



Agenda
Budget Review Committee
Wednesday, February 1, 2023

5:00 PM – Budget Review Committee Meeting

CURRENT AGENDA ITEMS

1. Approval of Minutes from January 25, 2023

BUDGETS FOR REVIEW

1. Information Center
2. Parks and Recreation
3. Activity Center
4. Parks and Rec CIP- Activity Center Parking Lot
5. Parks and Rec CIP- Rec Parking Lot
6. Parks and Rec CIP- Tennis Courts
7. Recreation Enterprise
8. Recreation Enterprise CIP- Top Coat Paving
9. Harbor
10. Facilities management
11. Harbor CIP- Float Replacement
12. Harbor CIP- Outboard Motor
13. Harbor CIP- Dredge Fund
14. Public Works
15. Local Roads Reimbursement
16. Transfer Station
17. Transportation Center
18. Public Works CIP- Generator
19. Public Works CIP- Fleet & Asset Management
20. Public Works CIP- Fuel System Upgrade
21. Public Works CIP- Paving
22. Public Works CIP- Infrastructure
23. Public Works CIP- Equipment

24. Public Works CIP- Facility Needs Study

OTHER COMMITTEE TOPICS

ADJOURN

Budget Review Committee – February 1, 2023

Present: Budget Review Committee Members: Brian Toomey, Marisa Caputo, Bill Wade, Richard DeBold, Bob Mulcahy and Adam Bloom-Paicopolos. Staff Members: Town Manager Mike Pardue, Finance Director Jodie Sanborn, Accountant Casey Welch, Rec Director Tina Leblanc, Harbormaster Mike Yorke, Public Works Director Carol Murray and President/CEO of Wells Chamber of Commerce Eleanor Vadenais.
Selectboard Representatives: Scott DeFelice and Kathy Chase.

5PM BUDGET REVIEW COMMITTEE MEETING

Current Agenda

1. Approval of Minutes from January 25, 2023.
Motion by Bill, seconded by Richard to approve the minutes from the January 25, 2023 meeting. Approved 7/0.

Budget & CIP to Review

Information Center

Eleanor explained that the increase in Salaries is due to the increase in minimum wage.
Motion by Marissa, seconded by Richard to approve \$62,376. Approved 7/0.

Recreation Department

Tina discussed that the rises in Electricity, Heating and Supplies is due to price increases.
Operations: Motion by Bob, seconded by Richard to approve \$83,200. Approved 7/0.

Activity Center

There is an increase in the Operating Supplies due to an irrigation system being installed. The quote for the system and installation is \$6,400. There is an annual operating cost of \$300 associated with the system.
Operations: Motion by Bob, seconded by Richard to approve \$34,390. Approved 7/0.

Activity Center Parking Lot

The parking lot at the Activity Center must be relined to meet the requirements of the Planning Board.
Town Manager proposed: \$10,220 to be added to the fund and \$14,000 to be paid out.

Rec Parking Lot

The parking lots at the Recreation Department need to be sealed and relined.
Town Manager proposed: \$19,000 to be added to the fund and \$24,000 to be paid out.

Tennis Courts

Tina explained that the tennis courts are in very poor condition, 2 courts are completely unusable. Tina's original request was to add \$100,000 to the reserve fund in FY24 and add \$50,000 to the reserve in FY25 and spend \$250,000 in FY25. Tina spoke about have the Committee changed her request to add \$150,000 to the reserve in FY24 and spend \$250,000 from the reserve in FY24 so the project could be completed sooner.

Town Manager proposed: \$100,000 to be added to the fund.

Recreation Enterprise

Tina discussed the challenge in finding and retaining staff. Tina said her and her staff look at their fee structures every year. There was a discussion about the amount that is paid in credit card fees for the online program registrations. The Budget Committee would like further research to be done to see if there is an alternative that would cut down on the fees the town pays.

Motion by Bob, seconded by Marissa to approve the entire Rec Enterprise budget as presented. Approved 7/0.

Topcoat Paving

The new parking lot at the Recreation Department needs the topcoat to complete the project.

Town Manager proposed: \$30,000 to be paid out.

Harbor

Mike explained that the increase in the Harbor Marina revenue is because the town renegotiated the lease agreement for the marina. Increases in maintenance are due to rising prices of supplies such as chain as well as the need to replace both refrigeration units. They will be adding a second ice machine and adding fees for the ice. Mike discussed his fee schedule and the changes he has made in it.

