**Board of Selectmen**

**WORKSHOP/MEETING**

**Board of Selectmen’s Room April 3, 2018**

 **4:00p.m.**

**Board Members Present:** Gregory N. Watkins, Chairman; Glenn R. Zaidman, Vice Chairman; Robert P. Murphy; Robert J. McHatton, Sr.; G. Frederick Packard. **Absent**: None

**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 4:00p.m.

 **2. Pledge of Allegiance**

The Board recited the Pledge of Allegiance

**3. Approval of Minutes**

 a. March 29, 2018

**Member McHatton moved** to approve the minutes of March 29, 2018. Member Packard 2nd.

 4 Approve / 0 Oppose / 1 Abstain (Vice Chairman Zaidman - Not present for the meeting)

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

Town Manager Peabody submitted information showing the **status of the budget with the projected increase**. (copy attached)

Town Manager Peabody submitted a revised **job description for the Executive Assistant**. (copy attached)

Town Manger Peabody submitted information from the **2016 MMA Salary Survey for a Planner and Economic Development Director**. (copy attached)

**5. Review of the Following Accounts**

**Account 223-1-1012 (Park Time includes full time Reserve Officer for 10 weeks during the summer).**

Chairman Watkins said is the ten week reserve officer covering Woods Pond, Salmon Point and Pondicherry Park but not Highland Lake Beach so much because of the proposed life guards? The availability to hire a reserve officer if very difficult not just local but state wide. Last year there was an incredible amount of things that needed to be done from a parks point of view such as dogs on the beaches or trash on the beaches which is more suited to the Parks Dept. Should a Parks Ranger be under the Parks Department? Town Manager Peabody said the Parks Department is more maintenance related if you were going to shift the position it would be more suitable in the Recreation Department.

Office Phil Jones said when the position began it came out of the vocation program from the high school. The Town liked the foot and bike patrol and the community was pleased because it was community policing. Two years ago it was made a paid position. I feel that this is a great asset to the Police Department. We do have a retired officer that may be interested, but if not, I think it should continue with a young person who might want to learn about the needs of the community.

Chairman Watkins said what was different last year? Officer Jones said the Park Ranger falls under my supervision and I gave her leeway to work with the Public Safety Administrative Assistant and let her do more event planning than was in her job description. This position is about finding and directing the right person. The previous year the individual did a great job, however, last year the individual was not very visible to the public and the public wants to see that.

Chairman Watkins said how does this person get around to perform the duties necessary? Office Jones said they walk or drive the truck and the bicycle is also available.

Chairman Watkins said is your first preference a reserve officer or retired officer? Officer Jones said we have a retired officer who has expressed interest but I have not received a confirmation back yet nor have we had any response from the ad.

Vice Chairman Zaidman said there is quite a difference in salary between a park ranger and reserve officer? Town Manager Peabody said $1,200. The reserve officer is $13.39/hr and the park ranger is $11.00/hr. Police Chief Stillman said there is also a difference because last year it was 30 hours and this year it is being proposed to 40 hours.

Chairman Watkins said my uncertainty is how do we deal with the individual and not have a repeat of last year. Police Chief Stillman said we are talking mostly about Woods Pond. Chairman Watkins said no not just Woods Pond. Police Chief Stillman said I went to Woods Pond almost every day and I never heard a single person express concern, there was nothing but praise for the condition of the beach. I think when you are a Board of Selectmen member or Town Manager you hear all the bad and not so much positive. Chairman Watkins said it is also our job to address the negative while being cost effective. The biggest difference I am hearing is a reserve officer affords the ability to enforce. Officer Jones said we tell the Park Ranger that they are supposed to be available for the public but not be confrontational. Town Manager said the person is supposed to confront someone if they are doing something wrong. Public Works Director Kidder said what were some of the complaints that you heard? Chairman Watkins said repetitive things like cigarette butts on the beach, trash and the person was hardly ever seen. Public Works Directive Kidder said we begin at 6:00a.m., raking the beaches and cleaning up trash. The dog complaints is because it is after hours. We placed a camera at Woods Pond and there was a lot of after-hours activity.

