

## **BUDGET REVIEW COMMITTEE – WEDNESDAY, FEBRUARY 16, 2022**

Present: Budget Review Committee Members Ron Schneider, Jr, Brian Toomey, Marisa Caputo, Bill Wade, Richard DeBold, Russ Markgren, Bob Mulcahy and Anna Martin. Staff: Town Manager Larissa Crockett, Finance Director Jodie Sanborn, Recreation Director Tina LeBlanc, Library Director Cindy Appleby, Conservation Commission Chair Owen Grumbling, Harbor Master Mike Yorke and Chamber of Commerce President Eleanor Vadenais. BOS Representative: Kathy Chase.

### **5:00 PM – BUDGET REVIEW COMMITTEE MEETING**

#### **CURRENT AGENDA ITEMS**

##### **1. Approval of Minutes – February 9, 2022**

Motion by Brian, seconded by Russ to approve as written. Passed 7-0.

##### **2. Discussion and possible action on assigning two members to the initial review of the Emergency Services Study.**

Ron proposed Brian and himself as the members to review the study. Marisa asked why there weren't any being assigned. Larissa explained that staff and people on the ground were part of the interview process by MRI, the company that did the study. The reviewing members will be given a confidential draft to provide feedback to MRI. MRI will then make changes as they see fit from the feedback and release the study.

*Motion by Richard, seconded by Marisa to have the Chair and Vice Chair of the Budget Review Committee serve on the initial review of the Emergency Services Study. Passed 7-0.*

#### **BUDGETS FOR REVIEW**

##### **1. Parks and Recreation**

Department was reviewed by Russ, Jim and Bob. Russ asked Tina to explain the increases/decreases in electricity, telephone, other services and charges, office supplies, training and operating. Tina explained the changes. The decrease in electricity is from the new LED parking lot lights and having a full year of history with the heat pumps. Telephone has been decreased due to a change in service provider. Training is up to move the expense for conferences to the training line instead of paying them out of other services and charges like in the past. The other services and charges lines has been decreased due to the change of where to charge conferences too. The operating line has been increased to fund some drainage issues.

*Motion by Russ, seconded by Richard to approve the operating budget of \$72,000. Passed 7-0.*

##### **2. Wells Activity Center**

Ron asked about the increase in the telephone line and Richard asked about the increase in operating. Tina explained that the telephone increase was for additional lines at the facility. Larissa explained the increase in operating was to match prior year actuals.

*Motion by Russ, seconded by Bill to approve the operating budget of \$25,140. Passed 7-0.*

### **3. Parks and Recreation – Wells Activity Center Playground CIP**

Tina explained that the Wells Activity Center is used by the department daily for the before and after care program. The request is to add taxation funds to a reserve fund and then spend the reserve funding on the playground equipment. Bill asked if a list had been developed for the equipment that would be purchased. Tina explained that an RFP would go out for the equipment purchase for FY 2023. Marisa asked in additional equipment would be purchased in FY 2024 and FY 2025. Tina said that she would be looking for more equipment in the next two years. The Committee requested additional information on what equipment would be purchased for the entire project.

### **4. Parks and Recreation – Tennis Court CIP**

Tina explained that this project would fix the four tennis courts and included new fencing. Larissa explained that the request was to establish a reserve account to save funding for the project so that it could be completed in FY 2024. In FY 2023 funding would be added by taxation and the recreation enterprise.

### **5. Parks and Recreation – Color Copier CIP**

Larissa explained that this would get the department a centralized color copier instead of having individual desk printers for employees. The department should also see a decrease in maintenance fees by adding a new centralized machine. The request is to add funds and spend funds a new fund. Added funds would come from reallocating the funding in reserve fund 0901 and the recreation enterprise.

