

Municipal Budget Committee

Meeting Minutes

December 7, 2010 6:30 P.M.

Corner Meeting House

Chairman Ron Mitchell called the meeting to order at 6:32 p.m. Committee members present were Ken Knowlton, Fred Wells, Albert Akerstrom, Ward Peterson, Ken Ellis, Tonyel Mitchell-Berry, Linda Frawley, Norma Patten, Glenda Hill, Selectman Ron Cormier. Others in attendance were Town Administrator K. Jeanne Beaudin, Budget Clerk Tracey Russo; Fire Chief David Parenti, Deputy Fire Chief Sean McCarty, Police Chief Vinnie Baiocchetti, Building Inspector Steve Dalton, Town Clerk/Tax Collector Cynthia DeRoy. Harrison Hass was present representing the Citizen.

Building Inspection: Building Inspector Steve Dalton gave an overview of his budget. He presented a history of permits from 2008 to present. In 2008 290 Building Inspection permits were issued compared to 233 in 2009 and 198 in 2010. Mechanical and gas permits issued were 56 in 2009, 65 in 2010 and none in 2008. Aquifer Inspections 2008-70, 2009-35, 2010-25. Apartment Inspections are new this year and he inspected 20. Some of the projects he was involved with include the Fire Station sprinkler system, Mill roof that he worked on with T.A. Beaudin, lighting upgrade at mill and park. Projects that involved his office this year include the Fed-ex expansion including truck bays and an office area, the Garden Oasis restaurant, Shooters Tavern, Metrocast, and Cupples Car Company. Fees on junkyards were increased to \$100.00 with the exception of green yard certifications of which we have one, and then the fees are waived. The total Building Inspection budget was decreased by 9% which does include salaries. Information Technology was decreased this year due to the fact the department just got a new system. The part-time field inspectors position was reduced from 15 hours per week to 10 as well as the wages being reduced, realizing a reduction of \$5483.00. There was some confusion over this position being the same as the part-time fire inspector position that the board had recently rejected, however this position has been in effect for three years. Some of the functions of this part-time position are to follow-up on enforcement cases through Planning Board and zoning violations, file review, communication with lawyers. Linda Frawley asked how these cases are prioritized. Steve explained that he looks at what impact they will have on the Town, but that first the complaint would need to be in writing. There is a process that must be followed concerning letters sent to the offender, and certain time frames must be met if one is missed the process starts all over. If a case does need to go to the court system it could take anywhere from 3-7 years. T.A. Beaudin explained the benefit to having this position is that the person is able to do more neighborhood checks picking up violations, and they have done many, many after the fact permits. Ken Knowlton made a motion to accept line items 4240-101 through 4240-999 Albert Akerstrom seconded; Linda Frawley opposed, all others were in favor motion passed.

Town Clerk: TC/TC Cynthia DeRoy began by commending the people of Belmont saying we were 93% collected for 2010 taxes. Her office collects revenue for a lot of departments including, code enforcement, police department, land use as well as handling a lot of Parks and Recreation mail. So far this year they have done 232 e-registrations and in 2011 they will be rolling out a new program to do e-taxes as well as water and sewer payments, and renew dog licenses. She did mention that a lot of bill paying is done online which is a time saver for all. They still are not taking credit cards, considering there can be as much as a 1-3% loss and municipal laws will only allow MasterCard and not Visa. There were 1312 dogs registered this year, and 63 police notices sent out with warrants for those who didn't register.

The Post Office informed TC/TC DeRoy that postage rates for first class and certified would be increasing this year, so that line item was not decreased. She reconfigured the hours between the two part-time clerks so one will work 25 hours and the other works 15 hours. The clerk's office is open 44.5 hours a week and she has a total of 120 of staffing to cover that. She is hoping to send people to certification programs this year. Ken Ellis made a motion to accept line items 4140-101 through 4140-505 Fred Wells seconded; all were in favor motion passed.

Elections: T.A. Beaudin explained that this budget covers special town meetings, general elections, supervisor of the checklists wages, ballot clerk meals, and supplies. This has been cut by 43% this year; we will only have the one town meeting. Linda Frawley asked what the cost of a voter checklist is, to which TC/TC DeRoy replied \$25.00. Ken Ellis made a motion to accept line items 4141-101 through 4141-990 Norma Patten seconded; all were in favor motion passed.

