

**Town of Arundel**  
**Joint Meeting of Board of Selectmen and Budget Board**  
**Minutes**  
**15th April, 2015**  
**Mildred L. Day School Library**  
**600 Limerick Road**

**Members in Attendance**

**Board of Selectmen:** Dan Dubois, Phil Labbe, Tom Danylik, Jason Nedeau

**Budget Board:** Shawn Hayes, 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 7:01 pm.

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

**III. Approval of Minutes of 6th April 2015:** Mr. Dubois moved to accept the minutes of the meeting of 6<sup>th</sup> April, 2015. Mr. Raymond seconded and the motion passed unanimously.

**IV. Old Business - Transfer Station:** The Acting Town Manager notified the Boards that the Town had recently been billed for a canister repair in the amount of \$4,800. He stated that payment of this bill would leave insufficient funds in the Reserve Account to pay for another can repair as had been discussed at the last meeting. Mr. Danylik suggested that the proposed budget should include \$5,000 to replenish the reserve account which would provide sufficient funds for the second can repair.

**V. New Business:**

**a) Distribution of RSU#21 Proposed Budget and Adjustment Letter:** Mr. Turcotte stated that the RSU21 budget had been reduced slightly. This would result in a local assessment to Arundel of \$4,309,108.

**b) Review Requested FY 2015-2016 General Assistance & Social Services Budget:**

**1. Social Service Requests:** Mr. Turcotte notified the Boards that a letter had been received from the Southern Maine Veterans' Memorial Cemetery Association requesting annual support for the cemetery (in Springvale). Mr. Hayes asked if any information had been provided regarding the number of Arundel veterans who were buried in the cemetery. Mr. Turcotte said that he had no information other than what had been provided in the request. Mr. Danylik noted that it was late in the budgeting process to be gathering such information, and Mr. Hayes stated that he believed most local vets were buried locally. Mr. Turcotte stated that he would notify the Cemetery Association that their request was denied for this year, but might be considered next year when more information might be available.

Mr. Turcotte then presented the Boards with the list of social service requests for

funding. Mr. Dubois suggested approval, since the list was essentially unchanged from last year, and there was general agreement.

**2. Town Hall Budget:** Mr. Turcotte stated that several items in the Town Hall Budget had been under budgeted for the current year and would need to be increased for FY 2015-2016, notably Electricity, Postage, and Computers/Software. He stated that the age of the Town's computer equipment had resulted in increased maintenance expense. Mr. Bell suggested looking into possibility of leasing equipment with a service contract. Mr. Hayes said he thought leased computers probably would not be available due to the inexpensive nature of the equipment. Mr. Dubois stated that lease programs were available which included updating the equipment periodically.

Mr. Dubois suggested that a closer scrutiny of computer repair bills might be in order to try to determine if any particular piece of equipment should be replaced. Mr. Danylik suggested asking the computer servicing vendor for recommendations. Mr. Turcotte suggested adding \$1,000 to the Office Equipment Budget to provide some funding for recommendations. In response to a question from Mr. Dubois, Mr. Turcotte stated that the proposed increase of \$1,800 in the Office Equipment Budget was for a fire proof file cabinet. Mr. Danylik stressed the need to add \$1,000 to the budget for computer replacement and to get recommendations from the computer service company, and there was general agreement. Mr. Bell suggested asking the technicians if there were any cloud applications available which might reduce the cost of replacing old equipment.

Mr. Turcotte raised the question of replacing the Town's copier, which he noted was essentially worn out and was critical to Town Hall operations. He estimated it would cost about \$8,000 to replace. Mr. Danylik noted that previous discussions had involved leasing a new unit. Mr. Turcotte noted that current municipal leasing rates were running at approximately 2%. Mr. Danylik asked for a recommendation from Mr. Turcotte, who stated that he would get some quotes in the next couple of days.

