



**Budget-Finance Committee**

**Joint Meeting with Select Board**

**Department Head Review #2 Minutes**

March 16, 2021, at 6:30pm

Via Zoom

**Committee Members Present:** Bob Gosselin, Joe Bruno, Karen Lockwood, Robert Jones, Kevin Oliver

**Committee Members Absent:** Sheila Bourque

**Select Board Members Present:** Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

**Select Board Members Absent:** Lonnie Taylor

**Town Staff Present:**

Don Willard, Town Manager  
Alex Aponte, Finance Director  
Nathan White, Public Works Director  
Joe Crocker, Parks & Recreation Director  
Alex Sirois, Code Enforcement Officer  
Bruce Tupper, Fire Chief  
Cathy Gosselin, Deputy Fire Chief  
Sue Look, Town Clerk

1. **Called to order** at 6:30pm by Chair Gosselin
  
2. Approval of Minutes
  - a) March 2, 2021  
**Motion** to approve as presented by Mr Bruno. Seconded by Ms Lockwood.  
**Unanimously approved**
  
3. New Business
  - a) Department Head Review # 2

- **Public Works**

Public Works Director White – We have an increase in salaries for the other half of the Parks & Rec new position. They will pick up some plowing and will be a spare driver. Road striping went up due to cost increase and a slight increase in miles striped.

- Solid Waste

Negotiating a new contract with Casella Waste. The tipping fees for recycling have gone up. In the past there were no tipping fees for recycling. Recycling product value is trending upward and offsets our costs.

- Mowing

Mowing contract is up this year and I negotiated a 2% increase.

- CIP

I am asking for a one-time \$50,000 increase. This year's project is the Main Street Sidewalk.

- **General Assistance**

Finance Director Aponte – It is going to be flat funded. We get a 70% reimbursement from the State and it is a rotating fund.

Town Manager Willard – We have been very fortunate with the generosity of our citizens that the Community Assistance Fund has done well through this difficult year. This is used for folks who need help and do not qualify for GA.

- **Community Development**

There was discussion that this account has not been used in a while and could either be kept with a zero balance or possibly come up with items that fit this category.

- **Public Safety**

- Animal Control

There was discussion pertaining to a dog incident on Route 302 and the ACO's responsibilities and the ACO's definition of her work schedule. Selectman Bullock requested a copy of the ACO Contract. There was further discussion of whether the position is hourly or salary and which should it be. Finance Director Aponte suggested that Casco undertake a review to be sure that the position is being correctly handled under Federal Labor Laws. Town Manager Willard will discuss this with the Town Manager in Casco.

Chair Olsen asked about the increase in vehicle maintenance to \$4,500. Town Manager Willard said it was to replace the vehicle which has 150,000 miles. Chair Olsen said that should be in CIP.

ACO Jackson said that she has an emergency supply of dog food for anyone who may need this.

- Fire Department

Fire Chief Tupper – We have a few increases due to contracts. Travel & Training is down due to COVID-19. Material costs have gone up, as have gas and diesel. We need to replace some of the air packs, they have a 15-year life. Medical supplies have increased in cost significantly. 3% increase overall.

- Technology

Mr Woodbrey recounted the age of the servers and the fact that softwares are not going down in price. By the end of this year, we should have cameras at each location. We want to get our fiber backbone in place connecting all of our buildings, so we have 1 point of entrance to the internet instead of each building having its own entrance at \$100 per month. We are looking at a document management system so all documents can be scanned, saved offsite, and searchable. There has not been an increase in salaries (in the Contract budget line) since we have been supporting the Town of Raymond and the amount that we are doing has increase significantly. This will mean renegotiation of the contract. Mr Bruno pointed out that Town Manager Willard should have presented the Technology budget requests with Mr Woodbrey providing detailed explanations. Chair Olsen requested that all software costs be recorded under the Technology budget instead of each department having their own. We are also looking into 2 factor security tokens to get away from passwords.

#### 4. Public Comment

Town Clerk Look reminded committee/board members that Nomination Papers are available and that there have been none taken out for the open positions for Budget-Finance Committee as yet.

#### 5. Budget-Finance Committee Comment – None

Mr Bruno is not available on March 30<sup>th</sup> and could the meeting be moved to April 6<sup>th</sup>. All Select Board members are available and Chair Gosselin will poll his committee.

#### 6. Select Board Comment – None

7. Adjournment

**Motion** to adjourn at 8:03pm by Mr Bruno. Seconded by Ms Lockwood.  
**Unanimously approved**

*Respectfully submitted,*

*Susan L Look, Town Clerk*