

Board of Selectmen WORKSHOP/MEETING

Downstairs Meeting Room

**March 1, 2021
9:00a.m.**

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

Administration Present: Robert A. Peabody Jr., Town Manager; Georgiann M. Fleck, Deputy Town Manager; Charisse Keach, Finance Officer; Jenna Domer, Finance Clerk and Nikki Hamlin, Executive Secretary.

The meeting was virtual with only the Board of Selectmen and staff present. The public could monitor but could not participate in the budget meeting process.

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 proposal for the shifting duties and responsibilities during the deployment of David Madsen, Public Services Director for 11 months. We could shift duties administratively and project oversight from within or we could hire someone externally which would probably cost upwards of \$80,000. There was concern that bringing someone in would jeopardize the work that Public Services Director Madsen has worked so hard to accomplish. We have had a number of meetings with Public Services Director Madsen and the Foremen from each facility and concluded that I would assume the daily operations of project oversight for Public Works, Transfer Station, Wastewater, Cemetery, Parks, Vehicle Maintenance, Building Maintenance and Pondicherry Park. I would assume direct project oversight for Wastewater, Streetscape, Main Street Reconstruction, Main Hill Parking Lot Construction, Oak Street Sidewalk, Highland Road Sidewalk and the Neighborhood Project. We are also having work done at the Transfer Station. It is a matter of me being there with the engineer and making the final decision. I would also oversee equipment purchases, Salmon Point and holiday activities. Georgiann Fleck, Deputy Town Manager, would be overseeing all the administrative duties for these departments, such as invoices, payrolls, wastewater billing and managing the labor contracts. This is the framework we are proposing to work under while Public Services Director Madsen is away until his return.

Vice Chairman Zaidman said are you going to be in contact with Public Services Director Madsen? Town Manager Peabody said I can't be in contact with him because if I am I have to pay him a salary and then he is no longer on deployment leave. If I talk to him for even one minute I owe him a day's work and that takes him out of the special provision of deployment and those special provisions are important to him because they guarantee him a job when he gets back, that he

continues to accrue his vacation time while he's away and any other benefits that he would normally accrue which is under federal law. We explored options on how we could work around it but there is no possible way. We have very capable Foremen. Deputy Town Manager Fleck and I will be meeting on Mondays with Foreman Ken Lane from Public Works and on Tuesdays we will be meeting with Foreman Forrest Kollander from the Transfer Station and Foreman Justin Adams from Parks and Wastewater as well as Diane Kiraji, Administrative Assistant, to these departments. The Board concurred with the proposal set forth by Town Manager Peabody.

Public Services Director Madsen said Town Manager Peabody is understanding of how I've managed my Departments so I believe that this is our best option for the Town as well as the workforce. Town Manager Peabody said I agree, I have been involved with each project and their engineers and Deputy Town Manager Fleck is also very involved, and has been.

Deputy Town Manager Fleck said we have had meetings with Public Services Director Madsen and the Foremen including Administrative Assistant Kiraji to discuss the plan moving forward and address any concerns. The feedback has been positive. I have a good working relationship with each of the Foremen and I believe concurrently we all agreed that this is the best plan moving forward. Also, Town Manager Peabody and I have a great working relationship and we are both knowledgeable about what's going on inside and outside and generally one or the other is usually available, and then we connect to assess the situation.

Chairman Eastman said it is important to note that there will be a movement of funds for compensation for the Foremen, the Town Manager and the Deputy Town Manager but in the end there is a little bit of a savings versus going out to hire someone. This work plan will remain in place until Public Services Director Madsen's return, tentatively December 31. I wanted to get this proposal to the Board for discussion where we are reviewing the budget.

