

**MINUTES**  
**Town of New Gloucester**  
**BUDGET COMMITTEE MEETING**  
**7:00 p.m.**  
**Tuesday, February 9, 2016**  
**At the Meetinghouse**

*For review of the complete discussions and motions, please see the recording available at the Public Library or on our website at [www.newgloucester.com](http://www.newgloucester.com)*

**BUDGET COMMITTEE MEETING**

**\*\* approved by Budget Committee 2/11/2016 \*\***

**I. CALL THE MEETING TO ORDER & ATTENDANCE**

Tamilyn Wayboer called the meeting to order at 7:00 p.m. In attendance was: Committee Members, George Colby, Lenora Conger, Jean Couturier, Jeff Hamilton Sr., Tim Joy, John Randall, Barbra Thompson, Tamilyn Wayboer and Cleo Werner; Selectman Liaisons, Linda Chase and Joshua McHenry; Town Manager, Paul First; and Recorder, Sharlene Myers.

**II. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Ms. Wayboer said the first order of business is to elect a Chairman and Vice-Chairman.

Mr. Couturier nominated Tamilyn Wayboer for Chairman of the Budget Committee. Mr. Randall seconded the nomination.

Ms. Conger nominated George Colby for Chairman of the Budget Committee. Mr. Hamilton seconded the nomination.

*Mr. Couturier moved and Mr. Randall seconded a motion to cease nominations. The motion carried on a vote of 9-0.*

The vote to elect Ms. Wayboer as Chairman was two affirmative.

The vote to elect Mr. Colby as Chairman was three affirmative.

Mr. Colby was elected as Chairman of the Budget Committee.

Mr. Colby asked for nominations for Vice-Chairman of the Budget Committee.

Mr. Couturier nominated Ms. Conger for Vice Chairman of the Budget Committee. Mr. Hamilton seconded the nomination.

*Mr. Couturier moved and Mr. Randall seconded a motion to cease nominations. The motion carried on a vote of 9-0.*

The vote to elect Ms. Conger for Vice-Chairman was seven affirmative.

Ms. Conger was elected as Vice-Chairman of the Budget Committee.

### **III. SCHEDULED MEETINGS**

Mr. Colby asked the Committee to review the Budget Meeting Schedule.

Ms. Wayboer asked about adding a fourth meeting.

Mr. First said he has scheduled Ted Shane, Public Works Director, for the February 11<sup>th</sup> meeting; and scheduled Interim Fire/Rescue Chief Roger Levasseur and Fire/Rescue Chief James Ladewig for the February 17<sup>th</sup> meeting.

The Committee agreed to hold off on scheduling a fourth meeting.

Ms. Wayboer said she would like to see meetings end at 9pm, as in the past.

The consensus of the Committee was to end meetings at 9pm.

### **IV. BUDGET OVERVIEW**

Mr. First gave a brief overview of the budget process for the new members.

### **V. DETAILED REVIEW**

Mr. Colby asked the Committee members if they wanted to start with the detailed budget. All members were in favor.

#### **Account 101 Selectmen**

Discussions took place on the following Budget Lines:

Audit, 101-2-01

*Mr. Hamilton moved and Mr. Randall seconded a motion to approve Account 101 Selectman, for \$20,300. The motion carried on a vote of 6-1-2, with Ms. Wayboer opposing, and Mr. Colby and Mr. Couturier abstaining.*

Ms. Wayboer asked what criteria was used for increases of wages in budgets.

Mr. First said the Board of Selectmen set the Budget Parameters which were:

- 1) Budget built from bottom up without increase over last year, unless absolutely necessary, and based on a plan
- 2) No cost of living increases
- 3) Up to a 3% merit increase
- 4) No excessive use of the Undesignated Fund Balance
- 5) Present Town Manager is to look for creative alternatives to balance budget
- 6) Any proposed staff increases be justified in writing

He said all employees get performance evaluations. He said merit increases, based on their performance evaluations could range from zero to three percent. He said the Selectmen have also approved pay ranges for each position and those employees, which are a couple, who are over their pay range, will receive a bonus based on their evaluation instead of a salary increase.

### **Account 102 Administration**

Discussions took place on the following Budget Lines:

- Wages, 102-1-01
- Advertising, 102-2-22
- Heating Oil, 102-5-03
- Postage, 102-5-04
- Registry of Deeds, 102-5-11

*Mr. Joy moved and Ms. Wayboer seconded a motion to approve Account 102 Administration, for \$287,979. The motion carried on a vote of 9-0.*

### **Account 103 General Assistance**

Discussions took place on the following Budget Lines:

- Opportunity Alliance, 103-2-95
- General Assistance, 103-8-01

*Mr. Hamilton moved and Ms. Wayboer seconded a motion to approve Account 103 General Assistance, for \$22,500. The motion carried on a vote of 9-0.*

### **Account 131 Health Officer**

There were no discussions on this account.

*Mr. Hamilton moved and Ms. Wayboer seconded a motion to approve Account 131 Health Officer, for \$500. The motion carried on a vote of 9-0.*

### **Account 135 Cemeteries**

Discussions took place on Account 135.

