

Town of Limerick Budget Committee
Compiled 8/3/14 to 8/4/14
Corrected 8/7/14 & 8/18/14

Subject: Meeting Minutes June 25, 2014

Call To Order: The meeting began @ 7:00 PM.

Members Present:

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

Members Absent:

Steve Grigg

Others Present:

Bob DeVilleneuve-Selectmen
Dean Lepage-Selectman
Sonnie Lepage-Selectman
Ray Bishop – Cemetery Committee
Judy Lepage – Town Clerk
Citizens – 3

1. Purpose: The purpose of this meeting requested by the Selectmen was to review additional funds and transfers required for this year's (2014-2015) budget items to be voted on at a special town meeting, date to be determined.
2. Meeting Minutes: None to accept
3. Budget Committee positions:
 - a. Chair nomination & vote: Denise Benton nominated, accepted & voted on. 5 yes; 1 abstain.
 - b. Vice Chair nomination & vote: Gil Harris nominated, accepted & voted on. 5 yes; 1 abstain.
 - c. Secretary acceptance of voted position: Michael Welsh nominated, accepted & voted on. 5 yes; 1 abstain.
4. Topic/Business: Sidewalk snow & ice removal: \$3682.69 (as per Selectmen's request).
 - a. Because of the winter season the Washington Street sidewalk snow removal has incurred an overage of \$3682.69.
 - b. Ref 2013 Annual Report, Article 45 page 20; \$21,434.33.
 - c. Monies required to pay incurred overage plus Oct-Dec 2014; \$2986.64 + \$3682.69 + \$1500.00 buffer.

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- d. **Recommendation:** Budget Committee recommendation/vote: Raise & appropriate \$8200.00. Vote: 4 yes; 1 No.

5. **Topic/Business:** New 2014-2015 Road Snow Plowing Contract, \$25,000 plus fuel charge & salt cost. (As per Selectmen's request).
 - a. The initial accepted bidder (Chris Brulotte) was \$181,000. It was not possible to secure a letter of credit therefore the Selectmen proposed the second bidder, (Steven Richardson) is \$205,000 for the first year.
 - b. There are no outstanding snow plow contract payments.
 - c. There are 6 payments for the season, the first payment covers Oct-Dec therefore @25,000 is not required. \$90,000 reserve is in the budget.
 - d. **Recommendation:** Budget Committee Recommendation/vote: Raise & appropriate \$15,000.
 - e. Voted: 4 yes; 1 No.

6. **Topic/Business:** Custodian Extra hours & pay \$3027.14: (As per Selectmen's request).
 - a. The original budget approval by voters for the Custodian was for 29 hour/week.
 - b. The Selectmen request an additional 6 hours per week.
 - c. The Custodian will install A/C units, General Maintenance and work on town property as needed.
 - d. If cost savings will be from not hiring contractors to do work should the funds come from contractor's account? Cleaning carpets vs contracting out.
 - e. **Recommendation:** Budget Committee Recommendation/vote: Raise & appropriate \$3027.14: 2 Yes; 3 No; 1 Abstain.

7. **Topic/Business:** Purchase used vault from Horace York, \$4500.00; (As per Selectmen's request).
 - a. The State of Maine requires towns to have vaults to store records.
 - b. The Auditor has identified this as a town shortcoming for 3 years.
 - c. Previous quotes to purchase a vault have been approximately \$53,000.
 - d. Does this vault meet the requirements of NFPA 232 Protection of Records? Selectmen to find out.
 - e. The vault discussed is prewired, has climate controls and are self-contained.
 - f. Additional expenses will be required to install on site. No quotes have been received.
 - g. The unit was utilized for cell tower/phone equipment.
 - h. Installation date is unknown.
 - i. \$50,000 has already been approved for Municipal Building upgrades. 450K has been transferred 2 years ago for the Municipal Building. \$17K remains in the Municipal Building Account.
 - j. The unit is currently located on Route 25 in Limington near the town line.
 - k. Will this be a raise and appropriate or capital reserve account transfer?

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- e. **Recommendation:** Budget Committee Recommendation/vote: Transfer \$6300.00 from the Capital Reserve Account to the Brick Town Hall Capital Projects Account. Vote: 5 Yes; 0 No.

11. Topic/Business: Brick Town Hall Temporary Ramp & Elevator System (\$88,000). (As per Selectmen's request).

- a. Has the Accessibility Committee discussed a temporary ramp?
- b. Is a permit required from the SHPO (State Historic Preservation Office)?
- c. The Capital Reserve Project Account has \$235,000.
- d. There \$25,000 in the Handicap Accessibility Account.
- e. An Advisory Committee needs to identify long term projects.
- f. Can the 1st floor be made accessible for functions and leave the 2nd & 3rd floor as is? Can private entities utilize other floors if handicap accessibility is not required?
- g. Selectmen state the entire building has to be handicapped accessible.
- h. Has a new engineering or feasibility study been done?
- i. The Masons have offered to do a stair chair from the 2nd floor to the 3rd floor to access the Mason's Hall.
- j. **Recommendation:** Budget Committee recommends referring the 2 items (Temp Ramp & Elevator) back to the Handicap Accessibility Committee for more information.

12. Topic/Business: Recreation Department, \$5200.00. (As per Selectmen's request).

- a. Article 59 of last year's (2012) Town budget \$7303 was appropriated, \$5700.00 was unexpended as of June 18, 2014. \$3,000.00 was allocated for equipment & programs.
- b. \$1500.00 stipend was voted in for the Rec Director Amanda Lepage & is included in the \$7303.00 appropriation.
- c. New goal posts equate to \$3700.00. Are they required?
- d. Are back ground checks being done by the town on volunteers & employees? Need to check & update the town policy.
- e. **Recommendation:** Budget Committee Recommendation/vote: Stay within the approved budget as voted on at the 2014 March town meeting: 5 Yes; 0 No.

