

Board of Selectmen  
Finance Committee  
Capital Improvement Planning Committee  
Tuesday, January 20, 2015

6:50 pm Meeting called to order for CIPC: Interim Chief of Police, J. Mulligan, presented a reconsideration to add two vehicles to the fleet, one additional marked unit and one additional unmarked unit. He said currently the only unmarked vehicle is the police chief's car; there are times when it is not available and officers need to use their personal vehicles. He said sometimes an unmarked car is needed for a very low key situation. He is proposing an SUV for the unmarked car at \$40,448 and a sedan for the marked car, a 2015 Ford Taurus at \$26,278. He is proposing leasing these vehicles at 6% interest; this would cost \$67,151 over the three years. At the end of the three years the town would own the two vehicles for one dollar. His proposal is that the chief's present car would be redeployed elsewhere in the department. He said another vehicle would not need to be purchased for three years and he is proposing a maintenance plan be put in place to maximize the life of the fleet.  
L. Sanders moved to purchase the two vehicles, the chief has proposed, from the parking meter fund; seconded by M. Sheedy, and not purchase another vehicle for the police department for three years. Vote: all in favor.

L. Sanders spoke about the parking meters. She said she thinks that the POM issues should be dealt with separately; it should probably cost about \$60,000 for the purchase of new meters. The replacement meters will be needed quickly in order to maintain the revenue from the meters in time for the summer season with both the higher rate and the credit card capability.

E. Lucas moved to add \$60,000 to the list of capital improvement projects to purchase new parking meters, seconded by M. Sheedy, Vote: all in favor.

7:10 pm CIPC Meeting adjourned.

7:10 pm Board of Selectmen Meeting called to order: Selectperson Sheedy called the meeting to order, all present except Chairperson Wilkinson.

April Town Meeting Date: Selectmen Murphy recommended changing Spring Town Meeting to Monday night. He recommended that a policy be developed going forward that if Town Meeting falls over Easter weekend or Passover, the meeting automatically shifts to Monday night. Selectperson Battistelli inquired if this would be a by-law amendment, because Town Meeting voted they didn't want a permanent change there. She said this will come up frequently. Town Moderator, R. Visnick, said he sent a memo in February of 2012 and he re-sent that memo recently. He said this is not an emergency and we are just a few months away from Spring Town Meeting. If we change the date we could be prohibiting someone who would like to participate in the meeting. He doesn't believe this is providing sufficient notice; he said he wants to protect the sanctity of the meeting.

June Michaels said she disagrees with the moderator. She said what town meeting rejected was the Monday night.

Pat Brown recommended not changing the date of the town meeting; she said the town vote was clear that the residents didn't want the date changed.

Selectperson Sheedy is in favor of leaving the date as scheduled.

Selectperson Lucas said she is in favor of leaving the meeting as scheduled; she said that Chairperson Wilkinson would like the meeting moved to that Monday evening in the hopes of increasing attendance.

It was decided to leave the Spring Town Meeting on Saturday, April 4, 2015; no vote is necessary as this is not a change.

7:35 PM

#### FY '16 Operating Budget Review with Departments and Finance Committee

Meeting called to order for the Finance Committee: L. Wessel called the meeting to order. June Michaels, Michael Hughes, and Bill Wagner were in attendance. The Town Administrator said if there were no requested increases outside of the budget guidelines, the department head did not need to attend this meeting. She said the Finance Committee doesn't officially receive the budget until the end of January.

The Town Administrator said that two special requests were made outside of the budget guidelines. A 2-1/2% increase in the Reserve Fund is being requested by the Finance Committee (Line #91). Previously the Finance Committee had no policies; they reviewed the reserve; and it should be 2-1/2% or 2% at a minimum. This is a new policy, for this year they put the minimum in; the reserve is for unanticipated expenditures. The second request outside of the guidelines is an increase by the Personnel Board for the annual bonus pool (Line #238), there are more employees in the pool and the salaries for those in the pool are higher than last year.

Police Chief holiday pay (Line #472) is zero for FY '16, it was stated it is probably included in the salary line. J. Mulligan said typically Police Chief's don't work holidays so they don't receive holiday pay.

Chief Mulligan said there is a cost when the sergeants fill in for the Lieutenant, (Line #554).

Chief Mulligan explained the request for a firearms upgrade (Line #570). He said these automatic weapons haven't been upgraded for fifteen years and that's much too long. The proposal is to trade them in; new ammunition is provided as well, the cost is \$5,850. He said this is a risk issue, they are exposed to the weather, and they are subject to malfunctions.

IS&T: An increase in hours for the administrative assistant (Line #276) and the annual services and licenses (Line #287 and #288), the increases must be paid; this should be a 5% increase annually.

Conservation Commission Administrative Support (Line #396) is an increase in hours.

Animal Control: The Town Administrator said Chief Mulligan is revamping the whole program. The two officers currently in this position have no specific training in this area; he said this is a risk issue. He said there should be a better way to handle this for no additional funds. There are certifications and available trainings. They are looking to purchase a van; fund raising is being initiated to fund this.

Schools: The school's request from the town represents a 2.3% increase. R. Liebow said the request of the town is less than 3%; and the schools can go one more year without an override and should be able to go until 2017 or 2018 before the next override, then one override and then

another 4-5 years before the next again. He said teacher salary increases are built into this budget; it is being voted on at tomorrow evening's meeting. Additions to the budget include a math specialist, which is a K-8 teacher, similar to a reading specialist, for \$51,000; this is not a classroom position. This requested position pulls kids out of class for additional support if they're getting behind in math. A Guidance Secretary for the Middle High School is also requested as guidance counselors are handling their own administrative tasks, which is not a good use of their time. Another position being requested is an in-house suspension teacher in the Middle and High school. This proposed full time position would assist the math specialist when kids are suspended. The Special Education budget has a 1.27% increase, special education represents 33% of the overall school budget; it isn't escalating. There is a new Special Education reserve; it initially had seed money of \$200,000; he said we hope to not have to draw on that for this year. The school choice program brings 225 out-of-town students to Rockport out of the 900 total students, \$1.2M in this budget is revenue from school choice.

Memorial Day Committee (Line #2350) Office Supplies, to be reviewed.

DPW:

GIS Program Manager (Line #1689) correction, FY '15 not equal to the actual salary  
DPW clerk (Line #1707)

Highway wages (Line #1743) 1 additional field person is requested, currently there are 4  
Electricity, contract that locks in the rate for 2 years at \$0.11, we also have a solar net metering  
agreement, credits for solar facility in Methuen; we get 10% of the credits.

Other Purchased Services (Line #1848) – software licenses

City Hall Systems, on-line stickers, (both parking and transfer station) \$8,000

Snow removal

Not funding single stream this year, but costs are increasing

Water and Sewer (Line #2708) wages needs to be reviewed

9:45 PM FY '16 Capital Budget Review with Departments and Capital Improvement Plan Committee:

Schools: Approved items include:

bathroom updates,

lockers, and

carpeting.

Painting is maintenance/operating; not capital

Kitchen equipment was under \$10,000 each, so not capital

Activity bus – the school should fund it if they can

Basketball courts – could be treated like the bus and funded from CPA

DPW: Approved items include:

highway drainage,

Community House painting,

Town Hall Annex generator,

roadway improvements,

solar powered speed limit signs,

boiler for the Legion,

boiler for Pigeon Cove Fire Station.

10:00 pm Meeting adjourns