

North Berwick Board of Selectmen Minutes January 24, 2017

**NORTH BERWICK BOARD OF SELECTMEN MINUTES
JANUARY 24, 2017**

Present: Chairman Galemmo, Selectman Hall, Selectman Cowan, Selectman Johnson, Jr., Selectman Johnson, Sr.

Also Present: Dwayne Morin, Gregg Drew, Ron Smith, David Bentley

Chairman Galemmo opened the meeting at 6:30 pm.

1. Pledge of Allegiance

2. Review and Approve Minutes of January 10, 2017

Dwayne stated that he had changed a few things. On Page 3 in the second paragraph, the 7th sentence read, “In 2006, we bought a truck which cost us about \$35,000 out of our share of the truck.”. It now reads, “In 2006, we bought a truck which cost us about \$35,000 for our share of the truck.”. Also the next line read, “When you add that into it, it would add about another \$15.00 to the hauling costs.”. It now reads, “When you add that into it, it would add about another \$15.00 per ton for the hauling costs.”. On Page 4, in the second paragraph, the second sentence reads, “For our disposal of our C&D and construction debris, they were not comfortable with giving us a price for the entire 5 years...”. It now reads, “For our disposal of our C&D and construction debris, Oceanside was not comfortable with giving us a price for the entire 5 years...”. Also the sixth sentence in the same paragraph read, “Dwayne stated that they did agree that it wouldn’t go over \$1.50 increase in a year.”. It now reads, “Dwayne stated that Oceanside did not believe that it would increase more than \$1.50 in a year.”. Also, in the last sentence of this paragraph, he made an addition. It now reads, “...Casella waste instead as allowed in or Casella contract.”. On Page 5, in the first paragraph, the sixth sentence read, “We are getting it for free because we are basically hiding under Oceanside’s contract.”. It now reads, “We are getting it for free because we are basically including it under Oceanside’s contract.”.

Selectman Cowan stated that on Page 12, in the fifth paragraph, she would like there to be some clarification. In the third sentence, it read, “He is looking to bring her salary from \$38,500 to \$45,000.”. It now reads, “He is looking to bring Kristi Michaud’s salary from \$38,500 to \$45,000.”.

Selectman Cowan motioned to approve the minutes of January 10, 2017 as amended. Selectman Hall seconded the motion. VOTE: 5-0

3. Public Input

Gregg Drew was present to ask permission to be able to tap the maple trees on Canal Street this year.

Selectman Cowan motioned to allow Gregg Drew to tap the maple trees on Canal Street. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

5. New Business:

A. Audit FY16: Presentation of Audit for FY16 by RHR Smith

Dwayne stated that Ron Smith was here to present the budget to the Board. He stated that Bill Hall is the auditor that actually does the budget and is usually the one presenting it, but he had another commitment. Ron Smith stated that financially the Town is solid. Based on an operating budget of about \$10 million a year, industry standards say that you should have 30, 60, 90 or 120 days of surplus. They like to see us at about the 90 day plateau. On a \$10 million budget, this would be \$800,000 for 30 days, \$1.6 million for 60 days, \$2.4 million for 90 days and \$3.2 million for 120 days. We are at almost \$2.8 million which puts us at about 110 days. Mr. Smith stated that traditionally, we have used a few hundred thousand dollars each year to mitigate tax relief and stabilize our mil rate.

Mr. Smith stated that we had an unmodified opinion which is the cleanest opinion that you can get. He stated that if there were any issues, this is where they would note it. Another highlight from the audit is that we continue to make money with our Pay As You Throw Program. He stated that he would like to send a lot of people to Dwayne because there are a lot of people that are trying to institute this program. He stated that it is a tough program to get up and running. Mr. Smith also noted that we had a new bond this year for \$225,000 for the fire truck.

Mr. Smith stated that these were pretty much the highlights of the budget. He said that we are very solid and understand our business. He stated that we get better every day at using our software. He said that the conversations with other clients are not always so pleasurable. He stated that we have favorable revenue projections. He said that we also are good at returning some of our money. We do not spend foolishly. He said that our fund balance went up by about \$60,000 from the previous year. Selectman Johnson, Jr. stated that Dwayne does a very good job at taking care of all of it.

