

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of January 3, 2013

Acting Chairman Martha Morrison called the meeting to order at 3:30PM. Board members present in addition to Acting Chairman Morrison, were, Dick Gandt, Laura Powers and Ken Vogel. Eldon Goodhue was absent. Of the Selectmen's staff Town Administrator Virginia Wilder and Board Secretary Donna Rich was in attendance. Other persons present during all or part of the meeting were Building Inspector Glenn Clohecy, Town Accountant Pam Wood, Cable & Web Chairman William Whiting, and Veteran's Agent Richard Cullinan.

Acting Chairman Morrison stated the purpose of the meeting would be to review FY14 budgets with various departments for which the Board of Selectmen is responsible.

Inspectional Services: Building Inspector Glenn Clohecy presented his FY14 budget being within the Finance Committee Guidelines, including salary and wage increases of 2%. Glenn discussed the request to add an additional five (5) hours to the secretary position due to: an increase in construction activities in the town, new State mandated permits for mechanical and sheet metal work, and the pending implementation of permitting software. There was a lengthy discussion related to the increase of hours and the total impact it would cause. It was recommended that the increase in hours be placed under the scheduled essential service unfunded tab and that Selectman Gandt would work with Glenn to write the narrative.

Town Accountant: Town Accountant Pam Wood presented her FY14 budget being within the Finance Committee Guidelines, including a salary and wage increase of 2%. Pam informed the Board that the agreement with Guisti, Hingston and Company of Georgetown, MA was for one year with a renewal option of up to two additional years. We are currently in the first year (FY13) of the agreement. Pam is seeking guidance on how the Board would like to proceed with an auditor in FY14. The amount budgeted for auditing in FY14 is equal to the amount quoted by our current auditor for the optional second year of our agreement. There was discussion on changing auditing firms. Also, Town Accountant Pam Wood suggested changing the auditor within the firm, as Richard Hingston has performed the audit for many years. She was asked to report to the Board how long our auditors have been with the Town.

Unemployment: Town Accountant Pam Wood presented her FY14 budget and recommended it to be level funded.

Cable & Web: Cable & Web Chairman William Whiting presented his FY14 budget within the Finance Committee Guidelines of 2% in the *Other* category. Bill explained some of the issues the Cable and Web Committee foresee in the upcoming year.

Memorial & Veterans Day: Veteran's Agent Dick Cullinan presented his FY14 budget requesting the movement of funds within the *Other* category, however, still remaining level funded.

Soldiers & Sailors Graves: Veteran's Agent Dick Cullinan presented his FY14 budget and recommended it to be level funded.

Veteran's Benefit: Veteran's Agent Dick Cullinan presented his FY14 budget. It was recommended that the Veterans' Benefit line item be increased to \$8,000 due to the increased amount of benefits presently being paid each month. Dick then discussed the fact that he may no longer be the Town's Veteran's Agent and therefore, the Town may have to contract for annual

Veterans' Agent services. From preliminary research Dick suggests that for FY14, the Town fund \$12,000 for a consultant in order to meet the State law requiring municipalities to provide a Veterans' Agent (MGL c 115 s 3). Selectman Gandt volunteered to write the narrative under the scheduled essential service unfunded tabs.

Recycling: Town Administrator Virginia Wilder recommended the Trash Stickers-Decals line item be reduced to zero and the remaining budget to be level funded.

Historical Commission: Town Administrator Virginia Wilder recommended level funding.

Town Hall: Town Administrator Virginia Wilder recommended level funding on all line items except she made the following recommended changes to line items:

- Gas-reduction of \$3,000.
- Water- line item has been increased by \$50 from the \$450 budgeted last year for a total budget of \$500.
- Building Maintenance- reduction from the \$30,000 to \$23,950, which represents a transfer of the Police Department's portion of the maintenance contract to the Police budget, if approved by the Board. The Board agreed to move \$6,050 to the Police Budget for the cleaning service.
- Maintenance Agreements- an increase to \$73,415 from \$66,313. This line item is composed of the cost maintenance and license agreements for various computer and software agreements, including but not limited to the following:
 1. Tyler ASP (ie. MUNIS Financial) (\$33,261)
 2. IMAS (dog licenses) (\$275)
 3. CISCO (the firewall) (\$112)
 4. RETROFIT (Retroeye) (\$25,188)
 5. VISION (Assessing) Components: (\$7,750)
 6. ESRI (ArcView – maps) (\$700)
 7. Patriot (\$500)
- Postage Meter-based on a new machine at a lower rental fee there is decrease of \$208 for a total budget of \$1,714.
- Fax Supplies: a reduction of \$50 for a total budget of \$100.
- Postage Meter Supplies: increase from \$300 to \$350.
- Computer Supplies: increase of \$1,500 from \$2,000 to \$3,500 due to increase in cartridges costs.

School Street Building: Town Administrator Virginia Wilder recommended to be level funded.

Zoning Board of Appeals: Town Administrator Virginia Wilder recommends to be level funded.

Ambulance: Town Administrator Virginia Wilder reported that the budget for FY14 is currently zero dollars. Our current contract will expire on June 30, 2013 and there is a meeting scheduled with Northeast Ambulance Service to negotiate another year at zero dollars.

Sealer of W&M: Town Administrator Virginia Wilder recommends a salary increase of 2%.

Animal Control: Town Administrator Virginia Wilder recommended a salary increase of 2%.

Animal Inspector: Town Administrator Virginia Wilder recommended a salary increase of 2%.

MSW Collection, etc.: Town Administrator Virginia Wilder recommended this budget:

- Rubbish Collection-level funding based on proposal from JRM.
- Household Hazardous Waste: The Town is a part of a consortium bid therefore it has been recommended at level funding.

Tree Department: As requested by the Tree Warden, Town Administrator Virginia Wilder recommended increasing all line items by 2%.

Town Insurance-Liability/Accident/Workers Comp: Currently, this budget has been increased by 10% across the board over last year but will need to be reviewed in January once we have an experience rating from the MIIA audit.

Town Insurance-Life/Medical/Medicare Expenditures: Town Administrator Virginia Wilder recommends for this budget the following:

- MIIA Health Insurance: Currently, this budget has been increased by 10% across the board over last year but will need to be reviewed in January once we have an experience rating from the MIIA audit.
- Life Insurance: same increase at 10%
- Medicare: same increase at 10%

Selectmen's Department: Town Administrator Virginia Wilder recommended for this budget:

- Salaries: The Town Administrator's salary has been level funded. The Administrative Staff has been increased by 2%, per guideline, with a longevity payment of \$1,750.
- Wages: Clerical wages have been increased by 2% per guideline.
- Other: Car Allowance was increased to \$3,000.
- Telephone: recommended a decrease of \$960 and recommended that \$480 be increased on the water and highway budgets, representing the internet service for the DPW facility. The Board agreed to move \$480 to each of the Water and Highway telephone line items.
Dues: increased by \$200 from \$2,000 to \$2,200.

Selectmen's "Special" Department: Town Administrator Virginia Wilder recommended to be level funded.

Police Budget: Selectman Vogel presented what savings were expected when Topsfield agreed to join the Regional Emergency Communication Center. There was discussion relative to the addition of a "house officer" and the implications of that officer on the budget.

At 6:27 PM, Selectmen Powers made a motion to adjourn and Selectman Gandt seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary

Approved as amended at the February 4, 2013 Board of Selectmen's meeting.

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. FY14 Budgets discussed
3. Selectmen's Budget Summary document

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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