

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Minutes
23rd February 2016
Mildred L. Day School Library
600 Limerick Road

Members in Attendance

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

Budget Board: Shawn Hayes, Jack Reetz, Michelle Moore, John Bell

Other Attendees: Keith Trefethen, Town Manager, Bruce Mullen, Fire Chief

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

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

III. Approval of Minutes of 9 February 2016: Mr. Reetz moved to approve the minutes of 9 February, 2016. Mr. Dubois seconded and the motion passed unanimously.

IV. Review of Municipal Budget Request: The Town Manager presented and briefly reviewed with the Boards a Memorandum which addressed questions raised at the last meeting. Topics included maintenance of the Eastern Trail, moving the cemetery account into the Public Works Budget, the existence of a Perpetual Care Cemetery account at Kennebunk Savings Bank, and the scheduling of a bridge bond through the Municipal Bond Bank. A copy of the Memorandum is attached to these minutes.

Mr. Trefethen also provided the Boards with, and briefly reviewed, updated budgets for the Fire Department, Civil Services, Public Works, Cemeteries, and Social Services.

a) Account 13-01 Fire Department: The Town Manager notified the Boards that the proposed FY 16/17 Budget had been reduced by approximately 2.5% from the previous year, and included provision for one extra fire hydrant on Route 1. Mr. Dubois asked the Fire Chief what was included in the Communications Account, and was told it was primarily for cell phones. Mr. Trefethen noted that it also included acquisition and repair to radio equipment. He stated that he would provide the Boards with expense details for the Communications Account. Mr. Hayes questioned the amount for FICA tax and was told by Mr. Trefethen that FICA was calculated as a percentage of payroll. There was a brief discussion of the price of heating oil.

Mr. Reetz enquired why Workers Comp had increased by such a large amount. Mr. Trefethen explained that Workers Comp expense had not been properly allocated during prior years and offered to provide the Boards with a more detailed breakdown. Mr. Dubois asked what was included under Operating Supplies. The Chief replied that the fact that the account was already overdrawn for the current year would require him to do some additional research on what was being charged to the account. Ms. Hayes suggested that the discrepancy might be

associated with Tools & Minor Equipment items being incorrectly charged to Operating Supplies. Mr. Nedeau enquired if a purchase order system was being used and the Chief replied that the former Town Manager, Mr. Shea, had not wanted to use a P.O. system. Mr. Trefethen briefly reviewed how expense controls were implemented and how account numbers were assigned to various purchases.

In response to a question from Mr. Hayes, the Fire Chief reviewed the types of expenses included under the Rescue Account. In response to a question from Mr. Dubois, the Chief and the Town Manager reviewed building maintenance items which would be needed in the coming year, which included some interior refurbishment, repair of structural damage caused by rot, and exterior painting. Problems with overhead doors at the Firehouse were discussed, leading to suggestions to hire a different overhead door contractor. The Chief and the Town Manager briefly reviewed the proposed budget for vehicle maintenance.

b) Account 13-03 Call Company: The Town Manager notified the Boards that the proposed budget was approximately \$4,000 less than for FY 15/16. After a long detailed discussion of pay levels and qualifications of personnel within the Volunteer Company, it was agreed to retain the proposed budget figures for Account 13-03, but that the Town Manager and Fire Chief would explore alternative payroll plans with the option of revising Volunteer Company payroll levels before the budget is finalized.

c) Account 13-04 FF/EMT Per Diem: The Town Manager notified the Boards that based on an analysis of payroll levels in nearby municipalities, he had raised proposed payroll levels for Per Diem personnel by \$2.00 per hour. This would bring Arundel into line with the lower range of neighboring towns. He noted that the raise was necessary to keep Arundel competitive in retaining qualified personnel. Ms. Hayes asked if a paramedic was always on board when the ambulance was dispatched. The Chief responded that to the extent possible, a paramedic was scheduled to be available 24 hours per day.

