

**Town of Durham
Board of Selectmen
Budget Workshop Minutes
January 17th 2017**

Call to Order: Vice Chairman Hall called the meeting to Order at 6:05 p.m.

Members Present: Vice Chairman Sarah Hall, Selectman Mark Blake, Selectman Michael Stewart. Chairman Jeffrey Wakeman and Selectman Joshua Libby excused.

Quorum: Vice Chairman Hall announced a Quorum had been met with three (3) members present.

Also Present: AA/TA Ruth Glaeser, Secretary Jill Toher.

Residents Present: None.

Administration Budget: AA/TA Glaeser presented the Administration Budget noting that there are detailed explanations for items that require same.

For the Selectmen, who haven't had an increase in a number of years, she increased each Selectmen's pay by \$50.00 per month or \$25.00 per meeting, including the Chairman. The Meetings Secretary is based on sixteen meetings at eight hours each.

The Town Check and Depot Tax Collector/Treasurer's Salary is based on 52 weeks. Amount allocated for raise pool is separate and will be distributed after the 2017 Town Meeting.

Codes Official Paul Baines has requested an hourly increase from \$22.00 per hour to \$26.00 per hour based on what other towns are paying. His request represents a 20% increase and he would not be included in the raise pool this year. The Town's income is up 39% this year based on fees generated from the Codes Official's office. Vice Chairman Hall opined that this request "might be a difficult sell." She also asked whether creating a separate department for Codes would create additional costs to insurances including worker's compensation. AA/TA Glaeser stated not to her knowledge. A brief discussion followed.

Codes Official Baines also would like Codes to become a separate department answering directly to the Selectmen instead of AA/TA Glaeser.

Vice Chairman Hall asked whether the Meetings Secretary would be asked to cover the Comprehensive Plan Committee meetings and AA/TA Glaeser stated they have their own secretary who is a member of the Committee.

Support and Benefits: AA/TA Glaeser referred the Board to a letter in the packet from Debbie Bridges from MMA, along with AA/TA Glaeser's computations for different split levels.

AA/TA Glaeser stated keeping the insurance at an 80/20 split represents \$3.40 per \$100,000.00 valuation or \$6.80 per \$200,000.00 valuation. She suggested grandfathering the current employees at the current split rates.

She also advised that MPRS is at 7% for the employer this year and the employee will be between 8% to 8-1/2% this year.

A very lengthy discussion followed regarding allocations for insurances for individuals, employee and spouse or employee and family. The hit to each employee would be literally astronomical as it compares to the cost to the Town.

Insurance: AA/TA stated she has the bill for the first half of 2017 and added in a 5% increase for the second half. Worker's Compensation was underspent last year due to a dividend, which does not occur every year.

Computers and Networking: AA/TA increased the request in the computer hardware line by \$500.00, due to the fact that vehicle registrations are going to need be printed by a dedicated lazer printer which will need to be purchased.

AA/TA Glaeser does not anticipate purchasing any miscellaneous software this year. However Trio rates have increased by approximately \$600.00 which was expected. The equipment lease for the copier remains about the same.

Operational Expenses: The amount requested for Publications is \$1,800.00. This is for the MUBEC and related publications that were budgeted last year but were not available for purchase. AA/TA is allocating \$150.00 for furnishings and equipment in the event something unplanned happens. AA/TA Glaeser is budgeting \$4,200.00 for office supplies which is a \$500.00 increase over last year's request as the actual amount spent for 2016 was \$4,272.00.

Selectmen's Discretionary Fund: The request remains the same.

General Services: AA/TA Glaeser presented an overview of general services as follows: she scheduled two propane deliveries; phone costs are down since moving to a new telephone carrier; for maintenance and repairs, she has one propane service scheduled. FICA and Medicare are for the janitor. The janitorial line has been increased due to the fact that cleaning supplies are also being used at the DPW offices. Security is the same as last year. Selectman Blake suggested that the maintenance and repair line for the propane system be increased by \$500.00 as the system is getting older and the system needed repairs last year. The remainder of the Selectmen concurred.

