

**Board Of Selectmen
and
Durham Budget Committee
Joint Meeting Minutes – As amended 2/25/14
February 20th 2014**

Call to Order:

Budget Committee Chairman Milton Simon called the meeting to order at 6:00 p.m.

Members Present:

Chairman Milton Simon, Vice Chairman Terry Kirk, Charles Pollock, William Morrill, Roy Wenger, Benjamin Love, Kevin Nadeau, Jeanne Sanders..

Selectmen Present: Chairman Jeffrey Wakeman, Vice Chairman Deborah Larrabee, Selectman Sarah Hall, Selectman Barry Baldwin. Selectman Joshua Libby excused.

Also Present:

AA/TA Janet Smith. Road Commissioner Shawn Bennett. Meeting Secretary Jill Toher excused. Meeting provided to Secretary via DVD.

Establishment of a Quorum:

Chairman Simon announced a quorum has been met with all members present.

Public Comments: None.

Approval of February 20th 2014 Meeting Minutes:

William Morrill moves to approve the Minutes of February 18th 2014. Vice Chairman Terry Kirk Second. Motion Carried.

ROADS BUDGET: Road Commissioner Shawn Bennett presented a short You-Tube clip on pavement preservation and maintenance of roads plus a Power Point Presentation depicting the condition of every town approved road in Durham, what is recommended for maintenance and up-keep of each road, reconstruction where necessary along with a maintenance, and repair time line.

The Road Commissioner stated that many of Durham's Roads were not properly constructed, evolving literally from cow paths. He presented a guideline for each type of repair along with an estimated cost for each per mile.

Road Commissioner Bennett said it is his intention to have separate handouts available for residents at the April Town Meeting.

The Road Commissioner advised that there are approximately eighteen (18) miles of roads in Town that need to have some or all portions reconstructed with an estimated cost of over seven million (\$7,000,000.00) dollars. Road Commissioner Bennett reported he met with the Fire Chief for his input as well.

Budget Chairman Simon asked for clarification on what portion of the proposed Roads Budget is on an eight month cycle and which is on a twelve month cycle. Items presented on an eight month cycle include fuel, compensation, utilities, etc.

Selectman Chairman Jeffrey Wakeman pointed out there is a separate department budget for the remaining portion of the plowing contract.

Kevin Nadeau asked the Road Commissioner how much "fluff" is remaining in the Roads Budget after the Selectmen's cuts. Road Commissioner Bennett stated there is no "fluff" remaining. The Road Commissioner further stated that once the Roads Department has a full year under their belt, next year's budget will have more known costs. A general discussion followed.

Selectman Baldwin stated that when the Selectmen were working on the budget request with the Road Commissioner, he misunderstood the information that was given to him. Subsequent to that meeting, he received further clarification. Selectman Baldwin asked to revisit this item at the next Selectmen's meeting and return the one hundred (\$100,000.00) dollars he deducted from paving by Motion. It was the general consensus of the Board to Table this discussion until the joint meeting with the Budget Committee. Selectman Baldwin stated that even spending two hundred (\$200,000.00) dollars on paving, the roads budget is well below what has been spent in the previous year.

Personnel:

Road Commissioner Salary: Chairman Wakeman stated that the proposed figure is on the high side as the Selectmen have not completed negotiations with Pownal. Chairman Wakeman assured the Budget Committee that the proposed amount would not go over the current requested amount.

Selectman Chairman Wakeman stated the labor line includes a foreman/operator, mechanic/operator and two truck driver/laborers starting in mid-April, costs for a third truck driver/laborer starting in August, 2014 is also included (if it is deemed necessary), and four part-time plow drivers would start at the end of 2014. A discussion followed which clarified the reasoning behind how the proposed hiring would take place. The labor line includes a part time position, approximately three hours a week at a much lower pay rate dedicated to picking up trash and tidying up the park areas. Chairman Wakeman stated this is not a new position but rather one that is currently being paid from another department.

AA/TA Smith stated the budgeted amount for labor is predicated on a forty (40) hour week with two (2) hours of over time built in to create an over time pool when plowing starts. Computations were based on thirty-five (35) weeks giving an allowance for seventy (70) hours of overtime available to each position. Over time is based on an employee actually working forty (40) hours in one week. Selectman Chairman advised that it would be the employee's choice as to whether they receive over-time pay or comp time for any additional hours over forty (40) worked in one week.

