

**TOWN OF WEST GREENWICH
TOWN COUNCIL**

**SPECIAL MEETING
March 20, 2013**

A meeting of the West Greenwich Town Council was held on March 20, 2013. Present were Mark Tourgee, Susan Woloohojian, Robert Andrews, Gregory Coutcher and Thomas Mulcahey. Also present were Town Administrator Kevin Breene, Town Treasurer Danielle Andrews, Tax Assessor/Collector Charlene Randall and Public Works Director Claude Wright.

A. CALL TO ORDER - 7:00 P.M.

The meeting was called to order at 7:00 P.M.

Councilman Andrews moved to open the meeting and dispense of the reading of the minutes from the previous meeting. Council Vice President Woloohojian seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye, Mulcahey –aye

B. AGENDA: WORK SESSION ON FY 2013/2014 BUDGET

Town Administrator Breene reviewed the proposed budget and updated the Council on the preparation.

Town Treasurer Andrews updated the Council on the current retirement rates and the effect of the non-union employees proposed 3% increase.

Discussion ensued on the accuracy of the 3% increase. It was determined that with the 3% raise to non-union employees would be a total of \$9,255.00.

Town Treasurer Andrews updated the Council on the current year and reserve fund balance.

The following line items were reviewed: Employee Benefits, Benefit Waivers, FICA, Retirement, TIAA-CREF, Per Diem Employment/General Gov't, Audit, Computer Service & Training, Computer Equipment Fund, Computer Equipment Fund/Server Replacement.

Tax Assessor/Collector Randall updated the Council on the Computer Service & Training, Computer Equipment Fund, and Equipment Fund/Server Replacement.

The following line items were reviewed: Contingent, Legal Advertising, Meetings, Dues & Educational Expenses, Mapping, Mileage Reimbursement, Insurance, Legal Expenses, Uninsured Claims, Office Supplies & Equipment Municipal, Postage/Municipal, Electricity, Fuel, and Workers Compensation.

Discussion ensued on the increase to workers compensation.

The following line items were reviewed: Telephones, GIS Software, and Charter Commission Fund.

The Tax Assessor/Collector, Finance and Town Clerks proposed budgets were reviewed.

Discussion ensued on Records Restoration.

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The Planning Department requested budget was reviewed.

The Board of Canvassers requested budget was reviewed. Town Administrator Breene advised the Council on the increase.

The Inspectors Department requested budget was reviewed. Town Administrator Breene advised that the Building Inspector could inspect plumbing and mechanical.

Discussion ensued on the personnel within the Inspectors Department.

Discussion ensued on liability insurance, hydrant rentals, and dry hydrant fund.

The General Fire & Rescue proposed budget was reviewed.

Discussion ensued on Fire and Rescue audits.

Councilman Mulcahey questioned if fuel reimbursement could be increased. Council President Tourgee questioned how many vehicles are dispatched on a run.

Discussion ensued on procedure and protocol regarding mutual aid relative to fuel reimbursement.

Discussion ensued on insurance reimbursement for fire and rescue.

The West Greenwich Fire & Rescue, Lake Mishnock Fire & Rescue, and Hianloland Fire & Rescue departments were reviewed.

The Highway Department budget was reviewed. Public Works Director Wright reviewed the equipment needs of the department and the current cost of repairs to the fleet.

Discussion ensued on truck fleet replacement. Public Works Director Wright advised the Council on the cost to purchase two vehicles. The Council requested Wright retrieve prices on trucks for the April 3rd Budget Workshop.

Town Administrator Breene advised regarding deficit spending.

Public Works Director Wright discussed the proposed increase to asphalt.

Council President Tourgee questioned the amount for highway signs. Public Works Director Wright stated the cost increase is caused by the requirement to purchase high visible signs.

The Maintenance Department, Sanitation, and Water Department proposed budget was reviewed.

The General Community and Social Services requested budgets were reviewed.

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The West Greenwich Library, Conservation Commission, Land Trust, Open Space GO Bond Debt Service, Sport Groups, and Human Services budgets were reviewed.

The Revenue Budget was reviewed.

Chief Ramsay arrived at 9:20 P.M.

The Police Department proposed budget was reviewed. Chief Ramsay reviewed the departments increase.

Town Administrator Breene reviewed the Police Contract and affect on finances.

Discussion ensued on reducing the proposed Police Department budget.

Discussion ensued on the SRO Officer.

Discussion ensued on Police overtime on future budgets.

Council President Tourgee stated that at the April 3rd Budget Workshop the following budgets will be reviewed: Library, Police, and Public Works.

Council Vice President Woloohojian moved to adjourn at 10: 18 P.M. Councilman Andrews seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Coutcher –aye, Andrews- aye, Mulcahey –aye

**ERIN F. LIESE, CMC
ACTING TOWN CLERK**