

**BUDGET COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 29, 2020**

Members Present: Ron Schneider, Richard DeBold, Jim Gaylord, Anna Martin, Brian Toomey, Marisa Caputo, Bill Wade.

Selectmen Representative: Kathy Chase.

Staff Present: Town Manager Jon Carter, Finance Director Jodie Sanborn, Accountant Casey Welch, Public Works Director Carol Murray, Crew Chief Paula Green and Recreation Director Tina Leblanc.

Called to order at 5:30.

Motion by Marisa to approve the minutes from the January 22, 2020 budget meeting, seconded by Brian. Approved 7-0.

Discussion on grants. Members are going to review the grant requests and decide who they would like to have come in to speak about their request.

Budgets and CIP to Review

Parks & Recreation: Tina presented the recreation department budget request. Tina explained that operating supplies is up due to American Securities doing the alarm monitoring that used to be done by the police department, they are installing a hot water on demand system for the pavilion, and the newly paved parking lot section near the pavilion needs to be sealed and lined. Motion by Richard, seconded by Brian to approve \$58,320. Passed 7-0.

WAC: Tina presented the Wells Activity Center budget request. The operating budget increase is due to needing to sealcoat and line the parking lot. Increase in the water line is based off of last year's actual and what they are predicting for the upcoming year. Motion by Richard, seconded by Marisa to approve \$30,230. Passed 7-0.

WAC Light Poles & Lights CIP: Replace the lights at the Activity Center. The money will be coming out of reserve account 0522. The current balance in the fund as of December is \$21,262.

Parks & Rec Enterprise CIP- Buildings/Building Improvements: Jodie passed out information on the Recreation Enterprise account. There is currently \$334,523.71 in rec programs for Tina to use towards her CIP requests for the recreation department. Tina would like to set aside \$17,500 for Buildings/Building Improvements. \$12,500 will be put towards a new garage for storage and to house vehicles, they have maxed out their current storage that they have available. They would hope to construct it in FY 2023. \$5,000 will be put towards refurbishing the restrooms in FY 2022. These restrooms are located by the playing fields.

Parks & Rec Enterprise CIP- Equipment: Request is to set aside \$35,000 for the future purchase of new equipment. \$5,000 would be put towards upgrading the security cameras, currently there is \$18,500 in the enterprise fund for cameras. They would like to be able to upgrade the cameras right after the

parking lot is expanded in FY 2021. \$5,000 would be put towards the purchase of a new mower in FY 2022 (current balance in the fund for the mower is \$6,645). \$5,000 would be put towards the purchase of a new tractor in FY 2024 (current balance in the fund for the tractor is \$20,800). \$20,000 would be put towards the purchase of new playground equipment for the Mile Road playground. Tina would like to start replacing equipment this year. There is currently \$5,000 in the fund to be used towards playground equipment.

Parks & Recreation CIP-Infrastructure: Tina is requesting to extend the lot at the Recreation Department down along Rt. 9A, by the tennis courts. This plan is currently in front of the Planning Board. There was a site plan done by an engineering company and an estimate given. They will also be adding lighting to the new lot as well as the existing parking lots. \$102,000 is requested for the extension and the lighting, to be done in FY 2021. \$50,000 is requested to pay back a loan taken from surplus to fix the multi-purpose field. \$25,000 is requested to put towards a complete overhaul on the tennis courts in FY 2023. The cracks are getting to large to patch.

Parks & Recreation CIP-Vehicles: Tina would like to replace their two 15 passenger vans. \$40,000 would be put towards this purchase, to be made in FY 2021. \$8,500 would be put towards the replacement of their dump truck in FY 2024.

Public Works: Carol and Paula presented the Public Works budget request. The Public Works department bids out fuel and locks in at a price for the year. Users have keys that tells us which department has used the fuel, then Paula does a fuel billing to recoup the cost of the fuel used by each department. They have raised the request for Shop Tools this year because they are hoping to start purchasing some tools for the town. Our mechanic owns all of the tools currently being used. If he were to leave, he would take all of his tools with him leaving us without any. We also have an equipment operator who works part time as a mechanic. They are also looking to be able to replace any tools of the mechanic's that are broken or missing. Line striping, grading and catch basins were previously under budgeted, and therefore being increased this year to what is actually needed to keep up with what should be done each year. Catch basin cleaning and sweeping are both done in the springtime. Motion by Richard, seconded by Jim to approve \$688,800. Passed 7-0.

PW Equipment Reserve CIP: Public Works has worked with Sourcewell to get better prices on their equipment. Last year they saved approximately \$88,000 on their equipment purchases. The dealer said that they would be willing to hold last year's price for equipment purchased in FY 2021. This year they are looking to put \$480,000 (\$300,000 from surplus and \$180,000 from taxation) into the fund and spend \$530,000 towards replacing part of their equipment fleet as well as purchasing a shoulder machine.

PW Paving CIP: Public Works is requesting to spend \$1,100,000 on paving in FY 2021. Carol and Paula discussed the study that was done that shows the condition of our roads, and what the result of the report was. Paving would be funded from surplus.

PW Infrastructure CIP: They are requesting \$400,000 to be put in the fund and \$600,000 be spent on a variety of large projects, including the drainage issue on Robinson Rd/ Island Ledge Drive, Furbish Road, Harbor Road, the traffic light at 9A, Eldridge Rd, the Coles Hill Bridge, and culverts needing repairs. The current balance in fund 0708 is \$856,782.

PW Crushing CIP: There is a large pile of concrete and pavement at the Public Works Department. PW would like to hire someone to grind it so that it can be used, we are currently out of crushed gravel. They are requesting \$60,000 be put in the account, and \$60,000 spent on this project in FY 2021.

Transfer Station: Carol and Paula presented the Transfer Station budget request. They are currently having the Transfer Station brochure updated. There is an increase in tipping/tolls because of the current cost to dispose of recyclables. The transfer station is in the process of disposing of the compost and trying to create a plan for how to deal with compost and brush in the future. The town has a 20 year rental agreement for part of the transfer station. They pay an annual rental price, as well as giving the town a discount on hauling. Motion by Brian, seconded by Richard to approve \$409,500. Passed 7-0.

Motion to adjourn the meeting by Brian, seconded by Richard. Passed 7-0.

Respectfully submitted,



Casey L. Welch
Accountant

Approved by,



Ronald Schneider, Jr.
Budget Committee Chairman