

Town of Arundel
Budget Board
Minutes
Wednesday 12th October, 2016
Town Office
468 Limerick Road

Members in Attendance: Shawn Hayes, Jack Reetz, Michelle Moore, John Bell
Other Attendees: Keith Trefethen, Town Manager

Prior to calling the meeting to order, the Chair suggested a moment of silence in memory of Ray Ward, a long time member of the Budget Board who passed away on Tuesday, August 23rd 2016. The moment of silence was observed by all present.

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

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

III. Organizational Meeting Election of Officers (Chairman, Vice Chairman, Secretary)

A. Election of Chair: Mr. Hayes asked for nominations for Chair of the Budget Board. Mr. Bell nominated Mr. Hayes. Ms. Moore seconded and Mr. Hayes was elected unanimously.

B. Election of Vice Chair: The Chair asked for nominations for the position of Vice Chair. Mr. Bell nominated Mr. Reetz, seconded by Ms. Moore. Mr. Reetz declined the nomination due to other obligations. Mr. Bell nominated Ms. Moore. Mr. Reetz seconded and Ms. Moore was elected unanimously.

C. Election of Secretary: The Chair asked for nominations for the position of Secretary. Ms. Moore nominated Mr. Bell, Mr. Reetz seconded and Mr. Bell was elected unanimously.

IV. 16/17 Municipal Operating Budget Expenditures: The Town Manager briefly reviewed the status of the current operating Budget, including Recreation, Public Works Capital Reserve and the Paving Budget. He brought the Board up to date on the status of the new police cruiser, the new brush truck, the military surplus truck acquired for Public Works and possible personnel changes in the Town Office. In response to a question from Mr. Reetz concerning the hiring of a second contract deputy, Mr. Trefethen said he anticipated further discussion about a second deputy as next year's budget was developed. He stated that if the Board of Selectmen and Budget Board were in favor of hiring a second deputy, he would recommend that it be presented to the Town Meeting as a separate warrant article. Mr. Bell enquired about the status of the engineering study for the proposed Route 1 sewer. The Town Manager stated that Wright-Pierce had been selected as engineers and that contract details were still being worked out. He also noted that the Duck Brook project, completed this summer, had come in sufficiently under budget to also allow for paving the Downing Road.

Ms. Moore enquired if new overtime laws would have any significant affect on payroll. Mr. Trefethen said he did not anticipate any major impact. Mr. Bell requested that the Town Manager e-mail a copy of the Public Works Department five year paving plan to members of the Board, which Mr. Trefethen said he would do. Mr. Reetz suggested that other Departments be encouraged to develop a five year plan to aid in the budgeting process, particularly in reference to capital acquisitions. There followed a brief discussion of the number of building permits allowed and issued on an annual basis.

V. Discussion on Budget Meetings and Development: The Town Manager notified the Budget Board that the Board of Selectmen was in favor of continuing joint meetings with the Budget Board to develop the FY 17/18 Budget. Budget Board members were all in agreement with this. Mr. Trefethen suggested starting joint meetings in December, possibly on a weekly basis, and Wednesday, December 7th was agreed upon for the first joint meeting.

VI. Other Business and Adjournment: Mr. Bell moved to adjourn the meeting, seconded by Ms. Moore, and the meeting was adjourned at 7:43 pm.

I hereby certify that the above is a true and accurate record of the Budget Board meeting of October 12th, 2016.

John Bell
Secretary, Budget Board