

Town of Limerick Budget Committee
Compiled 2/26/15

Subject: Meeting Minutes February 19, 2015
Call to Order: The meeting began @ 7:02 PM.

Members Present:

Denise Benton
Stephanie Bishop
Gil Harris
Kim Oliver
Wendy Thorne
Michael Welsh

Members Absent:

Steve Grigg

Others Present:

Bob DeVilleneuve: Selectmen
Dottie Richard

1. Meeting Minutes:
 - a. Accept the minutes of 2/5/15; 3 yes, 0 no, 1 Abstain (Stephanie Bishop).
2. Topic/ New Business: Fund Balance Policy; see Town of Limerick Website;
http://limerickme.org/ESW/Files/Fund_Balance_Policy.pdf
 - a. The Fund Balance Policy was adopted by the Selectmen 3/4/2013.
 - b. Selectmen & Treasurer review the balances and transfer 10% of the undesignated monies to the Capital Project Reserve account.
 - c. Less than 5% is cause for concern.
 - d. The fund Balance Policy was recommended by the Auditor.
 - e. Put in the Capital Project Reserve account or offset taxes.
 - f. Statements were made there are too many Capital Reserve accounts.
 - g. Currently the town is being reactive because of state requirements of the Brick Town Hall & the Salt Shed.
 - h. The Treasurer & Auditor decide what the undesignated amount is at the end of the year.
 - i. What is the current undesignated fund balance?
 - j. Will there be a written report from the Auditor for review?
 - k. What will the written plan be to replenish the fund if monies are removed from the fund in case of emergency?
 - l. Will the fund balance negate the need for a contingency fund?
 - m. The tax base should stabilize with a capital budget plan.
 - n. Should have a long range capital plan for 5-10 years out & updated on a yearly basis.
 - o. Revisit the Fund Balance Policy.

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3. Other discussions/business: revisit warrant articles from previous meetings.
 - a. Article 13; Pickerel Pond Gate:
 1. Correction: Selectmen Recommends: Yes; Budget Committee Recommends: No.
 - b. Articles 14 & 15 Brick Town Hall: Combine recommendations when they are the same.
 - c. Article 15 Brick Town Hall Improvements: delete “as needed”.
 - d. Article 15 Brick Town Hall & 16 Transfer Station: “....transfer from Capital Project Reserve Account...” to what accounts. Do accounts need to be set up to transfer into?
 - e. Article 20 Professional Fees & Services:
 1. Insert the amount the Budget Committee recommends: \$61,780.00.
 2. Place the statement “Does not recommend \$4000.00 Wage Survey” at the bottom of the article.
 - f. Article 21 Incidental Account:
 1. Recommend changing the account name to General Administrative Operations.
 2. Delete Incidental.
 - g. Article 39 Door to Door Pickup:
 1. Insert actual contract expiration date to 12/31/15.
 2. Door to Door pick up will be now based on the calendar year.
 - h. Article 45 EMS Driver:
 1. Question arose: Is the position a municipal employee?
 2. Question arose: Should the amount include overtime?
 3. Question arose: Is Holiday pay figured?
 4. Position is considered per diem and the same person will not be performing the duty 45 hours per week.
 5. Delete “....see job description...”?
 - i. Article 51 Rec Dept:
 1. As per the Selectmen delete Assistant Director for \$1000.00.
 2. Change FICA to \$153.00.
 3. Total amended budget based on the Selectmen’s recommendation: \$21,634.00.

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4. Revenues of the Rec Dept have been included in the town revenues projection.
 5. Non Residents have had to pay \$40 for shirts and had to return them.
 6. Costs of T-shirts was discussed.
 7. Look at Program Insurance for use of Line School.
 8. Line School has let the rec Dept store some equipment on site in the past.
 9. Equipment list was reviewed.
 10. Discussion was made to change the Budget.
 11. A statement was made that it was agreed 2-3 years ago that no significant changes to a department's budget would be made without reviewing it with the department head.
 12. A statement was made that the Budget Committee can make a separate recommendation.
 13. Playground equipment: Check with town insurance company.
 14. Expensive items such as trash cans & picnic tables disappear and should be properly secured on site.
 15. Need to work a 5 year plan.
 16. Amend the supplies to \$10,000.00.
 17. Budget Committee Recommends \$14,553.00; 4-Yes; 1-No; 0-Abstain.
 18. Selectmen Recommend: \$21,634.00.
- j. Article 58 Care & Maintenance of Public Areas:
1. Add the month the contract expires in 2016.
- k. Article 17 Re-evaluation:
1. Add "...and to establish a designated Re-evaluation account."
- l. Article 50 Library:
1. Discussion was made that a new hire receives \$12.75 vs \$13.09/hr.
- m. Article 62 LAC Hydrants:
1. Correct spelling error: "effct" to "effect".
- n. Article 59 Highland Cemetery & Annex: Modification
1. It was brought up that the Cemetery Committee that was approved of 6/25/14 was not a budget item in this year's budget.
 2. Add a line for Outlying Cemetery repairs based on the 6/25/15 budget plan for repairs of \$2550.00.
 3. Amend the total amount to \$6750.00.
 4. Budget Committee Recommends \$6750.00: 4-Yes; 0-No; 1 Abstain (Stephanie Bishop).

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- o. Article 6 Salt Shed:
 1. This article is to authorize the Selectmen to pursue a bond.
 2. Discussion was made that there was no known figure.
 3. Look at forming a Salt Shed Committee?
 4. Discussion: If a basic plan from an existing facility is chosen there is no need to higher an engineering firm. Chose a typical plan, pay for the plan and save the engineering costs.
 5. Possible size is 2950 cuft building.

4. Meetings:
 - a. Future meetings: 1 per month as needed? 1 per quarter? 1st Thursday of the quarter?
 - b. The next meeting will be 6/4/15 @ 7PM tentative.

5. Other discussions:
 - a. Start the Budget Process in December & approve in January 2016?
 - b. Will there be recommendations and a report from the Auditor?
 - c. Review the Fund Balance Policy.
 - d. Check town insurance policy in reference to roof snow on town buildings. Is there a clause that states if the roofs are not shoveled is there no reimbursement?

6. Adjournment: The meeting was adjourned @ 8:24 PM.

Respectfully Submitted,



Michael S. Welsh
Secretary,
Town of Limerick Budget Committee