Durham Budget Committee Meeting Minutes February 6, 2018

Call to Order: Milton Simon called the meeting to order at 6:30 p.m.

Members Present: Milt Simon, Terry Kirk, Jill Gastonguay, John Simoneau, Brian Pike, Leigh Fisher and Marc Farrin. 7 (seven) members present.

Members Not Present: Richard Emmons. 1 (one) member not present.

Selectmen Present: Chairman Kevin Nadeau, Vice Chairman Mark Blake, Todd Beaulieu, Richard George, and Rob Pontau

Also Present: AA/TA Ruth Glaeser, Fire Chief William St. Michel, PIT Tammy Quimby

Election of Officers:

Terry Kirk Moves to Nominate Milt Simon as Chairman. John Simoneau Seconds. Motion Carries 7-0.

Terry Kirk Moves to Nominate Jill Gastonguay as Vice Chairman. Brian Pike Seconds. Motion Carries 7-0.

Discussion about voting for a Secretary. Ruth indicated do not have to elect, and that Tammy Quimby is Meetings Secretary and will handle Secretarial Work for the Budget Committee going forward.

<u>Review of Selectmen's Proposed 2018 Budget – Overview (Capital Excluded)</u>: (See Attached Sheets for Budget) Kevin Nadeau indicated that they are not going to be reviewing Capital Requests until February 13, 2018; then they will be presenting a complete Capital Plan to the Budget Committee on February 15, 2018.

Ruth "Undesignated Fund balance, just under one million dollars; unaudited balance \$1,179,500". Select Board goal to not used undesignated fund balance. 3rd year they have not drawn on it because they do not want to go lower than what is recommended to keep the Town in a good position. Milt indicated will need to get creative to ensure the taxes for Town do not go to high.

Terry Kirk commented "looking at overview. Selectman have approved a budget that will increase property taxes \$67.68 per \$100,000. Don't have Capital and Schools in there yet. I think that is ridiculous". Ruth indicated some factors like Homestead and State Funds that have not been factored in yet. Discussed how this compared to last year and challenges of Budget calendar that the Town is on by going by a Calendar year vs a fiscal year, and having Town Meeting in

April. Kevin Nadeau indicated the Select Board going to discuss at their next meeting the town going to a Fiscal Year model; budget is an Estimated Plan at this point.

Jill Gastonguay Moves the Committee Hears from the Chief, and give Ruth time to answer some of the questions being presented. John Simoneau Seconds. Motion Carries 7-0.

<u>Fire Department Budget – Overview:</u>

Fire Chief St. Michel presented the Fire Department Budget (see Attached).

Terry Kirk asked why the Apparatus Maintenance lines do not include and the ladders and such are listed as separate items. Chief indicated it has always been separated in this way, and it currently gives a better picture of what is being expended.

Discussion of fuel for trucks and whether to go with who Public Works goes with, go with delivery. Change the model or keep it the same.

Discussed uniform budget for the new Chief. Realized that the budget is short for uniform for new Chief. Town has supports helping with uniform purchasing because of the specialty nature of them. Jill indicated that it is not in his contract, so there is no legal right to provide it.

Milt discussed whether the Committee would vote on the Fire Department Budget tonight. He explained the process from former years. Committee decided to table the vote on budget for tonight, and to do the homework for the next meeting as this is the first time they all seeing.

Terry gave some figures for the Committee to consider in their deliberations away before the vote: Equipment Maintenance – Ladders – reduce \$1500; Licensing Classes – reduce \$2000; Reduce Diesel Gasoline line by \$720; reduce SMESS line under Dues by \$120. Not sure on clothing. Marc Farrin suggested reduce Office Supplies by \$200.

Milt Simon Motions to Table their Vote on the Fire Budget as presented to this point. Terry Kirk Seconds. Motion Carries 7-0.

Fire Chief Presents Per Dium and Stipend Budget: (See Attached)

Discussed response time from Durham vs. from other times/shared resources. Chief indicated it is a case by case basis, and can try to get some figures but it is a variable that doesn't hold true because of multiple factors. Response for mutual aide is preestablished and set up in dispatch. Jill asked if they could get response times for patients during times that they did not have staffing; as well as, pull some of the information on mutual aide vs. Durham only calls.

Terry Kirk Motions to Table Second Portion of the Budget for more information. Jill Seconds. Motion Carries 7-0.

Discussed the schedule of Meetings going forward. Decided to add a meeting onto the calendar for Tuesday, February 20, 2018 at 6:00 pm. Also agreed to move all of the remaining Budget Committee Meetings from 6:30 p.m. to 6:00 p.m.

Marc Farrin Motion to Adjourn. Terry Kirk Seconds. Motion Carries 7-0.

The Budget Committee Meeting concluded at 10:45 p.m.

