

IN BOARD OF SELECTMEN
SATURDAY, DECEMBER 1, 1984

Present: Acting Chairman Myron J. Fox and Josiah F. Frost.

The statutory requirements as to notice having been fulfilled, the special meeting was called to order at 9:00 a.m. in the Loring Parsonage.

Accounting Department Budget

Present: Town Accountant James Vanar; Finance Committee Liaison Christopher Baum.

During review of the Fiscal Year 1986 budget for the Accounting Department it was noted that \$14,000 for the audit had been included in the budget as a General Expense line item, instead of a special article, since this is to be an annual expense. Because of the cost, it was agreed that the Town Accountant should look into moderate-sized firms to perform this audit, instead of the large firm of Laventhol & Horwath. Selectman Fox suggested the firm of Samet and Company of Brookline as a possibility, but that other firms should be solicited also.

Following further discussion, it was on motion unanimously

VOTED: To approve on a preliminary basis the Accounting Department FY86 budget, as presented, totaling \$94,738 for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Town Meeting Procedures Presentation

A lengthy discussion ensued during which Selectman Fox stressed and all agreed that we should strive to have as much publicity as possible in the Warrant, before Town Meeting and at the commencement of Town Meeting concerning the recommendations of the Finance Committee and Selectmen, the appropriation limitations under Proposition 2½, and related voting procedures (Bourne rule if Moderator uses). It was felt that by Town Meeting time, if necessary by handout, an itemized worksheet of budget line items and all articles should be provided to attendees showing recommendations of the Finance Committee and Board of Selectmen and all options available to voters.

Engineering Department Budget

Present: Town Engineer James V. Merloni; Finance Committee Liaison Daniel A. Wren.

The Board reviewed the Engineering Department budget with the Town Engineer, who informed the Board that Ronald Morese, Civil Engineer, had resigned and he would be advertising for two different grades of positions, so he would have a choice in the event he did not receive adequate applications in the Civil Engineer grade. Upon inquiry as to whether this would be a good time to restart the cooperative program, Mr. Merloni answered in the negative because the Department needed a higher level position.

Computerization in the Engineering Department was discussed and Selectman Fox requested that Mr. Merloni explore all possibilities of regionalization or using private companies. Mr. Merloni affirmed that he needed the budgeted \$5990 for hardware and software to supplement his present equipment regardless.

Following further discussion, it was on motion unanimously

VOTED: To approve on a preliminary basis the Engineering Department FY86 budget, as presented, totaling \$196,012 for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Unclassified Budget

Present: Chairman Marjorie Wallace, Finance Committee; Janet Silva, Selectmen's Office.

The Board noted a large increase in the Hydrant Rental account. A letter from the Water District dated November 29, 1984, had been received stating the District would charge the Town an additional \$25,100 for inspection, repair and upkeep of hydrants in FY86. The Executive Secretary suggested that if there were not enough funds for this under the levy limit he would recommend voting zero for this line item. Selectman Frost stated he would recommend in that case that the Fire Department personnel perform hydrant maintenance tasks, since he recalled these duties were in the Firefighters' job description. The Executive Secretary stated that he would check the job description.

The Copying Service budget showed a 60% increase; it was explained that this was due to increased usage, but, primarily, expensive maintenance agreements. The Selectmen's Office will look into alternatives to these agreements and will be reviewing all copier equipment.

Following further discussion, it was on motion unanimously

VOTED: To approve on a preliminary basis the Unclassified FY86 budget, as presented, for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Law Budget

The Law Budget had been submitted by Town Counsel without change from last year. It was on motion unanimously

VOTED: To approve on a preliminary basis the Law FY86 budget, as presented, totaling \$51,950 for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Selectmen's Department Budget

Present: Janet Silva, Selectmen's Office; Chairman Marjorie Wallace, Finance Committee.

