

Finance Committee Meeting
March 5, 2012
7:30 PM
Municipal Center – Selectmen's Conference Room

Present: Chair, Paul Helmreich; Vice-Chair, Lee Tarantino; Robert Camp; Peter Carignan; Thomas DeLuca; Jackie Desrochers; Stephen Evans; Michael Flaherty; William Rotondi; Michael Thomas; Wayne Graf.

Also present: Town Manager, Michael Yunits.

Call to Order

Meeting was called to order at 7:30 pm.

I. Approval of Minutes

Motion was made by Mr. Camp to approve the February 22, 2012 Finance Committee minutes as amended. Seconded by Mr. Flaherty. Vote: All in favor. **Motion carries.**

II. New Business

Departmental budgets for FY13 were presented to the FinCom as follows:

Communications (#290) – Ms. Charlene Fisk, Communications Supervisor, notified the FinCom that 2 dispatchers are needed at all times, per new state law to take effect on July 1st. Mr. Thomas requested a copy of this new law. She said 3 new dispatchers were recently hired. She noted that part-time positions have been eliminated. She noted that 3 of the dispatchers are at the top step of the pay scale. Mr. Tarantino suggested putting the \$2K stipend be put under the Data Processing budget and Ms. Fisk agreed. Ms. Fisk said that receipts are required to be submitted for the uniform allowance if employees make their own purchases.

Data Processing (#155) – Ms. Fisk pointed out the \$14,700 request for the updated of computers. She explained that presently the computers are about 7 years old. Mr. Yunits said that he would like to purchase about 5 per year and anticipates the cost would be approximately \$750 each.

Public Health Nurse (#522) – Mr. Leon Dumont, Health Agent, reviewed the proposed budget noting that he is requesting the Public Nurse position increase its hours to 30. Mr. Yunits' recommendation has the position at 24 hours.

Board of Health (#510) – Mr. Dumont informed the FinCom that he is requesting that the hours for the part-time position be increased to 20 hours, which would make the employee eligible for benefits. He also explained that the secretary for the BOH uses overtime hours for monthly Board of Health meetings. He also told the FinCom that he does not have to provide receipts for purchases made to receive the clothing allowance.

Police (#210) – Chief Brian Clark reviewed the salaries portion of the proposed budget, noting the 1% increase and the need for more overtime hours because officers will be contractually be receiving more vacation time this fiscal year, which will need to be covered. Mr. Yunits has cut \$26K in this area for FY13. Chief Clark said that he does not know of any upcoming retirements. He explained that 19 of the 21 weekly shifts have 5 officers working. Chief Clark noted that the Expense portion of the budget has been level-funded. He said that the uniforms are very expensive and that there are very few options for places to buy them from in the state. He also explained that receipts are not required for the uniform allowance. He said that the DARE program, among others, would be one of the areas that would need to receive cuts if the \$26K cut remained.

Fire (#220) – Chief Paul Schleicher informed the FinCom that the department is still down 2 firefighters, and that he is doing the Chief's job as well as the Deputy Chief's job. He said that keeping the Chartley Fire Station open is needed but not realistic with this budget. He said that 8 more firefighters would need to be hired to keep Charley open year round. Chief Schleicher said that the firehouse has role call each morning and all firefighters are expected to look sharp and need the clothing allowance to do so. He stated that they are not required to provide receipts for the clothing allowance. Chief Schleicher noted that the department's computerization (pre-plannign and data for fire service)is lacking and needs updating.

Emergency Medical (#230) – It was noted that the budget of \$75K is \$5K less than requested, but Chief Schleicher said that it is very workable.

Emergency Planning (#240) – Chief Schleicher reviewed the \$6,250 budget.

Inspection (#241) – Mr. Yunits reviewed this budget with the FinCom. There was a discussion on longevity. The 1% increase in salaries was noted.

Dog Officer (#292) – Mr. Yunits said that he is looking into the possibility of regionalization for this department. He said that going forward, having 7 days/week coverage is not going to be possible. Mr. Yunits said that he has notified the police that this will be changing. He explained that they would be hiring a part-time position and decreasing the overtime hours.

Conservation (#171) – Mr. Yunits noted the 1% increase in salaries. He also noted the expense for dam inspection. Mr. Camp asked about the possibility of regionalization and Mr. Yunits said that has not been looked into yet.

Estimated Operating Revenues and Expenditures –

Mr. Yunits reviewed this handout for the FinCom stating that the Base Tax Levy is \$27,411,467 and the increment is \$686,564. Mr. Helmreich noted that these are the only 2 fixed amounts on the sheet. Mr. Yunits noted a drop in New Growth of \$60K. He also said that \$500K of Free Cash would be used. The total revenue would be \$47,968,202 for FY13.

Mr. Yunits reviewed the expenditures for FY13 noting that the Charter School assessment is \$2,172,658, an increase of almost \$195K. He stated that the total unappropriated operating totals would be \$2,959,267, and that the appropriated operating totals would be \$45,008,935. He explained that, with the 70/30 split between schools and general government, the school budget would be \$22,505,668 (a decrease of \$6K) and the general government budget would be \$9,645,287 (a decrease of \$431,235).

Next Meeting

The next meeting is scheduled for March 7, 2012 at 7:30pm.

Adjournment

Motion was made by Mr. DeLuca to adjourn at 9:40 pm. Seconded by Mr. Thomas. Vote: Unanimous. **Motion carries.**

Documents Referenced:

Minutes of February 22, 2012
Communications proposed budget
Data Processing proposed budget
Data Processing proposed budget
Public Health Nurse proposed budget
Board of Health proposed budget
Police proposed budget
Fire proposed budget
Emergency Planning proposed budget
Emergency Medical proposed budget
Dog Officer proposed budget
Inspection proposed budget
Conservation proposed budget
FY 13 Estimated Operating Revenues and Expenditures

Respectfully Submitted by: _____

Paul Helmreich, Finance Committee Chair

Sara Lyons, Finance Committee Secretary