

Winthrop Town Council  
FY 14-15 Budget Workshop Minutes  
Monday May 12, 2014 6 p.m.  
Winthrop Town Office

Roll Call – Attendance: Chairman Kevin Cookson, Sara Fuller, Linda Caprara (late 6:15), Lawrence Fitzgerald, Kenneth Buck, Donald Ellis, Richard Henry, Town Manager Jeffrey Woolston, Recording Secretary Joyce Tillson, Carl

Chairman Kevin Cookson called the meeting to order at 6:07 p.m.

Ordered that the Winthrop Town Council meet to consider the following FY 14-15 Budget items:

Summary of Motions

Council

Motion: Buck as presented

Second: Fuller

Withdrawn

Motion: Fitzgerald to approve less 500 advertising, less 100 workshops (total \$5592)

Second: Ellis

Vote: 6-1 (Caprara)

Planning Board

Motion: Fuller as presented

Second: Buck

Vote 7-0

Zoning

Motion: Fuller as presented

Second: Buck

Vote 7-0

Elections

Motion: Fuller as presented

Second: Ellis

Vote 7-0

Exec Admin

Motion: Fuller as presented

Second: Ellis

Vote 7-0

Tax Collector/Clerk

Motion: Fuller with exception of wages and salaries (will be looked at all together town wide)

Second: Ellis

Vote 7-0

Assessing

Motion: Fuller minus contracted services and salary line

Second: Ellis

Vote 7-0

#### Finance

Motion: Henry minus salary line

Second: Fitzgerald

Vote 7-0

#### CEO

Motion: Fuller as presented minus salary and Health Officer

Second: Fitzgerald

Vote 7-0

#### Admin Services

##### Equipment Line

Motion: Caprara minus \$500 small equipment

Second: Fitzgerald

Vote 7-0

##### Health Insurance Line

Motion: Caprara minus \$100,000

Second: Fitzgerald

Caprara withdrew motion

Motion: Fitzgerald minus \$31,000 line #264 and minus \$500 line #238

Second: Fuller

Vote 7-0

#### Police

Motion: Fuller as proposed except wages/salary line and reserve line \$15,000 only

Second: Fitzgerald

Vote 7-0

#### Communication Center

Motion: Henry cut \$200 line #416 Uniforms

Second: Caprara

Vote 7-0

Motion: Fitzgerald less wages/salaries and less \$2000 from #409 & less \$200 from uniforms

Second: Caprara

Vote 7-0

#### Fire Department

Motion: Fitzgerald to decrease lines #450 and #451 to total \$2,160

Second: Caprara

Vote 7-0

Motion: Fitzgerald minus \$1,500 line #466

Second: Caprara

Vote 7-0

#### Fire Department cont...

Motion: Fuller as voted on for lines #450 & # 451 to total \$2,160 and lines 464 – 468 reduced to total

\$10,000 and less wages/salaries and less clerk stipend

Second: Henry

Vote 7-0

#### Ambulance

Motion: Fuller approve hold 1.5% Cola increases for paramedics, Deputy Chief, Chief and custodial.  
(approved is the \$1.50 for EMT's#

Second: Henry

Vote 7-0

#### Street Lights

Motion: Fuller to approve as is

Second: Fitzgerald

Vote 7-0

#### Solid Waste

Motion: Caprara less \$2,000 line #623

Second: Fuller

Vote 7-0

Motion: Fitzgerald line #639 less \$2,000

Second: Caprara

Vote 7-0

Motion: Caprara cut line #665 in half

Second: Fitzgerald

Vote 7-0

Motion: Fitzgerald less line #637 less \$2,000

Second: Caprara

Vote 7-0

Motion: Caprara Line A#663 less \$10,000

Second: Fuller

Vote 7-0

Motion: Caprara as proposed minus wages/salaries, line #623 less \$2,000, line #637 less \$2,200, line #639 less \$2,000, line #663 less \$10,000, line #665 less \$3,000

Second: Fitzgerald

Vote 7-0

#### Public Works

Motion: Fuller line #713 less \$500, less wages/salary, less paving #discuss at a later date)

Second: Caprara

Vote 7-0

#### Cemetery Maintenance

Motion: Fuller line #796 to be \$800 total

Second: Ellis

Vote 7-0

#### Cemetery Cont....

Motion: Fuller as proposed less wages/salaries and line #796 to \$800

Second: Caprara

Vote 7-0

#### Library

Motion: Fitzgerald less line #639 less \$2,000

Second: Caprara

Vote 7-0

Motion: Fuller as proposed less wages/salary, and lines 829 to 835 trustees to cut check to Town and 1/2 of line 859 check to be cut to Town by Friends of the Library.

