

WORKSHOP FOR FINANCE COMMITTEE AND DEPARTMENT MINUTES

February 26, 2019 6:00pm

Rumford Falls Auditorium

PRESENT: Christopher Brennick-BOS-Chairperson, Michael Peter Chase-BOS-Vice-Chairperson, James Windover- Selectperson, John Pepin, Sr.-Selectperson, Richard Lovejoy- Finance Committee- Vice-Chairperson, Laurie Holtzman- Finance Committee, Kelly Beauchesne-Finance Committee, Richard Greene- Finance Committee, Scott Cole- Interim Town Manager, Deborah Laurinaitis- Finance Director

LATE: Dieter Kreckel- Finance Committee-

ABSENT: Chairperson, Mark Belanger- Selectperson

DEPARTMENT HEAD ATTENDEES: Beth Bellegarde, Tom Bourret, Linnell Geronda, Richard Coulombe, Chris Reed, Tamara Butler, Stacy Carter, Michael Mills, George O'Keefe, Jr., Marcus Palmer

ATTENDEES: Candice Casey, Jerry Cohen, Daniel Richard, Craig Chamberlain

TO: FINANCE COMMITTEE, DEPARTMENT HEADS, TOWN MANAGER

FROM: DIETER KRECKEL, FINANCE COMMITTEE CHAIRPERSON

DATE: FEBRUARY 26, 2019

RE: DEPARTMENT BUDGET WORKSHOP AND BUDGET MEETINGS WITH THE FINANCE COMMITTEE

The following schedule is planned for review and approval of Department Budgets by the Finance Committee. The Workshop and Budget Meeting will be held in the Rumford Falls Auditorium at 6:00p.m. Interim Town Manager Scott Cole plans to be present at all meetings.

Tuesday, February 26, 2019, Workshop- 6:00 p.m.

Mr. Lovejoy presided over the meeting, in Dr. Kreckel Absence- Dr. Kreckel previous meeting in Lewiston and will be late.

Mr. Lovejoy, explained the purpose and premise of the meeting to the audience.

Interim Town Manager, explained his recent tenure. He was not part of the Budget Process and asked general questions of Department Heads until he is more familiar with the Town's process.

Town Clerk- Pg.4-Presented two Budgets; General Government- Spoke only of the major changes-per Finance Committee request. Codification * there was lapse in the recording* Unable to hear parts of her presentation, as recorder was being manipulated.* Election costs...8.3% increase for Voter Registration. Total Budget 5.17% increase.

Mr. Windover asked questions related to minimum wage (which has risen in the past years from \$8 hrly, to \$10 hrly, to 11hrly, 2020 will go to \$12 hrly) Ms. Bellegarde explained.

Mr. Brennick asked question about 8.3% increase for Voter Registration. Ms. Bellegarde explained, attached to minimum wage increases.

Tax Collector- Pg.6-Presented Budget. He explained an increase overtime wages for Deputy Tax Collector, 2.5 wage increase, printing cost increase for Tax bills/inserts/postage increase... He decreased some line items. Total Budget 3.16% increase.

General Assistance-Pg.45-Presented Budget. Increase 2.5 % wage increase. Mr. Brennick asked him to explain Manager's Request vs, Department Request less by 70%, due to State reimbursements= 30% Town's responsibility. Mr. Brennick asked questions concerning the difference. He went on to say that Town of Rumford processes applications for Mexico and reaches a decision for assistance= \$5000 paid to Rumford for that service, from the Town of Mexico. The Manager's request is what is put on the Ballot. No real changes similar to last year's Budget. Total Budget approx. 1% increase.

Assessor- Pg.8- Presented Budget. Minor changes, 2.5% wage increase. Travel down to use of Town car for continuing education, meetings. Mr. Windover asked, if mileage pay is also provided. Ms. Geronda replied yes, \$8.50. Mr. Brennick asked questions related to Legal fees. Ms. Geronda replied, due to the Hydro... \$64,232.18 in Legal fees, settled three back to 3three years forward- saved the Town over \$3.5 million in back taxes, had the Town lost its' case. Mr.