Chairman Eastman said I also want to discuss the COLA raises. In looking at the information it appears that some people are underpaid. In this particular year it seems like it would be a challenge to have a performance based system in place, therefore, I would prefer to concentrate on picking an inflation number. Town Manager Peabody said I have done market adjustments in the past and merit increases as needed. There are also two union groups that we negotiate with. Member Tworog said we should review the jobs and compare them to other towns. Member Lone asked what is the Federal COLA? Town Manager Peabody said 1.3%. When I looked at the Conference Board statistics their average median is 3% for manufacturing, financial services, insurance, energy and agriculture so to me 3% did not seem inappropriate. What data is being used to compare and determine that people are underpaid? Member Tworog said we should consider doing a salary study. Town Manager Peabody said I am looking into having a salary survey done. Deputy Town Manager Fleck has done the research and we could take the money out of contingency to do it in this fiscal year. When we hire someone, according to the position, I do my research. Member Lone said I am happy with the 3% proposal. There was no additional comments on the proposed COLA proposal.

Town Manager Peabody said I usually begin budget discussions with an overview. I would like to say that the Department Heads worked particularly hard on their budgets this year and they look forward to your questions and comments. I think it is important to recognize that the Department Heads are established professionals who know their jobs and what is required. I want to say, very

loudly, that I am very proud of our Department Heads and staff, and they never shy away from bending over backwards to accomplish something that needs to be done.

Member Tworog said if the budget goes through as proposed, Town Manager's request, what is the impact on the tax rate? Town Manager Peabody said it is based on valuation which is not set until April 1. If all things are constant and the property valuation doesn't change at all, then the mill rate remains the same. The other part is how you set your overlay. Chairman Eastman said we need to take into consideration the school and the county. Member Tworog said it appears that using the Town Manager's requested budget it is expected to lead to no increase in the tax rate? Town Manager Peabody said I think that is fair to say.

Review of Cost Centers with Department Heads

Account 071 Recreation

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

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 071, Recreation, in the amount of \$361,232.

Account 018 Town Hall

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

Vice Chairman Zaidman said are the lights in the Town Hall energy efficient? Public Services Director Madsen said yes. Deputy Town Manager Fleck said we utilized Efficiency Maine grants to upgrade the lights at the Town Hall and at the Municipal Building at least twice. Public Services Director Madsen said we even installed energy efficient lighting at the Town Garage in the breakroom when that was remodeled.

Vice Chairman Zaidman said I noticed Odorite as a supply order company that we are using and the costs for supplies has increased dramatically. Public Services Director Madsen said I have gone out to competitive bidding and this company was the best providing the best service. I compared it to what we were doing which was all over the place with different vendors so this allowed us to streamline to better track our supplies.

Vice Chairman Zaidman said did we go out to bid for the duct work? Public Services Director Madsen said no, that is a quote from a mechanical company. When the building was under construction it was discovered that the plumbing work was never done properly. Vice Chairman Zaidman said the Purchasing Policy gives us a percentage allowance to consider local companies.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 018, Town Hall, in the amount of \$33,960.

Account 015 Municipal Complex

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

Member Lone asked about phone stipends. Deputy Town Manager Fleck said currently receiving stipends are the Deputy Town Manager, Code Enforcement Officer, Public Works Administrative Assistant, Public Works Foreman, Wastewater Foreman and the Health Officer.

Member Lone asked about carpet replacement. Deputy Town Manager Fleck said we have sought estimates over the past 10 years for overall carpet replacement. When we had the water mishap upstairs it was our opportunity to test the durability of vinyl interlocking flooring. The feedback I am receiving is the loudness when people are walking in an office setting. Town Manager Peabody said we have tried to put forth a conservative budget for consideration.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 015, Municipal Complex, in the amount of \$116,240.

Account 051 Public Works

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

Town Manager Peabody said these proposed numbers need to be revised to include revenues. Salmon Point and Wastewater are enterprise funds which is different than what is raised by taxes.

Vice Chairman Zaidman said under equipment rental, excavator, is that for the sidewalk and drainage and can we use CDBG funds? Public Services Director Madsen said this rental is for two months and for drainage work not sidewalks.

Vice Chairman Zaidman said for internet connection you could move the phones over for a minimal amount of money. Finance Officer Keach said we are currently under contract with GWI which expires in August.

Chairman Eastman said is the State reducing the amount of money they pay the Town of Bridgton to take care of their roads? Town Manager Peabody said yes, they reduced the rate, we were considered a static town unlike other towns so they eliminated that which decreased the amount they are responsible for.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 051, Public Works, in the amount of \$737,387 as presented, however, revisions are pending regarding revenues.

