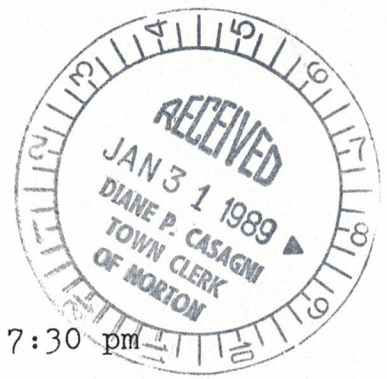


FINANCE COMMITTEE MEETING MINUTES

January 11, 1989



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

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

R. Nugent moves that the minutes of the 1-4-89 meeting be accepted.

M. Brown seconds

Unanimous

Review of letter Committee send to SH Dorrance regarding 'emergency budget' invoice request.

Review Enginerr consultant. S. Lombard will supply information.

Review letters Committee send to Council on Aging and Solid Waste Advisory Committee requesting itemized budgets.

B. Kimball requests a volunteer for the Capital Improvement Committee.

Inspection #430

R. Hebert states that he has two breakdowns, one in regards to adding of Engineering services.

Review of Inspection Dept only

Expended to date (1-7-89)

Building Inspector 13,461.28

Assistant Inspector 4,393.76

Electrical Inspector 4,080.00

Gas and Plumb Insp 4,080.00

FT secretary 7,580.77

PT secretary 3,345.88

Salaries are pending negotiations.

Longevity pay for G&P Inspector of 18 years and Secretary of 5 years

Overtime-250 hrs, secretarial only. Continuation of F89.

Secretary increase is 7.6%. The employee has also received a promotion to Departmental Head Secretary.

PT secretary is 20 hrs/wk

#431

Expended to date (1-7-89)

Office supplies 681.52

Dues, schooling 493.59

Building Insp mileage 492.75

Assist Insp mileage 501.00

Electrical Insp mileage 668.70

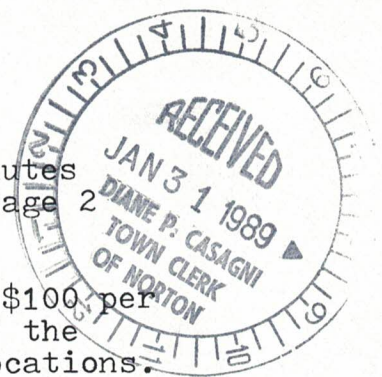
G&P Insp mileage 378.15

Outside Inspections 100.00

Typewriter Contract 175.00

Mileage in F90 budget has remained the same with an increase in per mileage to 20¢ from 15¢

Outside Inspections includes two PT Inspectors to cover vacation of 5 weeks, on call basis at \$650 per Inspector, annual fee.



Discussion of mileage.

R. Hebert notes that the Inspectors used to receive \$100 per month. He wishes that a flat fee be paid because of the amount of hours that it takes to jot down all the locations. Review of Committee to set the Employee mileage for the Town.

#435 Zoning Books and maps

Account has been expended.

The Town Clerk collects the fees. \$10 for each booklet which is returned to E&D.

Request additional \$500 due to the expected printing cost increase.

Handicap Commission #225

\$1750 increase from \$250

Costs include printing of a directory of all businesses in Town with advertising to be sold to pay for part of booklet.

Booklets will be sold and funds will offset the costs (return of fees to E&D)

P. Helmreich questions purpose of Commission and purpose of booklet.

S. Lombard notes that this will be a directory of Town businesses and will note handicap accessibility.

This will also be the first full directory of all Town businesses. Office supplies are also increased in lieu of materials needed to put booklet together.

C. MacQuown requests estimates of printing and itemization of costs.

Local Housing Partnership Committee

New Committee appointed by Selectmen.

Committee intends to do mailings and legal notices.

Committee set up to help develop/create affordable Housing in Norton for average income families.

The State has 2-3 ways to help encourage financial institutions to help developers etc

Committee will also help arrange for subsidies.

