

Town of Eliot
Joint Meeting Budget Committee and Select Board
January 31, 2019

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

Select Board Members: Jack Murphy (Chair), Phil Lytle (Vice-Chair), Robert McPherson, Richard Donhauser, and Alex Orestis.

Town Staff: Dana Lee (Town Manager), Jordan Miles (Treasurer), Chief Elliott Moya (Police), Joel Moulton (DPW).

Conservation Commission: Kimberly Ann Richards, Kari Moore, Lisa Gracien

Call to Order:

- Meeting was called to order @ 6:00 pm by the Chair (video streaming was used).

Public Comment:

- No members of the public present.

Budget Review

- Conservation Commission: Kari Moore is looking at money for educational materials, dues and subscriptions, postage, copies and supplies, and guest speaker series. They are asking for \$10,000 for the Land Bank. Last year requested \$25,000 and only received \$5,000. The Town Manager recommended \$5,000. Jim stated the Citizen's Option there was a request. The Citizen's Option was denied by a 2-1 vote. Has something changed this year? Kari stated she heard feedback that the ballot question last year was confusing. What was the confusion? Lisa Gracien stated that it wasn't emphasized that it supported the land bank. The current balance is \$36,000. Denny asked what they had in mind for the \$10,000. They are working with Great Works to do a parking lot at the Rocky Hill park and doing trails. The forest plan is long overdue. They need to start looking at that to get a forester on board. Denny asked if the forester would evaluate the area. It has been 10 years since they have been out there. How are they going to implement the plan? It is outdated. Kari asked if money was in for the road management. Dana stated yes. Janie asked for the plan for the money. Kari stated it was ongoing. You wouldn't do all the work in one year. They cited Johnson Lane for timber harvesting. Jack stated this consultant would help and lay out how the money would be spent. Denny asked if timber harvesting would be a revenue for the Town. Kari stated it would go back to the Land Trust. Dana stated it was a good way to get revenue for the Land Bank. Asked for clarification, Land Trust or Land Bank? Kari stated it was the Land

Bank. Kimberly Ann Richards stated in the Johnson Lane Town Forest there are a number of properties just sitting and owned by other people. The Conservation Commission has been acquiring information on the properties and they hope to acquire them to connect the dots. Kimberly stated the folks are willing to sell it to the Town cheap and the money would come out of the Land Bank. If the Town could get some of those properties it would strengthen the forest management and timber harvesting. Jim stated the properties they have now are small and separated. Timber harvesting would be hard now but someday if the properties are acquired it could work. Kari stated the plan would also address animals on the property.

- Police: Chief Elliott Moya. Chief Moya stated he did his best to keep the budget as it was. The increases are from the contracted amount, elevator, and copier service. One of the bigger amounts is for the IT services. The Police Department has no back up for the server. They are coming at a greater cost. They just switched from Comcast to Consolidated. Chief Moya would like to add the Power DMS service and another record management service for policies and procedures. He would like to move to the standard, the accredited service. It automates it and brings us to today. Dana stated they put a simple message on outside activity and grant enforcement. They would like to be an accredited agency and thought they would get up to date on polices. IT would be premature at this time. Last year they had \$24,000 as a revenue. When one of their officers gets taken by another agency, they are reimbursed the cost of training. It goes down \$6,000 every year from when they get out of the academy. Janie asked what is outside activity? Chief Moya gave an example of Comcast working on 236 and hiring two officers from Eliot. They would pay \$65 an hour. Every year the State will come out with speeding, Click it or Ticket. Eliot pays out first and they are reimbursed. Janie referred to the question about where they got the money. Janie asked if the money for the benefits is coming from the Town. It looks like we are taking a hit. Janie stated that the grant does pay for the MPERS. Chief Moya stated he would verify it. Dana asked if the Budget Committee is stating that the revenues should be increased? If we don't get the money from the State, we don't do the Grant Enforcement detail. Dana referred to the outside detail when they took in \$65,000 from CMP detail. Chief Moya stated that they have never seen anything like it this year. Brad stated, you made the statement you may or may not get the grants and between the two you are budgeting \$28,000 more this year. Brad asked if this was real. The Chief just stated last year was unusual. Dana stated it would be a number less than five. Dana confirmed that the Town would get the grant first and then schedule the work. Chief Moya stated right now they have \$18,000 in grants for OUI and seat belt enforcement. Janie asked why it was there. Dana stated that it is an income. Janie is stated the net profitability should be its own line item. Dana will look into this and see what works. What is the percentage of profitability? Ed stated that in Kittery they had a separate line item for outside detail. When they billed the money was then rolled back into the account to offset the expense. Dana stated under gross budgeting he can't do that. He needs to show both sides. Dana stated they have an Enterprise policy. Dana stated they are allowed to violate gross budgeting under this circumstance. There was a time they had to turn this down. The Select Board gave an exception. Brad asked Jordan about the reduction in the department cost for the elections being in the wrong column. It is under 16/17 not 19/20. Jordan stated he understood that numbers were in the wrong column. Brad will go in next week and sit