A lengthy discussion regarding how to manage and keep payroll to the requested amount as well as safety factors of working exceptionally long work days.

Support and Benefits:

Chairman Wakeman stated the proposed budget figures in Support and Benefits are predicated on the salary/labor line. Insurance offered for these positions currently is at a rate of 80/20 and includes a family package. Budget member William Morrill asked the Selectmen to consider in the future offering a 70/30 insurance plan. Chairman Wakeman stated the Selectmen will take this request under advisement.

General Roads:

Road Commissioner Bennett stated he changed the definition of line #19 from Laptop to Technologies in order to include a fleet maintenance software package and include monies for any issues that may arise with the computers including the set-up of a computer in the maintenance garage.

Professional Services would be used should a surveyor be required to locate pins or provide survey services.

Road Commissioner/Transportation: No figure has been budgeted as this item is included in negotiations with the Town of Pownal. Chairman Wakeman suggested going with the figure from last year, five thousand seven hundred seventy-five (\$5,775.00) dollars.

Communications (Previous Vehicles/Equipment): There are fourteen existing radios that need to be maintained and includes having two units installed. Newly purchased vehicles include monies for radios. A discussion followed.

Fuel Account: The Road Commissioner stated he did some further crunching of the numbers and amends his request down to twenty seven thousand (\$27,000.00) dollars, due to the fact that fuel consumed between May and December he projects will be significantly less. Also, Town vehicles will be fueled on site at the garage.

Equipment Maintenance: Road Commissioner Bennett stated that this includes all preventative maintenance as well as monies for equipment repairs. The budget request is based on eight months with the consideration that a number of pieces of equipment are new and include warranties. He stated he projects next year's figure in the mid-sixties range.

Rental Equipment: This line includes rental of the road side mowing machine, the sweeper and five thousand (\$5,000.00) dollars should equipment such as a roller and other equipment that would be used for compaction and a jack ram hammer attachment which would be used to break up ledge..

Utilities – Propane/Electricity/Phone: Road Commissioner Bennett he based his request from actual figures supplied from the owner of the facility that the Town is purchasing as well as actual figures from the Town trailer and salt shed. His request is based on eight months with a fifteen (15%) deduction as usage will begin during the summer months.

Monitor Installation: No monies are requested as the Monitor was previously installed.

Shed Maintenance: This line is being changed to Facility Maintenance as it will encompass all Town owned buildings and that includes overhead door maintenance and general building upkeep,

Dumpster Service: The dumpster service is per contract. Budget Vice Chair Kirk asked why this couldn't be included in the town pick-up contract. AA/TA Smith advised that the Town contract is for residential waste only and a special truck with forks is needed to service the dumpster.

Signs: The requested amount has been reduced by one thousand (\$1,000.00) dollars as all private way signs were changed in 2013. The amount requested covers twenty complete replacements, although most often only some portion of existing signs needs replacing. The Road Commissioner advised that all signs must meet Federal regulations, so as signs require replacing, the new sign is brought up to MUTCD regulations. Private road signs that need replacing will need to be supplied by private road owners and installation will be performed by the Roads Department.

Minor Equipment: Minor equipment is for shop tools and other items that break, chain saw repairs, etc., as well as asphalt saw blades that run about two hundred fifty (\$250.00) dollars each. A brief discussion followed.

Supplies: This request includes disposables such as grade stakes, shop and personal cleaning supplies, and other consumables such as welding rods, etc.

Uniforms: This request is based on the recommendation of the Personnel Committee. This request includes the purchase of approximately one thousand two hundred fifty (\$1,250.00) dollars for cold weather gear. It is anticipated that this type of gear will only need to be replaced on a three to five year basis. The Town will supply upper body wear with the Town logo and monies for OSHA regulated footwear.

Striping: No monies are budgeted for this item,

Training/Professional Development: Monies requested will be used so employees can receive the training necessary to receive certifications for their job description.

Safety Equipment: This request includes hard hats, safety flags, road cones, barricades, shop safety items, etc. Road Commissioner Bennett advised that he will be applying for safety grants which will help off-set some of the safety equipment required.

