**Minutes of the Finance Committee Feb. 20, 2019**

Members attending: Mr. Fenton (Chairman), Ms. Herron, Ms. Lennon, Mr. Linton, Mr. Love, and Mr. Runstrom.

Members not attending: Mr. Seth Peters.

Additional Attendees: Carol Riches (Town Administrator), Cindy Love (COA Director),
Mike Putnam (DPW Superintendant).

Meeting called to order at 7:30pm.

### Minutes

**Motion** to approve the minutes of the February 13, 2019 meeting made by Ms. Herron, seconded by
Mr. Love. **Approved unanimously**.

### Cindy Love (COA Director)

Ms. Love presented information to the committee on current Council on Aging programs, as well as the requested FY2020 budget for the COA.

* The senior population is 25% of the total population in Paxton.
* We are growing very rapidly… we may outgrow this building at some point.
* We have 27 health care professionals at the health fair.
* We can have 65-100 people at some events. Our average program is 55-65.
Café runs 30-50 people.
* Newsletters go to about 700-750 homes in Paxton.
* We get a lot of support from other departments in town.
* We welcome anyone who hasn’t visited the center, please stop by.

Q: Event Speakers ($700) and Senior programs ($600) budgets – are these amounts what you have to work with for the year?
A: Yes

Q: The budget hasn’t changed in many years. Is this enough money to run the programs?
A: You’re right, we try to keep things as lean as possible.

Q: How much more could you use for speakers, so you don’t run out of money mid-year?
A: It would be huge if we could just add a few hundred to speakers and programs.

### Mike Putnam, DPW Superintendant

Mr. Putnam presented information to the committee on the highway department, and the requested FY2020 budgets for the Highway Department, Snow and Ice, and Cemetery Commission.

**Highway Budget:**

Q: Are you fully staffed?

A: We currently have full staff – 6 people. Our newest person has obtained 2 licenses in the past year.

Q: $48k for town garage – what is that?
A: That is mostly the oils and large volume things we buy in bulk. Also maintenance of the garage – heating electrical, etc.

Q: What is Equipment Maintenance?
A: Equipment maintenance is strictly for vehicle repairs. No increase this year… we’re doing ok.

Q: What is Stormwater?
A: There is a new regulation this year for permits, with a lot of new requirements. We hired a consultant at special town meeting this year to work on this. Next year, we have put it into the budget. We joined a coalition of 30 towns to help with education and training required for the permit. That’s 4k. We also need to hire a contractor to clean some of our drains – we don’t have equipment to clean horizontal drains. This fall was extremely wet and we had some problems. The machine costs $300/hr. Another thing is catch-basin cleanings. We’ve always collected it and incorporated it with street sweepings into our compost area to create loam. In the future we need to dispose of it for $25/ton. The remaining money will be to continue with the consultant to move forward with permits.

Q: Is there testing?
A: Yes, there will be. The main thing they’re looking for is sewage – failed septic systems flowing into stormwater. Also any types of hazardous waste – things that might come out of sump pumps in basements etc.

Q: So this is new?
A: Yes, we’ve never done most of this other than cleaning catch-basins. It’s basically a new unfunded mandate. We’re hoping that after the first few years we won’t need a consultant anymore. We don’t have a lot of road programs planned for the spring, so I’m hoping to go more aggressive with catch basin cleanings.

Q: $12k for guardrails?
A: We put that in a few years ago. Guardrails tend to get damaged in hit and runs and we don’t get any insurance money. We have a few areas of old guardrails that are in very bad shape. We try to pick away a little each year. $12k only gets you about 300 feet.

Q: $500 for gas. How is that possible?
A: We don’t have any gasoline vehicles. That’s just for lawnmowers, chain saws, etc.

Q: Why is the training budget increased?
A: This year for the first time we are covered by OSHA guidelines. This requires additional training. Licenses used to be paid out of Safety training but need to separate due to this.

Q: You have a capital request for a new roof for the DPW garage. A couple years ago we asked for a new building. Is this just a band aid?
A: We need a new building. When it got voted down a couple years ago, I lost enthusiasm for it… it seems we aren’t going to have the money to do it for a few years. We do need it though, so will start looking at how we can do it in the future.

**Snow and Ice Budget**Q: How’s it going?
A: We’re not running a deficit yet, but it’s been a tough winter – not a lot of snow but a lot of ice. We are still in budget for now.

**Cemetery Budget**Q:It looks like budgets have increased substantially for gas and maintenance…
A: Yes. We noticed that maintenance was higher than expected over the last year. Increasing to cover actual costs.

Q: Should this be combined with DPW.
A: No it’s an elected board.

### Budget Consideration

**1710: Notes and Bonds.** Motion to approve the budget for Notes and Bonds (#1710) in the amount of $755,919 made by Ms. Herron and seconded by Ms. Lennon.
This budget is down substantially. Dump truck is paid off. School debt paid off.
**Approved Unanimously**.

**1145: Treasurer/Collector.** Motion to approve the budget for Treasurer/Collector (#1145) in the amount of $87,816 made by Ms. Herron and seconded by Ms. Lennon.
**Discussion:**
The new treasurer went through all the budgets and reallocated to what is actually spent.
Q: What is advertising? A: Advertising for tax/title ads.
Q: What is Payroll? A: Service to process payroll and direct deposit.
**Approved Unanimously**.

**1910: Town Employee Insurance.** Motion to approve the budget for Town Employee Insurance (#1910) in the amount of $718,405 made by Ms. Herron and seconded by Ms. Lennon.
**Approved Unanimously**.

**1421: Highway.** Motion to approve the budget for Highway (#1421) in the amount of $717,390 made by Mr. Love and seconded by Ms. Lennon.
**Approved Unanimously**.

**1423: Snow and Ice.** Motion to approve the budget for Snow and Ice (#1423) in the amount of $187,150 made by Mr. Runstrom and seconded by Ms. Lennon.
**Approved Unanimously**.

**1491: Cemetery.** Motion to approve the budget for Cemetery (#1491) in the amount of $12,042 made by Ms. Lennon and seconded by Mr. Love.
**Approved Unanimously**.

**1241: Building Commissioner.** Motion to approve the budget for Building Commissioner (#1241) in the amount of $29,132 made by Mr. Love and seconded by Mr. Linton.
This budget is level-funded from last year.
**Approved Unanimously**.

**1630: Recreation.** Motion to approve the budget for Recreation (#1630) in the amount of $30,281 made by Ms. Herron and seconded by Ms. Lennon.
This budget is level-funded from last year.
**Approved Unanimously**.

The next meeting of the Finance Committee is scheduled for Wednesday February 27.
Library will come in for the next meeting. Police and Fire will also come in at a later date.

Meeting Adjourned at 8:50pm.

Respectfully Submitted,

Scott Runstrom, Secretary.