

**Durham Budget Committee
Meeting Minutes
February 12, 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, Marc Farrin and Richard Emmons. 8 (eight) members present.

Members Not Present:

Selectmen Present: Vice Chairman Mark Blake and Rob Pontau. Chairman Kevin Nadeau arrived late.

Also Present: AA/TA Ruth Glaeser, and Assistant PIT Alden Allen

Ruth discusses addition of line item to Admin Budget to do with Admin Assistant. Selectman Pontau explains it was added because the Selectman finished the AA's review they conducted in an Executive Session. Milt indicated they will not vote on this tonight because it had not been voted for by in a public Select Board Meeting yet, will be voted for in their next meeting. Was 5.52% raise, brought down to 4% raise.

Review of Selectmen's Proposed 2018 Budget – Administration: (See Attached)

Personnel and Benefits: Discussed why certain positions, particularly the ones the report directly to the Board, are separate line items and not in the raise pool.

Insurances: Ruth presented in PowerPoint (see attached)

Computers and Networking: upgrades and TRIO moving to cloud services so will have subscription cost now.

Operating Expense: Ruth presented in PowerPoint (see attached)

General Services: Ruth presented in PowerPoint (see attached)

Electricity and Union Church: Security lines are increase in monthly fees

Elections Services: Ruth presented in PowerPoint (see attached)

Professional Services: Biggest increase GPCOG (Greater Portland Council of Government)

Office Expenses: Ruth presented in PowerPoint (see attached)

Discussion about Undesignated Funds and Designated Funds, how they are disseminated. Milt presented appropriating funds from the Undesignated Funds in the future. General goal for Undesignated Fund has been desired to be 1.5 Million.

Leigh motions to table vote on Administration Budget. Marc Farrin Seconds. Motion Carries 8-0.

Overview of Capital Budget:

Town Office: finish paint/wallpaper in bathroom; new fire alarm and burglary system

Union Church: working together with Historical Society. Have bid for fixes. Trying to get grants. Town owned building.

2018 Budget A-T:

Animal Control: state requirements and laws drive a lot of this

Milt Moves to Designate \$1,283 and Raise \$11827.07, for a total Appropriation of \$13110.07 for Animal Control Budget. John Simoneau Seconds. (Leigh asked to put on website all information about dog registrations). Jill discussed mileage addition. Motion Carries 7-1. Terry Kirk Opposed.

Assessing: valuation assessing, contracted employee. Discussed potentially going digital, and using GIS in the future.

Milt Moves to Raise \$20,050 for Assessing. Terry Kirk Seconds. Discussion – removed \$300 – postage and office, tax mapping and transfer/deeding property. Motion Fails.

Terry Kirk Moves to Raise \$20,150 for Assessing. Milt Seconds. Motion Fails 4-4.

Brian Pike Moves to Raise \$20,350 for Assessing. Richard Emmons Seconds. Motion Fails 4-4.

Jill Gastonquay Moves to Raise \$20,300 for Assessing. Marc Farrin Seconds. Tax Mapping to \$1650. Transfer of Deeds leave at \$500. Postage/Office Supplies drop to \$100. Does not add up. Chairman Nadeau indicated to just look at bottom line and not line items. Motion 7-1.

Cemeteries:

Terry Kirk Motions to Raise \$10,780 for Cemeteries. John Simoneau Seconds. Motion Carries 7-1.

Conservation:

Terry Kirk Moves to Transfer \$2,200 from the Recreation Fund Towards Conservation. Richard Emmons Seconds. Motion Carries 8-0.

Donations:

Terry Kirk Moves to Raise \$2000 to be given to Community Concepts, LACO, Oasis, and Seniors Plus. Discussion, Jill recommends adding \$100 in for Head Start. Terry withdraws his motion, then made new Motion to Raise \$2,100 to be given to Community Concepts, LACO, Oasis, Seniors Plus and Head Start.

Eureka Community Center:

Terry Kirk Moves to Transfer \$870 from Rentals, and raise an Additional \$4,061 for a total of \$4,931 towards Eureka Community Operations Budget. Richard Emmons Seconds. Motion Carries 8-0.

Eureka Capital Fund/Project Fund Plan. Terry Kirk motions to Transfer \$6000 from Eureka Capital Fund to Various Capital Projects. Jill Gastonguay Seconds. Motion 8-0.

