

Budget Committee Meeting Minutes 3-20-18

Meeting called to order 6:16 pm by Ellen Kasprzyk.

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

Future meetings Scheduled: Thursday, March 22, 2018 at 6:00 pm
Wednesday, March 28, 2018 at 6:00 pm
Thursday, March 29, 2018 at 6:00 pm

Old Business: The committee will follow up and vote on all items after initial review of the budget.

New Business:

Continuation of Budget Review for Departments:

Town Clerk:

- In review of the salaries section, Kasprzyk asked what are the surrounding areas we are comparing our town salary ranges with?
- In discussing the Contractual budget proposed increase, Kasprzyk pointed out this section consistently has been under budget in the last couple of years. The question was raised and it was determined that the election materials would be needed based on the upcoming Governor's election in addition to the town elections. The committee however questioned the Code Books since it has been in the budget for the previous 3 years. Councilor Nesbitt explained each time a ordinance is passed new code books need to be printed. However, Chapman tries to bundle these to reduce expenses to the town. Standish code books are not always returned and also need updating from time to time which explains the purchase of 10 additional copies. The committee feels this cost is still high and is considering a recommendation to reduce the amount.
- The Training budget has been substantially under the last few years. The committee is considering reducing the amount based on historical usage.
- Advertising costs have fluctuated year over year. Councilor Nesbitt shared the expenses are related to public notices, invitations to bid, ballot availability, hours for registration and the like. The committee feels these costs can be structured in a way that would support a reduction in the budget.

Finance:

- The committee is considering recommending the training budget remain flat since we have not exceeded \$1,000 in the past several years and the expense YTD remains low.

Planning:

- Pomerleau pointed out the substantial increase in the Contractual Expenses. This area has a significant amount of budgeted funds not used in the past couple of years. Councilor Nesbitt explained that the current code revisions and graphics do not line up correctly as well as they are not optimized for web usage. He mentioned this was pulling work together over several years and combining it together. The Form Based Code revisions will be completed by an outside source that the Town Manager is currently searching for. The Form Based code is to develop and enhance walking towns. Pomerleau is concerned that Standish is not conducive to the type of development and suggested to the committee we consider reducing these costs. The redesign was budgeted for last year and it is in the budget again this year. Cloutier will ask

if the Sebago Lake village intersection redesign was complete? What was the outcome? Year over year, there are \$3,000 allocated for Grant Writer. Are these funds being used for Grant Writing? Can we get an updated Order No. 94-17 Carryover filed?

Appeals Board:

- Pomerleau stated that the Dues and Subscriptions for MMA-ME is not being received by the appeals committee members therefore he is recommending the committee to consider removing this from the budget.
- Contractual expenses historically have been minimal. The committee will review and recommend a reduction.

Building Maintenance:

- Reviewing historic trends for the Utilities budget have been higher than used. Pomerleau explained that the town has made adjustment in lighting to reduce costs. It appears that over the past few years, estimated hours substantially higher than actual usage. The committee will review and recommend reducing estimated annual hours.

Public Safety:

- With the transition of staff from dispatch to Officer/EMS/Firefighter/Office Assistance, the committee would like to understand the call volume. Cloutier will ask for the specific breakdown of the call volume. Specifically, how many are Fire, EMS, Medical as well as the % related to opioid use.
- In review of the Professional Fees budget, the committee would like to understand this section better. Cloutier will ask What is the State Breathing Air License?
- Contractual budget has increased substantially. Pomerleau pointed out Medical Reimbursement Services is a substantial cost to the town. As this continues to grow, is it worthwhile for the town to look at hiring a person to do this work?
- In the Training Budget it was noted that there is a line item for Dispatch training. The committee is considering recommending a reduction by this dollar amount since it is expected these positions will be eliminated with the transition of this service to Cumberland County. Cloutier will ask Why this is included, is this needed? If so, what would be the reason?
- In the New Equipment budget, Kasprzyk pointed out that the purchase of the exhaust fan was in the 2018 budget as well. Cloutier will ask if this was purchased or are there other circumstances we should be aware of?

Law Enforcement:

- Kasprzyk pointed out that within the Contractual budget, the footnotes for the Cruiser costs don't add up to the \$113,500 as listed. Cloutier will ask why there is a discrepancy and what is the additional amount of \$31,000 going to be used for?
- Within the Fuels and Lubricants budget, it was noted that this area can fluctuate from year to year. Pomerleau educated the committee that our vehicles are taken home by the personnel in an effort to have quicker response call time. It is understood that personnel use the towns vehicles for additional shifts in other towns. Cloutier will ask if the County reimburses the town when the Standish vehicles are used for shifts in other towns?

General Assistance:

- There were no questions or concerns in this area.

Public Works

- The Salaries budget has a substantial increase. Cloutier pointed out some of this cost is offset with the reductions in the Contractual budget due to the hire of a Laborer/Operator. Kasprzyk questioned the Intern of Succession planning costs. Councilor Nesbitt explained they were looking for a student from St. Josephs for succession. The committee would like to have a clearer understanding of what this person will do for succession planning. Cloutier will ask What the intern student from St. Joseph's be doing as far as succession planning? What will this person be doing if we hire a full time replacement for Mosley? The committee is also questioning why the holiday time has doubled in cost for the same number of hours? Cloutier will ask Why the same amount of hours increase from \$3,196 to \$7,201?
- Pomerleau questioned in increase in Other Commodities specific to the addition of Boundary Road pit monitoring. Councilor Nesbitt explained it was to test the soil from all the shell casings from the use of the pit. Pomerleau is concerned about the ongoing concern with its past use and can we clean it up and not have this expense in the future. Cloutier will aks What is the concern to monitoring the Boundary Road pit? Can we clean the site up instead of monitoring it? Pg 149

Meeting was adjourned at 9:15 pm. Motion made by Garmrash, seconded by Pomerleau. The motion carried.

Next Budget review meeting scheduled for Thursday, March 22, 2018 at 6pm in the council chambers at the Standish Town Hall.

Respectfully submitted,

Sandy Cloutier