

Budget Committee Meeting Minutes 3-17-18

Pre-meeting conversations:

Committee members: Ellen Kasprzyk, Sandy Cloutier, Wells Lyons, Christine Garmarsh, and Phil Pomerleau.

Officers elected: Ellen Kasprzyk, Chairperson
 Sandy Cloutier, Secretary

Pomerleau declared he has 2 children that work for the town therefore to avoid a conflict of interest he would abstain from conversations and voting on areas on personnel decisions.

Clarification was made that 4 people is considered a quorum. There are seven committee member seats and 5 are filled at this time. Four votes are needed for any motion to pass.

Meeting called to order 8:26am by Ellen Kasprzyk.

Attendance: Ellen Kasprzyk, Sandy Cloutier, Wells Lyons, Christine Garmarsh, and Phil Pomerleau.
 Councilor Nesbitt was also in attendance.

Future meetings Scheduled: Tuesday, March 20, 2018 at 6:00 pm
 Thursday, March 22, 2018 at 6:00 pm

Kasprzyk began the meeting by making a recommendation that the committee get through as many areas as possible to formulate any questions or determine there was agreement on the information. Once completed, the committee will go back through and review answers to the questions and vote on all the areas and recommendations. The committee agreed to this approach.

Each committee member introduced themselves.

Budget Review of Departments:

Assessing:

- Pomerleau questioned the raise changes. Councilor Nesbitt explained that the personnel committee reviewed hourly wages and compared them against surrounding areas. The increase percent brought forth by the Personnel Committee was to bring hourly wages more in line with surrounding area pay scales. The surrounding areas are Yarmouth, Freeport, and other similarly sized.
- Kasprzyk directed the committee to the Appropriation Control Report to review the actual YTD expenditures.
- Kasprzyk & Pomerleau questioned why there are Travel Expenditures in the budget since there were funds appropriated for the purchase of a vehicle for the CEO in the prior year's budget. Councilor Nesbitt informed the committee the vehicle has not been purchased yet. Cloutier will ask for clarification on the Travel Expenditures and why the vehicle has not been purchased yet and will this get purchased before the fiscal year ends.
- There is a substantial increase in Contractual Expenses. Cloutier explained the increase was due to the addition of the Dam assessment. Councilor Nesbitt further explained that the state has said we were out of alignment with what they believe these two dams should be at. Because the town does not have the expertise on dam assessments, this is the cost to hire a professional engineer to complete the assessment. It is believed that the assessment will come

in higher resulting in higher taxes for the town and that these funds will be recouped. Cloutier will request a breakdown of previous years expenses for Contractual Expenses.

- The committee questioned the increase in Training Expenses. Councilor Nesbitt explained that the Assessor was training to backup for the CEO duties but he will not be performing in these in the future. The town now has a part-time person who handles those responsibilities.

Code Enforcement:

- Kasprzyk calculated Salary increase of 5.9%. The committee questioned the increase. Councilor Nesbitt explained the position hours were increased and this is an overall increase that included both positions.
- Travel Expenditures were over budget for this year. Pomerleau explained to the committee it was because the town needed a part-time fill in for the CEO who was out on leave.
- Kasprzyk questioned the Contractual expenses for the Watchic Lake Water Testing. There was some confusion with the committee between the expense included in this area vs the requested donation amount. Councilor Nesbitt explained the difference being these items. The item in this section is for weekly Bacteria testing at the Kiwanis Beach area vs the donations request is for testing the water quality such as PH for the entire lake. It was discussed that most of the activities by the Recreation Department is being shifted to the Standish public beach. Cloutier will ask the why the water testing expense is still included in the budget since Recreation Department activities shifted to the new public beach?
- Kasprzyk noted that the state code books have been in the Training budget for several years now and has not been spent because the code books not been updated by the state. The committee discussed removing this item and can be looked at in future years once the books have been updated.
- The committee is considering reducing the fee for the NEBOS (New England Building Officials) books. Cloutier will ask what these books are, what are they used for, and what/if there is a reason we need them?
- There was discussion around the Fuel and Lubricants expenses. Pomerleau mentioned Standish Recreation department uses this vehicle on a regular basis. Cloutier will ask how many miles does the CEO put on this vehicle per year? If it is determined Code Enforcement is not using the vehicle, does this expense belong in this area?