Member McHatton said I would like to see someone who has policing authority. Chairman Watkins said I don’t disagree but give them the authority to write up someone on an infraction of the rules of the parks and beaches.

Member Murphy said I think the Park Ranger or whoever is chosen should be in uniform. Police Chief Stillman said maybe a more casual police uniform.

Discussion ensued between Board members, Town Manager, Deputy Town Manager, Finance Officer, Police Chief Stillman and Officer Jones.

 **Account 223-4-3230 (Equipment Purchases)**

Town Manager Peabody said we have talked about deducting $9,000 from account 223-4-3230 for the purchase of the **portable electronic sign**.

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

*The Consensus of the Board was to approve the proposed budget for account 223 Police Department in the amount of $862,838.*

Chairman Watkins said is it possible to take $6,000 out of the current budget so the chief can order the sign this year? Town Manager Peabody said there was no appropriation for the sign in this year’s budget. Public Works Director Kidder said if Police Chief Stillman notifies the company they may let you order the sign with a submittal of a bill after July 1st.

**856 Capital – Generator discussion.**

Chairman Watkins asked Town Manager Peabody if he and EMA Director Perreault have met following the previous discussion on generators? Town Manager Peabody said yes, I explained to him how the Board came up with $40,000. Chairman Watkins said I would like to know if the generator is taken out of this building it could be repurposed to another building that is not generated. EMA Director Perreault said this is a diesel generator and when diesel sits for long periods it could build up algae. Vice Chairman Zaidman said I disagree, there may be starting issues but not algae issues. Member McHatton said generators are for emergency situations and if buildings need generators I think we should do them all at once rather than doing this project a piece at a time. EMA Director Perreault said the generator has a switch that starts itself each week. I think it could be repurposed if the size is right for a particular building. My proposal is just an option. Vice Chairman Zaidman said have you gotten a turn-key price for each building? EMA Director Perreault said no, this was just a proposal. Vice Chairman Zaidman said last time we talked you were planning on doing to the Public Works Garage and the Town Hall, have you gotten a turn-key price? EMA Director Perreault said no, if you want to do them all at once. Vice Chairman Zaidman said what are the costs going to be? EMA Director Perreault said I won’t know until we go out to bid. Town Manager Peabody said you proposed $110,000, it would be a net increase to the budget of $73,000. Vice Chairman Zaidman said are burying the tanks? EMA Director Perreault said no, above ground.

Chairman Watkins said we need to consider if we want to do this all at once or go with the proposed plan of phase in. Vice Chairman Zaidman said I think we should go with EMA Director’s plan to do this project over a two year phase.

Discussion ensued between Board members, Town Manager, Deputy Town Manager, Finance Officer and EMA Director Perreault.

**Account 348-4-3233 (Equipment Contracts)**

Chairman Watkins said there was a question on the maintenance of the compactors. Public Works Director said I have done an oil analysis on the two machines. There is 575 gallons of compactor oil which has a different velocity but I can cut down to cheaper oil if necessary. I have estimated $5,500 to buy the oil and then there is $3,000 in maintenance for a total of $8,500. Vice Chairman Zaidman said does that include new seals? Public Works Director Kidder said yes and filters.

**8. 5:00p.m. Workshop/Meeting with Bridgton Water District**

Attendees on behalf of the water district were: Barry Gilman, Wesley Gorman, Todd Perreault and David Brill.

Vice Chairman Zaidman said we are trying to get everything done when we do the sewer project and lower main street. Mr. Perreault said last we heard from the engineer he was trying to put together paperwork for grants for your project. It would look better if we had the water district do replacement of the infrastructure at the same time. I told him that we would have our engineer do the work. If we don’t get funding are you still going to do lower Main Street? Chairman Watkins said we talking about Street Scape, Sewer, or lower Main Street but we are talking about the same piece of earth, dig it once and get a lot done.

