

Board of Selectmen MEETING

Board of Selectmen's Room

**February 17, 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. Committee Member Jones had to excuse herself at 5:45p.m. Committee Member Vincent arrived at approximately 6:00p.m.

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. Budget Presentation

Chairman King said I would like to propose a 2 hour time limit for the budget meetings. The Board and Committee concurred.

Chairman King acknowledged Town Manager Peabody and asked for an overview of the budget.

Town Manager Peabody introduced Charisse Keach, Finance Officer, to the Board. Ms. Keach was hired to replace Linda Nilsen following Linda's retirement from the Town of Bridgton as Finance Officer.

Manager Peabody reviewed his transmittal letter with the Board and Committee and gave an overview of the budget and the proposed changes. As a result there is a \$500,000 increase in the overall budget.

Manager Peabody said there is \$4,400,000 in undesignated fund balance. Committee Member Triglione said how many months would that support the Town? Manager Peabody said approximately 4 months.

Selectman Hoyt said I would like to propose that instead of rolling over monies remaining at the end of the year in the budget to Undesignated Fund Balance, it go toward the budget along with the proposed \$125,000 to decrease taxes. Manager Peabody said I do not have a firm figure from the accountant yet to make that determination. The Board expressed interest in Selectman Hoyt's proposal and requested that it be brought back up for discussion at a subsequent meeting with a submittal by Manager Peabody of the amount remaining at the end of the budget last year.

4. Review of the Following Accounts

Section 1:

028 – Town Clerk
015 – Municipal Complex
022 – Bridgton Public Library
026 – Pondicherry Park
027 – Town Hall
404 – Recreation Department

Section 2:

008 – Legal Services
009 – General Government
018 – Long Term Debt
019 – Short Term Debt
020 – County (TBD)
021 – MSAD 61 (TBD)
030 – Assessing

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

028 – Town Clerk. This is a new cost center and as a result, account 030 (Assessing) has been reduced because most of the expenses are now reflected in account 028.

Laurie Chadbourne, Town Clerk, was present representing account 028.

As a result of discussion there was no change to Account 028.

120- General Assistance

Laurie Chadbourne, General Assistance Administrator, was present representing account 120.

General Assistance is an unfunded mandate by the State so the Town is responsible for expenses related to general assistance.

Selectman Hoyt proposed reducing account 120-5-7134 (GA Fuel) because only 4.24% has been expended to date of the budgeted \$7,350. Clerk Chadbourne said that the Community Center also has fuel assistance available, therefore, the reduction may be a combination of both the Community Center services and the current low prices of fuel.

Consensus of the Board was to not reduce account 120-5-7134 (GA Fuel)

Selectman Hoyt proposed reducing account 120-5-7130 (GA Housing) from the proposed \$9,000 to \$7,000. Because past history and current expended percentage do not come close to what is budgeted.

Consensus of the Board was to support the reduction of account 120-5-7130 from \$9,000 to \$7,000.

022 – Bridgton Public Library

Stan Cohen was present representing Account 022 (Bridgton Public Library).

Selectman Hoyt said where did the money that was usually raised to support the North Bridgton Library go after their closure? Manager Peabody said it was moved to support Bridgton Public Library.

Selectmen Hoyt supported the Manager's recommendation of \$79,000 rather than the Bridgton Public Library's request for \$80,500.

Consensus of the Board was to not support the Manager's recommendation of \$79,000 and accept the Bridgton Public Library's request of \$80,500.

015 – Municipal Complex

Peter Dumont, Head Custodian for the Municipal Complex, was present representing account 015 (Municipal Complex).

015-1-1012 (Part-time): Dumont said I am recommending an increase of 5 hours to this line due to additional cleaning as a result of the increased amount of meetings in the building as well as the increased use of the downstairs meeting room by various boards and committees, its use by the Motor Vehicle Division and the additional use by MSAD 61. Manager Peabody said my proposal does not include the request for the 5 additional hours. Deputy Town Manager Fleck and I recommended an overlap of hours between Dumont and Tom Shiers, Part-Time custodian, especially during meeting nights, as a way to combat the additional cleaning.

015-4-3603 (Repairs) and 015-4-4601 (Bldg Repair): Consensus of the Board was to combine these two accounts into one account.

Selectman McHatton proposed increasing account 015-1-1012 (Part-time) to support the 5 additional hours.