General Administration:

- The committee asked why the Managers Car Allowance was removed from the salary expenses. Councilor Nesbitt explained that this was not included in the new town managers contract and travel reimbursement will be based on actual mileage.
- The committee recognized the Travel budget has a substantial increase in funding. Councilor Nesbitt explained the new town manager will be traveling more to attend educational meetings, conferences, and other meetings to learn as much as he can and develop relationships with the town. As mentioned above, the travel mileage is based on the IRS rate for actual mileage. Return on this investment has already shown a positive impact from his efforts.
- Contractual expenses for PWD have had a slight increase. Councilor Nesbitt explained the increase includes expenses for the leased land for the Rich Memorial Beach as well as the potential overlook on RT 35.
- Increase in the Training expenses were questioned. Councilor Nesbitt explained part of the increase was requested by the council to increase Human Resources knowledge for the town manager and the department managers since there is no HR professional on staff. Cloutier stated how important this is with the town growing and continual law changes.

- Kasprzyk asked Councilor Nesbitt who the town selected for Audit services. He informed the committee that an RFP was sent to several firms. The decision was made to continue to do business with Berry Talbot Roger, CPA.
- Pomerleau and Kasprzyk questioned expenses in the Advertising budget. The committee would like to understand what is included in additional reserves and sandpit fees. Councilor Nesbitt explained this area is difficult to predict. Example of that is last year the town did not budget for the expenses associated with finding the new town manager. Garmarsh asked where these funds go if they are not used? Councilor Nesbitt explained unused funds (if not already allocated to a project or item) would go back into the general fund. Cloutier will ask for an explanation on additional reserves and sandpit fees.
- Kasprzyk asked for clarification on the office supplies. She pointed out the numbers did not add up year over year. Councilor Nesbitt explained the increase in 2018 was a carry over. He further explained that carry over amounts are items that have been purchased or contracted to buy in previous years that have not been yet billed to the town. The council requested a reduction in these funds by 3,000 at a prior meeting.
- There is a substantial increase in Other Commodities. Councilor Nesbitt explained that the town manager wants to reach out to other areas and learn more about the surrounding communities through the outreach events and establish more connections. Cloutier will ask what specifics are included and what expenses have been spent in the past in the areas of employee recognition, outreach, and meeting refreshments areas as well as how many Full and Part-time employees are on staff.
- Kasprzyk noted that the Town Reports expenditures have not been utilized in several years. Is this a needed line item? Cloutier will ask why would we need to print town reports with all the digital access these days.
- There have not been any expenses to date for New Equipment for this fiscal year. The committee discussed recommending a reduction.

Cable Television:

- Kasprzyk reviewed previous years expenses for the Contractual budget. She noted that the expenses have varied greatly year over year. Pomerleau explained that some committees only meet as needed causing the fluctuation in years. Councilor Nesbitt mentioned this company is resourceful to our community and has helped with referendums in the past. The committee discussed reducing the overall items by \$2,000. Pomerleau asked why we can't combine these meetings as one number. Cloutier will ask this, do we know how much of the population relies on these types of meetings, is this the most cost effective method, and what if any other benefits are provided with the program?
- There is substantial increase for within the Internet and Webpage budget. Cloutier explained that the IT contracted expenses are only for basic situations such as computer/printer repairs and other minor items. She also relayed Scott Gesualdi, Finance Director's comment that this does not include any internal or external penetration testing. Lyons asked if we could ask to have this included in this years budget. Councilor Nesbitt shared that the Town Manager is looking at hiring/sharing an IT person with another town. Cloutier will ask for more details on what the contracted services include as well as firewall and ransomware protection.

Town Council:

- It was pointed out that the Travel Expenditures are rarely submitted even though there is an allowance in the budget for it.
- Dues and Subscriptions have increased substantially. Pomerleau noted that the MMA and GPCOG have been stagnate with their membership dues and are now increasing them.

Councilor Nesbitt explained the Town Manager is looking into ways to strengthen economic and community development.

- Kasprzyk asked why there was such a difference in the Contingency funds from 2017 to 2018. Councilor Nesbitt explained there was a carry-over from 2018 that was approved for planning board training. If there are unused funds in this area, they get transferred to the general fund.

Meeting was adjourned at 10:25. Motion made by Cloutier, seconded by Kasprzyk. The motion carried.

Next Budget review meeting scheduled for Tuesday, March 20, 6pm to 9pm in the council chambers at the Standish Town Hall.

Respectfully submitted,

Sandy Cloutier