Second: Caprara

Vote 7-0

#### Recreation

Motion: Fitzgerald to cut line #901 by \$1,000

Second: Caprara

Vote 7-0

Motion: Caprara as proposed less \$1,000 from line #901 and exception of wages/salaries

Second: Fuller

Vote 7-0

#### Landfill

Motion: Fuller to approve as proposed

Second: Fitzgerald

Vote 7-0

#### General Assistance

Motion: Caprara as proposed

Second: Fuller

Vote 7-0

#### NorCross

Motion: Caprara as proposed with exception of \$10,000 if Town gets bond

Second: Fuller

Vote 7-0

#### Dept Services

Motion: Fuller

Second: Ellis

Vote 7-0

Chair Cookson noted that the Council starts at the beginning of the budget and gives an initial approval; then to public hearing. As far as the audience goes Chair will recognize them to speak should they desire to. New Council members no question is dumb nor is any suggestion.

#### **Town Council**

Discussion: Ellis – advertising up \$2,000 and not needed. Jeff – pit in as thought Council wanted more exposure. Sara – will go with the majority but thinks small price to pay. \$1500 to \$1600 would probably be enough. Fitzgerald – look at whole budget looking for anywhere to cut if can get by with \$1,500. Ellis- Education workshops only 2 councilors whose terms are up, both lose - New Councilors would only be \$100

each for new councilor workshop. Jeff – yes you could cut out of this; if a scheduled for training and no shows continue cost dollars either way. Caprara will be voting against both, wants it where it is at.

#### **Planning Board**

Discussion: None

#### **Zoning Board**

Discussion: None

#### **Election Board**

Fitzgerald – election this ball driving increase? Yes more elections and voting machines. Caprara-food doubled? Jeff – that is why. Cookson – They get paid – Salary up \$1,900. Jeff – due to the number of elections. It will go down next year. Machines will be paid. Cookson – why copy and print; more elections.

#### **Executive Admin**

Caprara – telephone up \$300? Jeff's cell was under Police and it has been put into the line it belongs; was there because the Chief got the phone for Jeff. Caprara - postage increase? Jeff - \$200 to date this year.

#### **Tax Collector/Town Clerk**

Caprara why increase line 107, education and workshops; why can we not send Laurie and have her train other staff? Jeff- Laurie can not certify others. Line 112 copy and printing doubled over previous year – color cost more money. Caprara - \$500 worth? Yes. Caprara tax bills resent what was cost to town is that postage in here or was it considered one time and backed out? Darlene – certify mailers and 30 days notices, foreclosures. Caprara asked last fall and error went out; did you calculate and back out this cost. Darlene said it is not in this proposed budget.

#### **Assessing**

Fitzgerald – 1 1/2 % increase on the assessing contract – Don Caldwell hired by contract. Fitzgerald is he contract or employee. Jeff – Contract. Cookson – contract when up could increase. Sarah asked if contract was up. It is not known if it is up or not.

#### **Finance**

Discussion: None

#### **CEO**

Fitzgerald any updated information on building permit cycle is going? Jeff has no stats on building permits. Caprara – copy/printing? Jeff - New code books need to be printed.

#### **Admin Services**

Caprara – Why county taxes going up. Cookson – County up 1.2%. 9% on ours because we took advantage of calendar to fiscal year change. County sent 1 year bill 1/2 year towns pay in lump or 5 year period. % Winthrops last is due now. Fitzgerald – fica, ytd 70% of \$132,000 requested- 1 1/2 months left to go, why? Darlene – 7.65% town pays employee taxes. Should be ok \$132,000 feels it is tight. Fitzgerald – how do we pay? Darlene-bi weekly. Jeff-figures haven't been updated ytd since created the budget. Fitzgerald – Health insurance 24% increase. Cookson – that was the \$100,000 put back in that was last year. Fitzgerald - \$95,000 should go out they cut last year. Worker compensation decrease is that because we have better ratings. Darlene- 92% doing well. One on right now out for longtime. Paperwork shows lower. Caprara – take out additional \$10,000. Darlene – we pay a certain percent this is current year. Will be increase and more than \$29,000. Caprara- telephone is this offices or cell? Jeff thinks landline and fax. Caprara-legal services is a lot. Jeff-not potential haven't started union negotiations yet. \$80,000 put in per council request at last years budget meeting. Caprara-small equipment? Jeff – printer, adding machines, whatever . Caprara if need come to council not put into budget just incase. Put in budget doesn't agree. Fitzgerald 253 \$1800 increase software or license. Jeff – License cost is up-Vision – the assessors software. Caprara – Variable cost purchase with

number of payments. Fuller – line 216 is this based on what you think our cost will be or based on dollars put back in? Jeff - Based on MMA existing and what it is. Cookson voted to do in last years budget however arbitrators will be out around Memorial Day. Council cut \$100,000 from there – school board said it would eliminate positions – Cookson – didn't vote to reinstate, if cut now open up pandoras box and legal bills. Their was a grievance signed by department heads because the 100,000 was cut from and given back to school it is unfair labor and you argued you were going to have parody. Caprara with drew motion. Fitzgerald seconded and will hold off. Can table for now. Cookson unless school moves can not cut municipal. Cookson-waive withdrawal do not to motion to withdraw as the superintendent says the \$31,000 will not be in his budget.