Account 052 Town Garage

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

Vice Chairman Zaidman said what happened to the concrete wall in the salt shed? Public Services Director Madsen said that has been blown out for years. Structurally the building is in good shape but the wall needs to be repaired.

Vice Chairman Zaidman said for the boiler replacement have you considered hot dawgs and does the boiler need to be replaced this year? Public Services Director Madsen said I have not looked at that as an alternative. Chairman Eastman said I have been there and yes it needs to be replaced. I would also like Department Heads to keep in mind the option to use local contractors if we can.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 052, Town Garage, in the amount of \$23,662.

Account 053 Vehicle Maintenance

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

Vice Chairman Zaidman said under revenue reimbursement we allow the Bridgton Easy Riders and the Bridgton Water District to get gas from the Town? Public Services Director said yes, we buy it in bulk and they purchase it from us.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 053, Vehicle Maintenance, in the amount of \$376,516.

Account 054 Transfer Station

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

Member Tworog said the notation in account 054-1-1020 "Hourly" for a new position? Public Services Director Madsen said no, this gets the department up to full staff. This used to be a dedicated position solely to the Transfer Station which was vacated but I am planning on this being a shared position between the Transfer Station and Cemeteries.

Chairman Eastman said how did we fare with the new contractor for hauling? Public Services Director Madsen said not as good as I had hoped. We have moved more out than in the past so our tonnage has increased.

Vice Chairman Zaidman said have you looked into purchasing our own truck? Public Services Director Madsen said I have not done a cost analysis but it would require a vehicle and driver. Vice Chairman Zaidman said there are people that work for the Town that are qualified to drive. Public Service Director Madsen said it is the cost of a truck and maintenance. We also have a collective bargaining unit.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 054, Transfer Station, in the amount of \$590,253.

Account 073 Cemeteries

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

Chairman Eastman said the increase in this budget is for the purchase of land on South High Street to add to the cemetery. Town Manager Peabody said we have had a survey done. The increase also includes additional fencing.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 073, Cemeteries, in the amount of \$56,550.

Account 074 Parks

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

Vice Chairman Zaidman said what needs to be done on the monument? Chairman Eastman said they completed the top portion but I believe now they need to work on the concrete base. Public Services Director Madsen said we should consider delaying any additional work until all the construction has been completed.

Consensus of the Board was to decrease Account 074-5-5090 “Equip Rental” from \$500. to \$0.00

Vice Chairman Zaidman said is the Wastewater Foreman able to test our beaches rather than paying mileage? Public Services Director Madsen said this was done by the custodian who you paid mileage to but this coming year it will be the Wastewater Foreman or one of the parks employees who will be taking the water samples and transporting it to the facility in South Paris using a town vehicle. Vice Chairman Zaidman said will we be able to test the water when we have our own lab? Public Services Director Madsen said we will need to look into the cost of the equipment necessary to do it in-house. Vice Chairman Zaidman said that way it can be tested how ever many times we need to.

Chairman Eastman said we may be leaning toward doing our landscaping in-house rather than working with an outside agency. Public Services Director Madsen said that is something that I may propose next year.

Consensus of the Board was to decrease Account 074-6-6190 “mileage” from \$250. to \$0.00.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 074, Parks, further revised by the Board.

Account 076 Pondicherry Park

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

Vice Chairman Zaidman said are we buying a tractor for the park? Public Services Director Madsen said it will not be out of this cost center.

Member Lone said there was a proposal to do the trail surface in an area? Public Services Director Madsen said they are still working on raising grant money. The park has been 90% cleared of the marked trees that were targeted in the past study.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 076, Pondicherry Park, in the amount of \$6,550.

