

BUDGET COMMITTEE

JANUARY 15, 2018

MEMORIAL BUILDING

7:00 P.M.

The following are to be considered draft minutes until approved by the Board.

The meeting was called to order at 7:00 p.m. and the roll was called.

Budget Committee: Ken Jacques, Chairman; Darrin Patten, Justin Hastings, Tamara Butcher, Bryan O'Day, Jeff Milne, Tim Cook, Brian Putney. B. Manning was absent.

Departments present: Dick Hendl, Selectman; Pete Abair, Road Agent; Tim Julian, Chief of Police; Pete Lacaillade, Fire Chief; and Kevin Roberts, Deputy Chief. Library Trustees, Barbara Cooper, Chairperson; Joyce Guinther, and Art Bobruff.

Minutes of January 15, 2018: Motion by Jeff to approve as written, seconded by Darrin and unanimously approved.

Library: Barbara Cooper presented proposal for 2018 budget. They have consolidated their budget and included computer costs etc., into their operating expenses, and therefore there has been a small increase in that line. There is no proposed change in Librarian or Substitute Librarian wages. They are adding an Assistant Librarian to come into compliance with regulations. For many years, the library has been staffed and run by volunteers when there has not been a librarian on duty. A library must be staffed with a paid employee when a volunteer is on site. The library is currently open about 31 hours per week. They anticipate a Librarian covering 20 hours per week and an Assistant 10 hours. They are currently advertising and interviewing for a replacement for the Library Director who resigned in November 2017. Ken asked if there are any thoughts about next year and what increases could impact the budget. Jeff wanted to know if they had given any thought to increasing the director's hours to give the position broader appeal. Justin asked about the \$1900 annual program renewal. Barbara stated they anticipate keeping the hours the same unless there is a demand for more by the patrons. They do not foresee major changes. If they increasing personnel hours, they have to be aware of triggers for benefits. Art Bobruff stated, the turn-over in personnel has not been due to pay. He is not optimistic that offering more hours would change the pool of candidates. Barbara reported the \$1900 is for the cataloging program which is working great and the patrons like it. The annual fee also gives them an off-site server so they do not have to maintain one, and they get off-site back up and regular updates.

Police Department: Tim Julian reported he had been able to get a good deal on new vests if he bought 2 so they have been purchased, and are being made. The expense is reflected in his 2017 expenditures. Computer support went up a little for support and updates of the Mobile Data Terminals and full coverage and support of the office computers, which he did not have in the past. The cruisers are all running well. Mike's cruiser has 45K miles and his has 22K so they are good for several more years. Dispatch went up a little. Their charges are based on population and number of calls.

Highway Department: Ken asked about the reduction in the paving line. The concern has been to keep on top of the paving. Pete Abair said he is proposing to do Philbrick Hill Road. He took Nichols Hill out of the budget because of the other stuff being asked for. A used chipper at \$20K is being proposed in his operating budget. Darrin suggested perhaps the chipper be done through a non-lapsing warrant article. The Board discussed the possibility of removing the chipper and adding a road back into the budget to keep it on track. Without the chipper, Pete's budget is \$25,400 less than last year. The Board reviewed the CIP and paving schedule over the course of the next several years. Pete stated Fisher Corner Road is one of the smaller roads that could be put in the budget, but would depend if the State gets the culvert project on Georges Mills Road done in time. The Board asked Pete to come back on the 29th with numbers for Fisher Corner and Nichols Hill Road.

The Board asked Pete his truck replacement plans. Pete stated he plans to get rid of the red truck this summer using the non-lapsing money appropriated. The Board noted if a truck is purchased, that would empty the "kitty" and a new account would have to be funded in 2019 for his plans to replace another truck, which would probably be the 2007 Sterling.

Pete suggested putting the work on the sand shed site in his operating budget instead. His rough estimate for that projects is 1,000 to 1,200 yards of gravel @ \$15,000; 300 ton of Rip Rap @ \$4,200; 7 rolls of road fabric @ \$2,100, trucking @ \$8,000 and Excavation at \$14,000 for a total of \$43,500 which he thinks is low.

The Budget Committee suggested that Pete and the Board of Selectmen look at ways to keep his budget level and review where the money is to come from for the various projects that are anticipated.

Fire Department: Pete Lacaille reviewed the proposed operating budget. There is a slight increase which is a result of reviewing overages from other years. Phone costs have increased due to replacement of DSL with the new internet service. Dispatch costs have increased and some of it due to Active 911 dispatching which most members use. The Department must pay for NFPA guidelines and updates as the regulations keep changing. They were hoping to get another hydrant installed this year but were not able to do so. They also use that line for maintenance items. Two of their air packs were recently taken out of service. All packs are due for their annual flow test so they will have that when the out of service packs are repaired.

Installation of the tank on the new truck should be done by the end of the week. Lettering and decals need to be finished and the truck should be completed and delivered in the next couple of weeks.

Kevin and Pete questioned the change in plan to fund the SCBA equipment through a three-year warrant article instead of through the Unreserved Fund Balance. What happens if the article is turned-down? The Board did not think the article would be defeated, but suggested an alternate plan be in place just in case. A warrant article for long-term funding requires 2/3 majority vote.

Ken asked about the town-hall roof and project at the highway garage. Dick reported bids for the roof are due on January 22. The plan was to fund those projects through the unreserved fund balance.

The Board discussed the plans and design for a perched beach. The beach would have two levels to reduce the incline so sand doesn't continue to wash into the water which the State sees as a pollutant. A small barrier would be installed at the water level with a "sand box" type design above. Once a beach is perched, sand can be added at any time without a permit. Design and Handicap access discussion followed. The pole in the parking lot should be removed.

Ken Jacques reviewed the contract for the circuit rider services. Their contract runs from July 1 to June 20. The scope is to provide 3 hours @ \$180.00 per month. In months where no services are expended, the time will carry forward. 30 hours was allotted for 2018. In 2018 the Planning Board has discussed beginning the survey process for a Master Plan update. Ken will review the contract with the Planning Board at the meeting on Thursday. (January 18, 2018).

Debt Service for the SCBA equipment has not been calculated and will need to be looked into with more detail since the purchase does not need to be paid for until 2019.

Justin noted at this time, the proposed budget for 2018 is \$55k less than last year so it could be possible to add paving and keep the budget flat.

The meeting adjourned at 8:30 p.m.

Submitted by,

Janet Roberts,
Administrative Assistant