

Town of Eliot
Budget Committee
February 19, 2019

Budget Committee Members: Jim Tessier (Acting Chair), Dennis Lentz (Secretary), Janie Wang, Brad Hughes, and Ed Strong. Donna Murphy excused due to illness. Noah Lemire excused due to work.

Town Staff: Dana Lee (Town Manager), Jordan Miles (Treasurer), Heather Muzeroll-Roy (CSD), Joel Moulton (DPW).

Call to Order:

- Meeting was called to order @ 5:00 pm by the Chair (video streaming was used).

Public Comment:

- No members of the public present.

Community Service Department. Revenue and Program Fees

Boat Basin numbers. Last year spent money out of the fund. Dana stated it runs \$24,000. Need to maintain some reasonable fees so the residents are not subsidizing. Fees have not been changed in a long time. Heather stated it was prior to her. Jim stated if you keep fees at a reasonable rate it would offset program fees. Brad stated they were trying to narrow the gap between revenue and expending. Janie asked for updated CIP. Jim stated the ones dated 2/8/2019 only had the summary. Jamie would like to see and compare to the original. Jim talked about the 52,500 which was an increase from the previous sheet. It is a \$15,000 increase. Dana handed out a more detailed sheet to show where the numbers came from. Jim stated on the top of the second page it does have \$52,500. Dana stated this is where the numbers came from. Dana read it off \$15,000 tennis court, 8,000 for park, \$15,000 pavilion roof. 14,000 for the Chevy truck and \$13,500 in reserve. Money from the Boat Launch has to be used at the launch or the bathrooms. It cannot be used for the pavilion because the Town built it. It can be used for paving, paying the boat launch attendants, electricity, mowing. It is on the revenue side as boat basin. Dana stated they feel good about what they projected for CSD. Jim stated they want to keep fees reasonable for people to afford but need to realize that costs go up. Brad asked if they were planning to replace the dump truck this year. Dana stated yes. It is a 1977. Jim asked about community services fees as enterprise at top of revenue. This should have been removed. CSD used to be enterprise even though we were subsidizing. Revenue is now integrated with all revenues. Heather Muzeroll-Roy left the meeting.

Public Works. Salt, paving, administrative assistant.

40 Dana stated that all members should have received sheets on paving. Jim handed out some
41 information about the salt budget. Jim previously sent it to all members. Jim spoke about the
42 history of this account. Jim reviewed previous notes and 2,150 tons of salt per winter. Recent
43 stated 3,500 tons of salt. This is an increase of 62%. Jim stated we don't have 63% more roads
44 or winter. Joel stated it was kept low because we could over expend. The auditor
45 recommended budgeting realistically. Dana stated we were always over expending. Dana
46 stated they tried to budget what they spent. Brad stated the last two winters we spent
47 \$165,000. Brad stated he wished he had 2016 to look at because that was when they had the
48 inventory issue. Dana stated there was one winter it was a low amount. Dana asked Joel for
49 his input. Could we live at \$175,000. Joel stated probably. Jim suggested rolling any left over
50 to a reserve. Dana stated he liked this idea. Brad stated he knows we talked about this that the
51 Select Board can go over and use the Contingency. With a reserve they need 3 out of 5 votes.
52 Janie asked if this could be presented to the Select Board. Jim stated the Budget Committee
53 could discuss after and then present it to the Select Board if members agree. Jim suggested
54 using the previous four years for an average. Joel stated two feet of snow is cheaper than what
55 we have been getting. Jim spoke about last week the truck coming through three or four times,
56 dumping salt and not plowing the snow. Joel stated that he would look into this. Brad asked
57 about the paving. Do we need to keep spending \$500,000 on roads every year? The study was
58 a five-year plan. Joel stated the plan wasn't complete. Joel stated if they reclaim the road, they
59 still need to come back and overlay. Based on the five-year plan it was based on an increase
60 and they have never got the \$500,000 and they have slipped. Joel stated \$30,000 on a road
61 they could do a decent part of the road. Dana stated they were not planning to update. Joel
62 stated they updated two years ago. Joel discussed the request for the increase in hours for the
63 administrative position. Joel referred to the breakdown he provided in writing. Joel stated
64 there are a lot of incidentals. Joel stated there are a lot of tracking issues that are missing or
65 catching at the last minute. Joel stated this was a 40-hour position and they settled for 28
66 hours. Dana stated he agreed but that between the Public Works and Land Use he would go
67 with the Public Works. Dana stated he thinks both are needed but Joel has a lot going on down
68 there. Dana stated he doesn't want to pick on police but they have a full-time administrative
69 assistance. Dana stated the Land Use is nice to have for customer service but it is not as critical.
70 Denny stated he spent about two hours with the list. Denny converted the numbers for the
71 year and broke it down by task. Denny stated his total hours came out to 39.2 which was
72 higher than Joel's at 33. Denny asked what has changed from the person they put down there
73 a year or two ago. Is there a different process, technology? Dana stated when Joel came to
74 him when he first got there Joel asked for a full-time assistant and an additional operator. Dana
75 said no. Joel came again and was told no again. Dana stated they took the Treo sewer billing
76 down there so the person didn't have to come to Town Hall. Dana stated there is not a lot of
77 other stuff he can think of. Joel stated it has been made more efficient. Joel stated she is a
78 good hire and has increase things and things that have to be tracked. Joel stated there is
79 tracking for everything. Joel stated ultimately, he is responsible for everything even if he is not
80 on site. He needs to be on site and needs more time to oversee. This is shifting more duties to
81 the administrative assistant. Joel stated he is in his tenth year in August and things have
82 changed a lot. Dana stated he used to have a transfer station manager. Joel stated he did get
83 an additional employee. Denny asked what are they getting in return. What can they give up?
84 Dana stated he has a few more ideas to get down to LD1. Janie asked if the administrative
85 assistant would be taking over the items on Joel's sheets that he marked he was doing. Joel