Account 294 Capital Expense

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

Member Tworog said have we been putting aside money for paving? Town Manager Peabody said we carried forward \$244,740 which we have not used. That is why I decreased the budget from \$750,000. to \$500,000. Also, anything that is not spent this year will get added to that for a total of \$1M plus. I put in a grant for the section behind the Big Apple but being a grant there is no guarantee. Chairman Eastman said I would consider increasing the \$500,000 to \$650,000 or \$750,000. Member Lone said if we needed more money to finish the project where would the money come from? Town Manager Peabody said it would come from the undesignated fund balance which has to be voted on by the voters. You could have a separate warrant article allowing the Board to take money out of the undesignated fund balance. Chairman Eastman said \$500,000 has been the proposed budget for six years and I think we need to increase that budget amount and

raise it through taxes. Vice Chairman Zaidman said what would \$200,000 add to the mill rate? Town Manager Peabody said I believe it is 1 point on the mill rate for every \$100,000.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 294, Capital Expense, in the amount of \$620,000.

Chairman Eastman recessed the meeting at 12:16p.m.
The Board reconvened at 1:10p.m

Account 299 Other Town-Wide

Town Manager Peabody represented the Other Town Wide budget.

Chairman Eastman said legal services is scattered throughout the budget but it would be beneficial to know the total cost of legal services. Vice Chairman Zaidman said I would also like to know what was spent last year for legal services. Finance Officer Keach said there are three departments where legal services are proposed; General, Code and Community Development for a total of \$53,000; to date we have spent \$64,000.

There was discussion between the Board and Public Services Madsen regarding a grader and its use. Public Services Director Madsen said we have over 9 miles of road that needs to be maintained because they are dirt and also the grader is used to push bankings back during the winter. We lost the transmission in the old one last year.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 299, Other Town Wide, in the amount of \$11,613,093.

Account 014 Community Development

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

Community Development LaCroix said last year Code Enforcement was under the supervision of Community Development and we shared an assistant, however, when Brenda Day became a certified Code Enforcement Officer she needed a full-time assistant and therefore I requested a full-time assistant.

Member Tworog said in account 014-4-4280 "Contracted Services" you requested a Grant Writer which Town Manager Peabody eliminated. Community Development LaCroix said we focus 70-80% of our time on grants. If there are grants that look promising we could request a grant writer proceed with filling out the paperwork for submittal which gives you so much more opportunity. Chairman Eastman said we had a part-time grant writer at one time and the Board ended up not budgeting the position. It was considered that when we hired a Community Development Director they would take over that duty. Community Development Director LaCroix said this would not be hiring someone, it would be project based on a 1099 basis.

Chairman Eastman said on account 014-6-6170 "Promo Marketing" you requested \$23,000 and Town Manager Peabody reduced it to \$20,000. What are you looking to accomplish with promo marketing? Community Development LaCroix said it is promotional marketing. We had a volunteer set up a swag store. I did review the list and removed some of the marketing from last

year that was not, in my opinion, necessary. I would like to make sure that events are retained although I won't be able to plan many events if this line item is reduced.

Vice Chairman Zaidman said what are you advertising in the magazines? Community Development Director LaCroix said using photographs that are incredibly beautiful to advertise Bridgton's quality of life, an image of what it is like to live here. Vice Chairman Zaidman said the private businesses are already advertising to bring people here why should the Town pay to do the same thing? Community Development Director LaCroix said by the Town advertising it is a reassurance because the Town is not a business and it supports what the businesses are doing.

Chairman Eastman said account 014-6-6190 "Mileage" you requested \$1,000, if I break that down to .56/mile that is over 1,700 miles. Community Development Director LaCroix said that is what it has been in the past so I did not decrease it.

Vice Chairman Zaidman said Community Development Director LaCroix needed an Administration Assistant and now CDBG funds are going to fund that position but I don't believe we need spend another \$6,000 for an intern. I would also like to reduce account 014-4-4090 "legal" from \$15,000 to \$10,000 and use the resources of MMA more. Account 014-6-6170 "Promo Marketing" I would like to reduce from \$20,000 to \$15,000. Community Development Director LaCroix said the intern is through University of Maine and we have utilized their intern program in the past which has been extremely beneficial.