Electricity: AA/TA Glaeser has added 5% to the electric costs for town buildings including street lights due to an anticipated rise in rates.

Union Church: The Security Service amount remains the same. AA/TA Glaeser has requested a 5% increase for electricity and telephone expense has decreased by \$215.00 since switching over to Fairpoint.

Election Services: The payroll account has been sliced back to pre-Presidential Election figures and the election expenses have also decreased to \$1,500.00 as no new booths or equipment purchases are anticipated. FICA and Medicare are predicated on the payroll line.

Professional Services/Personnel: AA/TA Glaeser has requested \$8,000.00 for legal, which is a \$4,000.00 decrease from last year due to the fact that no monies are being allocated to the County Lawsuit. The Legal line also includes monies for the TAN. The remainder of the budget lines, Audit Expense, MMA Dues, AVCOG/GPCOG dues contain fixed amounts billed.

Office Expenses: Dues/Training/Mileage request is \$6,000.00, which is \$140.00 less than last year's request. Tax billing budgeted amount is \$2,000.00 which should cover any new billing accounts for the Town. Town reports and printing has been transferred to Telecommunications. The amount for leins and discharges, \$3,300.00 is based on last year's actual expenditure of \$3,266.00. The postage request has increased to \$4,300.00 based on last year's actual expense of \$4,240.00, as most legal mail needs to be sent by certified mail – return receipt requested, which is very expensive. The request for advertising is \$1,400.00, based on last year's expenditure of \$1,385.00.

Vice Chairman Hall noted that the overall Administration Budget went up less than ½ of one percent.

Administration Capital Budget: AA/TA Glaeser stated the Town Office has been ignored for quite some time and although she budgets \$800.00 for painting, that \$800.00 will only buy the paint. She also stated that recently some unplanned repairs needed to be made and the money was used for that.

She is requesting \$5,000.00 to have the Town Office painted, and \$20,000.00 to have the Town Office renovated. The Codes Official has brought forward several plans forward to create an office for Codes, and AA/TA Glaeser's request is for a modest renovation.

AA/TA Glaeser is requesting \$11,000.00 for the roof, based on a rough estimate. She stated that the building has not been roofed since it was built in 1985.

AA/TA Glaeser is requesting \$14,000.00 be allocated for an air conditioning/heating system as the current system's air conditioning mode is failing. She is looking at getting two A/C-Heat pumps installed, one for each side of the building.

She further stated that any monies not spent will go back in to that particular fund from which they were allocated. She assured the Board that each component would go out to bid to ensure the Town gets the very best price. Selectman Blake opened a conversation regarding the roof. The Board reviewed the roofing estimate in the budget packet which was somewhat vague.

AA/TA Glaeser stated there is currently \$39,652.00 in the Municipal Building Account which has been accruing interest and the remainder, \$10,348.00, would come out of the Town Office Reserve account.

Animal Control: AA/TA Glaeser raised the stipend by \$500.00 and lowered the mileage to zero dollars so that the Animal Control Officer will not have to track mileage. She is allocating \$100.00 for training, should any be needed. The contract with Coastal Humane Society remains the same for the upcoming year.

AA/TA Glaeser stated there were some monies left over in supplies and that was to be used for rabies shots, which were never requested.

She stated that per Mike Stewart's request, all dog license late fees, \$1,559.00, have been posted directly to Animal Control Account.

Assessing: AA/TA Glaeser stated the contract remains the same but she has added \$100.00 split between transfer of deed copies and postage/office supplies.

Cemeteries: The Cemetery Committee has requested \$500.00 to handle some minor repairs at Bradbury Mountain Cemetery. AA/TA Glaeser adjusted flags down by \$50.00 and allocated \$100.00 leftover from last year's designated funds.

