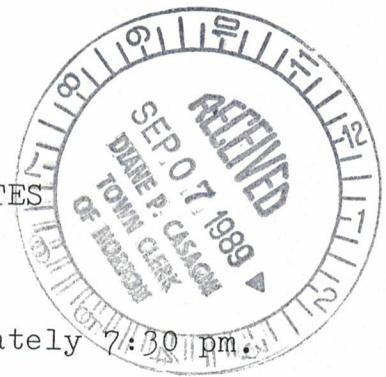


FINANCE COMMITTEE MEETING MINUTES

June 21, 1989



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

Present: M. Brown, J. Desrochers, K. Eagan, M. Hackett,  
P. Helmreich, B. Kimball, C. MacQuown, R. Nugent,  
D. Ward

Fire Department, #410

Transfer Request of \$9,433.34

To enable department to meet payroll of \$15,900. Account balance is \$ 6,406.66.

Shortfall is due to new contractual items not budgeted for such as personal days, longevity, recertification. Also jury duty and vacation days. Sick time includes 1 man out 9 months and another out sick for 5 months. Also the : to replace 1 man.

B. Kimball questions the letter received of May 31 noting department accounts were OK and previous transfer.

Discussion of vacation time policy.

P. Helmreich notes Chief should know how many vacation hours are due to be taken.

Chief notes cut backs of closing of Winnecunnet and he is covering a few shifts himself.

Chief notes that he started the year with a budget short \$12,000 due to new contract incentives and \$20,000 originally cut by the Executive Secretary.

Chief notes problem with call men not having a scheduled time and problems that could occur.

B. Kimball notes need for quarterly meeting with the Chief.

Chief agrees with need.

Review of sick time. Chief notes an average of 3-4 days not counting individuals on long term sick time.

Call Men, #414

Transfer request of \$ 3,100

Due to overspending account to cover call back and night shifts, therefore, avoiding paying time and a half for a regular man.

B. Kimball once again notes letter of May 31st noting account is OK.

P. Helmreich questions if the problems should have been anticipated. He also questions if Winnecunnet opening was a good idea.

Chief notes feasible to keep station open but if budget crunch comes, this will be the 1st station to close.

S. Lombard notes study to open station only at peak times. He also notes meetings with Chief to try to run the department more efficiently. S. Lombard also notes monthly management computer reports will be available in the new fiscal year.

Chief notes contingency plan. Discussion

S. Lombard notes that the Town's people want a level of service and will have to pay for the services.

Medical Bills 01-210, Police expense, #401  
Transfer request of \$726  
To pay Sturdy Memorial Hospital for a police patrolmen who was injured on duty. Not covered under workman's comp. Officer was out approximately 1 day.

Town Insurance, #770, 01-940  
Transfer request \$ 962.78  
Payment of bills for two vehicles, Water and Cemetery, which were added to the comprehensive insurance policy.  
Water Department Enterprise will reimburse through rates.  
S. Lombard notes review of all Town vehicles and insurance policies. Taylor Risk Management reviews claims and policies  
P. Helmreich notes good investment in Taylor Risk Management through saving initially and currently.

Medicare Excise, #785, 01-910  
Transfer request \$2,000  
To cover shortfall of Town's share of 1.45% of payroll of new employees as per legislation passed. Paid weekly to IRS.

Legal, #280, 01-151  
Transfer request \$ 8,154  
Legal retainer is \$1,333 and charged per additional litigation.  
B. Nugent questions fees charged against retainer fee. Also itemized billing with date and time breakdowns.  
Last year legal expense of \$64,000. This year legal expense is \$80,000 which includes labor relations, fire, police and middle management union.  
Legal bills should drop down now that contracts are settled.  
S. Lombard notes litigation of contracts is costly.  
S. Lombard notes current problems concerning legal matters.  
C. MacQuown questions zoning bylaw and selective enforcing.

Police salaries, #400  
transfer request \$ 1,500  
Last previous transfer did not include holiday pay and he did reduce transfer request amount previously.  
B. Kimball notes need for quarterly meetings.  
S. Lombard notes as of 7-1-89 purchase order system will be instituted.  
Review of Police sick time and two officers hospitalized.  
Discussion of stress

Police expense, #401  
transfer request \$ 2,005.77  
Review of attached bills  
Discussion of tire changer  
B. Kimball notes stock pile of supplies when shortage of funds and why some purchases were not held back.  
Questions why no cruiser #'s on bills

Purchase Order System policy  
1. Will keep Management informed of budget balances  
2. Guarantees payment to vendor  
3. Provides accounting record



S. Lombard notes no department can spend funds without having a purchase order. Once purchase order is received, funds are deducted from account, therefore, not allowing budget overruns. S. Lombard needs to be notified in writing on who can sign orders and need to notify him in July as to secretarial expenses. The Committee will need a purchase order for the printing of the Finance Committee report.

#### Historic District Commission

Transfer request - \$90

Account overspending due to the hiring of Architect to look at the House at 5 Taunton Ave in the Historic District which may be torn down.

