

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Minutes
Wednesday, 29th March 2017
Mildred L. Day School Library
600 Limerick Road

Members in Attendance

Board of Selectmen: Dan Dubois, Tom Danylik, Jason Nedeau, Phil Labbe

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

Other Attendees: Keith Trefethen, Town Manager, Roger Taschereau, Public Works Director, Terry Merrill, Public Works Foreman, Bruce Mullen, Fire Chief, Renald Tardif, Deputy Fire Chief

I. Call to Order: Chair Shawn Hayes called the meeting to order at 7:06 pm.

II. Approval of Agenda: Ms. Moore moved to add to the agenda a vote on hiring an additional deputy from the York County Sheriff's Department. Mr. Dubois seconded and the motion passed unanimously. The Chair added this to the agenda as Item IV D. Mr. Dubois moved to approve the agenda as amended. Mr. Nedeau seconded and the motion passed unanimously.

III. Approval of Minutes March 15, 2017: Mr. Dubois moved to approve the minutes of March 15, 2017. Ms. Moore seconded and the motion passed with all in favor except Labbe, Nedeau, Reetz and Raymond who abstained due to their absence from that meeting.

IV. 17/18 Municipal Operating Budget Development & Review:

- A. 20-01 Road Construction:** The Town Manager stated that it was deemed necessary at the last meeting to review certain municipal expenditures in light of new school debt repayment of approximately \$388,000. He reminded the meeting that paving the Curtis Road had been previously discussed as a means of reducing the proposed budget and invited the Director of Public Works to address the issue. Mr. Taschereau pointed out that all but two of the residents of Curtis Road were forced to use the currently unpaved section of the road for access and that the unpaved section had become a maintenance nightmare. He stated that the road was presently in reasonably good shape and now would be the time to pave it. The Town Manager noted that paving bids had come in considerably lower than estimated and Mr. Taschereau elaborated on the bids received.

Mr. Bell stated that while no-one disagreed with the need to pave the road, the burden of new debt from the RSU necessitated cutting back on other items in the budget. Mr. Dubois noted that the paving bids received would afford the town a savings of about \$9,000 on the project. Mr. Reetz asked if delaying the project would have any staffing implications, but was informed that there was no lack of other work. After further discussion, the Town Manager suggested cutting the proposed paving budget from \$450,000 to \$400,000. He pointed out that the paving account currently had a balance of \$78,300 and that an allocation of \$400,000 would provide sufficient funds for the PW Department to accomplish all of the work it had scheduled for this construction season, and would also reduce the proposed budget by \$50,000.

Mr. Bell stated that using the most recent numbers, the mil rate would increase by \$1.06 which he

felt would be problematic. Mr. Trefethen expressed his frustration that the meeting was trying to trim municipal services when the problem really lay with the school budget, a sentiment that was generally agreed with. Mr. Labbe stated that in his experience maintenance of dirt roads was expensive, and that the road would be better off paved. After further lengthy discussion, Mr. Dubois moved to reduce the paving budget to \$400,000. Mr. Nedeau seconded and the motion passed with all in favor except Mr. Bell who was opposed. After some discussion of emergency vehicle access along the Curtis Road, Mr. Taschereau and Mr. Merrill left the meeting.

B. 13-01 Fire Department, 13-03 Call Company, 13-04 FF/EMT Per Diem,

23-01 FD Capital Reserve: The Town Manager stated that the three Fire Department Operating Budgets combined had increased by 0.73% and that the Capital Reserve Budget was unchanged. He provided the meeting with a memo listing items which could be purchased under the Utility Safety TIF. The Fire Chief reviewed some of the drawbacks of trying to use Unit 303 more often in order to extend the life of Unit 301, noting that cross band receiver equipment, a thermal imager, air packs and other equipment installed in 301 were not available in 303. He anticipated that when the new brush truck was delivered, it could be used for approximately 50% of the calls that 301 was now used for.

Mr. Hayes questioned the discrepancy between Fire Department budgeted amounts and actual expenditures for 2015 and 2016. Mr. Trefethen stated his belief that most of the discrepancy was associated with the Call Company Budget which had been reduced by 32% in the proposed budget, and there followed a lengthy discussion of pay scales in Arundel and surrounding communities.

