

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Draft Minutes
March 4th, 2015 at 7:00 PM
Mildred L. Day School Library
600 Limerick Road

Members in Attendance

Board of Selectmen: Dan Dubois, Velma Jones Hayes, Phil Labbe, Tom Danylik

Budget Board: Shawn Hayes, Ray Ward, Michelle Moore, Paul Raymond, John Bell

Other Attendees: Jack Turcotte, Acting Town Manager, Jenn Welch, Recreation Department Director, Roger Taschereau, Public Works Department Director, Terry Merrill, Public Works Department Foreman

I. Call to Order: Chair Hayes called the meeting to order at 7:04 pm.

II. Approval of Agenda: Mr. Raymond moved to approve the agenda. Mr. Bell seconded and the motion passed unanimously.

III. Approve minutes of 10/22/14 Budget Board meeting: The Chair enquired of the Secretary if the minutes of the Budget Board meeting of October 22nd were available. Mr. Bell replied that the minutes had been e-mailed to membership in October. Mr. Hayes stated that since a copy of the minutes was not available, approval of same should be postponed until the next meeting.

IV. New Business:

A) Review Requested FY 2015-2016 Recreation Budget: Ms. Welch notified the Board that the budget she was presenting was not a great deal different from the previous year. She stated that the software which was included in last year's budget had been implemented and was working well, and was therefore included again in this year's budget. She stated it was a great help in record keeping and that the on-line registration option was being utilized. She noted that \$5,000 was included in the proposed budget for the bus reserve.

The Acting Town Manager interjected that a three percent increase in salaries had been proposed in all department budgets for the coming year, including the budget under review.

Ms. Hayes noted that income projections for the coming year were higher than for the current year. Ms. Welch replied that actual revenues for the current year were running ahead of budgeted figures. Mr. Turcotte stated that actual figures for the current year were up to date to December 1, 2014. Ms. Welch agreed that revenues after December 1 were estimates. Mr. Danylik questioned the budgeted amount of \$350 for insurance on the Recreation Department Bus. Ms. Welch stated that she had never actually seen the bill for insurance. Mr. Turcotte offered to research the item to verify its accuracy.

Mr. Dubois questioned the reduced amount in the proposed budget for communications. Ms. Welch replied that on the advice of Mr. Turcotte, expenses for software, which had formerly been included under communications, had been included in a separate line item.

Ms. Hayes noted that department revenues were presently covering approximately 64% of its costs.

Mr. Hayes questioned the amount for FICA tax in the proposed budget. Ms. Welch replied that the FICA figure had been generated by the former Town Manager and that she would check on its accuracy. Mr. Turcotte noted that although some fine tuning might be needed on the proposed budget, he did not anticipate any major changes.

After a brief discussion of Fuel and Dues expenses, Mr. Dubois commented that the proposed Recreation Budget was \$634 less than the budget for the previous year.

Ms. Hayes and Ms. Welch reviewed the use of the Recreation Department bus, which Ms. Welch stated was needed because of the demand for half day trips and the unavailability of RSU21 equipment.

After Ms. Hayes and Mr. Raymond commented on the importance of the Recreation Department program, Mr. Ward objected at some length stating that some Arundel residents were on a limited income and could be "run out of town" because of tax bills. Ms. Hayes noted that there had been a scarcity of applications for General Assistance in Arundel, and that the Salvation Army had received few applications for help from Arundel residents.

Mr. Dubois commented that although the Recreation Department ran a great program, there were anticipated expenses that the town would incur in the near future which might require budgetary reductions. Mr. Labbe stated that Ms. Welch ran a great program which kept many of the Town's youth involved and out of trouble, and that the program should be continued.

After closing comments from Board members, the Chair thanked Ms. Welch for her presentation.

A copy of the proposed Recreation Department Budget is attached to these minutes.

B) Review Requested FY 2015-2016 Public Works Budget: Mr. Taschereau began his presentation by expressing his concern that maintenance expenses for the Eastern Trail could be significant in future years, primarily due to problems with drainage and fence deterioration, complicated by proximity to the Unitil gas pipeline. There followed a discussion of the pros and cons of membership in the Eastern Trail and what the town gets for its membership dues. The Acting Town Manager offered to contact the Eastern Trail Association for more information.

