

**TOWN OF ARUNDEL, MAINE
BUDGET BOARD MEETING
BOARD OF SELECTMEN**

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**Tuesday April 28, 2020
Town Office
7:00PM**

NOTE* Because of COVID-19 the public can listen/participate in this meeting by calling (425) 436-6316 Code 169421 at 7PM

- I. Call to Order
- II. Approval of Agenda
- III. Approve Minutes of March 10, & 24, 2020
- IV. 2020-2021 Budget Review
 - A. Finalize Positions 12 series Town Hall Administration
 - B. Finalize Positions 13 series Fire Rescue Service
 - C. Finalize Position 19 series Recreation Department
 - D. Discuss Anticipated Revenue and Fund Balance
- V. Other Business/Next Meeting
- VI. Adjournment

TOWN OF ARUNDEL, MAINE BUDGET BOARD AND BOARD OF SELECTMEN

**Tuesday March 10, 2020
ML Day School Library
7PM**

Attending:

Budget Board: Mandy Cummings, John Bell,
Absent: Shawn Hayes, Michelle Allen

Selectmen: Velma Hayes, Tom Danylik, Phil Labbe, Dan Dubois
Absent: Jason Nedeau

Others: TM Trefethen, Fire Chief Beaulieu, Rec Director Shea, Guest Theo Rohrs

TM Trefethen opened the meeting @7PM

Approval of Agenda: ***MOTION Dubois second Bell “approve as presented” passed 6-0.***

Approval of Minutes: ***MOTION Dubois second Labbe “approve minutes of February 18, 2020 as presented” passed 6-0***

Establish Schedule for upcoming meeting: Next meeting has been schedule for **Tuesday March 24, 2020**. The Budgets to review are: circle back to all operating budgets and take tentative action on those not yet taken, review Capital Budget Requests and Review anticipated revenue

Budget review: **Planning Board Chairman** Rich Ganong was present to provide further detail and adjustments to the Planning Boards request for Laptops. The Chairman was under the impression that providing information on the Planning Boards agenda’s and packets electronically was for the entire Board and that they could not carry this function out without Laptops for all members. The Selectmen indicated that their request to the Board was not for them to be provided electronic data to the members but to have their Agenda and related packet information appear on the Town’s Website for the general public to review. Laptops were removed from Budget Consideration.

Fire Department 13-01 & 13-03: A further review of the Budgets was discussed with the Fire Chief. **13-01** He discussed upgrades needed for the Knox Box System, New Hot Water Tank for the Fire Station along with garage door upgrades, and needed pump work to be performed on Engine 312. No tentative action taken at this time. **13-03** Discussion again centered on the payout of a Bonus to those per-diem employees who also are active call company members. The proposal is when these folks who provide double service to the town are active members of the call company for over 65 hours in the fiscal year that their rate of pay for their hours will be adjustment to their per-diem pay for the department. In addition the Chief and Manager requested that a payout of \$100/day be paid to those Officers of the Department who provide weekend coverage for Command Oversight in the event their training is needed. The Selectmen

and Budget Board members asked the Chief and Manager to develop a cost to include a new additional Full-Time Firefighter/Paramedic instead of the Command Oversight so they could review and discuss these costs. Fire Chief mentioned that a used Police Chief's Car from the City of Sanford is available fully equipped for \$7,000. Board of Selectmen felt we should inform Sanford we are interested and that the Selectmen need to hold a formal meeting and vote to give final approval.

19-01: Recreation Director Shea provided a review of her budget. It was discovered that Part-Time numbers expressed and revenue thoughts were inconsistent as to what was provided by the Town Manager and that the Boards felt a table of the Budget review was appropriate until all parties could determine what went wrong.

18-01: General Assistance Budget was reviewed with no action taken at this time.

***MOTION** Dubois second Bell "to adjourn" passed 6-0 @ 8:36PM*

Respectfully submitted,

Keith M Trefethen
Town Manager

TOWN OF ARUNDEL, MAINE BUDGET BOARD AND BOARD OF SELECTMEN

**Tuesday March 24, 2020
Arundel Town Office
7PM**

Attending:

Budget Board: Shawn Hayes, John Bell, Jack Reetz, Michelle Allen (via phone)

Absent: Mandy Cummings

Selectmen: Velma Hayes (via phone), Tom Danylik, Dan Dubois

Absent: Jason Nedeau, Phil Labbe

Others: TM Trefethen, Fire Chief Beaulieu, Public Works Roger Taschereau, Guest Theo Rohrs
(via Phone)

Shawn Hayes opened the meeting @7PM

Approval of Agenda: ***MOTION Dubois second Bell “approve as presented” passed 7-0. (by roll call Budget Board all in favor, by roll call Board of Selectmen in favor)***

Approval of Minutes: ***Minutes of March 10th were table until next meeting***

Establish Schedule for upcoming meeting: Next meeting has been schedule for **Tuesday April 14, 2020**. It is the hope that budgets will be finalized and formal votes can be made.