Brennick asked questions regarding \$50,000 for Revaluation (a two year project), being enough to cover costs. Ms. Geronda replied \$50,000 to be put in every year.

Public Library-Pg.46-Presented Budget. Changes- Removed the \$1200 for computer repair/maintenance/support budget- as the Library now has an IT/CT person on staff, Removed snow removal budget, as the Public Works Department is now doing snow removal, Decreased mileage due to use of Town car. Slight Increase in print books/dvd's strong demand, Slight Increase in supplies- pricing continues to rise, 13% increase in Electricity due price hikes, Increase in Copier budget- had to purchase a new/ support contract- raised copy fees to off-set increase. Mr. Brennick asked questions regarding increase in Building Fund budget- Ms. Butler replied, with repairs/ maintenance to a very old building not covered under the Capital budget. Mr. Windover asked questions regarding 13% increase in part-time wages- she replied- added one day for computer/technology person- due to demand for services. Mr. Windover requested explanation for Regular wages 3.63% increase- Ms. Butler replied, wages increase after probationary period/ requirements met. Mr. Brennick asked if Library computers were part of five year Capital Plan- Ms. Butler replied, it depends on the expenditure-try to use grants... for these purchases when possible.

Section 3- Capital Plan for Library- Dr. Cohen (Library Board of Trustees) addressed the 2019-2020 plan- Handicapped ramp is not safe and needs to be replaced. The Board of Trustees has no idea what the cost would be to replace the ramp, as no estimates have been sought out. An arbitrary amount was suggested. The Select Board will be informed with estimates and plan for repair, for their authorization.-Projected projects-The bathroom is another issue to be addressed at some point. \$200,000 for installation of an Elevator for elderly, etc. investigating grant opportunities, etc. to pay for this this expense. Will need site study, engineering study...

Park and Rec Department-Pg.49-Presented Budget. No major changes, only slight increases. Decrease in regular wages, due to Mike Mills no longer being Superintendent of Parks & Rec., Increase in surveillance camera monitoring and night vision (currently terrible) improvement option- Mr. Windover asked about purchasing cameras instead of lease. \$75 per month x2 =\$150 a month. Mr. Richard explained, they have approached Mr. John Perry for an estimate, in the

spring, for this project. Cell phone increase- due to Marcus now having a Town phone, as well as, Kevin, Water increase by \$500- due to another possible dry summer/ sprinkler use. Overtime increase by \$500- due to spring sports schedule. Increase due to minimum wage increase/ summer help. Mr. Pepin asked if vandalism repairs, etc. have been done. Mr. Palmer replied, repairs have been done to the best of ability without having to increase the budget. Mr. Brennick added concerns of increase of approx. \$1000) to overtime wages. Mr. Palmer reiterated Spring Sports schedule, field maintenance/preparation, July 4th Celebration, Pumpkinfest...

Cemetaries-Pg.51- Increase in wages, due to minimum wage increase.

Capital- Mr. Richard spoke of Track/Lighting Project= \$276,000 (Lights) was the estimate- Grant to pay for much of it. However; Bid package was written incorrectly, may have to go back out to bid. Waiting for final costs amounts with corrections. This project will take a large toll on the Capital Plan account. MUSCO is the company preferred to work with. Mr. Greene asked for Track amount. Mr. Mills replied, \$80,000-140,000.

Fire Department/CEO-Pg.23-Presented Budget. 2.5% wage increase. Increase Line# 25-87 Software. Increase Education Line #35.25. Line #35-56 Increase Personal Protective Equipment. Increase Medical/Physical, Line #35-16 Increase clothing, Line #50-10 Increase, Cleaning Supplies- Increase, Postage- Increase. Total Budget 3.27% increase.