General Assistance:

Milt Simon Moves to Raise \$1,200 for General Assistance in 2018. Terry Kirk Seconds. Discussion. Terry Kirk suggests transferring \$2000 from Undesignated Funds instead of Raising it. Milt Rescinds Motions to Transfer \$2000 from Undesignated Funds instead of Raising it. Terry Kirk Seconds. Motion Carries 5-2; 1 abstain – Jill Gastonguay

Parks and Recreation:

Jill Gastonguay Moves to Use \$4,224 in State Park Fees, \$6,076 in Recreation Fund, and Raise \$0 for the Parks and Recreation Budget. Terry Kirk Seconds. Motion Carries 8-0.

Skipping Planning Board for the night.

Solid Waste: line item only includes the contract at this time.

Terry Kirk Moves to Transfer from Solid Waste Tags \$19,889, and Raise \$184,337 for a total Appropriation of \$204,226 for Solid Waste Budget. Leigh Fisher Seconds. Motion Carries 8-0.

Telecommunications:

Terry Kirk Moves to Transfer \$52,544 from Cable Franchise Fees to the Telecommunications Budget. Jill Gastonguay Seconds. Motion Carries 8-0

Milt Simon indicated the next meeting will be Thursday, February 15, 2018 at 6:00 p.m at the Town Office; they will be presented Planning and Roads. There is another Budget Committee Meeting on Tuesday, February 20, 2018 at 6:00 p.m. at the Town Office, where they will go over Capital Improvement at that time.

Terry Kirk Motion to Adjourn. Marc Farrin Seconds. Motion Carries 8-0

The Budget Committee Meeting concluded at 10:04 p.m.

Respectfully Submitted,

Tammy Quimby
Meetings Secretary

2018
Administration

Budget

Personnel and Benefits

- There is an overall increase of .97% in payroll (this number is slightly different than your sheet due to an incorrect equation)
 - The lines for secretary and Code Enforcement Officer have decreased due to changes in personnel
 - The raise pool reflects an overall 3% increase in an effort to retain qualified employees in a tight employment market

- Employee benefits offered remain the same with the increase attributable mostly to the yearly increase of insurance costs
 - The Health Trust kept the increase under 6% by reducing some of the employee benefits
 - The higher percentage in the Deputy Tax Collector/Treasurer insurance line was due to an oversight in budgeting last year (only single coverage was budgeted for while the Deputy Tax Collector/Treasurer has single coverage for Health but adult and child coverage for Dental)

Insurances

- The General Insurance line includes the Town's insurance for all of the Town vehicles, Town buildings and liability insurance
- Workers Comp was overspent last year due to additional monies assessed during the payroll audit
 - The Town received dividend checks for both our General Insurance and Workers Compensation and these monies were distributed through all insurance lines and used to offset our expense

Computers and Networking

- Trio is the company that we use for all our basic software office functions; Cash Receipting, Dogs, Assessing, Property Tax Billing and Receivables, Accounts Payable, Payroll, General Ledger and Motor Vehicles
 - The increase this year reflects a change from a software based on Access which will no longer be supported by Microsoft to a software based on SQL and cloud based
 - This line includes both the yearly subscription fee and the upgrade

- The hardware line includes a new laptop for the Town Administrator
- The Town Office upgraded our copier lease;
 - The new copier has additional functions for efficiency (ex. stapling and hole punch)
 - The price per copy on the new machine is less than the previous machine

Operating Expense

- The budgeted amounts stay the same except publications which decreased because the Town has purchased most of the code books required

General Services

- There is a change in security in anticipation of installing a new burglary and fire alarm in the Town Office
- The extra \$700 is for stripping and waxing the vinyl floors in the Town Office

Electricity and Union Church

- Electricity was underspent last year. This year's estimate is based on last year's expenditures plus 6%.
- There is a change in security in anticipation of installing a new burglary and fire alarm in the Union Church

Election Services

- Every other year the cost for elections increases due to an “on year” election; this year I have outlined the expenses for each election with the November mid term and Governor election requiring the most resources

Professional Services

- The biggest increase is in the Greater Portland Council of Governments membership fees. The following are just a few advantages membership brings with it :
 - A bigger voice and information to address political issues that effect Durham
 - Advantageous pricing with several of their multi municipality Request for Pricing Bids; Salt and Office Supplies
 - Access to assistance with our Comprehensive Plan and Grants