Conservation: The Amount requested, \$2,150.00 is the same as last year. The Dues line is for \$50.00 for the Androscoggin Land Trust and \$50.00 for the Royal River Trust. During the discussion, it was noted that there are only two members presently and the Town should advertise for additional members.

Eureka Community Center: AA/TA Glaeser stated that the heat was changed to propane which should save about \$1,000.00 and since no major projects are scheduled for the upcoming year, the repair request is \$1,200.00. Rental fees totaled \$540.00.

Parks and Recreation:

Runaround Park and Dam: The request of \$1,000.00, reflects a decrease of \$2,400.00 in sanitation as the new privy only needs pumping twice a year. The amount allocated for park maintenance is \$400.00, which is \$200.00 over last year's request. Park mowing and plowing has been transferred to the DPW.

River Park: The amount requested \$180.00 is the same as last year.

War Memorial Park: The amount requested, \$5,340.00 includes \$5,000.00 for the gazebo and \$340.00 for flags.

Parade: The amount requested, \$1,000.00 remains the same.

Recreation: The amount requested to date is: \$6,350.00 is broken down as follows: Tri-Town Penguins - \$1,100.00; Boosters - \$3,750.00; Youth Baseball - \$1,500.00.

Planning/Appeals/Comprehensive Planning/Historic District:

The Comprehensive Planning Committee is requesting \$7,700.00 broken down as follows: \$1,700.00 for public meeting facilitation; \$5,000.00 for GPCOG support; \$300.00 for supplies; \$200.00 for advertising and \$500.00 for postage.

The Historic District Commission is requesting \$1,150.00 broken down as follows: \$500.00 continued Ordinance training; \$150.00 Maine preservation Commission meeting; \$350.00 to initiate Historic District Commission outreach program; \$150.00 for postage and documents fees.

For Planning and Appeals Boards most budget request lines have decreased based on last year's experience or the requests have remained the same. Personnel salary lines are based on twelve Planning Board meetings and four Ordinance meetings making the actual request \$775.00 less than last year.

Income from Planning Board fees totaled \$1,000.00 and Appeals Board fees realized \$280.00.

Solid Waste: This year there are two bidders for the next contract. Pine Tree Waste and Tice Sanitation. Pine Tree Waste's bid for 2017 is \$200,217.59 which is an increase of 2.58% over last year. Hazardous waste facility and septage amounts remain the the same as last year.

Tice Sanitation has submitted a bid of \$193,795.09 which is \$1,394.91 less than the Town paid Pine Tree Waste last year. During the conversation that followed, it was noted that Tice was asked to come back to a Selectmen's meeting after the bids were opened to clarify several items including bulky waste day, but no representative has returned.

It was the general consensus of the Board to invite both bidders to the 2017 Town Meeting to answer resident's questions.

Telecommunications Committee: The amount budgeted for Personnel. \$20,661.00 is \$2,396.00 more than requested last year. The increase is primarily due to adding a Meetings Technician due to increased meeting activity and the raise pool. Support and benefits is based on the Salary lines.


Operating expenses remains somewhat fluid as the Committee is in the process of setting up a new website which will include outside IT support, purchasing a computer laptop and flat screen televisions for the Town. Some of the monies will come from the Grant balance which is \$6,697.00. In addition, Chairman Leighton suggested that the Telecommunications Committee take over paying for e-mail accounts for the various Boards and Committees. Current estimate is fifty e-mail accounts at \$3.00 each. Also pending is the possibility of adding a quarterly newsletter which would be printed and mailed to residents.

Last year the revenue received from franchise fees was \$41,000.00 and the current proposed budget is \$36,837.00, which will be subject to change.

It was decided that the Board will review the proposed DPW budget next Tuesday, which will include a discussion about looking into hiring a new person next year.

Adjournment: Vice Chairman Hall Announced the Budget Workshop concluded at 7:05 p.m.

Respectfully submitted,


Jill S. Toher,
Meetings Secretary