

**JOINT MEETING of BOARD OF SELECTMEN and BUDGET COMMITTEE
January 8, 2014 5:30PM**

5:35 PM: Meeting called to order by Chairman Moynahan.

Roll Call: Mr. Moynahan, Mr. Dunkelberger, Mr. Murphy, Mr. Beckert and Mr. Hirst.

Mr. Moynahan said that Mr. Dunkelberger worked with Mr. Blanchette on the budget and that they would be directing questions to him.

Mr. Dunkelberger discussed the review of the budget he did with Mr. Blanchette and Ms. Bergeron and that, because of the storms, he was unable to finalize everything for this meeting. He also discussed going to gross budgeting, which would, for example, budget the Police Chief's entire salary and the payback from Kittery's portion of that salary would go into the general fund; then pick some items they would pay out of the undesignated fund balance in anticipation of revenues coming in from different sources. He added that the numbers in front of them displayed a worst-case scenario; that it was a 3% wage increase and insurance payments held at the present level with the present carrier (fringe benefits); that depending on how union negotiations came out these numbers could change quite dramatically.

Mr. Strong asked why the police Chief's salary showed an increase when he was under a three-year contract.

5:41 PM Mr. Dunkelberger said that that was something he missed. **He said that there was no increase and would correct the spreadsheet to reflect that; that he would also update other numbers to reflect changes. He will print out the spreadsheet to reflect the color highlights for clarity.**

5:45 PM Mr. Strong asked to have the year of hire entered, as well.

Mr. Dunkelberger agreed he would. It was agreed that he would give everyone an updated Administrative budget worksheet, not the whole, until all budgets were in and would get the updated copy to everyone next week.

Discussion of Administrative Budget

5:48 PM Under salaries, there is a blank spot for employee insurance (03-10), as they got the new table just before the snow storm; that the Treasurer is working on those numbers.

For 13/14 salaries were \$576,548 and for 14/15 salaries are \$679,754. Union and non-union included. It was pointed out that a 3% increase would equal \$593,844, not \$679,754.

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5:53 PM Mr. Dunkelberger will check Administrative salary numbers and employee insurance numbers.

Employee expenses/dues – up (about \$7,000 goes to MMA)
Training, Safety & Travel – up to \$8,000 (have new people to train)
Service Fees
 Advertising - \$3,500
 Mapping - \$9,500
Records Preservation (added to convert more paper records to digital)
Town Reports - \$7,000

Discussion regarding whether to mail out reports, or not.

Ms. (Donna) Murphy suggested mailing out a notecard notifying residents of the availability of Town Reports and where they could be picked up.

Copies of Deeds/Liens – currently \$19/copy
Printing - \$5,000 (primarily for ordinances)
Equipment Service & Contracting – 05-30 & 25-10 combined with 25-30

6:00 PM Mr. Dunkelberger will send out an email on which categories were combined.

Consulting – increased to \$10,000
Bank Service Fees - \$750
Contracted Services
 Auditor - \$11,000
 Legal - \$70,000 (appropriate annual budget)
 Legal Reserve Account - \$73,500 (for unusual events)

6:08 PM Licenses - \$15,000 (primarily TRIO Software)

Include mobil phone line for new Town Manager. Mr. Dunkelberger will add.

Storage Rental (1003) combined into Records Preservation (Iron Mountain).

6:10 PM Street Lights & Reserves (Public Safety budget). Mr. Dunkelberger will remove Street Lights from here, as it falls under the Police Department budget (10-35).

Internet/Website - \$1,000 (Town website)
Video-streaming - \$3,000

Total for contract services - \$100,000

6:14 PM Heating Oil/Expenses – 1,700 gallons @ \$3.319 (\$5640)

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Electricity - \$5,000
Telephone/Internet Services - \$3,300 (slight increase)
Water - \$500
Postage - \$11,000 (up)
Office Supplies - \$17,000 (up)
Repairs & Maintenance – combined 25-05 into 25-20 Building Maintenance – why number jumped from \$2,000 to \$4,000. **Mr. Dunkelberger will get this change clarification out to everyone, as well as the other line items under this category.**
Computers & Office Equipment – adjusting # down to \$2,500
 Removing new telephone switch (approximate cost \$6,200). It should be part of the new CIP, as it exceeds \$5,000.
Alarm Fees - \$2,200 (up)

6:23 PM Insurances
 Reserves/Deductibles - \$5,000
 Worker's Comp - \$75,000 (\$5,000 increase, includes 4% rate increase)
 Firefighter's Insurance - \$2,500
 Auto & All Others - \$58,000

6:25 PM Office Equipment Reserve - \$8,000. Mr. Dunkelberger will get reason for increase. Not a true reserve but a program replacement and not carried over – **Mr. Dunkelberger will verify this with the Treasurer.**

Reserve Accounts
 Sick Leave – currently \$56,400 in account
 Current liability is \$90,000 - increases \$10,000 to \$12,000 per year
 Suggestion to add \$30,000, not \$10,000. Mr. Dunkelberger will do.
 Assessing - \$15,000 (Town-wide revaluation. Current reserve amount \$31,700.)

6:40 PM **Mr. Dunkelberger will put reserve figures to the left of the 4010 accounts.** He has a word document listing all the reserve accounts.

Contingency Fund - \$20,000 (current balance \$50,000).
Facilities Reserve – currently \$6,300, moved into the CIP.

6:42 PM Miscellaneous
 Awards - \$1,500
 Tax Anticipation Notes - \$10,000

No update to Town committees, yet.

Elections

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Salaries - \$3,000 (up). Mr. Dunkelberger will check on why the \$1,000 increase and cost per election.

Service Fees - \$3,000

Repairs & Maintenance - \$1,000 (down)

6:47 PM Mr. Moynahan asked if the numbers on pages 14 and 15 were still set up to plug in automatically once numbers are updated within spreadsheet.

Mr. Dunkelberger said that the formulas should still be good. He added that he would check that as he progressed through the excel document.

Salary on page 15 shown as \$605,000. **Mr. Dunkelberger reiterated that he would clarify the salary line.**

Mr. Dunkelberger will talk to the Treasurer about how to handle TIF management portion of the Town Manager salary. He will also put together a recommendation of particular line items they might pursue based upon the projected income.

6:49 PM Mr. Dunkelberger said that he would have the required spreadsheet probably by Monday or Tuesday. He added that he had written down all the questions from tonight and would get answers to them and send them to Ms. Davis. He will send Ms. Davis the 15-page report to Ms. Davis as an excel document, as well.

Ms. Davis said that the BC would be meeting on Tuesday (Jan. 14) and would compile questions and get them out.

Mr. Moynahan said that he was available to help Mr. Dunkelberger plug in numbers for the Administrative budget to get this to the BC before their meeting.

Adjourn

There was a motion and second to adjourn the meeting at 6:55 PM.

VOTE

4-0

Chair concurs

DATE

Mr. John J. Murphy, Secretary