Office Expenses

- Dues/training/mileage
 - Was underspent last year due to a vacancy in the Code Enforcement position which has now been filled
 - Training includes the MMA convention, two Manager's interchanges and a Manager Convention, Election Training, Tax Lien training, Municipal Law for Clerks and Tax Collector/Treasurers and other courses to improve performance
 - Dues include membership in the Maine's Manager, Clerk, Tax Collector/Treasurer and CEO associations as well as the Maine Government Finance Officers Association

Funding Sources:

This equates to approximately \$74.24
per \$100,000 valuation of property*

* Based of 2017 valuation

Designated Funds:

Building permits	\$ 22,869
Electrical permits	\$ 4,250
Plumbing permits	\$ 10,320
Vehicle Registrations	\$ 13,986
Delinquent tax interest	\$ 35,881
Tax exemption reimbursements	\$ 17,718
Town Clerk fees	\$ 5,132
**Miscellaneous revenues	<u>\$ 1,148</u>
Total All Designated Funds	\$ 111,304
 Raise in Taxes	 <u>\$ 257,776</u>
 Total Administrative Budget	 \$ 369,080

2018
Municipal Capital
Budget

Town Office

- There are two requests with regard to the Town Office:
 - Removal of the wallpaper and painting in both bathrooms
 - Installation of a new burglary and fire alarm system

Union Church

- There are two requests with regard to the Union Church:
 - Installation of a new burglary and fire alarm system
 - Appropriation of an additional \$10,000 to be put in the Union Church Restoration Fund

Funding Sources:

Designated Funds:

Town Office Reserve	\$ 12,200
Municipal Building Account	<u>\$ 8,000</u>
Total All Designated Funds	\$ 20,200

Raise in Taxes	<u>\$ 10,000</u>
----------------	------------------

Total Municipal Capital Budget	\$ 30,200
--------------------------------	-----------

This equates to approximately \$2.88 per \$100,000 valuation of property*

* Based of 2017 valuation

ADMINISTRATION EXPENSES										
	2015 BUDGET	Expended	2016 Budget	Expended	2017 Budget	Expended	Difference	2018 Budget	INC/DCR	Percent INC/DCR
Personnel										
Chairman, Selectmen Salary	2,040	2,040	2,040	2,040	2,640	2,164	476	2,640	0	0.00%
Meetings Secretary	3,186	3,162	3,595	3,790	3,795	2,667	1,128	3,240	(555)	-14.62%
Town Clerk Salary	35,200	35,072	36,142	35,801	35,752	35,928	(176)	35,752	0	0.00%
Deputy Treasurer/Coll/Clerk	30,550	30,327	31,817	30,736	32,446	32,496	(50)	32,446	0	0.00%
Selectmen Salaries	5,280	5,280	5,280	5,280	7,680	6,940	740	7,680	0	0.00%
Code Enforcement Salary	26,496	27,379	37,180	34,111	39,936	17,095	22,841	38,272	(1,664)	-4.17%
Administrative Assistant Salary	42,830	42,826	44,704	44,704	44,960	44,959	1	46,758	1,798	4.00%
Raise Pool for all Admin Salaries								2,046		
Subtotal:	145,582	146,086	160,758	156,462	167,209	142,248	24,961	168,834	(421)	-0.25%
Support & Benefits										
Town Clerk Health	17,709	16,820	18,152	18,152	20,139	20,138	0	21,326	1,187	5.90%
Deputy Treasurer/Coll/Clerk Health	13,800	13,036	14,004	12,364	9,071	9,998	(927)	10,559	1,488	16.40%
Administrative Assistant Health	7,596	7,584	8,183	8,183	9,071	9,071	0	9,604	533	5.87%
FICA(with MPERS)	6,746	7,585	9,784	9,702	11,287	8,817	2,469	11,818	532	4.71%
Medicare	2,111	1,958	2,331	2,101	2,425	1,791	634	2,448	24	0.97%
Code Enforcement	0	0	5,455	4,773	9,071	2,268	6,803	9,604	533	5.88%
Subtotal:	47,962	46,983	57,909	55,275	61,063	52,084	8,980	65,360	4,296	7.04%
Personnel Subtotal:	193,544	193,069	218,667	211,737	228,272	194,332	33,940	234,194	3,876	1.70%
Insurances										
General Insurance	36,650	34,900	36,650	33,023	36,175	33,318	2,857	36,175	0	0.00%
Workers Compensation	1,363	1,135	2,017	2,228	2,518	2,960	(442)	2,428	(90)	-3.57%
Subtotal:	38,013	36,035	38,667	35,251	38,693	36,278	2,415	38,603	(90)	-0.23%
Computers & Networking										
Computer Hardware	1,500	1,135	1,000	0	2,000	2,726	(726)	2,000	0	0.00%
Computer Software	200	0	200	123	0	0	0	0	0	0.00%

