



TOWN OF NORTON FINANCE COMMITTEE

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Minutes of the Meeting
March 20, 1995

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NORTON TOWN CLERK

CALL TO ORDER: 7:38 p.m. by Mike Fiore, Vice-Chair.

Roll Call: Mike Fiore, Vice-Chair, Tim Phelan, Tom Deluca, Paul Helmreich, Donna Summerfield, and Jackie Desrochers. Absent: Jack Nicolas, Chair, Michael Thomas, Bill Gouveia, and Julia Sweet. Others Present: Walter Lindberg, Town Manager.

MINUTES

Phelan made a motion to approve the Minutes of March 15, 1995. Seconded by Helmreich. Vote: 4 in favor and 2 abstentions (Summerfield, Desrochers).

NEW BUSINESS

FY96 Budget Review

Town Clerk (161): The town clerk is requesting an increase in hours for the secretary from 25 hours to 30 hours per week. The town clerk is asking for a 7% increase in salary based on management contracts cited in the past few years. This would bring her up with all other management positions. Personal Services: the town clerk wants the secretary to be re-instated to full time.

Notices to Dogs: they used to process 1,200 - 1,300 licenses each year. They stopped sending out notices for renewals and now they only get about 800 renewals. They are losing at least \$1,600 each year; the cost of the notices is \$350.

There was discussion of whether the department would be better off with 2 full time people instead of 2 part-time and 1 full time person.

Election Registration (162): The election workers have been paid \$3.35/hr for the last 13 years, the town clerk would like to see this increased to \$4.25/hr. (minimum wage). The increase in the

budget for office supplies is to cover the increased costs of computer paper and toner for the laser printers.

Selectmen (122): Other Charges and Expenses - \$5,000 for Town Common expenses to buy a good portable public address system, make some major fence repairs, and funds for festival times. It will cost approximately \$1,000 for a public address system which would include a podium, amplifier, and 2 speakers. Advertising expenses cover procurement hearings as well as public hearings.

Seminars and Conferences: the selectmen would like to be able to attend more meetings and get more exposure to other communities.

Town Manager (123): TABLED until next week.

Reserve Account (132): There was some discussion that the reserve account should be raised to \$75,000 or more. The pros and cons of doing this were discussed further.

Town Accountant (135): The town accountant is requesting a 15 hr/wk account clerk. The town accountant is getting a 3% increase, the assistant a 4% increase. Purchase of Services: increase for annual audit.

Assessors (141): The people in this department fall under the A, B, or clerical union. This is the 3rd year of a 3 year contract. They will have to go out to bid next year.

Collector/Treasurer(147): The collector/treasurer is a full time position. Other expenses: asking for a computer system.

Data Processing (155): Warranty ended last year so they need a service agreement, this year they are also adding some software and supply costs.

Conservation (171): Personal Services - asking for a change of secretary from 32 1/2 hours to 35 hours. Conservation director is a union position.

Planning Board (175): The town planner is in the A union. He has a contract for a 4% raise. The secretary gets a union increase of 5%.

Zoning Board of Appeals (177): Figure is \$1,800.

Industrial Development Commission (182): their expenses for this year are about \$500 - they will keep it at the same for next year at \$2,500.

Municipal Building Budget (192): Maintenance contract is a fixed fee which has allowed them to get walls painted, internal vent system in bathrooms and showers and the floors have been stripped and waxed.

Town Reports (195): Should be adequate for next year.

Postage (199): Postage increase didn't affect them much so the town manager is requesting the same amount for next year.

NEXT MEETING'S AGENDA

Monday, March 27, 1995

- Police and Fire Departments.

ADJOURNMENT

Deluca made a motion to adjourn. Seconded by Phelan. Vote: unanimous. Meeting adjourned at 10:00 p.m.

Patricia C. Mello

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Recording Secretary