

WASHINGTON FINANCE COMMITTEE MINUTES

April 4, 2016

Meeting was called to order at 7:05pm

In Attendance: Kent Lew, Dick Spencer, Sean Connors, Mike Burke, and David Weissbrod

OLD BUSINESS

1. Finance committee meeting minutes from March 14, 2016, were approved.

NEW BUSINESS

1. Review of Updated Second Draft of FY17 Budget, including Proposal for Restructuring Building & Grounds and Highway budgets

Finance Board reviewed and discussed latest FY17 budget, as well as proposal for restructuring Building & Grounds and Highway budgets.

- (a) Reserve Fund. Recommended \$20,000, same as FY16.
- (b) Vocational Ed Tuition. Agreed to increase slightly to \$18,000, based on FY16 increase, for one student.
- (c) Vocational Ed Transportation. Based on assumption of one Washington student and three Becket students, total should remain at \$12,400, the same as FY16.
- (d) Highway Department. Acting Superintendent, Tom Johnson, in attendance for this discussion.
 - (1) Status of old (1976) tractor. After looking into its resale value, Tom said we probably wouldn't get more than \$2,000 for it despite its listed value of \$4,500. Tom said it's in decent condition and he thinks the Dept should continue to use it until it requires major repair or maintenance. This strategy will ease the new tractor's workload, hopefully prolonging its service. Then we can sell the old tractor for about the same amount we could get for it now. Tom understands the Board's concern for purchases of new equipment, encouraging more discussion before purchases are made.
 - (2) New Budget Restructuring of Highway Department accounts reviewed and discussed.

WASHINGTON FINANCE COMMITTEE MINUTES

April 4, 2016 – Continued

- a. Salaries. Salaries will include straight pay, including holidays, vacation, and sick days. Keeping the latter three items separate from straight proved to have no advantage. (\$126,880.)
 - b. Non-Winter Overtime. This will now be a separate line item and applies to emergency (non-winter) overtime. (\$5000.)
 - c. Winter Overtime. Applies to winter storm and emergency calls. Primarily for November-April time period, but also includes overtime applicable to freak snowstorms the rest of the year. (\$12,000.)
 - d. Road & Bridge Maintenance. Applies to stone & gravel, asphalt, culverts, signage guardrails, also including engineering services. (\$70,000.)
 - e. Winter Snow & Ice Removal. Applies to sand & salt, plow & sander parts & repair, and snow & ice-related contracted services. (Increased budget after board's discussion with Tom. Also discussed salt pellet size (1¼ inch used now) and possible use of smaller diameter. Tom noted that the town is low on salt. Board encouraged Tom to build up stock before end of current FY. (\$93,000.)
 - f. Tree Work. Applies to contracted tree removal services (non-emergency removal should be done in coordination with tree warden. (\$6,000.)
 - g. Fuel. For diesel & gasoline. (\$28,000.)
 - h. Equipment Repair, Parts & Service. Applies to major parts and repair services. (\$30,000.)
 - i. General Maintenance, Tools & Supplies. This applies to regular maintenance, parts & supplies (oil, grease, filters, belts, tires, welding gas, nuts & bolts, etc) and tools. (\$19,000.)
 - j. Hwy Dept Operating Expenses. This applies to utilities, training & licensing, inspections, uniforms & boot allowance, cleaning supplies & equipment, and general building repair. (\$19,000.)
- (3) Salaries discussed. Kent has discussed salaries with SelectBoard. All members of the Finance Comm agreed that after the 90-day trial period expires, Tom should be offered \$23.00 per hour, which includes a dollar an hour increase in FY 17. Kent noted that the town was lucky to have an experienced employee ready and able to do the job, avoiding a search for another candidate, and having to deal with the day-to-day operation until a new superintendent was found.

WASHINGTON FINANCE COMMITTEE MINUTES

April 4, 2016 – Continued

(3) –Continued. The other two crewmembers would receive a dollar an hour increase in FY 17 to bring their pay to \$19.00 per hour.

With Tom's departure from the meeting, the board continued discussion of the general budget.

(e) Police Telecommunications (623-5511) account. We all questioned the high rate. Current FY budget is \$4,512. Kent said he's investigating the need, mechanics and costs associated with the 623-5511 Police Phone account. We will discuss with Chief Breen and the SelectBoard next week but will keep budget at \$4,512. The board felt confident we could reduce this and still provide the required services.

(f) Washington Tracks. \$1,850, not \$2,000, should be enough, reflecting Kent's discussion with Tracks' staff.

(g) Building Inspector Salary. Budget reflects a 2½% increase per hour, for 150 hrs. (\$5,382.) We will keep Inspector Expenses at \$1,000.

(h) Transfer Station. We need to increase Facility Maintenance to \$7,800 to purchase new bottle bin for plastics and glass recyclable items, as there is currently no hope for any grant money.

(4) Town Building and Grounds Accounts Reorganization. Kent noted that this reorganization wasn't as intense as the highway dept accounts reorganization.

- a. Town Building Operating Expenses. Applies to phone, electricity, propane and security. (\$13,000.)
- b. Town Hall Repair & Maintenance. Applies to big repairs, materials and services. (\$4,400.)
- c. Maintenance Coordinator Reimbursement. Applies to compensation. (\$513.)
- d. Custodian Reimbursement. Applies to compensation. (\$3,403.)
- e. Town Office Supplies & Services. Applies to office supplies, misc, services, and postage. (\$1,240.)
- f. Town Office Equip & Support. Applies to computer support, equipment repair or replacement. (\$2,400.)
- g. Historical Properties Repair & Maintenance. Applies to materials & services for Old Town Hall, St. Andrew's Chapel, Little Red Schoolhouse, and Old Town Common. (\$2,000.)

WASHINGTON FINANCE COMMITTEE MINUTES

April 4, 2016 – Continued

- h. St. Andrew's Chapel Windows. Accumulating fund for stained glass window replacement. (\$1,500.)
- i. Cemetery Headstone Repairs. Accumulating fund for headstone repairs. (\$500.)

- (i) Free Cash. The board discussed lowering Free Cash account from \$50,000 to \$45,000. We will discuss with SelectBoard next week.

2. Funding for Eden Glen Cleanout and Dam

Discussed options. What is the latest information from Phil? Nothing approved for the project yet. Phil has proposed bidding out the work involved with the cleanout, with the rest of the project for Frost Road and the dam, or send out the cleanout effort as an option to the contract. Discussed options for borrowing or finding special funding for the effort. We originally planned to use Chapter 90 funding but haven't actually received it yet. Kent voiced his reservations about borrowing so much at this point. With the FY17 budget heading for approval so soon we need to discuss options with Phi asap and perhaps delay the effort and funding for a year. Chapter 90 money at end of FY16 is \$373,721, another \$169,000 coming? Frost Road work estimated at \$75,000. Maybe best option is to delay some of the work.

NOTE: We meet next Monday to discuss budget with SelectBoard.

Meeting adjourned at 10:04pm.

Respectfully,

David Weissbrod, Clerk