

# Town of Eliot

## Joint Budget Committee and Select Board Meeting

### January 30, 2018 Meeting

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**Budget Committee Members:** Donna Murphy (Chair), Jim Tessier (Vice-Chair), Dennis Lentz (Secretary), Steve Furbish, Noah Lemire, Janie Wang. Ed Strong (Absent due to travel).

**Select Board Members:** Jack Murphy (Acting Chair), Bob Pomerleau, Brad Hughes, Richard Donhauser. Rebecca David (absent due to work).

**Town Hall Staff:** Dana Lee (Town Manager), Rebecca Bergeron (Treasurer).

**Call to Order:**

- Meeting was called to order @ 5:30 pm by the Acting Chair (video streaming was used)

**Public Comment:**

- No comments

**Review of Town Manager's proposed budget for FY 2018-2019.**

Dana accepted the suggestion to take items out of order to be respectful of committee members who did not wish to attend the entire meeting.

**William Fogg Library**

Lydia Goodwin, Debra Crosier, Karen Ordway

Lydia stated she was unclear of who was asking for the trust. Jim stated that last year there was talk about the trust drawing down and could there be a fee charged. Lydia provided a copy of the trust and a transcribed pertinent to the library. He mentioned in a particular part of the Groups pay meeting room fees. The yoga class and rug hooking class pays \$5 for a donation. One time they did a mosaic class and they paid for materials. Bob asked for an overview of what they are doing for expansions and where the Salaries have gone up substantially. Reading in newsletter about expansion. All will add up to more costs. Look at revenues from the trust fund which seems to be in declined. What is the plan for the revenue to plan for the growth. They are raising all their money for the expansion. It will not increase staff and they don't pay tax. Increase will be in heat and electricity. The salaries from their viewpoint have gone down. They had some turnover and hired at lower rate. The two, part time employees increased to full-time. Jack asked if they had plans to enrich the endowment. Lydia stated they are busting at the seams for space. Can you accept small amounts for the endowment? Lydia stated they can accept any amount. Some patrons donate \$10 a month. Bob asked about revenue from the Trust. Last year the year end is \$75,000. Year to date is \$40,000. The fiscal year is January to December. The \$40,000 is what they have taken from the trust fund. Jim in your budget you asked for \$10,000 over what you asked for last year. The TM reduced to \$5,000. What would be

reduced. Lydia stated that the first place is staff. Education requirements are high and pay low. It will be cut in some way, somehow. If they were asking for a 3% they would be asking for \$180,000. Deb stated that salaries are not high and they don't get benefits. They did the online donations and they expanded the Kent Room. Noah asked a question on insurance about Inland Marine. Inland Marine is insurance for items that leave the building. Peter has the list. Peter said it was required. Bob stated the increase for salaries was to pay the difference in part-time to full-time. Lydia stated that it was two part-time to two full-time. It would be a decrease in the increase. Lydia stated they were doing their work at home and weren't getting paid for it.

### Conservation Commission

Kim Richards, Connie Weeks, Kari Moore, Lisa Grechen, Jessica O'Donoghue,

Janie asked for the proposed \$25,000 do you have any projects in mind. Kim stated that last year they withdrew \$40,000 for the Goodwin property they are looking to replenish. Kim stated you need to have some cushion for when a project does come up. The Libby Farm they don't have definitive plans. Some folks have bought it and want to save the land and they want some financial help for this. They told them they would be asking the land bank for help but have not officially asked for it. Connie stated that when a project is brought to them there are things they need to do to prepare for it. Measuring of the property, legal problems. If the CC is going to be able to act as it is designated to do they must have resources. Denny, last year you took out \$40,000 and spent it on a project. This year you are asking for \$25,000 to put back into a bank account. Kim stated last year there was a straw poll and it was a strong yes. Denny asked about vernal pools. Do you know there are vernal pools? Connie and Kim stated yes. It doesn't have to be huge it is the species that are there. The point of the project is a wonderful program. They would pull in volunteers and map out where the vernal pools are and to get them mapped. In the future if someone wanted to fill in there would be a fee. It follows the State program. How do you see the Commission's interface with the clean water and storm water projects? They have been contacted by a woman who wants to speak. Dana asked if it was Kristi Rabasca. It is Kristi. Lisa stated in the context of the land bank, Eliot conserves the least in this area. They have 4.9% conserved. In context of storm water, land bank is a big bang for your buck. Noah stated you are never going to have enough to purchase the Libby property. Use money to leverage for grant or Federal funds. They want to see the matching money. Noah asked how much they wanted. Connie stated \$100,000. Noah's concern is last year they were over the LD1 cap and we are feeling the pinch. Noah felt that \$25,000 is aggressive. Connie stated given the practice over the last years it is not aggressive. Noah spoke to taxes being high and that no one around the table would not be in favour of conservation. Dana stated the approach he took due to being over LD1, the approach he had was that he felt bad that a decade went by. Put in a reliable amount every year. Dana recommended \$5,000 a year. It is a nice responsible amount each year. if something came up then they could switch their priorities. The Select Board gave some advice after the \$40,000. Does the Conversation Commission have any plans to do fund raising? Kim stated they have grants which are for specific projects. Kim stated there is potential for fundraising. Connie stated that she suggests

