

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

**Board of Selectmen's Room**

**March 9, 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 – March 2, 2016**

The Minutes were approved by consensus of the Board of Selectmen and Budget Committee.

**4. Review of the Following Accounts**

- 268 – Emergency Management
- 269 – Animal Control
- 033 – Code Enforcement
- 950 – Economic Development
- 522 – Outside Agency Services

Deputy Town Manager Fleck said I inadvertently forgot to include account 856, Capital Expenses, so if there are any accounts that have proposal for capital you will want to review them at this time.

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

Deputy Town Manager Georgiann Fleck distributed revised budget sheets resulting from the meeting of March 2, 2016. In addition there was a detail sheet on account 856-8-9080 (Salmon Point Bathroom) which Town Manager Peabody said to disregard because it needed further revision.

**268 – Civil Emergency**

Todd Perreault, Director of Civil Preparedness, was present representing the Civil Emergency budget.

**268-3-2116 – Office Supplies**

Budget Member Cash said it appears that nothing has been spent out of this account. Director Perreault said I recently submitted several bills for payment which are not reflected on the detail sheet.

### **268-3-6415 – Engineering Services**

This line item will cover an engineered study to determine size and type of generators are necessary for critical infrastructure. Discussion ensued. Budget member Cash said where is the \$40,000.00 that has been set aside? Town Manager Peabody said it is in a reserve account for buildings. Budget Member Cash said for which infrastructure are the generators for? Director Perreault said the study will determine equipment necessary for Public Works Garage, Sewer Department, Fire Stations, Transfer Station and Town Office. Budget Member Triglione said \$40,000.00 seems like a lot of money for a study and why do we need an engineered study? Director Perreault said the \$40,000.00 with the addition of the proposed \$3,500.00 will be for a study and will also go toward the purchase of generators. The study will determine the needs of the building and size of the generators needed. For instance, this building's generator is undersized and should be upgraded. Budget Member Cash said an electrician would be able to make that determination. Director Perreault said I am going to contact electricians first. Selectman Watkins said does this include the generators for the fire stations? Director Perreault said no, they are separate. Selectman Watkins said how many generators do you need? Director Perreault said eight.

### **268-4-3230 – Equipment Purchases**

This line item will cover the purchase of equipment to improve the Emergency Operation Center Budget Member Cash said where is the Emergency Operation Center? Director Perreault said the Board of Selectmen's Room.

### **268-4-3412 – Radio Repair**

Budget Member Cash said where are the EMA radios? Director Perreault said currently I store them at my house.

### **033 – Code Enforcement**

Rob Baker, Code Enforcement Officer, was present representing the Code Enforcement budget.

Selectman McHatton said does your permit fees pay for the department? Code Enforcement Officer Baker said no, we assessed the fees a few years ago and increased them at that time. Selectman McHatton said maybe it needs to be assessed again.

### **033-1-1000 – Salary**

This line items covers salary for Code Enforcement Officer Rob Baker and an Administrative Assistant. Town Manager Peabody said I discussed with Code Enforcement Officer Baker and his work load to find out if he needed someone to assist in inspections and permitting which he said he did not need. Code Enforcement Officer Baker said I am able to do the inspections but it is the administrative work that I need assistance with. When Georgiann Fleck became Deputy Town Manager I lost about 20 hours of administrative assistance a week. Kayla has been a huge help but her hours need to be increased because she is shared between my department, Economic, Management and Finance.

Selectman King said is your position hourly or salary? Code Enforcement Officer Baker said hourly. Town Manager Peabody said his position does not fit the criteria of salary.

### **033-3-2114 – Travel Expense**

Budget Member Cash said usually travel includes meals and mileage. Code Enforcement Officer Baker said each department is different.

### **269 – Animal Control Officer**

Rick Stillman, Police Chief, was present representing the Animal Control Budget.

#### **269-1-8112 – AC Officer**

Chief Stillman said this line item has been reduced because the amount of call-outs have been reduced. This line is for domestic animals only. If there is a complaint regarding wildlife Jack Knight is contacted by dispatch to respond and we don't see a bill from him for his services. Selectman McHatton said does the Animal Control Officer carry a gun? Chief Stillman said no.

#### **269-3-2007 – Cell phone**

This line item is to cover the cost of cell phones for the ACO's. Only one uses a department phone which is covered under the police department. Budget Member Cash said this should be removed from the budget.

#### **269-3-2114 – Travel Expense**

Budget Member Jones said does the Animal Control Officer live out of town? Chief Stillman said no, travel begins from where they are when a call comes in to where they need to go.

#### **269-6-8113 – AC Boarding**

Town Manager Peabody said this line item is contractual and the amount is based on a per capita.

### **950 – Economic Development**

Anne Krieg, Planning and Economic & Community Development Director, was present representing the Economic Development budget.

#### **950-1-1000 – Salary**

Selectman Watkins said is your salary offset? Director Krieg said yes, a portion of it comes from CDBG funds. Budget Member Cash said this position was supposed to be split between the Economic Development and CDBG, why can't it all come out of CDBG? Director Krieg said the Town added planning and that changed the ratio to a 30/30 split for CDBG. I have to track my hours for any CDBG work that is done and submitted for reimbursement. Director Krieg said a portion of the Administrative Assistant comes out of the CDBG funds because she is working administratively with the CDBG grant. Selectman Murphy said does BEDC (Bridgton Economic Development Corporation) work with you? Director Krieg said yes, working under their name at trade shows, and, the position is supposed to give BEDC 8 hours a week. The Budget Member Cash said this sheet should be itemized to show the salary breakdown.