Revenues: Motion by Richard, seconded by Marissa to approve \$108,858. Approved 7/0.

Operations: Motion by Richard, seconded by Marissa to approve \$52,220. Approved 7/0.

Facilities Management

The increased of \$48,700 in the Town Landscaping/Winter Serv line is caused by all of the snow removal and landscaping budgets being removed from individual department budgets and consolidated into this line.

Operations: Motion by Richard, seconded by Marissa to approve \$130,600. Approved 7/0.

Float Replacement

Mike discussed his ongoing float replacement plan. He continuously rehabs the floats and replaces 3 per year. Mike and the Budget Committee discussed the upcoming dredge as well as a potential future option of putting a permanent pipe in so that the town would not have to get permission from property owners for dredges. Carol and Mike plan to create a proposal for this idea.

Town Manager proposed: \$30,000 to be added to the fund and \$70,000 to be paid out. Mike Yorke would like to amend the spending request to be \$20,000 out.

Dredge Fund

Ongoing funding for future dredges.

Town Manager proposed: \$60,000 to be added to the fund and \$60,000 to be paid out.

Public Works

Carol and the Budget Committee decided to add an additional \$25,000 to the Tree Removal line after discussing the amount of trees that need to be cut and the rising prices of tree removal. There is an increase in Agreements/Contacts due to the cost of needing to hire consultant engineers on some of the DPW projects. The increased price of salt and the shipping of it from overseas has caused a large increase in the Salt line.

Revenues: Motion by Richard, seconded by Marissa to approve \$1000. Approved 7/0.

Operations: Motion by Bob, seconded by Marissa to approve \$877,920. Approved 7/0.

Local Road Reimbursement

Revenues: Motion by Bill, seconded by Marissa to approve \$205,000. Approved 7/0.

Transfer Station

Carol discussed some of the upcoming changes at the Transfer Station. The trash bag revenue is expected to go up due to the increase in the price per bag. There is a new line for Transfer Station stickers.

Revenues: Motion by Bill, seconded by Marissa to approve \$903,000. Approved 6/1.

Operations: Motion by Richard, seconded by Marissa to approve \$567,530. Approved 6/1.

Transportation Center

Operations: Motion by Bill, seconded by Richard to approve \$40,300 Approved 7/0.

Generator

Carol discussed the quotes for a generator at the Public Works Facility. Carol's original request was for \$170,000 in and \$170,000 out. The project was pulled from the Town Manager's budget as it was lacking back-up for the requested funding. Since that time, Carol has been able to get estimates. The Town Manager's original proposal was \$0 in and \$0 out. But after discussion and further information was presented, he has changed his proposal to \$150,000 in and \$150,000 out. Town Manager proposed: \$150,000.00 to be added to the fund and \$150,000.00 to be paid out.

Fleet & Asset Management

Carol is looking to add an electronic fleet management program. This program would help the department with many aspects including inventory tracking, tracking and billing of labor and maintenance done for other departments, and creating work orders. The amount that is currently requested includes training and support.

Town Manager proposed: \$25,000 to be added to the fund and \$25,000 to be paid out.

Fuel System Upgrade

Carol explained that the current fuel system is very out of date. She is requesting replacement software for the town's fuel system. This would better track usage and mileage.

Town Manager proposed: \$50,000 to be added to the fund and \$50,000 to be paid out.

Paving

This fund is to continue ongoing paving of the town's roads and to have another street scan done to compare to the 2019 scan.

Town Manager proposed: \$1,300,000 to be added to the fund and \$1,300,000 to be paid out.

Infrastructure

Carol explained that this request is to complete spot drainage improvement projects around town. In addition, this fund is often used for the Town's portion of FEMA grant matches.

Town Manager proposed: \$300,000 to be added to the fund and \$300,000 to be paid out.

Equipment

Carol has a 6-year equipment replacement plan that is funded out of this account. She is requesting to purchase 2 trucks and a roadside mower to replace and supplement existing equipment.

Town Manager proposed: \$500,000 to be added to the fund and \$500,000 to be paid out.

Facility Needs Study


Carol explained the current Public Works Facility was designed for the 2012 needs and that they need more space and storage. She is requesting to set money aside for a DPW long term plan.

Town Manager proposed: \$11,000 to be added to the fund.

Other Committee Topics


Motion by Marissa to adjourn the meeting, seconded by Richard. Approved 7/0.

Respectfully submitted,



Casey L. Welch
Accountant

Approved by,



Brian Doomey
Budget Committee Vice Chairman