

## BUDGET COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 2, 2019

Members Present: Ron Schneider, Marisa Caputo, Brian Toomey, Bob Subilia, James Gaylord, Suzie Finnell, William Wade

Excused: Russ Markgren, Richard DeBold

Staff Present: Town Manager Jon Carter, Finance Director Jodie Sanborn, Accountant Casey Welch, Meeting Recorder Cinni Davidson

The meeting was called to order at 5:30 PM.

### 1. Election of Chair

Motion by Bob, seconded by Marisa, to nominate Ron. Passed unanimously.

### 2. Election of Vice Chair

Motion by Marisa, seconded by Ron, to nominate Brian. Passed unanimously.

### 3. Assignment of Committee Members to Departments for Reviewing

Assessor-Marisa

Code & Planning-Bill

Information Center & Town Clerk-Bob

Transportation Center-Ron

Library-Marisa

Fire & EMA-Brian & Jim

Public Works-Richard, Marisa and Jim

Police, Dispatch, Animal Control-Ron and Suzie

Park & Recreation-Bob

Transfer Station-Richard, Marisa and Jim

Harbor-Bob

Human Resources, Employee Benefits, Property Liability-Marisa and Suzie

Conservation-Bob

WEMS-Marisa and Russ

#### 4. FY 20 Budget Overview-Jon

Jon does the salaries. There are several senior employees on the longevity scale. We are going into the last year of the 3 year contracts. Two Selectmen, Jon and a labor attorney handle the negotiations. It's better to negotiate all 4 contracts in the same year. Operations are up 4.3%. The new public safety complex is coming on line. Utilities and insurance are up. Fringe benefits are up because of salaries. WEMS received an extra \$50,000 this year to cover their shortage.

Warrant articles will include additional help for the Fire Department. A daytime firefighter at 40 hours per week during peak times is contemplated. When the new building is open we may have students from the SMCC fire service program live at the fire house and go on calls. The adjacent towns are also experiencing increased volume which limits their ability to provide mutual aid. Most of our call fire fighters have jobs out of town.

Revenues are up about 18%. CIP is up 55%, including Public Works vehicles and equipment, road maintenance, communication towers and merging our server rooms into a secure facility. We are using 26% less surplus and more reserve funding. We are projecting a 4.7% municipal tax increase and may be able to reduce this. \$38 million was collected in taxes, including the school and county. The school budget will probably increase.

#### 5. Budgets and CIP to Review

**Administration:** Excise taxes are up. There is a slight increase in Operations.

Motion by Bob, seconded by Bill, to approve \$81,792. Passed unanimously.

**Cable TV:** Includes the Town Hall and Library studios and studio personnel. We had a major box failure and borrowed a spare from York until we could buy a replacement. Our old one was repaired and is kept as a back-up.

We had proposed having a central studio at the high school with the students running the camera remotely. There wasn't enough room at the school and not enough interest.

Motion by Brian, seconded by Bill, to approve \$20,895. Passed unanimously.

**General Government:** This includes many of the Town Hall expenses. DPW pays the fuel invoices and charges the expenses back to each department. Jodie gets a breakdown of

the number of gallons by department and an average price per gallon for the month so she can bill each department.

Motion by Marisa, seconded by Bob, to approve \$407,800. Passed unanimously.

**IT Infrastructure:** Includes the software licensing and service contract with Winxnet. They monitor our servers 24/7.

Motion by Brian, seconded by Marisa, to approve \$308,200. Passed unanimously.

**CIP-Tech Committee:** Public computer replacement at the Library is planned. These have special software to limit the user's time on a computer.

**Town Manager:** Jon's administrative assistant had an ergonomic review and her workstation was modified. New equipment was purchased.

Motion by Marisa, seconded by Bob, to approve \$136,800. Passed 6-0-1 with Ron abstaining because of the legal services.

**CIP-Central Server Room:** This will consolidate servers for Town Hall and Public Safety in a secure location.

**CIP-Comprehensive Plan:** The latest update was approved by the State but was opposed by some members of the Committee. Those members are working for an ordinance change to create a standing committee to update the Plan. Preparation of a new update would take about 3 years. The Selectmen have agreed to budget for another attempt with a new committee.

**CIP-Solar:** This will let the Town buy solar systems as they become available.

**CIP-Wayfinder:** This involves branding and new standardized signage for the Town. The blue signs for commercial enterprises are part of a State information program and in need of repair/replacement.

**Fixed Charges/Bonds:** The Transfer Station enterprise fund has been dissolved and the debt has to be paid. The seawall bond has been retired. We are paying principal only on the road bond. Next year we start paying on the public safety bond.

Motion by Brian, seconded by Marisa, to approve \$1,015,488. Passed unanimously.


**LD-1:** This is a State tax cap which determines how much the taxes can increase as the Town grows. This year we are \$93,000 under the LD-1. Each year we project our budget 20

years out and update it annually to compile the budget. We have to keep 60-90 days of operating funds which limits our use of surplus.

**Grants:** Jodie said the grant requests are up. She will forward copies of the letters to all members. The Committee will meet with any organizations that make large requests.

6. Motion by Brian, seconded by Marisa, to adjourn. Passed unanimously.

Respectfully submitted,



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Jodie L. Sanborn,  
Finance Director

Approved by,



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Ronald Schneider, Jr.  
Budget Committee Chairman