4. Unfinished Business:

B. Transfer Station: Oceanside Contract Update/Shared Truck with South Berwick

Dwayne stated that they have finalized the contract with Oceanside. We have also placed our shared truck out to bid with a minimum bid of \$20,000. He stated that he does know somebody that is going to bid on it. He said that all of the bids are due by the end of this week. Selectman Johnson, Jr. asked why we will only receive 1/3 of the sale instead of 1/2 of it. Dwayne stated that it is because we only paid 1/3 according to our contract. He stated that it was based on the number of trips that we did. We did about 165 trips per year. South Berwick does about 410 trips per year. Selectman Johnson, Sr. asked what South Berwick had decided to do for trash hauls. Dwayne stated that they have decided not to enter into a formal contract with Oceanside. They have entered into a Memorandum of Understanding with them for 1 year to test the waters. Dwayne did not see the need to do that with us because he was very happy with how our contract came out. He said that there is an out in the contract so that if either Oceanside or the Town want to get out, we can do so.

Dwayne stated that we will still probably owe South Berwick money for November and December. The numbers have not been worked out yet. The share of the money from the truck will pay for this. He believes that we will still owe them some money because for the last month, we were using A1 Hauling and they were more expensive.

C. Zoning: Review Proposed Zoning Ordinance Changes and Marijuana Moratorium

Dwayne stated that they presented the zoning changes to the Planning Board at their last meeting. For the most part, they were in favor of most of the changes but did make some changes to the domesticated chicken ordinance. There are 2 changes that that he is concerned with. The Planning Board eliminated the word “domesticated” from all parts of the proposal. Roger Frechette told Dwayne that the Planning Board felt that it was a duplication of terms. He stated that he spoke with the Planning Board Vice-Chair and he does understand where they were coming from. The Vice Chairperson told him that they had looked up the meaning of word online and felt it was a duplication. Dwayne stated that when it comes to Ordinances, things have to be very specific. For example, if we called this a chicken ordinance and the definition that we had stated, “Dog-Common fowl raised for meat and eggs”, we would have to follow the definition. When they look at it from a law perspective, they would ask what the definition is. Dwayne stated that the Planning Board was looking at it as being a duplication based on the common meaning of a chicken. He stated that if we didn’t put a definition in the ordinance then he would understand where they are coming from. However, because we are putting in a definition, if we take away the word domesticated, the definition would read, “Common fowl widely raised for meat and eggs.”. This could include ducks, guinea hens, geese and many other species and we do not want to include those. He believes that we need to keep the word “domesticated” within the Ordinance. Selectman Cowan agreed. Chairman Galemmo asked about the words “Gallus domesticus” being removed. He feels that this truly defines it. Dwayne said that he wouldn’t have a problem with eliminating “domesticated” if they kept “Gallus domesticus” in it. Dwayne stated that he will attend the next Planning Board meeting to review this with them.

Dwayne stated that the other concern that he has is that they eliminated a part under the Enclosures section. We originally stated that the facilities should be to the rear of the property. The idea behind this was that in the Village area, you don't want the aesthetic to be of chickens running all over people's property. Dwayne also said that if you state that you can put it in the front, they will assume that they can put it in the front regardless of setbacks. However, most structures in a front yard will not meet zoning setbacks. Dwayne would like to recommend that they keep the original verbiage stating that the facilities need to be located on the site in the rear of the property. Selectman Hall stated that if for some reason, a property owner does not have room in the rear of his property, can they include something within this proposal stating that a variance could be looked into to place the facility elsewhere on the property. Dwayne said that they could add some language stating that if the structure is not able to go in the rear of the property, then the Code Enforcement Officer has the ability to issue them a permit. The Board agreed with this. Dwayne doesn't see this as being a big issue but it is better to have it figured out now instead of later.

Dwayne stated that at the last meeting, they talked about sheds of 120 sf and permitting. The Board had decided that, for the time being until a Zoning change can be done, structures under 120 sf without a foundation would need a permit but there would be no charge for it. We would move forward with a zoning change that would exempt them from zoning permits. Dwayne stated that he has had many discussions with staff over the past couple of weeks regarding this. Our CEO would like to see us not put the exemption notice in the Zoning Ordinance. He would rather that it would state that you will need a permit but there will be no cost. This way they can at least track it and if there is a problem, we can alleviate that problem right away. The Board agreed to make them get a permit at no cost and to not have the Planning Board move forward to have an Ordinance change.

