

APPROVED

Budget Committee

Meeting Minutes

October 15,
2012

Present:

Shaun Lagueux- Chairman, Barbara Greenwood, Kerrin Rounds, Ron Preble, Dave Carr, Jon Thouin, Paul Manganiello, Mark Chevalier Ashley Dolloff

Absent:

William Cote, Tom Keegan, Dorcas Gordon, Jeff Shackett

Others Present:

Michael Capone – Town Administrator, Chief Steve Yannuzzi-Fire Department, Don Milbrand-Selectman

Call to Order:

Chairman Lagueux called the meeting to order at 7:00 pm.

Review of Minutes:

Chairman Lagueux asked the members to review the October 8th meeting minutes. Barbara Greenwood made a motion to accept the minutes as written, seconded by Mark Chevalier. All were in favor with one abstention by Ron Preble.

Old Business:

No old business was discussed.

New Business:

Chief Yanuzzi presented the fire department budget. The bottom line increased by \$27,000.

- Lines 110-195 reflect a 3.5% wage increase totaling \$14,539.
- Line 210 (health insurance with one change in coverage from single to family plan) and line 230 (retirement at ½ year increase) reflect a \$13,000 increase.
- No new fire equipment is being purchased. A computer is being replaced.
- Line 350 increased to provide department physicals.
- Ambulance billing money is for the third party billing agency, Comstar. Comstar charges 6 % based on revenue collections. They also provide collection services.
- Line 432 decreased. The station door project is completed.
- Disability and life insurance should not change.
- The formula to charge other towns for the ambulance is based on the cost for EMS from the previous year.
- Line 391 spending will increase for the cost of classes for training and education. A lot of the classes were grant funded this year and will not be next year.
- Line 814 (protective clothing) a second set of clothing is not being purchased.
- Line 664 (1990 Pierce Engine 4E4) is over budget and money was used from line 814.

- Line 610 (Supplies) is for items such as paper towels, etc. Line 620 (Office Supplies) is for ink and paper.
- Line 817 (Radio equipment) is for the replacement of older pagers. The radios are all narrow banded.
- Chief Yannuzzi discussed creating a reserve account funded with a % of revenues from the ambulance to pay for the purchase of future ambulances. The % of revenue amount might not work because revenues are not exactly known from year to year. A fixed amount would be better. A revolving fund could be established by a warrant article.

Chief Yannuzzi presented the Forestry budget. There were no calls for the forestry truck this year. It is kept down at the station in spring and summer. Money may be needed from these budget line items to pay for tires. The selectmen may move money for this purpose.

Chief Yannuzzi presented the Emergency Management budget. The bottom line is \$3500. Line 290 (Training) increased by \$2000 to pay for a 50/50 grant match for a tabletop exercise.

CIP items for the fire department include a capital reserve account for Engine 4 and money appropriated for a pickup truck to replace the forestry truck. State bid purchase pricing will be used for the pickup. The generator for the town offices building has \$13,000 appropriated to meet a 50% match on a grant. The grant application will be submitted after town meeting.

Member Comments:

Dave Carr queried the Chief to expound on the formula used to set the 2013 Ambulance rates for recipient towns. The Chief explained that the basis for setting the rate starts with the total EMS calls as a percentage of total calls received. The 2013 contract rate is based on 573 EMS calls vs. 894 total calls equating to 64% of the total operating budget.

Discussion ensued with regards to the formula i.e. transports non-transport and how the cost per call is arrived at. It was suggested by the Chief at this point that the Town Administrator send a soft copy of the 2013 Ambulance Contract presentation to the committee members for their reference.

Town Administrator's Report:

A modified budget schedule was emailed to committee members. A few department dates were changed.

The library project is progressing. Weekly meetings with CCI are held every Wednesday at 2:30 at the library.

Contracts are being finalized for the TE project. The project plans are at the town offices for viewing.

Adjournment:

Barbara Greenwood made a motion to adjourn, seconded by Kerrin Rounds, passed with all in favor. The meeting was adjourned at 8:00.

Respectfully submitted,
Wendy Costigan
Secretary