



**TOWN COUNCIL
WORKSHOP
MEETING MINUTES
APRIL 7, 2015**

Gregg Garrison, At Large 2015
Mark Lunt, District 1 2015
Dillon Pesce, District 2 2015
Christopher Brunelle, At Large 2016
Eric Metivier, District 1 2016
Roger Bickford, District 2, 2016
Dale Crafts, At Large 2017

CALL TO ORDER & PLEDGE TO THE FLAG. The Chairman, Dillon Pesce, called the meeting to order and led the pledge of allegiance to the flag at 7:00 PM.

ROLL CALL. Members present were Councilors Lunt, Bickford, Crafts, Pesce, Garrison, Brunelle, and Metivier. Also present were Diane Barnes, Town Manager; Tracey Austin, School Committee Chairman; Kathi Yergin, School Committee member; Ryan Leighton, Public Works Director; Mark Stevens, Recreation Director; Karen Paradis, Planning Board Chairman; Donald Fellows, Planning Board & Assessment Review Board Member; Larry Fillmore, Finance Committee Member; Totaling approximately 10 citizens in the audience.

DEPARTMENT BUDGET DISCUSSIONS

The Chairman, Councilor Pesce invited Mr. Leighton, Public Works Director to the lectern to explain any changes that were made within the Public Works Department budget.

PUBLIC WORKS DEPARTMENT

Mr. Leighton said under 03-300 Public Works/Town Engineer, the only change there was the \$50,000 in matching funds for the trail which was in last year's budget is gone. There is still \$3,600 in professional services, which is the dues or membership fees for ATRC. ATRC is where we get the funding for Main Street and some of the other projects we have done so far.

It now includes all the benefits, which bumped up the bottom line. We budgeted \$10,000 for professional services over the past couple of years to help us meet the stormwater compliance requirements. Working with the Androscoggin Stormwater Working Group and Woodard and Curran, their primary engineer, their approach was not as aggressive as what Phil Ruck recommended in his recent presentation so we bumped that up a bit. This will assist with the extra fieldwork that needs to be done this coming year. We added \$36,000 to rental equipment to pay the Sewer Department to utilize the sewer truck that we purchased so we see a true cost to run the department, plus the revenue will also be budgeted now. Gas and diesel items moved down, but as we move through the budget process this will be a moving target. The equipment paint account was increased so we can take care of what we have, like sandblasting/painting frames since we are not buying a lot of new equipment. We had a decrease of \$10,000 in the tire account because we did not need to buy loader truck tires this year, which are expensive, but we still need to maintain what we have in terms of wheels and tires. The equipment and heavy machinery lines included the new truck we purchased that replaced the truck we lost in the fire and the rest was used to assist with the hot box and the new F550 that we will be taking delivery of tomorrow. We kept that line at \$20,000 for new equipment depending upon what is available at auction this year.

Mr. Leighton said there is \$57,000 in there for the MDOT match for the Route 196 project from Frost Hill to Capital Avenue including the light changes at the Capital Avenue intersection. The new line for excavation at \$15,000 was added to true up the actual cost to run the department since we share costs with the Sewer and School Departments and then you will see the revenue offset it in the revenue budgeted.

COUNCIL COMMENTS: Councilor Pesce asked about line 5102; is this taking the administrative assistant out of your regular wage line. Mr. Leighton replied, yes.

Councilor Pesce asked in the 5110 line about the 31,708 decrease. He noticed the secretary line is 34,559. Mrs. Barnes said this may be due to her longevity pay and indicated that she would get an answer for him.

Mr. Leighton said we budgeted for step increases as part of the union contract. There are at least two employees that will bump up to the next level and that all depends upon when that occurs, which is what is in the detail.

Councilor Pesce said the 5111 line for overtime increased \$5,700. He asked if we were expecting to run over this year. Mr. Leighton said this amount is for Saturday on Moxie Day. There is not much of a buffer in that line, other than what we have to pay per contract obligation for on call on alternating weeks.