#### Fire Department, #410

B. Nugent moves to transfer \$9,494 to Fire Salaries, #410 from the Finance Committee Reserve

D. Ward seconds

Discussion of anticipated shortfall and reflection on bad fiscal management

Review of firefighters deserve pay, therefore, the Committee cannot turn down request

D. Egan notes contractual constraints and need to brush up.

D. Ward noted problem with taking vacation time before end of fiscal year and that the Chief does cover shifts.

Discussion of vacation policy of Town.

In favor: Desrochers, Eagan, Helmreich, Hackett, MacQuown, Nugent, Ward

Opposed: Brown

B. Nugent moves to transfer \$3,100 to Fire Callmen, #414 from the Finance Committee Reserve

Seconded

In favor: Desrochers, Eagan, Hackett, Helmreich, MacQuown, Nugent, Ward

Opposed: Brown

B. Nugent moves to transfer \$2,000 to Medicare Expense, #785 from the Finance Committee Reserve

D. Ward seconds

Unanimous

B. Nugent moves to transfer \$1,500 to Police Dept salaries, #400 from the Finance Committee Reserve

D. Ward seconds

In favor: Desrochers, Eagan, Hackett, Helmreich, Nugent, Ward

Opposed: Brown, MacQuown

D. Ward moves to transfer \$90 to Historic District expense, #341 from the Finance Committee Reserve

B. Nugent seconds

Unanimous

P. Helmreich moves to transfer \$963 to Insurance expense, #770 from the Finance Committee Reserve

B. Nugent seconds  
Unanimous

P. Helmreich moves to transfer \$726 to Police Dept expenses, #401 from the Finance Committee Reserve for purpose of paying medical expenses for injured officer  
D. Ward seconds  
Unanimous

P. Helmreich moves to transfer \$2,006 to Police Dept expenses #401 from the Finance Committee Reserve for the purpose of repairing cruisers  
D. Ward seconds  
Discussion of failure to anticipate  
Review of purchase order system and this type of problem should be eliminated  
In favor: Desrochers, Eagan, Helmreich, MacQuown, Nugent, Ward  
Opposed: Brown, Hackett

P. Helmreich moves to transfer \$4,182 to Legal expenses, #280 from the Finance Committee Reserve  
B. Nugent seconds  
In favor: Desrochers, Eagan, Helmreich, MacQuown, Nugent, Ward  
Opposed: Brown, Hackett

B. Kimball notes correspondence from Treasurer/Tax Collector regarding temporary debt interest. B. Kimball notes that he feels the taxpayers have a right to know where the funds were spent.

B. Kimball notes correspondence from Planning Board regarding purchase of a conference table. Also Planning Board letter appointing of a new Planner to start on 6-12-89. The Planning Board also requests an additional \$2,000 for the new salary.  
B. Kimball questions return at end of year.  
P. Helmreich notes that they should go before Town Meeting to request a higher salary.  
Discussion

B. Kimball notes correspondence regarding Roadside Clean Up Event.

Letter received regarding the close of the warrant for the Annual Town meeting will be on 10-2-89.  
Discussion of Finance Committee report for second part of Town Meeting. Printer needs copy 3 weeks in advance.  
B. Kimball notes he was told that the Norton Mirror will print a 2 page ad and send to all households. Only 1 week in advance needed, Cost - \$1,500 or one page for \$1,000

B. Kimball requested ATM date change but Charter notes first Monday in October.

B. Kimball requests Finance Committee to submit warrant article to enable by-law change regarding Reports to enable copies of reports to be available at strategic places in Town rather than sent to all households.

Discussion

Consensus - To submit article to Executive Secretary

B. Nugent moves that the minutes of the meeting of 5-10-89 be accepted.

C. MacQuown seconds

Unanimous

Charter Bylaw Committee

B. Nugent moves to appoint C. MacQuown to the Charter Bylaw Committee

D. Ward seconds

Unanimous

Town Manager Screening Committee

B. Nugent moves to appoint P. Helmreich to the Town Manager Screening Committee

D. Ward seconds

Unanimous

B. Kimball requests interests in subcommittees and Vice Chairman.  
Discussion

Charter changes:

Votes to be taken and recorded individually.

Must advertise one public hearing meeting.

Next meeting for reorganization, 8-23-89.

Bristol County Insurance

M. Hackett notes Town should have received rough draft. They failed to notify Town of Norton and received only a final draft which excluded ICC Administrator Trust, agreement allows directors to take out loans from banks to pay and each government will be responsible for its share. Town is now bound to Blue Cross until 1991 via contracts. Blue Cross is now working somewhat with ICC

Town's cost will only decrease if: 1. Town's share is dropped back to 50% or 2. if paying a lower priced insurance plan

M. Hackett as an alternate cannot vote or have power as a designated member. Final draft to be voted upon on 8-1-89.

M. Brown requests Fire Dept radio repair bill.

Review of subcommittee liason and need to find out how each individual department operates.

The meeting was adjourned at approximately 10:30 pm until 8-23-89 at approximately 7:30 pm.