

## BUDGET COMMITTEE MEETING MINUTES

WEDNESDAY, JANUARY 9, 2019

**Members Present:** Ron Schneider, Marisa Caputo, Brian Toomey, Bob Subilia, Russ Markgren, Richard DeBold, Bill Wade, Alternates Jim Gaylord and Suzie Finnell.

**Staff Present:** Town Manager Jon Carter, Finance Director Jodie Sanborn, Accountant Casey Welch, Devin Burritt, Keeley Lambert, Mike Livingston, Eleanor Vadenais, Brent Marriner, Kerri Van Schaack.

**Excused:** Jodine Adams, Jessica Keyes.

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

### **Budgets and CIP to Review**

**Library:** Motion by Marisa, seconded by Brian, to approve \$118,223. Passed 7-0.

**Assessing:** Keeley explained the budget request. Motion by Marisa, seconded by Brian, to approve \$27,100. Passed 7-0.

**CIP Revaluation:** the cut between the Department Head review and Town Manager review was discussed.

**CEO Operations:** Motion by Bill, seconded by Russ, to approve \$29,350. Passed 7-0.

**CEO CIP:** 2% loan for reimbursement. The carpet replacement and Town Hall LED lighting were pulled at Town Manager review.

**Planning Department:** Motion by Bill, seconded by Brian, to approve \$19,892. Passed 7-0.

**Planning CIP:** Includes GIS Collection.

**Information Center:** Motion by Bob, seconded by Brian, to approve \$46,435. Passed 7-0.

**Town Clerk:** Motion by Bob, seconded by Marisa, to approve \$38,450. Passed 7-0.

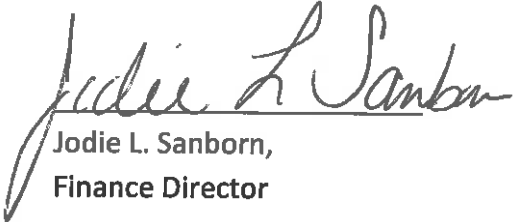
**Transportation Center:** Motion by Ron, seconded by Richard, to approve \$34,165. Passed 7-0.

**Grants:** Only organizations with new requests will be asked to come. The American Legion Post that used to organize the Memorial Day parade has closed and the Town will run the parade this year.


**Adjourn**

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

Respectfully submitted,

  
Jodie L. Sanborn,  
Finance Director

Approved by,

  
Ronald Schneider, Jr.  
Budget Committee Chairman

Wells Information Center		Managed by the Wells Chamber of Commerce				
Budget Summary and Funding Request						
Town of Wells Fiscal Year ending 6/30/2020						
	Actual	Budget	Request	Chamber Share	Town Share	FY'20 Request
	FYE 8/31/18	FYE 8/31/19	FYE 8/31/20	60%	40%	
as we submitted December 2017						
<b>Personnel Expense</b>						
Salary & Wages	\$ 59,865	\$ 64,025	\$ 65,975	\$ 39,585	\$ 26,390	
Payroll Taxes	\$ 5,986	\$ 6,402	\$ 6,597	\$ 3,958	\$ 2,639	
Employee Benefits	\$ 4,785	\$ 4,878	\$ 4,785	\$ 2,871	\$ 1,914	
				\$ -	\$ -	
				\$ -	\$ -	
<b>Operating Expense</b>						
Postage	\$ 8,073	\$ 7,435	\$ 8,154	\$ 4,892	\$ 3,262	
Insurance	\$ 4,480	\$ 4,620	\$ 4,704	\$ 2,822	\$ 1,882	
Office	\$ 11,125	\$ 13,500	\$ 11,125	\$ 6,675	\$ 4,450	
				\$ -	\$ -	
				\$ -	\$ -	
<b>Utilities</b>						
Telephone	\$ 3,189	\$ 2,723	\$ 3,285	\$ 1,971	\$ 1,314	
Electric & Gas	\$ 3,874	\$ 3,280	\$ 3,951	\$ 2,371	\$ 1,580	
Water & Sewer	\$ 382	\$ 407	\$ 401	\$ 241	\$ 160	
					\$ -	
<b>Repairs &amp; Maintenance</b>	\$ 12,888	\$ 5,775	\$ 7,110	\$ 4,266	\$ 2,844	
<b>Totals</b>	\$ 114,647	\$ 113,045	\$ 116,087	\$ 69,652	\$ 46,435	\$ 46,435
submitted November 2018						

**WELLS INFORMATION CENTER BUDGET NOTES for TOWN FY'20 BUDGET  
Submitted November 2018**

**1. Personnel Expense**

- **Salary & Wages – (\$65,975 +9% of FY'18 actuals)** includes the Information Center staff and 100% of the Information Center Supervisor. Increase is due to the state-mandated minimum wage that goes up on 1/1/19 and 1/1/20. The Information Center hours of operation are as follows: May through October – 7 days per week, 9:00am-5:00pm. November through December and April through May, Monday through Friday, 9:00am-5:00pm and Saturday 10:00am-2:00pm. January through March, Monday through Friday, 9:00am-5:00pm.
- **Payroll taxes (\$6597)** include Social Security and Medicare matching taxes along with Federal and State Unemployment Taxes for all Information Center related payroll (**assumption of 10% of payroll**).
- **Employee Benefits (\$4,785 FY'18 actuals)** represents 100% of health insurance premiums paid by the Chamber for the Information Center Supervisor.