Councilor Pesce asked about line 5266 for equipment. He said you mentioned earlier shared costs and revenue reimbursements; do they pay us when they use the Public Works equipment? Mr. Leighton said that in the past it has been we can help you with this and you can help us with that. The main reason this came up is that we purchased the size vacuum truck we did was so we could do the storm drain cleaning. He said he would like to see the lease payment split and we use it when we need to use it. However, we tried to quantify how much the Sewer Department will be using it on a weekly basis throughout the summer months for storm drain cleaning and this was the number we came up with; between us and the Sewer Department that truck is running pretty steady. Councilor Pesce asked if the Sewer Department will be paying the town when they use the truck now. Mr. Leighton said we made the changes to that department budget as well. We will bill them based on the rate and usage. Mrs. Barnes said they will be billed for technology because they use us for services along with the Water Department so we will calculate that into the budget those costs that should be reimbursed. She said this will show up as additional revenue and should not change the budget; we are their IT support.

Councilor Pesce asked about line 5370 for small tools. Last year this line was \$5,000 and this year it is \$7,500. He asked what they are buying for that much money. Mr. Leighton said they need to buy a lot more than \$7,500 in tools, but this will help. A lot of their tools are worn out and were not good quality to start with. We purchased a new jack. Once they got to use the equipment at Longchamps they could tell what tools they needed to buy to work with. This will give them better quality tools to do what they need to do. We never really had a tool budget before so we found out how quick \$5,000 went.

Councilor Pesce asked about line 5410 for equipment; what will you be looking to buy at the auction? Mr. Leighton said we need a lot of different things, but it will depend upon what we find at a price we can afford. He said he was looking for an excavator so we can accomplish a lot more. The backhoe is slow and not very effective for ditching.

Councilor Bickford said he was in favor of talking to Mr. Huston about leasing equipment. Mr. Leighton said Mr. Huston's equipment is too big for the job we need done. The bigger equipment ends up interrupting the traffic too much. The smaller equipment is a lot safer. That being said, there are no reasons why we can't hire it out, except we don't have a budget to do that. Councilor Bickford said you would probably have to finance one. Mr. Leighton replied more than likely.

Councilor Pesce said in line 5695 it looks like you are asking for \$15,000 for excavation reimbursement. Mr. Leighton said no, this amount we estimated for other departments for the work that they have done for us or we have done for them. Mrs. Barnes pointed out we budgeted the expense and showed the revenue on the revenue side so the net is zero. We are no longer running revenue into expense lines. Councilor Pesce pointed out on one sheet the explanations read, "Expenses from other departments" instead of excavation reimbursement. Mrs. Barnes mentioned this revenue may be under a different title and offered to come up with a better title. Councilor Garrison said they don't match. Mrs. Barnes said the explanation is correct but the titles should match and offered to work on that.

WINTER PUBLIC WORKS

Mr. Leighton said he put in \$60,000 for overtime and this year we are not even close. Councilor Pesce asked what we were at this year to date. Mr. Leighton said we were at \$28,000 when we started this budget season. We are over by at least \$25,000. Councilor Garrison asked how much we will be eligible for in reimbursement. Mr. Leighton said approximately \$26,000 to \$28,000. The other items are wage related. The other change is under supplies for different deicing materials. He indicated we used ice be gone this year for deicer, which is the only deicer that is EPA approved and is cheaper than calcium. The parts and equipment lines are the same as in the past.

Councilor Pesce asked about line 5410 equipment. He said it looks like wings and plows need replacement. Mr. Leighton said next year we will need to buy at least one plow for one truck; it was originally used to begin with and now needs new hydraulic components, this and that and the other thing so by the time we buy what we have to buy we would be better off purchasing a new version but we have not gone down that road at this point. We started to get prices, but we did what we needed to get through the rest of this winter.