Budget review: Board discusses with Roger Taschereau the request of \$100,000 for the Equipment Capital Reserve. Funding to be used for 20% on VW Settlement Grant and enter into lease 5 year lease agreements on a Front End Loader and Bobcat. ***MOTION Dan Dubois second John Bell “approve \$100,000 for CIP Equipment Public Works” 7-0. (by roll call Budget Board all in favor, by roll call Board of Selectmen in favor).***

Reviewed Road work CIP for \$425,000. Work is anticipated for Limerick Road, Old Alfred Road and Hampden Lane. ***MOTION Dan Dubois second Tom Danylik “approve \$425,000 for CIP Road Construction” passed 7-0. (by roll call Budget Board in favor by roll call Board of Selectmen in favor).***

Reviewed with Fire Chief Beaulieu the request of \$55,000 via tax funds and \$57,000 via Utility Safety TIF. These funds will be used to pay year #2 on the Fire Engine Lease and remainder to be used for Gear and SCBA equipment with the hope it can be used as our contribution to two \$100,000 Grants for Gear & SCBA purposes. ***MOTION Dan Dubois second John Bell “approve the CIP Fire Equipment as presented” passed 7-0. (by roll call Budget Board all in favor, by roll call Board of Selectmen all in favor.)***

Town Manager went over the Anticipated Revenue projection he made in February. The proposal called for \$1,967,858 in collection and utilizing \$300,000 from Surplus for a total of \$2,267,858. The group felt in light of COVID-19 these projections may be on the high side and requested that he review again to determine if the projections need to be modified. In addition the group asked the manager to determine if they so vote to utilize more than \$300,000 from fund balance to perhaps make up the shortfall from COVID-19, to determine if this is feasible.

The group also reviewed the Operating Budget again. Most of the Operating Budgets have been TA (Tentatively Agreed Too) The Budgets causing pause is the 12 series Town Hall Administration Budgets and the 13 series the Fire Rescue Service Budgets. Primarily because of the request for additional staff in each budget proposal. The collective Boards want a reduction in these budgets and request that the Manager find another alternative to meet the staffing needs or remove them all together.

MOTION Dubois second Allen "to adjourn" passed 7-0 @ 8:22PM (via roll call vote both the Budget Board and Board of Selectmen all in favor)

Respectfully submitted,

Keith M Trefethen
Town Manager

13-01	FD		2015	2016	2017	2018	2019	2020	2020	2021
updated	2/19/2020		Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expense	Budget
Fire Department									2/12/2020	
FT Salary		*	49926	50078	51514	53446	53454	53196	36761	55478
Fire Chief		*	35820	35764	36335	36263	44629	41999	27221	44202
Overtime			549	544	1177	1436	526	1100	488	1100
Fica		*	6825	6841	7053	7228	7819	7719	5131	7889
Retirement		*	2814	3005	3091	3129	3213	3192	2206	3440
Electricity			5719	6509	5386	4670	5494	5500	2599	5500
Communications			6467	6456	6735	6379	6563	9500	6300	10000
Heating Oil		*	5414	2745	3192	4553	3779	3500	2023	4000
Hydrants		*	10738	11233	11982	11945	12837	13000	8225	16000
Property Insurance		*	4331	4302	4301	4603	1613	1613	1969	4596
Auto Insurance		*	5812	7509	8450	10414	12204	4684	6060	8524
Workers Comp		*	3223	9806	7631	5445	4956	2853	1922	4999
Health Insurance		*	11490	12334	13341	14022	14430	14989	9875	15374
General Liability		*	2185	227	0	0		2042	1963	2200
Office Supplies			1196	1015	647	594	703	900	418	900
Operating Supplies			18001	18864	10514	14421	11170	24000	9813	20500
Workplace Safety	Fire Prevention		0	0	0	64	0	1000	589	1000
Vehicle Fuel			6085	3083	3631	4561	4655	4000	1158	4000
Tools & Minor Equipment			12387	16997	31729	16835	18937	20000	12581	22000
Rescue			9282	58203	13209	14422	13582	16000	7455	18000
Dues & Subscriptions			1371	2275	2173	1912	3806	1400	5535	6500
Training			11409	6834	6503	6188	2996	7000	3656	7000
Building Maintenance			6308	19474	6305	7655	11858	6500	5893	8000
Equipment Maintenance			5007	5264	5314	7390	2108	6000	3362	6000
Vehicle Maintenance			14920	4120	7503	5624	10134	6000	5020	8000
			237279	293482	247716	243199	251466	257,687	168,223	285,202
Hydrants: 14hydrants with a 6% increase in fee from KKWWD 1,317.38 a month										
Tools & Minor Equipment: Fire Chief looking to swap out old Fire Hose that does not meet NFPA standard										
Hourly rate for Fire Chief is calculated @ 27.80/hr 30 hours weekly										
FT Firemen 23.79 hour based on a 44 hour week										
Communications: Covers Repeater Fee 3,600 Mobile Phones for Equipment , ER Reporting Tablets etc..										
Insurance: MMA provides Property & Casulty Insurance Total Town cost \$54,433.44 this reflects their portion as calculated										
Workers Comp A portion of the Workers comp charged by MMA total MMA costs \$47,426										
Dues covers various association dues as well as Scheduling on line 3,000 and Datatrack 2,000										