Chairman Eastman said I agree with Vice Chairman Zaidman only I would reduced account 014-6-6170 "Promo Marketing" from \$20,000 to \$10,000; account 014-3-3010 "Office Supplies" I reduced from \$1,500 to \$1,000; account 014-3-3080 "Postage" I reduced from \$500 to \$250; account 014-6-6190 "Mileage" I reduced from \$1,000 to \$250, account 014-4-4090 "legal services" I reduced from \$15,000 to \$10,000; account 014-6-6170 "Promo Marketing" I reduced from \$20,000 to \$10,000; 014-6-6180 "Printing" I reduced from \$1,000 to \$500; account 014-6-6190 "Mileage" I reduced from \$1,000 to \$300 and I am not interested in funding an intern's position.

Chairman Eastman said if I was going to give someone an assistant it would be Code Enforcement Officer Day because we have been dragging our feet on junkyards for the last 10 years and it is getting worse. Code Enforcement Officer Day does not have the time even with a full-time assistant to accomplish this.

Vice Chairman Zaidman said in 2013 we spent around \$22,000 in legal fees, in 2019 we spent \$141,000, and to date in legal fees I believe we have spent \$86,000. We pay MMA \$8,000 in dues and that includes legal. We can contact MMA legal and if we need to contact our attorney they will let us know. Member Lone said we have a very active Code Enforcement Officer and applications have been appealed. I agree that we are very quick to call on legal, even the Board of Selectmen, but I don't see that decreasing in the future. Member Tworog said this like other departments has gone well past their legal budget but I believe if you put in \$15,000 and the Department Head were held to that amount then it would represent a savings.

Vice Chairman Zaidman said when a budget line is overdrawn, where does the money come from? Town Manager Peabody said it comes from the undesignated fund balance and unfortunately we can't stop people from suing the Town. Community Development Director LaCroix said one of

the major items was the consolidation, we estimated \$6,000 and Attorney Dixon said it was going to be more than that.

014-1-1030 “Part-time” Reduce from \$6,490 to \$0.00 eliminating the intern.

Board consensus; Chairman Eastman – Yes; Vice Chairman Zaidman – Yes; Member Lone – No; Member Tworog – No; Member Packard – Yes.

3/2 (this line item is reduced from \$6,490 to \$0.00)

014-3-3010 “Office Supplies” Chairman Eastman reduced from \$1,500 to \$1,000; Vice Chairman Zaidman \$1,000; Member Lone \$1,500; Member Tworog \$1,500; Member Packard \$1,500.

3 members for \$1,500 and 2 members for \$1,000 (this line item is not reduced)

014-3-3080 “Postage” Chairman Eastman reduced from \$500 to \$250; Vice Chairman Zaidman reduced from \$500 to \$200; Member Lone \$500; Member Tworog \$500; Member Packard reduced from \$500 to \$250. Chairman Eastman to Vice Chairman Zaidman reduce to \$200 or \$250? Vice Chairman Zaidman said \$250.

3 members for \$250 and 2 members for \$500 (this line item is reduced from \$500 to \$250)

014-4-4090 “Legal Services” Chairman Eastman reduced from \$15,000 to \$10,000; Vice Chairman Zaidman reduced from \$15,000 to \$10,000; Member Lone \$15,000; Member Tworog \$15,000; Member Packard \$15,000.

3 members for \$15,000 and 2 members for \$10,000 (this line item is not reduced)

014-6-6170 “Promo Marketing” Chairman Eastman reduced from \$20,000 to \$10,000; Vice Chairman Zaidman reduced from \$20,000 to \$10,000; Member Lone reduced from \$20,000 to \$10,000; Member Tworog reduced from \$20,000 to \$10,000; Member Packard reduced from \$20,000 to \$10,000.

5/0 (this line item is reduced from \$20,000 to \$10,000)

014-6-6180 “Printing” Chairman Eastman reduced from \$1,000 to \$500; Vice Chairman Zaidman reduced from \$1,000 to \$500; Member Lone \$1,000; Member Tworog \$1,000; Member Packard \$1,000.

3 members for \$1,000 and 2 members for \$500 (this line item is not reduced)

014-6-6190 “Mileage” Chairman Eastman reduced from \$1,000 to \$300; Vice Chairman Zaidman reduced from \$1,000 to \$300; Member Lone reduced from \$1,000 to \$500; Member Tworog reduced from \$1,000 to \$500; Member Packard reduced from \$1,000 to \$500.