Selectman Hall motioned to withdraw the zoning change that was presented to the Planning Board. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

Regarding the Marijuana Moratorium, Dwayne stated that they are waiting to see what the State is going to do. He stated that the State has a proposal for a Moratorium to extend it for an additional 3 months which would bring to a year instead of 9 months. He stated that it is in Committee right now and it is gaining a lot of support. He stated that there is also a lot of opposition from people in general. If they pass this, we really will not need to do a Moratorium. Dwayne stated that this is just in reference to commercial sales. As of January 31st, it is legal to possess and grow in your home.

D. Project Canopy: Grant Application

Dwayne stated that he submitted the Project Canopy Grant last Wednesday and they are hoping that it will be approved. Since the last time that they discussed the grant and the submission of the grant, they were told by Project Canopy and Maine Forestry Service that we can include costs for trail construction. It is excluded if you are actually going in and building something but if you are just clearing to create a natural path, it can be included. He was able to include some costs for this in the grant application. He stated that the grant is for about \$15,000. About

\$6,600 is from the State and about \$8,600 being from the Town. Dwayne stated that if the application is not approved, they will couple this with parking lots and bridges and submit it to Maine Community Foundations. If it is approved, we will submit an application to Maine Community Foundations for the bridges and parking lots.

Dwayne stated that they were able to capture the cost of a graphic artist. They met with the Great Works Land Trust and they gave us the name of the company that they use for all of their signs. He spoke with someone at Shumacher Designs out of South Berwick who does all of the designs for Great Works Land Trust. The company that actually does the signs is out of Portsmouth and is called Innovative Imaging. They offer screen printing on a polymer sign. It is the most vandalism proof sign that you can get. They also put a UV coating on it so it doesn't fade and they can do full color. They then put a piece of Plexiglas over it. We will be using them for the Kiosk signs and the interpretive signs.

Selectman Hall asked where the \$8,600 Town share was coming from. Dwayne stated that it is not actually money at all. It is all in-kind services. It is all volunteer time such as the people from the Conservation Commission, Great Works Land Trust, Outward Bound, Girl Scouts, Boy Scouts and local citizens. It also includes our highway guys to do any construction and put up signs and the use of Dwayne for the administrative functions. They are already paid by the Town to do these type of functions. He stated that they have \$5,000 available to use for parts of the project. He is talking with a landowner about obtaining an easement so we can have the parking lot off of Maple Street. We may need to purchase this so he would like to use the money for that.

E. Town Report: Cover and Dedication

Dwayne stated that they spoke at the last meeting about what the Selectmen would like to have for the cover of the report and who they would like it dedicated to. He showed the Board what he had come up with. It was 2 pictures of the Canal Street Playground. The Board all agreed with this choice.

Regarding the dedication, one of the Selectman had mentioned someone at the last meeting. Dwayne thought that this would be a good choice. The Board all agreed with this choice.

Reminders: Next Board of Selectmen's Meeting – Feb. 7, 2017 – 6:30 pm Municipal Building

Budget Committee – Feb. 1, 2017 – 6:30 pm Municipal Building

5. New Business:

B. Commitment FY17: Supplemental Tax Assessment – Graziani Acct 617

Dwayne stated that they have spoken about this property in the past. It is the Graziani property located on Meeting House Road. He included in the Selectmen's packet a copy of all of the correspondence that has been sent to the Graziani trust. It is his daughter that is the Trustee. We have not received any response from her. By law, we need to remove it from Tree Growth and

assess a penalty. The penalty for this property is \$6,555.16. Dwayne stated that there is a Supplemental Tax Certificate before the Board for the Graziani property for \$6,555.16 for failure to update their Tree Growth Plan and assess a withdrawal penalty to remove it from Tree Growth pursuant to Maine Law 36 M.R.S.A. 581(1-A). Selectman Cowan asked if we knew if this person still existed. Dwayne said that she does and they know that she lives in Connecticut. She had paid a portion of her taxes back in July and had included a note stating what her new address was.

Selectman Cowan motioned to approve the Supplemental Tax Certificate #5 for Account 617 for the Graziani property in the amount of \$6,555.16. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

Selectman Hall asked Dwayne what will happen if she refuses to pay for this. Dwayne said that it would take another year and a half before it came due.

C. Town Manager: Contract Extension

Dwayne stated that they had talked about extending his contract in late summer or early fall. He is presenting the Board with the agreement that they all agreed to. The only thing that they had not agreed to was the salary. At the last meeting, the Board had talked about setting the COLA increases at 2% so that is what he added to his contract. Dwayne also said that they had also discussed Article 6 regarding Contract Renewal. They had discussed several different options but they decided to go back to how the contract is currently set up. He stated that this contract is basically the same as his current contract and has been the same pretty much since he was hired back in 1996.

Selectman Hall asked Dwayne if he wanted to negotiate his salary each year. Dwayne said that they have done this every year except for 2 contracts ago. The Board had decided to lock him in to a certain increase and he said that it worked out badly for the Town. He said that it was during the recession and he gave back all his raises that were in his contract to the town. After that, we thought it would be better to just do salary negotiations every year. Dwayne stated that he doesn't usually ask for more than what they give the employees.

Selectman Hall stated that the contract states that Dwayne will get back half of his 45 sick days if he has accrued them. He would be open to allowing Dwayne to get back all 45 days of it. Dwayne stated that right now, the current employees get 21 sick days and they get back a third of 21 days. He appreciates the offer but he is good with how the contract is written.

Selectman Hall stated that the contract says he will give 30 days' notice. He feels that this could be hard on the town and was wondering about extending that amount of time. Dwayne would not like to extend it. Selectman Hall just feels that it is a difficult transition for the job of Town Manager and is wondering if they could add something stating that Dwayne could help out in the transition period on a consultant basis. Dwayne said that he would never just cut and run and would definitely help out with any transition. Selectman Cowan doesn't feel that it would be necessary to add that in because she doesn't feel that Dwayne would do that to the town.

Selectman Cowan motioned to accept Dwayne Morin's new contract agreement. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

4. Unfinished Business:

A. Budget FY18: Discussion on Budget for FY18

Dwayne stated that in order for the Budget Committee to move forward with their review and deliberations, the Selectmen have to review the Warrant. He has a draft Warrant in each of the Selectmen's packets. He stated that he kept the Warrant in the same format as we have had for about 10 years now. He stated that the Board needs to approve the draft Warrant. It does not lock them into this Warrant. They will have the ability in March to finalize the Warrant. The Budget Committee just needs to have something to work with. Dwayne went on to explain the Articles.

The first three Articles are the typical Articles. The first one is to elect a moderator. The second one is to vote on the things that we are voting on. The third Article is our balance forwards. Article 4 is the amount of money that we anticipate getting for revenues that will be used to offset any tax commitment that we might have. Article 5 is to accept taxes in anticipation of a tax commitment. Article 6 is our tax due dates and interest rates. The interest rate has not been set yet by the Treasurer of the State of Maine. Dwayne is anticipating that it will be 7% and it has been 7% for 3 years now. The Treasurer usually set the rate in February. We usually have it before the Budget Committee finishes their review.

The next 5 Articles are in regards to the Fire Department. Article 7 is regarding the operation of the Fire Department. Article 8 is for the Fire Pumper and Article 9 is for the Fire Tanker. These are both loans. Article 10 is in regards to the SCBA equipment. This is for the SCBA bottles that we need to replace this year because they need to come out of service. Article 11 is regarding the New Fire Station planning. Dwayne stated that there are a lot of things that show a \$0.00 and this is because he did not know what the Board was going to approve for salary increases.

Dwayne stated that Article 12 and 13 are Police Department Articles. Article 12 is for Operations and Article 13 is for the police cruiser. Article 14 is regarding Street Lights, Hydrant Rental and Dispatch Services. The next two Articles are for the Rescue Department. Article 15 is in regards to the Operations and Article 16 is for the Ambulance Fund. We are planning on buying an ambulance in 3 years so he wants to set some money aside on a yearly basis. Article 17 is for the Transfer Station. There is some CIP money in there but because each Capital Improvement Plan part didn't raise the \$10,000, it is actually not a separate article.

Article 18 is for the Public Works Operations. Article 19 is our Debt Service for our Road Bond. This will be the 5th payment on the 10 year bond. Article 20 is our Capital Improvements for Roads for Sidewalks, Reconstruction and Pavement. He stated that we have 3 road projects that we will be doing as part of this year's projects. Article 21 is to put money aside for a Wheeler that we will purchase in 3 years. Article 22 is for our Loader loan. This will be the first payment of our year lease. Article 23 is for adding the Garage bay to our back garage.

Article 24 is General Government expenses and Article 25 is for Town Reports. Article 26 is for Committee Appreciation. Article 27 is for our Municipal Building Bond. This is our eleventh payment on the 29 year bond. Article 28 is the Municipal Building Parking Lot. Article 29 is our Insurance and FICA. Article 30 is for General Assistance. Article 31 is for unanticipated expenses. Article 32 is for Zoning Board of Appeals, Planning Board and Conservation/Agricultural Commission. Article 33 is for Parks and Recreation. Article 34 is for Municipal Cemeteries. Article 35 is for the Cemeteries and Historical Society. Article 36 is for the Library. Article 37 is for the Social Services. Article 38 is for outside agencies. Article 39 is to move all excise tax into our Equipment Fund. This year it looks like it will be about \$25,000. Article 40 is for the unforeseen purchase and/or repair of vehicles and equipment. Article 41 is to accept contributions of monetary gifts, property and equipment on behalf of the Town. Article 42 and 43 are our TIF's.

Selectman Johnson, Jr. motioned to move forward with the current draft of the Warrant. Selectman Hall seconded the motion. VOTE: 5-0

Dwayne stated that the next item that the Board needs to consider is COLA raises for our employees for the year. On page 31 of their packet is a CIP for the year. It actually did better than what he originally thought. He had thought that it would be .9 but it came in at 1% even. Selectman Hall asked what the difference was between COLA and CIP. Dwayne stated that it is basically the same thing. COLA is the cost of living increase. This is what the Town is going to decide to give the employees for a raise. CIP is what the government says that things have grown over the course of the year. Typically, we use the CIP to determine our COLA. Dwayne stated that on Page 32, 33, 34 & 35, he has a list of the employees and their salaries. He said that since they had talked about increasing it 2% at the last meeting, he figured out these amounts at 2% except for a few exceptions.

The first exception is for the Code Enforcement Officer. Dwayne stated that when we hired him, we agreed to pay him \$64,000 next year so that has already been built in as part of his hiring. He stated that they moved all of his stipends into one salary. You will see a decrease in Zoning Board, Planning Board and Health Officer.

Dwayne stated that he would like to increase the salaries for Highway. He would like to include all of the guys by \$1.00 and increase Mike by \$1.40. This is just to keep a separation between the supervisor and the nonsupervisory positions. He has reduced their overtime from \$18,000 to \$12,000. He has moved it to Winter Highway because this is where it really belongs.

Another one that will get an extra increase is Rebecca. She will be moved to full time status and her wage will increase from \$16.50 to \$18.50 per hour and she will receive benefits. He is also increase Kristie Michaud's wages from \$38,000 to \$45,000 to make her more consistent with the other Parks Director's in the area. He also wants to increase the Police Chief's salary to make him more consistent with the other Chief's in the area. The same thing goes for the Lieutenant's salary.

Dwayne stated that the first couple of pages break down the costs for each of the employees for gross wages, unemployment costs, social security costs and pension costs. The following couple pages break down what the hourly salary costs are for each employee.

Selectman Hall stated that if they negotiate the way he thinks they will do, will the increase for Pelkey and Begin be for certificates. Dwayne said that it would be. Selectman Hall asked why Varney was getting an increase and Dwayne said it was because he was the SRO. Selectman Hall asked about the secretary Wendi and what her status was. Dwayne stated that she was not part of the police negotiations. He said that he is increasing hers by 3% plus increasing crossing guard stipend. Selectman Johnson, Sr. stated that Wendi must have been behind with her salary as well. Dwayne said that he couldn't increase it all at once. This will be the 3rd year that he has increased her a little bit more than everybody else.

Selectman Cowan motioned to approve the pay raises for all non-contracted employees. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

Dwayne stated that the next thing they need to look at is Capital. He said that they looked at a Capital Improvement Plan a few meetings ago and he has only made a couple change for Capital for this year. The change is with SCBA's. We originally had scheduled \$20,000 but we reduced it to \$13,775 because we received a good price. Dwayne stated that the other change was on the last line under Ambulance. He has removed the Rescue Plymovent from the CIP. He met with the Rescue Chief and he agreed with the discussion that the Board had about it at the last meeting. It is not worth getting now if we are going to be planning for a joint station. If the joint station doesn't move forward then we will install the Plymovent.

Selectman Cowan stated that the costs for insurance are skyrocketing. She asked Dwayne if we were locked in with our insurance costs at a certain rate. Dwayne said that the reason for the skyrocketing insurance costs is due to the unemployment comp. This was due to a large claim this past year. He stated that we get a basic rate in the State of Maine and then we get a mod rate. A mod rate is what our experience level is and for years we have been hovering at about .8. This means that we get 20% off of the regular rate. This year, because of the significant claim, it bumped us from a .8 mod to a 1.4 mod. Luckily they did not increase our rates by 40% because I was able to talk them down. Our rate only went up about 5% as a whole. Dwayne stated that he told them they made the decisions on the claim and we didn't so they gave us some discounts. Dwayne stated that we will see the rate start dropping. It will take about 3 years to get below 1.0 again but he knows he will definitely get there. Dwayne stated that everything else will stay the same for Capital. He did reduce the Ambulance payment from \$45,000 to \$25,000.

