

## **BUDGET COMMITTEE MEETING MINUTES**

**THURSDAY DECEMBER 6, 2018**

**\*\*\*\*\* Meeting Minutes based on Audio recording ONLY  
because the Visual Video part of this meeting was not available.**

**Presiding:** Ed Morgan

**Members Present:** Paul Donnellan, William Jones, Steve McLean, Sue McIntyre, Ed Morgan,  
Justin Reinhartd

**Members Absent:** Howard Burnham,

**Selectmen Present:** Dottie Richard

**Guests:** John McIntyre, resident; Steve Malamute, resident, Laura May, Town Treasurer

**1. Call to order – count for quorum**

The meeting was called to order at 7: 07 p.m.  
A quorum was established

**2. Review minutes of prior meetings**

*A motion was made by Paul Donnellan to accept the minutes of November 29, 2018, seconded by Bill Jones. Motion passed with all in favor.*

**3. Review Proposed Board of Selectmen Budget**

The Budget Committee reviewed the list of proposed Selectmen's articles:

Articles 8 thru 15 referenced a variety of Charities.

**Bill Jones moved to accept Articles 8 thru 15 as presented by the Selectmen, seconded by Justin Reinhartd.**

A brief discussion followed which resulted with the increase of funds for three of the Articles below:

*Bill Jones made a motion to accept and amend the following articles to reflect the Committee's discussion seconded by Sue McIntyre.*

**Article 8** was accepted as proposed for \$500.00 for the American Red Cross;

**Article 9** was accepted as proposed for \$500.00 for the York County Community Action;

**Article 10** was amended to increase **the proposed amount of \$500.00 to \$700.00** for Maine Health Care at Home formerly Visiting Nurses;

**Article 11** was amended to increase **the proposed amount of \$1,000.00 to \$1,200.00** for St. Matthew's Food Pantry;

**Article 12** was accepted as proposed for \$300.00 toward the support of the Saco River Corridor Commission;

**Article 13** was accepted as proposed for \$3,000.00 for the Lake Arrowhead Conservation Committee;

**Article 14** was accepted as proposed for \$3,000.00 for monitoring boats going in and out at Sokokis Lake State Public Boat Ramp on week-ends from Memorial Day to Labor Day

**Article 15** was amended to increase **the proposed amount of \$500.00 to \$700.00** for Southern Maine Area Agency on Aging.

*Vote taken. Motion passed with all in favor.*

**Article 19:** To see what sum the town will vote to transfer from unassigned to pay tax abatements and applicable interest granted during this fiscal year. Selectmen propose \$10,000  
**Justin Reinhartd motioned to accept Article 19 with the sum of \$10,000 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor.**

**Article 22:** To see what sum the town will vote to raise and appropriate for the operations of the Municipal officers and support staff including stipends, payroll, FICA taxes, training and supplies.  
**(Presented as follows)**

Selectmen Stipends 5 @ 6000.00 .....	\$30,000.00
Health Officer Stipend .....	544.00
Selectmen's Secretary 27 hrs. @ 13.91 .....	22,481.00
Municipal Building Custodian 35 hrs. @ 14.33 for 52 weeks includes coverage for 2 weeks' vacation ...	26,143.00
Website Administration .....	2,080.00
Payroll Taxes FICA @ .0765%.....	6,215.00

**Bill Jones motioned to accept Article 22 as proposed by the Selectmen, seconded by Justin Reinhartd. Motion passed with 5 in favor and 1 opposed.**

**Article 24:** To see what sum the town will vote to raise and appropriate for the operations of local, state, and federal elections including stipends, payroll and FICA Taxes.

**(Presented as follows)**

Payroll 2000.00 Registrar stipend Ballot Clerks @ \$11.00 per hr? .....	\$5,750.00
Payroll Taxes FICA @ .0765% .....	450.00
Election Supplies .....	\$2,400.00
Professional .....	400.00

**Paul Donnellan motioned to accept Article 24 as proposed for \$11,203.00 by the Selectmen, seconded by Justin Reinhartd. It was noted that the Budget Committee had already voted on this Article for the amount of \$9,404.00. This request is for \$11,203.00. No vote taken. It was decided to table this.**

**Article 24 tabled pending more information.**

**Article 25:** To see what sum the town will vote to raise and appropriate for professional fees and services, including but not limited to, bonding, auditing, liability insurance, computer support and legal expenses.