Mr. Taschereau presented the Board with a list of six projects included in the proposed Paving Budget. He stated that the first project, *Thompson Road - Curtis Road to Timber Ridge Drive* was not completed as it should have been in 2014 due to problems with equipment owned by Dayton Sand and Gravel. He also stated that there was almost enough left in the reserve account (\$222,242.47) to complete the project this year. He noted that there might be some advantage to finishing the project this year because it could be tied in with the second and third paving projects (*Thompson Road - Timber Ridge Drive to Route 111* and *Days Mill Road*) which are in the same vicinity and should therefore result in some overall savings. He also pointed out that although there was an escalator clause in the contract with Dayton, it should not be a problem this year.

Other projects included in the Paving Budget include paving the *Mountain Road between Bergeron Drive and the Biddeford Town Line* and *relining culverts on Limerick Road near Davis Pond and Lombard Road near Perkins*.

Mr. Dubois enquired whether Maine DOT had a start date for work on the Hill Road/Route 111 intersection. Mr. Taschereau did not have a specific date. Mr. Taschereau noted that the DOT planned on installing a traffic light at the intersection which the Town would be responsible for maintaining. There followed a discussion of who should be responsible for maintenance of the traffic light. Mr.

Taschereau notified the Board that State Representative Wayne Parry was on the Transportation Committee in Augusta and that it might be useful to contact him regarding the maintenance expense. Mr. Danylik asked if the DOT could cite any authority for making the Town responsible for traffic light maintenance. Ms. Moore, Mr. Dubois, and Mr. Danylik offered to e-mail Rep. Parry to make him aware of the problem.

Mr. Hayes questioned the increase of \$5,000 for Part Time salaries in the Operating Budget, which Mr. Taschereau indicated was due to heavy snowfall. There was a lengthy discussion of whether to set up a separate budget item for expenses related to snow removal, but no decision was made to do so. Mr. Dubois asked Mr. Taschereau if he could present the Board with an additional proposed budget which would break out snow removal expenses, and Mr. Taschereau acquiesced.

Mr. Taschereau reviewed vehicle maintenance problems with the Board, and broached the possibility of replacing an excavator. He said a used unit in good condition would cost in the vicinity of \$185,000 (not counting trade in value), and that there were sufficient funds in the Capital Reserve account to cover the cost. The Capital Reserve account is presently \$228,000. Mr. Taschereau suggested paying for the acquisition over about a five year period, possibly through a lease/purchase program. A discussion followed of different manufacturers and their product support capabilities. In response to a question from Mr. Dubois, Mr. Taschereau indicated that he would like to replace the unit in the coming year (FY 2015-2016).

Mr. Taschereau notified the Board that he had been approached about having the Town handle snow plowing on Route 1 in Arundel. No action was taken on this proposal by the Board.

A copy of the proposed Public Works Department Budget is attached to these minutes.

V. Set Date for Next Meeting: The next meeting was scheduled for Thursday March 19th at 7:00 pm.

VI. Other Business and Adjournment: There being no other business, Mr. Bell moved to adjourn the meeting, seconded by Ms. Moore, and the meeting was adjourned at 9:26 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of March 4th, 2014.

John Bell, Secretary

**Recreation Budget
2016 Proposed**

Full-Time Director	<u>45,569</u>	Salary - Recreation Director
Part-Time	<u>72,050</u>	Wages - Part-time Employees
Overtime	<u>5,000</u>	Overtime - Recreation Director
Fica	<u>9,380</u>	7.65% of Salary - Town match
Retirement	<u>2,735</u>	Retirement Contribution
Communications	<u>1,800</u>	Office Phone/Cell Phones
Other Services	<u>40,130</u>	Field Trips/t-shirts/etc.
Bus Insurance	<u>350</u>	Auto Insurance
Workers Comp	<u>2,400</u>	Workers Compensation Insurance
General Liability Insurance	<u>3,300</u>	General Liability Insurance - Rec Dept/Summer Rec Programs
Health Insurance	<u>12,828</u>	Health Insurance Rec Director
Operating Supplies	<u>2,500</u>	Office supplies
Vehicle Fuel	<u>2,000</u>	Rec Bus Vehicle Fuel
Uniforms	<u>3,500</u>	Uniforms
Software	<u>5,000</u>	MyRec
Mileage/Travel	<u>600</u>	Classes/Travel
Dues and Subscriptions	<u>300</u>	Dues NRPA/MRPA/SMART/Sams Club
Vehicle Maintenance	<u>3,000</u>	Rec Bus Vehicle Maintenance

