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Office of the Town Clerk

*Board of Selectmen Budget Meeting
3:00 p.m., Wednesday, January 20, 2010
2nd Floor Meeting Room, Town Hall*

Minutes

Members present: Laura Francis, John Szewczyk, James McLaughlin.

Others present: Maryjane Malavasi, Francis Willett, Kurt Bober, Jennifer Keogh (4:00)

Meeting called to order at 3:00 pm by Laura Francis.

4000 Emergency Management

Francis Willett reported that the department needs to increase its office supply line since there is a \$400 toner cartridge that needs to be replaced. He noted that the ENS payment is lower than anticipated due to new State pricing. Laura asked if the budget figure included Durham, Middlefield, and RSD13, and if this year's \$2,667 can be expected from Middlefield. Francis replied yes to both questions. Maryjane further inquired if revenue from Middlefield and RSD13 should be anticipated for next year. Francis replied that each entity will pay 1/3 of the cost; therefore 2/3 of the cost should be listed as a revenue item.

Francis requested additional funding for a town wide mailing for the ENS system. Laura suggested finding a different avenue for getting this information out, such as including a notice with tax bills. Francis agreed and suggested lowering that line to \$1,000.

4003 Emergency Operations/Shelter

Francis reviewed the detail of each line. He noted that volunteers were using personal equipment in the EOC; therefore he is requesting funding for additional equipment. After discussion and review, line 253 was reduced to \$1,100 and line item 315 was reduced to \$500.

4000 Emergency Management Capital

Francis reported that there is no central location to store equipment; therefore volunteers must move equipment around on their own when needed. He is recommending that a reserve fund be established for the purchase of a tow vehicle. He also requested funding for emergency lighting towers, 1 or 2 towers over the next three years. These light towers could be used for a multitude of purposes throughout town.

4003 Emergency Operations/Shelter Capital

Francis requested the purchase of a trailer for use by the DART team and another trailer for use by the shelter in 3 years. He requested laptops for use by shelter operation staff, and funding for cots and blankets for the primary shelter.

Laura stated that she would need to consider how the laptops and vehicles would be used when we do not have an emergency. If the items were able to be used by public works, for example, then the expenditure might be easier to justify at this time.

John asked if we were growing our emergency management department too fast by going from a budget of \$4,700 to almost \$50,000 in one year. He said that he understands the need, but would like to see us move out the expenses over more years. He asked if we were in line with what other towns are doing and if we should consider bonding for such things. Laura noted that the expense was not enough to justify bonding.

Maryjane noted that there is funding left over in the reserve fund from the shelter project at the high school which could be used or re-appropriated for emergency management capital items.

3007 Seasonal Wages

Kurt requested additional hours to help with road sign project.

3008 Highway Vehicle Maintenance

Increase requested for additional cost to purchase new tires for the loader.

3009 Town Garage Maintenance

Kurt noted that the budget was adjusted slightly to account for increase cost in custodial supplies. John asked what the history of electricity usage was since it appears that the total amount will not be spent. Kurt noted that the highest usage times are January - March. Kurt suggested that the telephone line might be reduced if we can determine if the land line is needed or not.

3010 Public Works

Kurt noted that an increase is requested in training since the crew has established a strong training schedule. \$200 was added to office supplies since that line was submitted blank my mistake.

3011 Snow Removal

Kurt noted that the overtime was increased by the 3.25% increase per contract. He discussed the use of temporary help and the increase requested in that line item. He noted that salt prices are expected to increase.

3012 Catch Basin Cleaning & Repair

Kurt reported that this budget is based on the current contract amount multiplied by the amount of basins that will need to be cleaned. He noted that by contracting this service out this year, many man hours were freed up for other purposes.

Jim asked why this line item was so underfunded this year. Kurt noted that the budget was based on just renting the truck and the crew providing the labor. Since the service was contracted out, the cost now includes labor as well.

3013 Vehicle Fuel

This line item estimated at the same level as the current year. This will be going out to bid shortly.

3014 Chip Sealing

Kurt reported that the crew has experienced a more efficient use of stone products. There is an anticipated 10% increase in oil for asphalt. Laura asked how many miles were able to be done this

year. Kurt reported that historically the town chip sealed 10 miles of road each year, last year the funding only allowed for 6 - 7 miles, and this year they were able to do 9 miles.

3016 Road Sweeping

Kurt noted that in order to stay within the budget amount, they did not sweep non-residential areas such as ends of roads, etc.

3500 Highway Projects

Although no formal proposal for projects was present, Kurt reported on the need for the replacement of a culvert at Naples Farm on Bear Rock Road. He is considering coming in with just this one project since the cost could use up the entire \$50,000 that has been historically budgeted. He noted that he also has a list of projects that we could begin to set aside money for. Laura asked him to provide the Selectmen that list for their review.

Kurt noted that the Sanitarian's vehicle could be replaced with the balance of the funding in this year.

They discussed problems with rotting of the underneath of vehicles due to the new salt product on the roads.

Motion made by Jim, seconded by Laura, to adjourn the meeting at 5:00 pm. Unanimous aye.

Respectfully submitted,

Maryjane Malavasi