**(Presented as follows)**

Annual membership Maine Municipal Association and Twelve Town Group /SMRPC ....	\$4,704.00
Insurance Policies Maine Municipal Property and Casualty .....	\$26,500.00
Town Audit Services, RHR Smith & Company.....	6,700.00
Legal Services.....	\$12,500.00
Trio Maintenance / Harris Computer.....	\$11,900.00
Trio Upgrade / Conversion.....	\$2,650.00

**Steve McLean motioned to accept Article 25 as proposed by the Selectmen, seconded by Justin Reinhartd. Motion passed with all in favor.**

**Article 26:** To see what sum the town will vote to raise and appropriate for the updating tax assessing, tax map revision service and in house assessing.

**(Presented as follows):**

Assessing O'Donnell Associates/Website services that cover public access.....	\$29,500.00
Two sets of Large Maps for 2018 land zoning.....	2,500.00
Office Supplies .....	1,000.00
Assessing Clerk 13.11 per hr. for 21 hrs. per week for 52 weeks .....	13,901.00
FICA @ .0765%.....	1,063.00

**Justin Reinhartd motioned to accept Article 26 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor.**

**Article 27:** To see what sum the town will vote to raise and appropriate for Workers Compensation and state unemployment taxes.

**(Presented as follows):**

Unemployment taxes .....	\$3,800.00
Workers Compensation Insurance .....	\$15,765.00
Workers Compensation Audit .....	\$2,000.00

**Steve McLean motioned to accept Article 27 as proposed by the Selectmen, seconded by Justin Reinhartd. Motion passed with all in favor.**

**Article 28:** To see what sum the town will vote to raise and appropriate \$6,000.00 to each eligible employees including Payroll Taxes Fica @ .0765% sponsored Health Insurance with evidence of Primary Health Insurance to be paid through monthly payroll.

**(Presented as follows)**

\$6,000.00 per employee for 8 employees .....	\$45,000.00
Payroll Taxes FICA @.0765%.....	3,443.00
Update with insurance with MMA	

**Paul Donnellan motioned to accept Article 28 as proposed by the Selectmen, seconded by Justin Reinhartd. Motion passed with all in favor.**

**Article 29:** To see what sum the town will vote to raise and appropriate for support of the poor.

**(Presented as follows)**

General Assistance.....	\$10,000
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**Bill Jones motioned to increase the proposed amount of \$10,000 to \$13,000, seconded by Paul Donnellan. Motion passed with all in favor.**

**Article 30:** To see what sum the town will vote to raise and appropriate for the administration costs account.

**(Presented as follows)**

Constable .....	(no amount provided)
Training / Mileage.....	\$400.00
Supplies for the office, printing books, manuals, etc. ....	\$5,000.00
Advertising .....	\$2,000.00
Postage / Pitney Bowes for all municipal departments .....	\$5,500.00
Registry of Deeds .....	\$5,500.00
Professional service for computer repairs with Modem waves, phone, copier maintenance/misc. ....	\$4,000.00

**Paul Donnellan motioned to accept Article 30 as proposed by the Selectmen, seconded by Steve McLean. Motion passed with all in favor.**

**Article 33:** To see if the Town will vote to carry the balance of \$14,523.00 and raise \$7,500.00 to update the town's current Comprehensive Plan by Southern Maine Regional Planning and Development Commission. (draft copies of Comprehensive plan update scope of services are available at the town office).

Questions were voiced as to what phase is the Comprehensive Plan in, what is the timeline for completion, and what actions will be taken once completed. It was noted that the Town has been working on a Comprehensive Plan going all the way back to the 1960s. What does the Town receive for the \$14,523.00? (Dues to SMRPC were listed earlier, above in Article 25). What is the purpose of having a completed Comprehensive Plan in place and how does this serve the Taxpayers / Residents in a positive fashion? \$17,000 was approved at last March's Town Meeting (Article 39) that means about \$2,477 was expended. for the Comprehensive Plan this year. What was that amount used for?

