

Budget Committee
Meeting Minutes
Wednesday, January 24, 2018

Members Present: Ron Schneider, Jr; Bill Wade; Bruce Bjork; Brian Toomey; Russ Markgren and Richard DeBold.

Members Excused: James Gaylord, Marisa Caputo and Bob Subilia.

Staff Present: Town Manger Jon Carter, Finance Director Jodie Sanborn, Accountant Casey Welch, Code Enforcement Office Jodine Adams and Town Planner Mike Livingston.

Selectmen Representative: Kathy Chase

The meeting was called to order at 5:30 PM.

Previous Meeting Minutes. None ready for approval at this time.

Budgets and CIP to Review

a) Town Manager

Brian reviewed Jon's budget. Jon spoke on about a new copier and its supplies being added to the office supply line to explain the increase. Jon also explained that the legal services line was used for general law and labor issues. *Motion by Brian, seconded by Russ, to approve the operating budget of \$140,086 as presented. Passed unanimously.*

b) Building Improvement Addition to Fund

Jodie told the Committee that the request was pulled at Town Manager review. The project was not discussed.

c) Preservation

Jon spoke about asking Jodine to look at structures throughout Town that needed repair and maintenance. Jodine came up with a priority list for work that needed to be done. This request would be used for the 1710 House, Boy Scout Building, Gazebo, Harbor Observation Deck and the Pavilion. Jodine brought pictures to share with the Committee as the request for each location was discussed.

d) 1710 House

Jodine showed that the addition (a mudroom) on the 1710 House was breaking away from the building. Jodine told how the structure was purchased in 2000 and is one of the oldest houses in Wells. The Town could remove the addition but the remaining structure needs repainting and residing. Richard asked if the building was ever open for tours. Jon explained that it has been open a few times but the Town lacks volunteers that are available to open it.

e) Boy Scout Building

Jodine explained that this would be a high priority project. The structure has lead paint that needs to be mitigated. The building is used by the Boy Scouts. The request would be to mitigate the lead paint, scrape and prep the building for paint, and then to paint the entire exterior of the structure. When asked the location of the building, Jon explained that it was located in Moody next door to Jake's Seafood on Route 1. Jodine shared how the Boy Scouts were going to paint the building as a project until the lead paint test came back positive.

f) Gazebo

Jon explained how all three were gifts to the Town. The Gazebo is from the Hobb's family, Pavilion from the Rotary and Observation Deck from the Knights of Columbus. Jodine told how the paint is curling, the roof needs to be re-shingled, and the deck boards need repair. The facility is used for weddings and rentals so the Town needs to take pride in its maintenance and appearance. Ron suggested that a repair and maintenance schedule should be in place yearly for all the Town facilities. Ron questioned if the Boy Scouts could paint the Gazebo for a project. Jon did explain that the Gazebo was painted about three years ago but the conditions at the location reduce the effective life of the work. Bill spoke about the quality of wood and products going down. The Committee had some discussion about using different materials to extend the life of materials. Jon shared that the Town would try and partner with the donors of the Gazebo, Pavilion and Harbor Observation Deck to make sure they were open to the use of different materials.

g) Harbor Observation Deck

Jodine spoke about the Observation Deck having a lot of rot. The request pricing is for Trex. Many of the boards and nails are lifting. The rails are also weak. The lifting boards and nails are creating tripping hazards.

h) Pavilion

Jodine spoke about the roof needing replacing and the repair needed for the ceiling from water damage. The structure was built in 1999 and has the original roof. The Town would seek quotes for metal and asphalt shingles. The metal roofing would need to be treated with a special chemical to withstand the conditions at the Harbor.

i) LED Lighting

Jodie told the Committee that the request was pulled at Town Manager review. The project was not discussed.

j) Town Hall Siding

Jodine told how the Town Hall was painted in 2011 and is currently not holding the paint. Jon told that the alternative would be to have vinyl or metal siding installed. Bruce asked what the current siding was and if it could be stained. Jodine explained that the Town Hall currently has pine boards that were stained. Some of the pine boards have rot and the stain is peeling. Jodine shared that we would look at all options for siding material to get the best product and lifespan for the money.

k) Central Server Room

Jon explained that the request was for the future move of the Town Hall server room to the future public safety facility. The current server room at Town Hall was not built for the amount of

equipment in the room. The future server room will be a designated room and will be designed to hold the servers for the Town. The money in the request is for the equipment for the central server room.

l) Additional Traffic Light & PED Walk Light

Jon explained that the request was to add a direction traffic light and a pedestrian walk light at the corner of Route 1 and Route 109. The request was changed after initially submitted to be \$55,000 in and \$70,000 out.

m) Town-wide Beautification

Jon explained that the request was to have funds for seasonal beautification consisting of flowers, landscaping projects and maintenance of public places. Jon talked about going out for RFP for one landscape contractor to do all of the Town areas. Many comments were made by the Committee about how well downtown Kennebunk looks. Jon explained that Kennebunk had created a TIF (Tax Incremental Finance District) for that area of Kennebunk and that a large percentage of the tax revenue from that district was being used to fund economic development and landscaping for that area. Brian recommended that the funds be moved to operations.

