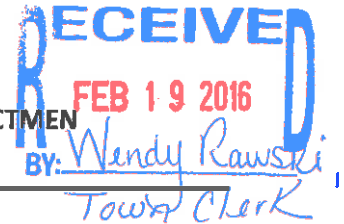


ELIOT BUDGET COMMITTEE JOINT MEETING WITH THE BOARD OF SELECTMEN
January 12, 2016



Present: Donna Murphy (Chair), Brad Hughes, Denny Lentz, Phil Lytle, Dann Mannschreck, Ed Strong, Jim Tessier

Meeting opened at 6:00.

1. Dana Lee, Town Manager, made opening remarks and gave an overview of the budget. The proposed budget increases the amount to be raised through taxes by \$77,864 over the previous year. Dana stated that revenue and spending have increased. The Community Service Department will have revenue and expenses that are offsetting. The proposed budget recommends raises for non-union employees. The cost of the Chief of Police is unknown. Storm water, cut one project. This is the final year of the debt payment for the police department. There is a 52 week pay period this fiscal year. Last year there was a 53 week pay period. Dana referred to the master wage sheet and spoke to the longevity system for raises. The police chief was budgeted using the current police chief compensation. Questions were asked. What is the actual increase on the mill rate with a bottom line increase of \$77,000? Dana will provide this answer at a later date. What is the status of the police chief position? Dana indicated that there would be an update at the Board of Selectmen meeting scheduled for Thursday, January 14, 2016.
2. LD1. Dana indicated that the old method was used to calculate LD1. The new method allows for a larger increase.
3. Wages. Dana stated that the increases for longevity are included in the proposed budget. Dana stated that new employees receive a step increase of 1.5% each year for the first six years of employment. Six employees in Administration are due for step increases in the 2016/2017 fiscal year. 1A and 1B show employees who are getting the step increases. Discussion regarding benefits and wages. "Mike and Dutch" were on the negotiating team. As stated earlier the Police Department contract is in negotiations. There will be an update at the Board of Selectmen meeting on Thursday. There has been fact finding with the union. There is an anticipated increase from 8.9% to 9.5% for non-police in the Town's portion of the Maine State Retirement. Rates are set by the State.
4. Health insurance is up \$50,205 for the Administrative Department.
5. Discussion on binding machine purchase for creating the Annual Town Book. The format would change. There are some who do not wish to change the size of the book. Over time money would be saved.
6. TAN interest (page 6). Many years this has been at \$10,000. Current expense is \$2,000.
7. Elections. One machine is under the old contract and three machines are under the new contract. There are 58 booths to set up. Question by Ed Strong about \$8,200 for salaries that are requested in the Election Budget. Were the other budgets decreased for regular pay? Dana stated that they were not and the extra for salaries would be used for

incidentals. Salary costs would cover both regular and OT for Administrative staff and DPW staff. There will be a request to close the Town Office for the day for the primary and general elections in June and November due to the expected turn out.

8. General Assistance is down. 70% of spending is reimbursed by the State.
9. Department of Public Works (DPW). There is a request for secretarial support for \$8,275 for 10 hours per week. Dana indicated that someone is fulfilling this duty at this time and need to make it legit. Question if this made the person a full-time employee as she also takes minutes for the Board of Selectmen and Planning Board? Dana indicated that her hours would be kept below 20 hours per week and there would be no benefits. Striping is down as this is an off year. The paint lasts for two years. The Town is responsible for the cross walks on Route 236. Crushing. Joel did all the crushing last year. This is an every other year expense so may see it next year. Gravel. There are lots of requests from people they want the culvert replaced or the height of the road they have to go into the driveway to make it smooth. Dana felt he needed to increase the amount so they can do this. Use to reshape or do the base of the road. They have tried to get by with driveways. Repair and maintenance (page 5&6). There was an error in the math for Fiscal Year 15/16 and \$75,000 was omitted.
10. MDOT \$42,308 (page 7). In past years MDOT road revenue was an expense. It is revenue. It is to support the paving budget and must be used for capital projects. Can't use to fund people. Must be used for infrastructure. As long as they are doing more than \$37,000 it is okay.
11. Winter roads (page 1A) OT amount based on old data. Last winter there was one storm a week from mid-November to mid-April. 45 hours of OT per week. Pages 5 and 6. Same note several times in budget they made adjustments where there were errors in the prior budget year. The put in the original approved amount. When auditor was there he said that they have traditionally under-budgeted. Can go over but it is coming out of fund balance. Need to get honest about what it is costing. Amount expended in Fiscal Year 14/15 \$336,631 actual. Wanted to show real cost. Summer roads. No part-time employee. This is in lieu of the additional full-time worker.
12. Cemetery maintenance. Clean up cemeteries. They don't need much of a plan. This is an unfunded mandate by the State. The Town does not have a plan for this expense. There was discussion last year and a member of Historical Society was to offer input. Dana indicated that he did not receive input. The State tasked the municipality with maintaining historical cemeteries if the owners do not care for them. There are 150-160 in Eliot. Denny Lentz stated that Historical Society has a list. Denny Lentz, member of the Budget Committee and member of the Historical Society stated that he would bring this issue to the Historical Society for input on where to start.
13. Transfer Station. In summary the amount they are asking for is down almost \$20,000. Efforts they have made have brought it down. Question on revenue from recycling. Joel Moulton, DPW stated that the commodity reimbursement prices change every 30 days. Joel stated it has been going down. The highest commodity right now is cardboard.
14. Storm water MS3. Funding is for Phase II of Pleasant Street. The Town is subject to Federal Permit and the Clean Water Act. There is an annual report every year. This is the third

cycle. The third year is the most expensive. One of the requirements is that the Town has to identify and map aging septic systems. It is an unfunded Federal mandate. Grant funding can't be used. Dana has funded only what is required. Riverbank stabilization is needed.

Mr. Moulton indicated that if this is done during Phase II it could save the Town \$20,000-\$25,000 than if done later. There were 78 outfalls. 11 were reduced to 3 in Pleasant Street, Phase I which was completed in Fiscal Year 16/17. The engineer cost for Fiscal Year 16/17 is for planning for the cost for the next phase in Fiscal Year 17/18.

15. Committed taxes. Wendy stated that she and Brenda spoke about it the other day and it is at 92% rate for current collection.
16. GIS mapping for outfall and catch basin.

Questions about the proposed budget from the Budget Committee will be submitted through the Chair to the Town Manager.

Request for the Excel file for the spreadsheets.

Request for the Current Account Status to date.

Meeting adjourned upon the MOTION of Ed Strong, 2nd Jim Tessier, VOTE: 6-0, Chair concurs

Respectfully submitted by,



Donna Murphy, Chair



Date approved