with Jordan to make corrections. It is on page 3. Jim stated on page 1A it has cell phones that increased 24.6%. Two other departments have no increase and one had a decrease. Chief Moya stated to keep the best possible thing going with Verizon. They changed plans for gigs but nothing else. It is air cards, cell phones, they have some flip phones. Jim asked about the contracted accounts. It shows it went up 55%, but items show small increases. Jim can't see where the increase is. Chief Moya stated that they stayed pretty consistent. Jim asked if there were more things. Dana stated if you go back to the prior years there 14, 872 but it had been \$23,000, \$21,000. The trend is \$23,00 and \$21,000. Page 3C toward the top. Jim asked about Water and Utility only. Requested \$830. Chief Moya stated they charge us for the fire sprinkler \$664 per year and then the consumption bill. Chief Moya stated it was a shock this year and how did they miss it last year? It is the Kittery Utility and he put it under that line. Dana decreased it to \$250. Dana does not know where they put it. Richard asked if it was a dry or wet system. Chief Moya stated it is a wet system. It was asked why we are renting it. It is a maintenance contract. Superior Fire does maintenance. Chief Moya stated Superior Fire fixed a hole in the pipe. Dana stated they may want to adjust that back to \$830 if they can't find it somewhere else. Denny asked why they have two different outfits doing maintenance. Janie stated for her building she gets a bill from Kittery for the piping and another for maintenance. Dana stated that Kittery due to liability may come in to make sure it is working. \$250 is the quarterly consumption. The other is under contract. Jim stated on 3C, halfway down the page, office supply has become the catch all. They have polygraph, psychological testing, medical testing, drugs that go to the lab to Augusta for testing. Asked about the trend with the opioid crisis and increase in needing testing. Chief Moya stated it was hard to tell. They are still dealing with marijuana. Sometimes they have someone plea out and they call the lab and tell them not to test. Jim asked about CIP section. Tab 4, page 2B. Jim asked about the police cruiser and fit up for \$44,500 stating it was the same as last year but last year's amount included 4 laptops at \$6,500. Chief Moya stated they looked at it as the cruiser, fit up, and a laptop. Dana asked if the laptop was \$6,500. Chief Moya stated no. Dana stated they could probably drop down \$5,000. Chief Moya stated that they have some left in the account. Chief Moya is looking to get a refurbished laptop at \$1,500. Chief Moya thought they had \$44,500 for the cruiser and laptop. If we had \$6,500 in the current year for the laptops. Do we need another for this new cruiser? Chief Moya stated yes. Dana stated that they could drop to \$38,000 and purchase the laptops this year. The money is in the budget this year. Jim stated we need to figure out what we need. Chief Moya stated it got murky where they were getting the money. Chief Moya stated if they get a few new laptops they should be good for a few years. The fleet is in good shape. Bid on SUV between \$30,00-\$31,000 and \$7,000 for fit up. Chief Moya stated he would need \$39,000. Move audio/video \$900. Jim stated on page 2B in the middle the traffic data collector for \$3,200 and on the following page two more items. speed radar and programmable sign. Dana stated it was his fault it was in there. Chief Moya stated a speed trailer is useless and doesn't work. The technology they are looking for is a box on a pole and can get true readings and they can allocate units. Speeding is an issue and this would be helpful. It can be moved and gives hard data. Janie stated that \$5,000 can be used for the sign and have \$1,800 left over and drop the cruiser back to \$38,000. The programmable sign can be used by other departments. 236 is an evacuation route.

