

Waterboro Finance Committee

Minutes – April 14, 2011

Present: Chm. Tina Cote, Dave Williams, Steve Ross, Geanette Treadway, Dianne Holden and Selectmen Jon Gale

Meeting called to order at 7:30 PM.

Correspondence: None

New Business:

Selectmen Gale: Reported that the Audit for FYE 6/30/10 shows the budget was \$112,000. overspent and \$103,000. under collected, totaling \$215,000. Currently there is 2.4 million in surplus. FYE 2012, RSU and County requests will increase our tax rate \$.40.

Approval of March 24, 2011 Minutes: Steve made the motion to accept as written. Geanette seconded. Voted, passed.

Review of March, 2011 Financial Reports: Question Town Administrator in regards to EMS vs Leases, should numbers be combined?

Review, discuss & vote on Selectmen's Budget for FYE 2012: See attached draft warrant, Articles 5 thru 16 were reviewed, discussed and recommendations made as noted on the warrant.

Old Business:

Discuss Questions on FYE June 30, 2010, Financial Report of December 7, 2010
Tabled until Audit is finalized.

Adjournment:

Geanette made the motion to adjourn at 9:15 PM. Dave seconded. Voted, passed.

Next Meeting: April 21, 2011 at 7 PM.

Respectfully submitted,



Dianne Holden
Committee Secretary

WARRANT

COUNTY OF YORK

STATE OF MAINE

To: Peter Cote a Resident in the Town of Waterboro, in the County of York and the State of Maine.

GREETINGS: In the name of the State of Maine, you are hereby commanded to notify and warn the Inhabitants of said Waterboro, qualified to vote in Town Affairs, to assemble at the **MASSABESIC MIDDLE SCHOOL** in said Town on Tuesday, 7th day of June 2011, at 7:00 a.m. then and there to act on the following articles to wit

ARTICLE 1:

To elect a Moderator to preside at said meeting.

ARTICLE 2:

To elect all necessary Town Officials by secret ballot as follows:

Selectmen/Assessor/Overseer of the Poor (Elect 2)	3-year term
RSU #57 Board of Director	3 year term
Road Commissioner	3-year term

Also to decide the following referendum questions.

The polls will be opened at 7:00 a.m. and close at 8:00 p.m. The Registrar of Voters will be in session at the **Massabesic Middle School** for the purpose of revising the list of voters between the hours of 7:00 a.m. and 8:00 p.m. After the closing of the polls, the meeting will be recessed until Saturday, June 11th, 2011 at 10:00 am at the **Massabesic Middle School** in said town, at which time the remainder of the warrant will be acted upon.

Absentee ballots will be processed at the polls at the following times:

8 am, 9 am, 10 am, 11 am, 12 am, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, 8 pm

ARTICLE 3:

To see if the Town will accept the reports of the several Town Officers for the year ending June 30, 2010.

Board of Selectmen recommends:

ARTICLE 4:

To see if the Town will vote that all credit balances as of June 30, 2011 in all Departments of Town Government be zeroed out in accordance with the June 13, 2010 Town Meeting vote excluding the following account balances to be carried forward. To be spent under the direction of the Board of Selectmen.

ARTICLE 5:

To see if the Town will raise and/or appropriate \$248,977.00 from Taxation plus dog fees; and \$67,674.00 from Surplus for a total of \$ 316,651.00 for **General Government** expenses pertaining to: **Custodian, Selectmen, Administrative Assistant, Motor Vehicle Agent, Town Administrator, Committee Secretary, Mileage, Training, Education & Goal Planning, MMA Dues, Dues, Office Supplies, Postage, Permitting Town Pit, Tax Bills, Telephones, Town Engineer, Legal & Registry, Audit, Town Reports, Health Officer, Advertising, Area Selectmen's meetings, Incidentals Expense, Volunteer Recognition, Animal Control, Health/Dental Insurance and Retirement.**