MAINTENANCE and REPAIRS:

Sand/Gravel/Cold patch: Budget Vice Chairman Kirk asked what goes into determining which entity the Town uses to purchase these items. The Road Commissioner advised he gets prices from several providers and negotiates and/or uses the GPCOG (Greater Portland Council of Governments) purchasing pact. A brief discussion ensued.

Culverts/Drains: The amount requested allows for allows for seventeen crossings, eighteen inch culvert and/or eleven crossings with a twenty-four inch culvert. The Road Commissioner stated he based his request on the Town's needs.

Paving: The Road Commissioner stated his original request was two hundred thousand (\$200,000.00) dollars based on repair and/or re-paving between three to four miles per year. Correctly done, the work would be good for approximately ten years. The Road Commissioner advised that spending approximately two hundred thousand (\$200,000.00) dollars over the next three years should get the Town caught up on needed work.

A very lengthy discussion followed. Selectman Baldwin reiterated his misunderstanding of the figure sought when he made his motion to cut the request in half and apologized.

Budget Vice Chair Kirk asked for clarification of the percentage in the dollar amount requested. Charles Pollock suggested that this item be settled on at the Town Meeting. A very lengthy discussion followed.

Selectman Baldwin reiterated that when he made the Motion in the Selectmen's meeting that he made an error and wants the original figure of two hundred thousand (\$200,000.00) to stand.

Chairman Wakeman stated that the Selectmen will make a final vote on each article and at that time it is possible for the Selectmen to change the amount voted upon. Vice Chairman Larrabee stated that she voted "no" because approving the Road Commissioner's request would allow the Road Department to correctly complete a repair on approximately 1.7 miles of road. The question was raised as to what the consequences would be if the Budget Committee supported spending only one hundred thousand (\$100,000.00) dollars.

The Road Commissioner advised that spending only one hundred thousand (\$100,000.00) dollars will not even get one mile of road completed. He did state that he will have to work with whatever is voted upon on the Town floor.

Sealing: The Road Commissioner is changing the description of this line to road surface improvements, The amount requested will cover both chip and crack sealing to keep moisture from permeating the roads. Doing this can add five to seven more years to the life of a road.

Projects: Zero dollars is requested.

Erosion Control: This item funds grass seeding, erosion blankets, mulch hay as well as dust control on some of the gravel roads, etc.

Guard Rails (Brickyard Hill Road): Zero dollars is requested as project was completed.,

Grading: Zero dollars is requested.

Road Surveys (ROW): Zero dollars is requested.

Tree Cutting: Road Commissioner Bennett stated that the six thousand (\$6,000.00) dollars requested has already been spent due to the December, 2013 and January, 2014 ice storms.

William Morrill asked whether separate janitorial services would be required to keep the DPW buildings clean. The Road Commissioner advised that cleaning would be an included part of the employees rotation.

WINTER ROADS:

SAND: The Road Commissioner is budgeting for 2,500 cubic yards, and will combine his request with Pownal's needs in order to get better pricing. A brief discussion followed regarding the quality of product.

Salt: The Road Commissioner and the Board reduced the amount requested by twenty-five thousand (\$25,000.00) dollars, as the budget year ends on December 31st 2014.

Selectman Vice Chairman Larrabee asked about the use of brine and if mandated by the State, what might be the costs incurred. The Road Commissioner stated he would estimate the cost for a brine spreader to be somewhere between eight to fourteen thousand dollars. He further stated that the use of brine would decrease the amount of salt needed as well.

Liquid Deicers: The Road Commissioner stated that liquid deicers triggers a reaction from the salt causing less splatter of the salt granules plus it increases the effectiveness of salt to a much lower temperature.

Plow Blades: The Road Commissioner stated that this request covers the repair and/or sharpening of snow plow blades. He estimates using two sets per truck per year.

Winter Equipment Maintenance: This includes maintenance on the winter portion of the trucks.

Weather Technology: Road Commissioner Bennett stated he uses a contracted winter weather service which aids in decision making regarding how the precipitation is targeted to accumulate along with detailed weather analysis during the storms.