3 members for \$500 and 2 members for \$300 (this line items is reduced from \$1,000 to \$500).

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 014, Community Development, further revised by the Board.

Account 013 Code Enforcement Officer

Brenda Day, Code Enforcement Officer, was present representing the 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 \$141,351.

Account 017 Town Clerk

Laurie Chadbourne, Town Clerk, was present representing the Town Clerk's budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 017, Town Clerk, in the amount of \$213,875.

Account 016 General Assistance

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

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 016, General Assistance, in the amount of \$22,344.

Account 022 Boards

Town Manager Peabody represented the Board's budget.

Chairman Eastman said account 022-1-1099 "Stipends" should be revised so Planning Board Members received the same stipend as the Board of Selectmen. Planning Board Chair stipend increased from \$1,000 to \$1,750 and Planning Board members increased from \$750 to \$1,300 each. The Board concurred.

Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 022, Boards, further revised by the Board.

Account 031 Police Department

Phil Jones, Police Chief, was present representing the Police Department budget.

Chairman Eastman said account 031-1-1030 "Part Time" I am not in favor of the Long Lake Boating Deputy. Member Lone said I have no interest in supporting it because I believe it is the State's responsibility, I think we should stick to land policing. Vice Chairman Zaidman said I am not in favor of a Long Lake Boating Deputy.

Chairman Eastman said I would like to propose that in lieu of the investigator we approve the patrol officer. Vice Chairman Zaidman said Chief Jones is proposing to add a new patrol officer and choose someone internally for the investigator.

Chairman Eastman said account 031-7-7200 I am not in favor of the Watchguard Automatic Download Device \$19,890. Town Manager Peabody said I removed that expense as part of my recommendation.

Member Tworog said account 031-1-1020 "Hourly", Chief Jones put in an increase in pay for the Public Safety Clerk but Town Manager Peabody did not approve the increase. I support the proposed increase for the Public Safety Clerk. Town Manager Peabody said this will also change the budget for Fire Department because this is a shared position. There are several administrative assistants throughout the budget and I did not support an increase for them either other than the COLA increase I proposed.

Chairman Eastman said account 031-1-1020 “hourly” includes the wage increase for the Public Safety Clerk to \$22.66 per hour; Chairman Eastman – Yes; Vice Chairman Zaidman - Yes; Member Lone – Yes; Member Tworog – Yes; Member Packard – Yes.

5/0

Chairman Eastman said account 031-1-1020 “hourly” adds a new officer Patrol 7. Chairman Eastman – Yes; Vice Chairman Zaidman – No; Member Lone – Yes; Member Tworog – Yes; Member Packard – Yes.

4/1

Chairman Eastman said account 031-1-1030 “Part-Time” eliminate the Long Lake Boating Deputy, \$8,000. Chairman Eastman – Yes; Vice Chairman Zaidman – Yes; Member Lone – Yes; Member Tworog – Yes; Member Packard – Yes

5/0 (this line will be reduced by \$8,000)

Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 031, Police Department, further revised by the Board.

Account 033 Animal Control

Phil Jones, Police Chief, was present representing the 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 \$24,327.

Account 032 Fire Department

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

Chief Harriman said the Town of Bridgton should be grateful that United Ambulance is in town because Naples pays \$666,000 just for administration costs of their EMS program.

Chief Harriman said the fire stations need to be evaluated because they are aging and need some work so a 10-year plan should be created.

Chief Harriman said I am in favor the Public Safety Clerk’s increase in pay.

Chief Harriman said account 032-1-1030 “Part-time” I proposed a \$1.00/hour increase for the Officers and the Fire Fighters.

The Consensus of the Board was to approve the Town Manager’s recommendation for Cost Center 032, Fire Department, further revised by the Board.

Account 034 Civil Emergency

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

Civil Emergency Director Perrault said my job is to keep the town prepared for any type of civil emergency like floods, wind storms, etc. and to coordinate and track the expenses related to the

event and submit applications to FEMA for reimbursement. I also apply for grants when they are available.

Civil Emergency Director Perreault said I did apply for an intern to assist in creating the Emergency Operating Plan.

