$ M not including school employees - teachers etc; includes school custodians, aides, secretaries and cafeteria people.

Gasoline #760

Spoke bid. Level funded

Insurance #770

Bid figures

\$66,000 in Worker's comp is current cost.

Police and Fire injured on duty pay and accident insurance is much higher than actual costs

Public employee bond insurance covers all employees who handles money as long as the Town prosecute

Insurance Company is self funded.

Auto costs were lower than bid last year of \$33,000 and expected to remain same.

Town dealing with underwriters and fitted to the Town's need through 1 provider.

1-9-89



Unemployment Comp #780
Zero funded
Balance of \$190,000 in account

Medicare Insurance #785
Includes 1.45% of salary paid by Town of employee hired after
4-86
Currently is \$23,000 per year as of December

Medical Insurance #790
10% increase. Rates not received.
Employee receives dollar value of BC/BS percentage toward
premium

Computer
Cost of lease, supplies.
5 year figure as voted on last year.
Lease agreement. Programs installed, and information being
entered. Currently entering payroll

Rubbish Collections Salaries
6.5% increase for 3 men.
10 hours overtime per week per man. Currently working a 10 hour
day.

Rubbish Collections Expense
Landfill fee clause of consumer price index increase
450,000 for F89, therefore, 472,514 for F90.
Town pays for only $\frac{1}{2}$ load or $\frac{3}{4}$ load due to time constraint
by landfill.
Overtime due to Christmas
Discussion of compensation of other departments.
P. Helmreich notes costs should show total costs of department
C. MacQuown notes holidays set back by 2 days and low quality
of service.
Review of services.

Review of Reorganization of Department of Engineering and Inspection.
S. Lombard notes agreement with Board of Health, Conservation
and Planning with proposal.
S. Lombard notes budget will be within proposed budget.
To be discussed on 1-11-89.

The meeting was adjourned at approximately 10:10 pm