

Town of Eliot  
Select Board and Budget Committee Joint Meeting  
January 15, 2020

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**Select Board members:** Richard Donhauser (Chair), Alex Orestis (Vice Chair), Robert McPherson. Not Present: Jack Murphy due to medical, Phil Lytle due to basketball game.

**Budget Committee members:** Donna Murphy (Chair), Jim Tessier (Vice Chair), Denny Lentz (Secretary), and Brad Hughes. Not present: Ed Strong due to being out of Town. Will watch on video streaming, Janie Wang family medical, Diane Holt no communication.

**Town Staff members:** Dana Lee (Town Manager), Jordan Miles (Treasurer), Jay Muzeroll (Fire Chief), Heather Muzeroll-Roy (CSD Director).

**Outside Agency member:** Lydia Goodwin (William Fogg Library Director)

**Call to Order:**

- Meeting was called to order @ 5:34 pm by the Chairs (video streaming was used). Both Committees had a quorum.

**Public Comment:**

- No members of the public present.

**Budget Review of Fire Department, William Fogg Library, Community Service Department, Administration, Hearings and Elections, and Stormwater.**

- **Fire Department:** Jay Muzeroll, Fire Chief, stated he tried to keep things at a minimum. The Chief addressed the questions from the Budget Committee. The Chief stated the biggest spike is for the five-year recertification of the sprinkler system that is due in 2020. The Chief was given a quote to do the inspection was more than he had left from last year budgets. The quote is \$1,225. Cintras quote. Added \$275 because prices change. The fire trucks and utility vehicles are separate. Separate to see numbers for fire trucks and all other pieces of equipment. SCBA What is the life expectancy so that we can get a uniform number each year. The Chief provided a quote. It is about \$9,000 for each with a spare bottle. Tried to look at extending. Fire safety says if they have been upgraded four times it is the end of the life. They didn't purchase all at once. Would like to get to 14. Have looked at grants. We are low on the list. Hoping what was allocated last year and reviewing with Jordan to make sure he has enough money. The life is 15 years. Once there are four upgrades need to be replaced. Designed to have thirty minutes of air. One spare for immediate and one to put in for next person. Are only allowed two bottles and then to rehab. That is why the cost is a major cost. 15

years are not based on usage. The Chief would prefer to do three a year. Is this too many. Chief stated three for first round, then two. This year should be able to buy three in July 2020 if the budget passes and in the upcoming year two. Will get one in the current budget. That will give four within two budget years. Do the remaining over four years at two a year. Route 236 Repeater. No line item in this year. Chief wants to move forward as soon as possible. The Select Board voted to use money from the Contingency. They need to restore Contingency. The \$15,000 in the reserve is for maintenance and repair of mobile, dispatch software. Denny asked about the electricity and should we be seeing this go down with the solar. Dana stated Revision owns and we can buy after 5 years. We pay 2 cents lower than CMP. Didn't lower except for street lights. CMP bills are down \$15 but the Town gets the quarterly bill from Revision. Jim stated we do own the solar array on the roof at the Town garage. The Select Board did not have any questions. The Chief provided two sheets on how they ran this last year. What they respond to and what they don't respond to. 55% of calls are 7:00 Am to 5:00 PM. This is the lowest time of manpower. The Chief reviewed the statistics. Chief reviewed purpose of fire alarm. Chief stated the biggest investment and resource is the person. He gave a picture of what it looks like for the person to be able to respond and ride the truck. Alex questioned why Dana recommended \$11 more than the Chief. Jordan stated they rounded up.

- **William Fogg Library:** Lydia Goodwin presented. Lydia reviewed the budget presentation. 2012 cut \$30,000 and just now are getting back to where they were. They have been trying to do it responsibly. They are asking for \$20,000 this year. They have not been open on Fridays for seven years. They would like to increase four hours a week and increase staff hours 16 hours bi-weekly making one employee full-time. The Library is seeking to provide three full-time employees and add a health plan at a cost of \$30,000 per year. The employer would contribute 75% and the employee 25%. These are single plans. It includes a basic life insurance. Jim asked which plan they picked. Lydia stated the PPO 1500. Lydia stated they had three new employees this year with a lot of turnover. Lydia stated they are a border town and have to pay Maine State taxes. They don't make a lot of money and no benefit package. No incentive to stay. The Town has been very generous in giving money to help offset the problem. Last year the children's coordinator got a \$2 raise. The rest got a \$1 raise. Lydia would like to see her salary increase to \$60,000 a year. Stated other raises. This will only happen if the budget is approved. The funds basically pay for costs associated with personnel. Lydia reviewed the information she provided in writing. They received a \$75,000 grant from Kennebunk Savings Bank for the expansion to be paid out over three years. They received over \$9,000 from Fabulous Finds. The Friends of the Library raised over

