

WINTHROP TOWN COUNCIL

Budget Workshop Minutes

May 13, 2013 6:30 P.M.

Attendance: Chairman Kevin Cookson, Priscilla Jenkins (arrived at 6:45 p.m.), Larry Fitzgerald, Linda Caprara, Ken Buck Sr., Don Ellis, Jeffrey Woolston (Town Manager) and Julie Winberg (Secretary). Absent: Sarah Fuller

The meeting opened at 6:30 p.m. for a Budget Workshop Review.

Minutes of the meeting held on April 29, 2013 were approved with a unanimous vote of 5-0 with the following clarification on page 1, Communications Center, paragraph 2, to read, "A cost analysis report developed by Chief Young showed that the savings over a five year period would be minimal based on the costing information presented." The next sentence should read, "The community would be losing control, quality and safety according to Chief Young. "

School Budget was presented by the Superintendant as an overview of Articles 1 through Article 10.

The substitute teachers' line has been adjusted; cafeteria tables in the grade school are being replaced; the telephone system has to be upgraded. For special education, only two children out of eight are left in the program and should be returning to Winthrop by the fall. Tuitions are down in this category. The career and technical education costs are all picked up by the State. The school is allotted 25 students to attend these programs. The extracurricular category is for stipends to teachers in the role of coaches and committee/administrative work. The World Book subscription has been cancelled. Mentors have to be provided for all new teachers. Twelve new teachers have been hired in the last two years. A new laminator will be purchased by making adjustments in dues. The transportation costs reflect six new buses. Two buses will be refurbished and the school will get a rebate which will be reflected later in revenue. A bond will cover the cost of a new ventilation system and high powered lighting has been installed in the gym with a sizable rebate return. Custodial services are out for bid. The present contract expires in June and a decision on the RFP will be made prior to that date. Heating oil has been contracted with Winthrop Fuel for \$2.98 per gallon - a one penny discount from last year-

approximate usage is 90,000 gallons. The plow truck needs to be replaced and a lease purchase is being explored as well as attending some State auctions.

The School Board is still in negotiations with the administrators, support staff and teachers. The staff has been advised that this budget will be the same as last year. There still needs to be \$230,000 cut from the budget and the Board is presently working to identify where those cuts will come from.

The Council has requested a joint meeting with the School Board to be held on Monday, May 20th at 6:00. The Council had several questions to go over.

Planning Board - Motion by Fitzgerald and seconded by Ellis, the Board's budget was accepted as proposed by a vote of 6-0.

Administrative Services - The banking services amount on page 10, line 245 will go to zero with a recouping of \$1,000 a year with the bank's use of our website. Motion by Fitzgerald and seconded by Jenkins to leave \$500 in this line item passed with a unanimous vote. As a note, an RFP was sent out to local banks and Androscoggin Bank was selected providing the town with a zero service charge and a higher interest rate. Line 248 - Mitigation and Milfoil Prevention proved to be an accurate amount for the coming year. Motion by Caprara and seconded by Jenkins to approve this amount passed with a unanimous vote.

Pisgah Trail - Line 249 - left an amount in this line item for any additional maintenance that may be needed. But since a good deal of maintenance has already been done this past year, a motion by Caprara and seconded by Fitzgerald to reduce the amount by \$250 passed with a unanimous vote.

Cobbossee Watershed District - Line 269 - presented four options at the meeting held on May 8th. In view of the fact that a solution that works for both the CWD and the town for the short and long term, Option #3 was recommended (although some councilors felt that a 10% reduction in assessments with a 2 ½ week furlough was excessive). Motion by Buck and seconded by Fitzgerald to approve Option #3 passed with a vote of 4-2 (Caprara and Jenkins). Option #3 is as follows: 10% reduction in assessments; annual savings in assessments of \$8,097 for the town; annual assessment FY 2014 would be \$72,874. The total savings for the town in FY2014 would be \$8,097.

Hill n Dale Snowmobile Club - Line 273 - made their presentation to the Council requesting the town's continued support of \$2,600. The trail system consists of 3,500 miles of trails, plus bridges and road crossings which are all maintained by volunteers. Funding comes from the State and the town and not from taxpayers. Motion by Buck and seconded by Jenkins to approve this amount passed with a unanimous vote of 6-0.

Senior Spectrum/Meals on Wheels and Good Shepherd Food Bank - Line 274 and Line 275 - will be kept at the same amount as last year noting the need is greater now and the town recognizes that fact. Motion by Caprara and seconded by Jenkins that the line items are approved for \$1,500 and \$1,000 respectively for these two agencies.

Ambulance Service - line 489 reflects an amount for medical supplies which is a reduction as purchasing will now be done in bulk in the current year to buy down the potential costs for next year.

Line 498 for building maintenance encompasses paper products, cleaning supplies, and pest control. Motion by Fitzgerald and seconded by Jenkins to tentatively accept the budget as presented passed with a unanimous vote.

