

Finance Committee Meeting Minutes
January 25, 1988

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

Present: R. Anderson, M. Brown, J. Desrochers, J. Foherty,
J. Caffey, P. Helmreich, B. Kimball, R. Nugent,
A. Smith, D. Ward

D. Ward moved that the minutes of the meeting of January 4,
1988 be accepted.

R. Anderson seconds
6-0-1

R. Anderson moved that the minutes of the meeting of January
6, 1988 be accepted.

D. Ward seconds
Unanimous

D. Ward moved that the minutes of the meeting of January
11, 1988 be accepted

B. Kimball seconds

Discussion of typewriter maintenance service.

P. Helmreich will request S. Lombard to provide a list
from Company per Department-per machine-type-charge.

Unanimous

B. Kimball moves with changes

D. Ward seconds

changes: page 1 - deletion of mileage from Inspection account
should be noted as deletion of mileage for Building Inspector

Page 3 - tracking computer should be noted as recommending
three units in total, two of which will be purchased

Discussion of Town car concept for Inspector

Unanimous

Review of Finance Committee agenda. STM on February 29
which the Committee will meet prior to that at 6:45

BOARD OF HEALTH

Salaries - 490

C. DeCosta provides members with a job description of
the Health Agent and type of job being performed. Work
load has increased per statistics

Requesting a 6% increase.

\$68582 Income brought in by the Board of Health

The Board of Health has the authority to hire, fire and
set salaries for their employees per State law.

The Animal Inspector has recently resigned.

Secretary is under clerical contract - budget shows figure
according to present scale but is a step increase

Charges are regulated by the Board and are in line with
current charges. Services are increases, therefore, income
has increased.

Expenses 491

Replacement Health Agent for 1 week coverage. Inspector has 2 weeks vacation due him. Board members to cover the Inspector for the other week.

Mileage - 15¢ per mile.

Public hearings increased due to the increase amount of public hearings needed to be held. It is the Board of Health's responsibility to post hearing in the paper.

Increase in swab material 5% due to increase in retail costs. Increase to \$2100 *error on budget.

Decrease in water and chem labs - lack of need to use.

Misc supplies included - solar calculator, office supplies, signature stamps, name plates for public hearings and tapes for meetings

Postage - P. Helmreich notes the consolidation of all postage into one account

Corrections - \$5310 appropriation for F88. \$217.80 increase for F89

Review both budgets, F88 and F89

Total F89 budget - \$5,627.32

Landfill 492

Decrease frequency of well testing per State requirements.

Four wells tested three times per year.

Engineering costs decrease - monthly reports are not needed.

Engineering costs are coming from another budget.

Total \$6000

Community Health Agency 493

The Board of Health is required by law to have a Public Health Nurse. They have hired in the past the Community Health Agency.

The Board would like to hire their own Public Health nurse to work 16 hours per week with occasional extra time for clinics C. DeCosta feels that they can provide greater care to the people in the community for the same funds

The Board can offer - BP testing, TB testing, Flu clinics, Lead testing, Health Care seminars, Diabetic clinic

Hospital referrals from all hospitals can be followed

Review of job description provided by the Board

C. DeCosta notes that there are many free services offered by the State but there is a need for a nurse to run and coordinate such efforts.

Vaccinations some of which are free from the State but need to be refrigerated. Another filing cabinet would be needed - \$176. BP equipment - \$150 and mileage of \$500 & \$500 emergency mileage are needed.

C. DeCosta notes the Board of Health's disappointments with the Community Health Agency

Requesting same funds, \$16,600, to allow for a new program and better service - health prevention and health promotion.

Discussion of title change for budget

A. Smith questions consolidating into salary and expense budget

P. Helmreich notes that two accounts can be set up -

Public Health Nurse salary and Public Health Nurse expense

C. DeCosta notes salaries would include salary as noted and additional 3-6 hours per clinics and additional hours for crisis involvement.
The Doctor and extra nurses for clinic would be included under expenses
No benefits would be needed for the Public Health Nurse, 16 hour part time employee.
C. DeCosta breaks down costs as: Salaries - \$11,000 and Expenses - \$5,600
Attleboro Area Mental Health 494
Level funded
B. Kimball questions the position of the Board regarding Waste Treatment Centers.
The Board of Health has not done any such studies.

ASSESSORS

Salaries 271

New salary budget provided

Currently B. MacAffrie notes there is only an Assistant Assessor and Principal Account Clerk. There is usually three employees in department.

The Board has requested to retitle the Principal Account Clerk and to start in position on 1-1-88. The employee has been in position for 7 years and the Board wishes to retain her skills.

The Department has also had an increase in workload and is requesting a part time clerk for F89

Secretaries salaries are pending per contract

The Personnel Board is still deliberating on position reclassification. Assessing Technician to be started at \$16,500

The department has had no applicants for the open position due to the low pay scale. They have spent over \$100 in advertising

B. MacAffrie notes that this is a reevaluation year and approx 400 abatement applications will need to be processed within 90 days and without the additional employee the Department will need to hire manpower service costs which is approx \$10 per hour and they will need the funds for this.

There is funds in the salary budget due to the absent clerk since October 1987 and of the late start of the Assistant Assessor

B. MacAffrie will get back to the Committee regarding the Personnel Board's recommendation.

Expenses 272

Typewriter maintenance increased - for 2 typewriters and word processor

ACONE Maintenance up \$500. It has remained level since 1983. (Appraising Consulting of New England)

Office supplies - grouped together. Separated last year into what can be centrally purchased but most supplies are specifically ordered per State regulations.

P. Helmreich requests further breakdown as done previously. Computer is three years old. No service contract. Maintenance funds are rolled over to cover any repairs.

Recertification 273

State has ordered in-house inspection for recertification in 1991.

B. MacAffrie notes that other Towns have hired their Recertification group (ACONE) to over see a group of individuals to do the in-house inspections. If refused access to house, the owner must sign a form and the Inspector is to use their best judgement. \$5000 is to get process started and hopefully to get 1/3 completed

Mapping 274

Otis Dyer is updating maps by deed. Originally to take 3 years to update is currently $1\frac{1}{2}$ yrs behind due to increase and complications.

Will finish project with these funds and finish project in F89

TREE WARDEN

Elm 522

Neil Lawlor removes Elms with disease until all funds are expended.

No funds are received from the County.

When funds are expended, the Tree Warden removes all those which are dangerous

Salary 540

Tree Warden is elected official

Requesting 9.99% increase

P. Helmreich notes standard of increases are 6%

Expenses 541

New chipper works well. Pine is the problem and a splitter will be needed before using the chipper to eliminate the problem

Increase in labor rates and outside contractors rates which will be approx 10%

The Warden notes no new purchases foreseen.

P. Helmreich notes that he has requested a copy of the Knollwood articles and final set of term reached with residents for the Committee's information. He has also requested a copy of arrangements in relation to Mr. Kraskas and his property

The meeting was adjourned at approximately 9:30 pm until 1-27-88 at approximately 7:30 pm