

FINANCE COMMITTEE MEETING MINUTES

March 5, 1990



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

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

SEWER

salaries

Superintendent notes basically same as last year.

Changes:

seeking Assistant Superintendent position. Superintendent notes man hours needed and position duties. If the Department does not receive the OK for a Superintendent, they will need the mechanic position funded. Meeting with Personnel Board tonight at 8:30 pm

To place Assistant Superintendent on warrant.

Salary of \$27,000. Water and Sewer will split the costs.

P. Helmreich questions duties of mechanic in association with Assistant.

Superintendent notes duties basically the same but one gives Authority.

Budget includes 6% salary increases.

Currently 7 employees in Water Department and two Management personnel.

Reduced personnel by deleting the Water-Sewer technician.

Need to add the 53rd week into the budget.

Currently 72 homes on line. By July 1991 approx 200-300 homes will be on line.

Superintendent notes position was denied last year and notes that work done was taken up by the Water department.

Expenses

Delete natural gas -\$500

Discussion of postage.

Review legal fees -

Superintendent notes department carries \$5,000 but has only expended \$1,000.

B. Kimball suggests reducing figure.

C. MacQuown questions consulting engineer.

Superintendent notes grant project and decisions that may be needed in the middle of project.

M. Hackett questions expenditures of office supplies.

Superintendent notes office supplies - \$800 and postage - \$200

Postage will include letter of information to all residents involved.

Office supplies include computer paper, bills, envelopes etc  
Computer hardware - purchased satellite computer, hard drive  
software - new program, program alteration for sewer  
services and upgrading

Capital Improvement-

request utility truck

B. Kimball notes request should be on ATM warrant.

Superintendent will speak to S. Lombard.

Superintendent notes Water Dept trucks are used for sewer work. Water Dept has only 1 utility truck. When Sewer project is needed to be done, Water work must be stopped. With another truck, the Water dept, employee and duties are not tied up. Also Water truck wear and tear while on Sewer business. The bulk of Sewer work currently is inspections. Current Water Dept vehicles:

van, utility truck, dump truck, Escort

Commissioner notes that the Department can wait till Fall ATM and notes department will consider a used vehicle.

Superintendent notes he does not want a mileage account.

He feels that it does not compensate for using personal vehicle.

InterMunicipal Agreement - \$35,000 (will turn back \$25,000 this year. Total turned back to E&D \$30,000 - 40,000)

B. Nugent notes local receipts as per S. Lombard -

Sewer betterments - \$65,000

User fees - \$264,000

Superintendent notes realistically User fees of \$22 - 30,000 and Betterments of \$664,000 which may be paid over 15 years, \$75,000.

B. Nugent to speak to S. Lombard regarding fees.

WATER

Salaries

Reduction of \$25,000. Not funding Water/Sewer technician.

Budget will reflect half of Assistant Superintendent/Mechanic.

Foreman, account clerk per contract, 6% increase.

Additional payroll week for Foreman and employee reflected in Water budget and Superintendent and account clerk reflected in Sewer budget.

B. Kimball questions stipends.

Commissioner notes attending daytime meetings, taking time from businesses, self employed, feels compensation is justified.

Commissioner notes \$150 stipend a year and pays \$100 per month for Insurance coverage.

M. Brown notes elected official should run for position without stipends or benefits.

Discussion.

Commissioner notes Water Dept. reimburses Town for Insurance.

The Commissioners have no expense account, may use Superintendent's expense account.

Expenses

Chemicals - increase due to State recommendation for corrosive water. Setting up potassium hydroxide at two wells.



Corrosion control - Engineer and hardware  
Telephone costs - increase due to higher grade and a line dedicated to each alarm, telemetering problems and tripped alarms. Long range plans are to have Fire Dept set up cables to solve problems.

Town Reimbursements -  
Health Insurance Costs

Discussion of Hydrant maintenance. Question of hit and run. Hydrant oil and grease once a year. 232 hydrants painted each year, once every 3 years. Change hydrant costs \$750. Two hit and run hydrants each \$750.

D. Ward notes history of account.

Commissioner notes average costs of \$200 per hydrant. Town pays only \$64.25 per hydrant.

P. Helmreich notes fire protection and requests to review proposal. Allowance for bad Debts - \$1,000

Unallocated contingencies - \$10,000

increased for unforeseen expenditures such as equipment breakdown, leak in tank, water breaks.

Discussion of Enterprise account.

Commissioner notes problem of getting surplus funds and the need for a TM.

Surplus - long range - replace main at Plain Street when account reaches \$250,000

Water rates - fixed-\$75 every 6 mos, increase \$20 as of 7-1-90  
meter rate - remaining same

Capital Improvements -

Request \$60,000 for meters for F91  
currently 2,100 unmetered accounts.

Corrosion control -

includes engineering for four wells  
to put 2 wells on line

Review of DEP State mandated programs.

B. Nugent notes receipt of Highway, Snow, transfer request. If not transferred tonight will go into deficit spending.

P. Helmreich moves a resolution for voting on the Highway transfer request for the convenience of the Town.

E. Hamilton seconds

Unanimous

D. Ward moves \$5,000 to the Highway Snow Account from the Finance Committee Reserve account.

P. Helmreich seconds

M. Hackett questions deficit spending.

P. Helmreich notes if not spent this year will reduce any offset received next year.

E. Hamilton disagrees with reducing account and accounting methods

Unanimous

B. Nugent notes request for Planning Board budget hearing to be scheduled March 19, 1990..

B. Kimball moves that the minutes of the meeting of February 21, 1990 be accepted.

D. Ward seconds

In favor: Brown, Desrochers, Helmreich, Hamilton, Kimball,  
MacQuown, Ward

Abstain: Hackett

#### RECOMMENDATIONS

Assessors' Office Salaries

B. Kimball moves 69,649

D. Ward seconds

Discussion. 8.8% increase due to Middle Management Union contract

Unanimous

Assessors' Salaries

B. Kimball moves Zero

C. MacQuown seconds

Discussion of Health Insurance.

P. Helmreich notes tight year and sympathizes with Assessors' schooling time.

Review of compensation.

Review of reimbursements for expenses

In favor: Kimball, Ward, Helmreich, MacQuown, Desrochers,  
Hackett, Brown

Abstain: Hamilton

Updating for recertification

D. Ward moves \$25,000

P. Helmreich seconds

Unanimous

Assessors' Office Expense

D. Ward moves \$21,150

P. Helmreich seconds

Unanimous

Assessors' Mapping

D. Ward moves \$3,200

P. Helmreich seconds

Unanimous

Treasurer/Tax Collector's Salary

P. Helmreich moves \$31,311

D. Ward seconds

5% increase

Unanimous

Treasurer/Tax Collector's Office Salaries  
P. Helmreich moves \$89,127 .  
D. Ward seconds  
Unanimous

Treasurer/Tax Collector's Office Expense  
B. Kimball moves \$66,964  
D. Ward seconds  
Discussion  
Unanimous

Bonding Costs  
P. Helmreich moves \$30,000  
D. Ward seconds  
Unanimous

The meeting was adjourned at approximately 10:30 pm until  
3-7-90 at approximately 7:30 pm.