**Board of Selectmen**

**WORKSHOP/MEETING**

**Board of Selectmen’s Room March 29, 2018**

 **4:00p.m.**

**Board Members Present:** Gregory N. Watkins, Chairman; Robert P. Murphy; Robert J. McHatton, Sr.; G. Frederick Packard. **Absent**: Glenn R. Zaidman, Vice Chairman;

**Administration Present:** Robert A. Peabody Jr., Town Manager; Georgiann M. Fleck, Deputy Town Manager; Charisse Keach, Finance Officer.

**1. Call to Order**

Chairman Watkins called the meeting to order at 4:05p.m.

 **2. Pledge of Allegiance**

The Board recited the Pledge of Allegiance

**3. Approval of Minutes**

 a. March 12, 2018

**Member Packard moved** to approve the minutes of March 12, 2018. Member Murphy 2nd.

4 Approve / 0 Oppose

 b. March 19, 2018

**Member Packard moved** to approve the minutes of March 19, 2018. Member Murphy 2nd.

4 Approve / 0 Oppose

**4. Questions/Comments on Previous Budget Items/Departments**

Member McHatton said at a previous meeting I brought up questions regarding **the grant writer’s position**, however, Vice Chairman Zaidman is not present so we should delay further discussion until there is a full board. Chairman Watkins said the position of grant writer falls under account 950 so we could discuss when we begin review of that account later in the meeting.

Chairman Watkins said now that we have information on **MSAD 61’s budget** we could discuss it as we go through the budget. Town Manager Peabody said the school budget is a warrant unto itself.

Chairman Watkins said what is the status of fuel? Finance Officer Keach said bid packages were mailed out last Friday, the 23rd, and are due back Monday, April 9, 2018.

**5. Review of the Following Accounts:**

**045 – Bridgton Community Center**

Present representing the budget for the Bridgton Community Center was Carmen Lone, Director

Director Lone said the budget does not get developed until May so I usually submit the previous year’s budget for consideration unless there is a proposed project or a major change.

Member McHatton said in past years you submitted a request for $75,000, however, this year there is an increase to $76,750. Finance Officer Keach said it has been $75,000 for the past couple of years. Director Lone said it was not my intent to ask for any more and I don’t foresee anything extra that we cannot take care of financially.

Finance Officer Keach said I don’t see any funding for the **fuel assistance program**. Director Lone said there is no projection in the budget for the fuel assistance program it is under #2400 (other grants $1,000). Chairman Watkins said does that mean there is nothing expended? Director Lone said we did not apply for funding. Finance Officer Keach said is the fuel assistance in addition to what LIHEAP may offer and do these customers also come to the Town for assistance? This program was created during the financial disaster when everyone was losing their job and was supposed to be a last resort. Director Lone said it is for 100 gallons, Bridgton residents only, and there is an application process.

Finance Officer Keach said you list **transportation services** and we just funded a few entities in the outside agency requests for health trips. Director Lone said that is a program run by Dana Hansen and they provide rides for as far as Boston that are health related. Our program requires no reimbursement with 8 volunteers for rides to in-town facilities including supermarkets. We don’t advertise it a lot because we are not sure that we can staff it. Member McHatton said that is not for specifically medical? Director Lone said no, it is just a ride.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck, Finance Officer Keach and Director Lone.

*The Consensus of the Board was to reduce the proposed request from $76,750. To $75,000 and approve the proposed budget for account 045 Bridgton Community Center in the amount of $75,000.*

**856 – Capital Expense**

Town Manager Peabody said because EMA Director Perrault could not be present this evening he asked that I submit to you revised paperwork regarding **generators.** To outfit the Town Garage and Town Hall with generators it would cost $36,500 and then next year he plans to do the Town Office. Member McHatton said are these generators in the event of an emergency because if they are it should be done now. Town Manager Peabody said the Town Hall currently does not have a generator and that is where we would go in the event of an emergency per the COOP plan. The Town Office has a generator but it is not sufficient in size. When there is a loss of power at the town garage they cannot get the garage doors up. Member McHatton said if you got a generator for the Town Office can that generator be moved to another location? Town Manager Peabody said possibly. EMA Director Perreault ranked them and came up with the proposed plan. Member McHatton said we need to have another session with EMA Director Perreault. Chairman Watkins said I would like to know if there is a cost savings by repurposing the generator at the Town Office which may be offset by the amount of work it is going to take to remove it. Town Manager Peabody said $36,300 would be taken from the reserve. Chairman Watkins said what is the reserve for? Town Manager Peabody said it is a Municipal Building reserve? Chairman Watkins said what is the current balance? Town Manager Peabody said it is over $100,000. Some of the stations are currently not generated. Member McHatton said is it necessary to generate them? Town Manager Peabody said that is a question for EMA Director Perreault. Chairman Watkins said what happens if the cost comes in higher? Town Manager Peabody said we either over-expend the line or we just don’t do it. Chairman Watkins said the generator costs were based on an estimate that Power Point submitted which were prepared in 2016 but his new estimate for 2018 for the Town Garage is proposed at $27,500 and the Town Hall is proposed at $9,000 with $36,300 coming from the municipal building reserve, maybe do $40,000 to cover any additional expense.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck and Finance Officer Keach.

*The Consensus of the Board was to approve the proposed budget for account 856-8-9104 (Generators) in the amount of $40,000.00*

**250 - Hydrants**

Member McHatton said we need to pay 1/3 of the water district costs according to the Public Utilities Commission and we are paying about $200,000. Any increase needs to be submitted to the Public Utilities Commission for review and approval. Deputy Town Manager Fleck said no documentation was submitted to support their request regarding the 2% increase.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck and Finance Officer Keach.

