Present:  Al Collings  Marie Arsenault, Accountant
         Tom Schnare  Paul Lupacchino, Fire Chief
         Phil Landine  Tom O’Donnell, Police Chief
         Roy Roberts
         Jack Tivnan
         Diane Vayda

The meeting was called to order by Chair Al Collings at 6:32 p.m.

Minutes:  Jack Tivnan made a motion to accept the minutes of January 19, 2011.  Phil Landine second.  Vote 5 to approve and 1 abstain.

Budge #21-Fire Department:  Paul Lupacchino was present to discuss the fire department budget.  Al Collings thanked him for the letter that he submitted and then turned the meeting over to Paul.  He stated that two trucks are out for repair and there would be no need for a new truck for 8-10 years.  He stated by buying three sets of protective gear a year it allows us to replace everyone’s gear every nine years.  Due to increased cost of heat, he has increased his budget by $1,000.00, fuel for vehicles increased by $500.00 and an increase of $500.00 for training due to turnover.  The fire department has additional duties than in the past such as gas station inspections, crowd management, new oil furnace regulations, phone calls for carbon monoxide detectors.  There are 16 firefighters.  Paul would like to see a stipend for Line Officers as a token of service.  He is also requesting a stipend to be considered in the form of 457 or some form of matching contribution for all Fire personnel.  At one time, the Town had to pay Social Security Tax but now there is no retirement program in place.  He said this would be his Recruitment Retention Program.  Tom Schnare asked, “Why are you asking for increases with the current economy?”  Paul Lupacchino stated that he would not be doing his job if he did not bring this to the attention of the Advisory Committee.  Jack Tivnan said he does not support this.  It is not the right time.  Jack Tivnan did state that the fire chief could request this at Town Meeting.  A suggestion was made instead of stipends to increase the hourly rate.  The question was asked how he recruited new firefighters and the answer was cable access, newspaper, word of mouth.  He is now working with the school to establish a junior firefighter program for ages 12 to 16 and at age 16 could become a regular firefighter.  Paul presented a Hazmat analyses.  All work is performed by the Fire Department and comes out of his budget and there is no money for salaries in the Hazmat Budget.  Al Collings questioned if it all could be put into one budget.  Paul will look into it.  Al Collings stated that there was $250,000.00 in Fire truck account and what is the need.  Paul Lupacchino said that Engine #1 will need to have major restorations in the future and asked about adding money in May.  Al Collings said this would be a Fall Town Meeting issue.  Paul asked about a projection for a new station because of needed repairs to current building.  No projections were made.
Al Collings told Paul Lupacchino that the Advisory Committee would wait until they had looked at all of the budgets before deciding stipends and 457 requests.

**Budget #18 & 28 – Police Department & Emergency Management:** Police Chief Tom O’Donnell was present to discuss his budgets. The Police chief would like to replace all firearms at once because of training issues. The cost would be $5,250.00 for 14 weapons and 14 holsters. He has placed this in his budget as a line item as requested. The Advisory Committee suggested purchasing five weapons each year for the next three years. His budget is level funded and contractual. Marie Arsenault asked if he could put the real actual gas expense in his budget. Jack Tivnan asked where the money came from for police details at celebrations. Tom O’Donnell said Memorial Day and Concerts on the Common are funded out of his overtime account. There are two outstanding bills for details for the 350th Celebration but the committee has closed their books.

**Budget #4 Town Accountant:** Marie Arsenault was present to discuss her budget. Her Budget is level funded except for salary. She has talked to auditors and they have agreed to level fund their account. Jack Tivnan asked about the audit. Marie Arsenault said that she has it but has been on vacation.

**Budget #3 Advisory Committee:** Al Collings said he would fill out and it would be level funded.

**Review projection of June 30 free cash:** Estimated free cash fiscal year 2012 is $325,073.00.

**Review FY 2011 & 2012 revenue projections:** Al Collings said the bottom line was we are a half million short in revenue.

Jack Tivnan made a motion to adjourn the meeting. Roy Roberts second. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Christine M. Long
Secretary