Motion by Brian, seconded by Russ to move \$20,000 for beautification to General Government operations. Pass unanimously.

n) Harbor Park Benches

Jon shared how memorial benches are located at Harbor Park. People purchase the benches from the Town and then the Town gets to maintain them. Currently a bench costs \$900.00. The benches are a product from Genest that comes in as a kit. The facility manager puts the benches together. The Committee discussed increasing the fee for benches to include a potential future maintenance fee. The Committee further discussed moving the funding to operations. *Motion by Brian, seconded by Bruce to move \$10,000 for Harbor Park Benches to General Government operations. Passed unanimously.*

o) Garage Solar Panel Buy-out

Jon told that this was year three of setting aside money to for the solar panels on the old Highway Garage.

p) Transfer Station Deficit

Jon told how this was a two year plan to pay off the deficit in the Transfer Station Enterprise. The moving of the Transfer Station back into operations from the Enterprise is based on recommendation by the Auditor. The Committee asked what steps were taken when the enterprise concept was developed. Jon explained that when the Town stopped taking in commercial waste the amount of waste decreased by 2/3. The large building at the Transfer Station was no longer needed so the Town through an RFP leased the building. The Town does not have enough waste volume to cover the personnel and benefits at the Transfer Station. Most residents in the Town are using private haulers that offer curbside pick-up for trash.

q) Town-wide Way finder

Jon told how this was the second year for this project. This is a sign system to help people find places in Wells. Jon shared how Kennebunk is currently using the system to point people to the industrial area and beach area of town. Jon said that this system would hopefully help to lessen

congestion in Town. The Selectmen would need to appoint a committee. Year one of the project is to have a consultant come and help the Town to work through what and how we want our program to work. The funds are to be used to determine what signage Wells should have.

r) Code Enforcement

Richard spoke Bill and him meeting with Jodine. Richard shared how he was impressed with the amount of work accomplished by the department. He shared that the department had issued 200 permits for single family homes in the past year. The department is almost self-sufficient with 85% of the operating costs covered by revenues. Bill also shared how the office was very efficient issuing 1,400 permits last year. Bill recommended that the building permit revenue be looked at and increased. The department had already received \$119,000 when the budget books were compiled. Richard talked about operations being up 7% due to the State having new building codes. Jodine explained that the budget is up for the purchase of new code books, printing of yearly inspection sheets and training. There is an increase in the telephone line to match actual expense. Bill expressed that the department gets used vehicles from other departments and often times has to pay a lot for repair and maintenance of the vehicles they use. He talked about the transportation line covering vehicle fuel use and repair and maintenance. Jon reminded the Committee that the department currently uses a Nissan Juke and that will probably need replacing. Jon talked about the department using hand me down vehicles when the Juke was also being used by another inspector. Bill asked that prior to giving hand me down vehicles to a department that they be checked to make sure they are fit for continued use. Jon shared how the detective vehicles are not as heavily used as police cars. The Town does have the detective vehicles looked at by public works before turning them over to another department.

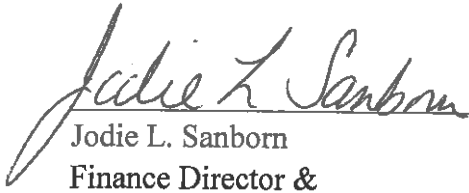
Motion by Richard, seconded by Russ to approve the operating budget of \$29,000 as presented. Passed unanimously.

s) Planning

Richard spoke about meeting with Mike. The operations are level funded. The survey and appraisal line is used when there is a need to survey Town land for projects. The Committee questioned if the dispute had been resolved about Fisherman's Catch. Mike said that they survey was done and the town-line is at the front door. Richard asked if SMRPC Dues was needed. Mike mentioned that since being reviewed by Richard and Bill we had received the dues projection for FY 19 and that it was about \$420.00 higher than budgeted. Mike said that he would stay flat lined and absorbs the overage in another line. ***Motion by Russ, seconded by Richard to approve the operating budget of \$18,900 as presented. Passed unanimously.***

Meeting adjourned at 6:30PM. ***Motion by Brian, seconded by Bruce. Passed unanimously.***

Respectfully submitted by,



Jodie L. Sanborn
Finance Director &
Budget Committee Recording Secretary

Approved by,



Ronald Schneider, Jr
Budget Committee Chairman