### **6. Recreation Enterprise**

Committee members had questions on summer program revenue and expense, before/after care revenue, wrestling, wages, rec commission and winter expense. Tina answered their questions. Summer program revenue is projected to be back at pre-pandemic levels. The wages for camp staff are at least minimum wage but are still being determined. Before/after care revenue is still being projected at pandemic level. Wrestling is down because it is a high-risk sport so there are less kids in the program. Rec commission expense is to cover the funding for playground equipment at the rec department. Summer program expense is higher to cover additional safety items that are needed/used because of the pandemic. The increase also was to match historical spending. The increase in winter expense is because the prior year had no winter programs.

### **7. Recreation Enterprise – Ballfield Repairs CIP**

Tina shared that the project is to correct poor drainage and low areas on the older ballfield at the Walter Marsh Recreation Area. Continued underground decay of it being a stump dump is the

problem. This project will install drainage pipes where needed, add top dressing, broadcast seed to fresh loam and overseed the entire field along with starter fertilizer to remedy the existing conditions.

#### **8. Recreation Enterprise – New Playground Field Irrigation and Repair CIP**

Tina explained this project is to extend irrigation to the new field built adjacent to the playground and existing parking lot.

#### **9. Recreation Enterprise – Top Coat CIP**

Tina shared that the expanded parking area needs a top coat. Once the tennis courts are refinished this project will be done.

#### **10. Recreation Enterprise – WAC Security Cameras CIP**

This project is to install six cameras, four outside to cover the parking lot and entrances and two inside for the two function rooms. Tina explained that building is used by the community for rentals as well as hosting the before and after care program. Questions from the committee were where the cameras were installed in the current fiscal year, if the feed would be live to the police department, storage of the footage, and the legality of recording a public record in a rental space for a private event. Tina shared the feed would be live and the storage of any recordings is about thirty days. Larissa was going to check with legal on any issues with creating a recording that could become a public record of a private event.

#### **11. Recreation Enterprise – Walter Marsh Playground CIP**

Tina explained the request was to spend up to \$75,000 to replace a few pieces of playground equipment with new pieces as well as adding fresh ground cover for safety. In the future the department would be looking to add additional pieces.

#### **12. Library**

Russ asked about the decrease in health insurance and grounds and the increase in printing and binding and programming. Richard asked about the decrease in revenue, Ron asked about how the library was coming back from the pandemic. Marisa asked about the electricity funding level, Cindy answered their questions. The change in health is from moving the custodian portion of health to the facilities budget as well as staff changes that have some staff not taking insurance. Printing and binding increase is for the story walk project at the harbor. The revenue decrease is because the library is not going to charge fines. Cindy shared that the library is coming back to full programming from the pandemic. The decrease in grounds is from moving snow and lawn care expenses to facilities. The electricity level is not decreasing this year is due to the new electricity charges for five new ac's in the building and heat pumps so budgeting at current level. The increase in programming is to show the Town's good faith effort in contributing to programming costs that are also paid for by the Friends of the Library. The Friends of the Library couldn't hold their annual craft fair for three years which traditionally brings in \$6,000 to \$7,000 a year that is used for programming.

*Motion by Marisa, seconded by Richard to approve the operating budget of \$114,100. Passed 7-0.*

### **13. Library – Circulation Desk CIP**

Cindy explained the project was to replace the circulation desk that is original from the 1993 addition. It would consist of pre-made sections that are put together. The new design would have a book return built in and more storage.

### **14. Conservation**

Anna reviewed the budget. She mentioned that she had questioned the changes in the budget and had learned that they were the result of budgeting based on actual use. Owen explained that trail maintenance and communications require additional funding. The conservation committee is spending more to maintain and improving access to the trails. The committee is also continuing to update and improve the trail maps.