Recreation Article #16 212,442

2016 Parks & Recreation Budget Proposal 3/2/2015 - DRAFT

	<u>Dept/Div: 19-01</u>	<u>Estimated Expenses</u>	<u>Estimated Revenues</u>
Payroll			
Full-time	10-01	\$ 45,569.00	
Part-time summer staff			
SR Director 9 wks/40 hrs		5238	
SR bus driver, 8 wks, 24 hrs		2500	
8 counselors, 8 wks, ave 8.75/hr		22400	
2 MST staff, 8 wks, 27 hrs/wk, ave 10/hr		4320	
MST bus driver 8 wks, 27 hrs		2592	
Part-time BA & other school year staff:		35000	
Before & After School program help, half-day/no-school day trips, vacation weeks, youth sports programs, general help etc.			
Part-time	10-02	TOTAL: \$ 72,050.00	
Overtime	10-06	\$ 5,000.00	
FICA	10-07	\$ 9,380.00	
Retirement	10-09	\$ 2,735.00	
Utilities			
Communications	15-02	\$ 1,800.00	
Services			
	20-17	\$ 40,130.00	
School year programs:			
Before & After School program supplies, snacks/drinks		\$ 3,500.00	\$ 62,000.00
Half-Day, No school Day/Vaca Week trip costs		\$ 16,000.00	\$ 16,000.00
Summer camp programs (SR/MST):			\$ 50,000.00
operating expenses, admissions, supplies, staff training, etc		\$ 15,000.00	
Fall Programs:			
Youth Soccer fees to Kport refs/field maint.		\$ 700.00	\$ 2,900.00
Preschool Soccer			\$ 250.00
Flag Football			\$ 375.00
Porta-potty on field \$90/month x 2 months		\$ 180.00	
Winter Programs:			
Community Xmas Tree Lighting		\$ 750.00	\$ -
Youth Travel Basketball (TBB) Refs, equip, tourney fees		\$ 1,500.00	\$ 2,000.00
Winter Cheering (WC)		\$ -	\$ 350.00
Preschool Basketball (Babes)		\$ -	\$ 200.00
Pee-Wee Basketball (PWBB)		\$ -	\$ 1,000.00
Spring Programs:			
Easter Egg Hunt		\$ 500.00	
Little League clinic		\$ -	\$ 450.00
Ballfield maintenance fees		\$ 2,000.00	

Insurance		
Bus Insurance	25-02	\$ 350.00
Worker's Comp	25-03	\$ 2,400.00
Liability (group/summer)	25-06	\$ 3,300.00
Health	25-08	\$ 12,828.00

Supplies/Equipment		
Operating supplies (office)	30-03	\$ 2,500.00
Vehicle Fuel Estimation	30-06	\$ 2,000.00
Uniforms (t-shirts)	30-09	\$ 3,500.00
Rec software	30-18	\$ 5,000.00

Staff		
Mileage/Travel	40-01	\$ 600.00
Membership dues (MRPA, NRPA, SMART, SAM'S CLUB)	40-03	\$ 300.00

Vehicles		
Maintenance/repair	45-05	\$ 3,000.00

Total FY 2016		\$ 212,442.00	\$ 135,525.00
Ratio	64%		
Net Budget	\$ 76,917.00		
Total FY 2015		\$ 209,376.00	\$ 131,825.00
Ratio	63%		
Net Budget	\$ 77,551.00		
Total FY 2014		\$ 205,602.00	\$ 131,825.00
	64%		
	\$ 73,777.00		
Reserve/Bus replacement		\$ 5,000.00	

PUBLIC WORKS BUDGET
2016 Proposed

Salaries	<u>296,916</u>	6 Full Time Employees
Part-time	<u>25,000</u>	Summer Help flagging, laborers, Winter plow drivers
Overtime	<u>24,000</u>	Overtime for all Public Works Employees
Fica	<u>27,544</u>	7.65% of Salary - Town match
Retirement	<u>17,815</u>	Retirement
Electricity	<u>4,000</u>	Electricity for Town Garage/Salt Shed
Communications	<u>2,000</u>	Telephone/Internet/Cell Phone
Heating Oil	<u>4,000</u>	Heating Oil for Garage
Street Lights	<u>4,615</u>	Street Lights
Signal Maintenance	<u>2,000</u>	Signal Maintenance Route 1/Limerick Road Traffic Light
Services	<u>25,000</u>	Crack Sealing, Road Striping, Tree Removal, Contracted Services
Property Insurance	<u>3,500</u>	Property Insurance for Public Works
Automobile Insurance	<u>5,100</u>	Auto Insurance for Public Works Vehicles
Workers Compensation	<u>21,000</u>	Workers Compensation for Public Works Employees
General Liability	<u>7,400</u>	General Liability Insurance for Public Works Employees
Health Insurance	<u>68,200</u>	Health Insurance for Public Works Employees
Office Supplies	<u>500</u>	Office Supplies for Public Works
Operating Supplies	<u>75,000</u>	Culverts, Gravel, Winter Sand, Salt, Cutting Edges
Workplace Safety	<u>1,000</u>	Drug Testing for Public Works CDL Drivers
Vehicle Fuel	<u>32,000</u>	Diesel & Gasoline for PW's Vehicles & Equipment
Tools & Minor Equip	<u>4,000</u>	Tools & Minor Equipment Purchases
Uniforms	<u>3,500</u>	Uniforms and Cleaning Contract for PW Employees
Travel & Conferences	<u>300</u>	Classes & Mileage
Building Maintenance	<u>4,000</u>	Public Works Building Maintenance and Repairs
Vehicle Maintenance	<u>30,000</u>	Public Works Vehicle and Equipment Repairs
Improvements	<u>1,000</u>	Public Works Building improvements