86 wants to create a tree for positions. Joel oversees, administrative. Foreman oversees
87 operations. The administrative assistant will free up Joel to oversee. Joel stated or he stays
88 and works more hours than he needs to. He used to be here and now is here. (gestured). Janie
89 asked what is the Town getting if Joel goes from here to here. (gestured down). Joel stated the
90 Town has benefitted from customer service. Dana stated he remembered frustration on
91 tracking Transfer Station data. Dana stated, some is, do you want good data? Dana stated Joel
92 is putting in a lot of hours every week. Joel has been able to take some of his vacation with the
93 administrative position. Ed asked, how much money do we take out of the sewer account to
94 pay what the administrative assistant does for sewer? Joel stated there are incidentals that she
95 does and could increase. Jim stated a few years ago they contracted with Waste Zero for pay to
96 throw. Jim stated Waste Zero is receiving \$15,000-\$20,000 per year to administer the program.
97 Can this transfer to administrative assistant? Joel stated he has been considering that. Would
98 this be an enterprise fund? Joel stated he did this in his previous job. They purchased the bags.
99 Joel stated it is doable and it is a discussion to consider. Jim stated he is not asking for
100 commitment. Dana stated it is something to talk about. Janie asked about Hazardous Waste.
101 It is \$375 for each set up for a total of \$750. Jordan stated they went down to \$5,500. Jim
102 stated it is \$6,000. Dana stated it supposes there is no fee for the disposal. Dana stated Donna
103 was not a fan of this. Jim stated that revenue is down. Dana stated it is moot. Dana stated
104 that it was discussed at the joint meeting. Jim stated he didn't know the Select Board changed
105 the policy. Dana stated they didn't. They will approve or not approve. Jim stated there is some
106 revenue there. Dana stated that should be zero. Joel stated that he could provide the fee. Joel
107 stated he worked with the vendor to make sure it balanced. Jim stated the Select Board set the
108 policy. Dana stated he should bring this up to the Select Board. Dana stated they should vote
109 on it. Jim stated he does feel that the policy before was the residents were paying. Jim stated
110 the Select Board should vote on it. It is a significant change in the revenue. Brad stated they
111 were collecting a couple of grand every year. Joel exited the meeting at 6:08. Brad asked about
112 two issues. Whether or not the excise tax is a reasonable amount. It seems high. Wendy
113 thought 6% was reasonable but the budget is higher than this. Dana said Wendy thought it was
114 reasonable. Sewer admin fee has been budgeted the last few years but they never show
115 revenue. What is it? Why is there no revenue? Annually they take the percentages and move
116 from sewer to general fund. The question is, did it ever get moved? Dana stated it gives him
117 pause and did we collect the? Dana will look into this and see if it was moved. Brad asked, are
118 we are getting a new revenue sheet? Jordan stated he would have a new sheet to remove the
119 Hazardous Waste number. Jim stated on the revenue questions the police revenues dropped to
120 zero on grants and did not touch outside activity. It is not reflected in the total OASDI,
121 retirement, and Medicaid. It went down by about \$5,100. Jordan stated he did this today.
122 Janie stated that now the revenue exceeds the expense. Jordan stated there will be revenue
123 for Outside Activity. The Town gets \$85 per hour but the office doesn't get paid this. Grant will
124 be the same. Jim talked about CIP for Fire. The numbers didn't accurately reflect what Dana
125 wanted. Dana stated he updated the numbers. Dana asked if the new sheets dated 2/19/2019
126 were received? Could the Budget Committee look and see if it is okay. Dana did not change
127 the \$15,000 over two years. Dana will change now for the bunk room. The next entry is an
128 annual allocation to do the dispatch and radios. The 236 repeater he filled that in and should
129 look okay. \$35,000 for two years for a total of \$70,000. Janie asked about the \$5,000 that was
130 highlighted for reserve for radar speed and could this be moved. Chief stated it is not helpful.
131 They are financing the other equipment with this money. Dana stated would it be prudent to