	Amount Requested	Finance Committee	Amount Appropriated 2010
Custodian	\$24,365.00	\$24,365.00	\$12,823.20
Selectmen	\$20,315.00	\$20,315.00	\$20,315.00
Admin. Secretary		\$ -0-	\$28,621.00
Admin. Asst.	\$35,511.00	\$35,511.00	
Motor Vehicle Agent	\$33,472.00	\$33,472.00	\$33,231.00
Town Admin.	\$59,897.00	\$59,897.00	\$59,896.96
Comm. Secretary	\$1,500.00	\$1,500.00	\$1,000.00
Health/Dental	\$27,600.00	\$27,600.00	\$44,114.88
Retirement	\$4,398.00	\$4,398.00	\$5,842.00
Mileage	\$1,900.00	\$1,900.00	\$1,260.00
Training & Educa.	\$600.00	\$600.00	\$600.00
Lodging-Trainings	\$70.00	\$70.00	\$270.00
Meals	\$50.00	\$50.00	\$100.00
MMA Dues	\$5,200.00	\$5,200.00	\$5,200.00
Dues	\$1,800.00	\$1,800.00	\$1,800.00
So. Me. Reg. Planning	\$1,972.00	\$1,972.00	
Office supplies	\$11,000.00	\$11,000.00	\$11,000.00
Postage	\$10,000.00	\$10,000.00	\$10,000.00
Town Pit	\$400.00	\$400.00	\$400.00
Tax Bills	\$3,300.00	\$3,300.00	\$3,400.00
Telephone	\$7,700.00	\$7,700.00	\$8,880.00
Town Engineer	\$500.00	\$500.00	\$500.00

Radio	\$525.00	\$525.00	\$525.00
Legal & Registry	\$30,000.00	\$30,000.00	\$30,000.00
Audit	\$10,000.00	\$10,000.00	\$5,000.00
Town Reports	\$3,500.00	\$3,500.00	\$3,500.00
Health Officer	\$500.00	\$500.00	\$500.00
Advertising	\$1,250.00	\$1,250.00	\$2,500.00
Area Selectmen's Mtg	\$500.00	\$500.00	\$500.00
Incidentals	\$4,100.00	\$4,100.00	\$4,000.00
Volunteer Recog.	\$100.00	\$100.00	\$100.00
Animal Control	<u>\$14,626.00</u>	<u>\$14,626.00</u>	<u>\$14,626.00</u>
Totals	\$316,651.00	\$316,651.00	\$305,505.04

Board of Selectmen recommendation: 0% increase, health & dental insurance capped at \$9,000.00.

Finance Committee recommendation: Ought to pass.

(April 14, 2011 Vote: Dave made the motion 'ought to pass', Steve seconded. Voted, passed 5-0.)

ARTICLE 6:

To see if the Town will raise and/or appropriate \$100,000.00 from Taxation; \$107,613.00 from Rescue Billing Fees; \$15,598.00 from Surplus; \$ 76,334.00 from Excise for a total of \$299,545.00 for Loans, Leases for the year ensuing **Lease payment of SCBA (maturity date May 15, 2010, Ladder Truck (maturity date July 16, 2017), Squad Truck, Ladder/Tanker Truck, Zolls Defibrulators, principle and interest of the \$1,000,000.00 (one million dollar bond) passed at the Annual Town Meeting held March 11, 2000 (maturity date in November 2011), principle and interest of the \$200,000.00 (two hundred thousand dollar bond) passed at the Special Town Meeting held September 9, 2008 (maturity date in May 2015, Computer Lease, tractor lease, Municipal vehicle lease, photocopier leases.**

	Amount Requested	Finance Committee	Amount Appropriated 2009
Photocopiers	\$ 8,171.00	\$8,171.00	\$8,170.32
SCBA Lease	\$17,400.00	\$17,400.00	\$17,400.00
Ladder/Tanker	\$49,412.00	\$49,412.00	\$49,412.00
Squad Truck	\$23,000.00	\$23,000.00	\$23,000.00
Vehicle Lease	\$ 3,000.00	\$3,000.00	\$3,000.00
Municipal Truck Lease	\$9,592.00	\$9,592.00	
Zoll Defibs	\$11,056.00	\$11,056.00	\$11,056.00
Portacount Fit Tester	\$ 1,789.00	\$1,789.00	\$1,788.88
Caterpillar Tractor	\$23,576.00	\$23,576.00	\$19,653.00

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Computer	\$1,088.00	\$1,088.00	\$1,088.00
Computers-Gen	\$6,009.00	\$6,009.00	\$6,009.00
Million Dollar Bond	\$100,000.00	\$100,000.00	\$100,000.00
Million Dollar Bond Int.	\$2,287.00	\$2,287.00	\$11,260.00
West Road Bond	\$40,000.00	\$40,000.00	\$40,000.00
West Road Bond Int.	<u>\$3,165.00</u>	<u>\$3,165.00</u>	<u>\$4,950.40</u>
	\$299,545.00	\$299,545.00	\$296,787.60

Board of Selectmen recommendation:

Finance Committee recommendation: Ought to pass, majority vote.

(4/14/11 Vote: Steve made the motion 'Ought to Pass', Geanette seconded. Voted, passed 4-1.)