Dwayne stated that, as a whole, his goal was to try and keep the overall budget at 3% but he did not hit that mark. The budget that he will be discussing tonight is actually at a 4.01% increase. It is going to represent about a 2.3% increase in taxation. We will more than cover that with our new values that we are going to see. He stated that last year they had an overlay of \$90,000 and he will utilize that so they don't have a tax increase. He stated that even though the overall budget is up \$4.01%, our operation budget is only up 2.67%.

Dwayne went through the draft budget. He stated that all these numbers are predicated on the salary numbers that he presented earlier. Regarding the Police budget, they still have not finalized their contract. However, he has an idea of where they are going with it so formulated the budget in that regard. On a whole, the Police budget will be up 4.3% but the Operations will only be up about 2%. Training and Education is up because we believe that we will have somebody retire this year, so we will need to send somebody to the Academy. He put \$4,000 in Undesignated Surplus which is the price to send somebody to the Academy. He said that the full cost is actually \$28,000 but the \$4,000 is our cash up front costs. Computers is up a little bit because of our increase in contract costs with IMC. Uniforms is up slightly due to contractual obligations because we increased the allotment. The Canine cost went from \$400 to \$800 because we have 2 dogs now. There is a slight decrease in equipment costs. Last year we bought some laser sights but we don't have to buy some this year. Fuel went up because he anticipates the price of fuel to increase. We are budgeting \$2.25 per gallon for 8,500 gallons. He stated that Tires stayed the same. Dwayne said that our tire price went up but we currently have a surplus of tires so we won't be buying as many this year. We will probably only buy about 20 tires this year. He stated that Health Insurance is actually up 10% but because of some changing of plans for some of our employees it will actually only be an increase of about 6.5%. There is quite a large increase with the Maine State Retirement. Maine State Retirement increased our retirement contributions. We are locked into Maine State Retirement and everyone in this program had their contributions go up. Dwayne stated that even though it is a large percentage, the numbers are not huge. His guess for Regular Salaries is for it to go from \$545,000 to \$561,000 but there may be some movement downward. Overtime is staying the same. Regular Salary 3 is for the Crossing Guards and that is staying the same. DARE and Service on our vehicles is staying the same. SRO is going up about 2.5%. It will go from \$12,205 to \$12,500. Animal Control is staying the same at \$20,000. However, we have significant reserves of \$12,500 so we only need to budget \$7,500. Vehicle went down in cost from \$37,215 to \$34,500 because we didn't have to buy light bars this year. The overall budget for Police is still significantly lower than other communities. Everyone else is well over \$1 million and ours is at \$916,000.

Dwayne stated that we have good numbers for Protection. Because of the new contract we signed, we will see about a 24% decrease for Street Lights. It will go from \$46,000 to \$35,000. He stated that because we didn't know what our CIP number was last year before going to Town Meeting, we actually had a little bit of extra money. Even with the CIP increase this year, we will still hit \$86,000. The Hydrant Rental is up 1.51%.

Dwayne stated that Public Works stayed pretty much the same as last year except for Insurance because our health insurance went up almost 11%. There was also an increase in the Maine State Retirement from \$12,400 to \$13,700. He reduced Overtime to compensate for some of the Salary increase. Roads and Bridges was at \$33,000 but it is now at \$32,000. It went down because of our striping costs. Tree work is staying the same at \$6,000. Dwayne stated that we will see a major drop in Reconstruction but a massive increase in Resurface. These need to be looked at as a whole and they are the same amount as last year. Heavy Equipment is for the Wheeler that we are starting to put money into the Equipment Fund for. The Vehicle is our Loader payment. The Buildings is for adding a bay to the garage. Dwayne stated that overall, Public Works is actually down 3.72% when you add capital to it.

Dwayne stated that he will hold tight for Winter Public Works at \$125,000. Last year, we were at \$100,000. He was just looking at our numbers so far and these little storms are very costly for us.

