

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING

APRIL 13, 2016 – 6:00 P.M.

JOINT MEETING WITH FINANCE COMMITTEE

Board Members Present: Chairman Joseph Rapoza; Vice Chairman Jennifer Dean Wing; Secretary John Laura and Roland Barrett

Others Present: Executive Secretary Helen Coffin; Finance Committee Members Richard Crivello, Paul Ouellette and Michael Foster

Chairman Rapoza calls the meeting of the Board of Selectmen to order at 6:10 p.m.

The Board reviews the April 13, 2016 version of the FY17 Proposed Operating Budget. Coffin explains that due to some confusion with the title of the budget line items, they have been adjusted to reflect employees who paid by salary, hourly or stipend. The Chairman commences reading aloud the total wages and total salaries of each department with line items held and discussed as requested.

Moderator Budget. Crivello advises that Mr. Davis requested a separate line item for legal expenses but the Finance Committee didn't think this was necessary. The Selectmen are in agreement so the line item is left as is.

Town Administrator Budget. Barrett would like to see the Executive Assistant increased by \$5,000 to \$30,000 and the Town Administrator Salary decreased by \$5,000 to \$65,000. He feels \$25,000 isn't enough for an assistant for the new Town Administrator. Brief discussion follows. Crivello suggests that the line item can be adjusted at the Special Town Meeting in the fall if the additional funds are needed.

Town Accountant. Discussion regarding the \$6,000 request for software maintenance. It is still unknown whether we will receive the grant for new accounting software. Ouellette believes it is customary that the first year's maintenance is worked into the cost of implementation and feels this could be reduced back to \$2,200.

On a motion by Wing and second by Laura, the Board votes unanimously to reduce the software maintenance line item to \$2,200.

Assessors Department. The Board of Assessors recently revised their initial budget request and lowered the number of hours for the Assistant Assessor and added funding for clerical help. The hours of the Assistant Assessor would be increased to 30 and an increase in hourly rate to \$18.00 per hour is requested. Wing supports the increase in hours but doesn't support any additional in the hourly rate at this time in the budget process. There is general agreement among the Board members to withhold any increases in rate as this time but that increases in hours are necessary.

On a motion by Wing and second by Laura, the Board votes unanimously to reduce the Assistant Assessor line item to \$25,538.

Town Counsel Budget. Coffin advises that she carried the FY16 line item to FY17; however, with the upcoming changes in administration and things the Board will be requesting, it may be wise to consider increasing the line. There is general agreement to leave the item as is for now and revisit it at a later time.

Town Clerk Budget. Brief discussion regarding the request of the Town Clerk to restructure the wage line items. The Board is in general agreement to leave these as requested.

Planning Board Budget. Increases in wage line items were requested.

On a motion by Laura and second by Wing, the Board votes unanimously to reduce the Secretary and Town Planner to the FY16 numbers.

Zoning Board Budget. Coffin did receive a budget from the Zoning Board.

On a motion by Laura and second by Wing, the Board votes unanimously to level fund the Zoning Board budget.

Town Hall Budget. Discussion regarding the wages for the Secretary position. There is an increase in hours requested. The hourly rate cannot be increased as it is at the maximum level for the grade. Coffin would like to see the position moved up a grade. The Board will address this during the review of the warrants. The Janitor line items should be reduced to the FY16 rate. Discussion regarding the custodial labor item.

On a motion by Wing and second by Laura, the Board votes unanimously to increase the hours to 19.5 for the Town Hall Secretary.

On a motion by Wing and second by Laura, the Board votes unanimously to reduce the custodial labor to \$5,000.

Inspectors. Explanation is given regarding the new line items for the Inspector fees due to the elimination of the revolving funds.

Tree Warden Budget. Coffin didn't receive a budget from the Tree Warden.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the Tree Warden budget.

Communications Budget. The clerk's hourly increase should be eliminated.

On a motion by Laura and second by Wing, the Board votes unanimously to reduce the Communications Clerk line item to the FY16 number.

Cable Department. Explanation is provided for the new Cable Department budget in the operating budget due to the elimination of the revolving funds. However, this will not be funded by tax revenue; it will be offset by the PEG account.

Education Budget. Lengthy discussion regarding the BMR budget presentation and request for additional contribution. Ouellette explains the figure does not include costs for medical insurance or increases for teacher salaries. He suggests the Town provide around the same additional funding as last year.

