



Town Council Meeting Minutes



Monday, January 16, 2012, at 6:00 PM, in the Town Hall Meeting Room

Chairman Rothhaus called the meeting to order at 6:00 pm. Present at the meeting were Chairman Rothhaus, Vice Chair Boyd, Councilor Mahon, Councilor Koenig, Councilor Yakuboff, Councilor Dwyer, Councilor Flood and Town Manager Eileen Cabanel.

Chairman Rothhaus made the following announcements: Upcoming Budget meetings on January 19th and 23rd 6:00 pm. Regular Town Council meetings on January 26th and February 9th at 7:00 pm.

Public Comment

No one from the public addressed the Council

Town Manager Eileen Cabanel asked the Council to refer to the appropriation sheet that she distributed with the budget presentation. She advised the Council that she found the DPW budget to be the most challenging because of the various Capital Reserve Funds (CRF) / projects going in and out.

Public Works Administration: Town Manager Eileen Cabanel stated that the operating expenses of the Administration budget decreased \$288. Public Works Director Rick Seymour stated this budget is the same – no changes to personnel. Vice Chair Boyd inquired on the part-time student engineer. Public Works Deputy Director Kyle Fox explained the duties that will be assigned to the part-time student engineer, including GIS and the Stormwater Program. Councilor Mahon spoke about the benefits that student engineers provide.

Highway: Town Manager Eileen Cabanel advised the Council that the Highway budget shows an increase for health insurance and a decrease for retirement costs. She stated that relative to operating expenses, the Highway budget decreased by \$27,019. Mr. Seymour stated that there are no staff changes. He advised the Council that this budget is bare bones. Mr. Seymour outlined the proposed Capital Projects. Vice Chair Boyd asked if there is currently a surplus in sand and salt due to the mild winter so far. Highway Operations Manager Adam Jacobs confirmed that they have not expended any funds yet. Vice Chair Boyd questioned the funding for new signs in Town. Mr. Jacobs explained that when a sign needs to be replaced, they are replacing the signs with signs that meet the new Federal Government requirements. Town Manager Eileen Cabanel stated that the road infrastructure line item has been increased to \$800,000. Mr. Seymour spoke about the current PCI (Pavement Condition Index) Program. He explained that the PCI Program assists the Department in prioritizing which roads are in the greatest need. There was brief discussion regarding the utilization and application of PCI.

Chairman Rothhaus inquired about the Amherst Road/Turkey Hill intersection. Mr. Seymour stated that it is so far in the future that there are no details to offer now. He cautioned that if a roundabout were constructed, there would be significant right-of-way issues. Councilor Flood asked for an update on the merging of the Parks Maintenance Department with the Highway Department. Mr. Jacobs stated that there was a learning curve that was quickly overcome. He believes the merge went well overall. He stated that the loss of supervision was felt.

Chairman Rothhaus inquired on the sewer extension line project. Mr. Seymour stated that the Sewer Master Plan Study is a tool that assists the Department in prioritizing needs and funding for sewer line extensions. He advised the Council that the consultants will be asked to put together a three dimensional model that will allow them to look at capacity levels from a given point to the treatment plant. He stated that the proposed funding would be used for both

Equipment Maintenance: Town Manager Eileen Cabanel stated that this budget stayed relatively the same.

Solid Waste Disposal: Town Manager Eileen Cabanel spoke about the recently signed contract for waste disposal. She explained that without the new contract, this budget would have increased by \$71,000. She advised the Council that the CRF increased to \$50,000, but the overall operating budget decreased by \$15,000. Mr. Seymour stated that there are no staff changes and disposal fees are stabilized. Councilor Dwyer would appreciate more signage to promote recycling. Town Manager Eileen Cabanel advised the Council that the committee will be gearing up in the near future and their primary focus will be recycling. Councilor Koenig inquired on the staffing level. Mr. Seymour stated that the current staff is at its limit. He stressed that future growth is limited due to rates and staffing limitations. Councilor Dwyer concurred that staff is straight out.

Buildings and Grounds: Mr. Seymour stated that funds were added for shutter replacement and building trim replacement at Town Hall, the Police Department and the Senior Center. He advised the Council that he is proposing an \$8,000 increase to keep the building from deteriorating. Chairman Rothhaus inquired about the occasional lack of access to the building for committee meetings after-hours. Town Manager Eileen Cabanel stated that they are evaluating the Department with regards to the cleaning contract. She stated that it has been a difficult transition and they are closely looking at the best and most efficient use of money spent in this Department.

Wastewater Treatment Fund: Town Manager Eileen Cabanel stated this is an enterprise fund; no tax dollars are used in this fund. She stated that the operating expenses decreased by \$46,000. Mr. Seymour advised the Council that there are no staffing changes. Finance Director Paul Micali explained that there will be two bond issuances from Wastewater that will be brought forward this Thursday. He stated that the first bond is for composting at \$2 million and the other is for Phase 2 for the Wastewater Treatment Facility at \$4.2 million. Councilor Mahon inquired on the mall's impact on the Wastewater Treatment Facility. Wastewater Treatment Facility Assistant Director Jim Taylor stated there will be additional flow, but he does not anticipate a negative impact to the treatment process. He stated that they have adequate capacity. Vice Chair Boyd inquired about the engineering intern. Mr. Taylor spoke about the benefits and responsibilities of the intern, which included managing the Asset Management Program.

Councilor Koenig questioned the decrease to utilities cost. Mr. Taylor advised the Council that the Department will enjoy a decrease as a result of good negotiating of electricity rates and energy conservation. Councilor Yakuboff thanked Mr. Taylor for his efficient Department. Mr. Taylor advised the Council that the Wastewater Department has gone over 900 days without a time loss accident. He explained the Incentive Program within the Department that includes quarterly training and encouraging a culture of safety.

Mr. Taylor advised the Council that a mistake was made regarding the hours for the seasonal maintainer and the part-time intern. He proposed absorbing the increase of \$5,984 in the budget through other savings, such as electricity.

Town Manager Eileen Cabanel reviewed the CRF wish list compared to the deposits for the proposed budget.

Ambulance \$50,000 / \$50,000

Communications Equipment: \$20,000 / \$10,000

Computer Equipment \$50,000 / \$35,000

Approved: February 9, 2012
Posted: February 13, 2012
DW Improvements \$50,000 / \$25,000
Fire Equipment \$150,000 / \$100,000
Highway Equipment \$250,000 / \$250,000
Real Estate Appraisal \$15,000 / \$15,000
Road Infrastructure \$400,000 / \$400,000
Solid Waste Disposal \$75,000 / \$50,000
Total Wish List \$1,060,000
Total Deposits \$935,000

Paul Micali reminded the Council of the upcoming meeting schedule.

MOTION was made by Vice Chair Boyd and seconded by Councilor Mahon to adjourn the meeting. MOTION CARRIES 6-0-1 Councilor Yakuboff abstained

Submitted by Tracy Doherty