

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Minutes
March 30th 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, David Gonthier, John Bell

Other Attendees: Jack Turcotte, Acting Town Manager, Bruce Mullen, Fire Chief,
Renald Tardif, Deputy Fire Chief

I. Call to Order: Chair Hayes called the meeting to order at 7:05 pm.

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

III. Approval of Minutes of 22 October 2014 and 4 March 2015. Approval of minutes was postponed temporarily while the minutes were recovered from the Town Hall.

IV. New Business

A. Review requested FY 2015-2016 Fire-Rescue Department Budget: The Acting Town Manager noted that the budget being presented (copy attached to these minutes) included a 3% salary increase. He also noted that the subject of overtime worked during holidays would need to be addressed. Discussion followed concerning which employees were entitled to overtime and during which holidays. Mr. Turcotte stated that an attempt would be made to clarify the issue, but that it might be necessary to ask the Selectmen to clarify their intent of who should be paid.

Mr. Turcotte notified the meeting that the budget being presented contained an error, in that the Full Time Salary for 2015 should have been \$46,500 and not \$44,401. After some discussion, Mr. Turcotte stated that he would do some further research to try to determine the source of the error.

When questioned about the reason for doubling the amount of overtime from the 2015 budget, the Deputy Chief stated that it was necessary because of the increased amount of calls.

Mr. Tardif notified the Boards that the increase in the budget for electricity was necessitated by a rate increase from CMP.

Mr. Dubois questioned the increase in Communications expense. Mr. Mullen replied that he would have to look into the reason for the increase.

When questioned about the increase in Automobile Insurance expense, the Chief stated that it would probably be necessary for the Acting Town Manager to contact the insurance agent regarding the increase. Mr. Turcotte stated that he had contacted the agent by phone, did not understand the reason for the increase, and would be meeting with the agent in the near future to get some clarification.

Mr. Danylik questioned what exactly is Group Accident Insurance? Mr. Turcotte stated that it was a type of death or dismemberment insurance. Mr. Danylik suggested that such coverage should already be available under Workmen's Comp. Ms. Hayes questioned whether the Fire Department had a safety committee. Mr. Turcotte replied in the negative.

Mr. Hayes noted that Vehicle Fuel had increased by \$2,500. Mr. Dubois also questioned the amount because the proposed usage of 1,900 gallons @ \$2.63 per gallon would only be approximately \$5,000. Mr. Danylik questioned where the amount of \$2.63 per gallon came from. Mr. Raymond noted that actual expenditures from July 1 to January 1 showed an expense of only \$279. Mr. Turcotte said that he would do some further research into this item, along with the other items the Boards had questioned.

Mr. Dubois asked the Chief what had been spent on training for the current year and was told \$7,000. The Chief stated that three more employees were due for training which would essentially exhaust the current year budget.

The Chief notified the Boards that some maintenance items for the Fire House would soon be required which he had not included in the budget. These included replacing steel doors, installing an exhaust system, and taking care of a mold problem. Mr. Turcotte said he would look into the possibility of obtaining grant money to cover part of the cost. Ms. Hayes suggested using TIF money to cover some of the cost.

Mr. Hayes asked the Chief why vehicle maintenance had increased by \$5,000. The Chief said he was not sure. Mr. Dubois commented that the Boards would need some more information. Mr. Tardif stated that as some of the equipment is getting older, breakdowns become more frequent. Mr. Nedeau asked if some of this expense could be reduced if the Town were to acquire a new ambulance and brush truck this year. Mr. Tardif said that would help. A discussion followed of whether existing equipment should be replaced with either gasoline or diesel powered units, and the availability of TIF funds for such purchases.

Before the Fire Chief and Deputy Chief left the meeting, Ms. Hayes reviewed the items which had been questioned by the Boards and which needed further clarification.

III. Approval of Minutes of 22 October 2014 and 4 March 2015: After reviewing the minutes which had been recovered from the Town Hall, Mr. Raymond moved to accept the Budget Board Minutes of 22 October, 2014. Mr. Gonthier seconded and the motion passed unanimously. Mr. Dubois objected to being referred to as Ms. Dubois on page 3 of the Minutes of 4 March 2015 (Joint Meeting of Board of Selectmen and Budget Board), and requested that the minutes be amended to reflect his masculinity. Mr. Raymond moved to accept the amended minutes. Mr. Gonthier seconded and the motion passed unanimously.

IV. B. Review requested FY 2015-2016 General Assistance and Social Services Budget:

The Town Manager presented the Boards with the proposed 2015/2016 budget (copy attached) and apologized for the absence of the Department Director who was unable to attend. He noted that welfare expenditures were below what had been anticipated, and both he and Ms. Hayes testified to the fact that a rigorous enforcement (by the State) of welfare qualifications had discouraged many potential applicants from applying for help.

Social service requests for 2015-2016 were reviewed, but there were only minor changes from the previous year.

C. Review of Individual Items of Interest:

Mr. Dubois suggested that there might be budget challenges this year which could adversely impact the former Town Manager's proposal for salary increases. Mr. Danylik stressed the importance of making a decision on salaries so that budgets could be finalized. Mr. Turcotte indicated that an early decision on the amount of increases would be appreciated.

There was further discussion of Fire Department overtime issues, and the request for funding from the Kennebunk Free Library.

Mr. Bell suggested that decisions on salaries and the library should be deferred until all Town departments had submitted budget proposals. There was general agreement with this suggestion.

V. Set a Date for the Next Meeting: The next meeting was scheduled for Monday 6th April at 7:00 pm.

VI. Other Business and Adjournment: There being no other business, Mr. Gonthier moved to adjourn the meeting, seconded by Mr. Bell, and the meeting was adjourned at 9:10 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of March 30th 2015.

John Bell, Secretary

GENERAL ASSISTANCE

	2013 Budget	2014 Budget	2015 Budget	2016 Proposed	Notes
Salaries	43,202	<u>44,637</u>	<u>46,114</u>	<u>47,497</u>	
Overtime	500	<u>500</u>	<u>500</u>	<u>500</u>	
Fica	3,541	<u>3,620</u>	<u>2,963</u>	<u>3,052</u>	
Retirement	2,592	<u>2,678</u>	<u>2,767</u>	<u>2,850</u>	
Health Insurance	6,004	<u>6,229</u>	<u>6,490</u>	<u>7,139</u>	
Operating Supplies	150	<u>150</u>	<u>150</u>	<u>150</u>	
Workplace Safety	0	<u>0</u>	<u>0</u>	<u>0</u>	
Travel & Conferences	350	<u>350</u>	<u>500</u>	<u>500</u>	
Dues & Subscriptions	30	<u>30</u>	<u>30</u>	<u>30</u>	
Welfare	30,000	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	#1
GA Article	86,369	78,194	79,514	81,716	2,202

Notes:#1 50% is reimbursed by State

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
Kids Free to Grow	200.00	400.00	200.00
TOTAL	\$5,800.00	\$7,107.00	\$5,800.00