

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Minutes
6th April 2015
Mildred L. Day School Library
600 Limerick Road

Members in Attendance

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

Budget Board: Shawn Hayes, Paul Raymond, David Gonthier, John Bell

Other Attendees: Jack Turcotte, Acting Town Manager, Jen Galliteau, York County Coast
Star, Don Dewitt

I. Call to Order: Chair Hayes called the meeting to order at 7:00 pm.

II. Approval of Agenda: Mr. Nedeau moved to approve the agenda if amended to show the meeting being held in the M. L. Day Library rather than the M. L. Day Gym. Mr. Raymond seconded and the motion passed unanimously.

III. Approval of Minutes of 30 March 2015: Mr. Nedeau moved to approve the minutes of the meeting of 30th March, 2015. Mr. Raymond seconded and the motion passed unanimously.

IV. Old Business:

A) Segregate snow removal expenses into a separate line item budget: The Acting Town Manager notified the Boards that there would be a problem segregating snow removal expenses for the Public Works Department into a separate line item budget as had been suggested at the previous meeting. He stated that in the event of a harsh winter, no overdraft of such a snow removal line item would be allowed, which was probably the reason the practice had been abandoned around 2007-2008. After some discussion, it was generally agreed to continue with the current chart of accounts.

B) Billing from York County Sheriff: Mr. Turcotte notified the Boards that he had written to the Sheriff's office to inform them of discrepancies in their billing with what had been approved for payment in Arundel's 2014-2015 budget, and to request a quote of what the Sheriff intended to bill Arundel for FY 2015-2016.

C) 2nd review requested FY 2015-2016 Fire-Rescue Department Budget: There was a detailed discussion of the Full-Time Salaried position and how it related to the corresponding line item and to Overtime. Mr. Turcotte said that he had attempted to make these line items more realistic, based on the last three year's actual figures.

Mr. Turcotte stated that the increase in the Communications item was the result of one added cell phone. Mr. Dubois was skeptical that one cell phone would account for an increase of \$1,700 but Mr. Turcotte noted that this was a "smart phone". Mr. Turcotte also noted that the

cost of hydrants had increased by 3%. On the subject of Insurance, he said that he had been working with the Cole Harrison Agency to try to get a better breakdown of how the total insurance bill should be allocated to different types of coverage. He suggested that the Boards consider using a single line item for insurance, rather than try to allocate insurance to a cost center. He also noted that insurance costs had been under budgeted last year and that increased costs had been incurred due to coverage of a new ambulance.

Mr. Turcotte noted that fuel expenses had been increased in the proposed budget because of under-budgeting for the current year. He stated that he had adjusted vehicle maintenance downward from the previous budget proposal, primarily because of the addition of the new ambulance.

Mr. Dubois noted the lack of monitoring of the budget. Mr. Turcotte explained the difficulties in maintaining current budget figures at the present time.

V. New Business:

A) Transfer Station: Mr. Turcotte notified the Boards that he was drafting a contract for Pine Tree Waste which would extend the current contract for one year at an increased cost of \$90 per month (1.5%). This contract would provide for a decrease in recycling costs to the Town, if costs to Waste Management were to drop. Mr. Turcotte suggested covering increased costs with a slight increase in the fee for Transfer Station punch cards.

Mr. Turcotte proposed increasing the maintenance budget for the Transfer Station due to repair items identified during an inspection conducted by himself and the Public Works Director. He stated that a canister repair which would cost approximately \$5,000 was essential.

He then raised the subject of remediation work on the landfill which was required by the DEP. This involved capping three monitoring wells and opening up three wells which are presently not being tested. He stated that MAI had estimated the cost to be around \$20,000 which could be budgeted for over a one to three year period. Ms. Hayes suggested adding \$10,000 to the proposed budget to go toward these charges. Mr. Dubois suggested budgeting for MAI's charges for the upcoming year, and covering the actual cost of the work in the ensuing two years. It was generally agreed to budget \$10,000 for FY 2015-2016.

B) Town Hall Administration Budget: Mr. Turcotte notified the meeting that the Administration Budget included a 3% salary increase in addition to a new Town Manager's salary, and a substantial increase in Health Insurance which had been under budgeted in the past. He noted that the previous Town Manager had not taken Health Insurance through the Town, but it was anticipated that the next Town Manager would. Mr. Turcotte said that Health Insurance had been budgeted at the present actual rate through the end of 2015, and a 5% increase was estimated for 2016.

C) Planning and Code: Mr. Turcotte notified the meeting that the budget for Planning and Code Enforcement included a salary increase of 3%, and a \$1,000 increase for mandatory training for the Town Planner. In response to a question from Ms. Hayes, Mr. Turcotte said that the line item for vehicle maintenance had been removed from the Planning Department because

of its minimal use by Planning and Code Enforcement personnel. Mr. Dubois noted that the line item for salaries did not appear to include a 3% increase. Mr. Turcotte said he would have to check into that.

VI. Set a Date for the Next Meeting: The next meeting was scheduled for Wednesday 15th April at 7:00 pm.

VII. Other Business and Adjournment: Mr. Turcotte requested that the Boards give some consideration to a new copier for the Town Hall, but said he would address this subject at a subsequent meeting. There being no other business, Mr. Dubois moved to adjourn the meeting, seconded by Mr. Raymond, and the meeting was adjourned at 8:55 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of April 6th 2015.