### **Police**

Fitzgerald – The Chief said additional officers and reserves. How many? Fitzgerald hold line 363 flat. Cookson Captain – Chief will be here if wait we can get the answers. Cookson – would go with additional reserve line. Nothing against Police Department or the Captain, it is the times. Captain – overtime shifts very essential. Fuller – pro active and detectives. Caprara – overtime line? Henry – keep one and part timer. With the DA pushing for local to pick up slack bothers. Captain – not a bad thing it is labor intensive, builds professionalism. Fuller – having a fulltime officer is going to benefit citizens. Caprara – if full time brought on won't this cut overtime line? Fitzgerald -Line 308 building maintenance. Fuller- this was the flooding coming into the lobby. Henry – Does this include capitol improvements? Cookson – no. Fitzgerald –Custodial town employee? Captain – believes employee.

### **Communications Center**

Fitzgerald – Line 409, \$1400 repainting? Captain yes to paint. Buck – wasn't this just done? Captain – the coat wasn't complete; put a contractors coat on and it wears. Caprara – didn't we pay to have painted. Captain – you paid for what you got. Captain – love the building; need to maintain upkeep. Jeff – there is \$2000 in Capitol improvements; is in 3 times; will ask Chief when he gets here. Fitzgerald – overtime on #427; \$99,000 year to date is \$19,000? Captain – short a reserve due to fulltime opening. Which is 20% of dispatch line. Captain – 8 hours overtime every week; includes holiday pay and other. Ellis – \$18,000 in overtime. Would encourage an increase have been over on line; Cookson - How comfortable? Captain – pretty steady and comfortable. Ellis – Would like to increase to show accurate. Dispatch going back to part time. 450 and 451 a little high. \$2000 past couple years and \$3160 telephone for two years and added money this year with out expenditures going up.

### **Fire Department**

Caprara – what is miscellaneous? Fitzgerald – Line 450 and 451 – little high. Budgeted 2000 last to years and haven't spent that much. Can drop. And Telephone haven't spent what in budget. Remove \$1,000 and still have a cushion. Caprara – heating also. Cookson – looking for what building maintenance. Jeff – last thing was change out boiler. Fitzgerald 464 and 468 asking \$11,500 previous years less. Unless Chief comes back with a big need; remove. Ellis – what was equipment testing? Hose testing and increase do to which ones need to be done.

### **Ambulance Services**

Henry – training reduced; saved some money due to online training. Cookson – if you recall this sounds large #928; as explained the Chief's revenue sheet for billing and towns we service \$69,000 for service that town gets. Fuller – wages and salaries? Regular rate? Paramedics 1.5 %; EMT \$1.50 increase to bring up to market value. Fuller – Custodial town employee? Caprara – why office supplies up \$600; John – paperwork intense operation and everything going up. Printing cost for patient notes and requirements of leaving paperwork at the hospitals. Fitzgerald line 538 - \$1200 over actual being budgeted. Why when this winter was so brutal. John due to

timeframe of developing budget.

### **Chair Cookson – back to Communications budget**

line 410 equipment repair maintenance and building repair- painting? Chief – dispatch is painting; front lobby but just cut it. Capitol is for Police side other offices. \$2000 has been cut so previous stays.

### **Street Lights**

Fitzgerald – Have we gotten the report on street lights? Chief – has asked CMP for list Winthrop pays for and DOT pays for – hasn't gotten list. The road with 3 bulbs probably DOT – night patrol notifies them. Fuller – do we have control over lights? Chief – Yes but we pay flat fee and no electric charge.

