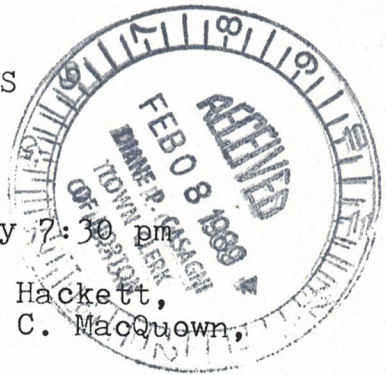


FINANCE COMMITTEE MEETING MINUTES
January 23, 1989



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

Present: M. Brown, J. Desrochers, K. Eagan, M. Hackett,
P. Helmreich, B. Kimball, L. MacLean, C. MacQuown,
D. Ward

Special Town Meeting article hearings agenda -
January 30, Fire Department
January 25, at 9 pm Sewer Department
February 6, 9 pm - E Hodges Street
February 8, 7:35 pm Selectmen
February 1, 8:45 pm Planning Board, Zoning bylaw study Commission

Water Department deficit meeting to be held on February 2, 1989
at 5:30 pm

D. Ward moves that the minutes of the meeting of 1-9-89 be
accepted
M. Brown seconds
Unanimous

Review additional material received by Town Planner
breakdown of \$4000 in office supplies -
computer and supplies - \$2000
files and office supplies - \$2000
B. Kimball notes request for Assistant Town Planner and computer
B. Kimball would like Planning Board members to present their
proposals if Committee agrees. Consensus - letter to notify
Board that additional information may be needed.

B. Kimball notes additional information regarding Communications
budget was received

Review letter sent to SH Dorrance. No information received as
yet. A follow up letter to be sent.

B. Kimball reviews the Town's advertising costs. He wishes to
suggest to the Selectmen that one Department govern this expense
Therefore, one ad can be used for several department openings
Current costs - \$2700

Veteran's Agent #640

Salary balance as of 1-21-89 is \$8,391.40

#641

Balance - \$313.57

miscellaneous includes stationary, envelopes, typewriter ribbons, etc

#642

D. Charette notes shortfall this year due to costs of medications
and health insurance. Caseload is 21.

Request - \$ 65,000

Account is reimbursed by the Commonwealth at 75%. State is running
1 year behind in reimbursements.

Veteran's agent notes additional duties:

Parking clerk, correlates tickets

Industrial Accident Agent, forwards Insurance information and follow ups

Mailroom Head, dispenses mail and governs postage

Notary

D. Charette also notes his out of the office hours

D. Charette notes the need for a typewriter for F91

Council on Aging -

Hearing mix up. Rescheduled for February 8 at 8 pm

Memorial and Veteran's Day

No show by Committee member to present budget

Review of figures and increases

P. Helmreich notes in past that the Veterans do the work and the Town pays the expense.

Letter sent to Chairman for written explanations.

Recreation #690

Level funded

#691

Lifeguard and pool Director are expenses and are paid from the revolving account which also pays for Councilors and Summer Director

Review of expenses for a 12 month period

Telephone - at the Everett Leonard playground. It is also connected to the burglar alarm

Printing - for flyers that go through the school system for new programs and sign ups

B. Kimball questions use of copiers

J. Bishop states that S. Lombard did not want a lot of copies on the Town machine

Transportation - would like to have 2-3 recreation trips.

Costs approx \$140 to use bus. Delete bus trips, duplicate account.

Arts and crafts - includes kites for contest, frisbees, crayons

Sports equipment - includes softballs, balls, normal equipment

Repairs to building - to repair roof and side walls which hold roof. Repair swings. Vandalism is limited.

Supplies - receipt books, office supplies

mileage - Summer Director received 22¢ per mile

Pool - maintenance, chemicals, repair a leak at the shallow end

Advertising - Summer help, sign ups, new programs,

Waste system - deleted

Awards - includes trophies

Pool director - 12.5% increase due to increasing hours

Lifeguards - same payment

Custodian - for use of school system

Food - Opening day, Founder's day, includes also paper products hot dogs, soda, first aid

P. Helmreich questions funding of any new programs
J. Bishop notes his efforts to have the new programs pay for themselves. Fees pay for referees costs etc
J. Bishop notes new projects - Ice Skating Rink behind Solmenese has been approved. Tarp has been donated.
Discussion of revolving account. Question amount of fees generated.
P. Helmreich requests itemization of budget for Fyr and revolving account funds used.
Review of funds for Multi-purpose Sports Complex voted by STM for \$17,000 behind route 495.

Communications #380

A) Supervisor - level funded and C) Dispatcher level funded pending union negotiations
Dispatcher increased 9.2%. P Graney notes 22+ years experience. Increase will bring him to top of band and 6.5% increase.
Personnel Board has been notified
Continuing personnel but will lose the midnight to 8 am dispatcher in May. Open position will be offered to part timer.
Part time coverage increased to \$7.50 from \$7.00
School coverage - personnel have to be CPR certified with one 32 hour course and all personnel will need to complete a 32 hour dispatcher course.
Overtime - average cost is \$12.94. Increased 50 hours
Holiday pay - 264 hrs, 11 holidays X 3 shifts X 8 hrs
Sick coverage - 384 hrs includes 3 employees at 3, 1 employees at 7 days and one employees for 5 days
Vacation coverage - 600 hours Cost - \$7770 due to losing one employee.
Personal business - 5 employees X 3 days
Training - 320 hours at \$3.75 minimum for new personnel
Total - \$124,736
Logging Recorder purchased records all 911 and emergency calls
Note - 27% of budget is overtime
Discussion of additional men.
B. Kimball notes increase of 1100 premium hours. Questions moving the Communications Center to utilize staff of Fire and Police.
H. Baker notes they do get Police help on occasions.
C. MacQuown notes 200% increase
C. Toomey notes impossible to move Center and increases in benefits that go along with the unions

#381

Copier - maintenance contract.
Office equipment - replacement of chairs and desks. B. Kimball notes equipment available from Community Development Dept
Console services - repair and upgrade
Telephone costs-no maintenance contracts on system. Services for additions and deletions, moves and changes of telephones. Currently 140 phones.
Increase in costs of AT&T, NET

The meeting was adjourned at approximately 10 pm until January 25, 1989 at approximately 7:30 pm.