Other departments can use it for messages. Dana stated if they don't get it through a grant, he can scratch it out. Chief Moya stated the officers like the SUVs.

- Department of Public Works. Joel Moulton. Dana stated he sent out some of the answers on Tuesday. Is the DPW requesting a new position? Dana stated no. Jim stated on page 1 it says addition of operator 1 position. The question was talking about the DPW and that was what the question related to. Dana stated it was requested and Dana said no. What is the highest need? Dana stated administration. Janie stated when they looked through it, they talked about items not being done. Is Joel doing this? Joel stated he picks up the slack when he can. There is not enough time. Brad stated he read it with some incredulity. It is hard to believe we hired someone for 28 hours a week to do all this. How many sewer hookups? How many growth permits are there per year? Denny stated 25. Talked about units on Bolt Hill. Joel stated it was all metered. New Connections they have to bill. There are ADU (accessory dwelling units) additions. Dana stated they have talked about the job and the impact on taking vacation. Brad talked about the person retiring and stated this was a reason given why Joel couldn't take time off because and Joel had to cover for him and it had nothing to do with the assistant. Joel said when he is on vacation, he (Joel) still covers. Joel said the bigger things are when people call someone is answering the phone and then he doesn't get 50 calls at the end of the day. The second in charge oversees the project. Brad stated Joel going out to work is not going to be solved by increasing hours for the administrative assistant. Joel has other people and he is overseeing it. Brad asked about succession planning? Joel stated he is crossing his fingers because he can't get what he needs. Joel doesn't know if the Town is hiring within or someone new who will have less vacation time. Joel stated he reviews things and then hands it back to the assistant. Joel stated he could use the administrative assistant for more. Denny asked if they have thought of moving some work away from the administrative assistant? For example, the sewer billing. Dana stated that they used to do in Town Hall and Wendy did it. Wendy is busy. Dana stated it was simpler that way. Dana stated they made the transition and it is only billed four times a year. It takes a week. Joel stated once or twice a week there is a question about billing. The input is done manually and the prepping and billing is contracted out for mailing. Janie stated what would be helpful is to know what are people doing, what are they freeing up for someone else, and what is the benefit to the Town. It may not be 100% quantifiable. We are dealing with hard numbers and it would be helpful to have hard numbers. Joel stated it has been taken off his plate and no one else's plate. Joel stated his time spent on bills has decreased, vendors are getting paid on time and are happy. Joel stated the Public Works has the biggest budget and uses the most vendors. Jim stated the request is for two employees to go full-time and with being over LD1 hard data is needed. Melissa is now doing payroll, which the Treasurer did prior to this. With Jordan being new in his positions, the Town Manager shifted this duty from the Treasurer to Melissa. Melissa has been the back up for payroll. Donna asked once Jordan is up to speed would he be taking the payroll back? Dana stated no. The new employee, Land Use Assistant, is out for four weeks under medical. Jack spoke about increased workloads and doesn't that give reason to go over LD1. Dana stated he and Joel just got cited for safety. Dana stated he has been there five years and never got the safety training out. Dana stated they are burning out because they are understaffed. Donna spoke about the Budget Committee asking for data to justify the requests. Dana

