

MINUTES ELIOT BUDGET COMMITTEE

JANUARY 22, 2013

PRESENT: Roland Fernald, Rebecca Davis, Edward Strong, Robert Fisher, Bill Jacques, John Reed (6:18pm)

ABSENT: Jeff Pelkey

Meeting opened at 6:05pm

BUSINESS

1. MINUTES : January 8, 2013- Motion by Strong, 2nd by Fernald to accept as written. Vote: 4-0, Chair concurs
2. Revenue and Expense report for December was distributed to members by the Chair.
3. Notes taken by Rosanne Adams of joint meetings with Selectmen and department heads were made available to those wishing. Any further meeting notes will be sent to Strong while on vacation.
4. DISCUSSION ON QUESTIONS FOR DEPARTMENT HEADS :

A) DPW : Comments -wondering when Selectmen will be making decision whether they will bond the road maintenance costs. Need to know what the plan is and what the plan will be if the bond is voted down. We do have an emergency fund to use if it fails. Question as to which roads not done last year will be done this year. Instead of doing all at once could he prioritize roads and see if could be done over a longer period of time without a bond. Strong said he believes that Joel is preparing a list of roads and cost. . Fisher questioned the need for work on the culverts on Frost Hill, Depot and Brixham. CONCENSUS to wait for more information on Joel's plan in order to ask intelligent questions

Questions to DPW:

- How many people are employed in the full time summer maintenance positions and their salaries? What was the hourly rate last year and what it is this year? 3 months - why the amount is up
- Clarify equipment rental (Service Fees 50-30) What equipment and what is it for?
- Come up with a secondary plan for road repair/maintenance: setting priorities for road re-paving and fixing as we go.
- Clarify if the snow removal overtime budget includes benefits.

GENERAL QUESTIONS/REQUESTS:

- Need figures on salaries in all the budgets without that 4% cola being added in.
- Totals in proposed budgets should include BENEFITS for purposes of the budget review process. (In order to do this Ed would have to change the formula in each of the budgets.)
- Is there open enrollment time period for health benefits? [Can changes be made anytime?]

- Still trying to get blank cells filled in. Need documentation to verify that the entries are valid.
- Request supporting documentation for all the fringe benefits for all town employees. [Specific breakdown of all benefits - how much and what it is for.]

GENERAL DISCUSSION –

- Overage account for fuel costs – CONSENSUS BY THE BOARD that putting fuel cost overage in a reserve account and draw from that account when budgets are over is a good idea. I would be good to have % of increase for each department be the same so that all requests will be equally raised.
- Department budgets did not explain their increases over 3%. Needs to be in writing. – CONSENSUS BY THE BOARD to make the request again.
- Request that they take the budgets submitted and each department present a flat budget and what that would mean for their department.
- Encourage the selectmen and department heads to be aware of what might happen with no state revenue sharing for the town this coming year. What would the budgets look like without the revenue sharing component?
- Hiring freeze? No new programs or employees while in union negotiations. How will hiring help the department? Example - Joel's budget only has \$35000 (for snow plowing) in it and a new employee will cost over \$50,000.

B) POLICE DEPARTMENT

Discussion noted that \$45,000 for overtime was agreed upon by the Chief which reduced the initial overall budget; That there is no increase in the amount for "Dispatch" because we are still under a contract that doesn't end till 2014; That last year's purchase of a vehicle was supposed to be a patrol car but instead a car was bought for the chief; That the detective was supposed to relieve overtime costs but because his is not a salaried position it did not work the way it was expected. Perhaps the Lieutenant could have served in that position (overtime)? It may be that union people have to be offered overtime first?

- Was there a clerical error in the Chief's salary resulting in a double step increase? Need to follow up on this question.
- Outside activities - showing reimbursement within the budget for services provided. Revenue should show that those amounts are being paid back. Also, there was income of \$10000 from a drug investigation used by the department. It needs to be shown in the budget, but how? At the very least there should be a note on the budget sheets showing these amounts.
- Requesting the police schedule for the month might be a help in understanding the rationale for the manpower request. [How many officers are on at any given time?]

C) ADMINISTRATIVE

- How many employees are still in the step system? What step is each at?
- Ask again for the 14 page budget spread sheet in electronic form from Dan.

- Need a breakdown of revenue projections.
- Need a breakdown of fringe benefits - insurance, FICA, etc. costs
- Need an explanation of all increases.
- They are asking for 2 new people but is it included in the budget request for this year?
- Breakdown of Legal fees and why the money has been spent down. Need to ask again how much is in the account closer to end of the budget cycle before making a recommendation.

COMMUNITY SERVICE

It was noted that the department head said she would have the information requested at the joint meeting with the BOS by this coming Friday [Jan 25].

- Still looking for a full accounting from the department.
- Need to know the Employees, full and part time whether paid for by enterprise fund or not, salaries, etc.
- Grants and user fee breakdowns - Kid's Play, Adult Rec, Senior, Youth Bound, etc.
- The amount listed for the director and assistant director salaries do not add up. This needs to be checked. Do the amounts for them occur in the "administrative" salaries entry?

Meeting closed at 8:24pm.

Respectfully submitted,

Rosanne M. Adams

