

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
November 27, 2006**

PRESENT: HELEEN KURK, CHAIRMAN; JOSEPH M. FIALA, VICE CHAIRMAN; DONNA M. OSBORNE, SELECTMAN; TOM CLOW, SELECTMAN; CRAIG SLATTUM, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Pelletier, Diane Lamb, Evelyn Connor, Gregory Begin, David Hunt, John Dowst, Matt Esenwine

6:00 p.m. Chairman Kurk called the meeting to order.

1. MANIFESTS

Chairman Kurk moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated November 30, 2006. Passed 5-0-0.

Accounts payable	\$269,857.03
Gross Payrolls	<u>\$38,878.97</u>
Total	\$308,736.00

Chairman Kurk informed the public there will be a flu shot clinic on Saturday, December 2, 2006, 9-noon at the Town Hall.

Chairman Kurk asked the Board for their approval to make copies of the information sheets explaining the tax rate of \$16.05 and to have it accessible for the taxpayers. The Board agreed the sheets were informational.

2. TAX COLLECTOR'S BUDGET

Mr. Fred Ventresco said the Town Clerk, Tax Collector and Finance Department are represented together because of how the salaries are divided.

The Board discussed Diane Lamb, Tax Collector, salary; all 30 hours are in the Tax Collector's budget. Ms. Lamb works 24 hours one week and 27 hours the next because of the late night on Wednesday. The position was originally posted as a 30 hour position.

Town Clerk's Office - Wages/hourly \$36,034 goes down for 2007 to \$28,679.60. Ms. Connor said it is very hard to run the office at the hours they have now because they are already short staffed. There was a discussion on conventions, seminars, schooling and how the office is short staffed.

It was discussed the Tax Collector position does not include healthcare.

Title Deed Search, the town gets revenue. Chairman Kurk asked if this was too low a number. It was discussed it was realistic.

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Recording fees – there is \$500.00 left in the budget. Ms. Connor said it is needed because they are behind because of past year budget cuts.

Seminars – put in for the extra training, this cannot go in the default budget

Computer supplies – price increase on envelopes

Computer Support – contract obligation - \$539.00 over budget

Chairman Kurk asked about supplies being bundled together to get bulk rates and save the town money. Ms. Connor said the largest expenses are envelopes and laser printer ink cartridges. Mr. Ventresco discussed if all departments utilize the same company then there are rebates available like through Staples. Selectman Clow said all Departments could order separately but have a bulk discount through a specific company.

Postage increase of \$600.00

Decrease of \$3,000 bottom line because of the way salaries were shifted through the departments.

3. TOWN CLERK BUDGET

Medicare, FICA, retirement – up to date figures

Restoration of documents – only received \$500 a year for the past years but in order to keep up with the documents they will need \$2,000. Ms. Connor said she signed up for a grant to check the vaults and keep them in working order.

Ms. Connor said her numbers in her budget are off, so bottom line will have a \$2,000 difference.

Chairman Kurk asked Ms. Connor about dog license tags on order for \$500. Ms. Connor said if the Board wishes they can raise the fees to register dogs from \$6.50 to \$7.50 and \$9.00 to \$10.00 to make up the difference in purchasing the new tags.

Computer Support contract increase. Ms. Connor discussed the numbers of car registrations is up but people are registering older cars which cost less, not newer cars.

BMSI contract increase of \$1,780

Selectman Slattum asked when the last time the dog license fees were increased. Ms. Connor said in 1996. There are 3,000 dog licenses, so by increasing the fees by \$1.00 it would be an additional \$3,000 in revenue. Selectman Clow asked about there being a separate line for the revenue on the dog licenses so it can be expended. Chairman Kurk asked if the cost increases has to come through the Board. The Board discussed the fees can be increased.

Vice Chairman Fiala asked about the photocopier maintenance contract, condition and age of the copier. Ms. Pelletier said at least 3 years old but is working fine the total contract is \$625.00 which covers all toner, service calls and maintenance.

4. FINANCE ADMINISTRATION BUDGET

Ms. Pelletier's salary with up-to-date FICA and Medicare is \$35,506 with no wage increase.