\$43,000 to put in the Capital Campaign. The current balance is \$97,175.90 for the building expansion fund. Reviewed Friend's of the Library fundraising and expenses. The Library's revenue in the current year is \$180,00 from the Town and \$66,000 from the Trust. Reviewed expenses and balances of accounts. The Trust earned \$40,299.10 and paid Ed Jones \$15,488 to oversee the account. Lydia provided the Profit and Loss statement. Richard asked if they were using Quick Books. Richard asked about total income and stated they incurred a loss. Lydia stated for this year, the Library did incur a loss. The library did not bring in as much in fundraising this year. The library carried over some funds. The Friends have their own line item but not bank account. They used to but no one wanted to be Treasurer. They have their own check book at Kennebunk. Lydia stated they work hard. Questioned giving a higher raise to Library employees vs the Town employees. Dana spoke about the pay scale with Town employees. Donna raised issue of continued increase in budget request with no oversight from the Town. Donna stated that as an individual she supports the library but as a Budget Committee member she has a responsibility to the tax payers. Dana indicated he understood this. Lydia reviewed a spreadsheet that she prepared last year showing how other area libraries and how much they are funded. Lydia stated the Library believes they could come to an agreement through a memorandum of understanding at some point, where the will the Town people pay for certain things and the Trustees will pay for certain things. The Library is open to that conversation. They are not the only independent non-profit library around that the Towns are supporting. Jim stated he thinks you will find that everybody or almost everybody on the Budget Committee understands the importance of the library and supports the library. We aren't trying to raise an issue of the quality of the work and the quality of the service. We are trying to raise the point from a Budget Committee standpoint. Lydia provided a data sheet, a few year ago that showed projections for the Town's contributions starting with \$180,000 from the Town in the 2019 with a projected 5% increase of 5%. That was going to be \$241,217 in the year 2025 with a 5% increase. This year the increase is 11.44 %, over twice the projected increase. The Library also wants to add a \$500,000 addition. They are planning to raise the money. This will add cost. Jim stated from a Budget Committee standpoint he agrees with what Donna is saying. The Town needs to figure out where we go and how much support for the long-term. What we are doing now is one year at a time. The Town needs a plan so the Budget Committee, the Select Board, and the Town Manager can figure out where the money is going to come from. Right now, we don't have that. Jim feels really strongly that it is something we need to talk about. We need a plan of how much we can afford and where is the money coming from. Jim cited the Fire Department and planning for the future. Jim stated we are doing that for all the Town committees and yet the Library, we don't. It is an outside

agency where the Town doesn't have too much control of the management. Jim stated now he wasn't trying to change that. Dana stated it is something he could put on the Select Board agenda. Dana stated he and Lydia have a good relationship and maybe they could sit down and look at an MOU (memorandum of understanding) and how other Town's do it. He and Lydia could start and if they have a good idea that the Trustees like the Select Board could go forward and the Budget Committee could look at it and see if there is any common ground. Lydia stated she knew the one commonality is that the independent non-profit Towns pay the operating costs. Donna suggested putting a question on the ballot and asking the Town how they want to support the Library. The Town would then have an answer to move forward. Donna cited that the last two votes the majority of the voters voted for no increase and the lower increase, not the third choice of the higher increase. Dana stated he saw the point. Thanked Lydia for coming in.

- **CSD:** Heather Muzeroll presented for CSD. The Auditor stated CSD accounts should not be enterprise accounts. The change takes them from looking like an enterprise account to a Town account. Reviewed the question of the increase of \$11,000 in expense and \$40,000 decrease in revenue. Heather stated the increase is staff expenses and camp cost. Decrease in revenue is that last year they budgeted too much. A fee increase will be seen in this budget year. There will not be another increase until 2021. Heather stated she is not comfortable raising any more fees. They were overly optimistic last year for revenues. This year they are more realistic and it is down. Jim asked if there was lower attendance. Heather stated the attendance is up. They are using the new software. Heather stated the credit card use is up and the customer is charged the cost. The credit cards go through Heather's software. Jordan puts it in as a General CDS revenue. Jordan doesn't see the breakdown of each program. Heather stated the breakdown is solved on her end but not on Jordan's end. Heather has her breakdown of costs. Dana stated they will get it fixed on Jordan's end and that it is a matter of time. The revenue is in the correct department but Jordan doesn't see the breakdown. Heather can do an analysis on her end. Brad stated that he is hearing there is an increase attendance and a decrease in revenue. Dana stated he would explain. Dana budgeted \$230,000 in Kid's Play. He then compared budgeted and actual from previous years. Dana stated you need to look at actuals. Heather stated the change was made this fiscal year and increase will be seen this year. Heather started the software tracking on July 1, 2019. This estimate is based on the first three months. Dana is budgeting a more realistic amount. Question on the Photocopier increasing from \$225 to \$900. Heather stated it was coming out of office supplies and it is a quarterly lease. They are not decreasing office supplies because they go over every year. It is eliminated in Youth Bound and Kid's Play and consolidated. Jordan stated the goal is to see a yearly trend

and see year to year what is being spent. Jim stated a few years ago Administration was split three ways and CSD is being consolidated. Jim questioned if this improved the budget process. It doesn't make sense to make changes year to year. Would like to see consistency unless it improves the process. Dana stated they have a discussion when changes are made. Jordan's goal with CSD to see all the expenses and revenues to see what the Town is subsidizing. It is one department not three. Vehicle repair and maintenance increased from \$1,500 to \$3,000. A new vehicle was purchased two years ago. The van is fairly new and miles are low. Heather would like a roof rack and lettering. Gasoline increased from \$500 to \$10,000. Kid's Play has never been lined out. It is a transportation bill from MSAD35. It was in program expenses for Youth Bound and Kid's Play. This is charge from MSAD35 not gasoline. The last question on expenses and revenues were answered in the first question. Workman's comp went up due to consolidating three positions and it increased a little.

