

**Agenda**  
Winthrop Town Council  
Budget Meeting  
Workshop #4  
**Wednesday, May 6, 2015 at 6 p.m.**  
Winthrop Town Office

Call to Order at 6:00 p.m.

Linda Caprara (arrived 6:13), Ken Buck, Kevin Cookson, Lawrence Fitzgerald, Linda MacDonald, Chair  
Sarah Fuller, Richard Henry (arrived 7:13), Jeff Woolston - Town Manager, Joyce Tillson - Recording  
Secretary, Carl Swanson - Sound

WG Tech Representative Jack Maclain gave Council an overview of plan and security. If town calls for tech. services, charged a rate in 15 minutes increments. If they purchase a block of time; example: 25 hours up front they would get a 10% discount. Virtual IT Manager is suggested; can put together IT road map, budget plan, upgrades, security. Costs - seems to be about 3% of revenue looking at other towns. IT about \$25,000 per year for two/three years. Councilor MacDonald asked Chief Young for reference on WG Tech; Chief Young spoke highly of company. Chair Fuller asked about backup cost; if appliance could be \$3,000 to \$4,000. Support provided 24/7 and included in block of hours.

**DEBT SERVICE**

Jeff presented the Debt Service giving bond amounts, principal. Total \$520,607.

Town Council - Councilor Cookson - finding a new Manager \$10,000 was put into budget, Cookson suggested \$5,000

Motion: Cookson

Second: Caprara

Discussion: None

Vote 6-0

Chair Fuller asked if should increase Workshop, Councilor Caprara suggested just leave. Council agrees.

**Planning Board**

Increase due to increased cost of advertising

Motion: Cookson

Second: Caprara

Discussion: None

Vote 6-0

**Zoning**

Motion: Fitzgerald

Second: Caprara  
Discussion: None  
Vote 6-0

### **Elections**

Motion: Buck  
Second: Fitzgerald  
Discussion: None  
Vote: 6-0

### **Executive Admin**

Motion: Councilor Cookson to approve with Line 93 increase to \$80,000

Second: Fitzgerald

Discussion: Cookson feels increase needed as down to two can dates and he knows what they are proposing. Councilor Caprara feels should table for now as does Councilor Fitzgerald.

**Motion:** Cookson to approve making line 93 \$80,000 Councilor Cookson - due to time and posting should add in.

**Second:** Fitzgerald

Discussion: Council feels should table, should know by next workshop. Councilor doesn't feel will be settled by budget posting.

**Motion:** Fitzgerald to table

**Second:** Caprara

Discussion: None

**Vote:** 6-0

### **Clerk/Tax Collector**

Councilor Caprara would like to discuss increase in salary lines; Councilor Cookson explained current contract. Chair Fuller stated that some line increases due to retro pay.

**Motion:** Fitzgerald

**Second:** Buck

Discussion: Councilor Cookson - 12/13 educational workshop, in 13/14 out of \$500 only spent \$202.14. Councilor Cookson would propose to leave at \$500. Also Line 112 tax bill printing; actual spending, now increased. Councilor Cookson proposes \$250 increase comes out. Should be moving to more digital than printing. Councilor MacDonald asked if 400 late notices went out; Jeff stated 800 lien notices went out; that is under a separate line.

**Motion:** Fitzgerald to amend, \$460 less

**Second:** Cookson

Discussion:

Vote: 6-0

### **Assessing**

**Motion:** Cookson

**Second:** Fitzgerald

Discussion: None

**Vote:** 6-0

### **Finance**

**Motion:** Cookson as presented 0.6 increase

**Second:** Fitzgerald

Discussion: Councilor Fitzgerald questioned auditing cost. 14/15 was \$8,500.

**Vote:** 6-0

### **Code Enforcement**

Councilor Cookson asked how plumbing inspector is paid. Beth explained hourly and based on increase in permits.

