

**Town of Arundel**  
**Joint Meeting of Board of Selectmen and Budget Board**  
**Minutes**  
**Wednesday 18<sup>th</sup> January, 2017**  
**Mildred L. Day School Library**  
**600 Limerick Road**

**Members in Attendance:**

**Board of Selectmen:** Velma Jones Hayes, Tom Danylik, Phil Labbe, Jason Nedeau

**Budget Board:** Shawn Hayes, Jack Reetz, John Bell

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

**I. Call to Order:** Chair Shawn Hayes called the meeting to order at 7:01pm.

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

**III. Approval of Minutes of January 4<sup>th</sup>, 2017:** Mr. Reetz moved to approve the minutes of the meeting of 4 January 2017. Mr. Nedeau seconded and the motion passed: Labbe, Nedeau, Mr. Hayes, Reetz and Bell in favor. Mrs. Hayes and Mr. Danylik abstained due to their absence at the previous meeting.

**IV. 17/18 Municipal Operating Budget Development & Review:** The Town Manager notified the meeting that he and Mr. Reetz had just returned from a County Commissioners meeting convened to consider establishing a detox and recovery center in Alfred. He reported that the proposal had been well received and that if the facility were opened, Arundel would be assessed an additional \$3,700 in the County Budget.

- a. **13-01 Fire Department** (Proposed \$262,627), **13-03 Call Company** (Proposed \$26,754), **13-04 FF/EMT Per Diem** (Proposed 284,584), **Capital Budget** (Proposed \$104,600): Mr. Hayes asked the Fire Chief if there were any major issues he wished to address in the proposed budget. The chief stated that although there were no major changes, he would like to start purchasing 3 to 5 sets of turnout gear per year to replace existing outfits, at a cost of \$4,000 per outfit. He also suggested supplying a personal air mask along with the turnout gear at a cost of \$250.00 per unit. Mr. Danylik asked about the disposition of personalized gear when employees left the department. The Chief replied that the department kept the gear in the hope that it might fit a future employee. In response to a question from Mr. Reetz, the Chief said the equipment was included in the budget under Tools & Equipment.

The Town Manager stated that it was the feeling of the Fire Chief that the full time pay scale in Arundel might be somewhat lower than surrounding towns and that he intended to do an analysis of this situation. The Chief noted that the Building Maintenance budget had increased somewhat due to rotted trim boards, the ventilation system, and possible roofing problems. The Town Manager stated that since there were currently no leaks in the roof he had budgeted for funds to be set aside starting in 2020, estimating that a new roof would cost in the vicinity of \$45,000. A brief discussion followed on the pros and cons of a steel roof versus a shingled roof. Mr. Danylik suggested setting up a reserve account for the roof immediately. Mr. Trefethen suggested first getting a more specific figure on what the cost would be. The Chief also raised the possibility of painting some of the clapboard siding or replacing it with vinyl. Mr. Nedeau said he would take a look at the siding to evaluate its condition.

The Chief said that there had been an increase in Rescue Supplies which would no longer be supplied by the hospital, but would probably be purchased through the hospital. The Town Manager noted that the

rescue supplies budget had been increased by 10% as a result of this change. Mr. Reetz noted the decrease in Workers Comp expense. Mr. Trefethen stated that he had just received new figures for Workers Comp and that the figure presented to the meeting would undoubtedly change.

The Chief raised the possibility of raising the pay scale for the Volunteer Call Company. Mr. Reetz noted the reduction from \$30,000 to \$18,000 and enquired how many individuals were involved. Mr. Trefethen said the number fluctuated between twelve and fifteen. The Chief noted that although full time and per diem employees had received wage increases in recent years, the Call Company had not. There followed a lengthy discussion of pay scales and the difficulty of attracting qualified personnel for both Volunteer Call and Per Diem employment. Discussion included the possibility of regionalization and/or privatization. The Chief stated that the proposed budget included a fifty cent increase for Per Diem employees.

