

Received: March 11, 2016
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Office of the Town Clerk

Special Board of Finance Meeting
8:00 a.m., Saturday, February 27, 2016
3rd Floor Meeting Room, Town Hall

Minutes

1. Call to order

Lorraine Coe called the meeting to order at 8:00 a.m.

In attendance: Lorraine Coe, Rosemarie Naples, Laurie Tuttle, Martin Anderson (left meeting at 9:30), Chuck Stengel

Absent: Molly Nolan

Others in attendance: Maryjane Malavasi, Tom Wimler, Sue Wimler, Chris Conley, Jackie Stannard, Frank DeFelice, Geoff Colgrove, Wendy Manemeit, Jen Keogh, John Jenkins, Jack Bubier, Eric Zimmerman, Yuri Funaro.

2. 2016-2017 Budget Workshop/Hearings

4030 Durham Volunteer Ambulance

Tom Wimler and DVAC's accountant, Chris Conley, were in present to answer questions pertaining to DVAC's budget request. The board requested the number of calls based on the category of calls they respond to. When questioned, Chief Wimler stated that he thought their minutes were already posted to the website, but would check. (Chief Wimler later returned to the meeting with a printout from the town's website that indicates all 2015 minutes are posted). Mr. Conley stated that updated financials are not available at this time since the information is not up to date in the computer due to the transition between treasurers. Chief Wimler stated that there are currently 29 members, 3-4 pending, and 2 have left the corp.

Chief Wimler stated that they are currently putting together bid specifications for a new ambulance; for delivery by next summer. The estimated cost is \$180-\$190k. The reserve fund currently has a balance of \$142k. He stated that he is seeking grants to offset the cost of the heart monitors that are requested as a new reserve fund.

3000 Series - Public Works

Acting Road Foreman, John Jenkins, introduced members of his crew and staff that was present to learn more about the budget process and to show support for public works. He stated that he and Administrative Coordinator, Jen Keogh, were working together with the crew to learn how the budget works and to keep better records on how the money is spent. One example is to keep track of the hours and duties performed by seasonal workers.

Mr. Jenkins reviewed each of his budgets with the board. One item not in the budget at this time is the reconstruction of the road in the DiNatalie subdivision. They have done everything possible to fix the problems there, but have no alternative but to grind up the pavement, regrade, and repave. This is expected to cost \$550,000 and could be done over two fiscal years.

Mr. Jenkins noted the need to replace three dump trucks. Currently, the long term plan has funds to replace one each year over the next three years. He suggested buying one with the money we currently have available and leasing the other two.

Treasurer

Wendy Manemeit, Town Treasurer, provided a list of all of the accounts with current interest income information. The board suggested that Ms. Manemeit utilize CD's wherever possible to earn as much interest as possible. Ms. Manemeit reported that she has created an Association of Middlesex County Treasurers so that they may share information. She noted that she would be willing to return with additional information at a future meeting.

1555 & 2010 Planning & Zoning

Frank DeFelice reported that there are no pending lawsuits that would require additional funding in budget #1555 P&Z Legal. The Plan of Conservation and Design will require them to revise their regulations to ensure compliance with current law. This may require additional attorney fees.

Mr. DeFelice discussed the use of the current consultant line item. He stated that \$40,000 is a great deal for the services we received. Other towns hire a Planner at a significantly higher rate. The commission is requesting an additional \$30,000 for special projects. The goal is to hire additional expertise to work on planning projects and to provide a mechanism for a succession plan for when our current contractor retires. Ms. Coe noted that it was hard to justify the additional expenditure when specific uses of the funds were not identified.

Fy16-17 budget

#3000	Streetlights	53,000
#3005	Capital Equipment	0

There was discussion relative to the request to lease two dump trucks. The board decided to buy the one truck that is currently on the plan to replace and hold off on buying or leasing the other two at this time. They agreed to revisit this issue should the need arise.

#3007	Seasonal Wages	35,000
#3008	Vehicle Maintenance	71,500
#3009	Garage Maintenance	13,100
#3010	Public Works	73,100
#3011	Snow Removal	180,000
#3012	Catch Basin Cleaning	27,000
#3013	Vehicle Fuel	59,000
	Reduced #553 Unleaded Gas to \$14,000	
#3014	Chip Sealing	286,000
#3500	Highway Projects	59,773

3. Adjournment

Meeting adjourned at 12:15 pm.

Respectfully submitted,
Maryjane Malavasi