On a motion by Laura and second by Wing, the Board votes unanimously to reduce the BMR line item to \$2,429,597, being the minimum, exclusionary plus \$120,000 additional.

MES Landscaping. There is question as to why the Town pays this maintenance expense. It is generally felt this should be paid by the District. Item is on hold until Coffin can look into the matter further.

Highway Budget. There is a light increase in the Labor salary line item.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the \$30,000 request for Highway Labor.

Road Repairs. Discussion regarding the Chapter 90 availability and projects planned. The general feeling is that Chapter 90 can be used for the projects if they're bundled together and this line item should be reduced to the FY16 number.

On a motion by Laura and second by Barrett, the Board votes unanimously to reduce the Road Repairs line item to \$30,000.

Street Signs. There is an increase in the street signs line item. Brief discussion regarding the state requirement for reflective signs.

On a motion by Laura and second by Barrett, the Board votes unanimously to accept the \$6,500 for street signs.

{Wing leaves at 8:10 p.m.}

Stormwater. Brief discussion regarding the state mandate and the items that must be completed. This item has increased but part of it is only a one-time increase. A portion will continue going forward.

On a motion by Laura and second by Barrett, the Board votes unanimously to accept the \$23,200.

Board of Health. The secretary's line item should go back to the FY16 numbers.

On a motion by Barrett and second by Laura, the Board votes unanimously to reduce the secretary's line item to FY16 numbers.

On a motion by Laura and second by Barrett, the Board votes unanimously to accept the Board of Health expenses.

Senior Center. Brief discussion regarding the custodial line item and possibility that the expenses may increase based on the outcome of the Town Accountant's meeting tonight.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the total Senior Center wages budget at \$25,620.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the total Senior Center budget at \$43,380.

Veterans Agent. Coffin advises that Mr. Barber informed that he has another veteran which may cost about \$5,000 per year. Crivello understands that there is always a chance that this item could increase in the future.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the total Veterans Budget \$22,275.

Library. Brief discussion regarding the Librarian salary and how in past years a portion of it was paid through the Friends of the Library; however, this cannot continue any longer. Additionally, there was an increase in the books/periodicals.

On a motion by Laura and second by Barrett, the Board votes unanimously to accept the increase in the Library salaries.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the total Library budget at \$39,310.

Parks and Recreation. Coffin never received a budget. Another attempt will be made at clarification.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the department.

Memorial Park.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the budget.

Historical Commission. A budget was not received.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the department.

Memorial Day Parade. A budget was not received.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the department.

Centennial Celebration Committee. A budget was not received but the celebration will continue into the next fiscal year.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the department.

Flag Warden. A budget was not received.

On a motion by Barrett and second by Laura, the Board votes unanimously to level fund the department.

Debt and Interest.

On a motion by Barrett and second by Laura, the Board votes unanimously to accept the budget at \$55,640.

Assessors Overlay. Information was handed out regarding the available funding sources. Discussion follows regarding the Assessors Overlay accounts. The Town Accountant feels that FY07-FY13 should be released as funds should not be held for more than 3 years.

On a motion by Laura and second by Barrett, the Board votes unanimously to ask the Board of Assessors to release the Assessors Overlay for a total of \$166,529.31.

Special Town Meeting Warrant.

The Board reviews the six articles:

Article 1. Establish and Fund Public Safety Stabilization Fund.

On a motion by Barrett and second by Laura, the Board votes unanimously to approve the article as written.

Article 2. Rescind Vote Authorizing the Payment of Cable License Fees.

On a motion by Laura and second by Barrett, the Board votes unanimously to approve the article as written.

Article 3. Establish PEG Access and Cable Related Fund.

Held to update amount.

Article 4. Cable License Fees.

On a motion by Laura and second by Barrett, the Board votes unanimously to approve the article as written.

Article 5. Fund Other Post-Employment Benefits.

On a motion by Laura and second by Barrett, the Board votes unanimously to approve the article as written.

Article 6. Transfer from Public Safety for Vehicle Lease.

Held until after Capital Program Committee Meeting.

Annual Town Meeting Warrant.

The Board holds the Annual Town Meeting Warrant until 6:00 p.m. on Tuesday, April 19th.

ADJOURN

On a motion by Laura and second by Barrett the Board votes unanimously to adjourn the meeting at 9:15 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

John Laura, Selectman