TOWN OF SPRINGFIELD
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR
BOARD OF SELECTMEN BUDGET WORKSHOP MEETING
MONDAY, DECEMBER 15, 2014 @ 6:30 PM

* * * MINUTES * * *

A. CALL TO ORDER AND ROLL CALL:

Chairman, Kristi Morris, called the meeting to order at 6:30 PM and the Pledge of Allegiance was recited.

Board Members Present: David Yesman, George McNaughton, Chairman, Kristi Morris, and Vice-Chairman, Stephanie Thompson, and Peter MacGillivray.

Also Present: Town Manager, Tom Yennerell, Comptroller, Jeffrey Mobus, Town Clerk, Barbara Courchesne, Parks & Recreation Director, Andy Bladyka, Senior Center Director, Terri Emerson, Assessor, Cy Bailey, Public Works Director, Jeff Strong, Fire Chief, Russell Thompson, Deputy Fire Chief, Scott Richardson and Former Town Manager, Robert Forguites.

Appointed Budget Advisory Committee Members Present: Terri Benton, Everett Hammond, William Martone, and Marilyn Thompson. Ritva Burton arrived later in the evening. Gay Mobus James Soucy, Tina Rushton, Hugh Putnam, and Michael Knoras Absent.

Town Manager, Tom Yennerell handed out a sheet to everyone entitled "2015-2016 Budget Workshop Guidelines" covering the schedule of the Department Head presentations, Operational Guidelines, and formerly adopted Budget Advisory Guidelines.

Chairman, Kristi Morris, asked for Roll Call, all Selectboard Members present. Chairman Morris shared he had spoken with School Board Chairman, Jeanice Garfield, and she suggested Thursday, December 18th for a Joint School Board/Selectboard Meeting to discuss the School Research Officer, SRO. Chairman Morris asked for suggested times. The consensus was the earlier in the evening the better. Two Members of the Selectboard are also Members of the Energy Committee which meets the same night at 7:00 PM.

B. DEPARTMENT HEAD PRESENTATIONS:

Director, Andy Bladyka presented changes in the proposed 2015/2016 Budget for the Parks & Recreation Department.:

Parks & Recreation/Administration, Pages 43 & 44:

#1-61-5-520 Copy Service -	Down $820.00 because there is not a monthly usage Fee anymore; just the $90.00 monthly Lease Fee.
#1-61-5-553 Telephone -	Up $400.00 to meet the current spending.

Parks & Recreation/Programs, Page 45:

#1-61-5-411 Regular Pay-	Up $3,378.00, Step Increase for Assistant Director.

Parks & Recreation/Maintenance, Pages 46, 47 & 48:

#1-61-5-411 Regular Pay -	Up $1,249, Contract Increase for Maintenance Worker III.
#1-63-5-551 Utilities -	Up $1,000.00 to meet the current spending.
#1-63-5-621 Tires for Truck -	Up $700.00 to purchase tires for the Truck.
#1-63-5-632 Park Maintenance -	Up $500.00 to increase the spending for the Parks.
Total Operating Budget Increase:	$6,407.00

Requested Capitals:	Page #62 – Pool Deck Repairs (Cracks & Splits)	$ 2,400.00
	Page #62 – Community Center Repairs (Crumbling Brick Columns)	$15,000.00

Town Clerk, Barbara Courchesne, presented changes in the proposed 2015/2016 Budget for the Town Clerk Department:

Town Clerk, Pages 9 & 10:
Town Clerk Courchesne request two figures be changed because they were not correct. Column C, Line Items #1-15-5-419 Temp Pay and #1-15-5-611 Office Supplies. Sheets will be corrected and distributed to the appropriate people.

#1-15-4-411 Regular Pay -	Up $4,279.00, Step Increases for Town Clerk and one Assistant Town Clerk.
#1-15-4-419 Temp Pay -	Down $3,139.00, the Presidential Preference Primary will be combined with the March voting. There will be less people needed.
#1-15-5-500 Outside Services -	Down $4,830.00, services are not required as much this year.
#1-15-5-521 Printing -	Up $1,777.00, the ballots have increased in size, therefore costing more money.
#1-15-5-525 Advertising -	Up $285.00, to meet the current spending.
#1-15-5-555 Postage -	Down, $600.00, communicates more through email, than mail.
#1-15-5-670 Dog Tags -	Up $28.00, price of the tags increased.

Total Operating Budget Decrease: ($2,200.00)

Assessment, Assessor, Cy Bailey, presented changes in the proposed 2015/2016 Budget for the Assessment Department:

Assessment, Pages 5 & 6:

#1-13-5-411 Regular Pay -	Down, $298.00, no explanation provided.
#1-13-5-419 Temp Pay -	Down, $3,420.00, anticipating the retirement of a Lister. Hoping to have a Lister who could do more of the outside work and work less hours.
#1-13-5-510 Prof Services -	Up $4,000.00, anticipating the hiring of a new mapping company for website mapping. The new information would be available to other departments within the Town, as well as the public.
#1-13-5-521 Printing -	Up $35.00, small adjustment to keep with current costs.
#1-13-5-611 Office Supplies -	Up $300.00, reflects actual spending.