John Bell, Secretary

Attached: Fire Dept 2015-2016 Proposed Budget (Revised)
Transfer Station 2015-2016 Proposed Budget (Draft)
Town Hall Administration 2015-2016 Proposed Budget
Planner/CEO/Assessor 2015-2016 Proposed Budget

**FIRE DEPARTMENT BUDGET
2016 Proposed**

Full Time Salary	<u>44,401</u>	<u>48,071</u>	Salary - Full Time Firefighter
Fire Chief Salary	<u>34,420</u>	<u>35,453</u>	Salary - Part Time Chief
Overtime	<u>1,000</u>	<u>2,000</u>	Overtime
Fica	<u>6,391</u>	<u>6,926</u>	7.65% of Salary + Town Retirement Contribution
Retirement	<u>4,729</u>	<u>5,011</u>	Retirement Contribution
Electricity	<u>4,500</u>	<u>6,200</u>	Electricity for Central & Substations
Communications	<u>4,700</u>	<u>6,300</u>	#1 Telephone/Cell Phones
Heating Oil	<u>6,000</u>	<u>6,000</u>	#2 Propane for Central Station and Fuel Oil for Substation
Hydrants	<u>10,500</u>	<u>11,000</u>	#5 Hydrants \$915.35 per month/KKW Water District rate increase
Property Insurance	<u>4,200</u>	<u>4,400</u>	Property Insurance for Central & Substation
Automobile Insurance	<u>4,350</u>	<u>7,200</u>	Auto Ins for FD vehicles, rate increase, new ambulance
Workers Compensation	<u>5,000</u>	<u>5,150</u>	#3 Workers Comp FT Firefighter PT Fire Chief
Health Insurance	<u>11,665</u>	<u>12,472</u>	Health Insurance
Group Accident Insurance	<u>2,000</u>	<u>0</u>	Group Accident Insurance
Office Supplies	<u>1,200</u>	<u>1,200</u>	Office Supplies
Operating Supplies	<u>16,000</u>	<u>16,000</u>	#7 Mandatory pump testing and misc. supplies
Workplace Safety	<u>650</u>	<u>650</u>	Physicals/Immunizations/Testing for ALL FF & EMTs
Vehicle Fuel	<u>5,000</u>	<u>7,500</u>	#4 Gasoline & Diesel for all FD Vehicles and Equipment
Tools and Minor Equipment	<u>26,300</u>	<u>26,300</u>	#8 Air Bottles, Valves, PPE Helmets and Gear, Ladders
Rescue	<u>13,386</u>	<u>13,386</u>	#6 Lifepak 12 Contract, Lactate Monitor, Consumables
Dues & Subscriptions	<u>1,500</u>	<u>1,750</u>	#9 NFPA, County & State Dues & Magazine Subscriptions
Training	<u>11,000</u>	<u>11,000</u>	Training for Firefighters/EMTs
Building Maintenance	<u>8,000</u>	<u>8,000</u>	Building Maintenance for FD Buildings
Equipment Maintenance	<u>6,000</u>	<u>6,000</u>	Radio Repairs
Vehicle Maintenance	<u>12,000</u>	<u>14,000</u>	Vehicle Maintenance for all FD vehicles
Fire Department Article	244,892	261,969	

Transfer station 2015/2016 Proposed budget

Waste disposal	\$76,392 x 1.5%	\$77,537
Landfill testing		\$3,970
Recycling cost	\$6,000. Can be covered by punch card increases	
Property insurance		\$1450
Building Maintenance		\$ 2000
Canister repair	\$ 5000 Can be covered by reserve account	
		<hr/>
		\$ 84,957

DEP landfill required work

How do we want to handle this ?

\$ 20,000 ?????

DRAFT

TOWN HALL ADMINISTRATION
2016 Proposed

Salaries	<u>218,088</u>	#1 Town Manager & 3 Office Personnel
Overtime	<u>4,000</u>	#2 Overtime to Cover Meetings
Fica	<u>17,991</u>	7.65% of Salary and Town Retirement Contribution
Retirement	<u>13,085</u>	#3 Retirement contribution
Health Insurance	<u>50,173</u>	#4 Employee Insurance Benefits
Travel & Conferences	<u>4,000</u>	#5 Mileage and schools
Dues & Subscriptions	<u>2,000</u>	#6 Various Related State organizations
Administration Article	309,337	

**PLANNER/CEO/ASSESSOR BUDGET
2016 Proposed**

Salaries	<u>151,670</u>	CEO/Assessor(32 hrs/wk), Planner (40hrs/wk)
Overtime	<u>7,500</u>	Planner/CEO/Assessor Overtime
Fica	<u>12,873</u>	7.65% of Salary + Town Retirement Contribution
Retirement	<u>9,101</u>	6% Town Retirement Contribution
Communications	<u>720</u>	Cell Phones Planner/CEO
Advertising & Printing	<u>0</u>	
Health Insurance	<u>31,943</u>	#1 Health Insurance CEO/Planner/Assessor
Office Supplies	<u>1,800</u>	CEO/Planner/Assessor Supplies
Vehicle Fuel	<u>750</u>	Staff Vehicle In Lieu of Mileage
Travel & Conferences	<u>2,500</u>	#2 Mileage/Schools
Dues & Subscriptions	<u>5,000</u>	#3 Tax Map/Data File Updates
Continuing Education	<u>1,000</u>	Planner/CEO/Assessor mandatory continuing ed courses
Town Planner Article	224,857	