

TOWN OF WILTON BUDGET COMMITTEE

Location: Wilton Town Hall: Selectmen Office
7:00 P.M.

FINAL MEETING MINUTES December 11, 2014

Members Present: Chairman Cary Hughes, Betsy Castro, Harry Dailey, Caitlin Maki, Joe Torre, Bill Condra, Selectmen Rep., and Dawn Tuomala, Secretary

Audience: Chief Gary Zirpolo, Ambulance, Chief Brent Hautanen, Police; Mr. Steve Elliott, DPW Director; Ms. Pam Atwood, Jerry Greene, Treasurer, Tom Schultz, Tom Herlihy, Chris Carter

1. Chairman Hughes called the meeting to order at 7:00 PM.

2. Review and Approval of December 4, 2014 Minutes

Motion was made by Ms. Castro to accept the minutes of December 4, 2014 as amended; seconded by Ms. Maki; 4 in favor; 1 abstained; motion passed.

Ms. Maki had various typos; Chairman Hughes stated that on page 3 line 3 revise 501(3)c.

3. Budget Presentations along with any CIP and/or Bond Requests:

a. Ambulance Department

Chief Zirpolo presented the budget stating that there is a 0.5% reduction from last year. The new ambulance will have a \$1,000 in the automotive line that is for oil changes, fuel filters and diesel exhaust fluid. The emissions on the new vehicles will shut down a vehicle once they have reached their limit. An emergency vehicle cannot be shut down so this system works as a temporary bypass.

On the new equipment line \$2,500 has been added to purchase a repeater to be put in the older ambulance. It is used to boost the communications in areas with limited reception. Wages were over on EMT's and under on intermediate wages. The hours have been shifted to accommodate the actual hours used and then a 1% raise was applied. The volunteer reimbursement is a yearly stipend for the deputy and the captain. The instructor wages are expensed out but then come in as tuition under income. He has been teaching CPR classes verses paramedic classes. On-call wages of \$2 per hour are paid for those who are waiting for a call at home. If there is a call then they get their usual pay. There are 108 hours per week budgeted for a full complement of round the clock coverage.

Travel and entertainment are actually used for mileage and not entertainment. This line item description will be changed to reflect its actual use.

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There was a question raised about security at the building since there presently isn't any fire or alarm system at the ambulance bay. Quotes have been estimated at \$10,000 to \$11,000 for an alarm installation. The association owns the building but the town is responsible for any upgrades. There is no difference in the insurance costs whether there is an alarm system or not. The question should be asked of the Town Attorney, does the Town have the right to co-sign a mortgage or guarantee the payment.

Mr. Greene stated that the Fire Alarm doesn't do anything but a sprinkler system would make more sense. It would be more cost effective if the association were to refinance or take out another mortgage and then pass on the cost to the towns. The towns are not allowed under the law to have a mortgage. The expense of the system would protect the town's investment. The present mortgage is a variable rate of 3 to 4%.

Mr. Zirpolo would also like to purchase another power lift stretcher for the other ambulance for \$17,000 to \$18,000. There was also consideration being given to putting Wilton's portion of the cardiac monitor into a capital reserve account this year instead of waiting until 2022. The monitor will no longer be supported after 2016 and if it breaks than they will need another one to be able to function. If half the money is in the reserve account, a monitor could be leased for the remainder of that year and at Town Meeting monies could be taken out of the reserve account and the rest could be raised for the monitors purchase.

b. Fire Department – Request was made to delay this until next week.

c. Police Department

Chief Hautanen explained that there isn't much of a change in the building. This year the AC units were serviced and the building was painted. Next year there will need to be maintenance on the sally port door since it is raised and lowered so many times in a day.

Chief Hautanen stated that he put in the 1% in the administrative civilian positions and that after discussion he put the second half of the officers raises as they were proposed last year. He stated that if a committee were formed to help evaluate the pay of town employees he was willing to be on the committee. Having a set program will benefit the town and help with the raise decisions in the long run.

The new equipment line has \$14,000 in it to replace all of the workstation computers and 2 of the laptops in the cruisers. The workstations are 6 years old and run of XP and they are experiencing hardware issues with them. He was also able to reduce the number of computers in the station by 2. The laptops are now 8 year old tough books which were obtained free of charge from the State.

Chief Hautanen plans to use the Drug enforcement money to pay for half of the computers. On November 5th he sent in an application to the NH Department of Homeland Security to obtain a grant for the remaining amount. Since he doesn't know whether he is able to get the grant or not he has also put the remaining amount in the new equipment line. This would account for \$7,000 in the new equipment line. If he is awarded the grant he will only have 30 days to purchase the equipment. Therefore he

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will be able to use the Drug money immediately as he has control of the way that is spent.

The remaining \$7,000 in the new equipment line would be for the purchase of an forensic kit, software and hardware. This will allow the Town to quickly obtain and process information from a person's computer and to be able to use it as evidence in court. This way they won't lose evidence and potentially set a criminal free. Computers today are a huge part of everyone's lives. They will all have to take the basic class which they can get on line. The other option is sending someone to Alabama for 5 weeks.

The capital request this year will be for a new cruiser and an SUV next year. The cost of the car went up a little bit and there is a \$12,229 cost for outfitting the car with all new equipment and lettering. The equipment from the old car won't fit in the new one.

There is also a request for new two-way radios; they have one new one and 3 others are now 20 years old. They were purchased with a grant when they were giving out radios. The radios are no longer supported or fixed by Motorola so they need to replace them. These are used to dispatch to other units. The portable units are over \$5,000 a piece and these are only \$3,000.

d. Sewer Department

Mr. Herlihy presented the sewer budget explaining that they don't know exactly how much money is left over from the bond on Maple Street. They can use that money to pay off the principle on the bond payment. He questioned if the principle payment of \$15,000 was paid out of this fund this year. They felt that there was 2 years of payments that were remaining from the bond. It was stated that this bond was put together with the Fire Station bond and there hasn't been an accounting for what remains from either bond. An expense report should be prepared for each the Fire Station and the Sewer bonds. Mr. Greene will look into this matter and report back next Tuesday night.

There has been a 12% increase from the Town of Milford due to a new 10 million dollar capital improvement plan. They will be \$71,000 under and could have another rate increase to make up the difference. The Sewer Agreement Administration charge was dropped from the original budget and has been added back in. It was there last year, when the numbering system was added this year that line was inadvertently dropped.

e. Water Works

Mr. Schultz first wanted recognition that the water works is it's own entity and not a department of the Town as was put inadvertently on the agenda. They are submitting a budget 0.5% below last year's budget. There are a number of lines that will need to be reviewed prior to the final budget such as FICA and 457(b) values. The hydrants have been added back in this year. The assessment management grant was for the generator. On the income side 50% was returned back in a state grant.

The goal was to hold the raises to 1% as requested even though the Town doesn't have control over the Wilton Water Works. When asked about the new over time line it was suggested by Mr. Torre for better management tool since the superintendents line is

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being exceeded by over time. He works 7 days a week 24 hours a day. This would be a not to exceed number. The pump system can function for only 24 hours on its own before it needs to have human intervention. They physically need to have someone do work and testing each day. There is a backup person for holidays and vacations. There is also a line item for a second person as some of the jobs are 2 person jobs.

They don't have any major projects planned for this year. They did obtain a grant to purchase an ipad and to buy some storage in the cloud. They will be able to map out their system. Once a complete overview of the entire system is produced then an engineering study can be done so that they can then plan a replacement schedule of the system. This could be for the Town's entire infrastructure the water works are responsible for.

There was one hydrant that was out of service so only \$19,965 was spent from the \$20,240. A new number will have to be given for the hydrants line item budget for next year since they have added a new hydrant. They have also added 50 new customers in the Pine Valley Units. They are a two Town Water District and have close to 100 Milford customers.

4. Other Business – None at this time.

5. Adjournment

The next meeting will be on December 16, 2014 at 7:00 at the Wilton Town Hall.

A motion was made to adjourn the meeting by Mr. Dailey and seconded by Ms. Castro; all in favor. The Budget Committee was adjourned at 8:47 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary