

**Board of Selectmen
WORKSHOP/MEETING**

Upstairs Meeting Room

March 9, 2020
9:00a.m.

Board Members Present: Lee Eastman, Chairman; Glenn R. Zaidman, Vice Chairman; Robert P. Murphy; G. Frederick Packard and Carmen Lone. **Absent:** None

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

1. Call to Order

Chairman Eastman called the meeting to order at 9:00a.m.

2. Pledge of Allegiance

The Board recited the Pledge of Allegiance

3. Budget Workshop

a. Introduction and overview of the proposed budget

Bob A. Peabody Jr., Town Manager, gave an overview of the budget including revenues, cost centers, COLA and wage adjustments.

b. Begin review of cost centers

011 – Administration

Account 011-1-1090 (Stipends) has been moved to a new cost center (022) for Boards i.e.; Board of Selectmen, Planning Board and Appeals Board to better track expenses such as stipends and electronic device purchases.

There was overall discussion of the Town Manager’s proposal of a 3% COLA increase for employees, TRIO software issues and possible alternatives and expenses related to meals.

The Consensus of the Board was to decrease account 011-6-6200 Meals/Incdnt \$500., therefore, the approved budgeted amount for Cost Center 011 is \$371,814.

012 – Assessing

Denis Berube, Assessors Agent, representing O’Donnell and Associates was present representing the proposed Assessing budget. Assessors Agent Berube explained the proposed budget including services provided by G&K Associates to monitor personal property and the difference between the BETE and BETR program.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 012 Assessing in the amount of \$52,500.

013 – Code Enforcement

Brenda Day, Code Enforcement Officer, was present representing the proposed Code Enforcement budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 013 Code Enforcement in the amount of \$113,307.

014 – Community Development

Linda LaCroix, Community Development Director, was present representing the proposed Community Development budget.

Community Development Director LaCroix said the biggest increases in this budget is for legal expenses (4090) because of the issues surrounding the Land Use Zoning Ordinance and other potential new Ordinances and Promotional Marketing (6170) to bring awareness to the public through marketing for the Wastewater and Streetscape projects.

Vice Chairman Zaidman asked “Does the map in the Chamber Booklet include all businesses?” Community Development Director LaCroix said no, it is mostly chamber members. I left it in the budget this year for history but have had the discussion with the Chamber Director for the following year. Vice Chairman Zaidman said I don’t believe that we should be supporting only a few selected businesses. I am not in favor of the \$1,500 for the Downtown Map in the Chamber book. Community Development Director LaCroix said I understand but I would like to retain the \$1,500 in this year’s budget because there are other places that money could be spent to promote Bridgton.

Chairman Eastman said between the Code Enforcement budget and the Community Development budget legal expenses total \$35,000. Town Manager Peabody said I have had extensive discussions with the Planning Board Chair, and we are going to be very judicious in how legal expenses are used. I have also limited the attendance of the Administrative Assistant to Planning Board meetings only and not workshops.

Vice Chairman Zaidman said the Town should consider an interactive app for mobile devices which could show restaurants, motels, etc.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 014 Community Development in the amount of \$150,500.

016 – General Assistance

Laurie Chadbourne, Town Clerk and General Assistance Administrator, was present representing the proposed General Assistance budget.

Town Clerk Chadbourne said it is a state mandate that we provide services which the Town is reimbursed at 70% by the state. Finance Officer Keach said the only part that is not reimbursed is the stipend, mileage and training. Town Manager Peabody said we do get calls over the weekend or late at night.

Chairman Eastman said I would suggest that Fuel Assistance (4180) be reduced to \$3,000 from \$5,000.

The Consensus of the Board was to decrease account 016-4-4180 GA-Fuel Assistance \$2000., therefore, the approved budgeted amount for Cost Center 016 is \$18,844.

017 – Town Clerk

Laurie Chadbourne, Town Clerk and General Assistance Administrator, was present representing the proposed Town Clerk budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 017 Town Clerk in the amount of \$203,549.

019 – Finance

Charisse Keach, Finance Officer, was present representing the proposed Finance budget.

Finance Officer Keach said this is a new cost center moving specific expenses from account 011 (Administration). I did increase Salary (1010) above the 3% proposed COLA because of the large projects that need more financial oversight. Town Manager Peabody said he did a market adjustment of 5% for Finance Officer Keach two years ago. The extra projects will diminish over time and we have hired Holly Heymann, Finance Clerk, to assist Finance Officer Keach. Finance Clerk Heymann will also be taking on the administrative duties for Salmon Point.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 019 Finance in the amount of \$135,356.

