

Town of Merrimac  
Finance Committee Meeting  
FEBRUARY 12, 2018

- I. Call to Order
  - 1. Roll Call
- II. Selectmen

Present was Carol Traynor, Board of Selectmen, and Jennifer Penney, Executive Assistant to the Board of Selectmen.

Jen is now under contract, mid range for her job description. Education, Jen took one class this year and it surpassed the budgeted amount, asking for increase by \$500.

Using Minute Traq again, under a new contract, the company had been purchased and the contract went up.

Paula- In the line item on the expense report there has only been \$14 spend on education this year, is there a need for an increase? Yes, most classes can range \$700--\$800.

END 7:14 PM

Carol Traynor left 7:14 PM.

- III. Council On Aging

Present was Laura Mailman, Executive Director Council on Aging & Senior Center, Chairman of the Board Colleen Ranshaw-Fiorello, Anne Murphy, Administrative Assistant.

Handout is Town of Merrimac Population Change based on the Federal Census. In 2020 the Seniors 60+ would have grown 55% from 2010, in 2010 there were 1,232 seniors. Roughly any given day there are approximately 50-100 Seniors at the center, that does not include the different people who do case management which includes driving and bring off-site.

Copier- Budget went down significantly, the contract was negotiated. The actual expenses don't line up with the budget, the line items tracked in KVS are different than how the Senior Center had been tracking. Building and Maintenance line item has a requested increase of double, have only spent \$1,700 this year so far.

Salary- last year the Driver had 19.5 hours and the COA had asked for additional hours, this year the driver is at 18 hours (an hour and a half less) and have given that hour and a half to the custodian. Able to utilize the volunteers to do the driving, the hours are based on the volunteers and if the need can be filled it can be reduced. In addition to this the Selectmen allowed them to use Christina and the Custodian to drive the van for local pickups, which fills some hours.

The Friends of the Council on Aging gives \$600 per month. As part of the grant when the Senior Center was built it required a showing of Community Support. The Town does not pay for gasoline, and food, which is where the money goes to.

END 7:42 PM

- IV. Town Clerk, Register, Census

Present was Gwen Lay, Town Clerk.

TOWN CLERK

A new request for an Assistant Town Clerk. With the Open Records Law the workload has increased. Since January 1st we have had over 25 requests. June-December 2017 there were almost 200 Requests. The Town also has an increase in Population, there will be early voting for the September and November Elections along with same day registration. Every Town in the Salary Study has an Assistant that ranges from 10-35 hours.

Last year the discussion was 35 hours would be enough as you were getting your bearings. Right now Jan Bruno and Gerry Mirinski volunteer through Senior Work-off. An additional 5 hours a week are requested for the Town Clerk Position.

An additional \$1,000 is in the line item for the CMCC, Clerk Certification. A grant can be applied for if this line item is denied, will need a denial letter.

## CENSUS & VITAL STATISTICS

No new requests.

## ELECTION

Budget has two State and one Town election. Early voting for 2 weeks before the November Election, and early voting before the September election. Uncertain for two special elections and would like to hold off on budgeting the money until they are certain.

END 8:03 PM

## V. Fire, Emergency Management

Present was Fire Chief Ralph Spencer

### FIRE DEPARTMENT BUDGET

Ralph is retiring in May, longevity will not be there for next year for the new hire. Shelley, the Administrative Assistant, asking for an increase in 15 hours, making her a full time employee including benefits, which are not on the budget.

In expenses, uniforms went up, each new EMT gets a new uniform.

Ladder truck was supposed to be in this week, work is being done on it to the airbags and other miscellaneous repairs and hopefully it will be ready shortly. Air packs from last year were purchased through a lease program, two weeks after the air packs were purchased a grant for \$118,000 was received. A mast and gear driver were purchased and a sharps disposal machine is looking into being purchased with the grant money. The air packs are not shown on this budget, but on short term leases.

Committee asked where the Town stood with hiring a new Fire Chief. Ralph said he had no idea, he was not allowed to be involved with the search. When asked further about the search process the Finance Director explained the Board of Selectmen hired a Consultant to do the search after the Selectmen felt the Town did not find a wide enough pool of candidates on the first round. Ralph strongly stated that only one person thought that. Upon further discussion about the search for the new Fire Chief, Ralph then continued to express his disapproval of the Town's decision to in his opinion, waste money on a search that was already done.

## AMBULANCE

A paramedic has been requested in the budget for 35 hours. Out of the current money in the budget the hours have been increased. Overnight coverage is needed. It would be per diem, they have to be in the station. Right now there are no overnight paramedic, if no one can show up an out of Town service will come, if on duty Merrimac covers out of Town calls as well. The money now covers one per diem Mon-Thur from 8am-10pm, two Friday, Saturday 8am-8pm, Sunday 7am-3pm. This request will put a person at the station 24/7. Between 850-935 calls were averaged last year, at about 1,100 calls this year.

END 8:33 PM

ADJOURN 8:55PM Motion James, Second Mike, all in favor.