Public Works - Need to get fuel keys for each vehicle as soon as possible for accurate tracking for fuel usage. Public Works is currently over budget for fuel usage due to corresponding overtime during the winter. The budget committee looked as partially contracting plowing as a way to save money because the committee believes the public works does not have enough work to do during the summer months. Has the town manager sent any RFPs for snow plowing? No, because previous contracts did not alleviate the need for public works personnel to finish what was left out of the contract. The level of effort must be established before an RFP can be developed that would compare the Public Works effort against a possible contractor. If you have a contractor performing part of the plowing and Public Works doing the remaining portion, it might not be done the same. Currently, the Public Works plows the roads for about \$3,500 per mile. Contractors the budget committee found are charging about \$6,000/\$6,500 per mile to plow. If the council wants to explore a contract before snow arrives, there is enough time. The RFPs must reflect the level of effort the council needs. Motion by Jenkins to accept the public works budget which includes an additional \$6,000 died with no second.

Motion by Caprara and seconded by Jenkins to accept the public works budget, for now, passed with a vote of 6-0. **Note: an exploratory review will be done at the next budget meeting for this department to thoroughly analyze the department's personnel, wages, salary, overtime as well as responsibilities.**

Recreation - the Town Manager noted that he has reduced the waterfront salary line to \$13,500. He has also zeroed out funding for the tennis courts, noting that he will be asking for a full allotment next year as the tennis courts will all need major repairs. The courts are normally resurfaced every three years. Motion by Fitzgerald and seconded by Caprara to accept the Recreation Budget as presented passed with a unanimous vote.

Library - discussion focused on line 771 for building renovations centering on who has the responsibility to pay for renovations - the town or the library. Motion by Buck and seconded by Caprara to cut \$1,800 from the library budget in this category passed with a vote of 6-0 as the new agreement between the two entities made it clear that this would be a town responsibility.

Line 793 reflects the wages noting this is a Trustee responsibility.

An amended motion by Ellis and seconded by Fitzgerald to add \$1,800 to the building maintenance line was passed with a unanimous vote of 6-0. Line 780 would then become \$2,800.

Communications Budget was reviewed at the meeting held on April 29th. Although tentatively approved, this department will again be scrutinized later on in the year.

Police Department - Motion by Jenkins and seconded by Fitzgerald to accept the budget for this department as shown passed with a unanimous vote of 6-0.

General Assistance - funds in this category are based on amounts mandated by the Legislature. Motion by Buck and seconded by Jenkins passing with a unanimous vote approved the funds in Lines 864, 865, 866 and 867 as mandated.

Solid Waste - Page 22 - reflects an amount for building maintenance for a charge for repairing the overhead door. For line item #584, \$5,000 will remain for building maintenance, door repairs and the installation of a new pad. Line 582 is for road repair and will remain as shown. Line 610 is reduced reflecting a more realistic estimate and will eventually be reduced further with the installation of the new pad. Line 593 and 594 is for vehicle and trailer repairs. In line item 589, the Town

Manager will look into this and explore ways to reduce the amount further by 5%. Motion by Fitzgerald and seconded by Caprara to postpone discussion on Solid Waste until the next budget meeting on May 20th passed with a unanimous vote.

Cemetery – no changes in this category. Using pre release labor will be further explored and scheduled whenever possible. Motion by Buck and seconded by Caprara to accept the budget as presented passed with a unanimous vote.

Norcross Point – line 881 is for the pump. Line 887 is for the mulch. Building renovations has an estimate of \$1,500 to replace the gazebo shingles. This is for material only and volunteers will be pursued to install the roofing. Motion by Ellis and seconded by Buck to remove \$1,500 from the renovation budget in this category passed with a unanimous vote of 6-0. It was noted that next year's budget will reflect the amount for purchasing and installing the gazebo shingles. An RFP will be done to include the material and the labor as it is doubtful we will get enough volunteers to complete the project.

Fire Department – there was a decrease in telephone line item from \$3,100 to \$2,500. Line 439 reflects \$5,450 and should be categorized as the hose account which is different from the general equipment account. Motion by Buck and seconded by Jenkins to approve this department's budget as presented passed with a unanimous vote.

Street Lights/Hydrants – Motion by Fitzgerald and seconded by Jenkins to approve this department's budget as it is now, pending a new soon to be created committee to review the number of all the street lights in anticipation of, hopefully, eliminating some, passed with a unanimous vote of 6-0.

Landfill Buildings – page 32 – has no changes. Motion by Fitzgerald and seconded by Jenkins to approve this budget as proposed passed with a unanimous vote. Note: the phone lines in these buildings are needed to support the alarm system.

Capital Improvements on Page 35 has been adjusted by the Town Manager. The Councilors requested that they have in hand the figures for the overall budget, what is in surplus and what taxes may be due. This will be presented to the Council at the next budget meeting. This report should also include the current undesignated fund balance, the current total budget amount and the current tax rate based on this budget.

MOTION BY Caprara and seconded by Buck, the meeting adjourned at 9:30 p.m. This passed with a unanimous vote.