**Motion:** Cookson as presented

**Second:** Buck

Discussion: None

**Vote:** 6-0

### **Admin Services**

Councilor Fitzgerald questioned FICA; - 6.2, why is there a \$17,000 increase? Finance made the previous correction asked for explained last year was off. 8% increase in salaries also contributed to increase. Decrease in health reflects why line is decreased. Last year's budget, MMA is on a calendar year, second half do not have as yet. Also heavy workers comp issues. Councilor Caprara asked about cell phone all on one. Chief Young explained that there are different needs for different departments. Police use Verizon due to offering government rate and to transmit from car to department. US cell can't touch the government rate. Councilor Caprara suggested that everyone go with Verizon, due to needs does not seem to work. Councilor Cookson questioned line 236 and the jump in that line, what is the equipment. Jeff noted that a few calculators have been purchased. Have a contract with ACopy, Finance - this year 952 spent. Councilor Cookson questioned the ACopy in another line; Jeff feels part of agreement doesn't cover, could be in this line. Councilor Fitzgerald asked where the County budget was at - down a tenth percent; still in legislative session and probably will not be decided until after local budget approval process. Councilor Fitzgerald asked which way are we going; planning now or after budget passes. Feels should plan now and can adjust later. Councilor Caprara explained the target for having decision at State is next Saturday. Councilor Fitzgerald suggested a revisit to this Line. Councilor Caprara asked about liability insurance. Councilor Cookson - 13/14 Legal was a high bill. Proposes Legal be reduced by \$30,000 Line 239, to \$50,000

**Motion:** Cookson to change line 239 to \$50,000

**Second:** Fitzgerald

Discussion: None

**Vote:** 7-0

**Motion:** Fitzgerald to move forward with changes as discussed and revisit line 264

**Second:** Cookson

Discussion: None

**Vote:** 7-0

### **Police Department**

Line 296 - unclassified misc. \$300 increase - nothing specific is earmarked.

Councilor Caprara, ACO revenue? little over \$5,000, hasn't completed everything needed - little less than half way there. Chief Young predicts \$7,000. It is costing \$10,000. Councilor Caprara asked how much ACO last year. Chief Young feels it has saved the Town; having someone trained and there in a moment's notice. Councilor Cookson - Last year officer, overtime budget was to come down. Has increased; due to being hired after 6mths into the year. It was reduced last year and more this year. Chief Young reminded court times and parades, holidays all contribute to overtime.

**Motion:** Cookson to reduce by 300, from line

**Second:** Henry

Discussion: reduce unclassified?

**Vote:** 7-0

### **Comm Center**

Chief Young up 5% due to contract

**Motion:** Cookson

**Second:** Macdonald

Discussion: None

**Vote:** 7-0

### **Fire**

**Motion:** Cookson

**Second:** Fitzgerald

Discussion: None

**Vote:** 7-0

### **Ambulance**

**Motion:** Buck

**Second:** Fitzgerald

Discussion: Cookson - Line 542 electricity up 20%, where is it up from; which year? Line 542 \$7200 is probably enough. Cookson - telephone; why increase. Need one more cell; also with phone is maintenance. Has been a lot of maintenance on phones this year. If under Capital Equip. get new phone system can reduce line 542.

**Vote:** 7-0

**Motion:** Cookson to reduce line 542 to \$1,430 & phone to \$5,280.

**Second:** Henry

Discussion:

**Vote:** 7-0

Public Safety

Line 617 \$250, had been removed prior

**Motion:** Cookson

**Second:** Henry

Discussion: None

**Vote:** 7-0

### **Solid Waste**

**Motion:** Cookson Line 645 road repair of 5000 be eliminated and have completed by other department doing work

**Second:** Henry

Discussion: None

**Vote:** 7-0

### **Public Works**

**Motion:** Cookson as presented

**Second:** MacDonald

Discussion: Line 739 increase \$3,000? Due to diesel vehicle. Line 731 Building Maintenance - Floor drain.

**Vote:** 7-0

### **Cemetery**

Line adjustments pending based on capital equipment purchase.