*Mr. Joy moved and Ms. Wayboer seconded a motion to approve Account 135 Cemeteries, for \$20,000. The motion carried on a vote of 5-2-2, with Mr. Hamilton and Ms. Werner opposing, and Mr. Colby and Ms. Thompson abstaining.*

### **Account 137 Interagency**

Discussions took place on the following Budget Lines:

- Family Crisis, 137-2-34
- Southern Maine Agency on Aging, 137-2-35
- GNG Caring Community, 137-2-92

*Ms. Wayboer moved and Mr. Couturier seconded a motion to approve Account 137 Interagency, for \$4,650. The motion carried on a vote of 9-0.*

**Account 104 Buildings & Grounds**

*Mr. Couturier moved and Mr. Joy seconded a motion to table Account 104 Buildings & Grounds until the February 11<sup>th</sup> meeting. The motion carried on a vote of 9-0.*

**Account 105 Elections**

Discussions took place on the following Budget Line:

Voting Machine Maintenance, 105-2-97

Operating Supplies, 105-3-01

*Mr. Couturier moved and Ms. Wayboer seconded a motion to approve Account 105 Elections, for \$6,200. The motion carried on a vote of 9-0.*

Ms. Werner asked if the polls could be opened earlier than 8:00 a.m.

Mr. First said he would look into it.

**Account 106 Tax Assessment**

There were no discussions on this account.

*Mr. Hamilton moved and Ms. Thompson seconded a motion to approve Account 106 Tax Assessment for \$37,600. The motion carried on a vote of 9-0.*

**Account 107 Code Enforcement**

Discussions took place on the following Budget Lines:

Operating Supplies, 107-3-01

*Ms. Wayboer moved and Mr. Hamilton seconded a motion to approve Account 107 Code Enforcement for \$65,051. The motion carried on a vote of 8-0-1, with Mr. Colby abstaining.*

**Account 108 Legal**

Discussions took place on this account.

*Mr. Hamilton moved and Ms. Wayboer seconded a motion to approve Account 108 Legal, for \$20,000. The motion carried on a vote of 9-0.*

**Account 109 Insurance**

Discussions took place on this account.

*Mr. Hamilton moved and Ms. Couturier seconded a motion to table Account 109 Insurance for review of higher deductible. The motion carried on a vote of 9-0.*

**Account 125 Benefits**

Discussions took place on this account.

*Mr. Couturier moved and Ms. Wayboer seconded a motion to approve Account 125 Benefits, for \$179,500. The motion carried on a vote of 8-0-1, with Mr. Colby abstaining.*

**Account 130 Unanticipated Expenses**

There were no discussions on this account.

*Mr. Joy moved and Ms. Wayboer seconded a motion to approve Account 130 Unanticipated Expenses for \$15,000. The motion carried on a vote of 9-0.*

**Account 139 Debt Service**

**Account 144 TIF District**

**Account 145 Abatements**

**Account 146 Overlay**

Discussions took place on Account 145 Abatements.

*Mr. Randall moved and Mr. Couturier seconded a motion to approve Account 139 Debt Service, for \$184,200; Account 144 TIF District, for \$235,000; Account 145 Abatements, for \$12,000; and Account 146 Overlay for a future meeting. The motion carried on a vote of 7-0.*

**Account 110 Emergency Medical Services**

**Account 111 Fire Department**

*Mr. Couturier moved and Ms. Wayboer seconded a motion to table Accounts 110 Emergency Medical Services and Account 111 Fire Department until the February 17<sup>th</sup> meeting. The motion carried on a vote of 9-0.*

**Account 112 Emergency Management**

Discussions took place on the following Budget Lines:

NIMS, 112-2-23

*Mr. Hamilton moved and Mr. Couturier seconded a motion to approve Account 112 Emergency Management, for \$2,500. The motion carried on a vote of 8-0-1, with Mr. Joy abstaining.*

**Account 113 Meetinghouse/Cable TV**

Discussions took place on the following Budget Lines:

Heating, 113-5-03

*Ms. Wayboer moved and Mr. Randall seconded a motion to approve Account 113*

*Meetinghouse/Cable TV for \$11,750. The motion carried on a vote of 9-0.*

**Account 114 Street Lights**

There was no discussion on this account.

*Ms. Wayboer moved and Mr. Couturier seconded a motion to approve Account 114 Street Lights for \$7,850. The motion carried on a vote of 6-1-2, with Mr. Hamilton opposing, and Mr. Randall and Mr. Colby abstaining.*

**Account 115 Dispatch**

There was no discussion on this account.

*Ms. Wayboer moved and Mr. Joy seconded a motion to approve Account 115 Dispatch for \$37,752. The motion carried on a vote of 9-0.*

**V. INFORMATION**

The Budget Committee asked Mr. First for the following:

- To Schedule Harvey Price, Parks & Recreation director for an upcoming meeting to discuss 133 Parks & Recreation Budget
- To look into higher deductible for Property & Casualty Insurance
- To look into opening polls for Elections earlier
- To double check on amount of gallons allocated for heating versus cost in last year's budget

**VI. ADJOURN**

*Mr. Hamilton moved and Ms. Wayboer seconded a motion to adjourn at 9:01 p.m. The motion carried on a vote of 9-0.*