ADMINISTRATION EXPENSES										
	2015 BUDGET	Expended	2016 Budget	Expended	2017 Budget	Expended	Difference	2018 Budget	INC/DCR	Percent INC/DCR
Trio/Harris Software	11,435	11,434	12,006	12,006	12,607	12,606	1	17,140	4,533	35.96%
Equipment Lease	1,750	1,732	1,735	1,761	1,740	1,587	153	2,405	665	38.22%
Subtotal:	14,885	14,302	14,941	13,890	16,347	16,919	(572)	21,545	5,198	31.80%
Operating Expenses										
Publications	1,050	280	1,800	20	1,800	366	1,434	400	(1,400)	-77.78%
Furnishings/Equipment	125	133	150	127	150	0	150	150	0	0.00%
Office Supplies	3,700	3,325	3,700	4,272	4,200	3,825	375	4,200	0	0.00%
Selectmen's Discretionary	300	150	150	145	150	0	150	150	0	0.00%
Subtotal:	5,175	3,888	5,800	4,564	6,300	4,191	2,109	4,900	(1,400)	-22.22%
Office Expenses Subtotal:	58,073	54,224	59,408	53,705	61,340	57,388	3,951	65,048	3,708	6.05%
General Services										
Supplies	400	333	400	321	400	335	65	400	0	0.00%
Security	240	240	240	240	240	240	0	348	108	45.00%
Generator Maintenance	250	289	250	596	600	964	(364)	600	0	0.00%
FICA	118	113	127	117	127	106	21	129	3	2.05%
MEDICARE	28	26	28	27	28	25	3	29	1	2.05%
Propane	2,500	2,037	2,500	1,084	1,500	1,327	173	1,500	0	0.00%
Maintenance/Repairs	800	162	800	621	300	456	(156)	1,000	700	233.33%
Telephone	3,360	3,342	3,650	3,229	2,472	2,409	63	2,450	(22)	-0.89%
Verizon - CEO Phone								850		
Office Phone								1,600		
Janitorial	1,900	1,826	1,947	1,893	1,949	1,713	237	1,950	1	0.05%
Subtotal:	14,396	10,321	9,942	8,129	7,616	7,575	41	8,406	790	10.38%
Electricity										
Town Buildings	2,900	2,588	2,717	2,202	2,356	1,750	606	1,855	(501)	-21.26%
Streetlights	1,200	1,240	1,265	1,466	1,568	1,466	102	1,554	(14)	-0.92%

ADMINISTRATION EXPENSES										
	2015 BUDGET	Expended	2016 Budget	Expended	2017 Budget	Expended	Difference	2018 Budget	INC/DCR	Percent INC/DCR
Subtotal:	4,100	3,828	3,982	3,668	3,924	3,216	708	3,409	(515)	-13.13%
Union Church										
Security	300	300	300	300	300	241	59	450	150	50.00%
Electricity	160	189	192	182	195	188	6	200	5	2.50%
Telephone	550	597	626	528	408	396	12	408	0	0.00%
Subtotal:	1,010	1,085	1,118	1,010	903	826	77	1,058	155	17.15%
Facility Subtotal Budget:	19,506	15,235	15,042	12,807	12,443	11,616	827	12,873	430	3.45%
Election Services										
Election Payroll	3,100	2,999	7,000	6,812	3,100	4,539	(1,439)	7,000	3,900	125.81%
<i>Town Meeting</i>								1,900		
<i>RSU Budget Meeting</i>								200		
<i>June Primary</i>								1,600		
<i>November Election</i>								3,300		
Election Expenses	4,000	3,215	4,279	3,939	1,500	2,534	(1,034)	2,850	1,350	90.00%
<i>Town Meeting</i>								1,350		
<i>RSU Budget Meeting</i>								400		
<i>June Primary</i>								500		
<i>November Election</i>								500		
<i>Forms</i>								100		
Fica	240	133	455	294	202	286	(84)	455	254	125.81%
Medicare	55	40	102	94	45	82	(37)	102	57	125.81%
Subtotal:	7,395	6,386	11,836	11,139	4,846	7,441	(2,595)	10,407	5,560	114.72%
Professional Services										
Legal Expenses	12,000	8,637	12,000	6,777	8,000	4,138	3,862	8,000	0	0.00%
Audit Expenses	11,000	11,000	11,500	11,200	11,300	11,300	0	11,500	200	1.77%
MMA Dues	3,710	3,710	3,851	3,851	3,997	3,997	0	4,102	105	2.63%
GPCOG	3,865	3,848	3,865	3,848	3,848	3,848	0	6,157	2,309	60.01%

