Town of Limerick Budget Committee
Compiled 11/20/13

Subject: Meeting Minutes November 14, 2013
Call to Order: The meeting began @ 7:03 PM.

Members Present:
Denise Benton
Steve Grigg
Gil Harris
Maureen Libby
Kim Oliver
Michael Welsh

Members Absent:
Stephanie Bishop

Others Present:
Wendy Thorne-Selectman Chair
Dean Lepage-Selectman
Eileen Dashner

1. Meeting Minutes:
   a. Accepted minutes of 11/7/13, vote 6 yes with spelling error corrections.

2. Topic/ Old Business:
   a. .

3. CEO Budget: Presentation by Norman Hutchins.
   a. CEO training: $800.00.
   b. Increase travel to $1500.00.
   c. Inspections mileage changes based on the amount of inspections.
   d. Membership dues $350.00 to $550.00.
   e. Legal expense is removed from CEO budget.
   f. Cellphone remains the same.
   g. Request increase hours because of changes: increased violations, performs research to answer issues, town mapping. Inspections are performed Mondays & Tuesdays for foundations & septic systems.
   h. Secretary performs clerical work.
   i. It is getting harder to keep up with paperwork, violations take time.
   j. 3% increase is not an issue but request 6 more hours.
   k. There are not many code courses offered by teleconference.
   l. Mileage eats into travel.
   m. Webinars are mostly for info.
   n. Can certifications be done by CD or on the computer?
   o. Some courses are not on line and many of them are hands on.
   p. Certifications went from 5 years cycle to 6 years cycle.
   q. Some classes are in Saco, or Gardiner to Bangor.

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r. CEO is required to have credited courses. CEO can receive updates on line but if attendance to a class does not occur, no credits are issued.
s. The state is trying to consolidate classes in centralized areas to reduce travel.
t. In 1993 there were 600 CEOs in the state; currently there are 900-1000 CEOs statewide.
u. The average amount of training per year is 48-50 hrs/yr.
v. The average based on the CEO's required 6 year training cycle list works out to be 23hrs/yr.
w. Clerk works 8hrs/week.
x. People call at all hours and time is spent to answer questions/issues.
y. Selectmen offered 1hr extra per week to cover training which equates to 52 hrs/yr.
z. The CEO considers he is on call on off days to perform inspections.
aa. Permits are down somewhat, revenue is about the same.
bb. Violations take time to resolve.
cc. Appeals are up this year which take time.
dd. @ Septic failures this year which take time to resolve & correct.
(7:28PM)

4. Jane Bryant: A presentation was made by Jane Bryant to offer a bid price to perform clean up in town.
   a. See attached copy presented by Jane Bryant.
   (7:38PM)

5. Selectmen Budget: Presentation made by the board of Selectmen:

A. Article 22:
   a. Selectmen's raise $500.00 each.
   b. 1% COLA for Admin associate.
   c. Office Clerk works 16 hrs per week: 8 CEO; 4 Admin; 4 Treasurer.
   d. Custodian 25hrs/wk. Does this cover vacation?
   e. Consider going back to weekly Selectmen's meetings.
   f. Vacation coverage for Admin decrease is because of less amount per hour.
   g. 1% raise for Custodian.

B. Article 24: Legal/Professional
   a. Dean Lepage is getting quotes for insurance for the town.
   b. Legal $30K.
   c. Trio maintenance up $600.00.

C. Assessing:
   a. Waiting to hear from O'Donnell's. Usually payments have been $3750/ quarter.

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D. Incidentals:

a. Supplies currently are -$585.00

b. Extra $$ for advertising for auctions.

c. Postage: $2040.00 spent as of 11/7/13.

d. Professional services included crosswalk painting. Crosswalks need to have handicap landings. Will wait on crosswalks until village sidewalk upgrade is done by the State, Ref MDOT Engineer.

e. It will be 2-3 years for sidewalks. They have been approved but funding is not currently available. Town will have to have 20% set aside.

f. Articles on the town hall floor cannot have a substantive change.

g. Used $3100.00 for Registry of Deeds.

h. Copier/printer: leasing vs purchasing.

i. Professional services cover maintenance contracts & computer repairs. $3800.00 expended as of 11/7/13.

E. General Assistance: remains the same. $5960.00 unexpended as of 11/7/13.

F. Comprehensive Plan: Southern Maine Regional Planning

a. Suggest moving to Professional fees.

