

Budget Committee Meeting Minutes 3-25-18

Meeting called to order 5:03 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: Wednesday, March 28, 2018 at 6:00 pm
Thursday, March 29, 2018 at 6:00 pm

Old Business: The committee will start reviewing all areas for approval / recommendations excluding Salaries, Benefits, Debt Service and Revenues. These items will be reviewed once information requested by the committee is received and reviewed.

The committee approved the minutes for the meeting held on March 20, 2017.
The committee approved the minutes for the meeting held on March 22, 2017.

New Business:

The committee unanimously approved all items in the budget with the exception of the areas listed above and the items as outlined below:

Assessing:

Motion made and seconded to reduce Travel Expenditures by \$1,000 from funding last year's budget that included money to purchase a vehicle for the CEO (this has not been purchased to date confirmed by Scott Gesualdi, Finance Director). This would leave \$447 for unexpected situations - unanimous.

Motion made and seconded to reduce the Contractual by \$3,000 due to multiple year history reflects expenses consistently below budget - unanimous.

Motion made and seconded to reduce Training by \$1,000. Prior years increase was due to new assessor. We should be able to reduce now especially since it doesn't appear to be used - unanimous.

Code Enforcement:

Motion made and seconded to reduce Training by \$800 since the State Code books have not been updated and training the previous 3 years budget has been significantly below budget - unanimous.

Motion made and seconded to reduce Contractual by \$500 for the Watchic Lake water Testing since it is private property and Standish Recreation Dept no longer uses it - unanimous.

Motion made and seconded to reduce Fuel and Lubricants by \$300 due to multiple year history reflects expenses consistently below budget - unanimous.

General Administration:

Motion made and seconded to reduce Postage by \$1,000 due to multiple year history reflects expenses consistently below budget - unanimous.

Motion made and seconded to reduce Contractual by \$2,000. This is a new expense. The committee unanimously agreed this should be reduced for year one and reevaluated in future years.

Motion made and seconded to reduce Other Commodities by \$1,000 - unanimous.

Motion made and seconded to reduce Town Reports by \$300 due to multiple year history reflects this expense not used - unanimous.

Motion made and seconded to reduce New Equipment by \$600. There has not been expenditures to date in this area, so unless there are specific plans a cut is appropriate - unanimous.

Cable TV:

Motion made and seconded to reduce Contractual by \$2,000 due to multiple year history reflects expenses consistently below budget - unanimous.

Motion made and seconded to reduce Other Commodities by \$500 due to multiple year history reflects expenses consistently below budget - unanimous.

Town Council:

Motion made and seconded to reduce Council Standing Committees by \$1,250. The committee unanimously agreed community outreach should be reduced for the first year with new Town Manager and evaluated in future years.

Motion made and seconded to reduce Contingency by \$2,000 due to lower expenses and carry over from previous year.

Town Clerk:

Motion made and seconded to reduce Contractual by \$3,000 due to multiple year history reflects expenses consistently below budget, even with large elections such as President - unanimous.

Motion made and seconded to reduce Training by \$200 due to multiple year history reflects expenses consistently below budget - unanimous.

Motion made and seconded to reduce Advertising by \$200 due to multiple year history reflects expenses consistently below budget - unanimous.

Finance:

Motion made and seconded to reduce Training by \$200 due to multiple year history reflects expenses consistently below budget - unanimous.

Planning:

Motion made and seconded to reduce Contractual by \$66,447. The committee unanimously agreed the form based code revisions can be moved to next year. Also, it appears the Grant still has \$13,000 in the fund that can be used first. This would leave \$5,000 for the Colonial Marketplace redesign project.

Appeals Board:

Motion made and seconded to reduce Dues and Subscriptions by \$100 due to no expenditures in the area over the past 4 years - unanimous.

Motion made and seconded to reduce Contractual by \$82 due to multiple year history reflects expenses consistently below budget - unanimous.