Total Operating Budget Increase - $627.00

Brief discussion pursued regarding the next Town Wide Appraisal, the timing and cost.

Senior Center, Director, Terri Emerson, presented changes in the proposed 2015/2016 Budget for the Senior Center:

Senior Center, Pages 49 & 50:

#1-65-5-411 Regular Pay -	Increase $2,158.00, 15 Year Longevity Raise for the Director.
#1-65-5-419 Temp Pay -	Increase $358.00, State Minimum Wage Increase for the Ceramic Teacher.

Total Operating Budget Increase - $2,516.00

Director Emerson also shared the seniors are very good to her and the Senior Center Program. Many of them regularly volunteer to bring items on the "Wish List", therefore, keeping the Operating Budget at a minimum.

Pubic Works Director, Jeff Strong, presented changes in the proposed 2015/2016 Budget for the Public Works Department:

Public Works/Administration, Pages 29 & 30:

#1-51-5-411 Regular Pay -	Up $1,899.00, Contract Increase.
#1-51-5-533 Building Main. Services -	Up $500.00 reflects actual spending.
#1-51-5-619 Heating Fuel -	Down $2,000.00, reflects shared expense with the Highway Department. Mostly propane.

Public Works/Street Maintenance, Pages 31, 32 & 33:

#1-51-5-411 Regular Pay -	Up $1,491.00, Contract Increase.
#1-52-5-633 Winter Road Main. -	Up $60,000.00, cost of road salt. Price has increase from $56.00 per ton to $76.00 per ton. Springfield purchases from VLCT, along with about ten other towns. Director Strong feels the Town of Springfield is getting the best bang for our buck.

Public Works/Cemeteries, Pages 34 & 35:

#1-53-5-411 Regular Pay -	Up $728.00, Contract Increase.
#1-53-5-419 Temp Pay -	Down $3,500.00, last few years the Cemetery Department has not hired seasonal help. The Cemetery Department was able to perform all the work necessary.
#1-53-5-510 Contracted Services -	Up $3.500.00, reflects the actual cost.
#1-53-5-531 Land Maintenance -	Up$1,250.00, the cemeteries need a lot of TLC.
#1-53-5-642 Other Equipment -	Up $12,500.00, would like to purchase a Zero-Turn Mower.

BAC Member, Ritva Burton arrived at 7:15 PM

Public Works/Vehicles, Page 36, 37, & 38:

#1-54-5-411 Regular Pay -	Up $2,496.00, Contract Increase.

Public Works/Property, Pages 39 & 40:

#1-55-5-411 Regular Pay -	Up $625.00, Contract Increase.
#1-55-5-644 Catch Basin Cleaning -	Up $2,500.00 Contract Services.

Public Works/Recycling Center, Pages 41 &42:

#1-56-5-411 Regular Pay -	Up $1,249.00 Contract Increase.
Total Operating Budget Increase -	$86,238.00

Requested Capitals -	Page #62 – Road Program		$500,000.00
	Page #62 – Road Reconstruction		$100,000.00
	Page #62 – Sidewalk Program		$ 7,500.00
	Page #62 – Bridge Program		$ 50,000.00
	Page #62 - Equipment Fund (See Attached)		$830,800.00
	Page #62 -	Woolson/Slack Stormwater	$ 80,000.00
	Page #62 -	Valley/Snide Stormwater	$120,000.00
	Page #62 -	Bailey/Holt Stormwater	$190.000.00

A short discussion covered the RSMS Study completed by Everett Hammond for the Town of Springfield. There is a possibility Mr. Hammond could present the RSMS Study at the December 22, 2014 Board of Selectmen Meeting.

A discussion also broke out on the proposed Stormwater Projects. The biggest question being is it the Town's responsibility to fund these projects when they are on private property. The possibility of a Hazard Mitigation Grant was also discussed. Director Strong was asked to prioritize the projects and he did so: 1. Woolson/Slack, 2. Valley/Snide and 3. Bailey/Holt.

Director Strong also presented a Four to Five Year Replacement Vehicle Plan put together by the Town Mechanic, David Hall. See attached copy. The discussion also went into detail of when certain vehicles were due for replacement. The topic of renting or purchasing a Vactor Truck was also covered. There was also talk of reconditioning the Holder Sidewalk Tractor. Director Strong was asked if he could purchase a Grader or a Street Sweeper what he would choose. Director Strong chose the Grader.

The total Operating Budget is up $390,900.00. The CSO Project is $191,000 and the Contract Pay Increases are $137,000.00.

BAC Member, Terri Benton, also reminded everyone the goal was to put away funds for equipment on a regular bases, not purchasing a particular piece of equipment. The equipment is purchased as needed.