**Article 33 tabled pending correction of wording.**

**Article 34:** To see what sum the town will vote to raise and appropriate for updating the subdivision ordinance.

**Article 34 tabled pending correction of wording.**

**Article 35.** To see if the town will vote to raise and appropriate up to \$15,000.00 and authorize the municipal officers to utilize as they deem advisable to meet unanticipated expenses and emergencies that occur during the year.

**Steve McLean motioned to accept Article 35 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor.**

**Article 39.** To see what sum the town will vote to raise and appropriate for the plowing, sanding, salting and removal of snow from town-ways, as per three-year contract.

Contract total: \$345,000.00 (*Contract already signed*).

**Steve McLean motioned to accept Article 39 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor.**

**Article 40:** To see what sum the town will raise and appropriate for the removal of hazardous trees. Selectmen propose \$6,000.00

A brief discussion took place pertaining to tree removal at Boy Scout Island. A question was asked if the Tree Warden had officially determined that the trees at Boy Scout Island needed removal and if so, if he had provided any tree removal cost estimates. It was noted that if trees did need to be removed from Boy Scout Island that cost estimates should be provided. It was also stated that in that case, the funds should not be included under the Parks and Recreation Department’s budget, but rather instead it should all be grouped under the Tree Warden’s budget for tree removal since Boy Scout Island is also municipal / town property.

Another question inquired as to what happens to all the dead trees / wood? And, whether these “trees” / “wood” could be utilized for those needing general assistance. It was recommended that once these trees are cut / removed, that the wood should all be transferred to the Town’s Transfer Station to be utilized by the Town’s residents.

**Steve McLean motioned to accept Article 40 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor.**

**Article 41:** To see what sum the town will vote to raise and appropriate for plowing snow and sanding of town owned properties. (*This contract has already been signed*).

**(Proposed as follows)**

Sanding of town owned properties 22 storm @ 580.00 per storm ..... \$12,760.00

Plowing of the town owned properties 17 storms @ 1,875.00 per storm..... \$31,875.00

Proposed Total: \$44,635.00

**Bill Jones motioned to accept Article 41 as proposed by the Selectmen, seconded by Paul Donnellan. Motion passed with all in favor.**

**Article 43:** To see if the town will vote to raise and appropriate for the removal of snow from sidewalks, snowbanks and intersections on Maine Street and Tibbetts Park.

**Selectmen proposed \$8,000.00**

A short discussion took place about whether the Town should consider combining some of these snow removal duties all under one contract, in moving forward, once the other contract(s) terms end

**Steve McLean motioned to accept Article 43 as proposed by the Selectmen, seconded by Paul Donnellan. Motion passed with all in favor.**

**Article 44:** To see if the town will vote to raise and appropriate for the removal of snow from sidewalks,

snowbanks and intersections of Washington Street *and Tibbetts Park*.

**Selectmen proposed \$9,375.00.**

**It was noted that this is already a “signed contract”** but that the wording in the Article was incorrect. The section “...*and Tibbetts Park*” does not belong in this description.

**Bill Jones motioned to accept Article 44 as proposed by the Selectmen, seconded by Justin Reinhardt. Motion passed with all in favor**

**(\*\*\*Articles 45, 46 and 47 have already been addressed and voted on by the Budget Committee.)**

**Article 49:** To see what sum the town will vote to raise and appropriate to pay hydrant rental for the ensuing year, as per contract with the Limerick Water District.

Selectmen propose \$25,524.00

**Bill Jones motioned to accept Article 49 as proposed by the Selectmen, seconded by Paul Donnellan. Motion passed with all in favor**

**Article 51:** To see what sum the town will vote to raise and appropriate for operating traffic signals and street lighting services.

Selectmen propose \$22,000.00

**Steve McClean motioned to accept Article 51 as proposed by the Selectmen, seconded by Bill Jones. Motion passed with all in favor**

**Article 57:** To see if the town will vote to authorize the Selectmen to establish a Capital Project Ballfield Account to expand the ballfield, irrigation system, removal of dangerous trees.? And to transfer the sum of \$16,150.00 from the Capital Project Reserve Account to fund these projects.