G. Unemployment Taxes:

a. Figures to be rec'd December 2013.

b. Rates are based on type of work performed.

H. Snow Removal, Town owned properties:

a. Town road snow plow contract ends spring 2014.

b. 2nd half of year for 3 years needs to be put out to bid.

c. Include an article to seek permission to enter into 3 year snow plow contract.

I. Snow removal Main Street:

a. CIA contract ends 2015.

J. Traffic signals: remain the same. $2400.00 balance as of 11/7/13.

K. Maine Bond Bank:

a. Payment #???

b. Suggest verifying actual payment # and payments remaining.

L. EMT:

a. 1% COLA raise.

b. Did not include vacation coverage for 3 weeks per year.

c. $41,503.00; FICA: $3175.00.

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M. Hydrants: no change.

N. Constable: No change
- a. The Constable volunteers his time.
- b. $160.00 for supplies, none expended as of 11/7/13.

O. Recreation:
- a. No director.
- b. Soccer needs nets, goal posts & soccer balls. Will get prices.
- c. $5400.00 balance as of 11/7/13.

P. Legion: same
- a. Flags for cemeteries.

Q. Saco River Cable:
- a. Fees unknown at this time.
- b. 1% increase in payroll.
- c. Computer Technology?
- d. Monies---Franchise Fees---30% go to Capital Equipment account.
- e. What is the balance in the Account?

R. Municipal Building:
- a. Supplies are up. -$200 in account as of 11/7/13.
- b. Utilities are up $1000.00. $5900.00 balance as of 11/7/13.
- c. Fuel oil is contracted rate with JP Carroll.

S. Brick town Hall:
- a. Repairs: $3100.00. $2300.00 balance as of 11/7/13.
- b. Utilize $56K CD for handicap fund for Capital Improvements? Has been dormant for 3 years or more.
- c. $56K CD should be utilized to be cost efficient use.
- d. Will voting be performed in the finished room at the Municipal Building?

T. Grange Hall:
- a. Sewer: $3K-$4K hookup?
- b. $2K-$3K Bathroom?
- c. Chimney liner?
- d. Suggest making major repairs as a capital repair project?

U. Moore Building: No change.

V. Public Areas: No change. $261.00 remains as of 11/7/13.

W. Mowing Cemeteries:

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a. $4750.00. Used $3700.
b. The Town is maintaining the cemeteries.

6. Discussion:
   a. Town revaluation will be done by Sales analysis & value review. Some properties will be physically looked at.
   b. O'Donnell's need to put together a contract.
   c. Secret ballot for town employee health insurance vote.
   d. Look at pre-tax for Health plans to save the town & employees $$.
   e. Question to vote for Public Safety Building.

7. Meetings:
   a. The next meeting will be held on Thursday 11/21/13 @ 7:00PM.

8. Adjournment: The meeting was adjourned @ 9:09 PM.

Respectfully Submitted,

Michael S. Welsh
Secretary,
Town of Limerick Budget Committee

Attachment: Jane Bryant Presentation Letter

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14 November 2013

To: The Select Persons of Limerick,
From: Jane Longee Bryant of Limerick,

1. I present a bid to The Town to again Sweep and remove Sand from the tarred area around the Municipal Building as I was directed and contracted to do this year (2013). The, The Contract was made for May through June. Payment was by the hour ($10.00) and the Contract was Terminated June 6th and I was paid $1,545.00.

   1. I did however continue maintinence sweeping and the clearing of the South West boundary area of clutter, Tree branches and pine needle drapings. Having done this Extra Time made possible mowers to clear the way to the Street; the grounds look well tended to and we all received compliments.
   2. I wish the boundry areas be included in this bid.
   3. The Select Persons Secretary and Town Treasurer have both suggested that I make a bid for a 3 seasons Contract:

      Late Spring: Thorough raking and clean up boundrys and sweeping maintinence as for tree seeds in driveways

      Summer getting the dead wood cut & cleared out of back field before mowing of the field,

      Fall leaves raking, and clean up, until say Nov, or Snow.

2. I wish to include in this bid to budget Committee & Clearing Culverts (Funnel-drains) along the Main Street from The Congregational Church down both sides of Main St. to post office Down Locust Hill (both side street) on Down Washington Street (both sides) To Sokokis Lake accross The Dam Bridge continuing a short distance along Central Ave. a Total of 42 Culverts.

My bid for the year 2014 is $2,550.00 *

Sincerely, Jane Longee Bryant

* This amount covers Trucking, Gas, Labor