Building Maintenance:

Motion made and seconded to reduce Utilities by \$3,000 which equates to approximately 22,000 hours due to consistent under usage of estimated hours over multiple year - unanimous.

Public Safety:

Pomerleau abstained from all voting under this area.

Motion made and seconded to reduce Training by \$500 since Dispatch will be moved to Cumberland County - unanimous.

Motion made and seconded to reduce Turnout Gear & Uniforms by \$6,000 due to carryover funds - unanimous.

General Assistance:

Motion made and seconded to reduce Contractual by \$4,975 due to multiple year history reflects expenses consistently below budget - unanimous.

Public Works:

Motion made and seconded to reduce Salaries by \$3,000 and remove intern for Succession planning. The committee unanimously agreed this does not seem a critical need for this coming year.

Motion made and seconded to pass Other Commodities. Vote passed 4-1.

Solid Waste:

Motion made and seconded to reduce Contractual by \$10,000 due to multiple year history reflects expenses consistently below budget even on years with Hazardous Waste Day- unanimous.

Motion made and seconded to reduce Fuels and Lubricants by \$200 due to zero expenses in this area over the past 4 years - unanimous.

Motion made and seconded to reduce Other Commodities by \$500 due to multiple year history reflects expenses consistently below budget - unanimous.

Recreation:

Motion made and seconded to reduce Parks & Facilities Maintenance by \$9,250 with the hiring of the Parks & Facilities Maintenance person - unanimous.

Motion made and seconded to reduce Contractual \$8,150. The committee unanimously agreed the Multi-generational needs assessment should be taken from SRF carryover balance. Also, the committee agreed mileage for the Parks & Facilities Maintenance should not be included since it is expected they will be using a town vehicle.

Motion made and seconded to increase New Equipment by \$9,250 from Parks & Facilities Maintenance to purchase equipment for the new hired position - unanimous.

Rich Memorial Beach:

Motion made and seconded to reduce Contractual by \$2,500. The committee unanimously agreed a mowing contract should not be outsourced with the hiring of the new Parks & Facilities Maintenance position.

Motion was made and seconded to reduce Other Commodities by \$2,000. The committee discussed the removal of the paddle board packages and has concerns over the liability, potential increase in insurance, possible increase in persons needing to man and organize the use of the paddle boats. Vote did not pass 2-3.

Donations:

Motion was made and seconded to accept all donations as is with an increase of \$1,000 to the North Gorham Library - unanimous.

Insurance:

Motion was made to accept General Liability as presented. Vote passed 4-1.

Capital Projects:

Motion was made and seconded to reduce Public Safety by \$68,000. The committee discussed the need for this to occur this year and questions if unused funds from the steep Falls Fire Station can subsidize this rehab. Vote passed 4-0, Pomerleau abstain.

Motion made and seconded to reduce General Administration by \$20,000. The committee discussed the fact that this dollar amount likely will not cover the expense of the message board and this should be put out to bid to get exact numbers to budget in a future year - unanimous.

The committee asked for the explanation of what the carry over of the SRF can be used for. Specifically, what is included in Recreation Operations? This amount of \$68,000 does not show in the carry over spreadsheet. Cloutier will ask these two questions.

Other recommendations:

The committee has additional recommendations to respectfully submit to the Council for future considerations that include:

- IT Internal and External Penetration Testing;
- Consider bringing the position of Medical Expenses in house;
- Investigate a block for cell phone usage to reduce this overall expense;
- Consider using funds from the SRF (\$68,000) for the needs assessment;
- Sell the current property owned by the town that is not in use;
- Use funds in the SRF fund to cover remaining expenses for the Multi-passenger van not paid by the grant.

Meeting was adjourned at 8:11 pm. Motion made by Garmrash and seconded by Lyons. The motion carried.

Next Budget review meeting scheduled for Wednesday, March 28, 2018 at 6pm in the council chambers at the Standish Town Hall.

Respectfully submitted,
Sandy Cloutier