the proposal of \$5,000 or \$10,000 a year go on the ballot for the townspeople. Dana stated the Select Board decides where it will be on the ballot. Dana stated there are people in town who support. Bob stated they have a target for CIP. They can't target a specific project. For them to get grant money they are at the bottom as it typically goes to municipalities. 6:10. By the time they got to the next warrant they couldn't ask at the next budget. You said 4.9% in Eliot's land. Is there a magic number? Your dilemma and our dilemma is that you have no specific project. It would seem that our efforts have been more than adequate. Kim mentioned there is a project that could use land bank funds trying to adjoin properties at the end of Johnson Lane. If something concrete came up there is nothing that precludes the Conservation Commission from coming back to ask the Select Board. Kim stated that in the past they have felt that the door has been shut in their face. Kim stated it does not feel like that now. Kim feels that you are looking toward the future. Kim looked at what they spent in the past. Education and material is less than they requested last year. Janie asked about the 4.9%. What are other? 10%-20%. If we put away the \$5,000 and tomorrow a great project comes up. Is it possible to put something to the voters for a future bond like we are doing with others? If no great project comes up in five years then no burden to the taxpayers. Dana stated that bond questions have to have a specific amount. Janie stated it goes back to Noah's question to what do you consider a comfortable amount. Janie stated it was something to think about. Richard asked if they were purchasing or easements. Connie stated purchasing. Kim stated Johnson stated it was a purchase. It is for both.

### Capital Improvement Plan

The amount for the solar is in the CIP. Page 1B. Energy Commission in red for \$7,000. The balance is in the energy Jack stated under Transfer Station no mention of roll off doors. Dana stated it probably should be an additional item. Joel arrived at 6:21. Dana asked if it should be planned as an expense. Joel stated it is under the \$3,000. What is the threshold for the CIP. Dana stated \$3,000. Brad corrected that it was \$5,000. Jim stated the general consensus of the Budget Committee the new format is a significant step in the right direction. What projects we have and how much we will need. It appears for the years to fund the numbers are one too short. Should be increased by one year. If one more year was added you would need less money each year. Dana used the fiscal year ending number to start. Funding in three years prior to purchase in fourth year. If replacing in year 2022 then you are four years out. The year you are purchasing you are also putting money in to purchase it. Dana stated they did not account for inflation but estimated high. Jim mentioned that each year you adjust the numbers for inflation. Dana stated that he didn't thoroughly understand. Brad asked when they fund, is it the beginning or end of the year. Jim's statement has credibility if they want to fund it in 2022 then, they need to fund in 2021. Becky stated it is not about when it is transferred to reserve account. It is not dipping into the TAN. Jim spoke again to the years. Dana will look through all. Jim stated they are working to make sure we have enough money. Jim stated there is much that is not covered. Dana is open to the idea. Janie stated everything is cut out linear. Is there any benefit to look at old pieces that are requiring a lot of repair to front load. Dana stated he