13. Topic/Business: Administrative Assistant increase 8 hours per week for 28 weeks and increase in payroll \$2668.00 for the remainder of the year. (As per Selectmen's request).

- a. Article 27 of March 2014 Based the Admin Associate's salary pay on 40 hrs per week.
- b. The Admin Assistant's hours were approved at 16 hours per week @ \$12.18/hr. 4 hours for the CEO, 4 hours for the Treasurer & 4 hours for the Admin Associate.

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- c. Vacation coverage (3 weeks) was not incorporate in the Admin Associate's budget.
- d. When the Admin Associate is out does the Admin Assistant work & answer the phones?
- e. General Assistance can be done by the Selectmen Chair and applications can be rec'd by the Treasurer.
- f. Some of the work load is from Freedom of Access requests. There is a 5 day window to respond to policy to the individual requesting info.
- g. Can the \$5250.00 remaining in the Health Insurance policy account be utilized? No because if new employees are hired there needs to be funds in the account to fund the health insurance.
- h. School tax is \$2.8 million to the town. Payment is \$241K per month.
- i. **Recommendation:** Budget Committee Recommendation/vote: Raise & appropriate \$2937.00. 4 Yes; 1 No.

14. Other discussions:

- a. The Budget Committee recommended a \$28,837 increase to raise and appropriate vs the Selectmen's increase to raise and appropriate \$31,864.
- b. The 2nd payment for the calendar year is due to the county.
- c. The County Tax remains the same. \$172,425.00. ~~\$253,000.~~
- d. The town budget is \$1.685 million for tax commitment.
- e. School tax is \$2.8 million to the town. Payment of ~~\$233,333.33~~ \$241,447.00 per month. Increase is 6%.
- f. Since O'donnell's assessment is done, the budget will be reduced by \$45K from the last 2 years. \$58,125.00 expended, the remainder is in a designated account. The assessment value will go down but the mil-rate will increase.

15. Meetings:

- a. Meetings will be upon the need or request until the budget season.

16. Adjournment: The meeting was adjourned @ 8:40 PM.

Respectfully Submitted,



Michael S. Welsh
Secretary,
Town of Limerick Budget Committee

Attachments:

Cemetery Spreadsheet dtd 6/25/14
Recreation Department Request dtd 6/25/14

Cemetery Committee 6/25/14

				2014	2015
Tools	Kobalt 55.25-in L Fiberglass-Handle Forged Steel Garden Rake	4	25.98	103.92	
Tools	Kobalt 24-in Leaf Rake	4	19.98	79.92	
Tools	True Temper 49-in Fiberglass-Handle Action Hoe	2	19.98	39.96	
Tools	Blue Hawk 2.5-lb Hardwood-Handle Forged Steel Garden Pick	2	29.98	59.96	
Tools	PAS 266 (most popular model for broom) \$280.00	1	280.00	280.00	
Tools	Trimmer Attachment 89.99	1	89.99	89.99	
Tools	Broom Attachment 279.99	0	279.99	279.99	
Tools	Pruner Attachment 179.99	1	179.99	179.99	
Tools	Husqvarna 50.2cc 2-Cycle Professional Gas Backpack Leaf Blower	1	299.00	299.00	
Supplies	Bar and Chain Oil	1	50.00	50.00	
Supplies	Gas	50	4.00	200.00	
Supplies	Oil & Fuel Additive	1	25.00	25.00	
Supplies	Misc Supplies (trash buckets, maybe a water cooler)	1	250.00	250.00	
Services	Tree Removal - Large tree(s)	0			raffle off wood, or offer to the needy?
Repair	Stone Repair	20	20.00	400.00	
Repair	Epoxy - Kit	1	150.00	150.00	
Repair	angle iron	1	200.00	200.00	
				2,687.73	2,550.00
				1,558.76	

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Recreation Equipment - Soccer 2014 Season

<u>Item</u>	<u>Description</u>	<u># Needed</u>	<u>Cost</u>	<u>Total Cost</u>
Soccer Balls	MacGregor Mecury Club #3 balls		6 \$15.99/ea	\$ 95.94
	MacGregor Mecury Club #4 balls		6 \$15.99/ea	\$ 95.94
Goal Posts	Anodized Aluminum Elliptical-Elite Club Goals K-Goal Posts	1 set	\$899.99/pr	\$ 899.99
	Anodized Aluminum Elliptical-Elite Club Goals 1st/2nd-Goal Posts	2 Set	\$1,299.99/pr	\$ 2,599.98
Soccer Nets	K Goal Nets - White	1 Set	\$119.99/pr	\$ 119.99
	1/2 Goal Nets - White	2 set	\$144.99/pr	\$ 299.98
Striping Paint	Mark I Field Stripping Paint - White	3 Sets	\$187.99/pk of 36	\$ 563.97
Vests	Scrimmage Vests Adult Sizes	2 doz	\$76.99/dz	\$ 153.98
Cones	Large Profile Cones - Orange	2 doz	\$14.99/doz	\$ 29.98
Corner Flags	Segmented Corner Flags - Set of 4	3 sets	\$77.99/set	\$ 233.97
Bags	Heavy Mesh Equipment Bags	2 needed	\$10.99/ea	\$ 21.98
Whistles	MacGregor Economy Black Plastic	2 doz	\$9.99/doz	\$ 19.98
Lanyards	Lanyards for Whistles	1 doz	\$9.99/doz	\$ 19.98
Total Cost of Equipment Needed:				\$ 5,155.66

6/25/14
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