Consensus of the Board was to support the request to increase account 015-1-1012 (Part-time) by an additional 5 hours.

404 – Recreation Department

Gary Colello, Recreation Director, was present representing Account 404 (Recreation Department).

404-6-4425 – Fireworks: Deputy Town Manager said in the past we have been able to take advantage of the returnable bottles at the Bridgton Transfer Station and the money collected has been put toward the purchase of the fireworks. However, this is not consistent because we can only have the months that are not already requested by other agencies. Budget Committee Member Triglione said maybe the Board of Selectmen should consider a policy whereas all the bottles are collected by the Town with monies going toward the fireworks and/or wreaths. The Town should consider purchasing wreaths to display at Christmas and that money could also be used toward the purchase of wreaths.

Selectman Hoyt proposed increasing account 404-6-4425 (fireworks) from \$6,500 to \$9,750 because a few years ago the fireworks company offered a discount resulting in more fireworks if we committed and paid earlier in the year. This increase would be for this year only to begin a cycle allowing the purchase of fireworks earlier at a discount. The remaining money would be carried forward each year.

Consensus of the Board was to increase account 404-6-4425 (fireworks) from \$6,500 to \$9,750 if the discount is still offered. Recreation Director Colello will call the company and report back to the Board.

026 – Pondicherry Park

As a result of discussion there was no change to Account 026.

027- Town Hall

027-3-2714 (Sec/Alarm) – This is the first year that the Town Hall has had a security system in place.

027-3-4700 (Signs and Main) there is an electronic sign proposed for the Town Hall with funding to come from CDBG funds. The proposed amount of \$500.00 is for the repair of the existing sign if funding for the electronic sign does not materialize.

Selectman Hoyt proposed decreasing account 027-3-4700 (signs and Main) from \$500.00 to \$0. Consensus of the Board was to decrease account 027-3-4700 (signs and Main) from \$500.00 to \$0.

008 – Legal Services

Selectman Watkins proposed increasing account 008-3-2026 (legal services) from \$16,000 to \$18,000.

Consensus of the Board was to not support the increase.

009 – General Government

009-1-1000 (Stipend): This is a stipend for the Board of Selectmen. Currently the Chairman receives \$1,506.20 and each member receives \$1,027.20. Manager Peabody is requesting the stipend be increased to \$1,750.00 for the Chairman and \$1,300.00 for each member. Selectman McHatton said we should also consider a stipend for the Planning Board Members and the Appeals Board Members who have never received a stipend.

009-1-1012 (Part Time): This line supports the increase of the Administrative Assistant position from 32 hours to 40 hours which represents full time. The position is split between General Government, Economic Development and the Code Enforcement Office. When the Code Enforcement Officer is before you discussing his budget he will express the need for additional administrative assistance in his office. Chairman King said due to the increase in building permit activity, our assessment has increased dramatically.

Budget Committee Member Triglione said when this position came before the Budget Committee as a new position it was not approved. The Board of Selectmen approved the position as part time (32 hours) and I still oppose increasing the position to a full time position. Chairman King asked for additional comments. There were none.

Selectman Watkins asked if this budget included the addition of a part time grant writer? Manager Peabody said that is being proposed in account 950 (Economic Development).

009-3-2004 (Printing): Accounts Payable and Payroll checks are ordered annually. Direct deposit was recently offered to employees. Those employees that take advantage of direct deposit still receive a check marked void. Selectman Watkins said as a way to decrease the number of checks issued, marked void, the employee information could be printed on plain paper for distribution.

009-3-2010 (Website): Selectmen Watkins said \$500.00 is not enough for an adequate website. Manager Peabody said I have included a new account, 856-8-9151 (MarketingBrd) which will cover the implementation of a new website. The \$500.00 will be used for annual maintenance.

5. Schedule Next Meeting

The Board and Committee concurred that the next meeting will be held on Wednesday, February 24, 2016 at 4:30p.m. with review of the following accounts:

235 – Fire Department

268 – Emergency Management

223 – Police Department

125 – Health Officer

030 – Assessing

6. Other Topics for Discussion

Committee Member Vincent said when we are reviewing individual Departments if there are Capital Expenses (Account 856) associated with that particular department we should be reviewing that at the same time with the Department Head.

7. Adjourn

Chairman King adjourned the meeting at 7:45p.m.

Respectfully Submitted,

Georgiann M. Fleck, Deputy Town Manager