

**Town of Arundel**  
**Joint Meeting of Board of Selectmen and Budget Board**  
**Minutes**  
**20<sup>th</sup> 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, Ray Ward, Paul Raymond, Michelle Moore, John Bell

**Other Attendees:** Jack Turcotte, Acting Town Manager,

**I. Call to Order:** Chair Hayes called the meeting to order at 7:03 pm.

**II. Approval of Agenda:** Mr. Dubois moved to approve the agenda. Ms. Hayes seconded and the motion passed unanimously.

**III. Approval of Minutes of 15 April 2015.** Mr. Dubois moved to approve the minutes of the meeting of 15 April 2015. Mr. Raymond seconded and the motion passed unanimously.

**IV. New Business**

**A) General Government:**

**1. Board of Selectmen:** The budget for the Board of Selectmen was unchanged from FY 2014/2015.

**2. Planning Board:** The Acting Town Manager noted the increase in the Advertising Budget. He stated that this was necessary because of the increased frequency of Planning Board meetings which needed to be publicized. The only other change was a slight increase in Dues & Subscriptions.

**3. Appeals Board:** The Appeals Board Budget was unchanged from the previous year.

**4. Professional Services:** Mr. Turcotte noted that although the proposed budget for Audit had increased somewhat, he had scaled it back considerably from the figure proposed by the previous Town Manager. He stated that the Legal budget had been increased considerably because of anticipated legal expenses, and noted that some legal expenses might be covered by insurance. Mr. Turcotte explained that the increase in the Engineering Budget had been caused by some construction code issues. In response to a question from Mr. Hayes, Mr. Turcotte stated that the increase in the Service budget was primarily due to the cost of upcoming elections. Ms. Hayes noted the increased cost of printing for ballots which were to be processed by machine.

**B) Reserves & Debt:** After some discussion of the request for funding from the Kennebunk Free Library, it was agreed to budget \$12,000 provided that the Library would extend full courtesy to residents of Arundel. Mr. Turcotte said he would contact the Library to

determine their position.

Ms. Hayes questioned whether \$50,000 was needed for Fire Department Capital Equipment, given that some TIF funds were anticipated in the coming year. Mr. Dubois, Mr. Nedeau and Mr. Danylik spoke in favor of continuing the \$50,000 appropriation.

Mr. Hayes asked the Acting Town Manager if he had heard from the Sheriff's Office regarding a contract for the upcoming year. Mr. Turcotte replied in the negative, and noted the discrepancy in the current year's billing from the Sheriff. After considerable discussion, it was agreed to tentatively budget \$90,000 for police coverage while Mr. Turcotte continued his efforts to solicit a response from the Sheriff's office.

Mr. Turcotte stated that Per Diem Funds had been budgeted with an increase of 3% since they had been at the same rate for at least the last two years. He also said that 2 holidays per year had been included.

**C) Revenue:**

**1. Taxes:** Mr. Turcotte stated that revenue items had been kept conservative, but that he was comfortable with the projected increase in Excise Taxes. He noted that the Town had taken in substantially more than the projected amount in each of the last two years.

**2. Licenses & Permits:** The Licenses & Permits budget was unchanged from the previous year.

**3. Intergovernmental:** Mr. Turcotte noted the downward trend in the Highway Block Grant Budget, which influenced him to reduce the budgeted amount to \$40,000. He noted that Homestead Exemptions were slightly ahead of projection for the current year, but not by enough to warrant an increase for the upcoming year. He also stated that revenues from Personal Property Tax Reimbursement were far enough ahead of projected income that he needed to talk to the Tax Assessor to verify the figure. He also stated that he needed to talk to the Social Services Director regarding General Assistance revenue. Mr. Turcotte notified the Boards that Revenue Sharing for the current year was running ahead of what was projected, but that events happening at the State level made projecting a figure for FY 15/16 difficult.

**4. Service Charges:** Mr. Turcotte stated that lease revenues from the Sprint Tower had been averaging \$2,100 per month, which accounted for the budgeted figure of \$27,000. Revenue from Planning Board, Dogs and Ambulance were projected to be largely unchanged. Anticipated revenue from Recreation had been previously explained by the Recreation Director. Interest & Charges and Charges-Delinquent had been increased slightly from FY 14/15.

