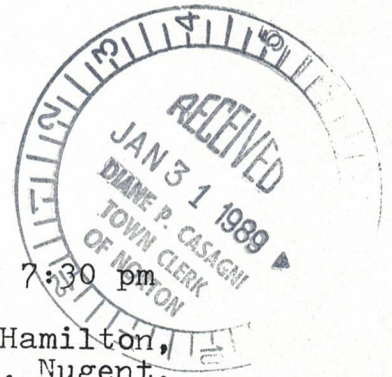


FINANCE COMMITTEE MEETING MINUTES  
January 18, 1989



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

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

Town Accountant #210

Account clerk is under the union. Trying to upgrade her position to principal clerk. Will be seeing Personnel Board. Weekly salaries reviewed for all Town Dept heads.

B. Kimball notes overtime hours.

J. Hussey notes clerk is only nonsalary employee and receives overtime pay.

#211

Adding schooling because of new Assistant Town Accountant. Will attend UMass Amherst.

Mileage - 15¢ per mile

#212 Town Audit

Annual Audit costs \$13,500; paid \$8,000

J. Hussey feels adequate funds for current firm. The Selectmen hire the firm. Discussion of current firm.

Review of letter sent to Charter Commission. B. Kimball notes the Charter Commission is looking into the points raised.

Town account numbers are almost ready and the Committee should have them for the next meeting.

B. Kimball notes 29 articles on Special Town Meeting warrant; 23 zoning changes, 1 transfer of property and 1 Fire truck repair.

STM recommendations will have to be done by 2-13-89.

Discussion of additional meetings.

Planning Board will be scheduled for Wednesday, February 1 at 8:45 to discuss the zoning articles.

Planning #311

Engineering costs increased \$500 for yearly increase. Enables Board to hire Consultant Engineer. Current Engineer is resigning. The developers usually pay the expenses.

Advertising - anticipate several public hearings for zoning and to hire a secretary

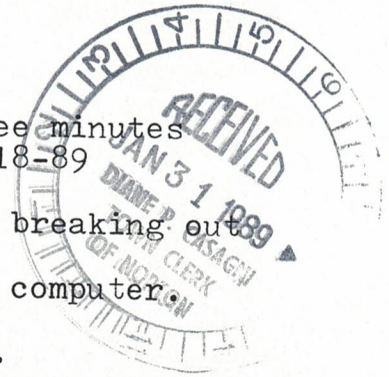
Zoning bylaw Study Committee will have legal ads to be placed also. Computer - currently received through a grant which will be ending. Dept needs to keep track of permits and perform word processing etc. \$1000 -1200 for purchasing of computer.

File cabinets - \$1200 for two flat files

Computer supplies and software (DOS, Lotus, Word perfect) - \$1000



1-18-89



B. Kimball requests breakdown of all expenses, breaking out computer and supplies etc.  
Committee questions tie in with main Town Hall computer.  
E. Hamilton questions buying out lease.  
Planner will check into costs and alternatives.  
Planner's expense - conferences and books  
Mileage - 22¢ per mile, used for only long trips  
Typewriter - maintenance  
Dues - for Planning organizations and for publications  
Printing - zoning maps  
The Planner will review options for computer and will get back to FC.  
Engineering - \$4000 may be needed for hydrogeological studies  
also need for back up if the developer would not pay expense  
#310

Planner notes she is not on Management Union but name is still on list.

Committee cannot deal with until name is removed.

B. Kimball asks Planner to discuss with Board regarding the need for them to come before the Finance Committee to discuss the salaries when removed from Management Union.

The Planner notes the need for an Assistant Planner for continuity. Review job description. Will need a Bachelor's degree and hopefully 1 year of experience. Assistant will perform plan review, distribute plans, interdepartmental meetings, and coordinate departments. The Personnel Board has not reviewed the salary for the Assistant.

Department secretary - 35 hours at \$6.50 per hour and overtime for 4 hours per meeting per week (260 hrs at 9.75)

Planner notes that she works a 55-60 hour week attending 2-3 meeting per week at night.

#### Dog Officer #470

Officer is on list of Management union.

Request an Assistant Dog Officer at \$50 per week, \$2600, to cover nights, weekends off, sick time, emergencies.

Dog Officer is 30 hours per week and trying to give full time coverage via her answering machine.

She belongs to the Animal Control Officer's Association but only control dogs.

#### #471 Expense

Mileage - keeps mileage record and allows driving time averages.

Kennel supplies - includes dog food

#### #472 Disposal of Animals

#473 Care and Custody - includes use of kennel

#### Police #400

Budget based on 1989 figures

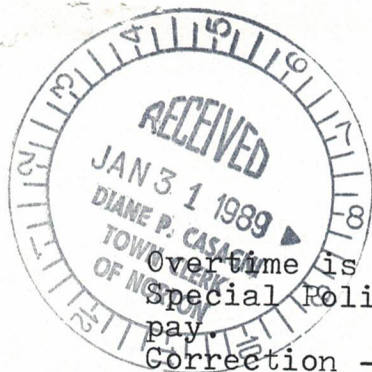
Patrolmen's union has not signed contract for 1989 or 1990.

Chief based figures on percentages given to other contracts, ie. 6% for 1989 and add 6.5% for 1990

Review of appropriation figures

8.2% increase in overall salary expenses





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Overtime is calculated per contract.

Special Police reduced due to payment received from civil service pay.

Correction - 1987 part 2 total \$10,726

Total situations for year with new recruits over 1600 bringing in over \$101,000

12.9% increase in overtime in patrolmen includes night differential and anniversary date increases

Chief's salary increase is 7% per contract

Currently in department - 24 Civil service and 3 civilian

#401 Expenses

Outside services reduced to \$1000

Review of master fixture list and question lo-jack. Oversight by not placing on listing.

Amunition - additional \$500 Each officer receives 50 rounds per month and 120 rounds to qualify at academy.

Review of State study of firing range. Ventilation is not approved at close range. Recommended to buy machinery to move up targets for close range firing.

Police cruisers article will request 4 which will be bid in March.

Review of mileage -

73 65,960

76 104,560

77 78,255

80 73,811

B. Kimball questions the writing of article so that the cruiser trade ins must be traded in.

Chief Keene states he has no control over trade ins

Discussion of auction of trade ins

Dealership has set trade in prices.

Police station parking lot extension article

Request \$7000.

Chief notes that Executive Secretary thought that the Highway Dept may be able to perform some of the work. C. Jacobs is questionable.

Not out to bid as yet.

Currently 26 spaces which are mainly used for personnel and cruisers. Will be able to add 12 more spaces

Review of Capital Improvement committee.

Total revenue received from fines in 1988 - \$101,049.80

Review of revolving account of revenue for equipment. Chief feels that State fines are excessive.

#403 Police Out of State travel  
Per Chief contract

New sick leave Police policy is not to pay overtime. Policy has improved problems.

The meeting was adjourned at approximately 9:30 pm until 1-23-89 at approximately 7:30 pm