13-01	FD		2015	2016	2017	2018	2019	2020	2020	2021
updated	3/11/2020		Expenses	Expenses	Expenses	Expenses	Expenses	Budget	Expense	Budget
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Anticipated Revenue	Taxes off set	2013	2014	2015	2016	2017	2018	2019	2020	2020	2021
updated	2/21/2020								Budget	collected	Budget
01 Taxes											
06 Excise Taxes	Vehicles	640,000	809,174	889,325	986,260	1,039,441	1,126,510	950,000	950,000	5,200	975,000
07 Boat Excise		5,000	5,447	4,938	6,545	5,739	5,780	5,200	5,200		5,500
02 Licenses & Permits											
01 Clerk Fees		13,000	13,040	12,834	13,180	12,961	13,293	13,000	13,000		13,000
02 Vitals		3,000	3,204	3,377	3,068	3,200	2,899	3,000	3,000		3,000
03 Business License		300	880	620	780	1,050	530	750	750		750
04 Building Permits		25,000	29,750	59,430	65,473	64,874	81,754	45,000	45,000		60,000
05 Electrical Permits		4,000	2,087	7,291	5,551	8,435	10,012	4,500	4,500		7,000
06 Plumbing Permits		4,500	5,374	12,030	11,498	13,148	13,425	9,500	9,500		12,000
03 Intergovernmental											
03 Highway Block Grant		47,496	40,428	40,848	40,660	41,308	40,948	40,660	40,660		42,008
04 Veteran's Exemption		2,000	67,500	69,494	92,765	125,272	166,118	150,000	150,000		150,000
05 BETE Reimbursement		14,000	17,504	36,041	46,419	45,831	57,057	34,000	34,000		50,000
06 Snowmobile		1,500	1,251	1,331	874	1,192	1,112	1,200	1,200		1,200
07 Tree Growth		5,000	5,501	5,858	5,665	5,569	6,080	5,500	5,500		5,500
08 General Assistance		10,000	2,810	1,573	4,397	4,666	3,965	2,000	2,000		4,000
14 State Revenue Sharing		221,000	159,651	161,432	146,817	156,526	165,478	150,000	150,000		157,000
04 Service Charge											
01 Lease		24,000	27,131	27,951	38,632	38,062	42,857	37,000	37,000		38,000
02 Appeals Bd		500	0	1,250	6,225	500	500	500	500		500
03 Planning Bd		3,250	4,160	7,225	1,710	3,425	12,325	4,000	4,000		6,000
04 Dogs		1,800	2,136	1,981	1,710	1,563	1,677	1,800	1,800		1,700
07 Ambulance		90,000	125,819	122,133	117,422	148,330	170,955	124,000	124,000		137,000
08 Recreation		131,825	163,035	152,426	160,681	207,062	249,645	265,000	265,000		265,000
09 Misc-Copies		500	857	841	746	825	564	600	600		600
11 Interest & Penalties		16,000	25,501	22,563	21,451	20,608	24,022	20,000	20,000		21,000
12 Interest Delinquent		8,000	7,950	6,614	5,415	4,770	5,906	6,500	6,500		5,200
13 Charges Delinquent		7,000	12,402	9,097	8,238	5,868	6,636	9,500	9,500		6,900
Fund Balance anticipation		1,278,671	1,532,592	1,658,503	1,790,472	1,960,225	2,210,048	1,883,210	300,000		1967858
Total									2183210.00		2267858