Mr. Hayes asked how much was presently in the Fire Department Capital Reserve Budget and Mr. Trefethen replied \$58,590, which did not include the current year allotment of \$50,000. Mr. Dubois commented that there were no building repairs scheduled in the Capital budget until 2020. Mr. Trefethen pointed out that minor repairs were included in the proposed operating budget in the amount of \$9,000. There followed discussion of maintenance items including roof replacement, generator replacement, and painting.

The Fire Chief broached the subject of replacing extrication equipment at the same time that 301 were to be replaced, so that the equipment could be bonded or otherwise financed along with the truck. Mr. Reetz questioned the need to add another \$50,000 to the Capital Reserve, suggesting cutting back to \$25,000 for the coming year and returning to \$50,000 for the FY 18/19 budget. Mr. Trefethen discussed different financing options for capital equipment. In response to a question from Mr. Labbe, the Fire Chief stated that if 301 were to die prematurely, mutual aid could be utilized as a stopgap measure.

After discussion of the disparity between the 2017 budget and actual expenses pointed out by Mr. Hayes, Mr. Trefethen agreed to further review the Fire Department operating budget. Mr. Danylik asked if anyone was in agreement with Mr. Reetz's suggestion to cut the Capital Equipment Budget to help alleviate the situation caused by the RSU school debt. After a lengthy discussion, it was agreed to reduce the Capital Equipment Budget to \$25,000, but to take no action on the operating budget until the Town Manager had reviewed it. This concluded discussion of the Fire Department budgets and Fire Chief Mullen and Deputy Chief Tardif left the meeting.

C. Live Streaming & Payroll Management Costs: The Town Manager notified the meeting that camera equipment which could be utilized for live streaming of Board and Committee meetings would be installed at the M. L. Day Library very shortly. He explained that U-Stream service

which would be necessary to operate the system would cost \$99.00 per month for 100 viewer hours (the Silver Plan). A laptop computer, also necessary for the operation, would cost about \$650.00 and an Adobe Flash Media Live Encoder would be necessary. He estimated the total cost at approximately \$2,000 for the first year. An optional plan from U-Stream (the Gold Plan) would cost \$499.00 per month for 2,000 viewing hours. Mr. Bell commented that another option was through Gov-Office, the town's web host, which cost \$5,000 annually for unlimited viewing. Mr. Bell also stated that he thought all of these plans were prohibitively expensive, and would rather support a one-time expenditure on new equipment to enhance the quality of the present U-Tube feed. Mr. Dubois agreed. Mr. Reetz suggested that the RSU might have the budget to provide microphone equipment which would enhance the audio quality of the existing system. After some discussion, it was agreed not to appropriate any funds for live streaming in the proposed budget.

The Town Manager stated that he had enquired about the possibility of hiring a payroll service, citing the difficulty of staying abreast of changing IRS and State tax regulations and to reduce the town's liability in the event of penalties being assessed on payroll taxes administered incorrectly. The cost of such service was \$3,500 annually. Mr. Dubois suggested that the Town Manager try to absorb this cost within his existing budget, and Mr. Trefethen agreed to evaluate that possibility.

- D. Hire a second Deputy from the York County Sheriff's office:** Mr. Hayes suggested that Arundel stay with a single deputy. Discussion centered around the fact that although a second deputy would be an asset for Arundel, the hiring would create an additional tax burden that would be difficult to support in the proposed budget. Mr. Dubois moved that the Selectmen recommend a "No" vote, which Mr. Nedeau seconded, and Mr. Reetz moved that the Budget Board recommend a "No" vote, which Mr. Bell seconded. After discussion, both motions passed unanimously.

The Town Manager reported that the County Tax for the coming year would be \$270,120, which was an increase of approximately \$7,000. He also provided the meeting with a memo outlining his recommendations for maintaining a reserve fund balance. He asked if the members would like to discuss the use of fund balance, but Chair Hayes stated he would prefer to postpone that discussion until the Fire Department budget was finalized.

V. Establish additional meeting schedule: The next meeting was scheduled for Wednesday 12th April at 7:00 pm.

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 9:04 pm.

I hereby certify that the above is a true and accurate record of the Joint Meeting of the Board of Selectmen and Budget Board of March 29th, 2017.

John Bell
Secretary, Budget Board