

**Winthrop Town Council  
Meeting Minutes  
May 15, 2012**

***Attendance: Chairman Kevin Cookson; Linda Caprara, Priscilla Jenkins (arrived at 6:45 p.m.), Sarah Fuller, Ken Buck Sr., Larry Fitzgerald, Jeffrey Woolston (Town Manager) and Julie Winberg (Secretary), absent: Jennifer Currier.***

***Item #37      Review draft 2012-2013 Municipal Budget for the following departments: Assessing, Finance, Town Office, Public Works, Paving, Cemetery, Benefits, Utilities, Council, EMS, Fire Department, Police, Transfer Station.***

***The Council decided that some of the first time costs throughout the budget would be reassigned to the town's surplus fund.***

***A summary of what has been proposed to transfer at this meeting follows:***

<b><i>Line 350</i></b>	<b><i>Communication: dispatchers chair/office equipment</i></b>	<b><i>\$ 700</i></b>
<b><i>Line 355</i></b>	<b><i>Communications: office maintenance</i></b>	<b><i>\$ 600</i></b>
<b><i>Line 544</i></b>	<b><i>Public Works: 99 GMC</i></b>	<b><i>\$25,000</i></b>
<b><i>Line 547</i></b>	<b><i>Public Works: 92 Case</i></b>	<b><i>\$ 6,000</i></b>
<b><i>Line 549</i></b>	<b><i>Public Works: 11-trkless</i></b>	<b><i>\$31,000</i></b>
<b><i>Line 570</i></b>	<b><i>Public Works: rip rap</i></b>	<b><i>\$ 1,500</i></b>
	<b><i>Total:</i></b>	<b><i>\$ 64,800</i></b>

***Comments/decisions on other line items follows:***

***Line 547      tires are not a onetime event. Corrosion control includes sandblasting, painting, applying epoxy primer***

***Line 548      maintenance breakdown includes various items.***

***Motion by Caprara and seconded by Buck passing with a unanimous vote to reduce this amount to \$3,000.***

**Line 554**      ***Fuel prices throughout the budget will all be reduced from 12% to 5%.***

**Line 555**      ***Motion by Caprara and seconded by Buck passing with a unanimous vote, all fuel prices including diesel will be reduced from 12% to 5%.***

***The town council/town manager will urge the school board to follow the same course.***

**Line 560**      ***In reference to the 20% increase that did not include a comment section, it was explained that cell plans in general are increasing.***

***Motion by Caprara and seconded by Buck that passed with a unanimous vote that this event be reduced by \$400.00.***

**Line 564**      ***Councilor Buck discussed the culvert repairs status. He requested that the council receive estimates on the cost of each culvert.***

***He suggested with a motion seconded by Caprara which passed with a unanimous vote that monies be spent in this budget to do the three culverts on Case Road and guardrail on Metcalf. Money should be set aside to eventually do Halfway Road.***

**Line 549**      ***Monies for the 98 tractor are for refurbishing only.***

**Line 564**      ***open....pending estimates***

**Line 570**      ***The rip rap is needed for the culverts. But with a unanimous approval by the council, this line item will be reduced to \$500.00***

**Line 572**      ***O.K.***

**Line 573**      ***O.K.***

**Line 574**      ***Oil is used for trucks and all the equipment remains as is.***

**Line 581**      ***O.K.***

**Paving –**      ***The council reserves judgment on this. The Bond schedule will be reviewed and determination will be made as to what bonds have***

*expired vs. what bonds remain open and the date they close. Determination will be made at that point as to applying for a bond to cover the costs of paving.*

*Line 587      this is a typo. It should be -80%*

***Police Department***

*Line 298      telephone services include not only cell phones but pagers and general telephone service throughout the agency. All service contracts have been going up.*

*Line 277      a slight increase in hourly rate from \$12.00+ to \$13.00 which includes the 4% cost of living increase. The job description for this position has increased.*

*Line 279      correction: includes the 4% cost of living only*

*Line 287      It was recommended that this line item should be reduced by \$200.00.*

*It was also noted that if any department head has a legitimate Reason to ask for additional funds during the fiscal year, they should feel free to address this need with the town manager/town council.*

*Note: the cost in this category had been funded by DA in the past.*

*Motion by Caprara and seconded by Buck to cut this line item by \$200.00. This motion failed (Fuller, Jenkins Cookson voting no/ Caprara, Buck, Fitzgerald voting yes.*