Councilor Pesce asked about 5385 Other Supplies. Mr. Leighton said he did a six-year average, which came to \$121,000 and last year we spent \$150,000. He mentioned that he adjusted the line to get closer to our actual expense and this coming year we should be closer to \$150,000 as well. Mrs. Barnes said she planned to change the title other supplies to Deicing Materials so you know exactly what it is. Councilor Pesce asked about the sand line. Mr. Leighton said this is that line. He said it's a moving target based upon the winter we have; at least we are going in the right direction to fully fund what we are expending.

Councilor Lunt asked how much we had spent so far in that line. Mr. Leighton said he did not have that figure before him. Mrs. Barnes offered to get that figure to him. Mr. Leighton said he believed it was close to \$150,000.

SOLID WASTE DEPARTMENT

Mr. Leighton said the major changes in solid waste are wages (the transitions we did everywhere else), and increase in the disposal fee slightly to cover a contracted increases, but the rest stayed pretty much the same.

Councilor Pesce asked what the difference was between 5345 Repair and Maintenance Equipment and 5390 Supplies. Mr. Leighton said the 5345 is for sending equipment out to be repaired. We utilize that when some of our Public Works crew fixes some of their equipment as well. The supply line is used strictly for buying parts.

The Chairman, Councilor Pesce invited Mark Stevens, Parks & Recreation Director to the lectern to explain any changes that were made within the Parks Department budget.

PARKS DEPARTMENT

Mrs. Barnes passed out an updated Parks budget. She said the option she put together for the Council tonight is to combine the Parks and Recreation Departments and not hire a full time Parks Director; this would be overseen by Mr. Stevens and his Recreation Department. She explained that line 5101 Wages includes a \$10,400 increase for his new responsibilities. She said unless we are told otherwise, we are planning to operate the Parks Department as it has been done in the past. We have added one seasonal employee to add more visibility up there at the gate. Last year we had someone working at the gate and we doubled our revenue. Combining these departments should save approximately \$30,000. She recommended trying this for a year to see how it works out. She pointed out typically Parks and Recreation in other communities are one department. Mrs. Barnes recommended the cabin be used as an office at this point until it has been decided what we are going to do; this is where the telephone and internet access is. Councilor Garrison said he was willing to wait to see where we are at in a year. Councilor Lunt recommended motion sensors and other security devices be installed to alert the Police Department to avoid problems.

Mr. Stevens he was willing to move and grown with the decision to consolidate. He said he was comfortable with it as long as he had support from the Council and Town Manager to shift things around to make it work for us. It will be a great opportunity for us.

Councilor Pesce said this is a great idea and Mr. Stevens has gone above and beyond to prove what he can do for the Recreation Center. He said there is a lot of opportunity over at Beaver Park and Mr. Stevens will do a great job over there. He said he would definitely support this change over and the increase to his salary to make sure we are compensating him for the additional responsibility if that is what Mrs. Barnes deemed appropriate. He indicated we should look into some sort of security system, change the hours, and install some sort of gate. He said it should be interesting to see what the insurance company says and what the liability will be with Mrs. Ridley not there. He asked if there was a budget or plan to maintain the walking trail. Mrs. Barnes said Mrs. Ridley's budget was left pretty much the way it was. Additional hours were added to the original budget to assist with maintaining the Androscoggin River Trail.

Mr. Stevens said there are four seasonal employees. Two will be assigned to mowing and the other two will be assigned to parks and gardens although submit to change; we will work into that schedule the needs at Beaver Park. Three job postings closed yesterday and we will be interviewing shortly. Councilor Pesce confirmed the old budget sheet indicated three, but now there are four. Mr. Stevens replied yes. Councilor Pesce said the trail was beautiful last year but towards the end the grass was too tall; his concern is that we maintain it.

Councilor Pesce asked about line 5345 for \$3,500 to purchase a new trailer to haul around lawn movers. Mrs. Barnes indicated she was using a Public Works trailer but they need theirs so this department will need one of its own to haul equipment. The proposal is to look for a used one and use the wreath revenue to pay for it.

