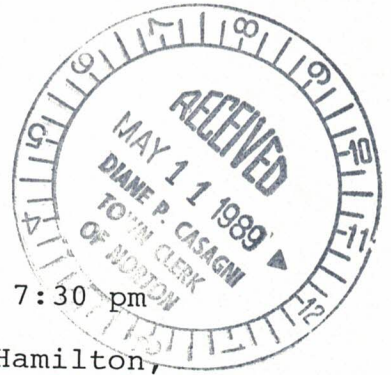


FINANCE COMMITTEE MEETING MINUTES

April 3, 1989



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

Present. M. Brown, J. Desrochers, K. Eagan, E. Hamilton,
P. Helmreich, B. Kimball, L. MacLean, C. MacQuown,
R. Nugent

Building Inspector Reconsideration, #430

R. Hebert notes increase in construction. 42 permits issued in winter months. Currently 262 permits. Review of listing which was provided by the Building Inspector. Total residential permits totals 601. Review Commercial building, Library and proposed commercial centers. Inspector notes need of inspections in areas within the Town, ie Wheaton yearly inspections. Review of hours needed to perform inspections. Inspector notes 60-70% of his workload is in office work. He notes the need for the Assistant Inspector to cover 3 weeks vacation time, sick time and to help perform this increase in inspections. Review of figures.

B. Kimball notes condo units and permits vs occupancy permits. Building Inspector notes inspections include annual inspections, spot check, walk through checking for violations. Also Fire inspection, Wiring and Plumbing inspections. Approx 150 per year. S. Lombard notes Inspection Departs in other Town do not have the Inspector in the office as much as the Town of Norton. He notes the Assistant Inspector was originally instituted to enforce zoning bylaws. S. Lombard notes he feels the Building Inspector can perform all the inspections and sees no need for the position. At this time, he states that he feels he will not fill the position for the coming year.

R. Hebert notes one person cannot do all inspections and office work. Review of time needed. He notes that if the Town loses the current individual performing the Assistant position, it will be very difficult to replace him if the need for an Assistant arises in six months.

Review of chain of command over Building Inspection Department.
Review of problems that can occur.

R. Hebert notes his responsibilities and the need to be in the office.

S. Lombard notes need for inspection record. He needs to have the need for an Assistant proven with actual records involving time within department. S. Lombard notes year's 'added growth' has decreased this year and also there are no new plans approved, all are in the review only stage.

R. Hebert notes need to review and approve plans.

R. Hebert notes that he appointment the position but Mr. Lombard can reject it.

B. Kimball notes problem of funds in an expense account and the Finance Committee's policy not to fill open positions or at this time a position which may not be filled. He notes that funds can be received by the Finance Committee at a later date if the need is established.

R. Heberts notes State statute that inspection must be performed within 48 hours of request. Currently seven inspections are mandated. He also notes additional inspections and time on rejections.

Transfer request

\$5,575 for ground water testing on Salley Property on E. Hodges Street.

S. Lombard notes the Board of Health has mandated for all properties test monitoring. This land is Town owned through tax title. Cost estimate is \$5,500. He notes that when the property is sold, the Town would make back this money.

Finance Committee Reserve, #730 balance is \$83,962.

Transfer request

\$7,456.55 for audit regarding causes of Water Department deficit and reconsiliation of account. Deficit dates back to 1985.

S. Lombard notes year's water rates should cover any deficits that occur within the same year. S. Lombard notes free cash is used to offset the year's deficit, therefore, when resolved, funds will return to the Town.

P. Helmreich questions Town Auditor performing the audit.

S. Lombard notes year audit does not include an in depth study.

This audit will probe much farther in depth into the Water Department to discover the problem so it can be avoided in the future.

P. Helmreich questions if it is work the cost or necessary to find out.

S. Lombard notes unknowns involved:

?true deficit

?bookkeeping problems

?recurring deficit

?unknown figure

?when occurred

And also the need to get the Department back on track.

C. MacQuown questions Water Department to look into their own internal affairs and audit themselves.

Discussion of need for partial outsider, a CPA trained in audits.

Review of accout #222 balance which also includes Charter printing funds, review of Enterprise funds.

Grant Coordinator/Compliance Officer

S. Lombard notes Community Development will not be funded next Fyr by the State. He does not want the position to be phased out.

He notes the criteria involved in grants regarding compliance.

He notes the need to keep track of forms regarind payroll, to follow wuidelines for EEO and advertising must follow SOMBE. Ann

Shoemaker currently supplies compliance reports. Grants are held back due to no reports of compliance in other Towns. Norton is very competative for grant funds. Current employee does very well in performing her position and duties. S. Lombard will also add maintenance of medical insurance records to her duties.

He wishes to set up position at partim time approximately 20 hours at \$12,500. Also employing the current individual in position.