*Line 292      basic cleaning – a contractual person cleans the facility ten hours per week. This increases it to 12 hrs. per week.*

*Line 304      After hearing a briefing by the Police Chief on the need for an animal control officer, it was recommended that this line item be cut by \$4000.*

*Note: State law requires that the town has an animal control office. Right now, this position is held by the Police Chief in a dual role.*

*Motion by Buck which was seconded by Caprara failed by a vote of 6-2 to not cut the amount by \$4,000.*

*Line 288 This line item is based on dues that have been and will be paid throughout the fiscal year.*

*Line 289 This line item is mandatory training for the Police Chief to keep up with the required certifications.*

*Line 301 this remains as is. The increase is due to the extra printing of the new fee and fine schedules that have recently been raised and go into effect in June.*

*Line 273 This line item covers the officer's overtime*

*Line 316 This line item increased substantially from last year.*

*Motion by Fitzgerald which was seconded by Caprara and passed with a unanimous vote to reduce this to \$3,000*

*Line 294 This covers required computer services including all the maintenance contracts.*

*Line 324 This contract gets negotiated every year and comes due twice a month.*

*Line 327 This includes the cost of the drive for storing photographs. This has not been done to date.*

#### *Communications*

*Line 343 This covers the maintenance cost for the telephone system*

*Line 349 This covers the maintenance agreements /telephone contract, acorn recorder and radio equipment*

*Line 350 This is for a new chair for the dispatcher and the money assigned to this line item (\$700.00) will be transferred to surplus*

*Line 355 The \$600.00 will be transferred to surplus*

*Line 428 This will be reduced from 12% to 5%*

- Line 439**  
**Line 440**      ***This will be reduced from 12% to 5%***
- Line 441**      ***This will be reduced by \$3,400***
- Line 446**      ***This includes more than the Modern Pest Services. It is an all inclusive package.***
- Line 449**      ***The monies in this line item are for the new difibulators. It is a mandatory service as well.***
- Line 458**      ***This is an ongoing process to in preparing this 8,000 square foot building to operate more efficiently.***
- Line 451**      ***This replaces the 1998 ambulance. A new one will be purchased next year. The total price for this one is \$162,000 (the town is not trading in a vehicle).***
- Note: Winthrop contracts with five other communities***
- Line 406**      ***This line item covers the personnel costs for reassigning personnel in this agency.***

***Solid Waste/Transfer Station***

- Line 409**  
**Line 410**      ***These line items will both be reduced by \$500.00 each***
- Line 493**      ***The town manager is pursuing this line item obtaining more information for the council***
- Line 489**      ***This will be reduced from 12% to 5%***
- Line 482**      ***The town manager is getting more information on this line item. There are four people employed in this department.***
- Line 494**      ***This line item covers the scale supplies***
- Line 499**      ***This is for the fuel on the site***  
                 ***This will be reduced from 12% to 5%***

**Line 498**      ***This is for the fuel on the road  
This will be reduced from 12% to 5%***

**Line 500**      ***This will be reduced from 12% to 5%***

**Line 504**      ***This line item covers vehicle maintenance***

**Line 505**      ***The trailers are being repaired not. This line item will be reduced  
by \$15,000***

**Line 504**      ***This will be reduced by \$6,000***

**Line 505**      ***This will be reduced by \$5,000***

***Motion by Fuller and seconded by Jenkins approved this reductions  
with a unanimous vote.***

**Line 508**      ***This line item will be zeroed out***

***Motion by Fuller and seconded by Fitzgerald passing with a  
unanimous vote approved this action***

**Line 474**      ***Question arose as to why there was a need for overtime. The hours  
remain the same 7:00 to 3:00 and anything that needs to be done  
should be done within those hours. The town manager will pursue  
this and report back to the council.***

**Line 603**      ***This will be reduced from 12% to 5%***

**Line 601**      ***O.K.***

**Line 602**      ***O.K.***

**Line 665**      ***This will be reduced from 12% to 5%***

**Line 628**      ***This will be reduced from 12% to 5%***

***Adjourn***

***Motion by Fitzgerald and seconded by Jenkins passing with a unanimous vote, the meeting adjourned at 9:30 p.m.***

***Note: the next meeting of the Council to discuss the budget is scheduled for May 21<sup>st</sup> at 6:00 p.m.***