

MINUTES
COUNCIL FINANCE COMMITTEE MEETING
WEDNESDAY, MAY 4, 2016
4:00 P.M. – Municipal Building / Council Chamber A

1. **Call to Order.** S. Babine, Finance Chair, called the meeting to order at 4:05 p.m.
2. **Those Present.** Finance Committee Members present – Shawn. Babine, Finance Chair, Chris Caiazzo, and Peter Hayes; Council Members present; W. Rowen. Others present were Thomas Hall, Town Manager, also present various Town & School Administrators and other staff.

3. Discussion Items.

- a. 4:05 p.m. to 4:30 p.m. – Community Services, budgets and capital projects (projects/equipment) were presented by B. Reichl, Recreation Manager and discussed. No changes directed.

B. Reichl gave a brief overview of the Community Services budget. The projected expenses on the operating budget have increased by \$97,044. This increase is offset by the projected revenue of \$114,696. The overall budget comes in at –3.3 from last year. Additionally this budget only comes in at 81% self-sustaining, which is down from 87% last year. The reason for the drop in self-sustainability from last year, is that the budget for the Town Hall maintenance is now fully included in the Community Services budget.

The majority of the increases come from personnel expenses, such as salaries, benefits and increasing minimum wage for summer day camp, child care, and grounds maintenance help to \$10 an hour. Other large increases come from maintenance contracts related to the Tri-Gen project as well as additional beach cleanings at Pine Point Beach in the months of July and August.

The Community Services largest revenue comes from an increase in the childcare program of \$100,000. This is largely due in part from the increase from previous year and additional participants in the program.

- C. Caiazzo inquired where the 3.3% decrease in the budget shows?

B. Reichl stated that it is the net decrease after revenues and can be found on Tab 10 page 17 detail line items.

- S. Babine inquired about the Recreation Center \$100,000 when is that recommendation coming forward and has a location been determined.

B. Reichl stated that the Senior Advisory Committee has already voted and support this project. The Senior Advisory would like to see it somewhere close to bathroom facilities such as Memorial Park. At this time there has not been a final decision as to the location.

- S. Babine stated that the project should be brought to the Council for their input when a location has been determined.

■ S. Babine inquired about history of fees from the other activities in previous years. As far as this budget is there any increase in those fees?

B. Reichl stated that there were no plans to increase fees in any activities such as soccer. Community Services is charges higher fees for soccer than other surrounding communities. We would like to keep fees as is to keep people from going to other communities.

■ S. Babine inquired as to when be the last time fees were increased for childcare.

B. Reichl stated that fees for childcare were increased last year and participation has not decreased. The participation has stayed steady and increased a little.

■ C. Caiazzo stated that Community Services was asked to pick up the slack if possible for 7th grade sports has there been an increase in revenue due from that?

B. Reichl stated that there has not been an increase in revenues or participation it has always been relatively low. A lot of the students participate in in travel teams or AAU teams if they do not make the school team.

■ C. Caiazzo inquired if there was a comprehensive plan for Memorial Park

T. Hall stated there were preliminary plans but this will become a part of the upcoming comprehensive plan that is being developed.

■ P. Hayes inquired if Childcare fees were going up this year considering they are up \$100,000 in revenues.

B. Reichl stated there would be no increase in the childcare fees in the upcoming budget year.

■ P. Hayes inquired organic verses regular pest management what is the driving cost more manual labor?

T. Hall stated that next year the Pest Management Committee is requesting a financial information to review the cost effectiveness and evaluation. That information should be available for the next budget cycle.

■ P. Hayes inquired what is the additional cost for two months to do the additional cleaning?

B. Reichl stated that Public Works does the work and Community Services reimburses them and for one extra cleaning a week for two months the cost is \$10,000.

- b. 4:30 p.m. to 5:12 p.m. – Public Works, budgets and capital projects (projects/equipment) were presented by M. Shaw, Public Works Director and discussed. No changes directed.

M. Shaw gave a brief overview of the Public Works budget. The overall operational budget has increased by ½% of 1% or \$31,000. The revenues are down by ½% of 1% due to Intergovernmental revenues from other departments for vehicle maintenance is down.

M. Shaw reviewed the capital equipment and projects stating there will be an adjustment in the cost of the backhoe requested. The adjustment will reduce the cost of the backhoe from \$190,000 to \$135,000. After the trade in the cost will be \$95,000.

- C. Caiazzo inquired if the level of funding was adequate to run the department?

M. Shaw stated that at the end of the day Public Works can do anything that is necessary. Public Works is doing an adequate job as long as the general public is satisfied with the level of service provided. If the general public is satisfied then Public Works is satisfied.

- C. Caiazzo inquired do you think that a purchasing agent would be useful for bulk purchases as well as equipment purchases.

M. Shaw stated that a purchasing agent would be very beneficial for Public Works as specs and mandates are changing every year for purchases.

- C. Caiazzo gave praise to the Public Works Department for the vehicle maintenance of all town owned vehicles including the School Department buses.

- S. Babine thanked Public Works stating that the level of services is above average.

- S. Babine do you have any insight into eco-maine and explain to the committee what eco-maine has been going through the current economic climate also as it pertains to the future tipping fees.

M. Shaw stated that recycling market has tanked finding markets for what they are recycling and eco-maine has been doing a great job of that. In the last two to three years they no longer have any long term debt.

- C. Caiazzo inquired if eco-maine benefited from the whole state bio-mass that passed.

M. Shaw stated that eco-maine did not benefit from the state bio-mass there was no reduction in tipping fees.

P. Hayes thanked Public Works Department for doing a great job.

- c. 5:12 p.m. to 5:35 p.m. – Administration, budgets and capital projects (projects/equipment) were presented by T. Hall, Town Manager and discussed. No changes directed.

T.Hall gave a brief overview of the Administration budget stating that the cost drivers a \$12,500 decrease in full time wage line which also includes adjustments to merit pay system as a lump sum.

J. Mandrake, Human Resource Director explained that this year we have a cost of \$25,000 for part time staff that have reach the ACA standard of hours for benefits causing the increase. The ACA system requires increased amounts of reporting that have caused many surrounding communities to outsource the work. J. Mandrake expressed thanks to the Finance Department for the combined efforts to do all the reporting in house.

T. Hall stated that due to the change in standards made by Council for requests from outside agencies only one qualified. Project G.R.A.C.E. is the only recommended agency recommended to be funded in the amount of \$12,500. Legal expenses, Property & Casualty Insurance, and Workers Compensation Insurance have increased slightly. Administration has no capital items requested in the budget.

■ C. Caiazzo inquired if there has been an increase in requests for general assistance due to the reduced funding to outside agencies because of the new standards for qualifying for funding.

T. Hall stated that a full year is necessary to access if there will be an increase in requests for general assistance.

S. Babine this ends our review of department budgets the next meeting will be a review of the staffing proposals and final recommendations of the budget.

5. Future Meetings & Agenda Items.

- Wednesday, May 11, 2016 - 3:00 to 6:00 p.m.
(Staffing Proposal Review & Final Budget Recommendations)
- Wednesday, May 18, 2016 - 7:00 to 9:00 p.m.
(Town Council – FY2017 Budget Final Reading)
- Tuesday, June 14, 2016
(School Validation Vote on FY2107 Budget – Scarborough High School)

6. Public Comment. None

7. Adjourn. Motion by C. Caiazzo seconded by P. Hayes to adjourn at 5:35 p.m. Vote – 3 Yeas

Respectfully Submitted,

Colette A. Mathieson
Recording Secretary