#### **950-1-1012 – PT Help**

Budget Member Triglione said will the grant writer be working for all departments? Town Manager Peabody said yes, this was a Board of Selectmen recommendation and it will be available to all departments. Budget Member Triglione said they should keep a list of all grants that are approved and

the dollar amount. Selectman McHatton said the grants should justify the position. Selectman Watkins said a portion of this position may be covered under a grant.

**Budget Member Cash proposed changing the position from part-time to full-time. Discussion ensued.**

**As a result, the consensus of the Board of Selectmen and Budget Committee was to approve the position as a full time position.**

#### **950-3-2018 – Memberships – Subscriptions**

Budget Member Cash said what is the Tour Bus Association Membership? Director Krieg said this is a tour bus corporation that handles visits to various towns.

#### **950-3-2007 – Cell Phone**

Budget Member Vincent said how come your cell phone account is less than a lot of other accounts? Director Krieg said I don't use a lot of data like some departments. Budget Member Vincent said maybe the Town should consider the addition of WIFI in other town buildings. Town Manager Peabody said we met with Verizon and U.S. Cellular and we have the best plan available for our usage but we can look into WIFI at the town buildings.

#### **950-3-2114 – Travel Expense**

Questions were raised by various Selectmen and Budget Advisory Committee Members regarding the proposed amount of \$6,000.00 to attend trade show events in Cleveland and other second tier city locations. Director Krieg said the conventions allow me to maintain my credits. Selectman McHatton said I believe it is your responsibility to maintain your credits not the Town, can it be done locally or do you have to go to New York City? Director Krieg said I can get credits locally, but by going to New York City I am eligible for more credits. I am required to obtain 40 hours to maintain certification, I obtain 3 credits from Maine Association of Planners, 10 credits from the New England training and the remaining from the national. Town Manager Peabody said this is no different than other department such as Code Enforcement Baker or Dawn Taft's assessing certification. Budget Member Jones said we need to invest in our employees.

#### **856-8-9212 – Streetscape Bid Set**

Budget Member Triglione said this is a lot of money just to create a plan. Selectman Watkins said I agree. Town Manager Peabody said the plans take into account the street, sidewalks, lighting and drainage. The plans are very detailed and also require approval from Maine Department of Transportation (MDOT) Discussion ensued.

**As a result, the consensus of the Board of Selectmen and Budget Committee was to approve the proposed amount.**

#### **856-8-9052 – Town Hall**

Budget Member Vincent said I would like clarification on the requested \$115,000.00 and does this account have a carry forward? Director Krieg said the \$115,000.00 is in addition to the carry forward amount of \$112,000.00, however, the carry forward has been spent. Discussion ensued.

**As a result, the consensus of the Board of Selectmen and Budget Committee was to table further discussion pending alternatives for types of siding.**

### **522 – Outside Agencies Funding**

Town Manager Peabody said when Deputy Town Manager Fleck and I reviewed this account we reduced the requests by 20%. When I reviewed the notes from last year I saw that recommendation but now realize that it was a recommendation by the Budget Committee and not the Board of Selectmen. Deputy Town Manager Fleck said I concur.

### **522-7-5150 – LRTV Franchise**

Selectman Watkins said what do other Towns contribute? Town Manager Peabody said we can find out. Selectman King said most of their staff is voluntary or receive a small stipend and if they all got paid this would be more, I don't think this is an unreasonable request. Selectman Murphy said throughout this budget process we have talked about marketing Bridgton and the Town is growing, therefore, I don't think we can afford to let go of the one resource that we have especially when it is local. Finance Officer Keach said you could ask for an operational budget.

Finance Officer Keach said when I worked for Franklin County there was a policy whereby if the outside agency received funding from the Town they would not fund them at the county level because it was considered "double dipping". I reviewed the submittals and Family Crisis, Opportunity Alliance and Southern Maine Area Agency on Aging, do receive funding from the County. Selectman Hoyt said S.A.P.A.R.S, account 522-7-8032, just received funding of \$2,500.00 from CDBG and they are requesting an additional \$750.00 through this account. Budget Member Triglione said it is a bad policy to pick and choose who is going to receive CDBG monies. Budget Member Cash said I thought if they were a private business they would not receive CDBG funding.

Members of the Budget Advisory Committee concurred that they did submit a recommendation last year to create a policy and reduce the request by 20% and an additional amount thereafter until they no longer receive funding through the Town of Bridgton. Member Jones said I don't think it is right that I am forced as a taxpayer to fund a particular business that I may not agree with. I would like to choose who I support and who I don't.

**Discussion ensued with the proposal to flat fund the accounts, support the reduction of 20% or bring back for the next meeting.**

**As a result, the consensus of the Board of Selectmen and Budget Committee was to bring back for discussion account 522 – Outside Agencies Funding.**

### **5. Schedule Next Meeting**

The Board and Committee concurred that the next meeting will be held on Wednesday, March 16, 2016 at 4:30p.m. with review of the following accounts:

- 316 – Hydrants
- 251 – Ambulance
- 252 – Street Lights

290 – Septic Disposal  
345 – HAM Complex  
499 – Contingency  
522 – Outside Agency Services  
857 – Capital Expense Reserve  
856 – Capital Expense (if applicable to any Departments above)

**6. Other Topics for Discussion**

There were none

**7. Adjourn**

Chairman King adjourned the meeting at 7:00p.m.

Respectfully Submitted,

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Georgiann M. Fleck, Deputy Town Manager