Public Works Article **689,390**

2015 – 2016 PAVING BUDGET

Est. of \$75/tn

1. Thompson Road– Curtis Road to Timber Ridge Drive 20' x 4,250'
(Sect. 1 @ \$70/tn – 2014 work)
- | | | |
|--|---|-----------|
| Reclaim 9,444 sq. yds. @ \$3/yd | | \$ 28,332 |
| Reclaim 2 nd Pass w/cement @ \$5/yd | | \$ 47,220 |
| Pave 2 ½" Base | | 1296 Tons |
| | x | \$70 |
| | | \$ 90,720 |
| Pave 1 ½" Surface | | 778 Tons |
| | x | \$70 |
| | | \$ 54,460 |
| Shoulder Gravel – 4,250' x 2 @\$2/ft | | \$ 17,000 |

Sub-total **\$237,732**

2. Thompson Road – Timber Ridge to Rt. 111 - 20' x 5,254'
Shim and Overlay
- | | | |
|---|---|-----------|
| Pave - 2" | | 1282 Tons |
| | x | \$75 |
| | | \$ 96,150 |
| Shoulder Gravel – 5,254' x 2 @\$2/ft | | \$ 21,016 |
| Replace 3 Cross Culverts @ \$2,500 ea. | | \$ 7,500 |
| Replace 6 Driveway culverts @ \$500 ea. | | \$ 3,000 |

Sub-total **\$127,666**

3. Days Mill Road – 16' x 500'
- | | | |
|--------------|---|----------|
| Pave 2" Base | | 98 Tons |
| | x | \$75 |
| | | \$ 7,350 |

	Pave 1" Surface	49 Tons x \$75	\$ 3,675
	Shoulder Gravel – 500 x 2 @\$2/ft		\$ 2,000
	Sub-total		\$13,025
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4.	Mountain Road – Bergeron Drive to Biddeford Town Line 20' x 9,750' Shim and Overlay		
	Pave – 2"	2379 Tons x \$75	\$178,425
	Shoulder Gravel – 9,750' x 2 @\$2/ft		\$ 39,000
	Replace 2 Cross Culverts @ \$2,500 ea.		\$ 5,000
	Replace 6 Driveway culverts @ \$500 ea.		\$ 3,000
	Sub-total		\$225,452
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5.	Reline Culvert – Limerick Road near Davis Pond		
	84" x 65' Sleeve		\$21,750
	Grouting		\$10,000
	Excavator Rental		\$ 3,000
	Sub-total		\$34,750
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6.	Reline Culvert – Lombard Road near Perkins		
	48" x 50' Sleeve		\$ 5,000
	Grouting		\$ 2,500
	Sub-total		\$ 7,500
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Project #1	\$237,732
Project #2	\$127,666
Project #3	\$ 13,025
Project #4	\$225,452
Project #5	\$ 34,750
Project #6	\$ 7,500

Grand Total	\$646,125
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TRANSFER STATION BUDGET

2016 Proposed

Waste Disposal	0	Cost of Household Hazardous Waste Day
Services	81,370	Casella Waste (\$6,366/mo.)/MAI testing(\$3890/yr)/Supplies
Property Insurance	1,450	Property insurance for TS building & grounds
Building Maintenance	1,500	Building Maintenance & Reparis

Transfer Station Article 84,320

EASTERN TRAIL ASSOC DUES
2016 Proposed

Eastern Trail Assoc Dues	5000
ETA Dues Article	5000

EASTERN TRAIL MAINTENANCE

Eastern Trail Maintenance	3000
Eastern Trail Maintenance Art	3000