Seminar decrease

Printing decrease

Software Support contract increase of \$270

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Bottom line is around \$67,000 – Chairman Kurk asked what the bottom line was in 2005. Ms. Pelletier said it was increased by at least \$15,000, because there was a Finance Administrator with a salary.

Health insurance Family plan \$19,195

Ms. Pelletier said they have already received phone call confirmations for tax bills from mortgage companies.

Selectman Slattum asked if the \$19,195 for the health insurance reflects the increase. Yes it does.

Selectman Clow asked Ms. Pelletier if the Manifest that has been signed has already come out of the budget. Ms. Pelletier said as soon as she hits the button the expense comes out of the budget. There are 5 payrolls left for the year.

5. ELECTIONS BUDGET

Ms. Connor reminded the Board there is only 1 election this coming year verse 3 elections this past year. Ms. Connor raises and appropriates the money for the election. Ms. Connor's budget pays for the programming on the machine but the states prints the ballots.

Ms. Connor informed the Board the people working at the polls get minimum wage and it has been hard to get people; she would like to increase the pay from \$5.15/hr workers/supervisors to \$6.00/hr and supervisors \$7.50/hr because of the work involved. It was discussed 3 supervisors have to be there at all times.

Photocopy line won't go down because she has to pay for the schools and then get reimbursed.

Chairman Kurk asked how some of these items are dealt with in the default budget. Ms. Connor said you have to keep everything the same other than the wage increases.

Ms. Connor said the more Warrant Articles and questions the more money it will cost to program the computer.

6. POLICE DEPARTMENT BUDGET

Chairman Kurk said they had a concern about the police details. The Police Detail Fund, Warrant Article #40, was passed in 2003. Selectman Clow said it will not affect the tax rate or bottom line just where it appears in the budget. The Board discussed this being a revolving fund for the purpose of offsetting related costs. Chairman Kurk said it has been the Board's practice to send all of the warrant articles to DRA.

Chief Begin reviewed service calls with the Board for the 2006 year to date. DWI arrests are up, motor vehicle activity and warnings are up and defective equipment warnings up. Selectman Slattum asked about drug arrests. Chief Begin said some of those are investigations some are from DWI and finding drugs in the vehicle as well.

Bottom line in 2006 approved after \$19,000 taken out and another \$16,000 in February. Looking at the bottom line the default is up 11% due to 2 new Officers and health insurance. Chairman Kurk said there was an error in 2006 last year in calculating FICA, Medicare and overtime.

2006 approved \$963,822.00 - \$983,185.00 then deducted the \$19,000 which was the Police Department portion of the \$100,000 cut back)

2007 default \$1,082,492.71

2007 Requested \$1,139,279.71

Chief Begin said the default is up 5.2% with the \$1,082,492.71 and he took \$20,000 out of the part time line and will not hire prosecutors next year either. Chief Begin said Lieutenant Bodanza has been doing all the prosecuting for the department.

Chief Begin said they are looking into the grants for Highway Safety Grants.

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Selectman Osborne commented on overtime for elections and patriotic celebrations

Chairman Kurk said someone approached her about the dollar figure on Deputy Chief Quigley and what does he do. Chief Begin said they need 20 officers for this size town and they only have 11 but with Deputy Quigley they have 12. Chief Begin said he does a lot of the administrative paperwork and he is in the office not on the road.

Chief Begin said he is working with Ms. Pelletier to condense some of his budget lines. Chief Begin said they have 11 full time officers minus himself and Deputy Chief Quigley that leaves 9 full time Officers. Chairman Kurk asked about the increase in the part-time secretary. Chief Begin said he would like to put someone on Wednesday, Thursday and Friday evenings and Saturday to keep the office open for easy accessibility to the public. The new contract will be a separate warrant article. Chief Begin has it broken down for the cost of 2007. Selectman Slattum asked when they could discuss this as a Board. It was discussed signing the contract does not mean the funds come out of the budget. Selectman Clow would like to set a date to have a discussion. It was discussed they could have a discussion but have to sign at a posted Selectmen's Meeting. The Board discussed meeting with Chief Begin Saturday, December 2nd at 7:30 a.m.

The Board will be meeting Saturday, December 4th with Steve Najjar regarding the boat ramp at Chase Park and a non public. They will also be meeting with Parks and Recs.