In regard to the Building Maintenance Budget, Mr. Turcotte noted the abject condition of the town hall. He suggested possibly increasing Building Maintenance from \$6,000 to \$10,000 to at least take care of some of the more pressing problems, while waiting for progress on building a new town hall. Mr. Dubois suggested developing a list of maintenance items to justify the increased budget, which Mr. Turcotte said he would provide.

**3. Planning Board:** It was noted that the only substantial increase in expense was for Advertising and Printing related to the upcoming revision of the Land Use Ordinance.

**4. Appeals Board:** There were no changes to the Appeals Board/Town Committees Budget from the previous year.

**5. Civil Services:** Mr. Turcotte noted that the only increase in the Civil Services Budget was a slight increase for the Animal Welfare Society.

**6. Cemeteries:** There were no changes to the Cemeteries Budget from the previous year.

**7. Miscellaneous:** There were no changes to the Miscellaneous Budget from the previous year.

**8. Professional Services:** The Acting Town Manager stated that he anticipated significant increases for legal services for FY 2015-2016. In response to a question from Mr. Labbe, Mr. Danylik stated that if the proposed budgeted amount were insufficient, a special town meeting might be required to authorize additional funds. He also stated that Public Officials Liability Insurance may cover some anticipated claims. Mr. Turcotte said that he had notified the appropriate insurance carriers of possible claims. Mr. Dubois suggested leaving the proposed Legal Budget at \$40,000.

In response to a question from the Acting Town Manager, there was a discussion of how the capital, reserve and TIF accounts are used. Mr. Turcotte notified the Boards that he had arranged for the Town Auditor to meet with Town Hall personnel to clarify the use of TIF accounts in day to day financial operations. He also noted that the CMP TIF would provide the Town with approximately \$200,000 which was less than originally expected because of a change in the baseline valuation of CMP's transmission lines.

**VI. Set a Date for the Next Meeting:** The next meeting was scheduled for Monday 20<sup>th</sup> April at 7:00 pm.

**VII. 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 8:52 pm.

*I hereby certify that the above is a true and accurate record of the Joint Meeting of the Board of Selectmen and the Budget Board held on April 15th, 2015.*

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*John Bell*  
*Secretary, Budget Board*

**Attached:** RSU21 Total Local Assessment  
FY 2015-2016 Social Service Requests  
FY 2015-2016 Proposed Town Hall Building Budget  
FY 2015-2016 Proposed Planning Board Budget  
FY 2015-2016 Proposed Appeals Board Budget  
FY 2015-2016 Proposed Civil Services/Cemeteries/Miscellaneous Budgets  
FY 2015-2016 Proposed Professional Services Budget

<b>Total Local Assessment</b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
Arundel:	4,126,255	4,309,108
Kennebunk:	20,829,596	20,973,146
Kennebunkport:	7,837,533	7,562,205
<b>Total:</b>	<b>32,793,384</b>	<b>32,844,459</b>

**Estimated Impact to the individual taxpayer**

**Estimated total tax per \$100,000 of valuation**

	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>Change</u></b>	<b><u>%</u></b>
Arundel	\$1,450	\$1,495	\$44.62	3.08
Kennebunk	\$1,490	\$1,497	\$7.03	0.47
Kennebunkport	\$763	\$748	(\$14.59)	(1.91)

This represents the school budget impact to the taxpayer.  
Municipal tax adjustments are not included in these figures.

## 2016 FISCAL YEAR SOCIAL SERVICE REQUEST'S

<u>Agency</u>	<u>Approp. 2015 FY</u>	<u>Requested</u>	<u>Suggested for 2016 FY</u>
York County Community Action	\$1,600.00	\$1,600.00	\$1,600.00
Counseling Services Inc.	550.00	550.00	550.00
Biddeford Free Clinic	400.00	400.00	400.00
Home Health/SMMC Visiting Nurses	1,150.00	1,200.00	1,200.00
Caring Unlimited	600.00	1,207.00	700.00
So. ME. Area Agency on Aging	700.00	1,000.00	700.00
American Red Cross	0.00	0.00	0.00
Sexual Assault Response Serv.	0.00	0.00	0.00
York County Shelters, Inc.	250.00	250.00	250.00
Southern ME Parent Awareness	150.00	0.00	0.00
Day One Substance Abuse	200.00	500.00	200.00
<u>Kids Free to Grow</u>	200.00	400.00	200.00
<b>TOTAL</b>	<b>\$5,800.00</b>	<b>\$7,107.00</b>	<b>\$5,800.00</b>