Vice Chair Kirk asked if this information could be shared with the Fire Department, EMA, etc. the Road Commissioner advised he is currently sharing this information with the Fire Chief. The Road Commissioner advised that the technology costs five hundred (\$500.00) per year and includes the purchase of two infra-red thermometers for the plow trucks which measures both the air temperature and the temperature of the asphalt.

BUDGET COMMITTEE RECOMMENDATIONS:

MOTION #1: Budget Vice Chairman Terry Kirk Moves to accept the budget as presented with some changes:
add \$5,775.00 to line #21, reduce the fuel line to \$27,000.00 and add \$29,225.00 to the \$100,000.00 paving line. Kevin Nadeau Second.

Discussion: William Morrill suggests that another \$50,000.00 be added in addition to Vice Chairman Kirk's motion. A discussion followed. It was noted that the Road Commissioner would still retain the ability to move monies from line to line in his budget as needed. Budget Committee member Kevin Nadeau stated he felt that the entire roads proposed budget is very conservative compared to what the Town voted to spend on a Roads Department last year.

Budget Chairman Simon suggested that the level of health insurance, including covering families, be lowered and whatever money is realized from reduced health benefits be added to the paving line. A lengthy discussion including "grandfathering" in regard to the parameters of health insurance followed.

Charles Pollock suggested cutting line #28 by \$2,000.00, line #33 by \$1,000.00 and line #35 by \$800.00 and add \$3,800.00 more to the paving line as well. He further pointed out that monies for the Roads Department are being taken from URIP and Auto Excise.

General discussion continued.

Motion Tabled:

MOTION #2: Budget Chairman Milton Simon Moves to take \$87,852.00 from URIP and \$656,818.00 from Auto Excise for a total Roads Budget of \$744,670.00.

AA/TA Smith advised that the remaining monies in the Auto Excise Account, \$39,160.00, would go to defray the balance due on the Winter Roads Plowing Contract.

Budget Chairman calls for a vote.

In Favor: Four (4) votes.

Opposed: Four (4) votes.

Motion Fails.

MOTION #3: Benjamin Love Moves to take \$87,852.00 from URIP and \$656,818.00 from Auto Excise and raise \$50,000.00 for a total of \$794,670.00 Jeanne Sanders Second.

Discussion: None.

Budget Chairman calls for a vote.

In Favor: Four (4) votes.

Opposed: Four (4) votes.

Motion Fails.

Roy Wenger suggested to cut \$2,000.00 from line #28, cut \$27,000.00 from line #23, cut \$17,500.00 from line #24, cut \$10,000.00 from line #25, cut \$1,750.00 from line #33, cut \$1,600.00 from line #34, cut \$3,500.00 from line #41, cut \$3,000.00 from line #48, add \$5,775.00 from line #21 and add it to the Selectmen's requested amount of \$100,000.00 for paving.

Road Commissioner Bennett further substantiated the requested budget for each line that Mr. Wenger proposed to cut.

A lengthy discussion ensued. AA/TA Smith stated that the difference is \$25,650.00 from the \$100,000.00 omission plus the \$100,000.00 requested.

The discussion continued. Kevin Nadeau suggested rather than having members of the budget committee deduct from particular line items, he suggests the budget committee come up with a figure to add to the requested budget, noting that if the budget committee truly thinks that more money should be allocated to paving then the committee should vote to add \$100,000.00 back into the paving line.

The discussion continued. AA/TA Smith provided clarification for each line of the figures discussed including clarification for the change in mill rate, including the two (2%) percent overlay.

MOTION #4: William Morrill Moves to raise an additional thirty one thousand four hundred twenty-five (\$31,425.00) to the Roads Budget for a total of \$776,095.000.00. Terry Kirk Second.

Discussion: Roy Wenger voiced his opinion that whatever happens with the budget, it is not going to be popular with the residents. Budget Chairman Simon asked the Road Commissioner to try to make any cuts in other budget lines he can and apply the cuts to the paving line.

Budget Chairman calls for a vote.

In Favor: Six (6) votes.

Opposed: Two (2) votes.

Motion passed.

WINTER ROADS CONTRACT:

Budget Vice Chairman Terry Kirk Moves to accept Winter Roads as presented. Roy Wenger Second. Motion Carried.