ADMINISTRATION EXPENSES										
	2015 BUDGET	Expended	2016 Budget	Expended	2017 Budget	Expended	Difference	2018 Budget	INC/DCR	Percent
Subtotal:	30,575	27,195	31,216	25,676	27,145	23,283	3,862	29,759	2,614	9.63%
Office Expenses										
Dues/Training/Mileage	5,900	4,918	6,140	4,729	6,000	3,095	2,905	6,200	200	3.33%
<i>Mileage (CEO)</i>								2,200		
<i>Training and Dues</i>								4,000		
Tax Billing	2,100	1,748	2,100	1,836	2,000	1,944	56	2,000	0	0.00%
Town Reports/Printing	2,200	2,185	0	0	0	0	0	0	0	0.00%
Liens/Discharges	3,500	2,679	3,000	3,266	3,300	2,736	564	3,300	0	0.00%
Postage	3,300	3,904	3,500	4,240	4,300	4,282	18	4,300	0	0.00%
Advertising	1,800	1,171	1,500	1,385	1,400	674	726	1,000	(400)	-28.57%
Subtotal:	18,800	16,605	16,240	15,457	17,000	12,730	4,270	16,800	(200)	-1.18%
Admin. Exp. Subtotal:	56,770	50,186	59,292	52,272	48,991	43,455	5,537	56,966	7,974	16.28%
TOTAL ADMINISTRATION	327,893	312,714	352,409	330,521	351,046	306,791	44,255	369,080	15,988	4.55%
Percent of Budget Unspent		4.63%		6.21%		12.61%		134,886		
							Designated Funds:			
							Building permits			22,869
							Electrical permits			4,250
							Plumbing permits			10,320
							Vehicle Reregistrations			13,986
							Delinquent tax interest			35,881
							Tax exemption reimbursements			17,718
							Town Clerk fees			5,132
					111,304		**Miscellaneous revenues			1,148
							Raise			257,776
							Total			369,080

2018 Budget A-T

Excluding Administration, Fire/Rescue, Public Works and Capital

Animal Control

History

- State Mandated position
- Left shared contract with Lisbon in 2015
- On our third Animal Control Officer since 2015

- In 2017, we included an amount for mileage in the animal control line based on past experience to alleviate the paper work burden and removed the mileage line.

	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET
Services (mileage)	1,000.00	702.00	0.00	0.00

- Our present Animal Control Officer lives a distance away. The added \$ 500 is to offset the lack of an official mileage line.

	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET
Animal Control Officer	8,653.00	5,500.00	6,500.00	7,000.00

Remaining Items...

- Supplies include traps, crates, leashes, loop poles and notices
- ACOs are required to have 8 hours training every year
- We contract with the Coastal Humane Society as required by statute; Title 7, Part 9, Chapter 725, §3949

Animal shelter designation

Municipal clerks, annually, on or before April 1st, shall certify to the commissioner the name and location of the animal shelter with which the municipality has entered into a contract to accept stray animals or have an arrangement for an animal shelter that will accept stray animals. Animal shelters designated by the municipality under this section must comply with commissioner rules. [1997, c. 690, §32 (AMD).]

Funding Sources:

Animal Control Designated Fund:	\$ 1,283
Raise in taxes:	\$ <u>11,827.07</u>
TOTAL 2018 Proposed Budget	\$ 13,110.07

This equates to approximately \$3.41 per \$100,000 valuation of property*

* Based of 2017 valuation

Assessing

Highlights

- Assessing contract has been the same since 2013
- Tax Maps are printed every year to reflect changes
- Registry charges the Town for copies of deed transfers - amount is contingent upon number of transfers
- Supplies encompasses sheet protectors, file folders, hanging folders, blank property cards and any other miscellaneous supplies required

Funding sources:

Raise in Taxes: \$ 20,350

This equates to approximately \$ 5.86 per \$100,000 valuation of property*

* Based of 2017 valuation

Cemeteries

Basic Highlights

- Mowing Contract for the mowing of ten (10) cemeteries.
- Memorial Day Flags and Flag Holders; State law mandates that the town provide flags and flag holders for the graves of all veterans.
- Equipment and Materials: to be used for minor repairs and tree removal.

