

**Budget Committee
October 25, 2022
Meeting Minutes**

Present:

Chair Paul Regan, Vice Chair Rob Glassett, Charles Therriault, Walter Waring, Janet Cavanagh, and Select Board Representative Carroll Brown, Jr.

Absent:

Sue Sodano

Other Present:

Christina Goodwin, Interim Deputy Town Administrator; Bob Blanchette, Finance/Human Resources Director; Les Dion, Select Board Member; and Shaun Lagueux, Select Board Chair.

Call to Order:

Mr. Regan called the meeting to order at 6:00pm.

Select Board Budget Presentation:

Executive #4130

Mr. Lagueux stated line #110 was decreased, line #120 was corrected as it was not budgeted correctly, and line #550 Advertising increased to reflect advertising prices increasing. Ms. Cavanagh commented that the EDC Project Manager should be moved from Executive to the EDC budget as she believes this is where it falls under. Ms. Goodwin stated the project is under the Executive to finalize the business development website, but would defer to the Select Board, if they felt it should be located elsewhere.

Town Clerk #4140

Mr. Lagueux stated the Select Board approved a part-time office assistant budgeted for 20 hours to meet increased demand in that department. The budget amount is based upon an April 1 start date. Mr. Glassett asked about dog expense increases. Mr. Lagueux stated the increase comes from increased dog tag purchases. Line #291 Voting Machine increased for maintenance costs until a new machine can be purchased.

Financial Administration #4150

No discussion.

Property Appraisal #4152

Line #120 Shared Admin increased to budget for a full year in that position.

Legal #4153

No discussion.

Personnel Administration #4155

The Select Board is discussing wages and cost of living, picking a total percentage between 4% and 6%, which includes Cost of Living Adjustments (COLA) and step increases on the approved pay scale. The Town has approximately 40 full-time employees and 60 part time with 22 grades and 12 steps to consider in the discussion on wages. The Select Board has proposed a 1% COLA increase with a step increase based upon performance. Mr. Regan stated there was a COLA increase last year and he considered it to be a one-time increase. Discussion continued regarding the Select Board's review of the step process and employee retention. Line #210 Health insurance reflects the final number with an increase based upon rates. Mr.

Budget Committee

October 25, 2022

Meeting Minutes

Waring asked if Line #240 Tuition reimbursement was utilized and if employees were aware that this program is available. Mr. Waring said it is important to encourage employees to further their careers and education. Ms. Goodwin stated that employees are aware of the program, but she can certainly continue to promote it.

Planning Board #4191

Mr. Lagueux stated that this budget is dependent on what work cases are brought before the Board.

Zoning Board #4192

Mr. Lagueux stated that this budget is dependent on what work cases are brought before the Board.

Tax Map #4193

This budget is level funded.

General Government Buildings #4194

Line #342 Technology and Computer Management increased based on several needs, including more new computers that ensure that correct programs and software are installed, and cybersecurity improvements required. Line #433 Town Signage remained in the budget to update two remaining town signs. Mr. Therriault asked about past and current budgeting for line #430 Maintenance. Ms. Goodwin stated there may have been a booking error and will have an answer for the next meeting.

Cemeteries #4195

Line #650 Appropriation is level funded and the Trustees are hoping to encumber funds from 2022 to add to funds from 2023 to have six stones repaired.

Insurance #4196

No discussion.

Regional Associations #4197

Mr. Lagueux stated there was a small increase for Line #836 Pasquaney Garden Club.

Police Department #4210

Mr. Lagueux stated there is a small increase due to position changes in personnel such as Line #116 Sergeant. The department is fully staffed.

Fire Department #4220

Line #116 Deputy increased, and the position was recently filled internally, with shifting of positions, the increase to the line should be mostly offset. Line #230 Retirement has increased by 7%.

Forestry #4230

No discussion.

Emergency Management #4290

Line #290 Training has increased.

**Budget Committee
October 25, 2022
Meeting Minutes**

Highway Department #4311

Mr. Lagueux stated that Line #392 Line Painting Machine increased for the purchase of a new machine. Line #635 Gas/Diesel increased as state prices have increased. Discussion continued with the Committee members and Mr. Lagueux regarding multiple equipment lines and the possibility of condensing lines to create one equipment/vehicle line. Line #682 Sand/Gravel, Line #810 New Equipment and Line #830 Safety Equipment all increased.

Highway Projects #4312

Mr. Lagueux stated the budget has decreased.

Street/Bridges #4319

Mr. Lagueux noted that Line #410 Street Lighting stayed the same. Even though the LED lighting has been added, the costs for the project remain budgeted for three (3) years and then there should be savings at that time.

