

TOWN OF WILTON BUDGET COMMITTEE

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

FINAL MEETING MINUTES December 16, 2014

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

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

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

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

c. Recycling

Mr. Elliot presented the budget stating that there is only about \$13,000 left in the dumpster hauling line item 4207 until the end of the year. There were unanticipated issues this year. The sewage disposal system needed to be replaced totaling \$13,000. They only had one hazardous waste day instead of two days saving \$10,000. There are several lines that will need to be reclassified. The dumpster hauling is at \$160,000 due to an increase in services. Presently, they have to pay for trucking after receiving the

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

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

d. Cemeteries

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

e. Parks and Recreation

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

f. Highway Department Budget

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

They have had major breakdowns in the past month but have now gotten rid of the old white mac and have the new 6 wheeler. The new pickup is also in use and they plan to still use the old one to do the cemetery work. They have always had a spare, so they plan on parking the 2003 out back instead of totally getting rid of it. This will also reduce the cost of repairs.

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The EPA didn't finalize the regulations this past year so the line item for the Stormwater plan was only used minimally. The plan is to encumber \$25,000 from this year and put \$50,000 in for the coming year. The labor – part time has only used \$395 this year. This line was intended for use in case of emergency such as when contractors need to be hired to remove the snow from the downtown area. Under Highway building the heating fuel has gone up a bit and they are considering a new building.

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

g. Resurfacing Budget

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

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

h. Fire Department Budget

Chief Dick presented the budget stating that the operating budget is proposed to decrease by 4.5%. There has been an increase in the engine 1 repair line due to a rust hole in the equipment compartment. This needs to be repaired so they don't lose any of their equipment out of the box. The reimbursements are the stipends that the firemen get at the end of the year. Each company captain makes recommendations each year for what the reimbursement should be to each individual depending upon their participation.

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Under the new building portion of the budget the heating fuel will have to be reviewed once the final year end numbers come in. Last year they used the amount that was recommended to them by the architect. The electric bill has increased.

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

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

4. Other Business

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

5. Adjournment

The next meeting will be on January 8, 2014 at 7:00 at the Wilton Town Hall.

A motion was made to adjourn the meeting by Mr. Dailey and seconded by Mr. Torre; all in favor. The Budget Committee was adjourned at 8:40 PM.

Respectfully Submitted,

Dawn Tuomala, Secretary