

REVISED MINUTES  
BOARD OF FINANCE  
BUDGET WORKSHOP  
February 7, 2012

PRESENT: B. Sullivan, S. Lillquist, P. Ames, T. Hollinger, V. Nye, D. Donovan, D. Traynor, W. Fritz, K. Kane

Also present: D. Mezzetti and T. Vicino

The meeting was called to order at 7:05 p.m.

**Election and Meetings:** budget presented by J. Hansen

The Board of Selectmen reduced this budget from the requested \$30,840 to \$30,683, reducing the salary line item from a 3% increase to a 2% increase. Some of the line items were reviewed and some of the requests were explained as follows:

- The programming of the memory cards is now the financial responsibility of the town (the state was previously paying for this expense). This is an unfunded mandate.
- Some questioned the number of referendums, primaries, elections and whether enough had been requested. It was explained that you budget for the known not the unknown; therefore what is budgeted is for voting days that are actually scheduled.
- Canvass costs are a state mandated requirement of the registrars to update and verify their voter lists.

**Fire Department:** budget presented by F. Schrempp

The Board of Selectmen reduced this budget from the requested \$293,525 to \$292,087, reducing the utility line item from \$27,200 to \$26,112 (\$1,088 difference) and the stationery and supplies line item from \$4,150 to \$3,800 (\$350 difference). Line items were reviewed, the department as a whole was discussed with the following comments:

- The Fire Department follows the same fiscal calendar as the town
- Discussion has been had regarding hooking Station 2 (Glenwood Road station) to the natural gas line for their heat; therefore eliminating the need for the propane tanks, this would result in a savings. When this conversion is done, the generator would also be switched to natural gas.
- Due to the 100<sup>th</sup> anniversary celebration last year, some line items went over budget; reductions to or keeping these line items status quo are reflected in this year's request
- Most building repairs have been addressed
- The department is using a new vendor for their custodial supplies
- Gear inspection is done annually and depending on the number and type of incidents determines the need to replace items such as gloves, boots and hoods. The department keeps a small inventory on hand, but can obtain the necessary items in a timely fashion. A new helmet costs approximately \$600.
- Often times, the department incurs the costs of line item overages or the cost of items the town cannot appropriate the money for utilizing their own funds.
- Questioned the salary line item and why half of it had not been spent (as the year to date budget reflects a 6 month period)
- Board wants the Fire Department to provide their financial statement

**Fire Marshal:** budget presented by F. Schrempp

This budget was submitted with a request of \$75,750, the majority of this increase was in the salary line item (a \$36,000 increase from the previous budget of \$35,000). The Board of Selectmen reduced the salary line item to \$35,000 from \$71,000 and the supplies line item from \$750 to \$500. This budget was reduced to \$39,500.

The request for a Fire Marshal vehicle was discussed. F. Schrempp was questioned whether the R&M line should be increased if the Fire Marshal vehicle is cut from the Capital Expenditure budget. He thought the \$1,500 would be ok and should the car need a major repair he would have to come back to the board for an appropriation.

The use of the Fire Marshal vehicle and the Fire Chief vehicle was discussed and it was explained that the Fire Chief vehicle goes to all incidents (fires, accidents) and has all the fire investigation items in it, while the Fire Marshal vehicle is utilized when inspections of businesses are performed.

**Communications:** budget presented by T. Lucas

This budget request was \$546,969 and reduced by the Board of Selectmen to \$467,361. Contractual obligations accounted for most of the increases to this budget. However the selectmen did reduce the overtime line item by \$9,780 from \$66,180 to \$56,400 as the overtime trend tends to be in the \$40,000 range, the \$56,400 reflects the contract settlement increase in salary. This contract settlement also affects the holiday line item and a \$722 increase is noted. The Repairs and Maintenance line item has been reduced from \$122,642 to \$52,142 to reflect the elimination of the tower service contracts from that particular line item. It has been discussed to utilize the remaining Communications Project money for these service contracts. K. Kane will check the resolution to determine if the tower service contract can be taken from the Communications Project capital budget.

**Animal Control Officer (MACO):** budget presented by T. Lucas

There was only a small adjustment to this budget in the postage line item, a reduction of \$50. Otherwise the increase in salary line items are a result of the contract settlements.

**Police Department:** budget presented by T. Lawrie, T. Lucas and J. Santry

The Board of Selectmen reduced the requested budget of \$2,566,931 to \$2,496,470. Some points of interest are as follows:

- Put in for 25<sup>th</sup> officer (SRO) – this position is held by an officer working 7a to 3p, however should this create a hole in the schedule, it will be filled with an officer on overtime (backfill the open slot). The Board of Education will provide funds to help offset the cost of the overtime.
- There are 21 sworn street officers – 2 of these are detectives, 3 administrators
- Board members would like to see comparable information regarding other suburban towns with similar demographics
- Questioned what is an average work week for an officer and average overtime hours
- Discussed DARE, the hours, shift schedule, BoE funding
- Under the building repairs and maintenance it was noted a new floor machine was purchased
- The vehicle repairs and maintenance line item was reduced to \$30,000 from \$33,000
- The department has three qualified armorers on staff
- The armory supplies were reduced from \$13,395 to 10,910 noting the elimination of the simunitions. Some in the audience addressed the need for this simunitions portion for realistic officer training
- The salary line item reflects the settlement of the officers contract

Chief T. Lawrie stated the existing services can be maintained with the budget as recommended by the Board of Selectmen.

The next meeting of the Board of Finance is scheduled for Thursday, February 9, 2012 at 7 p.m.

The budget workshop was adjourned at 8:12 p.m.

Respectfully submitted,

Wendy McDermott  
Clerk