In reviewing the Capital Budget, the Town Manager stated that Engine 301 would need to be replaced in 2021, based on an anticipated thirty year life. He noted that the Chief would like to replace the unit with a rescue-pumper, and recommended increasing the reserve amount from \$50,000 to \$75,000 in 2018 to provide for adequate funding. The chief stated that he had reservations about Engine 301 lasting until 2021 and recommended an earlier replacement time. After some discussion, it was generally agreed that should the engine die prematurely, the department would be able to get by with its remaining vehicles until a replacement could be procured. Mr. Labbe suggested making Engine 303 the primary use engine in order to extend the life of Engine 301. The Town Manager also explained that the Chief would like to replace Engine 303 and Tanker 312 at some point with a single tanker-pumper unit, thereby reducing the number of vehicles from three to two.

Mr. Trefethen notified the meeting that the standby generator for the Fire House was becoming obsolete and parts were increasingly difficult to procure. He had therefore included a total of \$7,000 to be set aside between 2018 and 2020 for replacement. Mr. Reetz suggested stockpiling some of the parts prone to failure to try to extend the life of the unit.

The Fire Chief reviewed the need to periodically upgrade extrication tools, and explained the need to acquire air bags which the Department currently does not possess. Mr. Danylik raised the possibility of purchasing air bags immediately, if this was something that the department needed, rather than budgeting the item over five years. Mr. Labbe suggested increasing the annual budget for bags to \$1,550 which would enable the department to buy one bag per year. The Chief then reviewed the need to start replacing nineteen air packs the department uses which are now selling for approximately \$7,000 per unit. Mr. Hayes suggested increasing the annual allocation for air packs to \$21,000 which would allow the department to purchase three units per year. The Town Manager reviewed the possibility of using funds from the Utility TIF for replacing needed equipment. The Chief stated that a UTV might be available from the Kennebunk Fire Department at minimal cost.

There was a brief discussion of ongoing problems with the overhead doors at the Fire House, after which the Chief departed the meeting.

- a. **11-01 Board of Selectmen** (Proposed \$11,639), **11-02 Planning Board** (Proposed \$9,549), **11-03 Board of Appeals** (Proposed \$616), **11-04 Professional Services** (Proposed \$81,071): The Town Manager stated that with the exception of a slight increase in the Miscellaneous item the Board of Selectmen Budget remained unchanged from the previous year.

Although the Planning Board Budget was unchanged from the FY 16/17, there was a short discussion about the amount of the Advertising & Printing item.

The Board of Appeals budget was also unchanged from the previous year.

The Town Manager reviewed the Professional Services budget, noting that the only significant increase was for mapping which had not been updated since 2014. He stated that the Tax Assessor had received a price of \$1,505 from Vision Software which would enable the general public to access tax cards on-line. It was generally agreed that this item should be included in the proposed budget. Mr. Danylik questioned the need for budgeting \$40,000 for Legal, and after some discussion about the impact of recent marijuana legislation, the Town Manager agreed to consult with the Town Attorney to see if this expense might be reduced.

- b. **12-03 Town Hall Operations** (Proposed \$93,622), **12-04 Planner/CEO/Assessor** (Proposed \$232,298), **12-05 Administration** (Proposed \$339,535): The Town Manager noted that the Town Hall Operations budget was slightly less than for FY 16/17. He stated that there was some question on heating expenses which possibly could result in an additional decrease.

Mr. Trefethen reviewed the Planner/CEO/Assessor budget, noting that the increase was attributable to salary and related items such as taxes, retirement and health insurance. Mr. Danylik questioned the proposed amount for Dues & Subscriptions, which the Town Manager said he would continue to monitor. Mr. Labbe asked if overtime was a significant component of Salaries. Mr. Trefethen stated that overtime was primarily incurred by the Town Planner because of the number of evening meetings and site walks which were part of his job.

There was further discussion about Fire Department equipment requirements and operating and purchasing procedures.

Mr. Danylik suggested simplifying the final budget approval process and his suggestion was well received.

**V. Establish additional meeting schedule:** The next meeting was scheduled for Wednesday, 1st February at 7:00 pm with the intent to cover the Public Works, Transfer Station and Recreation Budgets.

**VI. Other Business and Adjournment:** There being no other business, Mr. Bell moved to adjourn the meeting, seconded by Mr. Nedeau, and the meeting was adjourned at 9:09 pm.

*I hereby certify that the above is a true and accurate record of the Budget Board meeting of January 18th, 2017.*

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*John Bell*  
*Secretary, Budget Board*