There is a big decrease of 11% for the Transfer Station. This is mostly in our Operation costs and is due to the contract with Oceanside. The Insurance is up about 9%. There is no Maine State Retirement because there are no current employees that have it. Bags are staying the same at \$14,000. We recoup this cost but we have to budget it. There are 2 Capital Improvements. Originally we were going to buy a container and replace the waste oil furnace. We decided to put the waste oil furnace on hold for now. We will relocate our paper compactor. It will cost us about \$9,000 to do it but we currently have \$3,000 set aside. He said that they are going to put the container down and pour a 15x 35 foot pad. He stated that he got a great price of \$2,500 for the pad. It is a 6 inch pad with rebar and fiber. They are going to put a chute on it which will cost \$1,700. This will allow people to stand above and slide it into the container so everything will go down. It will also increase our capacity because the chute has wings on it so we will be able to utilize the full 3 yard. We will also change our safety switch on the compactor to what is called a multi-load safety switch. Right now, whenever we want to move the ramp, we have to turn the key. One turn of the key means one push of the ram. With the new switch, when we turn the key, it will give us 3 ram movements. It will also have some safety things added to it. The total cost to do this will be around \$3,700. He stated that we have to hire an electrician to move our wiring. This will cost about another \$1,500. Right now we have a 60 amp disconnect but it needs to be a double pole. If we ever go to single sort, this will definitely make it easier. We will also move the button from the compactor to inside with a window so on cold days, the workers can work the compactor from inside. Dwayne stated that overall, Transfer Station is down. It would have been significantly up if we would have had to buy a truck.

Dwayne stated that the Town Office budget is basically flat. Computers has increased by 3.5% for a total of \$500. Utilities did increase a little bit and this is due to heating oil. He said that we paid \$1.50 this year but he thinks that we will be at \$2.00 next year. Electricity is down because of our new contract. Town Reports and Legal stayed the same. Elections is down because it is not a Presidential election this year. The Insurance is up. This is a huge number and it is because we are adding Rebecca to our insurance costs. Salaries are 2% across the board. Part timers are getting an increase because we are going to increase Rebecca's wages. Our Audit contract ended with Ron being here today. We need to negotiate another 3 year contract and he is hoping to keep it at the \$7,500 range. Building Maintenance is for redoing the parking lot. Dwayne said that the price came in at \$22,000 but it was recommended that we do some different changes that could bump the cost up to \$30,000. He thinks that it will be more around \$26,000 but he wants to put in the \$30,000 to make sure they are covered. Custodial services is an increase in wages by 2% for our custodian.

Dwayne stated that the Health Officer was eliminated because it was moved to the Code Enforcement line. Selectmen stayed the same at \$5,200. Under Code Enforcement there is an increase of 13% but you will see subsequent decreases under Health Officer, Planning Board and ZBA. The number actually stayed the same with the exception of an increase in insurance costs and Maine State Retirement. Tax Assessment is up about 3%. Dwayne is still waiting for

confirmation from South Berwick, but he budgeted it at 3%. This is what it has historically been and he doesn't see that changing much.

Dwayne stated that his office pretty much stayed the same except for the insurance, Maine State Retirement and his salary based on his contract. He is reducing General Assistance to \$7,500. He said that we haven't been spending it. Dwayne did not include anything for Eastern Trail. For Cemeteries, the request was \$23,745 but they really only need \$15,800.

For Fire, you are going to see an increase mainly because for the \$50,000 in Capital for the planning of the new Fire Station. We saw a decrease in Office costs. There was an increase in new equipment primarily because bunker gear has gone up. We have been under budgeting our physicals for the Fire Department. Our Fire Department employees are required to have a breathing physical every year that we pay for, so we have brought the budgeted number up from \$20,000 to \$24,950. Utilities went down about \$500 due to our new contract. For the Heating Oil, we over-budgeted last year so it should be good at \$8,000. Regarding Fuel, they requested \$1,500 but Dwayne put in \$1,000 because he feels that this will be all they need. Regarding Insurance, he stated that they need to have some discussions because it just keeps on increasing and they don't give us good explanations as to why they are increasing it. Prevention and Pay per call stayed the same. Equipment Maintenance went up \$75 which is for our pump testing. Building Maintenance stayed at \$3,700 and Vehicle Maintenance stayed at \$10,000. One Vehicle went down by about 2% and this is for Bond payments. The other Vehicle is also a Bond payment and this decreased a little bit as well. SCBA is at \$13,775. Capital Improvement is for the new Fire Station planning.