RECREATION DEPARTMENT

Mr. Stevens said the biggest changes in this budget are that there are no enterprise accounts; we budgeted all of our expenses and matching revenues. The 5101 line is for the Recreation Director's salary. The 5110 wage line was adjusted. He reported he moved funds from the temporary wage line to this line to make things consistent with the rest of the budget. The \$4,000 from the before school program was moved to wages since they are not temporary since they work the entire school year. He moved \$3,000 out of wages back to temporary wages because we have a basketball program that operates nearly seven day a week and the Assistant Director was covering that program, but it was too much for one person. He indicated he moved \$3,000 from her salary into temporary wages to pay two people to do this now. The Assistant Director was fine with it.

Councilor Pesce asked about the increase in the 5110 and 5112. Mr. Stevens said the \$14,000 change is for the custodian which has been moved from the Town Buildings line. Councilor Pesce replied that accounts for \$14,000 of the \$18,000 which makes more sense. Mr. Stevens pointed out that the \$15,000 increase in temporary wages is for playground and trekker camp. We had an amazing year last year with 100 kids in our trekker camp and 150 in our playground camp. He reported he had to hire additional staff to cover supervision to meet a 1 per 10 ratio for 1st Grade to 3rd Grade and 1 per 15 ratio for Grades 4th to 8th. He explained the program hours changed to cover extended hours and a standard fee for everyone. Our hours are from 8:00 AM to 5:00 PM; that \$15,000 covers the extended hours and will be matched by revenues.

Councilor Bickford asked about lines 5325, 5345, 5365. Mr. Stevens said 5665 is the vehicle maintenance for the truck. He said there are no expenses for the bus; we raise money at the Moxie Festival for that. The repair and maintenance of equipment line is used repair or purchasing shoulder pads for our football teams. There are 100 kids playing that sport per year. Two years ago we purchased \$4,500 worth of new helmets, the following year we skip, and this year they all need to be reconditioned, which is the \$2,500 increase this year. The repair and maintenance of Rec is for our ball fields; this money is used to buy infield materials and supplies and used primarily for ball field, ice rink, and tennis court maintenance. He explained that next year you will see some of these lines merged into the Parks Department.

Councilor Pesce asked about line 5380 for Road Race Awards, program t-shirts, field hockey, ball equipment and all necessary race supplies to operate a comprehensive Recreation Department. He asked what the definition of a comprehensive Recreation Department was. Mr. Stevens replied this means it meets the needs of all of its citizens. Mr. Stevens explained \$3,000 of the \$4,500 increase in that line will be used to purchase a cool fit performance shirt instead of the \$5 cotton t-shirt for all of our runners in celebration of our Moxie 5K 20th Anniversary.

Councilor Pesce mentioned he spent a lot of time reviewing the revenues. He said he was very impressed. He said for the Recreation Department that we have, he was surprised to discover taxpayers only fund \$162,000. He asked Mr. Stevens if he had done a cost comparison for each programs to see what it costs to run each program. Mr. Stevens said he had; all of our revenue covers our programs, with the exception of football and basketball. That's very expensive to run. Because it's a fall program and we run soccer in the fall, soccer helps pay for the expense of football. We have had these programs since the 1970's when the Recreation Department started. Councilor Pesce asked how much of a loss. Mr. Stevens replied \$4,000 to \$5,000. That's made up with the revenues from soccer (\$5,264 last year) and other programs.

Councilor Pesce indicated this process is different from last year and the Council has not discussed what they want to take out yet. He asked Mrs. Barnes for a date when Council can give her direction on what to take

out. Mrs. Barnes suggested this could be done at their April 14 workshop. There are no scheduled workshops in May yet. Councilor Pesce recommended the Council make their cuts known before going to the Budget Public Hearing at LCS. Mrs. Barnes suggested April 14 after the rest of the budgets were presented. No objections were noted.

PUBLIC COMMENT: Mr. Nadeau suggested the water and sewer at Beaver Park be shut off at the cabin to save money.

ADJOURN

Seeing no further comments, the Chairman adjourned the meeting at 9:55 PM.

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved 4-21-2015