Littlefield Cemetery

Repair, reset and clean all graves (done in one year)

Recap/repair retaining wall

- The Cemetery Committee states in their request that this can be postponed until next year (it is included in this year's budget)

Projects

Littlefield Cemetery

Condition of the Headstones



Littlefield Cemetery

Condition of the Wall



Funding sources:

Raise in Taxes:

\$ 14,980

This equates to approximately \$ 4.31 per \$100,000 valuation of property*

* Based of 2017 valuation

Conservation

Highlights

- Two (2) \$100 donations to Royal River Land Trust and Androscoggin River Land Trust
 - RRLT assists the Town with planning and upkeep of Runaround Pond Park
 - ALT assists the Town with upkeep of the River Park
- \$2,000 annual contribution to help the DCS go to Bryant Pond

Runaround Pond improvements completed in 2017 by RRLT

- Installation of a new sign
- Replacement of the broken gate toward the dam with bollard(s)
- Installation of an informational kiosk, near the boat access point
- Coordination of volunteers for minor expansion primitive walking trails on both sides of Runaround Pond Road (toward Davis Road)
- Clean up of park area

Ongoing River Park Improvements by ALT:

- Restoration of sign
- Upkeep of trails
- Replacement of bridges on trail, upkeep of kiosk and replacement of boxes for water lifesaving devices

Funding sources:

Recreation Designated Fund:	\$	2,200
Raise in taxes:	\$	<u>0</u>
TOTAL 2018 Proposed Budget	\$	2,200



Donations

The Town had requests from 9 organizations:

- Androscoggin Home Care & Hospice
 - Community Concepts
 - Health Equity Alliance
 - LACO
 - Lifeflight
 - Oasis Free Clinic
 - Promise Ed Center/Andro Head Start
 - Seniors Plus
 - Tri County Mental Health
 - Western Maine Transportation

The Board voted to donate \$500 to each of the following:

- Androscoggin Home Care & Hospice
 - Community Concepts
 - LACO
 - Oasis Free Clinic
 - Seniors Plus

Funding sources:

| | |
|----------------------------|-----------------|
| Raise in taxes: | \$ <u>2,500</u> |
| TOTAL 2018 Proposed Budget | \$ 2,500 |

This equates to approximately \$.72 per \$100,000 valuation of property*

* Based of 2017 valuation

Eureka Community Center

Highlights

- The budget for this department goes toward the heating, cleaning and general upkeep of the Eureka Center
- The Eureka had 15 paid rentals last year (an average of 1.25 per month)
- The Eureka is also utilized regularly by several committees and community groups; Daisy/Girl Scout, Cub/Boy Scouts, Historical Society, weekly cribbage, the Eureka Committee
- The rear door needs to be repaired.

Projects

The committee is requesting that \$6,000 be made available from their Capital Fund for the purchase of a dishwasher and dishes. This would be a commercial grade dishwasher that completes a cycle every 2-3 minutes. It is hoped that the dishwasher will make the Eureka more attractive to renters and Town Groups.

- The expenses associated with the dishwasher include all the electrical and plumbing modifications, the dishwasher and place settings.
- Any money not spent would be returned to the Eureka's Capital Fund

Funding sources:

| | |
|--------------------------------------|---------------------|
| Eureka Rental Designated Fund: | \$ 870 |
| Raise in taxes: | \$ <u>4,061</u> |
| TOTAL 2018 Proposed Operating Budget | \$ 4,931 |
|
Eureka Capital Fund |
\$ <u>6,000</u> |
| <i>Monies come from fundraising</i> | |
| TOTAL 2018 Proposed Capital Budget | \$ 6,000 |

This equates to approximately \$ 1.17 per \$100,000 valuation of property*

* Based of 2017 valuation

General Assistance

Highlights

- We are required by law to administer a General Assistance Program
- The State reimburses the Town 70% of expenses
- This is one of the few line items we can overspend

Funding sources:

| | |
|----------------------------|-----------------|
| Raise in taxes: | \$ <u>2,000</u> |
| TOTAL 2018 Proposed Budget | \$ 2,000 |

