

Eliot Select Board
Special Budget Meeting
March 11 at 5:30 pm at Town Hall

MINUTES

Attending: Chairman Murphy, Selectmen Lytle, Donhauser, Orestis and McPherson. Also, Town Manager Dana Lee, Jim Tessier, Denny Lentz and Janet Saurman.

1. Open Meeting and Roll Call: The Chair opened the meeting at 5:30 pm with all Select Board members present.
2. Public Comment: The Chair asked for any public comment. Mr. Tessier pointed out that while the supplemental salary amounts from the TIF fund are in the budget (Fixed Assessments) as appropriations, that we have not reflected the expenditure side of the Sewer Fund contributions to salaries. There should be \$34,930 to be added on the expense side. He also questioned the percentage of support from Sewer funds; what is a fair contribution to taxpayers and sewer users? Ms. Saurman asked how the percentage contribution is calculated; do we track our activities by time? The Town Manager said that the staff did not track each hour, but rather made an informed estimate.
3. Review of 2019-2020 Proposed Budget
The Town Manager had a decision matrix to use for the Select Board. He walked the Select Board through the few remaining decision items.

| Decision Matrix for Budget FY 19-20 | | | |
|-------------------------------------|-------------------|--------------|---------|
| Admin | Land Use Asst. | -\$27,447.00 | BC Only |
| | | | |
| Soc. Svc | Cemetery Software | -\$5,000.00 | Both |
| | | | |

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|--------------|---------------------|--------------|---------|
| Fixed Asses. | Add Sewer Expenses | \$34,930.00 | Both |
| | | | |
| CIP | Remove Civil Eng. | -\$25,000.00 | BC Only |
| | Bucket Truck | -\$7,500.00 | Both |
| | | | |
| Revenues | Add Sewer Admin | \$5,530.00 | Both |
| | Use Cruiser Reserve | \$5,000.00 | Both |
| | | | |
| Public Works | Tires | -\$3,500.00 | Both |
| Committees | Cable TV | -\$2,000.00 | Both |
| Admin | Awards / Cerem | -\$500.00 | BC Only |

* We double checked the ten hours each for PW Director and Assistant (25% sewer reimbursement, and that estimate was re-confirmed by PW as being realistic.
Upcoming I / I work is on the work program for this year - time consuming.

4. Vote on Recommended amounts: Selectman McPherson suggested that we lower the PW Tires budget by \$3,500 to \$6,000 and try the state bid, new tire route. Selectman Lytle said that he would like to have a LED sign trailer in the budget. The Chair was asked if he still wanted up-to-date set of State Statutes. He indicated that he would and it was discussed to see if one of the Town attorneys may donate them. The Town Manager suggested cutting \$2,000 from Town Committees (no Cable Committee). The Select Board supported the \$500 for Awards and Ceremonies and the \$25,000 for civil engineering. They also agreed to utilize \$5,530 of additional sewer revenue support of staff and \$5,000 as a revenue from the Police Cruiser Reserve. The group discussed the Administrative Assistant position at Public Works. Selectman McPherson could not support it and a 4 – 1 support position was taken. The Town Manager suggested that Civil Engineering be a separate article since it had split support and the whole CIP article might be defeated if lumped together. The group agreed.
5. Other Business: Selectman Lytle thanked the Budget Committee for all their hard work on the budget. The Town Manager also thanked them. Mr.

Tessier said he felt they had a good Budget Committee group that worked well together.

6. Adjourn: Selectman Lytle made a motion to adjourn the meeting at 6:46 PM; this was seconded by Selectman Donhauser and was so voted 5-0.

Approved on 3-28-19 – Dana Lee