022 – Boards

Finance Officer Keach said this is a new cost center to better track Board stipends, memberships, and small equipment such as iPads. Town Manager Peabody said legal is not reflected in this cost center. It is in cost center 014 – Community Development.

Vice Chairman Zaidman asked, “How old are the iPads?” Deputy Town Manager Fleck said the Board of Selectmen iPads were issued in 2019 and the Planning Board iPads were issued four years ago. Planning Board Chairman Deb Brusini said the iPads issued to the Planning Board are now too old so they cannot be upgraded.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 022 Boards in the amount of \$23,798.

029 – Other General Government

Account 029-6-6240 Lake Reg. TV

Chris Richards, Manager for Lake Region Television, was present representing the proposed budget for Lake Region Television.

Account 029-9-9010 Contingency

Town Manager Peabody said Contingency funds are used in situations that are unplanned yet necessary but unbudgeted.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 029 Other General Government in the amount of \$63,000.

071 – Recreation

Gary Colello, Recreation Director, was present representing the proposed Recreation budget.

Recreation Director Colello said I have added funding for teen programming for ages 12+.

Deputy Town Manager Fleck said we are fortunate that when we do our annual training Lake Region Television tapes our trainings and we use the DVD or thumb drive throughout the year including when Recreation Director Colello brings in his summer staff. Also, any new hires hired after the annual training are required to attend Recreation Director Colello's training. We were also contacted by United Ambulance with an offer to do CPR training for our staff including summer rec employees. Selectman Murphy asked, "What is the status of the skatepark, there is no supervision." Selectman Zaidman said there is a skatepark in Portland that is not supervised.

Chairman Eastman said there is a program with money available through the MSAD 61 which uses volunteers. Recreation Director Colello said I am familiar with the program and we have tried it in the past but you are dealing with volunteers that need to be trained and now we are trying to train and manage volunteers which can be extremely time consuming. Selectmen Lone said I believe the group works as a team and the big issue is supervision.

Vice Chairman Zaidman said I have heard a lot of good things about your department. The remaining Board concurred.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 071 Recreation in the amount of \$297,615.

291 – Insurances

Vice Chairman Zaidman asked, "Is the town under an umbrella policy?" Finance Officer Keach mentioned that our buildings are under a "blanket" coverage versus "Scheduled" and some buildings listed with "ACV" Actual Cash Value while other are at "RC" Replacements cost. Town Manager Peabody said the Deputy Town Manager, Finance Officer Keach and I meet with Jim Chalmers annually to review our policy at which time we discuss ways to improve our policy while increasing coverage.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 291 Insurances in the amount of \$193,280.

292 Employee Benefits

Due to the elimination of Patrol #7 in Cost Center 031 (Police Department) and one employee opting out of health insurance effective March 1 which also makes them ineligible for the HRA; accounts (2020) Health Insurance, (2030) Dental Insurance, and (2040) HRA, were decreased accordingly.

The Consensus of the Board was to decrease cost center 292 Employee Benefits by \$12,032, therefore, the approved budgeted amount for Cost Center 292 is \$841,968.

015 – Municipal Complex

David Madsen, Public Services Director, was present representing the proposed Municipal Complex budget.

Bob A. Peabody Jr., Town Manager, said this budget is split between interior expenses which including the custodian is overseen by Georgiann M. Fleck, Deputy Town Manager and myself and exterior expenses which is overseen by David Madsen, Public Services Director, however, we work on all expenses regarding the building collectively.

Vice Chairman Zaidman said “what type of a message are we sending to the public if we don’t drink the public water.” I think we should look into a filtration system as an alternative to purchasing bottled water (3020). David said he will look into it.

Chairman Eastman said in account 5050 (bldg. repair) history shows more than \$500 in repairs has been done vs. the proposed \$500. Deputy Town Manager Fleck said I believe that is an incorrect proposed amount. Town Manager Peabody said it should have been \$15,000.

Chairman Eastman said we should have a five-year plan for the building to substantiate items that need to be repaired or replaced.

The Consensus of the Board was to increase account 015-5-5050 bldg repair \$14,500, therefore, the approved budgeted amount for Cost Center 015 is \$112,543.

018 – Town Hall

David Madsen, Public Services Director, was present representing the proposed Town Hall budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 018 Town Hall in the amount of \$18,456.

051 – Public Works

David Madsen, Public Services Director, was present representing the proposed Public Works budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 051 Public Works in the amount of \$793,579.