Emergency Management- Increase Homeland Security-Laptop computer software for command vehicle, WIFI. Mr. Chase asked questions regarding Black Mountain Antenna...Obtained military surplus generator for emergency back-up. EMA took in \$54,000 for Whippoorwill Rd. and \$10,000 for Swift River Rd. from FEMA

Capital Plan- 5 year and 10 year-per Finance Director. \$600,000 in account, for new apparatus, Removed command vehicle, due to replacement. Life safety to be discussed at a later date with Select Board.

CEO-Pg.24-25- Presented Budget. 2.5% wage increase, Cell phone charges increase-due to Tablet used in the field, Copier maintenance increase, decreased education fund, increase for meals and mileage- uses Town car as often as possible, decreased computer, decreased software. Mr. Windover asked question

concerning 300% increase in office 55-52. Mr. Coulombe replied, storage boxes, filing cabinets and organizational. Revenue for January \$3100. Total Budget increase 3.03%.

Capital Plan- \$1000 for new vehicle in the future, Total \$9200 at this date.

55-56 decreased postage. Mr. Brennick asked questions as to why. Mr. Coulombe replied with not sending out as many certified letters.

Police Department-Pg.21-Presented Budget. 2.5% wage increase-86% of budget is wages, Decreased Reserve Officers. Increase 4.36 % for overtime. Increase cell phone, Increase licensing fees, Increase vehicle maintenance. Total Budget increase 2.81%.

Capital Plan Pg.12- Dog Officer- Decreased by \$95. Mr. Windover asked questions regarding \$2000 for mileage Animal Control Officer.

Canine-Pg.29- Training for certifications, maintenance/care costs- food, leash... \$10,500 annual request to sustain program- Criminal forfeiture funds will reimburse. Mr. Chase asked about Canine vehicle being placed in a Capital Plan. Chief Carter replied, it would be put into the regular police budget. Vehicles are in a rotation depending on use. Mr. Brennick asked why wages for the officer/handler are not included in the budget. Chief Carter explained that item is in the police budget for better canine program monitoring.

Capital Plan- Vehicles- repair costs with high mileage are substantially more. Building upgrade carried forward from last year to the current year.

Public Works Department-Pg.33-Presented Budget. 2.5% wage increase, 35-16 Employees Expense-Clothing Allowance- ERROR should have stayed the same-per Mr. Mills. 55-21 Materials and Supplies-Increase by \$1000. 25-15 Cell Phones x2- more than doubled, is probably an ERROR by Mike-per Mike-Decrease cell phones \$715 Decrease Summer Roads \$715 each. Culverts- Increase Permanent Roads more reflective of where the funds are coming from 55-21. Sidewalks, Bridges, Building Demolition. Mr. Greene congratulated to the Town for their work on tearing down vacant buildings. Town Garage

Conversations concerning Puiia Business Park tool place, as part of Public Works budget.

Mr. Brennick mentioned having a conversation about Sweeper again, at some point. Something needs to be done about the Sweeper at the Select Board level.

Selectpersons-No changes

Town Manager-23-63 Importance of adding a fulltime Finance Director Assistant at 102% increase. 2.5% wage increase.

Mr. Greene asked for an update of the Downtown Project. Interim Town Manager went on to give a brief synopsis on challenges and errors, etc. Mr. Brennick and Mr. Chase spoke of possible grants and bonds to pay for the remainder of the project.

Town Attorney- No changes. Mr. Brennick asked for an increase to \$70,000 from \$60,000

Town Audit- Increase from \$12,000+ to \$14,000+, there has been no change in the past three to four years. Single Audit at \$3000-per Finance Director

Economic Development-Pg.13. Presented Budget. 2.5% wage increase. Budget set at \$49,200. Non salary is negative \$100. Budget is 209,000 Total Budget =-12.46 %

Municipal Building-Pg.15-Presented Budget. New Trio upgrade, Modem Wavs(Chris Sanborn) increase of services- software upgrades and additions for new Trio, increase website budget, due to training, etc. Modem Wavs recommends Carbonite for back-up, increase to line item \$629 + 5% increase.