Town Manager Peabody said there are three projects being proposed one of which is Lower Main Street for a complete rebuild and you have infrastructure in the ground that needs to be addressed. If the Water District cuts into a newly established road I am going to make you replace the whole road. On lower Main Street we are doing all the hookups. We will have already have the infrastructure in place to hook in. We are working with Milone and McBroom for the Street Scape aspect which includes new sidewalk, curbing, and the street estimated at $2,000,000. The other project is through the Maine Bond Bank. I put in as a place holder $50,000 from the water company. It is a cost saving for both of us. Mr. Perreault said the biggest problem is replacing the water main down there. Mr. Brill said is not replacing. Town Manager Peabody said does that include opening and closing? Mr. Perreault said to re-do the main it is $150.00/ft Vice Chairman Zaidman said how old is the main? Mr. Brill said 40 years old. Town Manger Peabody said the Water District could go to the main bond bank also. Mr. Perreault said we have loans on a large tank and drilling two new wells. Vice Chairman Zaidman said our engineer said if our project was accepted by the voters it would begin in 2019 and go to 2021. Public Works Director Kidder said take the pavement off, there is sidewalks and reconstruction all the way down through and there are storm drains that need to be fixed.

Mr. Perreault said we don’t know if some of the hydrants will need to be moved or not? Public Works Director Kidder said we would like to get the location of the poles moved also.

Chairman Watkins said one of the things the Town Manager considered was a place holder for the Water District of $50,000. Mr. Perreault said it would be nice to do this after we get the engineer drawings. Now that we know it is going to be a complete dig we can plan on the hydrants being moved and try not to get the rates increased and pursue a grant.

Chairman Watkins said do you have any questions about any other project? Mr. Perreault said yes, the sewer project. Vice Chairman Zaidman said your engineer should spend time with ours. Mr. Brill said they have done that.

Mr. Perreault said if we are going to be a year behind you for funding what do you want to do? Town Manager Peabody said our point is to give the Bridgton Water District an opportunity, we don’t need you to do the project but it would be in your best interest to take advantage of it. Vice Chairman Zaidman said the Farm Bill has some big money they are going to release for water. Mr. Brill said we looked into that with no luck. Vice Chairman Zaidman said they cancelled it and now it back so you may have another opportunity.

Mr. Brill said if this is turned down by the voter what is your plan? Public Works Director Kidder said the whole scope of work would change but I would still need to do something with storm drains. Town Manager Peabody said if we are going to go it alone we are going to do it the cheapest way possible for the taxpayers.

Chairman Watkins said I don’t know if the Street Scape is going to impact the Water District. Mr. Perreault said the impact would be minimal.

Mr. Perreault said we do have issues with water, we have proposed a new well and revising the Ordinance for a proposal in November.

Vice Chairman Zaidman said I have heard you are out of water? Mr. Perrault said we are close, we are not trying to stunt growth, we are trying to get the paperwork done to go to the voters. Mr. Brill said but if we don’t have water the lines are not going to help.

Vice Chairman Zaidman said are you capable of pumping 380 gallons a day? Mr. Brill said I could but I don’t want to because it would really be hard on the wells. Vice Chairman Zaidman said how old is the oldest well? Mr. Brill said 1992. Member McHatton said could you consider Highland Lake? Mr. Brill said no. Mr. Perreault said that is why we were hoping for a slow steady growth.

Chairman Watkins said are you proposing a rate increase for the upcoming year? Mr. Perreault said we are proposing a 10% increase. Chairman Watkins said do you have certain thresholds that you have to meet or if it is if you go over a certain percentage? Mr. Brill said it all has to be approved by the PUC. Mr. Perreault said which could take up to six months.

Vice Chairman Watkins said I noticed a couple of hydrants that are bagged. Mr. Brill said one was hit in Sandy Creek so I need to determine if it is safe before I put it in circulation again. Mr. Perreault said none of them were shoveled all winter but that is another issue.

Discussion ensued between Board members, Town Manager, Deputy Town Manager, Finance Officer and Bridgton Water District Trustees.

Mr. Perreault said this has been very beneficial and I think it is a great idea for both our Boards to continue to meet to discuss proposed projects. I would like to suggest a meeting on a regular basis whether it be annually or semi-annually. We meet the first Monday of every month at 4:00p.m. Town Manager Peabody said we will add that to our website.

**Account 250 – Hydrants**

Chairman Watkins said the Bridgton Water District is proposing a 10% increase which will take effect in April 2019 pending approval of the PUC, therefore the increase would be an additional $10,500.