This equates to approximately \$.58 per \$100,000 valuation of property*

* Based of 2017 valuation

Parks and Recreation

This section includes:

- Runaround Park
 - River Park
 - War Memorial Park
 - Memorial Day Parade
 - Recreation Organizations



Runaround Pond Park expenses

- Pump vault toilet twice: The cost of pumping the vault toilet is high because refuse is thrown in the toilet which makes pumping labor intensive
 - *The Town has put up signs asking users of the park use the trash barrel for all refuse*
- Park Supplies and Maintenance includes toilet paper, brooms, signs and other assorted expenses

River Park expenses:

- Supplies include one replacement of the flag per year and electricity

War Memorial Park expenses:

- Painting the entire gazebo and stain the roof, flag replacement and electricity



Memorial Day Parade expenses:

- Flags and pole attachments
- Various supplies

Recreation expenses:

- The Town has donated to three (3) recreational entities in Town in past years
 - This year we received requests from Youth Baseball and the Tri-Town Penguins
 - We did not receive a request for the Durham Boosters Organization

Funding sources:

| | | |
|----------------------------------|----|----------|
| Recreation Designated Fund: | \$ | 6,076 |
| State Park Fees Designated Fund: | \$ | 4,224 |
| Raise in taxes: | \$ | <u>0</u> |
| TOTAL 2018 Proposed Budget | \$ | 10,300 |

Planning Board, Historic District Commission and Comprehensive Plan Committee

Highlights:

- Each Planning Board member gets a stipend for each meeting attended
 - The “salary” amount is for 15 meetings; one regular meeting every month and three additional meeting to address marijuana issues and some of the more egregious issues with our Land Use Ordinance (Land Use will need to be addressed in greater detail after the Comp Plan is approved)
- There is a new secretary who will be devoting more time to researching and assisting the Board in whatever way she is able

- Some legal noticing (advertising) is required by State Statute
- Training:
 - MMA classes for the Planning Board Members
 - Continued ordinance training for the HDC, Maine Preservation Commission meeting to discuss HDC initiatives and goals and HDC outreach program required per District Ordinance
- Supplies
 - Split between the three committees mailing supplies
- Postage
 - Includes one or two town wide mailings and outreach to determine public sentiment

- Legal fees were overspent last year due to requirements associated with a subdivision application
 - Almost all, if not all, of the subdivision lots created prior to last year have been sold
 - It is reasonable to assume a new subdivision application will come before the Board this year
- Planning services required for the planning sections of the Comprehensive Plan and for use in other Town planning endeavors make up the Contracted Services
- Monies earmarked Comprehensive Plan is for completion of a contract with GPCOG for their assistance with the Comprehensive Plan

Funding Sources:

| | | |
|----------------------------|----|---------------|
| Planning Board Fees: | \$ | 1,700 |
| Appeals Board Fees: | \$ | 140 |
| Raise in taxes: | \$ | <u>28,832</u> |
| TOTAL 2018 Proposed Budget | \$ | 30,672 |

This equates to approximately \$ 8.30 per \$100,000 valuation of property*

* Based of 2017 valuation

Solid Waste

- This figure represents the cost of the Town contract with Pine Tree for trash services

Funding Sources:

| | | |
|----------------------------|----|----------------|
| Trash Tag Fees: | \$ | 19,889 |
| Raise in taxes: | \$ | <u>184,337</u> |
| TOTAL 2018 Proposed Budget | \$ | 204,226 |

This equates to approximately \$ 53.09 per \$100,000 valuation of property*

* Based of 2017 valuation

Telecommunications

This budget includes all our public information outreach including:

- Town Website hosting and maintenance
 - Emails
 - Annual Report
 - Live Streaming and web availability of meetings
 - Facebook
 - IT Support



- In addition to regular expenses associated with Telecommunication, this budget includes Phase II of an upgrade to our IT system which will include the following:

- We will connect the three locations (Public Works, Fire and Administration) via a VPN
- We will have a consistent system for backing up the three locations through either a reciprocal off site backup system or a cloud solution
- We will have uniform antivirus programs on all of our hardware
- We will have reliable supported firewalls and Wi-Fi in all locations

Funding Sources

| | | |
|----------------------------|----|----------|
| Franchise Fees: | \$ | 52,544 |
| Raise in taxes: | \$ | <u>0</u> |
| TOTAL 2018 Proposed Budget | \$ | 52,544 |