**TOWN HALL BUILDING BUDGET  
2016 Proposed**

Electricity	<u>4,375</u>	Town Hall Electricity
Communications	<u>3,750</u>	Telephone/Internet/Cell Phones
Heating Oil	<u>6,000</u>	#2 Approx 2250 gallons a yr
Advertising & Printing	<u>500</u>	Required Newspaper Postings
Town Report Books	<u>2,000</u>	Annual Report Book
Other Services	<u>6,300</u>	#5 Discharges, transfers, liens, Maine Statutes, maps, etc.
Property Insurance	<u>1,100</u>	Town Hall Property Insurance
Workers Compensation	<u>3,850</u>	Town Hall Staff Workers Comp
Unemployment	<u>4,380</u>	Town Hall Staff Unemployment Insurance
Public Officials' Liability	<u>8,000</u>	Town Hall Staff/Selectmen Liability Insurance
Other Insurance	<u>1,000</u>	
Office Equip & Furnish	<u>2,800</u>	Town Hall Office Equipment/Furnishings
Postage	<u>8,400</u>	#6 Town Hall Mailings
Office Supplies	<u>6,000</u>	Town Hall Office/Operating Supplies
Workplace Safety	<u>50</u>	Workplace Safety
Computers/Software	<u>17,200</u>	#1 TRIO \$8200 Vision \$5360 Avenet \$600/Computer IT services
Dues & Subscriptions	<u>5,000</u>	#7 MMA Dues, MTCMA Dues, Etc.
Building Maintenance	<u>6,000</u>	#3 Building Cleaning \$3320/yr, Misc. Maintenance
Equip Repair & Maint	<u>6,000</u>	#4 Copier Service Contract/Postage Meter Lease/Equipment Repairs
Vehicle Repair	<u>500</u>	moved from Planner/CEO/Assessor FY16
<b>Town Hall Article</b>	<b>93,205</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>	

**CIVIL SERVICES**

**2016 Proposed**

Ambulance	<u>7,000</u>	Contracted Billing Service (7% of Collections)
Animal Welfare Society	<u>6,000</u>	AWS State Mandated Contract
Civil Emergency Prep		Civil Emergency Preparedness Officer Supplies
PSAP and Dispatch	<u>27,150</u>	Contracted PSAP/Dispatch (Biddeford PD)

**Civil Services Article**                      **40,150**

**CEMETERIES**

**2016 Proposed**

Part-time	<u>4,900</u>	Cemetery Upkeep By PW Employees
Fica	<u>375</u>	
Operating Supplies	<u>500</u>	Supplies/Equipment Repair

**Cemeteries Article**                      **5,775**

**MISC SERVICES**

**2016 Proposed**

Social Services	<u>5,800</u> #1
Contingency Account	<u>10,000</u> #2

**Miscellaneous Article**                      **15,800**

**Notes**    #1 YCCommunity Action \$1600/CSI \$550/Southern ME Parent Awareness \$150/So ME Area Aging \$700/York Co. Shelters \$250/Caring Unlimited \$600 Visiting Nurses \$1150/Biddeford Free Clinic \$400/Day One \$200/ Kids Free To Go \$200  
#2 To be used when deemed necessary by vote of the Board of Selectmen

**Total Article**                                      **61,725**

**PROFESSIONAL SERVICES BUDGET  
2016 Proposed**

Fica	<u>498</u>	7.65% Salary, Town Match
Electrical Inspector	<u>500</u>	Electrical Inspector Stipend
Animal Control Officer	<u>6,000</u>	Animal Control Officer Stipend
Audit	<u>7,000</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

**Professional Services** ,                    **62,298**