Respectfully Submitted,

Tammy Quimby Meetings Secretary

Fire/Rescue/EMA										
	<u>2015</u>		2016		2017			Proposal 2018		Percent
Department Item	BUDGET	Expended	BUDGET	Expended	BUDGET	Expended	<u>Difference</u>		INC/DCR	INC/DCR
Personnel										
Fire/Rescue Chief Salary	55,307	55,308	57,500	57,500	57,826	57,500	326	78,358	20,532	35.51%
Outgonig Fire Chief	,					, í		10,010		
Unfunded Vac and Sick								16,681		
New Fire Chief								51,667		
Labor	90,924	92,125	94,689	87,938	94,528	94,343	184	100,594	6,066	6.42%
Part Time								27,664		
Deputy Chief								4,362		
Hourly								68,568		
Subtotal:	146,231	147,433	152,189	145,438	152,354	151,843	510	178,952	26,598	17.46%
		,		,				,	,	
Support & Benefits										
Health Insurance	7,589	7,589	8,183	8,183	9,071	9,071	0	18,085	9,014	99.37%
Outgonig Fire Chief								1,601		
New Fire Chief								16,484		
FICA / MERS	7,905	8,399	9,634	9,008	10,527	9,734	793	12,024	1,497	14.22%
Medicare	2,120	2,111	2,207	2,097	2,230	2,171	58	2,595	365	16.38%
Insurance	912	946	947	946	947	946	1	947	0	0.00%
Workers Comp	11,489	8,532	17,111	17,919	19,779	18,838	940	20,089	311	1.57%
Subtotal:	30,015	27,577	38,082	38,152	42,553	40,760	1,793	53,740	11,186	26.29%
Operating Expenses										
Utilities	5,280	5,240	5,280	4,836	5,040	4,334	706	5,040		0.00%
Propane	8,241	6,200	6,480	4,105	5,040	4,946	94	5,085		0.89%
Building Maintenance	3,379	5,540	3,529	7,286	4,729	5,236	(507)	4,729	0	0.00%
Cleaning								300		
Yard								200		
Heating								600		
Electrical								600		
Water & Sewer								200 429		
Fire Alarm								2,000		
Repairs Doors						<u> </u>		2,000		
Equipment Maintenance	32,200	36,621	34,500	40,260	41,850	45,162	(3,312)	45,250	3,400	8.12%
Equipment Maintenance EMS	52,200	50,02 I	34,300	+0,200	-1,000		(3,312)	7,000	3,400	0.12/0
SCBA						<u> </u>		2,400		
Pump		L				<u> </u>		5,000		<u> </u>
Radio						<u> </u>		1,800		+

Fire/Rescue/EMA										
								Proposal		Percent
Department Item	<u>2015</u> BUDGET	Expended	<u>2016</u> BUDGET	Expended	<u>2017</u> BUDGET	Expended	<u>Difference</u>	<u>2018</u> BUDGET	INC/DCR	INC/DCR
Hose								3,850		
Extinguisher								600		
Hydrants								300		
Extrication								800		
Ladders								4,000		
Apparatus Maint								18,000		
Generator Maint.								500		
Misc.								500		
Hazmat								500		
Training	7,700	6,153	7,700	6,742	7,700	6,284	1,416	7,700	0	0.00%
Licensing Classes								4,800		
Fire Academy								1,400		
Schools								1,000		
Training Aids								500		
Ambulance Intercept	4,300	4,700	4,900	4,780	4,900	3,060	1,840	4,600	(300)	-6.12%
Intercepts								1,700		
Billing Fees								2,900		
Diesel/Gasoline	4,780	4,374	4,000	3,536	4,860	4,411	449	5,400		11.11%
Dues	3,971	3,392	3,886	3,828	4,045	3,383	662	3,842	(203)	-5.02%
Service Fee								160		
SMEMS								800		
Androscoggin FF								50		
Cumberland Chiefs								50		
Maine State Federation of FF								550		
CLIA Laboratory								150		
IAFC								280		
NVFC								50		
NFPA								350		
Maine Fire Chiefs								267		
Explorers								350		
International Code Council								135		
New England Association								25		
IFSI								125		
Coastal Mutual Aid								500	(0.0.0)	
Chief's Expenses	2,500	2,190	2,500	2,592	2,900	2,416	484	2,600	(300)	-10.34%
Mileage								1,900		
Expenses								400		
Clothing								300	-	
Prevention	700	420	700	302	700	502	198	700		0.00%
Personal Safety	15,037	11,445	15,011	15,375	17,994	16,826	1,168	17,098	(896)	-4.98%
Heb B Shots								396		