Building- Pg.15-Electronic Sign

Mr. Windover suggested bidding out custodial/maintenance/cleaning work

Mr. Bourret spoke in support of maintenance/custodial/cleaning work that is being done by the current people; is over and above what could be found, for the value.

Dr. Kreckel, spoke of the big picture and dedication and accountability...

Finance Director, spoke in favor of current custodian/maintenance/cleaning service

Tax Collector, spoke in favor of current custodian/maintenance/cleaning service

Mr. Greene, spoke of the importance of loyal, work ethic, availability and excellent service; less about the money.

Ms. Beauchesne, spoke in favor of current custodian/maintenance/ cleaning service.

Mr. Pepin asked what account roof repairs came out of. Finance Director replied, Capital account.

Building account 5.14% increase

Information Center-Pg.17-Tow of Rumford funding at \$10,000 annually. \$400 for heating and Electricity, added \$300 for a new air conditioner summer 2019

Mr. Chase asked if any other River Valley Municipalities contribute to the Information Center, in any way. Finance Director replied, Town of Rumford is responsible for building/operation of the Information Center.

Mr. O'Keefe explained the River Valley Chamber of Commerce provides/manages volunteer staffing of the center. People/ Businesses from other Towns in the area are Chamber members and pay dues to the Chamber of Commerce; indirectly funding operating costs, etc. Town of Rumford pays significantly lower dues to the Chamber than other Towns, due to the center being in Rumford.

Employee Retirement-Pg.18- Increase .5%- Excluding Police and Fire which are contractual.

Retirement increase of .5%

Utilities-Pg.227- Mr. Brennick asked if realization of Street Light savings would come in this FY, as account was underfunded last FY. Town Manager asked for more time to answer the question, when he has more facts. Town Manager and Mr. Brennick addressed concerns to be discussed at a later time.

MainePers-Pg.28- Police and Fire, decrease of approx. \$32,000.

Health and Sanitation-Pg.30- MedCare increase from \$11,282 monthly to 13,162.33 monthly.

Solid Waste-Pg.32- No change. Trash pick-up increase 3%. Mr. Brennick asked for terms with Archie's. Finance Director replied, yearly renewal.

Municipal-Pg.48- AVCOG dues \$10,787, MMA dues \$5,974, Planning Board stipend=\$1500 for expenses for incidentals, Total budget decrease= \$17,000

Bond-Pg.53- Town's debt account- \$2 million, 15yr. loan for Downtown Project- principal payment of \$133,333.34 yearly + interest

Clean Water grant- \$1.309 million and \$379,000- principal payment yearly \$60,043, \$8,972 + interest

Puiia Business Park- \$20,000 for interest, could be used for interest if another loan is required for Downtown Project

Mr. Chase asked for Town's total debt service.

Capital- Computer- Bal. of approx. \$2000 bal.in that account after expending \$8000. Town Hall- \$63,000 No change. Sewer Extension-\$50,000 Sewer rate raised to fund the account. Mr. Brennick suggests raising the sewer bill again for funding account, future maintenance; account being supported by people not necessarily on the system. A discussion to take place at another time.

Insurances Auto and Liability- Insurance carrier suggested, 5% increase. Worker's Comp. increase of \$40,000 this year, due to a large claim= \$1.23 million, will decrease if no claims in two years.

Mr. Windover asked how much employees pay toward Health Insurance. Finance Director replied with % depending on single 10%, dependent or family coverage 30% on dependents. Some policies are contractual and some are not. Mr. Brennick suggested reviewing to minutes and audio for the vote taken at the time. Discussion and conversation to take place at another time after information is obtained. Finance Director verified with the Town Manager at the time.

Contingency- No change

Finance Director explained with no changes to the entire budget would have =2.33% increase. However, changes need to be made.

Interim Town Manager

Scott Cole