Financial Administration: TC/TC DeRoy began by saying there were 9,034 tax bills sent out, 1,804 water and sewer bills that are sent out four times a year, they are printed outside because the postage is cheaper. On 1/1/2010 all delinquent notices will be sent out for tax bills, certified letters will be sent out on March 1, 2010 as we begin the lien process. In October of 2008 there was \$186,300.86 in uncollected water/sewer bills and presently there is \$45,130.67. A few payment arrangements were made this year and one person was shut off. She has been working really well with Don Hurd the water department worker, taking over repair notices. The deeding process will start in August, which is a two month process. Tonyel Mitchell-Berry made a motion to accept line items 4150-101 through 4150-999 Norma Patten seconded; all were in favor motion passed.

Cemetery: This was postponed for a future meeting.

Civil Defense/Emergency Management: Chief Parenti explained there have been no changes in the last year, there weren't any emergency operations center activations since he has been here. He is looking into a grant program to update the Emergency Operations Management plan. Ken Ellis made a motion to accept line item 4290-999 Albert Akerstrom seconded; all were in favor motion passed.

Capital Vehicle and Equipment: Chief Parenti explained he is looking to replace two vehicles this year. The first is 3 Engine 1 which is a 1988 Pierce Dash with 3,978 hours on it. That

is the equivalent to 149,409 miles, he explained that there is no warm up or cool down time for these vehicles so that is a lot of wear and tear on the vehicle. This vehicle is not currently NFPA certified, it could be brought up to certification standards for around \$150,000. It has pump issues, body rust and numerous other problems. He is proposing \$450,000 for a new truck, and is hoping to purchase a demo truck which has been specked out to the teeth and usually has around 15,000 miles. The time frame for a new truck would be 7-9 months if no demo is available to purchase. Some tools would be removed from the rescue vehicle and placed on the new engine which would help with response time and serve to lighten the load on the rescue unit.

The second vehicle is 3 utility 1 which would be used to replace 3 forestry 1 and a new vehicle would be bought to replace 3 utility 1. The skid unit in back of 3 utility 1 would be removed and placed in 3 forestry 1, this contains a pump, tank, & hose reel. The existing Forestry 1 would be sold or traded whichever would bring a better value. Tonyel Mitchell-Berry made a motion to accept line item 4202-009 Glenda Hill seconded; all were in favor motion passed. Ken Ellis made a motion to accept line item 4902 Fred Wells seconded; all were in favor motion passed.

Chairman Mitchell asked Chief Parenti to speak about the ambulance situation. Chief Parenti explained that we currently have three ambulances which is a luxury for a town this size. He proposes in 2013 to trade in two of them and replace with one new one.

T.A. Beaudin mentioned the document restoration in the Town Clerk's office which is an ongoing process, Cynthia sends out a couple of books per year to be done.

Town Safety was reduced this year to \$2,000. Chairs were replaced in Town Clerk Tax Collector department. The joint loss committee is still active and performed a full round of inspections last year of all interior buildings and staff. Ken Ellis made a motion to accept line items 4902-060 and 4902-701 Fred Wells seconded; all were in favor motion passed.

Capital Reserve: Chief Baiocchetti said he is looking to replace two vehicles this year; one is his cruiser which he is looking to replace with a Ford Fusion. The cruiser has about 78,000 miles currently on it; it would be handed down to Code Enforcement. The other one he is looking at is a Crown Victoria to replace a low profile cruiser. He said the 2006 Sergeant's car has transmission problems and it is the last of the 2006 they had purchased which all had the same problem. It is the last one without the 100,000 mile warranty. Tonyel Mitchell-Berry made a motion to accept line item 4915-006 Ken Ellis seconded; all were in favor motion passed.

Next Meeting: December 28, 2010

Motion to Adjourn: By Ken Knowlton seconded by Fred Wells; motion passed meeting adjourned at 8:23 p.m.

Chairman Ron Mitchell

Ward Peterson

Tonyel Mitchell-Berry

Kenneth Knowlton

Glenda Hill

Fred Wells

Submitted By: Tracey Russo

Date: _____

Selectman Ron Cormier

Ken Ellis

Linda Frawley

Norma Patten

Mark Roberts

Albert Akerstrom