The Board will be meeting Saturday, December 2nd to discuss the Town Administrator budget

Chairman Kurk said the overtime and salaries added \$8,000.00 to the budget. Chairman Kurk said she thought with the new officers it would help alleviate the need for overtime. Chief Begin said until they have the 20 officers needed there will be a need for overtime. Patriotic Celebration and Elections are already reflected in the budget.

Insurances are all accurate for this year and include all new Officers.

Prosecution line will be cut.

Contracted services – one increase is ongoing

Training schools went up \$500.00

Chief Begin said it does not cost to go to the Academy - other schools/training \$3,095.20 (spent this year)

Uniform and Equipment – asked for \$1,000 increase. Chief Begin said they try very hard to keep the cost down and pass the uniforms down.

Gasoline – \$26,160 budgeted with the addition of the Comcast grant and up-to-date spent almost \$21,000. Chairman Kurk asked about how many miles a year a cruiser goes. Chief Begin said they have 3 cruisers plus the Expedition with each at 30,000 miles per year. Chief Begin said to change the tires on the 3 patrol vehicles at least twice a year.

Cruiser Insurance – has not had a final answer

Radio Equipment – sometimes the program gets dropped or upgrading the frequencies

Medical Gear – overspent by \$1,000 Chief Begin said oxygen has increased by \$3,000.00

Selectman Slattum asked about cruiser rotation. Chief Begin said they rotate 2 cruisers a year when they get to 100,000 then they rotate them to other departments. They will be recommending the Ford Station Wagon be traded out.

Buildings and Grounds – trying to get a cleaner for their side of the building. The Police Department will be splitting electricity and heating with the Fire Department.

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Animal Control – went up on hourly wages. Chief Begin said there are 2 Officers picking up dogs and they are on-call. They have both gone to seminars and training.

1993 truck repairs – Rt. 77 Motors spent \$800.00 not part of the rotation. Asked for \$200.00 spent \$800.00 actual, brakes, lube and oil

Selectman Clow asked why the Sergeant's salary is not included with the Officer's salary. Chief Begin said that's how it has always been done. It was discussed the Chief's salary is elected so it needs to appear separately in the budget.

Matt Esenwine, Finance Committee asked why the Patriotic Celebration Committee does not pay for the Police Details. Vice Chairman Fiala said if they start to designate costs for the police then it would be too hard to keep track of. Selectman Clow said if it was not done this way they then would not be able to have a Patriotic Celebration. Mr. Esenwine is unsure if the town should pay for this. Selectman Fiala said they did have several discussions regarding this. Mr. Esenwine asked if the town knows the Patriotic Committee's budget, Chairman Kurk feels they have roughly \$3,000. Chairman Kurk said in the past the Board put the warrant article in for the 4th of July Patriotic Celebration. The Board all agreed the Selectmen will put the money in.

Chairman Kurk discussed the Attorney for the Deliberative Session. The Board discussed having an Attorney available for the first 2-3 hours at a cost of approximately \$500-\$800. Chairman Kurk said if they do then they should structure the Deliberative Session and put items that need legal clarification at the beginning of the session. Selectman Slattum said the warrant articles go through DRA anyway. Vice Chairman Fiala asked if they come across an article that needs a legal opinion can they pile them up and ask the attorney all at one time. Chairman Kurk will contact the Attorney and explain the town's position on the Deliberative Session needing legal advice. The Board discussed having the Lawyer present from 11:00 am to 3:00 pm.

Vice Chairman Fiala said one issue might be the changing of the hours at the boat ramp at Chase Park.

Chairman Kurk spoke concerning the Fire Department, and she is checking with the state to see if the state requires the clothing and if so, the request will have to go into the default budget.

The Board discussed the fire protection gear; \$6,400 for 2006 and Chief Richards is requesting an additional \$17,500 for 2007.

Chairman Kurk said she doesn't want something in the budget that doesn't truly need to there but on the other hand she doesn't want to not spend it if it is truly needed.

Mr. Ventresco commented on Chief Begin's budget for vehicle maintenance being lower than he is comfortable with.

Motion to adjourn at 9:22 p.m.

7. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary