

# TOWN OF WILTON BUDGET COMMITTEE

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

## DRAFT MEETING MINUTES December 16, 2014

*Members Present: Cary Hughes, Harry Dailey, Joyce Fisk, Caitlin Maki, Donna Pucciarello, Joe Torre, Bill Condra, Selectmen Rep., and Dawn Tuomala, Secretary*

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

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

### 2. Review and Approval of December 11, 2014 Minutes

**Motion was made by Mr. Dailey to accept the minutes of December 4, 2014 as written; seconded by Mr. Torre; 3 in favor; 2 abstained; motion passes.**

### 3. Budget Presentations:

#### a. Sewer and Fire department Bonds

Mr. Greene stated that in his research he determined there is about \$50,000 left over from the Sewer project but he doesn't know the exact number. The Sewer Commissioners can establish a reserve account to put this money in; this can only be used to only pay down the principle of the sewer bond. The sewer and fire are one bond for a total of \$102,500 but they each have their own principle bond sheet with different interest rates. Mr. Greene estimated that the Fire Bond was mostly spent; if there is anything left it is only a few thousand dollars but he didn't have an exact number. They will change the payment to show it coming out of this account instead of the general expense account.

#### b. Town Office Budget & Small Budgets

Mr. Greene presented the Town Hall Budget for the Town Offices. There is an increase in training of 400% which is due to an increase in new software that Ms. Farrell is hoping to purchase in order to be able to take credit cards and simplify operations. The cost of the hardware is \$1,900 which comprises a part of the new equipment line account number 2006. The bottom line was able to come in below last year's budget so he decided to project a 3% raise for the employee labor lines.

Contract services account has been increased to cover the contracts on the postage meter, the copier, the fire sprinkler system and it will now include the new web site for

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1 \$1,500. There is a new line called Special Projects which is for extra help. The  
2 Selectmen are now running longer and more meetings making the data entry too  
3 burdensome for one person so they plan on bringing in someone part time. This person  
4 will also help Todd with the 20% yearly assessment updates (or about 400 entries).  
5 They may or may not hire someone to do the work. The labor line of 2012 should be  
6 adjusted to \$40,000. The bottom line is \$319,914 or is down 1.6%.

7  
8 The Town Hall Building has had an increase of 6.9%; PSCO has been projected to  
9 \$6,000 but with the proposed rate increase they have now projected it to \$6,500. The  
10 new equipment is down to \$6,000 instead of \$7,000. The Selectmen are proposing to  
11 add a new electronic keying system to see who goes in and out of certain areas. The  
12 Town Hall keys are no longer protected and can be copied anywhere leaving the Town  
13 Hall unprotected. The janitor line has been increased to bring him more in line with the  
14 pay of other janitors serving other Town buildings. This is part one of a 2 part increase;  
15 the remaining amount will be increased next year. There are various Town Hall roof  
16 repair projects which are estimated totaling \$10,000. The roof repairs will be done in  
17 several different jobs and won't be done all at the same time. The Town Hall building  
18 expenses total \$51,460; when added with the Town Office bring the combined total of  
19 \$371,374.

20  
21 Ms. Atwood presented the smaller budgets. The Town Officer salaries will remain the  
22 same. The elections have to be increased to \$1,990 due to do a required revamping of  
23 the system. The MAC Base has increased 20.1% for the next year. Mr. Herlihy  
24 requested an additional amount of \$500 be added to the emergency services line. He  
25 uses his own computer and would like to have a computer at his desk in the Fire Station.  
26 This will help to keep all of the pertinent information on that computer and not to have it  
27 at home.

28  
29 The hydrants account line has been estimated but will need to be verified by the Water  
30 Works Commissioners. In September, the cost of electricity for the street lights was  
31 reduced. A little over five years ago the street lighting was updated to help save  
32 electrical costs; the final payment was made in September so we have started to receive  
33 the benefits of the savings. There is an anticipated PSNH rate increase; the amount will  
34 have to be verified again before the final. The Unemployment line, Public Liability  
35 Insurance and the Workmen's comp insurance will have to be checked and divided out  
36 between the respective departments. The FICA and Police Retirement amounts will  
37 have to be verified after the payroll raises have been determined. There will also be  
38 changes in the health and dental insurance line; there will be a 2 family changing to a  
39 family plan. The amount shown on the insurance line is the total amount; employee's  
40 portion will have to be taken out. Presently there is an estimated \$261,000 total for the  
41 benefits package.

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44 **c. Recycling**

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46 Mr. Elliot presented the budget stating that there is only about \$13,000 left in the budget  
47 until the end of the year. There were unanticipated issues this year. The sewage  
48 disposal system needed to be replaced totaling \$13,000. They only had one hazardous  
49 waste day instead of two days saving \$10,000. There are several lines that will need to  
50 be reclassified. The dumpster hauling is at \$160,000 due to an increase in services.  
51 Presently, they have to pay for trucking after receiving the payment. Next year, the

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1 trucking bill will come out from the payment directly. There has been a lot more tonnage  
2 this year and we will be really close on that.

3  
4 They also have had an issue with decaying concrete in the area where they scoop up  
5 the glass and cans so they have had to repave the area. They also created a wider  
6 entrance with an extra lane for better access and egress. More money has been  
7 estimated in the building repair line due to an energy audit. The report has  
8 recommended a few changes in the building to reduce heating/electric costs. On the  
9 other side, the income has also gone up to \$128,000 so far for this year.

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11  
12 **d. Cemeteries**

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14 Mr. Elliott and Mr. Jowders presented the cemetery budget. They are proposing to add  
15 another part time employee to be hired from just before Memorial Day to mid-August.  
16 This position will be split with the Parks and Recreation Department. They need to have  
17 extra help to improve the appearance of the cemeteries; they want to keep improving the  
18 visual aspect of the cemeteries. They have used up to 4 people in the past, then cut  
19 down to 3 and now they only have 2 people. Due to the amount of work they need to  
20 increase the number back up to 3 people. This position will be for a total of 15 weeks at  
21 \$12 per hour; totaling \$3,400.

22  
23  
24 **e. Parks and Recreation**

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26 The Park and Recreation has an increase of 1.5% due to the extra person which is  
27 being split with the cemeteries. There was discussion about putting in reserve funds for  
28 a new lawn mower. The lawn mower will need to be replaced every 10 to 12 years. The  
29 frame on the oldest machine was broken this year but it has been repaired. One option  
30 might be to put \$2,000 in a capital reserve account every year by a Town Warrant. The  
31 account should be broad enough to cover all of the equipment so as to not set up too  
32 many accounts. This will be discussed further.

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35 **f. Highway Department Budget**

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37 Mr. Elliott stated that the budget was down 4.8% and that he put a 3% increase on the  
38 labor lines. The culvert and pipes line is also in resurfacing so this line item hasn't been  
39 used for a number of years. The motor oil and grease price was up due to the amount  
40 of breakdowns this past winter. When the hydraulic hoses break there is no way to save  
41 the fluids therefore the amount on this line has been increased from \$800 to \$1,200.  
42 The CDL license holders are required to take a physical which is included in the medical  
43 lines.

44  
45 They have had major breakdowns in the past month but have now gotten rid of the old  
46 white mac and have the new 6 wheeler. The new pickup is also in use and they plan to  
47 still use the old one to do the cemetery work. They have always had a spare, so they  
48 plan on parking the 2003 out back instead of totally getting rid of it. This will also reduce  
49 the cost of repairs.  
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1 The EPA didn't finalize the regulations this past year so the line item for the Stormwater  
2 plan was only used minimally. The plan is to encumber \$25,000 from this year and put  
3 \$50,000 in for the coming year. The labor – part time has only used \$395 this year.  
4 This line was intended for use in case of emergency such as when contractors need to  
5 be hired to remove the snow from the downtown area. Under Highway building the  
6 heating fuel has gone up a bit and they are considering a new building.  
7

8 Mr. Elliott presented CIP requests to replace the 2002 one ton truck for \$73,000 which  
9 will come with a center hydraulics system and a stainless steel body. They will keep the  
10 stainless steel sander since it is only 4 years old and they just replaced the belt on it.  
11 They have a one ton pickup that is used a lot along with 4 six wheelers for snow  
12 plowing. They use the six wheelers in the summer for hauling. The backhoe is getting  
13 older and needs to be replaced at a cost of \$100,000. The loader is also up for  
14 replacement and will cost another \$250,000. He would like to start putting money in the  
15 capital reserve account for these items.  
16

17  
18 **g. Resurfacing Budget**  
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20 Mr. Elliott stated that he has not changed the bottom line. He met with the Selectmen  
21 last night to discuss the road plan. This is an 18 year plan that he has been following  
22 and is about half way through the plan. The original idea was to increase the amount  
23 put into the plan over time but this hasn't happened. In addition to reclaiming roads over  
24 time the plan specifies to put a sealer on the roads that have already been reclaimed.  
25 The idea being to "keep the good roads good". The plan for next year is to reclaim King  
26 Brook Road for \$128,000, Holt Road for \$94,000 and to do Prince, Livermore and  
27 Tremont streets. These roads were to be done this year along with Russell Street but  
28 due to the construction at FRES they weren't done, instead the sealer was put down on  
29 the Burton Highway. The streets in town not only need the road reclaimed but they need  
30 to be engineered and new drainage installed. There will also be money for Tremont  
31 Street coming as part of the FRES addition/remodeling project. They will need to work  
32 on the scheduling of this project.  
33

34 Comments were made about several of the roads in town being in bad shape. Mr. Elliott  
35 explained that there are several roads in Town that are under State control therefore it is  
36 not our responsibility to fix them. Roads include the end of the Burton Highway, Abbott  
37 Hill Road, Gage Road and Whiting Hill Roads. There is a new foreman for the State in  
38 charge of these roads, his plans are not known.  
39

40 **h. Fire Department Budget**  
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42 Chief Dick presented the budget stating that the operating budget is proposed to  
43 decrease by 4.5%. There has been an increase in the engine 1 repair line due to a rust  
44 hole in the equipment compartment. This needs to be repaired so they don't lose any of  
45 their equipment out of the box. The reimbursements are the stipends that the firemen  
46 get at the end of the year. Each company captain makes recommendations each year  
47 for what the reimbursement should be to each individual depending upon their  
48 participation.  
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1 Under the new building portion of the budget the heating fuel will have to be reviewed  
2 once the final year end numbers come in. Last year they used the amount that was  
3 recommended to them by the architect. The electric bill has increased.  
4

5 The janitor line is paid out once a year; this has proven to be the most cost effective way  
6 to handle this. There are actually 3 different people that take care of the station. Two  
7 are on the inside and one works on the outside. Overall the budget has come in 12.3%  
8 less than last year's budget.  
9

10 Chief Dick described capital items needed this year. This included a breathing air  
11 compressor for \$20,000 to \$25,000. They will then ask for the remainder of the  
12 assumed \$50,000 amount to be put into the Capital reserve account for a future fire  
13 truck. These will need to be 2 separate warrant articles.  
14  
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16 **4. Other Business**

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18 Chief Zirpolo questioned the differences in the raises from 1% as was requested in the  
19 Department head letter and the 3% that has been used tonight. This will be discussed at  
20 the January 8<sup>th</sup> meeting. There has been a request from Selectmen Kermit Williams to put  
21 the joint meeting off with the Selectmen until he returns from vacation. On January 15<sup>th</sup>  
22 there will be a meeting with all of the participating towns regarding the Recycling Center and  
23 the Ambulance. We must have the labor discussion prior to the meeting with the other  
24 Towns. The decision was made to add an extra meeting on January 14<sup>th</sup>; this will be posted  
25 as a joint meeting; this date will be verified prior to posting.  
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28 **5. Adjournment**

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30 The next meeting will be on January 8, 2014 at 7:00 at the Wilton Town Hall.  
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32 ***A motion was made to adjourn the meeting by Mr. Dailey and seconded by Mr.***  
33 ***Torre; all in favor. The Budget Committee was adjourned at 8:40 PM.***  
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37 Respectfully Submitted,  
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40 Dawn Tuomala, Secretary