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Town of Norton  
Finance Committee  
Minutes of the Meeting  
April 4, 1994

APR 22 1994

NORTON TOWN CLERK

Attendance: Phil Zawasky, Chair; Tom Deluca, Vice Chair; Tim Phelan, Michael Fiore, Julia Sweet, Paul Helmreich, Bill Gouveia and Jackie Desrochers.

Call to Order: 7:31 pm by Phil Zawasky, Chair.

Old Business

Bill Gouveia acquired estimates from two printing companies--Copy World and PIP. Both offered 2-day turnaround but Copy World price came in at considerably less than PIP. Copy World price for 20 double sided pages, 600 copies \$663.

Library Committee really prefers April 11 date to discuss budget due to appointments that will be difficult to reschedule. There was discussion about whether or not to wait till the 11th of April given the time constraints already imposed on FinCom. Bill Gouveia made a motion to tell the Library Committee it must meet with FinCom by April 6, 1994. Seconded by Tom Deluca, Vice Chair. Vote: 4 approve (Tim Phelan, Bill Gouveia, Tom Deluca, Julia Sweet) and 2 oppose (Paul Helmreich and Michael Fiore).

Walter Lindberg, Town Manager, had new bottom line figures which included union contract changes: under FY1995/MGR REC/Total instead of \$17,754,297 it should read \$17,942,131---the % Change should read 5.11% instead of 4.01%. The Town Only number reads \$7,601,394 but should now read \$7,789,228---the % Change is 2.26% instead of -0.20%.

New Business

Sewer Department (440): Mr. Daniel Callahan, Superintendent. Department is looking for (1) a half-time mechanic to be put on full-time, (2) under the Expense Budget is \$4,500 for a pick-up truck, and (3) an Account Clerk to go from half-time to full-time (4 hours in Sewer dept. and 4 hours Water dept.). The Sewer department has 7 pumping stations that require a great deal of maintenance. They are open 365 days a year serving 412 customers with a part-time mechanic. Mr. Callahan feels that the stations are not getting proper maintenance. They want to put in place a "lock box" system for \$3,000 year---this will rectify a problem with segregation of duties for the Account Clerk. The pick-up truck they are requesting would be bought at an auction. It will

cost \$13,000 for salary of mechanic and \$7,000 for Account Clerk. Sewer fees go back to town funds.

The mechanic is already being paid for 40 hours a week. Mr. Callahan is suggesting to fund him completely out of the Sewer department instead of half sewer and half water budgets. If this should occur, Mr. Callahan would like to hire 2 base salary people for the Water Department.

Water Department: Mr. Daniel Callahan, Superintendent. The Water Department's number 1 issue is in the Personal Services line. He wants 2 additional technicians that do not exist right now. They would be bottom scale technicians--total for 2 is \$32,000. They would do every day maintenance of meters, install, read and do repairs on them as well as repair the trucks. When this work is done they can help oil and grease hydrants. Walter's view: to add 2 people between both departments costs \$32,000. Walter's proposal for one person costs \$16,000. He doesn't want to spend the extra money right now and would rather just fund one position. Under Expenses there are increases in computer services and there is the lock box system.

Communications Department (290): Ms. Patricia Graney, Supervisor. Figure changes under FY1995/Dept. REQ/Personal Services--change \$130,386 to \$136,118 next to it change \$113,101 to \$128,838 under FY1995/MGR REC. These changes are from union contract changes and from dollars/hour for shift coverage (dollars/hour range from \$8.50-\$18.00/hour). In Ms. Graney's budget of \$136,118 she adds one 40 hour a week dispatcher position which she cuts out a part-time position for. This will free her up to do administrative work. Expense side: the original department request differs by \$8,000--this is for a voice mail system. Of \$40,260 on the expense side, both Walter and Ms. Graney agree (1) \$32,000 telephone expense and (2) \$8,260 other expense and still put in place a moderate voice mail system. Walter and Ms. Graney differ on salary-side number. Ms. Graney wants the full-time position. She feels she cannot function as a supervisor and dispatcher--it is not working well for her.

Bill Gouveia asked her what more will she get done if she gets her extra person? She feels she will be able to make meetings with fire and police departments and work on regionalizing the department into a County Dispatch Center. It takes up to 3 months to properly train a new dispatcher.

#### Miscellaneous

Bill Gouveia noted that a packet was received today by the Planning Board. It contained the Articles for Town Meeting. The Town

Manager had already forwarded the Articles (in draft form) to the Finance Committee in a timely manner.

It was formally decided that Thursday, April 14 meeting would be dedicated to hearing all Board-Heads who have a Warrant Article proposal for the Annual Town Meeting. Wednesday, April 20 will be left open specifically to hear from the Board of Selectmen and their proposals for the annual meeting.

Paul Helmreich made a motion to hear all sponsors of Warrant Articles (with the exception of Board of Selectmen) on April 14 and hear the Board of Selectmen on April 20, 1994. Seconded by Tim Phelan. Vote: unanimous.

Paul Helmreich made a motion to adjourn. Seconded by Tim Phelan. Vote: unanimous. Meeting adjourned at 9:30 pm.

Respectfully submitted,

*Patricia C. Mello*

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Recording Secretary