### **Solid Waste**

Caprara – office supply - only spending \$1100 why we budgeting \$3500; possible to know off \$2000. Yes  
Caprara – road repairs and projects? Buck - repairs every year. Caprara Tractor diesel – Line 642 -\$1600 is that repairs to tractor only? Jeff – Yes. Caprara road tractor repair is budgeted \$9000 only spent \$3800 this year? Jeff – got lucky the tractor isn't getting any younger. Line 639 take 2000 off due to under spending previous years. Henry – Line 651 uniforms, why are we spending \$3500; thinks we should give boot allowance and tee shirts. Caprara – that is a lot of money for uniforms. Fitzgerald – cleaning and usage. Careful to cut could be hazardous to take home and launder with own. Henry – is this workplace control.. wants to see in writing. Caprara asked Jeff to check into this matter. Fuller agrees need more information. Caprara – tipping fees we budgeted \$ 6000 only spent \$965 and \$2800; Cut line 665 in half. Cookson - Line 637 ytd \$3239 what are we looking to do? Jeff – General maintenance; Fuller – there is \$2800 under building maintenance. Jeff- thinks there is money in capitol improvements for window and door and that isn't going to cost \$3000. Buck asked if Larry got back to Jeff. Jeff – left voice mail for Larry. Jeff says cut this line to about \$1000. Cookson – take 22 and make it \$1000. Cookson-Line 646 Vehicle repairs. Ytd \$12,900 and asking for \$15,000 is this on going. Jeff- believes this is for trailers. Cookson asked if any money in capitol improvements for trailers. Jeff- no just want to do some surface rust repairs. Fitzgerald – Line 680 asking for \$109,000 Jeff explained the ytd isn't correct. Darlene explained that holiday sick and vacation are all in one and not broken out. Asked Jeff to update. Henry – Line #670 – big jump. Drop by \$700. Those containers are recycled bins. Jeff will get info and bring to council. Fitzgerald – lines 663 & 664 line Perk tipping fees. Jeff – if customer not making tonnage.

### **Public Works**

Cookson - #719 refresh memory. Matt -MMA requested. Caprara #712 Silk fencing? Matt- could be mulch hay, erosion control. Fitzgerald – spent \$1800 and \$1200 shy asking \$2500? Matt - \$2000 no lower. Caprara asked Matt if he got list for roads and amounts as requested. Matt did; Caprara – are these in priority order? Matt- Yes. This list adds more than \$350,000. Fitzgerald - \$800,000. Buck – we discussed line 710 – paving and maintenance – mix. Thinks should be cut some this year. Could do 3 projects. Jeff-unless you do in order as presented, put shim & overlay and get bid. Jeff-what is more important condition or conforming. Fitzgerald – scale of 1 to 10; 1 being horrible and 10 interstate. Depends on amount of traffic.Caprara – reserve if need to or little from undesignated funds or surplus. 10 or 12,000. Jeff – you will see bids. Cookson – only one vote and not voting for those. #1 – will not vote for undeignated. #2 winter was bad and roads terrible putting \$289, or \$300,000 in road repair, drop in bucket. Was a survey done back years ago. Can do first two then 3 and 4, 5 and 6 and 1 and 2 will be back on top. Propose that they consider bond again. Interest is low and \$289,000 and \$390,000 in road repair can still get bond and have money left. Caprara – though had a pay off due and agrees new bond way to go. Cookson - \$289,000 will probably pay bond with left over. Fitzgerald is it 10 yr bond. Henry – we have got to do something-must bond. Caprara – condition need to do now. Cookson – if you go bond what is this line going to be. Matt – a lot of roads just as bad – can't bond now and go ten years with out anything else being done. Fitzgerald – asked Matt for what roads; the big picture so will know a bond

amount. Cookson asked Jeff to call Maine Bond Bank for interest and years. Council hold this line until we get information. Henry – Uniforms #752; 5 uniforms \$250 per person for clothes, boots, jackets, hats and gloves.

### **Cemetery Maintenance**

Jeff – question on #796 spent \$1300 was equipment stolen, insurance paid back so cut this back to \$800.

Fitzgerald line #800 no action for years? Buck – vehicle fuel by \$1000, Ellis – Burials on Saturday and Sunday is overtime; council could restrict to certain days. Fitzgerald asked Jeff most popular days for burial. Jeff- it is not predictable. If know there is a burial then could shift days of work to accommodate.

### **Library**

Buck - #829 to 835 – with all the technology out here- why all these books why buying books? \$4000 books regular; buy books everyday. 100 request a month for E books. 2000 a month for books. Loans are through the roof. Fuller – know the schools utilized – schools piped in good partnership. Henry – electric due to the new addition? \$1000 could come off, maybe not this year until we know the new building. Cookson- the municipality is responsibility for the building maintenance and repairs. Under the town. Rest of the budget is how much we want to appropriate to the library. Fitzgerald – the request is for \$259,000; what is the over all that the town and trustee's \$22,500 and friends \$1500. Line 829 to 835 trustees and 859 the friends are proposing to pay half of that. Fitzgerald – so 90% of budget to the town? Health insurance, dental and other items being put in library budget use to be in municipal so bloating budget a lot this year. Fitzgerald – so if library for instance was \$40,000 that was in towns budget then we should see the same out of town. Jeff- MMA gave estimates to both town and library.

### **Recreation**

Tennis – every couple years need to be done or will be a rebuild. Fitzgerald – line 901 out 1000 last year. Still above. Cut \$1000 more.

### **Norcross Point**

Caprara – \$10,000 wrap into bond. Fitzgerald – he would like to see concrete wharf at beach to avoid suit.