052 – Town Garage

David Madsen, Public Services Director, was present representing the proposed Town Garage budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 052 Town Garage in the amount of \$22,600.

053 – Vehicle Maintenance

David Madsen, Public Services Director, was present representing the proposed Vehicle Maintenance budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 053 Vehicle Maintenance in the amount of \$389,890.

054 – Transfer Station

David Madsen, Public Services Director, was present representing the proposed Transfer Station budget.

Public Services Director said we should consider increasing the building repair line ((5050). Vice Chairman Zaidman said the building should be evaluated and determine how much it is going to cost to repair the building or should the building be replaced.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 054 Transfer Station in the amount of \$541,890.

073 – Cemeteries

David Madsen, Public Services Director, was present representing the proposed Cemeteries budget.

Town Manager Peabody said I have done the deed research on the South High Street Cemetery, but I would like to have a survey done. We recently did a survey on Farragut Park which cost \$2,500 and it was determined that the Town does not own the property.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 073 Cemeteries in the amount of \$42,756.

074 – Parks Department

David Madsen, Public Services Director, was present representing the proposed Parks Department budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 074 Parks Department in the amount of \$219,529.

076 – Pondicherry Park

David Madsen, Public Services Director, was present representing the proposed Pondicherry Park budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 076 Pondicherry Park in the amount of \$12,050.

294 Capital Expense

This cost center will be reviewed at the next budget workshop/meeting scheduled for Thursday, March 12, 2020.

The Board recessed at 12:30p.m. The Board reconvened at 1:00p.m.

031 – Police Department

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

The Board discussed the additional officer “Patrol 7” and consensus was to not approve the position. Therefore account 1020 ((Hourly) will be decreased by \$54,740 as well as corresponding accounts such as FICA (2010). Selectman Lone said if discussions between Harrison and Bridgton open up again, I would be interested in Patrol #7.

The Board discussed Chief Stillman’s attendance to the IACP conference and meetings as a member of the IACP Board of Directors. Selectman Lone said I appreciate what you do and we are fortunate to have you as our Chief but I am concerned with sending our Chief of Police out of town and at the same time paying to send him out of town and justifying \$7,500 to do it. Chief Stillman said it is about \$6,000 a year for the conference and the Board. I would still like to go to the Annual Conference. Vice Chairman Zaidman said it would be about \$2,000 for just the conference. Selectman Lone asked “ Is it 4 meetings a year including the conference?” Chief Stillman said yes, there is a Board meeting at the conference. Consensus of the Board was to only approve the Chief’s attendance to the annual conference.

The Consensus of the Board was to reduce Account (1020) Hourly, Account (2010) FICA, Account (4070) Meeting/Sem for a budget total of Cost Center 031 Police Department in the amount of \$927,098.

033 – Animal Control

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

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 033 Animal Control in the amount of \$23,844.

032 – Bridgton Fire Department

Tom Harriman, Fire Chief, was present representing the Bridgton Fire Department budget.

Chief Harriman gave an overview of the budget. Selectman Lone said I would like to see a 20-year plan for the “next big thing” whatever that might be. Selectman Zaidman asked about the Fire Department Apparatus Reserve Account and if it should be replenished from previously deducting monies for the air quality systems. The building repairs of \$13,320 in Account (5050) for the West Station roof replacement could be deducted from the Municipal Building Reserve Account, reduce this account to \$18,000., and increase the funding for the FD Reserve Account by that same amount. There was also discussion on the new FD Service Truck being proposed, the planned usage of the vehicle, and life expectancy. Finance Officer Keach inquired with Chief Harriman if he felt wages should be adjusted at this time. He replied not this year but definitely should be looked at next year.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 032 Fire Department in the amount of \$383,678.

034 Civil Emergency

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

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 034 Civil Emergency in the amount of \$13,369.

035 Health Officer

Catherine Pinkham, Health Officer, was present representing the Health Officer budget.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 035 Health Officer in the amount of \$2,213.

049 Other Public Safety

Town Manager Peabody said most of what is in this cost center is by contract.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 049 Other Public Safety in the amount of \$322,003.

4. Other Topics for Discussion

None

5. Next Meeting

March 12, 2020 3:30p.m.

6. Adjourn

Chairman Eastman recessed the meeting at 5:35p.m. to reconvene Thursday, March 12, 2020 at 3:30p.m.

Respectfully submitted,

Georgiann M. Fleck, Deputy Town Manager