**2. Operating Expense**

- **Postage (\$8,154 +1% of FY'18 actuals)** includes mailing of Wells publications, brochures, maps, calendar of events, tide charts, relocation packages as well as distribution costs.
- **Insurance (\$4,704 +5% of FY'18 actuals)** includes Liability, Buildings and Grounds and Workers' Compensation for the Information Center payroll (50% of total payroll).
- **Office expenses (\$11,125 FY'18 actuals)** includes office related supplies, the lease of the photocopier and the lease on the postage meter.

**3. Utilities**

- **Telephone (\$3,285 +3% of FY'18 actuals)**
- **Electric & Propane (\$3,951 +2% of FY'18 actuals)**
- **Water & Sewer (\$401 +5% of FY'18 actuals)**

**4. Repairs & Maintenance (\$7,110 FY'18 actuals less \$5,779 capital expenditures)**

- Includes snow removal, sanding, grass mowing, landscaping, painting, carpet cleaning, bathroom supplies, waste removal and janitorial expenses.

Following is the history of the amount requested by the Wells Chamber of Commerce vs. the amount awarded:

Town of Wells FY'14 – requested \$39,798 – awarded \$39,798  
Town of Wells FY'15 – requested \$39,809 – awarded \$39,809  
Town of Wells FY'16 – requested \$37,000 (40% = \$40,968) – awarded \$37,000  
Town of Wells FY'17 – requested \$37,000 (40% = \$42,090) – awarded \$37,000  
Town of Wells FY'18 – requested \$43,930 (40%) – awarded \$42,090  
Town of Wells FY'19 – requested \$45,218 (40%) – awarded \$45,218

**Request = \$46,435**

# WELLS REGIONAL TRANSPORTATION CENTER

## Fiscal Year 2018



**Station Host Coordinator, Scott Hooper assisting passengers boarding the Downeaster**

The Maine Turnpike Authority (MTA) in cooperation with the Town of Wells and the Maine Department of Transportation (MDOT) built the Wells Regional Transportation Center (WRTC) on land opposite Exit 19 (Wells/Sanford) of the Maine Turnpike (I-95). This intermodal complex includes a 100 space lot for the MTA Park and Ride, an additional 96 spaces for longer term parking and six spaces for busses and RVs. Parking is FREE.

WRTC is a “transportation hub” for the region with daily Amtrak Downeaster service between Brunswick and Boston North Station, daily Greyhound bus service between Bangor and Boston South Station, scheduled bus service to Foxwoods Casino, and year round daily service between Wells and Sanford on the Shoreline Explorer Orange Line 5. The seasonal Shoreline Trolley provides connections to coastal communities from York Beach to Kennebunkport. Taxi service is also available.

WRTC is popular with bicycle enthusiasts since it is on the Eastern Trail and is the starting point for three “loop tours” of the Maine Beaches Region promoted by Maine DOT. There is a brochure rack in the station building dedicated to bicycle and hiking information.

The WRTC building is leased by the MTA to the Town of Wells “rent free” and the Town partners with Marriner Marketing to provide a variety of traveler services. There is a comfortable lobby and waiting area, restrooms with baby changing stations, pay phone, Wi-Fi, ATM, vending machines, and information on transportation for Wells and beyond.

WRTC is staffed by 2 part-time employees who serve 42 hours per week and approximately ten volunteer station hosts who assist travelers with Amtrak and Greyhound tickets, distribute brochures on Wells and surrounding communities and provide visitors with maps and travel information.

Station Hosts volunteered 2,700 hours during FY 2018 saving the Town of Wells an estimated \$60,000. We are always looking for additional volunteer station hosts. Call 646-2499 if you are interested.

Revenues from station sponsors, sale of brochure rack pockets, wall ads, and commissions from vending machines helped defray operating expenses by an additional \$14,000.

Traffic through the facility has experienced steady growth since it opened in June of 2003. Travel information on transportation, Wells, neighboring communities, and destinations along the Downeaster route is available daily from 5:30am-9pm. Bus schedules for Greyhound, Concord Coach (Portland) and C&J (Portsmouth and Dover) are also available. Visitors are always welcome.



**Station Host Coordinator,  
Patsy Bragdon helping a customer**

### **FY 2018 TRAFFIC COUNT**

• Amtrak Downeaster	58,276
• Vehicles & Bicycles	65,472
• Bus (Scheduled & Charter)	16,182
• Shoreline Explorer Trolley, WAVE & Orange Line 5	1,243
<b>TOTAL</b>	<b>141,173</b>

Respectfully submitted,

**Brent Marriner  
Marriner Marketing**