

**Town of Arundel**  
**Joint Meeting of Board of Selectmen and Budget Board**  
**Minutes**  
**9 February 2016**  
**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, Jack Reetz, John Bell

**Other Attendees:** Keith Trefethen, Town Manager, Simone Boissonneault, Town Clerk, Roger  
Taschereau, Public Works Director, Terry Merrill, Public Works Foreman

**I. Call to Order:** Chair Hayes called the meeting to order at 7:02 pm.

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

**III. Approval of Budget Board Minutes of 27 January 2016:** Mr. Reetz moved to approve  
the minutes of 27 January, 2016. Mr. Hayes seconded and the motion passed unanimously.

**IV. Review of Municipal Budget Request**

**(a) Account 15-01 Public Works:** The town manager noted that the Public Works Director was  
present and suggested that questions related to Public Works and the Transfer Station be directed to  
Mr. Taschereau, particularly about maintenance on the Eastern Trail which had been discussed at a  
previous Board of Selectmen meeting.

Mr. Hayes noted that PW salaries had increased by approximately \$3,000, but FICA tax had  
decreased. Mr. Trefethen said he would double check the FICA figure. Mr. Reetz noted that Health  
Insurance also had decreased. Mr. Trefethen said the proposed figure for health insurance was based  
on the previous year's actual expense rather than the budgeted figure. Mr. Bell noted a similar  
decrease in Workers Comp Insurance. Mr. Trefethen answered that the previous year's Workers  
Comp expense had not been accurately allocated between departments, and that the proposed figure  
for FY 16/17 was accurate.

Mr. Nedeau noted that Uniforms expense had increased from \$3,500 to \$6,000. Mr. Taschereau  
responded that Uniforms Expense for FY 16/17 also included an allowance for safety shoes. Mr.  
Dubois asked if expenses related to the new traffic light at the Hill Road - Route 111 intersection had  
been included in the proposed budget. Mr. Trefethen noted that an adjustment might be necessary.  
Mr. Taschereau noted that anticipated maintenance expense on the new light would be minimal, but  
that electricity changes would have to be considered.

In response to questions from Mr. Dubois and Mr. Hayes, Mr. Taschereau explained what types  
of expense were included in the Operating Supplies and Tools & Minor Equipment accounts. Mr.  
Hayes questioned the increase of \$8,000 in the Vehicle Maintenance Account. Mr. Taschereau

replied that the increase was due to the age of most of the PW Department equipment.

Mr. Nedeau inquired about the status of the Duck Brook project. Mr. Taschereau noted that preliminary engineering estimates indicated the project would run between \$350,000 and \$400,000, and would likely pre-empt any paving projects for coming season. Mr. Dubois stated that he would like to see a five year projection of anticipated paving costs. Mr. Taschereau noted the difficulty of estimating long term expenses because of the considerable fluctuation in oil prices. After a fairly lengthy discussion, the Town Manager agreed to look into Mr. Danylik's suggestion to bond the Duck Brook Project, which would free up monies for paving and allow the Town to take advantage of current low oil prices.

Mr. Taschereau reviewed the condition of the PW Department's capital equipment. During discussion, it was noted that the PW Capital Reserve account was essentially committed for the next five years to paying for the recently acquired excavator. Mr. Dubois suggested increasing the annual allocation to the PW Capital Reserve account. The Town Manager noted the possible adverse effect this could have on the tax rate.

Mr. Taschereau noted maintenance problems with the Eastern Trail in the vicinity of Hidden Meadows where the walking surface was lower than the surrounding terrain, leading to washouts of the walking surface. He stated that discussions with Eastern Trail management to resolve the issue had not been productive. He also noted that in the long term, fence replacement on the trail could be a major expense. Mr. Dubois noted that it might be possible to use funds from the Municipal Park Reserve for any major maintenance items for the Trail. Mr. Nedeau suggested contacting the Arundel Cottage Preserve to see if they might contribute some of their stockpile of gravel toward alleviating the washout problem.

Mr. Hayes enquired about the condition of the Recreation Department bus. Mr. Taschereau replied that the bus was in good condition and should be good for another five years. Mr. Trefethen noted that he had increased the capital reserve allocation for the bus, given the anticipated five year life expectancy.

After a brief discussion of expenses associated with the Town's Cemeteries, it was generally agreed to incorporate Cemetery expenses into the Public Works budget. Mr. Trefethen said he would look into the possible existence of perpetual care accounts associated with the cemeteries.

**(b) Account 17-01 Transfer Station:** Mr. Trefethen stated that the increase in the Transfer Station budget was primarily due to the need for canister repair or replacement. He also emphasized the need for maintenance on the Transfer Station building, although he was trying to accomplish this without increasing the Building Maintenance budget of \$2,000.

**(c) Account 11-01 Board of Selectmen:** The Town Manager briefly reviewed Account 11-01, noting that it was essentially flat funded from the previous year.

**(d) Account 11-02 Planning Board:** Mr. Trefethen noted that the slight increase in the Planning Board account was due to advertising and printing. Mr. Danylik stated that the increase would be covered by application fees. Ms. Hayes noted that these fees were estimated to be about \$4,000 for the upcoming year.

**(e) Account 11-03 Board of Appeals:** The Town Manager stated that the FY 16/17 budget was

essentially unchanged from the previous year.

**(f) Account 11-04 Professional Services:** Mr. Trefethen notified the Boards that the increase in Account 11-04 was primarily due to an increase in anticipated engineering fees associated with an upcoming RFP for sewer construction. He noted that TIF monies from the Arundel Cottage Preserve project should be available at some point to help offset this expense.

**V. Establishment of Date for further Budget Review:** The next meeting was scheduled for Tuesday 23<sup>rd</sup> February at 7:00 pm. Mr. Trefethen suggested reviewing budgets for the Fire Dept, 14-01 accounts and General Assistance at that time.

**VI. Other Business and Adjournment:** There being no other business, Mr. Bell moved to adjourn the meeting, seconded by Mr. Raymond, and the meeting was adjourned at 8:40 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 on February 9th, 2016.*

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*John Bell, Secretary (Budget Board)*