*Motion by Bill, seconded by Russ to approve the operating budget of \$8,500. Passed 7-0.*

### **15. Conservation – Landbank CIP**

This request is to continue to add funding for future conservation land purchases as well as allowing spending of up to \$20,000 for landbank purchase expenses or maintenance. The committee asked if the conservation committee could use the appropriation of funds for on call surveying services, what happens to the timber, if the conservation committee used a forester, and where the funding goes when Town land is sold. Larissa said that the Town could look at going out to RFQ to get a firm to do on call surveying work for the entire Town and not just the conservation commission. Owen explained that the committee uses a forester to help with the commission's timber harvesting needs. The money that is generated from the timber harvesting goes into the landbank fund. Larissa explained that currently funding from the sale of Town owned land goes to the general fund.

### **16. Harbor**

The department was reviewed by Marisa, Richard and Bob. Richard had questions on the harbor restaurant lease. Marisa questioned the disparity between the harbor restaurant and marina lease amounts. Bill asked about the mooring/slip revenue. Larissa explained the two leases to the Committee. Larissa explained that the mooring revenue goes into a reserve fund to help pay dredging expenses. The mooring revenue historically has not been used to offset operational costs. Staff will work with Committee on a way to show annual revenue and expense changes in reserve funds.

*Motion by Marisa, seconded by Richard to approve the operating budget of \$43,570. Passed 7-0.*

### **17. Facilities Management**

Richard asked about the increase in the salary and benefits as well as the decrease in the agreements/contract line. Marisa asked about town landscaping being at \$51,000. Mike

explained that increase in salary and benefits was the moving of the Police/Library cleaner to the facilities budget. The change to agreements and contracts was for the HVAC and pest control contracts. Mike explained that that funding to maintain landscaping and winter snow removal for the Town Hall, Public Safety, Library and Train Station were now all in the town landscaping line. Larissa mentioned that many of the lines need a full year of spending to understand what is actually needed for funding.

*Motion by Russ, seconded by Marisa to approve the operating budget of \$82,760. Passed 7-0.*

#### **18. Harbor – Outboard Motor CIP**

Mike explained that the current outboard motor on the harbor master's boat is five years old and the manufacturer has gone out of business. This request is to start setting money aside for the future purchase of a replacement motor.

#### **19. Harbor – Dredge Fund CIP**

Mike explained that this project was to set aside funding for a future dredge. Marissa asked where a dredge is paid from. Jodie explained that funding from reserve funds 0012, 0804 and 0805 are used to pay for dredges. Mike explained that in eighteen months the Town is scheduled to get a dredge by the Army Corp. Larissa explained that Mike was also working on a plan to expand the dredging area. If both dredge areas could be done at the same time the mobilization cost of the dredge could be reduced. Russ asked if changing the jetty position would make sense. Mike said that changing the jetties would make perfect sense. Mike also spoke about his continued project to get grant funding to help with a dredge barge he would like to build.

#### **20. Harbor – Float Replacement CIP**

Mike explained that each year he tries to rehab three docks that are then put back into the harbor. The cost to rehab a dock is around \$6,500. Mike would eventually like to go to docks and pilings to get away from needing chains. Committee questioned when harbor fees were last looked at. Larissa shared the Harbor Review Committee recommended to not raise fees this year. Mike said the harbor was going on four years without increasing fees. Larissa said that the Budget Review Committee has mentioned several times during department reviews that all fees needed to be looked at. Mooring fees will be included in the review of fees.

#### **21. Information Center**

Budget has increased by 1.85%. Eleanor explained that most of the increase is the increase to the minimum wage which is determined by the State.

*Motion b Marisa, seconded by Russ to approve the operating budget of \$56,935. Passed 7-0.*

### **OTHER COMMITTEE TOPICS**

There were no topics to discuss.

**ADJOURNMENT**

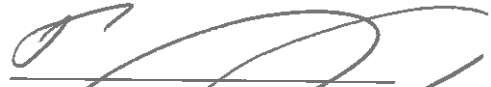
*Motion by Brian, seconded by Marisa to adjourn. Passed 7-0.*

Respectfully submitted,



Jodie L. Sanborn  
Finance Director

Accepted by,



Ronald Schneider, Jr.  
Chairman