**5. Miscellaneous:** Mr. Turcotte explained that the Town has two Certificates of Deposit worth \$200,000, and that the Interest Income item represents the interest derived from the CDs. He said he would be looking for clarification on the Undesignated Fund Balance from the auditor who he would be meeting with the following day. He noted that the total revenue of \$1.6 million included an undesignated fund balance of \$260,000. Mr. Bell commented that income of approximately \$1,661,942 and expenses of \$7,856,471 would amount to a 7.9%

increase in the deficit over the previous year, which would require a mil rate of approximately 15.53. Ms. Hayes asked if these figures included new construction, and Mr. Bell replied that the figures included an estimate of approximately \$3 million of new construction which had been obtained from the Tax Assessor. Mr. Nedeau asked if School expenses were included, and Mr. Bell replied that the school assessment which had been provided by Mr. Turcotte the previous week was included. Mr. Bell also said that there might be some problems with the Fire Department figures which he had used and that he would try to clarify those figures with Mr. Turcotte the following day. Mr. Turcotte noted his dissatisfaction with the chart of accounts being used by the Town and speculated that the new permanent Town Manager might want to make some revisions.

Mr. Hayes asked if it would be possible during presentation of the completed budget document to have options showing the effect of a 1%, 2% and 3% payroll increases. Mr. Turcotte replied that he would do what he could, but given the time constraints he was working under it might be necessary to make adjustments after Thursday's presentation.

**V. Set a Date for the Next Meeting:** The next meeting was scheduled for Thursday 23<sup>rd</sup> April at 7:00 pm.

**VI. Other Business and Adjournment:** There being no other business, Mr. Raymond moved to adjourn the meeting, seconded by Ms. Moore, and the meeting was adjourned at 8:43 pm.

*I hereby certify that the above is a true and accurate record of the Joint Meeting of the Board of Selectmen and Budget Board of April 20<sup>th</sup>, 2015.*

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*John Bell*  
*Secretary, Budget Board*

**Attached:** FY 2012/2016 Board of Selectmen Budget  
FY 2015/2016 Planning Board Budget  
FY 2015/2016 Appeals Board Budget  
FY 2015/2016 Professional Services Budget  
FY 2015/2016 Proposed Reserves & Debt  
FY 2015/2016 Proposed Town Revenue

## BOARD OF SELECTMEN BUDGET

### 2016 Proposed

Board Salaries	<u>9,000</u>	#1 5 Selectmen at \$150/month
Fica	<u>689</u>	7.65% of Salary, Town Match
Advertising & Printing	<u>500</u>	Required Newspaper Postings
Travel & Conferences	<u>200</u>	Board Workshops
Miscellaneous	<u>2,000</u>	#2 Volunteer Functions/Flowers/Memorials/Newsletter/Misc.
<b>Selectmen Article</b>	<b>12,389</b>	

## PLANNING BOARD BUDGET

### 2016 Proposed

Board Salaries	<u>5,400</u>	#1 Paid on a Per Meeting Basis;Chairman \$25.00 Others \$20.00
Fica	<u>413</u>	7.65% of Salary
Advertising & Printing	<u>1,000</u>	Required Newspaper Postings
Operating Supplies	<u>100</u>	Board Supplies
Travel & Conferences	<u>100</u>	#2 Site Walks/Training Sessions
Dues & Subscriptions	<u>1,259</u>	#3 SMPDC
<b>Planning Board Article</b>	<b>8,272</b>	

**APPEALS BOARD BUDGET  
2016 Proposed**

Board Salaries	<u>200</u>	#1 Appeals Board members \$15.75/mtg
Fica	<u>16</u>	7.65% of Salary
Advertising & Printing	<u>300</u>	Required Newspaper Postings
Operating Supplies	<u>50</u>	Board Supplies
Travel & Conferences	<u>100</u>	Board Workshops
<b>Appeals Board Article</b>	<b>666</b>	

**PROFESSIONAL SERVICES BUDGET  
2016 Proposed**

Fica	<u>498</u>	7.65% Salary
Electrical Inspector	<u>500</u>	Electrical Inspector Stipend
Animal Control Officer	<u>6,000</u>	Animal Control Officer Stipend
Audit	<u>8,000</u>	Annual Audit Services
Legal	<u>40,000</u>	Bergen & Parkinson Legal Services
Engineering	<u>3,000</u>	#2 Engineering Services as Needed
Services	<u>5,000</u>	#1 Elections and Records
Operating Supplies	<u>300</u>	#3 Supplies & equipment for Animal Control Officer
<b>Professional Services</b>	<b>63,298</b>	