worked from the back end. He had existing reserves that weren't to specific. Dana took the most urgent or most expensive and coming up soon and put the most against that project. See the fifth column. The colour coding, go to the last page, up top under Public Works you will see in yellow it says number 9 in yellow and on the third page there is a key. Anything in yellow when you add it up it should come to \$110,000. In next round is there a value to looking at this and compare repairs to CIP needs. Dana stated it is still in the reserve. Going forward will be able to track it. Dana deferred to Bob would we need to get approval to move funds. Bob stated that there is a purchase policy for anything over \$5,000. Transferring funds is dependent on whether it is a line item. Dana stated you can play within it. He put out early on do you want in bulk. The will of the people was we need to see them individually. Noah had a follow up about cruiser. Dana stated one vehicle per year. Should it be in police budget. Dana stated it really is a capital asset. Jim stated but you aren't putting in money for a future project. Dana stated capital assets depreciate. Denny asked now that you provided date he can envision a five-year plan. Dana has a spreadsheet for next year what is coming up. Janie asked when they are replacing is there a junk value? Dana stated yes. Jim stated at the bottom of the Transfer Station on 1A. Four vertical balers, roll off replace two a year. The balers, is the \$44,000 for all four or for each. It is for all four at about \$11,000 each. Jim stated on 1B, the skate park it says you have existing reserve of \$3,000, total anticipated cost of \$3,000, Why do we need to raise \$5,000 when we need zero. CSD skate park. Dana stated that it was received through a grant and must always use it for recreational. It is a liability. To remove the skatepark they have enough to demolish it. For the future they do not have a project. The need will be more than \$3,000. Denny stated the numbers are wrong. The group that gave the grant was the Department of Conservation. Denny asked if there was something they could burn. Dana stated yes. Bob stated it is pressure treated wood and probably not a good idea. Jim asked about \$6,000 for the mini bus. Dana stated they have met that need and they can take that out. Dana stated that with anything they should put money away next year for the future. Janie stated based on this are they replacing the one vehicle for the police and nothing else. Dana stated yes. Dana agreed to being one line for the cruiser. Dana stated the \$6,000 could be scratched. Janie asked if there is anything else other than the police cruiser because all other are in for future years. Dana stated the server, the laptop they have separated, they could do the cruiser on one line and the cost of upfitting on another line. They can reuse. Dana recommended having two lines. Jim stated that Denny brought up the \$25,000 for the Town Hall would not be needed if the bond passed. Dana stated that is an either or. Bob stated that is language, it is contingent on if this passes. Dana stated that he didn't know how to handle that now but would look at it. Dana stated under CIP in the event that HVAC bond passes the amount committed to taxes would be reduced to this amount.

#### Police Department

Chief Moya, Sgt. Ron Lund, Det. Brian Delaney.

Chief Moya sent out information the fleet. It does add up quickly. They can reuse some equipment. Some has to be new. They are in the process, they ordered a cruiser. It was just

over \$29,000. It will be difficult to upfit with what they have. They saw some increases in record management, elevator service. GPS increased by 9%. Dispatch can know where they are. Two bills that make him crazy is the water and Verizon. These are the aircards. Poland Spring. They call and tell what they want and Poland Springs did what they wanted. They brought their own cooler and buy their own water. Once they run out of money they will figure it out. Dana stated there is an issue with the pipes. They would need a filter. No one would drink it. Jack stated he drinks the water. Becky stated they moved it from contracted services. Denny stated electricity is way up. The Chief did not have an answer because they are not doing anything different. Compared to 2015 they are lower. There is nothing they are doing. Dana stated the generator is a beast. It is costly. Jack stated you yourself mention on the summary schedule, worker's comp is going to increase. Becky stated that there was an increase from a 26% discount to a 13% surcharge. Bob asked why that was. Dana said they had a bad couple of years. Becky stated it is a three-year loss run. Dana did not think there were any in the police department. It is temporary. If there are a few good years it will come down. Jim asked if they are getting estimates to upfit. They are looking into local companies. It looks like about \$7,000. Chief stated a couple issues are they don't have much more equipment they can reuse. Once they replace they will be able to reuse. Dodge has been difficult. Not only do they change every year. He is hoping the Ford utility will have staying power. The in-car cameras are expensive. They sell refurbished for about \$3,000. They use in all cruisers. Two have the old system that are not serviced anymore. Once those are gone they are gone. Brad, last year we replaced laptops in the cruisers. They are not in there. It was pointed out where it was in the CIP. Noah asked about equipment that could be sold or traded. Chief Moya stated yes, they could look at it. They are getting rid of it because it is at the end. They have fairly new lights in the Dodge but do not fit the Ford. They checked to see if they could use the LED lights but it was costly. They got rid of Comcast. They made a big change that impacted other departments. They were without email. They have Office 365 and it is working. Janie computer repair and maintenance. Every car has a laptop and seven computers in the department. They try to fix in house if not use 2 Way. Richard asked with the movement of the court house from Alfred to Biddeford will that impact the overtime. Transporting prisoners is still Alfred. It is a four-hour minimum for court time. Gas mileage will increase. Eliot has a moratorium on marijuana do you see needing an increase in officers. Chief stated that he feels that they are down an officer. This year they had two officers out and they covered with a reserve officer. Chief did a comparison at \$21 an hour and compare to the lowest paid officer. If they used real numbers it would have been significantly higher. Jim asked if the current contract allowed them to use the reserve officer. Chief stated under some circumstances. Dana stated there was more information coming from the Chief. Donna stated that County costs will increase and it will be come down to the Town. Asked if there was any information on reimbursements from the State for the additional expense of moving the court house.