**Motion:** Cookson line 802- less 300, line 818 less 300 and less the 500.

**Second:** Fitzgerald

Discussion: None

**Vote:** 6-1 (Caprara)

### **Library**

Councilor Cookson spoke in reference to the 1916 agreement. Explaining as did in previous meeting; asking Council what they want to support; as is or as should be which would be \$29,251. Caprara - why such a large increase in health insurance? MMA rep gave number to the Library; numbers should have been reduced to new plan, town has reduction of 19%. Line 900 - previously told no new staff needed. Library staff says new library needs two people at all times. Staff - 3 Librarians, 2 part time assistants, open more days and hours than they have staff available. Caprara asked if High School students still need to do community service to help catalog; this task cannot be completed by volunteer

**Motion:** Buck to reduce budget by \$46,331 as per the 1918 agreement.

**Second:** Caprara

Discussion: cuts from lines 833 to 838. . Richard spoke concerning Lee Braggs explanation of last year. Lee stating that the Library should ask for a reasonable dollar number. Councilor Buck feels that if trustees read and signed agreement they should have reduced themselves. Cookson agrees with reasonable; the Council feels is reasonable; just as they feel for any other department. Agreement states that the trustees set the rate; Cookson has a hard time cutting fire or ambulance and not library as library is not part of the town. Henry asked if they were fund raising; Trustees spoke they currently do not have time. Richard explained that the library trustees have purchased things in the past, windows, insulation etc. Chair Fuller spoke that even though not a department the council has supported the library as a department. Endowment fund currently has under \$100,000. Henry feels cut is to drastic; thinking more of a flat funding. Councilor Cookson explained that the trustees have put 30,000 a year into budget regardless of what the town did. If endowment hits zero the trustees no longer exist, as will have no money to do what needs to be done. The trustees will continue, they are just busy right now with this campaign. Chair Fuller feels also this is drastic until they can get back into fund raising for the endowment fund

**Vote: 2-5 (Cookson, Fitzgerald, Henry, and MacDonald) fails**

Why 65% for janitorial services. Richard states she is at Library 2 hours 3 days a week; the building is larger and is working to get cleaned as best she can.

**Motion:** Fitzgerald flat funding plus 2%= \$257,235.

**Second:** Henry

Discussion: Richard explained that the increases are due to higher cost; oil, e-rate, \$30,000 had been discussed last year and this increase is less. Cookson agrees with increases, last year's budget Paul took out all books and DVD's that the trustees would take care of this. Previous conversation was to pay off bond. Concerned that they may have to cut library hours down. Suggest that town attorney come back to the discussion next meeting and that every player comes to the table with questions. Council explained this is not an attack on the Library. Caprara asked Line 856 telephone up due to E-rate. Federal government had been paying and now they are focusing on internet. If insurance aside, the budget presented is to provide services on current level. There would have to be a reduction in service.

**Vote: 5-2 (Fuller & Henry)**

## **Recreation**

**Motion:** Caprara as presented

**Second:** Henry

**Discussion:** Increase in YMCA subsidy, cost increase, part time position of \$200, was from a grant; now asking town for \$10,000 to cover this cost. Line 938 should reflect this amount

**Motion:** Cookson to add the \$10,000 to line 938

**Second:** Henry

Discussion: None

**Vote 7-0**

**Vote: 7-0 (original motion)**

**Landfill Bld**

Cookson asking Jeff to check with insurance to see heated building. Chief Brooks explained a lot of equipment inside, would lose building and contents. Currently has sprinkler system it is not designed to be in unheated building. About \$1000 to get back into operation, yet would still need to heat. Or \$5000 or \$6000 to do some work and could be unheated. Leave budget the way it is and stop heating put money into sprinkler system. Fitzgerald would like to put \$'s from heat line to sprinkler line.

**Motion:** Fitzgerald

**Second:** Cookson

Discussion: None

**Vote:** 7-0

**GA**

**Motion:** Cookson

**Second:** Caprara

Discussion: None

**Vote:** 7-0

**Norcross Point**

**Motion:** Caprara

**Second:** Buck

Discussion: None

**Vote:** 7-0

**Debt Services**

**Motion:** Cookson

**Second:** Caprara

Discussion: None

**Vote:** 7-0

**Capital Improvements**

Chief Brooks, has gathered paperwork and drawings on building. Originally had floor problems, bay one and two were replaced at that time. All trucks have been weighed and are under load limit.