*The Consensus of the Board was to not increase account 250 Hydrants.*

6:09p.m. the Workshop/Meeting with the Bridgton Water District ended and the Board of Selectmen continued with budget discussion.

**9. Return to Budget Portion of the Workshop/Meeting (if necessary)**

**Account 348 Transfer Statio**n

Chairman Watkins said does the Board want to increase account 348-4-3233 by an additional $2,100?

Discussion ensued between Board members, Town Manager, Deputy Town Manager, Finance Officer and Public Works Director Kidder.

*The Consensus of the Board was to not increase account 348 Transfer Station.*

**Account 950 – Community Development Director**

Chairman Watkins said at the previous meeting we decided to leave the Grant Writer in the budget. Member McHatton said but because Vice Chairman Zaidman was not present I suggested delaying further discussion until the full Board was present.

Vice Chairman Zaidman said if we are hiring a Planner and an Assistant, we could cut the grant writer position and hire a grant writer for specific grants, I have used people out of Portland with success. Currently the Department Heads are writing their own grants.

Member McHatton said I suggested that we keep the position in place and evaluate it next year. We may hire a planner that is able to write grants. Vice Chairman Zaidman said I think we could decrease this position and save money. Town Manger Peabody said not all Department Heads are familiar with writing grants. Member Packard said who could do it? Town Manager Peabody said you would have the CDD do it. Vice Chairman Zaidman said wouldn’t the Executive Secretary be able to write grants. Town Manger Peabody said usually they are not familiar with writing grants.

Town Manger Peabody said grants were secured for Recreation summer camp with $5,000 coming from the King Foundation and $7,000 from Narragansett. Chairman Watkins said there has been no effort to do any fund raising for scholorships. Do the recent grants decrease the line item? Deputy Town Manager said a large portion of the proposed budget request is offset by revenues.

Chairman Watkins said does the Board want to remove the grant writer or remove and add a new line item amount to hire a grant writer on an as needed basis?

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

*Consensus of the Board was to leave the position of grant writer in the budget*. *4 Approve / 1 Oppose (Vice Chairman Zaidman – add a line item to hire a grant writer on an as needed basis)*

Chairman Watkins said the Town Manager has proposed **$200,000 from the undesignated fund balance.**

Discussion ensued between Board members, Town Manager, Deputy Town Manager, Finance Officer and Public Works Director Kidder.

*The Consensus of the Board was to approve the proposal to take $200,000 from the undesignated fund balance.*

Deputy Town Manager Fleck said at a previous meeting you discussed decreasing outside agency funding to fund the **Senior Tax Program**, therefore, how does the Board want to proceed? Town Manager Peabody said I will forward the policy to the attorney for review and comment.

**Account 009 - General Government**

Finance Officer Keach said the Board approved the budget for 009 – General Government before the Executive Secretary was added in. Chairman Watkins said we need to add $40,000 into the salary and change the FICA line accordingly. This would bring the budget to $426,814. To be clear it is not going to change the bottom line of the proposed increase.

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

*The Consensus of the Board was to approve account 009 with the increase of $40,000 to salary and the adjustment to the FICA line.*

 **Account 115 – Employee Benefits**

Chairman Watkins said does this account include benefits for the Executive Secretary? Finance Officer Keach said no.

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

*The Consensus of the Board was to approve account 115 – Employee Benefits with the necessary adjustments for the Executive Secretary.*

Chairman Watkins said with the adjustments made to date the budget is at a 3.4% increase.

**6. Other Topics for Discussion**

Member McHatton said there are **two petitions** being distributed; one is for how the Town sells Town owned property and the other is restricting hotels to no more than 30 rooms. Referendum questions are only good for one year. Vice Chairman Zaidman said can the Board refuse to put the petitions on the Warrant? Town Manager Peabody said yes, but you need to have a valid legal reason why.

Chairman Watkins said I plan on giving you the **committee reports** at the next regular meeting for discussion. I will give you copies prior to the meeting.

**7. Schedule Next Meeting**

The Board concurred that no subsequent meeting is necessary at this time.

**10. Adjourn**

The meeting was adjourned at 7:33p.m.

Respectfully submitted,

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 Georgiann M. Fleck, Deputy Town Manager