

**Board of Selectmen/Budget Advisory Committee
WORKSHOP/MEETING**

Board of Selectmen's Room

**February 24, 2016
4:30p.m.**

Board Members Present: Bernard N. King Jr., Chairman; Robert J. McHatton Sr., Vice Chairman; Kenneth J. Murphy; Gregory N. Watkins and Paul E. Hoyt.

Budget Committee Members Present: Earl Cash Sr.; Arthur Triglione Sr.; Vanessa Jones and William Vincent.

Also Present: Bob A. Peabody Jr., Town Manager; Georgiann M. Fleck, Deputy Town Manager and Charisse Keach, Finance Officer.

1. Call to Order

Chairman King called the meeting to order at 4:30p.m.

2. Pledge of Allegiance

3. Approval of Minutes – February 17, 2016

The Minutes were approved by consensus of the Board of Selectmen and Budget Committee with the revision as discussed to add a revision to use the bottle money from the Transfer Station toward the purchase of wreaths at Christmas.

4. Review of the Following Accounts

235 – Bridgton Fire Department

268 – Emergency Management

223 – Bridgton Police Department

125 – Bridgton Health Officer

030 – Assessing

856 – Capital Expense (If applicable to any Departments above)

As a result the Board and Committee began review of the budgets submitted for the above accounts.

235 – Bridgton Fire Department

Glen Garland, Fire Chief, was present representing the Bridgton Fire Department budget.

235-1-1000 (Salary)

This budget item is to hire a part-time administrative assistant specifically for the Fire Department. Currently the Public Safety Administrative Assistant is a full time position with duties split between the Police Department and the Fire Department. The Police Department is recommending that the position be full-time with duties for the Police Department only. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to not hire a part-time administrative assistant for the Fire Department but to reassign the current full-time Public

Safety Administrative Assistant's duties to 30 hours dedicated to the police department and 10 hours dedicated to the fire department and to re-evaluate the position of the need for an Administrative Assistant dedicated to the Fire Department only in the next budget for 2017/2018.

235-1-1002 (Department Head Fire Chief)

This budget item is to hire a full-time fire chief as recommended by the Fire Department Study prepared by Public Safety Strategy Group (PSSG). Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to hire a full-time Fire Chief.

235-1-1011 (Inspection)

This budget item is for 8 hours per week for an inspector. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was leave the position as an hourly paid position and re-evaluate in the next budget for 2017/2018.

235-1-1012 (Part-time)

This budget item increases the call pay from \$13.00 to \$14.00 per hour. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to approve the increase of the call pay from \$13.00 to \$14.00 per hour.

This budget item includes an annual stipend of \$16,971.00 for the Fire Chief. Discussion ensued.

As a result of the consensus to hire a full time fire chief this line item will be eliminated.

This budget item includes an annual stipend for a training officer of \$1,000/yr. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to re-evaluate the position of training officer in the next budget for 2017/2018. The training officer is urged to track their time for a possible increase in the stipend due to the amount of time dedicated to training in local schools and various presentations, etc.

235-1-1013 (Training Wages)

This budget item includes an increase in training pay from \$13.00 to \$14.00. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to not approve the increase from \$13.00 to \$14.00.

235-3-2001 (Telephone)

This line item covers the addition of PBX phones at Central Fire Station totaling \$1,560. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to not approve the addition of PBX phones at Central Fire Station.

235-4-4600 (Bldg Maint)

This line item covers Central Station Floor - \$12,000.00 (A note should be added to the detail sheet that \$4,000 is being appropriated from CDBG funding)

This line item covers “standby generator for South and West Stations - \$15,000.00 Currently the departments use portable generators which need to be monitored. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to not approve the standby generator for South and West Stations in the amount of \$15,000.00

235-6-4000 (FD Food)

This line item covers \$300.00 for the purchase of food and beverages to rehab fire fighters at extended incidents.

Selectman Watkins proposed increasing this line item to \$600.00 Discussion ensued. As a result consensus of the Board of Selectmen and Budget Committee was to not increase this line item to \$600.

235-6-7880 (Fire Prevention)

This line item covers \$1,500 for the purchase of handout educational materials for all age groups for fire prevention.

Selectman Watkins proposed reducing this line item to \$800.00. Discussion ensued. As a result consensus of the Board of Selectmen and Budget Committee was to not reduce this line item to \$800.00

235-6-7881 (FD Recruitment)

This line item covers \$1,350.00 for background checks with \$1,000.00 toward a yearly awards banquet.

Selectman King proposed reducing this line item by \$1,000.00 because the Town already has an annual barbecue which Fire Department members can attend. Discussion ensued. As a result consensus of the Board of Selectmen and Budget Committee was to not reduce this line item by \$1,000.00

The other line items proposed in the Fire Department Budget including Capital Expenses were not changed.

223 – Bridgton Police Department

Rick Stillman, Police Chief, was present representing the Bridgton Police Department budget.

223-1-1000 (Salary)

This line item includes the addition of a full-time officer. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee was to approve the addition of a full-time officer to the Police Department.

This line item includes the reassignment of the Public Safety Administrative Assistant duties which are currently split between the Bridgton Police Department and the Bridgton Fire Department to solely the Bridgton Police Department. Discussion ensued.

As a result, the consensus of the Board of Selectmen and Budget Committee from earlier discussion with the Fire Chief is to reduce the hours dedicated to the Fire Department from 20 hours to 10 hours with the remaining 30 hours dedicated to the Police Department.

223-3-2115 (Meetings and Seminars)

This line item covers \$1,800.00 for attendance to the International Association of Chiefs of Police Conference held in San Diego.

Selectman Hoyt proposed reducing this account by \$1,800.00 for attendance to the International Association of Chiefs of Police Conference held in San Diego. Discussion ensued. Consensus of the Board of Selectmen and Budget Committee was to not reduce this line item by \$1,800.00 and support the attendance to the International Association of Chiefs of Police Conference held in San Diego.

223-4-4600 (Bldg Maint)

This line item covers the replacement of the current mechanical locks with an electronic proximity lock to improve security at an estimated cost of \$1,500. Georgiann Fleck, Deputy Town Manager, said that the current lock system was replaced many years ago and the code has not been changed since installed because the master code which is necessary to change the code has been misplaced. I have contacted the company and they sent information, however, we still have not been successful in changing the code.

Selectman Hoyt proposed reducing this account by \$1,500.00 for the proximity lock system. Discussion ensued. Consensus of the Board of Selectmen and Budget Committee was to not reduce this line item by \$1,500.00 and approve the installation of the proximity lock system.

The other line items proposed in the Fire Department Budget including Capital Expenses were not changed.

5. Schedule Next Meeting

The Board and Committee concurred that the next meeting will be held on Wednesday, March 2, 2016 at 4:30p.m. with review of the following accounts:

Transfer Station

348 – Transfer Station

856 – Capital Expense (If Applicable)

Public Works Department

322 – Public Works

344 – Parks Department

345 – HAM Complex
353 – Cemeteries
360 – Vehicle Maintenance
382 – Building Maintenance
026 – Pondicherry Park
027 – Town Hall
856 – Capital Expenses (If applicable to any Departments above)

6. Other Topics for Discussion

There were none

7. Adjourn

Chairman King adjourned the meeting at 8:30p.m.

Respectfully Submitted,

Georgiann M. Fleck, Deputy Town Manager