stated they don't have time to do they jobs and they don't have time to collect the data. Joel stated he can give back up and better percentages but not tonight. Dana stated they don't have hard data. Brad stated it would be relatively easy to come up with some data. They know how many sewer bills are sent out, how many building permits, appeals, code enforcement. Brad stated it is looking at existing data. Alex stated it sounds like they are overworked. Dana stated they are asking for the assistant and hope to get more next year. Brad referred to last year when they got two part-time position and they stated, if we could get this, we would be good. Now they are back and stating they are in the hole. This is what we are looking for. It isn't that we don't appreciate it. It is a lot of money going from part-time to full-time. Bob asked if Joel is out and we are paying the foreman why is he not answering the questions. Joel stated he does if he gets them and he is out working. Joel stated there is a list of projects he oversees. They meet every day to review. The foreman oversees the crews. The assistant answers the phones. She is not there every day and it goes to the Town Manager. There has been a variety of changes. Dana stated that the current part-time employees want full-time and we may lose them. Donna commented that they accepted a part-time position. Dana stated yes, they did. Janie stated that this is the nature of the work with the increases. Have they taken a step back and looked at it? Do we just "throw bodies at it? Can we make it a three-day job? Janie has been able to eliminate a position using technology. Denny stated he has been there too. Denny stated he doesn't see how the part-time going full-time will help. Denny read a quote from Joel, "increased responsibilities of the DPW Director (by the Town Manager and Select Board) limits the director's availability to be a working supervisor in times of general daily operational needs." Jim cited moving the parks. Dana stated they moved the personnel and Joel was doing some of it anyway. Jim asked to move onto Winter Roads. Bob McPherson had a question before moving on with page 1A. Jim stated it was bottom of page 1C. Joel is looking for a \$1,500 increase in tires. Bob asked where the tires are going? Joel stated they (the tires) pop. He has tires available. Dana referred to prior years. Bob continued to address his concern. The budget is \$8,000 in the current year and is on pace to spend \$12,000. Two out of four years are for 12,000 and two out of two is \$8,000. Bob stated the Town of Kittery budgets \$8,000. Town of Rye is \$6,000 and they have one more truck and they don't use retreads. Dover Motor Mart buys from Central Tires. An employee takes the tires off the truck, take to Dover Motor Mart, who takes it off the truck to send out. Bob talked to the man at Central Tire today and the price is \$295. These are brand new tires. Bob questioned why we are paying more for retreads than new tires. Joel stated he hasn't seen this but he believes Bob. Bob stated that for State Tires you just bring it up there and they put it on. It eliminates the middle man. Dana agreed it was better if the Town can get them at \$295 rather than \$575. Bob would like what was spent on tires from 2016/2017 to now. Kittery has more roads and more trucks. Dana stated he understands. Jim spoke about the Salt budget. We were budgeting for the max amount. Jim asked about having a reserve account. The Select Board didn't go for that. There are big differences year to year. There is an increase this year. Can we reduce that and see if there is some left over from this year? Can we put that in reserve? Brad stated that where we have the ability to go over the budget and have emergency spending within the guidelines to go over. It is a reserve so to speak. Brad stated he doesn't recall why they settled on \$185,000. In the \$198,671 it included the \$34,000 in the inventory. They

had some left over at the end. Brad stated that they put some back in thinking that March might be brutal. There was some left over that they used this year. Brad asked what is an appropriate level. We may have some left over or it was a bad year. Brad suggested \$170,000-\$175,000. Brad questioned the tonnage we used and what is the average. Brad offered to look at the tonnage and see. Over time they average out. Brad stated if we bought 33 or 50 tons, we will know what that is. Joel stated one thing they did this year was we got hit hard in November and if the trend continued was part of the increase. There is an addition we started in November. Brad is not suggesting we change the number but we potentially can. Jack stated we have addition of roads. Questioned what roads were added. Jack stated he was talking in general. Denny asked about page 1B. Denny asked about basin cleaning and street sweeping. Denny can't find it in the budget. This is in Public Works. 20-01-12-38. Denny could not find street sweeping. Denny asked if the numbers were combined but the item is missing. Joel will check on this. Striping question? Route 236 is every other year. This goes up and down every other year. Bob asked about the maintenance of sidewalks. Joel stated that last year they fixed a 700-foot section. Jim spoke asked about Summer Maintenance salaries and stated the increase was 15%. Jordan asked if Jim looked at the new sheets. Jim stated he just got them tonight. Jordan stated he made an error and there is no increase. Denny asked if it was one full-time position. Jordan stated it was two part-time positions at 38 hours a week for 30 weeks. Dana confirmed this information. Brad asked about the positions from CSD? Joel stated he had one position from Public Works and one from CSD. Jim stated they were working different hours and they put them together to work the same hours. Jim spoke about Transfer Station. Jim asked about the increase in salaries. Jordan took out the increased hours and it is now 6%. Donna questioned charging all for their own trash but asking the Town to pay for others hazardous waste. Dana stated that from a policy standpoint he will keep putting it in. Dana stated he has never supported having people pay for it. Jim asked about the increase when there are now only two days for collection. Joel stated that there has been a decrease in people coming in. Joel stated the cost has gone up but not that much. Dana asked if they need \$11,000 for two a year. Joel will look at it. They may be able to cut it to \$8,000. Donna questioned this not being consistent with charging people for their trash, getting rid of mattresses, and those who purchase and get rid of their hazardous waste have the Town paying for it. This is not consistent with the policy of charging for trash. Dana stated we would have to agree to disagree.

