

Town of Arundel
Joint Meeting of Board of Selectmen and Budget Board
Minutes
Wednesday 1st February, 2017
Mildred L. Day School Library
600 Limerick Road

Members in Attendance:

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

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

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

II. Approval of Agenda: The Town Manager noted that Approval of the Minutes of January 14th 2017 had not been included in the Agenda and suggested adding this to Item II, Approval of Agenda. Mr. Reetz stated that he had received feedback from the previous meeting which he would like to pass on to the meeting. Mr. Hayes agreed to include this under Item IV, Establish additional meeting schedule. Mr. Nedeau moved to approve the agenda as amended. Mr. Labbe seconded and the motion passed unanimously.

Mr. Bell noted that the Minutes of the Meeting of February 18th, 2017, had been amended to show that Chairman *Shawn* Hayes had called the meeting to order. Mr. Reetz moved to approve the minutes as amended. Mr. Nedeau seconded and the motion passed unanimously with the exception of Mr. Dubois, Ms. Moore, and Mr. Raymond who all abstained due to their absence at the previous meeting.

III. 17/18 Municipal Operating Budget Development & Review

- a) **15-01 Public Works, 20-01 Road Construction, 20-01 PW Capital Reserve:** The Town Manager noted that the PW Operating Budget was up 1.8% over the previous year. He stated that maintenance for one additional traffic signal would need to be budgeted for the coming year but said the light was of a new design which should be reasonably trouble free. Ms. Hayes noted a safety problem with the alignment of the lights on Route 1 at the intersection of Limerick Road. Mr. Trefethen stated that State Representative Perry had taken pictures of the lights and forwarded them to the DOT to see if they could be modified in any way. Mr. Taschereau expressed doubt that DOT would take any action. He stated that Mitchell Electric from Scarborough had attempted to adjust the lights in the past.

Mr. Dubois suggested looking into replacing existing street lights with LED units to reduce the electrical expense. The Town Manager stated that he would look into whether the street lights were owned or leased by the Town, and what might be available for replacement units.

After some considerable discussion about the budgeted amount for Workplace Safety, Vehicle Fuel expense, and Building Maintenance, it was generally agreed to accept the proposed PW total budget of \$700,534, but that the Town Manager would make adjustments in line items, offsetting increases in Building Maintenance and Workplace Safety with a decrease in Vehicle Fuel expense.

The Public Works Director notified the meeting that a dispute with the State over the recently completed bridge project had been resolved, and as a result the Town could expect payment of \$95,000 from the State, which would supplement approximately \$45,000 currently in the Road Projects Sweep account. Review of the five year plan presented by Mr. Taschereau included discussion pertaining to Curtis Road, Proctor Road, and Limerick Road. Mr. Dubois suggested trying to move forward the schedule for improvements on Proctor Road. Discussion followed of the pros and cons of snow plowing vs. salting.

Mr. Reetz asked the PW Director about his confidence level in estimating the cost of road improvements up to five years in the future, which led to a discussion of how to structure the upcoming RFP for paving in order to obtain a one year contract with an option to renew for up to five years, similar to the existing contract.

Mr. Taschereau briefly addressed capital equipment requirements, which he noted include no truck replacements in the foreseeable future. He stated that the Capital Reserve account was presently at about \$72,000. Mr. Dubois stressed the need for a five year plan for capital equipment replacement. After some discussion it was generally agreed to maintain the Capital Equipment Reserve amount at \$50,000.

- b) **17-01 Transfer Station:** The Town Manager noted that the Transfer Station budget was somewhat lower than last year because no canister repairs were anticipated for the coming year. Mr. Taschereau reviewed maintenance requirements for the compactors at the Station, noting that a reduction in maintenance costs could only be achieved by making three phase power accessible and this was obviously not affordable.

Mr. Hayes asked the PW Director about the condition of the Recreation Department Bus and was told that it should be serviceable for a few years. Mr. Dubois noted that the Bus Reserve account should be sufficient to replace the existing unit in three to five years, and mentioned the possibility of acquiring an RSU21 bus scheduled for retirement during that time frame. This concluded the review of the Public Works budgets and Mr. Taschereau and Mr. Merrill left the meeting.

- c) **18-01 General Assistance:** Mr. Trefethen notified the meeting that the Social Services Administrator was unable to attend the meeting due to a bout of pneumonia. He stated that he had planned to reduce the Welfare Direct Aid account, but on the advice of Ms. Lank left it unchanged pending additional information about the State General Assistance Budget. Ms. Moore noted that the only other changes in the budget were salary related, primarily Health Insurance.

The Town Manager notified the meeting that he had contacted the Town Attorney, as recommended at the previous meeting, and as a result of that conversation was able to reduce the 11-04 Legal account by \$10,000. He also stated that he had included \$7,250 to cover GIS mapping and Vision software as discussed at the last meeting. Mr. Reetz commented that he thought there might be other costs involved in acquiring the GIS and Vision software and requested that the Town Manager review this proposal with the Assessor.

Mr. Trefethen stated that he had been approached by a member of the Planning Board regarding increasing the pay per meeting for Planning Board Members and stated that the current pay scale had been in effect since 2008. Mr. Reetz commented that this was the same subject that he had intended to address and suggested that a small increase might be possible within the scope of the present budget. After some discussion the Town Manager offered to check with surrounding municipalities to see what

was being paid in those towns.

Mr. Danylik suggested that the meeting provisionally approve those budgets which had been generally agreed upon and moved to provisionally approve the 11-01 (Board of Selectmen), 11-03 (Town Committee), 11-04 (Professional Services), 12-03 (Town Hall), 12-04 (Town Planner), 15-01 (Public Works), 17-01 (Transfer Station), 18-01 (General Assistance), 20-01 (Road Construction), and 21-01 (Public Works Capital Equipment) budgets. Ms. Hayes seconded and the motion passed unanimously.

The Town Manager reviewed the possibility of purchasing certain safety equipment for the Fire Department through the utility TIF, and offered to send a copy of the Fire Department 5 year plan to those members who had not received it at the last meeting. He then asked the Boards for their views on hiring an additional patrol officer. After discussion, Mr. Trefethen agreed to contact the Sheriff's office for a more comprehensive set of crime statistics, which might reflect the trend in criminal activity.

Mr. Reetz notified the meeting that no figures were currently available for the school budget, but that the RSU21 Finance Committee would be meeting Wednesday, Thursday and Friday next week, February 8th, 9th and 10th.

IV. Establish additional meeting schedule: The next meeting was scheduled for Wednesday, February 15th with the intent to cover the 1400 Miscellaneous Services accounts, the 19-01 and 19-03 Recreation accounts, the 1200 Town Hall Administration accounts and 1300 Fire Department accounts.

V. Other Business and Adjournment: Mr. Dubois moved to adjourn, seconded by Mr. Bell, and the meeting was adjourned at 8:55 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 February 1st, 2017.

John Bell
Secretary, Budget Board