

Selectmen's Minutes

January 10, 2004

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Present: Walter Foster, Peter Ashton, William Shupert, Robert Johnson, F. Dore' Hunter, Town Manager and his Assistant, Finance Committee, Finance Dept. Staff.

CITIZEN'S CONCERNS

PUBLIC HEARINGS & APPOINTMENTS

BUDGET MEETING – Don gave an overview of the effort that has been put into the successful result with payroll processed on Munis.

Don made a brief presentation on the process they used to determine the budget.

Highway Dept. Dave Brown outlined his budget requests and cuts that he has made to reduce his budget. He presented the NEWSOC budget. Peter asked about the trash consultant's fee. It was noted that we pay \$29,000 to the Trash Broker per year. Herman asked about the use of Chapter 90 monies.

IT – Mark updated the Board on his budget requests. Peter asked if we could take some of cable funds to run the Government channel.

Finance Director made his presentation He needs to replace several clerks in the next 9 months. They need to have a clerk to do the Payroll and also need to get a full time Collector/Treasurer as well as a clerk. Walter asked that he outline the benefits of Munis and full overlay with the dept's retirements and what impact would the retirees have on Asst. Town Accountant. Walter asked about pay by mail. Steve said that we do not have the module to perform this task. The Board discussed the personnel replacement issues. They said that he could support 3 additional employees.

Assessors - Brian outlined his department budget. He noted that CPA has doubled their work. Walter asked that they keep track of the time spent on these activities and forward it to the Town Manager.

West Acton Library - Regina gave her budget overview.

COA - Jean Fleming gave her budget overview. Dore' felt we needed to cover the need for LRTA van.

Police – Frank outlined his budget. Questions were asked about cars and elderly volunteers doing records. He agreed that they may have to go back to the ways of 1999.

He and the Fire Chief spoke about Joint dispatch needs and training and potential turnover.

Don was asked to provide stats on number of Runs under medical.

Fire Dept. Budget presentation. They have recommended a decrease in overtime salaries. They have level funded this account in the past. Peter asked about the Revolving Funds which serve 372,000 of capital. He was asked about the current funding of Fire Alarm \$63,142 and Ambulance around \$113,068.

John Rider asked for a copy of the cost study.

Recreation – None of their 9 requests made it past the Town Manager. They discussed the cemetery building and equipment that is stored currently outside.

Memorial Library – Marcia gave her overview of budget. Peter asked about circulates percentage and changes in circulation.

Municipal Properties – Dean outlined his budget. And that he has already lost one of his four crew members. He said that they would be needing more help with the Police station going on line. Dean was asked about Valencourt House and Towne Building. Dean said there is no way to make Valencourt house usable without a large sum of money. The Towne Building is another issue; they have kept it heated because of the fire alarm system.

Health Dept. Nursing – Level funded Nursing budget. Dore' said that he uses the service and they have been wonderful. Herman asked about fund balances and levels of the Enterprise Fund. Nursing is a non-cost to the town.

Planning - Roland discussed his capital submissions, Rail Trail and Economic Development Committee. They have received inquiries about service on the Board of Directors. They spoke about re-codification and GIS needed to be addressed.

Engineering - Dave Abbt outlined his department and budget

Building Comm. and ZBA - Garry was asked to put his memo about staffing.

HR Emergency Management – 86% down this year they have \$4,700 budget. HR is down 3% and the need for a director

Town Manager's Budget – Don gave an overview of the budget. With the 70,000 legal removed we are up less than 1%.

CONSENT AGENDA

SOFT SECOND LOAN – DORE' HUNTER – Moved to authorize the signature of the subject letter. **ROBERT JOHNSON** – Second. **UNANIMOUS**

TOWN MANAGER'S REPORT

Christine Joyce
Recording Clerk

Clerk _____

Date

Special budget meeting
January 10, 2004

January 10, 2004

TO: Board of Selectmen

FROM: Walter Foster, Chairman

SUBJECT: Selectmen

JANUARY 10, 2004
MEETING BEGINS AT 8:00 A.M.

I. CITIZEN'S CONCERNS

II SEWER COMMISSIONERS' BUSINESS

None

III. PUBLIC HEARINGS & APPOINTMENTS

1. 8:00 **BUDGET WORKSHOP** – Attached please find the FY05 Budget Hearing Schedule

IV. SELECTMEN'S BUSINESS

V CONSENT AGENDA

2. **SOFT SECOND LOAN LETTER** - Enclosed please find a letter of interest for the Soft Second Loan Program's Second round of funding for Board consideration.

VI. TOWN MANAGER'S REPORT

GOALS 2003-2004

1. Labor Negotiations (Peter/Trey)
2. Improve Communication with Town Boards (Walter/Peter)
3. Revisit 2020 planning process for direction to make this process more beneficial towards implementation of long-term vision (Trey/Peter)
4. Towne Building Reuse (Bob)
5. ALG process be used for purpose of Budget Planning for FY04 Walter/Trey)

6. Process Planning for "Life after NESWC" (Peter) Implement Chairman Round Table – (Peter)
7. Joint IT process-organizational change (Walter/Dore/)
8. Middlesex Pension Alternatives (Walter)

GOALS carried forward

9. Public Safety Facility (Dore/Trey)