The Board reviewed the FY86 budget prepared for the Selectmen's Department and discussed the following line items:

- a. Clerical salary (-13): This line item shows an increase in hours for Mrs. Arpino, needed to keep up with increased office workload.
- b. Overtime (-12): This line item shows an increase of \$2500; again, required for increased workload in the Selectmen and Town Counsel departments. It was explained that the split of additional money between the Clerical and Overtime accounts will allow greater flexibility in use of personnel and efficiency in use of funds.
- c. Equipment (-51): \$850 is budgeted for a new typewriter. It was agreed that a second terminal for the word processor would be nice but would cost \$4-5000 - maintenance alone would cost annually the price of a new typewriter; therefore, a new typewriter is a practical expenditure at this time. Responding to Finance Committee Chairman Marjorie Wallace, Mrs. Silva affirmed the need for this typewriter to serve the dual purpose of replacing an older machine in the Selectmen's Office and, most importantly, freeing a typewriter for the many part-time secretaries working in the Flynn Building.

Following further discussion, it was on motion unanimously

VOTED: To approve on a preliminary basis the Selectmen's Department FY86 budget, as presented, totaling \$127,347 for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Dog Officer Budget

Present: Dog Officer Betsy DeWallace; Chairman Marjorie Wallace, Finance Committee.

Dog Officer Betsy DeWallace explained that her budget had been prepared along Finance Committee guidelines and \$9,000 was inserted for a new vehicle. Finance Committee Chairman Marjorie Wallace asked the Dog Officer to try to obtain more information on new vehicle/trade-in figures in case this budget can be pared.

Following discussion, it was on motion unanimously

VOTED: To approve on a preliminary basis the Dog Officer FY86 budget, as presented, totaling \$29,549 for submission to the Finance Committee; this budget will be reviewed once again by the Board following compilation of all budget submissions.

Fire Department Budget

Present: Fire Chief Michael C. Dunne; Chairman Marjorie Wallace and Gerald Orris, Finance Committee.

The Board reviewed the Fire Department budget for FY86 prepared by the Fire Chief and the following comments were made.

Selectman Myron Fox requested the Fire Chief to look closely at any opportunities for regionalization, privatization, or increased user fees. Chief Dunne responded he would do so and stated the only fees he saw which could be increased at present were for ambulances services; he will perform a survey dealing with costs and area fees charged. Present costs involve the \$13,000 lease/purchase, supplies, billing expense, and EMT training. This FY86 budget includes \$5000 for a micro-computer which will be utilized for ambulance billing.

Although appointments have not yet been made, it was agreed the four lieutenant positions should remain in the budget.

A vote on the Fire Department Budget was postponed until Chairman Donald could be present.

Note: Selectman Frost did not participate in the Fire Department budget discussion.

Town Computer Coordinator

Present: Chairman Marjorie Wallace and Gerald Orris, Finance Committee.

As a result of the many departments seeking budgets for small computers, Selectman Fox stressed the need for coordination within the Town. Executive Secretary Richard E. Thompson stated that he had already requested James Vanar, Town Accountant, to act as coordinator and information center in this regard and directs all inquiries of department heads to him.

Members of the Finance Committee, Marjorie Wallace and Gerald Orris, expressed their belief that it was important to purchase computers which could communicate with each other, preferably from the same vendor.

It was on motion unanimously

VOTED: To designate Town Accountant James Vanar as Town Computer Coordinator, and to direct him to consult with every Town department to ascertain all needs.

Fee Survey

The Board directed the Executive Secretary to check all fees annually for possible increase, and further, to conduct a survey of all fees with recommendations to be submitted to the Board of Selectmen no later than July 1, 1985.

Approve Sign Bylaw Article

It was on motion unanimously

VOTED: To approve for submission, subject to further review and amendment, an article for the 1985 Annual Town Meeting to amend the Sign Bylaw.

There being no further business, the meeting was adjourned at 12:30 p.m.

Attest: _____

Richard E. Thompson
Executive Secretary