

Town of Limerick Budget Committee
Compiled 12/17/14

Subject: Meeting Minutes December 4, 2014
Call to Order: The meeting began @ 7:04 PM.

Members Present:

Denise Benton
Steve Grigg
Gil Harris
Wendy Thorne
Michael Welsh

Members Absent:

Stephanie Bishop
Kim Oliver

Others Present:

Bob DeVilleneuve: Selectmen
Dean Lepage: Selectman
1 Citizen

1. Meeting Minutes:
 - a. Accept the minutes of 11/20/14: 5 yes

2. Topic/Business: Recreation Department presented by Amanda Lepage
 - a. Dean Lepage recuses himself from the discussion.
 - b. Working on programs has incurred 20-40 hrs per week.
 - c. Director increase from \$1500 to \$3000.
 - d. Add Assistant Director: \$1500.00.
 - e. \$500.00 for field & equipment maintenance.
 - f. Summer Day Camp Director: 6 weeks @ \$20/hr X 45hrs/week.
 - g. Add Assistant Day Camp Director: \$1470.00.
 - h. Utilize High School & College volunteers for day camp.
 - i. Payroll total: \$12,870.00.
 - j. Utilize the basement of the Municipal Building for meetings of the Rec Dept.
 - k. Run Day Camp programs for 7 to 8 to 12 year old children.
 - l. Need to prioritize the selection of day camp attendees based on the capacity of the meeting room.
 - m. What licenses & insurances are required?
 - n. Screening of Volunteers: See if the town can utilize the State Police to perform background checks. Send a list of personnel vs individuals.
 - o. Will day camp be rotating 1-2 weeks?
 - p. Based on handicapped accessibility the Brick Town Hall cannot be utilized.
 - q. Utilize the Line School for Rec activities?
 - r. Review code of conduct for the Line School. Review Line School rules. Supervision of attendees is required.

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- s. Advice: write guidelines/outline or checklists. Document the program as it runs to make it a living document.
 - t. Check with other towns for day camp programs for regulations.
 - u. The grange Hall is handicapped accessible and has regulation rest room.
 - v. Look at utilizing the "Waterboro Reporter" for a press release to find interest in the town for Day camp.
 - w. Utilize the school system to advertise the program if possible.
 - x. Sign up volunteers & participants.
 - y. Other programs: Offer after school tutoring & after school care.
 - z. Supplies for activity crafts: \$3000.00.
 - aa. Looking at programs such as; cooking, science & Christmas Fair.
 - bb. Signs & Advertising: \$3000.00.
 - cc. Equipment: Have broken equipment fixed such as swings, concrete slab.
 - dd. Need posts for volley ball.
 - ee. Upgrade Basketball court.
 - ff. Photo Copier: Utilize town owned copier vs personal copier.
 - gg. Outdoor equipment: wharf and dock.
 - hh. Purchase picnic tables for Boy Scout Island. Metal benches at the ball field. Utilize chains to secure equipment.
 - ii. Repair/Maintenance: Paint, nails & screws. Playground equipment is in bad shape: seesaws and benches are destroyed.
 - jj. Utilize Boy Scouts for Eagle Projects?
 - kk. Electricity: \$900.00.
 - ll. Porta Potties: \$500.00.
 - mm. Insurances are covered by all town policies lumped together.
 - nn. Rec Dept computer management program: \$3860.00.
 - oo. Look at utilizing www.eteams.com.
 - pp. Program software, look at free programs. Do not post personnel rosters.
 - qq. Discussion of carry balance vs GAP Accounting. Explanation by Wendy Thorne. Fund raisers & donations do not go to General Fund.
 - rr. Day camp projected revenues: \$150/week per child.
 - ss. Try to have sponsors do T-shirts, Jersey's & shorts.
 - tt. Non-residents pay more for programs.
 - uu. Are birth certificates required?
 - vv. Preferences for programs to Limerick residents.
 - ww. Undesignated funds offset taxes.
 - xx. An explanation of the new Rec Dept budget may need explanation at the town meeting.
 - yy. The Selectmen & Budget Committee are responsible for budget presentation.
3. Other discussions/business:
- a. Town Meeting is March 14, 2015.
 - b. Investing in Town properties and programs eventually lower costs/mil rate.
 - c. Recommend Selectmen look @ town owner properties.

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- d. Selectmen to finalize budget recommendations.
 - e. Need to have Fire Department to come back for 2nd review as well as the Road Commissioner & the Planning Board.
 - f. Fire Dept to work on 2 articles with the Selectmen to address new staffing proposals.
 - g. Wendy Thorne to work spreadsheets with the Selectmen.
 - h. Recommendation for employee insurance?
 - i. Selectmen concern: Restructuring Fire Dept may eliminate the full time EMT that was voted on by voter's years ago.
 - j. Request fire Dept to comeback for review. The Operations budget is not an issue; Staffing slots are an issue to the budget. Look at FD to come back 12/18/14 or 1/15/15.
4. Meetings:
- a. The next meeting will be 12/18/14 @ 7PM.
 - b. Meetings will be every Thursday except the 2nd Thursday of the month.
5. Adjournment: The meeting was adjourned @ 8:33 PM.

Respectfully Submitted,



Michael S. Welsh
Secretary,
Town of Limerick Budget Committee