Solid Waste Disposal #4324

Line #110 SW Lead Attendant is a new part time 32 hours a week position, with the budget dependent on experience. Line #120 SW Attendants have been adjusted and may see a decrease as the number of part-time attendants will decrease when a Lead Attendant is hired. Mr. Glassett asked what the current revenue figures on solid waste were and Ms. Goodwin stated that currently, solid waste revenues as of the end of September were \$118,000 and were projected to be at \$129,000 by the end of the year. Mr. Therriault inquired about the beach and dump sticker prices and Mr. Lagueux noted that prices did increase previously for the beach, but transfer station sticker prices have not, and it is being reviewed.

Fire Betterment #4339

This budget is level funded.

Total of Public Works is \$1,498,091.

Land Use #4411

Line #120 Deputy Land Officer is still open, but an offer is out to fill the position. The line increased for additional hours.

Animal Welfare #4414

This budget is level funded.

Health Agencies #4415

This budget is level funded. Mr. Regan noted that he contacted Lakes Region Visiting Nurses Association (formerly known as NANA) but has not heard back from the agency. If he is still not in communication with the agency, then the Committee should discuss adding Pemi Baker to this budget line as they do provide services currently to the area. Mr. Lagueux pointed out that Pemi Baker is in the budget and the Select Board added them but only half of what was requested. Ms. Goodwin will look into moving Pemi Baker to the Health Agencies budget.

Welfare Admin #4441

Line #120 Welfare Officer is budgeted for approved salary increase and associated costs.

**Budget Committee
October 25, 2022
Meeting Minutes**

Welfare Services #4445

This budget is level funded.

Recreation #4520

The Tapply-Thompson Community Center (TTCC) budget has increased by 11%. Questions from the Committee centered around how the increase was determined. Mrs. Dion explained that the increase amount was set and then that amount was split between the seven (7) towns.

Beaches #4521

Line #120 Beach Attendants increased the number of attendants and hours needed for coverage. Mr. Glassett asked what the revenues were for beach stickers. Ms. Goodwin stated that at the end of September, beach sticker revenues were at \$15,755.

Kelley Park #4522

Mrs. Dion stated they are budgeting for Line #120 Seasonal Employee at 20 hours a week. The position is for daily parks maintenance, and it was posted late in the season and was not filled. Mrs. Dion noted they plan to post this position early for 2023 and are optimistic to fill it. Other increases in the budget are for resurfacing the tennis court and for final improvement designs on the concession building.

Library #4550

Line #191 PT Assistants increased to reflect a part time, 10 hours a week Page position. Mr. Therriault noted the Library staffs two people during each shift. The budget also reflects a 1% COLA and step increase.

Patriotic #4583

No discussion.

Conservation Commission #4611

A small increase was noted for Line #412 Water Testing and Line #621 Meetings/Memberships.

Historic District Commission #4612

This budget is slightly increased for the Library and Town Hall historic signs to be purchased and installed in 2023.

Economic Development #4651

This budget is level funded.

Outside Agencies #4652

Mr. Regan stated he had correspondence from Lakes Region Mental Health Center regarding their budget increase. They would be very appreciative of the \$7,000 request however they would be okay with level funding at \$3,000 per past budget amount. Mr. Waring had asked for an update on the Day Away program; the program will not run until 2024 and will make a budget request next year.

Principal L/T Debt #4711

Mr. Lagueux noted that this reflects the removal of the Tanker Truck and the addition of the Public Safety Building.

**Budget Committee
October 25, 2022
Meeting Minutes**

Interest L/T Debt #4721

The increase noted is due to the Public Safety Building.

Total Debt Service is \$506,632.

Total for General Fund Operations is \$7,277,675; 7% increase.

Capital Reserves #4915

Mr. Lagueux noted these were based on CIP recommendations.

Sewer #4326 & Water #4331

Mr. Lagueux noted increases in the wage lines. Mr. Therriault inquired if the part-time and full-time positions have been filled and Ms. Goodwin will check with Jeff Chartier.

With no other questions, the Select Board presentation was complete.

Old Business:

Motion to approve minutes from October 11, 2022, by Mr. Therriault, second by Mr. Waring. The Motion passed 4-0-2.

Correspondence:

Mr. Regan would appreciate the Department Heads' feedback on outside agencies, focusing on Lakes Region Mental Health Center. Mr. Regan also hopes to have a response from NANA before the next meeting on November 15. Someone from the Library will be present at the December 13 meeting to discuss any additional details.

Member Comments:

None

Select Board/Staff Comments:

None

Adjournment:

Motion to adjourn the meeting at 8:32pm by Mr. Regan, seconded by Mr. Therriault. The motion passed 6-0-0.

Next Meeting

The next meeting is scheduled for November 15, 2022, at 6pm in Town Office Meeting Room A. The following items are scheduled: Capital Improvements Program Committee presentation, Property Reappraisal, Planning Board, Zoning Board, Tax Map, Land Use/Health, Animal Welfare, Welfare Admin, Welfare Services, TTCC, Kelley Park, Patriotic, Conservation Commission, Historic District Commission, Other Outside Agencies

Respectfully Submitted,
Shannon Wharton
Minute Taker