Legal notices will be for hearings which costs approx \$25-100

Department Engineering and Inspection Proposal

S. Lombard reviews proposal notes Communication problem between the Departments and Boards.

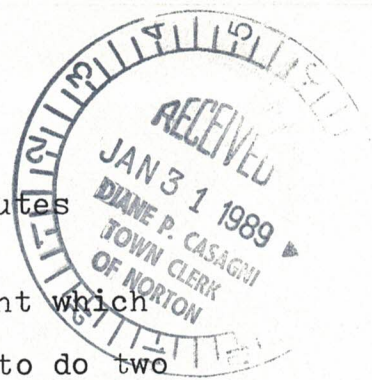
Engineer will be direct contact between the Boards and the people. He will also help direct people coming into the Town Hall

Initiated proposal due to the fact that the Town Engineer is resigning, Mr. Vance.

The Town does not need a full time Engineer at this time. Employee will be an Engineering Technician

This employee will be the central person to help individuals and guide them through the steps needed for their needs. He will coordinate Board of Health, Conservation, Building Inspection and Planning.

S. Lombard reviews job description and states that it is fashioned



after the Town of Bourne and their type of Department which works well

The Technician can coordinate Inspections in order to do two inspections at one time.

Review of organizational chart.

Department will use the same clerical forces in the current departments. This will use the clerical force to its optimum.

Engineering Technician will follow all stipulations set by the various Boards and have the Inspection Dept follow through.

Technician is a sub-professional.

S. Lombard will be the appointing authority but all boards will combine into one Committee to interview and make the decision.

C. MacQuown questions \$30,000 salary without a degree.

E. Hamilton notes Building Inspectors duties.

S. Lombard states this will allow the Inspectors to do the inspections.

R. Lima feels that a Civil Engineer with a degree would want \$65,000.

R. Hebert notes he would like the Board to get a legal determination of Chapter 143.

B. Kimball notes Finance Committee is concerned with the finances.

S. Lombard notes he has administrative authority and can delegate his authority.

D. Ward notes County Retirement and employees after age 55.

Proposed budget is 6.5% increase of Inspections also cutting the need for an Assistant Building Inspector and Assistant Town Planner.

S. Lombard will return to Finance Committee when approved with new budget for Engineering and Inspection Departments combined.

C. DeCosta notes her approval of an Engineering Technician. She notes current problems and the need for coordination.

J. Schneider notes that he and other Selectmen have also thought of coordinating public hearings. Also the need to add the Water Department for water availability.

K. Romero notes approval because of homeowners problems and the need for engineering background to deal with Conservation studies.

K. Eagan questions managerial skills needed.

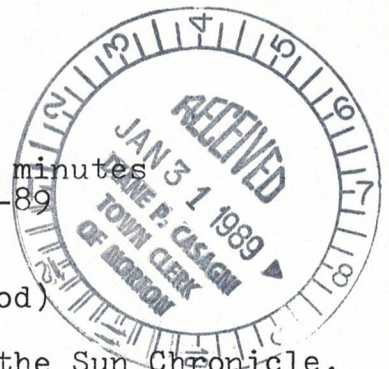
S. Lombard states the Technician needs both Engineering and Administrative skills.

P. Helmreich notes savings of time and energy to prevent problems. Discussion of interviewing process.

S. Lombard notes gasoline is not charged back to individual depts, therefore, the Selectmen's expense account can be dropped by \$1300.

Expended to date (12-31-88) Selectmen's accounts

#223	Parking Tickets	\$ 307.50	received \$1885.00
#280	Legal	\$24,895.43 - legal	\$4,685.35 labor
#760	Gasoline	\$19,373.99	
#560	Street Lights	\$17,615.62	



#770 Town Insurance \$189,751.39
#375 Postage \$7,138.18 (before billing period)

P. Helmreich formally notes his embarrassment by the Sun Chronicle. He notes that he questioned one process in the Charter regarding to Town Manager presenting budget at Town Meeting. He is not opposed to the Charter or the Town Manager. He supports the purpose and proposal and asked the Commission to review this process.

S. Lombard notes that he feels that the Town Manager should come before the Finance Committee in the budget process and not be allowed to sign any warrants. S. Lombard notes the need for the check and balance system.

P. Helmreich notes that according to the Charter the Town Manager will move the budget at Town Meeting with the Finance Committee then amending. Final recommendations are now moved by the Finance Committee at Town Meeting

E. Hamilton moves to send a letter to the Charter Commission regarding oppositions.

D. Ward seconds

Unanimous

B. Kimball also notes the two Town Meetings and the problems that could arise.

B. Nugent questions a nonresident making the motions and recommendations and will the Charter supersede the State statute.

The meeting was adjourned at approximately 9:55 pm