Mr. Dubois stated that although he agreed with the proposed pay levels, the Boards should not lose sight of its impact on the budget's bottom line. Mr. Trefethen noted that despite this increase the total Fire Department budget was only \$1,938 over the previous year. Mr. Nedeau enquired about the Fire Department Capital Reserve Budget and the CMP TIF. Mr. Trefethen replied that the proposed budget included \$50,000 for Capital Reserve. There was a discussion about the inadequacy of available funds for the acquisition of capital equipment which included the possibility of using a lease-purchase arrangement to acquire a brush truck. Mr. Dubois asked the group's views on increasing the Fire Department Capital Reserve Budget. Mr. Bell noted that the FY 16/17 Budget as proposed would require an increase of \$1.24 in the mil rate and cautioned against increasing expenditures on capital equipment.

Mr. Nedeau suggested that given the budgetary constraints, a \$2.00 increase in the Per Diem pay scale might be excessive and perhaps a \$1.00 increase over the next two years might be more appropriate. Mr. Danylik said he thought the savings would be inconsequential. Mr. Reetz suggested delaying the bridge repair project for two years, but Mr. Danylik preferred to move sooner on the project to take advantage of current low interest rates. Mr. Bell suggested bonding the bridge project this fall, but reducing the paving budget by an amount enough to cover the bond payment. The Town Manager offered to meet with the Public Works Director to

make sure it would not be a problem to delay the bridge project for a year.

Mr. Dubois agreed with the Town Manager that the Fire Chief should develop a long term plan for the replacement of Fire Department capital equipment.

d) Account 18-01 General Assistance: Mr. Trefethen noted that Welfare & Direct Aid had been reduced by \$5,000 based on actual expenditures, and that the Welfare Directors salary had been increased by 2%. There was some discussion of the Health Insurance figure, which the Town Manager said he would get more detail on.

e) Account 14-03 Miscellaneous (Social Services): The Town Manager provided the Boards with a list of recommendations for social service requests which had been prepared by the Welfare Director (copy attached). No objections were raised to the proposed figures.

Mr. Hayes suggested reducing the request from the Kennebunk Free Library from \$14,000 to \$12,000. There was general agreement on this, with the exception of Mr. Reetz, who preferred to keep the \$14,000 figure.

V. Set a Date for the Next Meeting: The next meeting was scheduled for Tuesday 15th March at 7:00 pm. The Town Manager suggested inviting a representative from the Sheriff's office to the next meeting to discuss charges for police coverage, which led to a short discussion of other options proposed by Kennebunk and Kennebunkport.

Mr. Trefethen said he would provide the Boards with updated budget figures for the next meeting, along with a Draft Warrant, and would plan on a review of the Town Hall Administration accounts, the Recreation Department, and Police Patrol Services.

VI. Other Business and Adjournment: There being no other business, Mr. Dubois moved to adjourn the meeting, seconded by Mr. Nedeau, and the meeting was adjourned at 9:07 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of February 23rd, 2016.

John Bell
Secretary, Budget Board

Memorandum

To: Budget Board and Board of Selectmen
From: Town Manager
Date: 2/17/2016
Re: Question on Budget from 2-9-16

-Gravel for Eastern Trail: Question has been asked a decision will be rendered shortly. I will advise.

-Cemetery Account: This will be moved into the Public Works Budget when I update Budget Sheets the change will be reflected.

-A Perpetual Care Cemetery Account does exist it is with Kennebunk Savings Bank. A small amount exists \$500 and we can only spend the interest earned. The Town has not withdrawn from this account for years as the interest earned is minimal.

-Bridge Bond: The Town has missed the spring issuance through the Municipal Bond Bank which means that a fall issuance is still possible. Fall would allow the town to seek Town Meeting approval and then have funds provided to the town but it would not allow the construction to take place in the Summer 16 (as proposed) without utilizing town dollars allocated for Road work. This scenario would mean no road work in 2016/17 but we would have double the funds in 17/18 for work.

2017 FISCAL YEAR SOCIAL SERVICE REQUEST'S

| <u>Agency</u> | <u>Approp. 2016 FY</u> | <u>Requested</u> | <u>Suggested for 2017 FY</u> |
|----------------------------------|----------------------------|-------------------|----------------------------------|
| York County Community Action | \$1,600.00 | \$1,600.00 | \$1,600.00 |
| Maine Behavioral Healthcare | 550.00 | 550.00 | 550.00 |
| Home Health/SMMC Visiting Nurses | 1,200.00 | 1,300.00 | 1,200.00 |
| Caring Unlimited | 700.00 | 1,207.00 | 900.00 |
| So. ME. Area Agency on Aging | 700.00 | 1,000.00 | 700.00 |
| York County Shelters, Inc. | 250.00 | 250.00 | 250.00 |
| Day One Substance Abuse | 200.00 | 500.00 | 400.00 |
| Kids Free to Grow | 200.00 | 400.00 | 200.00 |
| So ME Veterans Cemetery Assoc. | | 1,000.00 | 750.00 |
| CCOS | | 2,000.00 | 2,000.00 |
| TOTAL | \$5,800.00 | \$9,807.00 | \$8,550.00 |

York County Community Action helps our residents in so many ways and this saves our residents tax dollars. YCCA takes all application for LiHeap. They also have a weatherization program that helps many of our residents. They also have a health clinic, Headstart, Homeownership Education and Assistance and the WIC program. YCCA was able to help me get an elderly couple into an apartment in Biddeford when their home here in Arundel was over by mice and rats. That alone had cost them over \$1000.

Maine Behavioral Healthcare which was known as Counseling Services, Inc (CSI) provides Arundel residents with much needed comprehensive crisis support, mental health and substance abuse services. 127 residents from Arundel were provided some kind of counseling in 2015.

Home Health Visiting Nurses provides Arundel residents with much needed in-home healthcare. They help with such things as skilled nursing care, physical, occupational and speech therapies, home health aides and palliative care. Last year they cared for 181 Arundel residents.

Caring Unlimited is a support service for victims of domestic violence and abuse. In 2015 they helped Arundel residents with such things as supportive counseling and legal assistance, support groups and education groups.

Southern Maine Area Agency on Aging helps residents with such things as Meals on Wheels, Legal Assistance, Medicare Counseling, Family Care Givers Support (this helped me when my mother was diagnosed with (Alzheimer's disease), Advanced Health Care Planning and the Truslow Adult Day Center.

York County Shelter's provide bed nights for individuals and also a family shelter to Arundel residents if they qualify and if there are any spaces available.

Day One offers training for High School Students who would like to assist the entire school population as Natural Helpers. Natural Helpers is a peer to peer school-based program, helping students listen to other students and facilitate students getting adult help when warranted. They also offer a residential treatment program for youths. Last year they helped 2 youth from Arundel for a total of 254 days with an estimated cost of service of \$75,052. Day One also offers outpatient substance abuse counseling to Arundel's youth population.

Kids Free to Grow offers programs in the school system about child abuse prevention. Some of their programs are Break the Silence, Project Prevention, Empathy and Nurturing Programs and Baby Think it Over.

Southern Maine Veterans' Cemetery Association's sole responsibility is the beautification projects within the Southern Maine Veteran's Cemetery located in Springvale. The Association volunteer's their time and the ornamentation projects are supported by donations. The donations are used for such things as planted flowers and shrubs, landscaping the memorial walkway and monuments to honor veterans. There are currently 9 veterans from Arundel interred in the cemetery.

Church Community Outreach Services is an organization that assists the residents of Arundel with such things as; non-perishable food, food vouchers, heating fuel, eye glasses, electric disconnect notices, clothing, rent and car repairs. Residents can call their town's General Assistance Office to request a food basket once or twice a month. They can get help with oil, propane, K-1 or wood to heat their house up to three times in a heating season. Once a year residents can utilize a grant of up to \$500 to help with other specific needs like those listed above. CCOS also offers a \$100 grant per year to help families be able to send their children to summer camp. CCOS helps provide holiday food baskets to Arundel families. Donations to the town's Social Services Account for holiday baskets are sent to CCOS after the holiday. This is because of any last minute request for baskets that I may receive. This year we were able to send them a check for \$1,100. In 2015 there were 15 requests for heating fuel. For each request 100 gallons of fuel was delivered to the recipient.