put a reserve in for the \$1,800. Janie stated they could move the \$1,800 to another reserve and lower the amount for another item. Dana stated he doesn't know if he gave picture of pavilion at Dead Duck. It was done by Ed Henningson. Dana stated the second item is a \$10,000 item. Dana asked Kelly Davis the original architect on the building for information. Kelly is staying it is more like \$23,500 for engineering on the building. The request is \$35,000 and could be \$25,000. Jim asked if there is a long-term plan for what they want to do? Dana stated no, they need the engineering. They need to do boring. Site and wetlands. They have wetlands. Dana stated it might not be possible to do anything on this property. We don't know. They can't do much of anything until they know. Janie asked the purpose of expanding the building. Dana stated the safe is not fireproof and they have no storage. Dana stated they don't have another office. If they get another person, they don't have an office. The Comp Plan stated in 2009 they said it would be lucky if they got five years. Janie asked if they had to be on site. Dana stated no but a few years ago they took it out of Iron Mountain at the recommendation of the Select Board and Budget Committee. They have storage in the lunch room, Christmas decorations. Dana stated with the new heating system he will have some more storage. Dana stated they are out of room. Brad asked if anyone has done an evaluation of the building across the street to rent space. Brad stated they have a big building and they don't use all the space. Their population is not increasing. The school previously stated they have no additional space. Dana stated ideally, they would like to have voting on site. Ed stated the last time they did this there was a question about the footers being adequate to go up. Dana stated they had reserves to tap into. The street light reserves. They have been carrying \$14,000 in police cruiser reserves. Dana would like to have a little from the reserves, now that they are funding one police care per year. Ed suggested leaving some there in case they needed for damage replacement. The insurance will not pay the full value. Dana stated they could pull \$5,000 from street lights and \$5,000 from police cruiser. Denny excused himself at 6:32 to attend the Planning Board. Dana stated that is all he has for tonight. Janie stated the only other thing was the administrative assistant and feels it is going to be a touch sell. It would be easier to get one. Dana stated in this case this lady would not need insurance and goes through her spouse. Public Works needs insurance and Land Use does not. Janie addressed for the future justifying requests for new positions. Jordan stated he would try to get the Budget Committee new sheets. Janie stated after the budget is done. Janie would like to spend some time going over the CIP if you are not doing straight line accrual. Dana and Jordan excused themselves at 6:38.

Jim stated he would like to talk about an approach to handling the salt budget and reserve or winter road reserve. Jim would like to talk about if they thought it was a good idea. Ed stated the Town Manager felt it would be a good idea. Jim stated it would help the peaks. Jim asked Brad about this. Brad stated he thought he gave his thoughts the last meeting. Brad stated there is a process now for this. Are we earmarking for salt? Winter Roads are not just salt. It is overtime and cutting edges. Jim asked if we called it a Winter Roads account rather than Salt Reserve. Janie stated her concern is that it would be used for other things and it essentially becomes a general fund. Jim stated it is only for plowing. There is cutting edges, salt, and overtime. A few years ago, there were more things and they were taken out because it was a slush fund. Brad stated it is worth a discussion by the Select Board. Brad asked if Dana has seen Jim's paper. Jim said no the Budget Committee didn't approve. Jim would be willing to take to the Select Board on Thursday. Jim suggested \$40,000. Do we want to suggest an

amount or leave it to the Select Board? Jim does not want to see it at \$100,000. Jim stated the average was \$160,000. There was one year that skewed it. Brad stated the other point is that they just discussed the budget and did not connect the other dots. Brad suggesting using what Jim has. Ed would prefer just salt. Jim asked if we wanted to suggest an amount. Ed stated there is no maximum on any other account. Take out the maximum. Jim asked if they were in agreement to send to the Town Manage and bring to the Select Board on Thursday.

All members present (Jim, Brad, Janie, and Ed) stated yes. Brad stated the \$7,000 he couldn't identify last week was the skate park. Jim stated the only outstanding is the \$29,400 from the sewer account.

Adjournment

Motion by Brad Hughes, second by Janie Wang to adjourn at 6:49. 4-0.

Next meeting is February 26, 2019.

Respectfully submitted,

Donna Murphy, Chair

Date Approved: February 26, 2019

Dennis F. Lentz, Secretary