- Jim asked about Stormwater. Dana stated they kept it at \$200,000 and broke it out accordingly. They didn't bump it up for Consumer Price Index. Jim spoke about page 1B, almost to the bottom. \$170,570. It is also in CIP and double booked. Dana asked if it all should be put under Stormwater. Jim would like whatever is consistent. It has been put in Stormwater. Dana stated that last year someone suggested putting it in CIP. Dana stated it improved LD1 by \$170,000 and it is a big catch by the Budget Committee. Brad asked about Riverview Estates. It is high priority but Joel is working with the owners of Riverview Estates. It hasn't been resolved but it is being worked on. They have road issues that need to be fixed.
- TIF/Revenues. Jordan Miles. Jim spoke to page 2E, second page of Revenues and TIF lines. The amount of anticipated increases. Jordan stated he did a ton of work on this today. It is showing increased revenue that we don't really have. Last year was

\$124,000. It is really a \$7,000 decrease from last year. Jordan stated they also budgeted this year for benefits and added it back in. It will be an increase in revenues. Jim stated looking back to last year's budget, the anticipated revenue is 2.6 million. Last year was 2.97 million dollars. The difference is \$290,000. It is a decrease based on the numbers. Jordan stated the certified budget was 2.9 million. Jim talked about the CSD and the numbers are the same as last year. Jim stated the certified budget is what really happened. Dana stated they needed to clean it up. Jordan stated the certified budget is what the Town voted for. Jordan stated he did add in the benefits. It was about \$13,000. Brad stated every little bit helps. Dana said they found some bad news with this.

- Public Safety. Dana stated the biggest increase is \$28,605 is Kittery dispatch. They are getting concerned over the price. Brad asked about looking at regional. Dana stated it fell apart. South Berwick was not interested. Kittery couldn't give hard numbers. What are other options? York has reached out to Eliot and would include the Public Safety Answering Point (PSAP) portion. This may be worth looking going forward. Dana has on the agenda the revised letter from Kittery asking to join into a three-year extension. It is to be signed by July 1, 2019. There will be costs for transferring. Donna suggested that it may not be necessary to sign for three years, and asked if the Town could sign for one year. Dana spoke to a three-year contract with a one year opt out if quality is not improved. Donna asked about the need to lock in for three years. What if the quality improves but York is still a better option financially? Dana stated it would be one stop shopping with York with PSAP. Dana stated the Fire Department doesn't have much problem with dispatch and that it is the police who have a concern. One guy out alone and getting partial information is a safety issue. Janie asked about the other fees from Kittery that increased for DPW. Dana stated that the Town of Kittery said no more giving away and no more barter, we will charge. Dana wanted to keep it clean and look for the Town's own vendors. The Town of Kittery still calls the Town of Eliot to use the roll off truck. Janie agrees with Donna and stated there is no harm in taking a harder line with the Town of Kittery. Dana stated that cost of street lights may come down but he doesn't know how to calculate it. Brad stated to leave it alone. Dana asked Jordan about the revenues they discussed. Jordan stated CSD. Dana stated that tomorrow you will see other streams of revenue. Dana stated there is some money left over from the generator and the server came in a little less. Dana stated there are five or six things they can bring in to lessen LD1. Brad asked about the revenue for Boat Basin launch fee. Nothing is showing. Jordan stated it was his fault. Jordan stated in TREO it is part of CDS but not on the sheets. Dana stated if you look at the Boat Basin fees. You can't use it for the pavilion. The Town of Eliot built that. Brad stated the launch fees weren't part of CSD. Dana stated that the launch fees can be used for the bathrooms or at the launch area, and paving. Dana stated they couldn't use it for a playground. Dana stated there is one error and that for two years they were at \$25,000. The next year it went down to \$11,400. The money was used for the new bathrooms. We took in \$25,000. Jordan thinks he moved it back to \$24,000. Jim stated that there was an article in the paper about Kittery getting a park from the State. Jim asked about the Boat Basin. Dana stated they asked in the past and were told no.

Adjournment

Motion to adjourn by Jack Murphy, second by Phil Lytle to adjourn at 8:12.

Respectfully submitted,

Donna Murphy, Chair

Date Approved: March 4, 2019

Dennis F. Lentz, Secretary