The Selectmen have supported the position.

S. Lombard notes competitiveness for State funds and selectiveness of the State. He notes the current review of the \$3M Sewer grant.

S. Lombard notes that the Town budget relies upon 40% State monies.

Position to be placed in account #221 under Selectmen's office.

B. Kimball notes not a new position because the person is in the

position currently, just the need to fund position.
S. Lombard notes the individual in position is interested in remaining.

STM article #5

Transfer from #280

Review of legal expense budget analysis. Currently approx \$5-6,000 per month. Review of legal cases. S. Lombard notes litigation and labor council. Balance of \$2,386. He notes the need to transfer for March and April bills, approx \$20,000, need to transfer from available funds.

P. Helmreich questions \$50,000 for F90 sufficient.

S. Lombard would like to keep in line.

General billings include Town Council retainer fee. S. Lombard notes he seeks Council's opinion due to complexity of issues and laws.

B. Kimball notes Finance Committee transfer vs STM transfer.

S. Lombard will get back to Finance Committee with a firm figure.

Article 11, ATM

Police Department Capital expenditure reconsideration

Chief notes three cruisers approved last year and therefore, the need for five cruisers this year. He notes the costly repairs on the older cruisers.

Review of mileage estimates. The Chief notes 5 men on a shift with 4 cruisers on the road not including vacation or sick time.

Total of 9 vehicles in the Department.

#80 detective car and used for many things including mileage to schools per contract. Chief car-is 1987 with 30,000 miles.

Cost of repairs is approx \$14,000 per year.

Discussion of safety of cruisers with 150,000 miles.

Chief notes idle time doesn't show in mileage but does wear on the engine. The cruisers are running 24 hours per day.

The five new cruisers would become front line vehicles. The two current line vehicles would then become detective cars.

P. Helmreich notes need for a uniform policy.

Chief notes need for catch up.

P. Helmreich questions four cruisers.

The Chief notes his good faith from last year.

Discussion of Chief's vehicle.

Review of line cruisers vs unmarked vehicles and use.

Chief notes his reevaluation to position and feels the need for five cruisers.

P. Helmreich questions capital improvement plan of 4 vehicles per year for department of current size.

Chief notes need of 5 cruiser every 3 years. Review of shifting cars from line to detective use.

Average mileage of 1,300 - 1,486 per week.

Review of commitments.

Article 11, ATM

Fire Department Capital expenditure reconsideration.

Chief notes need of work to be done to refurbish Chartley Station costing approx \$6,000 or the need to tear down. One bay is currently used by little league and one bay used for surplus storage for Fire Department.

Chief notes Winnecunnet storage shed are used for recycling. Funds for refurbishing for roof repairs, rotted side boards on main station. This is part of a long range capital improvement plan of ongoing repairs which needs to be done will be done first. Notes shed roof is not part of roofing project.

P. Helmreich questions tearing down and purchase of new prefab sheds.

Chief notes cost of tearing down, removal and purchase of new building is high.

STM article #6

Chief Burgess reads explanation. Paid callmen \$55 per night due to not using permanent men. Chief will not know until June the actual figure. He notes the decrease of use in account 410 due to use of callmen.

STM article #7

Chief Burgess notes currently overdrawn due to \$1200 for uniforms and \$500 radio repairs. Balance is \$6,000. Reading of explanation. Chief will let Committee know in mid June of overdrawn amount.

P. Helmreich notes letter of 9-88 noting Police Department policy of three cruisers on all shifts. Four cruisers on all shifts if a new policy for better use of men and basic increase in services.

Transfer request

B. Nugent moves to transfer \$3,800 from Finance Committee Reserve, account 730, to Selectmen's office expense, account 222.

E. Hamilton seconds

Unanimous

Transfer request

B. Nugent moves to transfer \$5,575 from Finance Committee Reserve, account 730, to Selectmen's office expense, account 222.

P. Helmreich seconds

Unanimous

B. Nugent moves to reconsider account 430

P. Helmreich seconds

Unanimous

Review request to add back the Assistant Building Inspector.

B. Nugent moves \$72,045

P. Helmreich seconds

M. Brown questions time to do all paperwork and all Inspections Discussion of justification.

D. Hamilton questiond redundant position.

P. Helmreich notes Supervisor's choice and position.

0-7-1

#221 reconsideration

B. nugent moves to reconsider #221

L. MacLean seconds

Unanimous

B. nugent moves \$83,720 for account 221

P. Helmreich seconds

P. Helmreich notes amount of grants, number of grants outstanding and need of compliance.

Currently position exists just in need for funding.

K. Eagan notes position will overlook Medical benefits which is a good idea.

B. Kimball notes employee's excellent performance record.
7-1-0

The meeting was adjourned at approximately 10:05 pm until
4-10-89 at approximately 7:30 pm