Calculations were not provided when third bay was built. New truck will be 13000 lbs. heavier then ones in there now. Chief Brooks thinks can have answers within the month for about \$3,500 to \$4000.

Councilors agree that this needs to be completed.

**Motion:** Fitzgerald to allocate \$4000 to get study done ASAP.

**Second:** Henry

Discussion: None

**Vote:** 7-0

### **Loader**

Current 1992, is a time bomb. With trade in and out to bid, could possibly take off one year of payments. Cookson asked if would be willing to go with another manufacturer. If had what the case can give. Fitzgerald asked if looked for something a few years old; they have not.

**Motion:** Cookson to keep loader in Capital

**Second:** Caprara

Discussion: None

**Vote:** 7-0

### **Dump Truck**

1999, old a lot of downtime issues with it. Willing to use the body just put on truck, chassis, and plows gear, not full truck. \$26,000 for 6 years could be reduced,

**Motion:** Cookson to keep in capital

**Second:** Fitzgerald

Discussion: None

**Vote:** 7-0

### **IT Upgrade- to keep in**

**Motion:** Cookson

**Second:** Henry

Discussion: \$22,700, \$20,000, \$33,750 - three phase plan

**Vote:** 7-0

### **Dam Maintenance reserve. \$21,000,**

Readfield putting up \$20,000 already have \$4,000 in reserve

**Motion:** Fitzgerald to carry \$21,000

**Second:** Cookson

Discussion: None

**Vote:** 6-1 (Henry)

### **Street Sweeper (to put in reserve money, not a purchase) \$20,000**

**Motion:** Fitzgerald

**Second:** Cookson

Discussion: None

**Vote:** 7-0

### **Digital (video cams for Police Department) reserve, not purchase**

**Motion:** Henry



**Second:** Cookson

Discussion: None

**Vote:** 7-0

**Taser** , \$9,650

Chief explained four replacements and 2 backup.

**Motion:** Henry

**Second:** Fitzgerald

Discussion: \$9,650 correct dollar figures.

**Vote:** 7-0

**Inventory Software** \$10,000

Fitz asked what the cost of inventory being moved, about \$50,000. Possibly could be used town wide;

**Motion:** Fitzgerald

**Second:** Henry

Discussion: None

**Vote:** 7-0

2011 cruiser, replacement; 110,000 miles

**Motion:** Cookson

**Second:** Fitzgerald

Discussion: None

**Vote:** 7-0

**Sexton Mower**

Caprara and Buck feel can use mower another year.

**Motion:** Caprara to take out of capital

**Second:** Buck

Discussion

**Vote:** 7-0

**Phone system replacement** \$5000 ambulance

**Motion:** Cookson

**Second:** Henry

Discussion: None

**Vote:** 7-0

**To remove \$5,000 for parking lot, remove for transfer station**

**Motion:** Cookson to put to ZERO (covered under other public works projects)

**Second:** Fitzgerald

Discussion: None

**Vote:** 7-0

**Copier lease**, office and police moved to Capital improvement plan under central admin.

**Motion:** Fitzgerald

**Second:** Henry

Discussion: None

**Vote:** 7-0

#### **Station Improvement for EMS**

**Motion:** Fitzgerald

**Second:** Henry

Discussion: None

**Vote:** 7-0

Video Cam for PD, \$3,000 (1/3 cost due to grant)

**Motion:** Henry

**Second:** Caprara

Discussion: None

**Vote:** 7-0

#### **Tennis court repair \$1500 reserve**

Council asked Jeff to put in for subsequent years

**Motion:** Fitzgerald

**Second:** henry

Discussion: None

**Vote:** 7-0

#### **FINAL REVIEW QUESTIONS FOR ENTIRE MUNICIPAL BUDGET**

OTHER: anything shy of \$475,000 should be put into reserve fund, in years where you exceed you take from it and still end up with average between now and 2046. Jeff suggest \$47,000 be added to for CIT fund. Council feels should have a line after list and can vote on it at future meeting.

\$60,000 in savs, increase in \$660,000 instead of \$720,000 about 1.2 mil rate

Adjourn 9:50

**Motion:** Cookson

**Second:** Henry