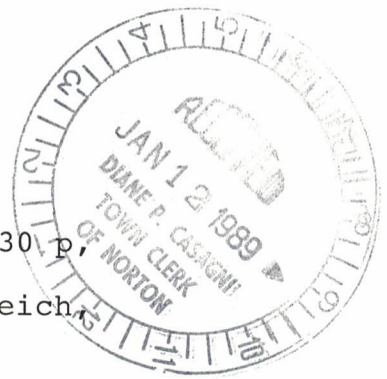


FINANCE COMMITTEE MEETING MINUTES

January 4, 1989



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

Present: M. Brown, K. Eagan, E. Hamilton, P. Helmreich,
M. Hackett, B. Kimball, R. Nugent, D. Ward

Moderator #200, 201

Level Funded. Total of \$100

D. Ward moves that the minutes of 10-24-88 be accepted.

P. Helmreich seconds

Unanimous

B. Kimball notes that the savings for rubbish are \$12,011.
Review of figures.

Budget agenda changes

#350

Paul Hussey requested \$500 to be appropriated but funds were
not used last year. He does not feel it necessary to have a
review of budget.

1-11-88

8:00 Handicapped Commission

Town Clerk and Treasurer moved to February 6th at 8:00 and 8:30
respectively.

2-6-88

Charter Commission has no budget

P. Helmreich notes new Committee for Affordable Housing. Selectmen
appointed committee but without funds. Committee will need budget
for next year. Committee to check with S. Lombard and then will
need to be placed on agenda.

Personnel Board

Total - \$2,092

Expenses - no change

Printing includes job classifications, and salary ranges.

Secretary increase of 6½%.

P. Helmreich asks What the Personnel Board role will be if Managerial
union is formed.

P. George notes that there will still be positions not covered
and will remain under personnel bylaw

B. Kimball notes vagueness in budget of Council on Aging and
Solid Waste Commission.

CONSENSUS - Send letter prior to meeting for additional breakdown

M. Brown requests typed budget.

B. Kimball requests volunteer to review department lists of
Master fixtures to be reviewed in the future.

B. Kimball notes letters received from 1. Emerson and Emerson
and 2. Salaried Employees Association noting that employee salaries
are not to be discussed until decision is reached.

Annual Town Meeting to be on May 1, 1989 with warrant to close on January 27, 1989.

Special Town Meeting to be on February 13, 1989 with warrant to close on 1-12-89.

Special Town meeting warrant includes approximately five articles:
transfer of property
Fire Department expenses
E. Hodges area

B. Kimball notes letter from Fire Chief regarding leaking water tank of 1973 Fire truck, 1966 pumper - \$6500 request for Finance Committee transfer. Considered emergency and cannot wait.

Also since, breakdown of ladder truck costing \$7,000 to replace operation of ladder rollers.

B. Kimball requested that expenses be placed on STM warrant. Funds in account used for expenses.

Ladder truck was originally sent out for \$3500 in minor repairs and there will be having a STATE inspection of trucks, therefore, had to do more major repairs than expected.

P. Helmreich notes that repairs are done before asking for funds. The Finance Committee will and can have an extra meeting and all Departments should receive prior approval.

B. Kimball notes that he did receive a prior call regarding tank truck.

E. Hamilton notes that manufacturer has to stock parts for 15 yrs and Departments should be forced to look harder for the parts than to replace the whole system.

M. Brown requests invoices for repairs.

Letter received from Selectmen noting cancelation of Water Department deficit meeting of 1-5-89. To be rescheduled.

B. Kimball notes letter received from J. Clark noting Interest Funds need of \$31,702.77 due on 6-28-89. Interest for short term borrowing of Reservoir and Middle School. Bond issues include: Library, Reservoir, Landfill capping. DEQE has not approved landfill capping. Reservoir funds will not be received until after 7-1-89. B. Kimball asked to place on STM within ATM.

Zoning Board of Appeals #440

Postage cut of \$200 for certified mailings.

Secretary increase unknown. Currently at \$6.50 per hour with 30-35 hours per month.

Postage will be taken out of budget because of funds placed in #375 account.

Library #680, 681

Budget reflects a full year in new building

J. Scherma doubtful of an 7-1-89 opening

Book price increasing but buying dropped in past year.

Ratio increasing due to Town size increase and per catpita purchases. ABLE costs rising (Automated Bristol Library Exchange) Replacing of card catalogs with computers therefore, when combining costs of catalog and ABLE, costs has actually dropped.

26,000 units including periodicals in Norton circulation
Hearing and Electricity increase due to new building. Costs
predicted by Architect. Electricity includes air conditioning.
Telephone costs moved into Communications budget.

Review of buying system.

Will use all interest made to offset budget.

Per Selectmen all equipment is to be under maintenance contract.
\$4000 HVAC maintenance contract.

Budget also shows full use of building which may not be necessarily
so.

Ratios are by Board of Library Commissioners which governs public
libraries and do not take into account school libraries such as
Wheaton.

Town people usually borrow books of fictional reading.

Wheaton purchases reference academic reading. Town people can
use but must purchase borrowing rights from Wheaton College.

Wheaton endowment due from will -\$200

Hodges fund reduction due to lower interest rates.

#681

6.5% per hour increases. Hours increased by 307 hours.

198 hours of Library Assistant and 109 hours added to Library pages.

Library opening on Monday and will preferably have three employees
in building but at least two.

Custodian is currently 12 hours increasing to 24 hours, 6.5% increase
from 6.78 to 7.22

Children's librarian if 6.5% increase from last librarian's wage
but overall 9.5% increase over last year

Library Assistant is 6.25 to 6.66

Page is 4.25 to 4.53

Library Associate Technical is 7.15 to 7.61 9 year employee

Library Associate Circulation is 7.38 to 7.86 20 year employee

Review of longevity and performance. A. Hiltz notes that Library
Associates should be at the top of the range. They work evening
and Saturdays and perform all types of tasks and have computer
equipment expertise.

Work study program is paid at 25% of Wheaton approved wage

P. Helmreich requests comparisons on revised budget. He notes
that last year an attempt to adjust salaries and would have
difficultly in approving over a 6.5% increase in salaries. He
also requested what part of increases are due to move and additional
hours.

A. Hiltz notes that the Library would like to pay salaries rather
than advertising costs.

B. Kimball notes that the Finance Committee's position is to hold
salaries to 6.5%

Discussion of Insurance costs.

Library Building is 12,100 sq ft on 1st floor and 4-500 sq ft and
mechanicals on second floor

There were 45,000 volumes circulated last year.

The computer can generate monthly and daily listings for work performed.
Expect a 80-90% increase in services in first year of new building
and expect circulation to be over 100,000.

B. Kimball requests the additional salary information.

Finance Committee minutes

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1-4-89

C. MacDonald notes the public hearing on Southeastern Regional school budget will be on 2-17-89, therefore, the budget review must be postponed.
Postponed to

B. Kimball notes that he would like to initiate the start up of the Capital Improvement Committee which will include one Finance Committee member, Selectmen, Executive Secretary, Town Accountant, and Planning Board member.
CONSENSUS - To send out letters to above Boards for volunteer member for new Committee

Charter Commission meeting is on January 10th at 7 pm and public hearing will be on January 11th.

The meeting was adjourned at approximately 10 pm until 1-9-89 at approximately 7:30 pm