Fire/Rescue/EMA										
								Proposal		Percent
	2015		<u>2016</u>		2017			2018		
Department Item	BUDGET	Expended	BUDGET	Expended		Expended	Difference		INC/DCR	INC/DCR
TB Testing								300		
Background								500		
Resp. Evals								4,544		
Uniforms								2,400		
Face Pieces								825		
Turnouts								5,400		
Gloves								784		
Suspenders								70		
Helmets								759		
Boots								700		
Hoods								420		
Dispatch	21,976	20,903	23,220	22,300	22,440	26,158	(3,718)	25,007	2,567	11.44%
Business Phone								1,320		
Cell phone								1,320		
Minitor Pagers								900		
Lisbon Contract								12,782		
Repeater								200		
PSAP County								8,485		
Supplies	6,550	4,725	4,575	4,712	4,575	3,851	724	3,975	(600)	-13.11%
Computer								900		
Handbook								300		
Software								1,200		
Postage								75		
Office								1,200		
Misc								300		
Subtotal:	116,614	111,903	116,281	120,657	126,773	126,569	204	131,026	4,253	3.35%
Fire/Rescue/EMA budget	292,860	286,913	306,552	304,248	321,680	240 472	2,507	363,717	42,037	13.07%
Percent of Budget Unspent	292,000	2.03%	300,002	0.75%		319,173 0.78%		303,717	42,037	13.07%
Fercent of Budget onspent		2.0370		0.7578	Designated					
Outaoin	g Fire Chief	F			None					
	10,010.00				NONE		<u> </u>		 	<u> </u>
Vacation	7,784.35		Days		Raise					363,717
Sick	8,896.40		Days		1/0156				}	303,717
	Fire Chief	40	Days		TOTAL				}	363,717
Pay		(Eleven Mo	nths)							303,717
Fay	31,000.07		1010							
Total Fire Chief 2018	78,357.42									

2/2/2018

					Percent			
	2017 Budget	<u>Expended</u>	2018 Budget	Inc/Dcr	INC/DCR	Appro	priate	Raise
Department Item								
Department Item Personnel	228,272	194,332	234,037	5,765	2.53%		111,304	122,73
Administration	122,733	112,459	132,236	9,503	7.74%		111,304	132,23
Administration Capital Projects	60,000	31,193	20,200	-39,800	-66.33%		20,200	132,23
Animal Control	12,573	12,282	13,110	-39,800	4.27%		1,283	11,82
	20.150			200	0.99%		1,203	
Assessing	-,	20,115	20,350					20,35
Cemeteries	4,200	3,523	14,980	10,780	256.67%		0.000	14,98
Conservation	2,100	2,100	2,200	100	4.76%		2,200	
Donations	3,000	3,000	5,662	2,662	88.73%			5,66
Eureka Center	4,903	3,957	14,381	9,478	193.31%		870	13,51
Eureka Center Capital Projects	0	0	6,000	6,000	100.00%		6,000	
Fire-Rescue-EMA	321,680	319,173	370,996	49,316	15.33%			370,99
AddI EMS Staffing	64,087	58,637	133,460	69,373	108.25%			133,46
Fire Reserve - Debt Service	33,004	33,003	33,004	0	0.00%		33,004	
Fire Reserve - Capital Expenses	0	0		0	0.00%			
Fire Capital Reserve	0	0		0	0.00%			
General Assistance	2,000	134	2,000	0	0.00%			2,00
Historical Society	0	0	10,000	10,000	100.00%			10,00
Parks & Recreation	14,040	13.075	9,300	,	-33.76%		9,300	- /
Planning Board/Appeals	17,697	14,562	40,672	22,975	129.82%		1,840	38,83
Roads	1,192,114	1,099,506	1,271,002	78,888	6.62%		905,807	365,19
Roads - Capital Fund	0	0	1,211,002	0	0.00%		000,001	000,10
Roads - Capital Expenses	0	0		0	100.00%			
Roads - Debt Service	405,289	405,287	403.553	-1,736	-0.43%			403,55
Solid Waste	,		,				40.000	
	200,753	200,497	204,516		1.87%		19,889	184,62
Telecommunications	53,663	46,387	52,544	-1,119	-2.09%		52,544	
Grant Matching	10,000	10,000	0	-10,000	-100.00%			
TOTALS:	2,772,258	2,583,222	2,994,203	221,945	8.01%		1,164,241	1,829,96
TOTALS.	2,112,230	2,303,222	2,334,203	221,343	0.0176		1,164,241	1,029,90
							1,104,241	2 004 202
	For informational	Burnosos Only						2,994,203
	For miormational	Fulposes Only						
				2017 budget	2018 budget	Di	fference	% Difference
Total Municipal Appropriations				- · · · ·				
Total Municipal Appropriations				\$ 2,772,258.00	\$ 2,994,203.00		221,945.00	8.01%
Less Appropriated from revenue an				<u>\$ 1,255,775.00</u>	<u>\$ 1,164,241.00</u>	<u>\$</u>	(91,534.00)	<u>-7.29</u> %
Raised by real estate and personal	property taxation			\$ 1,516,483.00	\$ 1,829,962.00	\$	313,479.00	20.67%
		Municipal	Increase in	Impact of Propo	od Municipal Pu	daot		
	Total MIL Data	Municipal		Impact of Propos				
	Total MIL Rate	MIL Rate	Municipal MIL	on Property Taxe	es for each \$100,		valuation	
	18.85	3.27	0.6768	\$ 67.68				
						1		