Member Lone said in the event of an emergency where do you operate out of? Civil Emergency Director Perreault said the Emergency Operations Command Center is in this building (downstairs EMA Office). Vice Chairman Zaidman said do you have a back-up plan in the event this building is not available? Civil Emergency Director Perreault said yes, Central Station.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 034, Civil Emergency, in the amount of \$20,884.

Account 035 Health Officer

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

Chairman Eastman said if there was one person I could say does not get paid enough, it would be you. This has been a very trying year and you have done an exceptional job.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 035, Health Officer, in the amount of \$3,828.

Account 049 Other Public Safety

Town Manager Peabody represented the Other Public Safety budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 049, Other Public Safety, in the amount of \$327,055.

Account 019 Finance

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

Member Tworog said in account 019-1-1020 "Hourly) you proposed a Finance Clerk for \$24,960, have you considered a payroll vendor? Finance Officer Keach said I did not want to make the Finance Clerk a full-time position because that would include benefits. Vice Chairman Zaidman said what office is this person going to work out of? Finance Officer Keach said I did not consider that yet. Town Manager Peabody said we do not have a vacant office for this position. We went from one full-time person to a part-time person and then to two full time people for that office so I could not justify another part-time person. Member Tworog said you could have a payroll vendor that could do all payroll and payroll related paperwork and also, being paid bi-weekly versus being paid every week. Town Manager Peabody said that would need to be a contract negotiation.

Town Manager Peabody said how long does it take to do payroll? Finance Officer Keach said it takes about six (6) hours. The accounts payable is more time consuming.

Vice Chairman Zaidman said have you looked at time-clocks? Town Manager Peabody said we have looked into time clocks but they do not record longevity, shift differentials, open shift, overtime shift, comp time when they take it and holiday comp. I have worked in four towns and

we never used a payroll vendor. Chairman Eastman said a lot of the recording can be done right off an employee's phone.

Account 019-1-1020 "Hourly" part-time staff person/accounts payable clerk. Chairman Eastman – Yes; Vice Chairman Zaidman – No; Member Lone – No; Member Tworog – No; Member Packard – No. 4/1 (this position is not approved)

Vice Chairman Zaidman said I would like suggest that you do research into payroll companies to take payroll out of your office. When you talk with them find out if they do municipalities. Town Manager Peabody said and if they do police departments.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 019, Finance, in the amount of \$148,676.

Account 291 Insurances

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

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 291, Insurances, in the amount of \$184,262.

Account 292 Employee Benefits

Charisse Keach, Finance Officer, was present representing the Employee Benefits budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 292, Employee Benefits, in the amount of \$184,262.

Finance Officer Keach said I started out with insurance benefits having a 10% increase but I received notification that there would be a zero percent increase. Maine PERS, account 292-2-2055, is a large part of the increase of this budget.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 292, Employee Benefits, in the amount of \$849,130.

Account 011 Administration

Town Manager Peabody represented the Administration budget.

Member Lone said why was there was a reduction in this budget? Finance Officer Keach said Finance was moved to its own cost center, Account 019.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 011, Administration, in the amount of \$371,816.

Account 012 Assessing

Town Manager Peabody represented the Assessing budget.

Town Manger Peabody said the change in this budget is the part-time position. Dawn Taft was a certified Maine Assessor, however, when she resigned we solicited a quote from O'Donnell and

Associates and they quoted an additional \$10,000. I researched and determined I could do it in-house cheaper than that and I can get someone that can be trained.

Vice Chairman Zaidman said I can't believe there is only one company to do personal property and they are out of Connecticut. How much do we actually take in from personal property taxes? Town Manager Peabody said seventeen million dollars of valuation.

The Consensus of the Board was to approve the Town Manager's recommendation for Cost Center 012, Assessing, in the amount of \$60,821.

Account 029 Other General Government

Town Manager Peabody represented the Other General Government budget.

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.

The amounts approved by the Board may be subject to minor changes as their revisions are incorporated into the budget.

6. Adjourn

Chairman Eastman adjourned the meeting at 6:53p.m.

Respectfully submitted,

Georgiann M. Fleck, Deputy Town Manager