

The following meeting was neither audio taped nor video recorded.

BOARD OF SELECTMEN

Special Meeting

Wednesday, 30 April 2014 2: o'clock p.m.

Town Hall Hearings Room

Chairman Dean V. Cronin convened a meeting of the Board of Selectmen with Town Treasurer/Collector Mary Hathaway in the Town Hall Hearings Room at 2:02 p.m. on Wednesday, April 30, 2014. Present were Selectman Patrick W. Menges, and Selectman Thomas J. Pires.

Treasurer/Collector Mrs. Hathaway explained the history of staffing in the Clerk /Treasurer/Collector's office, which has brought us to the present budgetary and staffing structure. At present, Town Clerk Susanna Medeiros is paid to assist the Treasurer/Collector ten hours a week. However, the Town Clerk has requested that beginning on July 1st 2014, she be paid ten more hours as Town Clerk, which would make her a full-time Town Clerk. Therefore, Treasurer/Collector Hathaway may be deprived of ten hours' assistance.

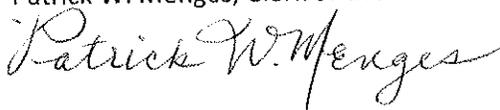
Selectman Pires asked, at what grade a new clerical person in the Treasurer/Collector's office should start? Mrs. Hathaway said, Grade 4 Step 2. Selectman Pires said that putting that person in Step 2 at the outset might be problematic. From one to five years, the person should probably be a Step 1, lest there be an issue; everyone should be in their correct step according to longevity. In answer to Selectman Menges question, Mrs. Hathaway said that, at five hours a week assisting the Treasurer and five hours a week assisting the Collector, a new hire would result in a budget increase of \$2,329.00 for the Treasurer, and \$2,329.00 for the Collector. Selectman Cronin said that his concern had been the benefits cost, and the cost of equipping a new hire (computer, etc.). Selectman Pires said that the only negative he saw in adding a 20-hour assistant for the Treasurer/Collector's office, is the cost of benefits. He said, I know because of the way it's restructured now, they're going to be the Clerk's people are going to be doing just clerk stuff. Selectman Menges asked about hardware for a new employee in the Treasurer/Collectors office. Mrs. Hathaway said that by moving the State computer into the Town Clerk's office, and moving the computer from the countertop at the window, to a desk in the corner by the Clerk's office for the new assistant, it could be done. Selectman Menges said that he felt that overstaffing the Treasurer/Collector's office, might lead to an idea in the Clerk's department, that their help for the Treasurer/Collector would no longer be needed. He felt instead, that a modest increase in staffing would result in ongoing cooperation of the kind that we have had in the past, between departments. Selectman Pires said, "I don't have a problem with the five hours."

On a motion of Selectman Menges, seconded by Selectman Pires, the Board voted unanimously to include in the Annual Town Meeting Warrant Budget for Fiscal Year 2015 five additional hours for clerical assistance in the office of the Treasurer, and five additional hours for a clerical assistant in the office of Collector, and Mrs. Hathaway will so inform the Town Accountant.

On a motion of Selectman Pires, seconded by Selectman Menges, following of discussion of ancillary matters, the Board voted to adjourn, at 2:47 p.m.