**Article 57 tabled pending more information and discussion with Select Board.**

**Article 58:** To see if the town will vote to authorize payment for costs and equipment related to informational technology and \$13,644.00 for Limerick’s share of the Saco River Community Television Regional Public Access Facility. Said amount shall not exceed the *amount that the town receives from the cable company franchise fees*. (The words in italics had been left out in error on the spreadsheet provided to Budget Committee.)

**Paul Donnellan motioned to accept Article 58 as proposed by the Selectmen, seconded by Sue McIntyre. Motion passed with all in favor**

**Article 59:** To see what sum the town will vote to raise and appropriate for the operation, maintenance, repairs and improvements to the Limerick Municipal Building.

**(Presented as follows)**

<i>Utilities</i> .....	\$17,850.00
<i>Repairs and maintenance</i> .....	\$20,000.00
<i>Professional</i> .....	\$1,200.00
<i>Supplies</i> .....	\$8,950.00
<i>Flooring Library</i> .....	\$2,112.00

Questions surfaced pertaining to the continued requested increases in this total budget. Questions focused on the “Repairs and Maintenance” section totaling \$20,000 and whether there was a list of projected needed repairs, as well as, any five-year plan.

**Article 59 tabled pending more information and discussion with Select Board.**

**Article 60:** To see what sum the town will vote to raise and appropriate for the operation, maintenance,

repairs and improvements to the Brick Town Hall.

<i>Supplies</i> .....	<i>\$1,500.00</i>
<i>Repair / Maintenance</i> .....	<i>9,700.00</i>
<i>Utilities</i> .....	<i>9,200.00</i>
<i>Professional</i> .....	<i>3,300.00</i>
<i>Handicap Doors</i> .....	<i>(no amount listed)</i>

Questions focused on the “proposed Repair / Maintenance” request of \$9,700, as well as the “Handicap Doors”. It was noted that the Handicap Doors topic had come up at the September 4<sup>th</sup>, 2018 Board Meeting when Gail Libby came before the Board and spoke about these doors. She asked the Board how they would like to proceed on this issue. Gil Harris, Board Selectman, at that time, recommended to Ms. Libby that she provide some estimates to the Board. During the October 20<sup>th</sup>, 2018 Special Town Meeting, Ms. Libby stated that the cost of the Handicap Doors would come out of the Maintenance Budget. The Board did not refute her statement at that Special Town Meeting. So, the question remains as to the cost of the doors, and where will funds come from, since it is listed on a separate line.

Ed Morgan recommended that the Budget Committee table this Article pending further information including a “list of repairs and maintenance” justifying the \$9,700.00 budget request for this category. There is also additional concern as to what the “State Historic Commission” will decide as to what “can and cannot” be done with the Handicap Doors, since this was also noted by Ms. Libby. Sue McIntyre noted that it wouldn’t be prudent to allocate funds for Handicap Doors that may end up not conforming to any mandated Historic Commission standards. Answers are needed prior to allocating those funds.

Additional questions also included the term “Professional” that is noted in some of these Articles. What is paid, and to whom, and for what, as well as, who determines what needs to be done?

***Article 60 tabled pending more discussion and information from Selectmen.***

Steve McLean suggested that the group additionally table Articles 61, 62, and 63 as noted below. Justin Reinhartd agreed. No formal motion or vote made, but the group agreed.

**Article 61:** To see what sum the town will vote to raise and appropriate for the operation, maintenance, improvements and repairs of the Grange Hall.

Proposed amount: \$2,000.00

***(Tabled pending more information)***

**Article 62:** To see what sum the town will vote to raise and appropriate for the operation, maintenance, repairs and improvements to the Luther Moore Building currently used by the Limerick Historical Society.

Proposed amount: \$2,000.00

***(Tabled pending more information)***

**Article 63:** To see what sum the town will vote to raise and appropriate for the care and maintenance of public areas.