General Assistance: Selectman Chairman Wakeman stated that it has been customary to allocate five thousand (\$5,000.00) dollars and any amount spent is reimbursed by fifty (50%) percent.

Charles Pollock Moves to raise five thousand (\$5,000.00) dollars for General Assistance. **Vice Chair Terry Kirka** Second. Motion Carried with Milton Simon opposing. .

Assessing: AA/TA Smith stated that there is a contract with the Assessor's Agent which is the same amount as last year. A reduction was made in tax mapping, with postage line remaining the same and a \$100.00 increase to transfer deed copies as there has been an increase in the amount of changes that require filing by the office.

Budget Vice Chairman Kirk Moves to raise Twenty thousand one hundred fifty (\$20,150.00) for Assessing. Roy Wenger Second. Motion Carried.

Animal Control: AA/TA Smith stated that there is a \$66.00 increase in Durham's contract with Lisbon and the per-capita rate from Coastal Humane will remain the same.

Charles Pollock Moves to transfer five hundred fifty-two (\$552.00) from Animal Control and raise thirteen thousand two hundred sixty-seven (\$13,267.00) dollars for a total of thirteen thousand eight hundred nineteen (\$13,819.00) dollars. Budget Vice Chairman Terry Kirk Second. Motion Carried.

Conservation: AA/TA Smith stated that the amount requested is the same as last year.

Budget Vice Chairman Terry Kirk Moves to transfer two thousand one hundred fifty (\$2,150.00) dollars from the Recreation Fund for a total of two thousand one hundred fifty (\$2,150.00) dollars. William Morrill Second. Motion Carried.

Donations/Social Services: AA/TA Smith stated that the amount requested is the same as last year.

Budget Chairman Simon asked if the Town has any records pertaining to how many residents receive services from Community Concepts and Tri-County Mental Health. AA/TA Smith advised that in Durham, two hundred-fourteen residents were served by Community Concepts and advised that she did not have a figure for Tri-County Mental Health.

Selectman Vice Chairman Larrabee stated it was the general consensus of the Selectmen to donate to Tri-County with regard to the increase in the number of mass shootings so mental health services would be in place for any Durham resident in need.

Roy Wenger voiced his opposition to supporting donations to any specific entity as he feels that there may be residents opposed to the donation choices made for them. In the alternative he suggests allowing different charitable entities to advertise in the Town publications so residents would be able to make choices for themselves. Charles Pollock concurs, further adding that this topic has been discussed on the Town floor in prior Town Meetings.

MOTION #1: Roy Wenger Moves to raise zero (\$0.00) dollars for Donations/Social Services. Jeanne Sanders Second.

A discussion followed. Chairman Wakeman stated the Selectmen looked at which organizations customarily provide a high level of services to those in need in the Town. He further stated that Tri-County Mental Health was added due to the increased number of mass shootings.

The Budget Chairman calls for a vote..

In Favor: Four (4) votes.

Opposed: Four (4) votes.

Motion Fails.

MOTION #2: William Morrill Moves to raise three thousand (\$3,000.00) dollars. **Kevin Nadeau** Second.

Discussion: Budget Chairman Simon noted the Town has no record of who or how many residents have been served by Tri-County Mental Health. Roy Wenger asked if anyone has checked to see how much money is allocated to administration versus how much is spent on actual patient services. A discussion followed.

The Budget Committee Chairman calls for a vote.

In Favor: Four (4) votes.

Opposed: Four (4) votes.

Motion Fails. Budget Committee deadlocked.

MOTION #3: William Morrill Moves that since the Budget Committee is deadlocked that no recommendation is made. **Kevin Nadeau** Second.

Discussion: Roy Wenger stated that the Committee should either vote this up or down. Budget Vice Chairman Kirk stated the Committee should vote as presented or make an alternate recommendation.

The Budget Chairman calls for a vote.

In Favor: Four (4) votes.

Opposed: Four (4) votes.

It was the general consensus of the Budget Committee to table this item until the next meeting.

ADJOURNMENT:

Budget Chairman Simon Announced the Budget Committee Meeting is adjourned at 9:15 p.m., by unanimous proclamation.

Respectfully submitted,

Jill S. Toher, Secretary