- **Administration:** Dana Lee and Jordan presented. Telecommunications increased from \$3,300 to \$5,500. Cause of increase is the switch to Consolidated Communications. The service upgraded to faster service with high speed fiber. Computer Repair/Maintenance increased from \$14,000 to \$22,000. Did not do anything with the server last year and only replaced a few computers. Do we need to replace rather than repair? This is the new service contract. Prior they were charging \$100 an hour and some years were pretty high. This plan is more inclusive and predictable and includes everything. They check the health of system and set up computers. There is no hourly charge. TAN interest increased from \$500 to \$3,000. Jordan stated they talked about this and are thinking of lowering. The Town was borrowing so much last year on the Town's money. The Town probably won't hit the TAN this year. At a recent Select Board meeting they talked about it not being used. Discussed request for additional position of Planning Assistant as opposed to a Planner and contract position. Dana stated the level of activity has increased. There have been complaints about not being able to meet with a planner. Discussed options. Agreed Dana will have discussion with Planning Board. Richard asked about revenues. Dana stated revenue sharing has increased. Richard cited the Boat Basin with ticketing. Dana stated the Boat Basin is a State facility and revenue goes to Boat Basin. It does not go to the general fund. Richard stated there is generally a focus on the expenses and not the revenue. Dana did not include cannabis revenue. Dana stated it would be total conjecture. Dana stated he could put in \$20,000. Could cannabis revenue be put toward a Planner? Dana will look into this. Does the town need a Planner? Jim asked about the CIP and does it need revisions. Jim stated we wanted to see if there is vehicle that we are spending money on that should be moved up and replaced sooner. The detail this year was eliminated. Getting rid of

that and having one line for each department is a step back. Dana stated that it was done due to a discussion. Dana stated he had a discussion with Jim who wanted it simpler. Jim stated it was not to eliminate but to plug in new numbers. Dana stated he would do it again. Jim stated having the data to support the request was helpful. Dana stated he will update. Dana stated there were comments about the bulky coloured CIP document. Jim stated he doesn't recall anyone on the Budget Committee saying they didn't like it. Dana stated it was his misunderstanding. Dana stated you want both. Jim stated we felt that we have made a lot of progress and the Budget Committee supports the more detailed report. Dana stated he preferred the detailed format. Jordan stated he felt the misunderstanding was format. Jordan stated it won't change the budget number. Brad stated he knew there was a misunderstanding. The purpose of the discussion in the November meeting was a change in the philosophy. Instead of straight lining, the discussion was how are going to get where we need to be? Dana stated he approached the CIP this way this year. Dana stated he will update. Jordan stated with the format some of the reserve numbers will change as we move things up. That is the value to this. Question on increase in non-union. COLA is 1.6% and Town Manager is proposing 2.5%. Ongoing union negotiations. Unions are getting more than COLA. Dana stated the Federal wage increase went 2.6% and he wants to avoid morale issues. There are only eight left on the pay plan. Dana feels that it is consistent with the other employees.

- **Hearings and Elections:** Dana address the question of the supplies increase from \$1,038 to \$4,250. Dana stated the Town Clerk provided a comprehensive list but the Budget Committee wanted more details. This will be provided to the Budget Committee.
- **Stormwater:** Richard asked why the request dropped. Dana stated that the only upcoming project is Riverview Estates. The former DPW Director and the consultant felt that we would need \$800,000 in reserves. Dana stated we have ruled out our responsibility with Riverview Estates and it may be the home owner's responsibility not the Town's responsibility. As long as the Town is meeting administrative and education expectations, and picking away at what is needed the DEP won't come after the Town. Dana stated that Steve Robinson feels the upcoming project will cost \$30,000 or \$40,000. Dana stated other than Riverview Estates there are no other big projects. Jim asked when we would get more information on Riverview Estates. Dana has information he can and will forward. Dana stated that the home owners in Riverview Estates don't seem to be in a hurry for their responsibility. Dana discussed testing of pipes. The home owners are taking their time. Brad stated it is refreshing to hear Jordan and Dana know the numbers.

### **Adjournment**

- Motion by Brad Hughes, second by Denny Lentz to adjourn. Vote 4-0 to adjourn.

Respectfully submitted,

*Donna Murphy*, Chair

Date Approved: January 22, 2020

*Dennis F. Lentz*, Secretary