<i>Supplies</i> .....	<i>\$1,500.00</i>
<i>Repair / Maintenance</i> .....	<i>(no amount listed)</i>
<i>Utilities</i> .....	<i>\$3,500.00.</i>
<i>Professional</i> .....	<i>\$13,800.00</i>

***(Tabled pending more information)***

**Article 64:** To see what sum the town will raise and appropriate for the care and maintenance of highland



cemetery, annex, care and maintenance of outlying cemeteries, clearing of brush, Memorial Day Services and Flags for Veterans. **(Proposed as follows)**

Highland Cemetery and Annex .....	\$5,700.00
Memorial Services and Flags for Veterans.....	\$2,050.00
<u>Total proposed:</u> \$7,750.00	

**Paul Donnellan motioned to accept Article 64 as proposed by the Selectmen, seconded by Justin Reinhartd. Motion passed with all in favor**

**Article 65:** To see what sum the town will vote to raise and appropriate to acquire grants for restoration, renovation, preservation, handicap accessibility and energy efficiency projects for the Brick Town Hall.  
**Proposed amount: \$5,400.00**

**Bill Jones motioned to accept Article 65 as proposed by the Selectmen, seconded by Steve McLean.**  
Discussion followed.

Questions surfaced as to how many grants had been written for this same amount of \$5,400 that had been approved at last March’s Town Meeting (Article 67). For instance, (1) how many are currently active? (2) what funds / grants have been awarded and for how much money? (3) have any applications for grants been denied? (4) does the Town currently have any grants that are pending a decision? (5) What are / were the grants for? (6) Who writes these grants for the Town? Is it only one person?  
There was a separate \$9,000 approved at last March’s Town Meeting (Article 75) specifically for writing the grant for the CDBG funds. Was this the total amount paid to the grant writer?  
It was also mentioned that some grants “do not” require any Town matching monies to receive the grant awards, while others, such as State and/or Federal funding grants normally do require “a percentage of “matching Town monies”.

Grants provided and awarded from private non-profit groups, such as, foundations, businesses, philanthropists, etc. (i.e., Belvedere Grant or Morton-Kelley), generally, do not require any matching funds or monies, as part of their criteria to receive or be awarded the applied for grant funds. Funds are still awarded and given out without needing any extra matching monies.

Clarification is needed because **Article 68** below refers to the term “matching funds” in their requests for additional monies from the taxpayers. Since the term “matching funds” is generally used as a mandated requirement to receive a specific grant, it can be misleading to voters / taxpayers if the extra monies are not necessarily required. Subsequently, it was recommended that the Selectmen should refrain from using the term “matching funds if no “matching” funds” are required.

Discussion then focused on who provides oversight on grants for the Town? Who “administers” (oversees The spending of the grant funds, records and makes sure the contracted work is done, meeting timelines, etc.). It is believed that John Cleveland (who is also a grant writer) is currently administering the CDBG grant, however, it was stated that Mike Gilpatrick, Code Enforcement Officer who is also a Trustee of the Water and Sewer District recently received certification to “administer” grants.

***(Tabled pending more information)***

**Article 67:** To see what sum the town will raise and appropriate for consulting, architectural and administrative services for the implementation of the 2019 ADA improvements and repointing of the Brick Town Hall which includes bidding, contractor selection, contract preparation, construction oversight, inspections, payment processing administration and communications.

***(Proposed as follows)***

ADA improvements .....	(no amount listed)
Repointing Brick Town Hall .....	(no amount listed)

***(Tabled pending more information)***

**Article 68:** To see if the town will authorize the Selectmen to transfer from the Capital Reserve Account \$35,000.00 to match funds received in the form of grants.

***(Proposed as follows)***

*Approved at special town meeting 10/20/2018 ..... (no amount listed)*

*Grant scheduled for award in December Grant name ..... (no amount listed)*

*Grant to be written first 1/4 in 2019 Grant name ..... (no amount listed)*

***(Tabled pending more information)***

**4. Old Business**

A short discussion took place pertaining to a request to the Town Auditor to come before the Budget Committee with a presentation on the Town's Financial Status and to answer any questions the group may have. It was noted that the Auditor audits the Town's financials, but, does not audit the Town Departments separately unless a specific request is made to do so. The Auditor is currently scheduled to Audit Town records sometime in late January 2019.

***Steve McLean made a motion to adjourn. It was seconded by Paul Donnellan. Motion carried with all in favor.***

**Adjournment:** Meeting adjourned at 8:50 p.m.

**Next Meeting:** Thursday, December 20, 2018 at 7:00 p.m. joint meeting with Board of Selectmen.

Respectfully Submitted,  
Suzanne McIntyre  
Recording Secretary