Town Manager, Tom Yennerell, presented changes in the proposed 2015/2016 Budget for the Selectmen/Manager Department:

Selectmen/Manager, Pages 1 & 2:

#1-11-5-411 Regular Pay -	Up $19,631.00, Town Manager Salary and Step Increase for Executive Secretary.
#1-11-5-419 Temp Pay -	Up $11,420.00, Potential of hiring a Part-Time Experience Personnel Director.
#1-11-5-553 Telephone -	Up $1,320.00, for Smart Phone and Data Plan.
#1-11-5-555 Postage -	Down $100.00, communicating more by email.
#1-11-5-562 Travel -	Up $900.00, for Town Manger and BOS.
#1-11-5-564 Memberships	Up $456.00, for VLCT and SWCRPC, rates increased.
#1-11-5-611 Office Supplies	Up $100.00, reflects the actual cost.
#1-11-5-618 Books, Maps &	Up $1,200.00, to take advantage of the programs out there.

Total Operating Budget Increase - $34,927.00

Central Support, Pages 11 & 12:

#1-20-5-411 Regular Pay -	Up $1,252.00, Contract Increase. (1/2 of the pay for the custodian. The other ½ of the pay comes from the Library Budget.)
#1-20-5-533 Building Main. -	Up $2,000.00, Cosmetics, painting, improvements, etc.
#1-20-5-553 Telephone -	Up $2,000.00, reflects actual spending.
#1-20-5-611 Office Supplies -	Up $1,000.00, reflects actual spending.

Total Operating Budget Increase - $6,252.00

BAC Member, Terri Benton, asked if Representatives from SOM and SRDC would be providing a presentation for the BAC and the BOS covering the requested funds they are asking for. Town Manager Yennerell will be contacting SOM and SRDC to schedule presentations.

Comptroller, Jeff Mobus, presented changes in the proposed 2015/2016 Budget for the Finance Department:

Finance, Pages 3 & 4:

#1-12-5-411 Regular Pay -	Up $1,249.00, Step Increase for Bookkeeper.
#1-12-5-521 Printing -	Up $300.00, Inventory of checks are low, time to replenish.
#1-12-5-555 Postage -	Down $500.00, communicating more with email.
#1-12-5-561 Training -	Up $100.00, cost payroll training has gone up.

#1-12-5-562 Travel -	Up $40.00, to cover gas reimbursement for Payroll Training.
#1-12-5-564 Memberships -	Down $40.00, able to drop a Membership Fee because Comptroller is an Officer in one of the organizations.
Total Operating Budget -	Up $1,149.00

George McNaughton inquired about the accounting methods used in regards to Tax Sale Property, demolition of dilapidated or unsafe housing. Comptroller Mobus gave a brief explanation.

C. ADJOURNED:

Budget Workshop closed at 8:55 PM.

Submitted by:

Donna M. Hall

Donna M. Hall,
Recording Secretary

2015-16 Budget Workshop Guidelines

December 15th Presenters sequence;

1. Parks and Recreation, 2. Town Clerk, 3. Assessment, 4. Seniors, 5. Public Works

December 17th Presenters sequence;

1. Planning, 2. Library, 3. Finance, 4. Fire, 5. Police

Operational Guidelines

Department Heads will be presenting their respective budgets at the December 15th and 17th meetings. Questions are to be kept at a minimum at these meetings. Additional constructive dialogue is expected at subsequent meetings.

Formerly Adopted Budget Advisory Guidelines

The function of the Budget Advisory Group is to create an atmosphere of constructive dialogue with the Board of Selectmen to aid and advise the Board in their difficult choices concerning budget priorities, level of service and expenditure levels. Constructive dialogue will be encouraged by structured, but informal, questioning by Group Members on all budget related matters.

The Group acts as advisors to the Board of Selectmen.

The Group will be reviewing the Town Budget Draft.

The Group should elect a Chairperson to preside over meetings of the Group and to act as liaison with the Board of Selectmen and Town Administration. The Chairperson would be the spokesperson for the Group. A Secretary for the Group could be elected to maintain any necessary records. Someone should be responsible for maintaining a record of attendance;

Members of the Group may meet as a group at time they choose. Selectmen's Hall will be available for meetings at any time there is not already a pre-scheduled meeting for the Hall;

Members are encouraged to attend the meetings of the Board of Selectmen when Department Heads make their budget presentations to the Board and when the Board is having budget discussions. The Groups will be furnished with a schedule of Board Meetings and Budget Workshop dates;

Meeting with individual Department Heads will be arranged by the Town Manager, when requested by the Group;

The Group should prepare a Budget Report for presentation to the Board of Selectmen prior to the adoption of a Budget by the Board. Endorsement of the Report shall be by a majority vote of the entire Group.

PUBLIC WORKS EQUIPMENT

2005 Loader, (S29)	$280,800.00
2004 Plow/Dump, (S9)	$165,000.00
1997 One Ton Dump w/Saddle Tool Box, (S6)	$ 55,000.00
2005 One Ton Dump w/Plow, (S19)	$ 55,000.00
2005 ¾ Ton Pick Up, Gas, (S24)	$ 30,000.00
Snowblower Attachment for Loader, (S33)	$145,000.00
Mid-Mount over Guardrail Tractor & Mower, (S39)	$100,000.00
Total Equipment	$830,800.00