 *The Consensus of the Board was to approve the proposed budget for account 250 (Hydrants) in the amount of $195,596.00*

**499 - Contingency**

Town Manager Peabody said this for any unforeseen or unanticipated expenditures. If there is any money left over I do request a carry forward.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck and Finance Officer Keach.

*The Consensus of the Board was to approve the proposed budget for account 499 (Contingency) in the amount of $30,000.00*

**857 – Capital Reserves**

Town Manager Peabody said reserves are used to off-set costs and also are used in the event of an emergency. Reserve accounts were created three years ago.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck and Finance Officer Keach.

*The Consensus of the Board was to reduce account 857-8-9117 (Recreation Dept. Reserve) from $10,000 to $0.00 and approve the proposed budget for account 857 (Capital Reserves) in the amount of $75,000.*

**950 - Community Development**

Town Manager Peabody said I had Grant Writer Szok itemize what he has done for grants over the past two years. To date we have been awarded $5,000.

Chairman Watkins said I don’t see the value of having a grant writer. The position has not paid for itself. Member McHatton said the Community Development Director (CDD) should be doing the grant writing. Over the past year we have had a good person looking at how to get money back to us. If you don’t hire a second person to do the grant writing and you expect the CDD to do the grant writing may interfere with what they need to do. I do believe the position of the grant writer is a part-time position and not a full-time position. Chairman Watkins said we received more money the first year vs. the second year. Member McHatton said you don’t always get money back the second year from the same entities. It may run very smooth hiring two people. Chairman Watkins said this budget does not allow for the second person. What is the consideration for shifting funds from 950 (Community Development) to 009 (General Government). Member McHatton said do we want to keep the grant writer’s position for one more year and then evaluate it? Chairman Watkins said I am fine with leaving the grant writers position in the budget and evaluating it next year. Account 009 (General Government) had originally proposed an executive secretary for $40,000 without benefits. Town Manager Peabody said you can add about 15% for benefits. Chairman Watkins said can you do it $40,000? Town Manager Peabody said yes. Chairman Watkins said we can add the position back into the budget or consider a trade-off. Town Manager Peabody said I did not want the budget to go over 3% and that is why I removed the position. I think we need the position but if you decide not to put it in the budget this year we can continue the way we have been.

Member McHatton said if we hire a planner will they have an assistant? Town Manager Peabody said Brenda Day, Administrative Assistant, dedicates 20 hours a week, which varies week to week.

Chairman Watkins said if we had someone in the position of Community Development I don’t understand giving a 3% increase before someone is even hired. Town Manager Peabody said I reviewed the market and determined what we could pay.

Chairman Watkins said account 950-3-2018 covers a subscription to the Maine Townsman which is available for free on-line.

Chairman Watkins said is the proposed amount of $5,000 for legal expanses going to be sufficient? Town Manager Peabody said yes, because most of the initial legal work has already been done.

Chairman Watkins said I would increase account 950-3-2112 (Promotions/Marketing Expense) social media expense from $500 to $1,000 so the total of that line would be $9,050.

Discussion ensued between Board members, Town Manager Peabody, Deputy Town Manager Fleck and Finance Officer Keach.

*The Consensus of the Board was to increase account 950-3-2112 (Promotions/Marketing) from $500 to $1,000 and approve the proposed budget for account 950 (Community Development) in the amount of $141,218*

**6. Other Topics for Discussion**

Chairman Watkins said recently I had brought up that I thought **mesh was previously proposed for the backstops** and was put in the budget last year, however, it was not something that was requested on paper.

Chairman Watkins said the Police Chief included in the Police Department budget (223) a **reserve office in lieu of a park ranger** because of the ability to write citations. It is difficult to get reserve officers and it is going to cost more unless we continue the same way we have been doing it. I think we should consider putting the position of a park ranger in the Parks Department budget (344) so they can monitor the beaches and parks as well as clean up debris. If there is a problem they could still contact the police department. Member McHatton said do they go to the beaches? Town Manger Peabody said yes but we may not need them as much at Highland Lake because of the implementation of life guards but they will still go to Pondicherry Park and the other beaches. Chairman Watkins said does the Town have the authority to appoint a Park Ranger that could write a citation for violations of beach and/or park rules? Town Manager Peabody said it is according to the certification they have received as a result of training. These are questions that you should ask the Police Chief. Chairman Watkins said I don’t think we need to have someone carrying a gun walking on the beaches.

Chairman Watkins said we had previously discussed receiving back-up information on **maintenance of the compactor for $6,400** in account 348-4-3233 (Transfer Station – Equipment Contracts) but we have not received anything yet.

Chairman Watkins said is there anything that we have not covered or want to review? Consensus of the Board was no, not at this time.

**7 Schedule Next meeting.**

Chairman Watkins said we should meet one more time to discuss the overall budget and the Town Manager’s proposal to take **$200,000 from the undesignated fund balance**.

There is a workshop/meeting scheduled for Tuesday, April 3, 2018 to meet with the Bridgton Water District. The Board will meet at 4:00p.m. to discuss the budget, go into the planned workshop/meeting with the Bridgton Water District at 5:00p.m. and then return to budget discussion if necessary.

**7. Adjourn**

Chairman Watkins adjourned the meeting at 7:15p.m.

Respectfully submitted,

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Georgiann M. Fleck, Deputy Town Manager