Respectfully submitted,

Patrick W. Menges, Clerk of the Board of Selectmen



Department	Account Number	Account Name	Prior FY13 Expended	Current FY14 Budget	Current FY14 Expended to 12/31	FY15 Department Request	
145	TOWN TREASURER						
	010-0-145-0000-50-5101	SALARY-TREASURER M-17.5 hrs	\$32,332.04	\$33,132.42	\$15,865.00	\$34.3	
	010-0-145-0000-50-5105	SALARY-ASST TREASURER H-17.50	\$10,055.24	\$10,452.32	\$4,832.75	\$20.6	
	010-0-145-0000-50-5116	SALARY-SR CLERK 7.50	\$4,427.65	\$4,659.20	\$2,150.40	\$7.0	
	010-0-145-0000-50-5150	BENEFITS-LONGEVITY	\$175.00	\$175.00	\$175.00	\$1	
	010-0-145-0000-50-5155	BENEFITS-VACCA/SICKTIME BUYBACK	\$0.00	\$532.75	\$0.00	\$1.4	
	010-0-145-0000-50-5156	BENEFITS-SICK LEAVE BONUS	\$0.00	\$150.00	\$175.00	\$1	
	Personnel Expenses Sub-Total			\$46,989.93	\$49,101.69	\$23,288.15	\$63.7
	010-0-145-0000-70-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$0.00	\$300.00	\$240.00	\$5	
	010-0-145-0000-70-5300	PROFESSIONAL & TECHNICAL	\$6,558.17	\$12,000.00	\$2,204.05	\$12.0	
	010-0-145-0000-70-5301	CERTIFICATION OF LEGAL FEES	\$3,344.00	\$10,000.00	\$2,964.00	\$10.0	
	010-0-145-0000-70-5346	POSTAGE METER	\$2,457.88	\$6,000.00	\$150.61	\$6.0	
	010-0-145-0000-70-5420	OFFICE SUPPLIES	\$1,100.37	\$1,700.00	\$319.74	\$1.7	
	010-0-145-0000-70-5710	INSTATE TRAVEL	\$812.64	\$1,000.00	\$766.06	\$1.0	
	010-0-145-0000-70-5730	DUES & SUBSCRIPTIONS	\$125.00	\$200.00	\$100.00	\$2	
	Expenses Sub-Total			\$14,398.06	\$31,200.00	\$6,744.46	\$31.4
	Department Total			\$61,387.99	\$80,301.69	\$30,032.61	\$95.1
146	TOWN COLLECTOR						
	010-0-146-0000-50-5101	SALARY-TOWN COLLECTOR-M 17.5 hrs	\$32,332.04	\$33,132.42	\$15,865.00	\$34.3	
	010-0-146-0000-50-5102	SALARY-COLLECTOR CERTIFICATION	\$1,000.00	\$1,000.00	\$0.00	\$1.0	
	010-0-146-0000-50-5105	SALARY-ASST COLLECTOR H-17.5	\$20,111.00	\$20,520.76	\$9,865.75	\$20.6	
	010-0-146-0000-50-5115	SALARY-CLERK P-8.75	\$10,347.97	\$10,597.99	\$5,055.37	\$11.1	
	010-0-146-0000-50-5116	SALARY-SR CLERK 7.50 HR	\$4,278.30	\$4,659.20	\$2,150.40	\$7.0	
	010-0-146-0000-50-5131	OVERTIME/ADDITIONAL HOURS	\$0.00	\$500.00	\$16.92	\$5	
	010-0-146-0000-50-5150	BENEFITS-LONGEVITY	\$175.00	\$175.00	\$175.00	\$1	
	010-0-146-0000-50-5155	BENEFITS-VACCA/SICKTIME BUYBACK	\$699.05	\$1,260.01	\$0.00	\$1.4	
	010-0-146-0000-50-5156	BENEFITS-SICK LEAVE BONUS	\$225.00	\$150.00	\$75.00	\$1	
	Personnel Expenses Sub-Total			\$69,168.36	\$71,995.38	\$33,193.44	\$65.2
	010-0-146-0000-70-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$0.00	\$400.00	\$390.00	\$6	
	010-0-146-0000-70-5270	RENTALS & LEASES	\$2,575.68	\$2,600.00	\$1,263.84	\$2.6	
	010-0-146-0000-70-5300	PROFESSIONAL & TECHNICAL	\$350.50	\$900.00	\$646.12	\$1.1	
	010-0-146-0000-70-5340	COMMUNICATIONS	\$636.15	\$1,000.00	\$77.10	\$1.0	
	010-0-146-0000-70-5343	TAX BILLS	\$8,774.69	\$11,000.00	\$3,508.62	\$11.0	
	010-0-146-0000-70-5420	OFFICE SUPPLIES	\$1,749.35	\$2,100.00	\$219.47	\$2.1	
010-0-146-0000-70-5710	INSTATE TRAVEL	\$462.64	\$900.00	\$462.06	\$9		
010-0-146-0000-70-5730	DUES & SUBSCRIPTIONS	\$100.00	\$100.00	\$100.00	\$1		
Expenses Sub-Total			\$14,649.01	\$19,000.00	\$6,667.21	\$19.4	
Department Total			\$83,817.37	\$90,995.38	\$39,860.65	\$84.6	
153	DATA PROCESSING						
	010-0-155-0000-70-5301	COLLECTOR-COMPUTER FEES	\$6,120.66	\$6,120.66	\$6,120.66	\$6.4	
	010-0-155-0000-70-5304	WEBSITE SUPPORT FEES	\$4,075.00	\$4,100.00	\$4,075.00	\$12	
	Expenses Sub-Total			\$10,195.66	\$10,220.66	\$10,195.66	\$6.5
158	TAX TITLE FORECLOSURE						
	010-0-158-0000-70-5300	PROFESSIONAL & TECHNICAL	\$13,878.04	\$19,000.00	\$0.00	\$19.0	
	Expenses Sub-Total			\$13,878.04	\$19,000.00	\$0.00	\$19.0
710	MATURING PRINCIPAL ON LONG-TERM DEBT						
	010-0-710-0000-70-5904	LANDFILL CLOSURE NOTE	\$50,000.00	\$50,000.00	\$50,000.00	\$	
	010-0-710-0000-70-5905	WPAT NOTE	\$7,162.00	\$10,490.00	\$7,162.00	\$10.4	
	Expenses Sub-Total			\$57,162.00	\$60,490.00	\$57,162.00	\$10.4