## RESERVES & DEBT PROPOSED

Road Projects Reserve	450,000	#1	Road Work - Paving & Reconstruction
Public Works Equip	50,000	#2	PWCE
Fire Dept Cap Equip	50,000	#3	FDCE
Parks & Rec Bus Reserve	5,000	#4	Parks & Rec Bus Reserve
Municipal Building Reserve	0	#5	Muni Building Reserve Currently not Funded
Kennebunk Free Library	13,000	#6	Kennebunk Free Library
KKA Chamber of Commerce request	2,500	#7	Chamber of Commerce Request for Funding
Police Protection	90,000	#8	Contract Deputy Appropriation/
Volunteer Fire/EMT Compensation	43,522	#9	Volunteer FF Wages/FICA/Workers Comp
Rescue Per Diem Funds	276,513	#10	EMT Wages/FICA/Workers Comp
Admin Capital Equipment	0		Moved to Fire Department Budget
Municipal Park Reserve	0		Currently not funded
EDC Expense Account	0		EDC Business Promotion Activities
Transfer Station Reserve	0		

**Reserves & Debt** **980,535**

- Notes: #1 Road Work - Paving & Reconstruction **Article**  
 #2 Replenish Capital Reserve **#2 Article**  
 #3 To replace vehicles, capital equipment & repair buildings **Article**  
 #4 Rec Bus Replacement Fund **Article**  
 #5 Currently not funded  
 #6 Request by Kennebunk Library for support from Arundel **Article**  
 #7 Request from Chamber of Commerce for Support from Arundel **Article**  
 #8 Contract Deputy Appropriation/Cruiser Lease **Article**  
 #9 Stipends & hourly comp for Emergency Personnel **Article**  
 #10 24/7 per diem Fire/Rescue coverage **Article**  
 #11 Economic Development Committee Study **Article**

## 2016 PROPOSED TOWN REVENUE

	2014	2015	2016
Taxes	Budget	Budget	Proposed
Excise Tax	640,000	675,000	725,000
Boat Excise	5,000	5,000	5,000
<b>Taxes</b>	<b>645,000</b>	<b>680,000</b>	<b>730,000</b>

	2014	2015	2016
Licenses & Permits	Budget	Budget	Proposed
Clerk Fees	13,000	13,000	13,000
Vitals	3,000	3,500	3,500
Business Licenses	300	600	600
Building Permits	25,000	25,000	25,000
Electrical Permits	4,000	4,000	4,000
Plumbing Permits	4,500	6,000	6,000
<b>Licenses &amp; Permits</b>	<b>49,800</b>	<b>52,100</b>	<b>52,100</b>

Notes:#1 Town's agent fees

	2014	2015	2016
Intergovernmental	Budget	Budget	Proposed
Highway Block Grant	47,496	47,496	40,000
Vet. Tax/Homestead Exemption	2,000	67,500	67,500
Personal Property Tax Reimb	14,000	17,500	25,000
Snowmobiles	1,500	1,500	1,500
Tree Growth Tax	5,000	6,000	5,500
General Assistance	10,000	10,000	10,000
Revenue Sharing	221,000	150,000	150,000
<b>Intergovernmental</b>	<b>300,996</b>	<b>299,996</b>	<b>299,500</b>

Notes:#1 Special Revenue Fund

#2 State Grant

#3 State Reimbursement of up to 50% of GA Expenditures

#4 State BETE Reimbursment

	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Service Charges</b>	<b>Budget</b>	<b>Budget</b>	<b>Proposed</b>
Lease Revenues	24,000	25,000	27,000
Appeals Board	500	500	500
Planning Board	3,250	3,000	3,000
Dogs	1,800	1,800	1,800
Ambulance	90,000	110,000	110,000
Recreation	131,825	131,825	135,525
Misc-copies, etc	500	500	600
LUO-BD-SUB Books	0	100	0
Interest & Charges	16,000	16,000	17,500
Interest - delinquent	8,000	8,000	8,000
Charges - delinquent	7,000	7,000	9,000
<b>Service Charges</b>	<b>282,875</b>	<b>303,725</b>	<b>312,925</b>

Notes: #1 Sprint Tower  
#2 Fees for all Recreation Programs

	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Miscellaneous</b>	<b>Budget</b>	<b>Budget</b>	<b>Proposed</b>
Int. Income-General	10,000	10,000	6,000
Town Undesignated Fund Balance	310,000	260,000	260,000
<b>Miscellaneous</b>	<b>320,000</b>	<b>270,000</b>	<b>266,000</b>

Notes: #1 Lower Interest Rates  
#2 Estimated Current Available 2,000,000

<b>Total Revenues Article #32</b>	<b>1,598,671</b>	<b>1,605,821</b>	<b>1,660,525</b>
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