#### Public Works

Joel Moulton

Dana stated that Joel has done his response to the questions and will come out shortly. Dana asked if Joel had any openings. Joel stated he would just take questions. Noah asked about PW budget on Safety, travel, and training talk about there is roadway. Joel stated it was just the safety part of it. They get stolen, borrowed and not returned. Other safety equipment, vests, hardhats. Years past has been in the \$5,000 range and last year was \$3,000. It fluctuates from year to year. The majority of training will be in-house. For a couple years they had high costs because they brought someone in to write the manuals. Brad asked about town parks and expense are not in CSD and assume are in summer maintenance. Yes. Brad stated he does not see \$2,700 in town parks in past years and he does not see it in this budget. Becky stated that the only revenue they derive is from rental. Brad stated he understands that but in past years it was about \$2,700 and he doesn't see it. The \$2,700 was from renting. It is still being collected but is under CSD revenue generally. Becky stated that we still have to maintain if they didn't have revenue. Does CSD show it? Brad stated CSD shows a decrease in revenue. Dana stated they are being conservative on revenues. They are talking about having some fees go up. They put in what they thought was a fair estimate. Noah asked about substantial increase on telecommunications. What is driving the increase. Joel stated it was Comcast bundle. They always had Comcast for television and that is zero. They have internet and phones. Noah asked if they could look at whole town. Jim stated other budgets stayed the same or went down. Bob stated yes, they are going up but not that much. Denny asked about gravel. It is an oversight. It has gone up. Denny understands they crush every other year. Joel stated what we budget for is shoulder gravel. The rest is the reclaimed at over \$100,000 savings. Janie asked about evening out striping. Dana stated it will be in the memo. Denny asked about erosion stone vs. rip rap. Joel stated it was the same thing. Denny asked about Pleasant St. Last time it was \$40,000 and now is \$60,000. Joel stated the price went up and the area is bigger. Bob stated going back to telecommunication is that one area and one connection? Joel stated yes. Bob stated he has the whole thing at home and it is around \$2,100. They have cable for television but there is no cost. Joel stated the Comcast provides the television at no cost. Joel uses it to track weather. Jim asked about winter roads. Jim asked about the salt budget increase. Jim looked at last three years. Average is \$142,000. It seems we are budgeting for the worst case. Budget for an average year and take the other and put another \$40,000 in a reserve. If we don't use it then it stays there. Then we don't need to raise every other year. Dana referred to note on carry over from last year. We knew last year the salt would go up. Becky stated it was counted as inventory and needed to count it. Reducing inventory offset in expense. Salt sitting in barn not used it is an asset. (7:42). Reduced expense of the prior year and since there was a value to it you have to expense it this year. We don't know the impact on this year. Jim asked about the concept. Does it make sense to budget for an average year and put some into a reserve account and keep it in there so the number is not bouncing around. Dana has not put any thought into it. Dana stated he would want to chat about it. Dana stated they need to discuss if it would work properly. Becky stated there are some areas that it makes sense and winter roads and storm water is one of them. If it is not used it will drop through to fund balance so it is not lost. Joel stated it is cheaper to have a four-foot snow storm than an ice storm. Jim is looking to level it out. Bob stated that salt is only a paper thing. Denny stated he knows they are held to a 15%

overage. What is under this? Dana stated it is strictly overtime, salt, cutting edges. When they structured winter roads they held it to those items. Noah asked about summer maintenance and bathrooms at boat basin. Joel stated the repairs are going through and completed by spring, Memorial Day. The unknown is the \$3,200. There is a holding tank. Joel left it alone this year to cover portapotties including Frost Tufts. They were not sure of how often they would need to clean and do pumping. Joel anticipates it going down next year. Joel asked if they wanted to talk about the roll off truck. There was no discussion as further information was needed.

#### **Approval of Minutes**

- Motion by Denny Lentz to approve the minutes of the January 17, 2018 joint meeting between the Budget Committee and the Select Board, 2<sup>nd</sup> by Janie Wang. 10/0 to approve.

#### **Adjournment:**

- Acting Chair called for a motion to adjourn. Motion by Denny Lentz, 2<sup>nd</sup> by Richard Donhauser. No objections.

#### **Next meeting date: February 6, 2018 at 6:00, Budget Committee**

Respectfully submitted,

*Donna Murphy*, Chair

Date Approved: February 6, 2018 by Budget Committee

*Dennis F. Lentz*, Secretary