Dwayne stated that the Rescue Squad had increased. Operations is up about \$2,000. There is a decrease in Training because they are pretty much at full staff and will probably not be adding a lot of people. Fees, Medical Supplies, Oxygen, and Equipment Maintenance are staying the same. Radios are down from \$4,000 to \$1,000 because we bought radios last year and don't need to buy as many this year. Propane is at \$500. They had asked for \$3,500 for Electricity but he reduced it to \$2,500. Heating Oil is at \$4,500. Water is at \$200. Telephone is at \$1,500. Dwayne stated that they request \$1,200 for Fuel but he thinks that they only need \$1,000. Insurance for LOSAP has gone up from \$12,000 to \$18,000. The other insurance has also gone up but that is due to increased salaries.

Dwayne stated that the Library is up about 5%. He said that their budget is pretty much the same except for the salary increases. Part of this is due to the minimum wage increase.

For Parks and Recreation, there is an increase in salary. Insurance is up and the Mill Field stayed the same. Community Center is actually down. Everything pretty much stayed the same except for Janitorial. We have been spending about \$2,500 but we have been budgeting \$3,000. Dwayne said that there is no use budgeting for more than we spend.

There is a major decrease in Planning Board because we shifted it into Code Enforcement. The same thing goes for Appeals Board. The Historical Society Operations is up 52%. This comes out to just \$1,300 which is for the window project. The Cemeteries has gone from \$6,000 to

\$8,000 because Gilpatrick hadn't been charging us for the yearly cleanups. He wants to get paid now.

Dwayne started going over the Grants. SMRPC is up by 3%. He stated that he pretty much flat funded all of the grants with the exception of a few of them. York County Shelter requested \$2,500. He put in \$2,100 but he said that if we put in \$2,500 it would not make a huge difference. Caring Unlimited stayed the same. Visiting Nurse Services was a pretty good decrease. They only charge us for what their loss was for our town in the previous year. York County Community Action, York County Child Abuse, Southern Maine Aging and Counseling Services all stayed the same. Dwayne stated that they did not get a request from Woodfords. He said that he received a request from the Red Cross but it was a month late so he did not include them. Seacoast AIDS stayed the same at \$750. The Trafton Center requested \$500. Dwayne stated that he is not inclined to give it to them. He stated that it is located in Sanford and they charge for membership. Dwayne stated that they had talked about funding at least a part of Lifelight so he put in \$500. SARSSM is budgeted for \$500. MPBN requested \$100 but he did not include it. He feels that they should not be supported by towns because they are supported by people. Selectman Cowan stated that she derives a lot of pleasure from some of their programming and feels very positive about what they offer. Chairman Galemmo stated that the money that they get from the State covers all of the broadcasting. Selectman Cowan and Selectman Hall stated that they would like to add the \$100 back in. The majority of the Board agreed. The last Grant item is for Southern Maine Vet Cemeteries for \$1,000.

Conservation Commission increased from \$500 to \$1,000. They had asked the Selectmen for additional funding when they met with them a few months ago.

For the Town Wide budget, Insurance is at \$102,350. For FICA, based on the salary numbers that we had, it works out to be \$113,000. The Town Office Building Fund is the mortgage for our building and stays the same at \$95,915. We are keeping Unanticipated Expenses at \$5,000. He budgeted \$33,000 for HRA Fund but we only need \$5,000 to keep the fund healthy. He is adding \$5,000 to the Mill Field Festival. We currently have around \$5,000 in that account. We typically spend about \$10,000 to \$12,000 per year. He also included \$4,000 for Committee Appreciation.

7. Review and Approve Warrants and Correspondence:

Warrant:	January 17, 2017	- \$ 644,355.45
Warrant:	January 24, 2017	- \$ 0.00

Selectman Hall motioned to approve the Warrant of January 17, 2017 for the amount of \$644,355.45. Selectman Johnson, Jr. seconded the motion. VOTE: 5-0

6. Other Business – Executive Session-Personnel

Selectman Hall motioned to go into Executive Session at 10:13 pm and come out of Executive Session at 10:28 pm. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

8. Adjournment:

Selectman Hall motioned to adjourn the meeting at 10:28 pm. Selectman Johnson, Sr. seconded the motion. VOTE: 5-0

Respectively Submitted,
Susan Niehoff, Stenographer

Original to Town Clerk

Chairman: Charles Glemmo

Selectman: Wendy Cowan

Selectman: Michael Johnson, Jr.

Selectman: Jonathan Hall

Selectman: Michael Johnson, Sr.