ARTICLE 7:

To see if the Town will raise and/or appropriate \$157,000.00 from Taxation for **Unemployment Compensation, Social Security, Worker's Compensation, Insurances, Medicare and Return to Work , Tax Anticipation Note** for the year ensuing.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Estimate	\$157,000.00	\$157,000.00	\$173,600.00

Board of Selectmen recommendation: Ought to pass.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Geanette made the motion 'Ought to pass', Steve seconded. Voted, passed 5-0)

ARTICLE 8:

To see if the Town will raise and/or appropriate \$54,060.00 from Miscellaneous Fees for **Town Clerk** expenses for the year ensuing.

Town Clerk	\$33,972.00	\$33,972.00	\$32,898.00
Health/Dental	\$9,000.00	\$9,000.00	\$8,629.00
Retirement	\$1,038.00	\$1,038.00	\$986.94
Travel	\$400.00	\$400.00	\$400.00
Trainings	\$100.00	\$100.00	\$100.00
Lodging-trainings	\$100.00	\$100.00	\$100.00
Meals	\$150.00	\$150.00	\$150.00
Dues	\$50.00	\$50.00	\$50.00

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Elections	\$8,250.00	\$8,250.00	\$8,250.00
Advertising	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
Totals	\$54,060.00	\$54,060.00	\$52,563.94

Board of Selectmen recommendation: 0% increase, health & dental insurance capped at \$9,000.00.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Dave made the motion 'Ought to pass', Steve seconded. Voted, passed 5-0.)

ARTICLE 9:

To see if the Town will raise and/or appropriate \$44,468.00 from Miscellaneous Fees for **Tax Collector** expenses for the year ensuing.

Tax Coll.	\$32,244.00	\$32,244.00	\$32,898.00
Health/Dental	\$9,000.00	\$9,000.00	\$8,629.00
Retirement	\$994.00	\$994.00	\$987.00
Travel	\$100.00	\$100.00	\$100.00
Training	\$100.00	\$100.00	\$100.00
Dues	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$35.00</u>
Totals	\$44,468.00	\$42,468.00	\$42,749.00

Board of Selectmen recommendation: 0% increase, health & dental insurance capped at \$9,000.00.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Dianne made the motion 'Ought to pass', seconded by Geanette. Voted, passed 5-0)

ARTICLE 10:

To see if the Town will raise and/or appropriate \$48,571.00 from Taxation and \$2,819.00 from Miscellaneous Fees for a total of \$ 51,390.00 for **Treasurer** expenses for the year ensuing

Treasurer	\$39,452.00	\$39,452.00	\$37,890.00
Health/Dental Ins.	\$9,000.00	\$9,000.00	\$8,629.00
Retirement	\$1,183.00	\$1,183.00	\$1,136.70
Travel	\$1,500.00	\$1,500.00	\$1,500.00
Training	\$200.00	\$200.00	\$200.00
Meals	\$25.00	\$25.00	\$25.00
Dues	<u>\$30.00</u>	<u>\$30.00</u>	<u>\$35.00</u>
Totals	\$51,390.00	51,390.00	\$49,416.70

Board of Selectmen recommendation: 0% increase, health & dental insurance capped at \$9,000.00.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Steve made the motion 'Ought to pass', Dave seconded. Voted, passed 5-0)

ARTICLE 11:

To see if the Town will raise and/or appropriate \$78,503.00 from Taxation for **IT Department** for the year ensuing.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Salary	\$36,704.00	\$36,704.00	\$36,704.00
Health Insurance	\$4,800.00	\$4,800.00	
Retirement	\$1,101.00	\$1,101.00	
Mileage	\$800.00	\$800.00	
Training	\$1,100.00	\$1,100.00	\$8,000.00
Telephone	\$960.00	\$960.00	
Computer Equipment	\$11,428.00	\$11,428.00	\$13,460.00
Software	\$20,118.00	\$20,118.00	\$5,573.00
Web. Software	<u>\$1,492.00</u>	<u>\$1,492.00</u>	<u>\$11,200.00</u>
	\$78,503.00	\$78,503.00	\$74,937.00

Board of Selectmen recommendation: 0% increase, health & dental insurance capped at \$9,000.00.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Tina made the motion 'Ought to pass', Geanette seconded. Voted, passed 5-0)

ARTICLE 12:

To see if the Town will raise and/or appropriate \$63,000.00 from Excise for **Municipal Building Equipment and Maintenance Street Lights, Fuel Oil, Traffic Lights, and Electricity, plowing and sanding of Municipal Parking Lots**

	Amount Requested	Finance Committee	Amount Appropriated 2010
Building Supplies	\$ 9,000.00	\$9,000.00	\$ 8,000.00
Electricity	\$32,000.00	\$32,000.00	\$33,000.00
Heating Fuel	\$13,000.00	\$13,000.00	\$10,000.00
Plowing Parking Lots	<u>\$9,000.00</u>	<u>\$9,000.00*</u>	<u>\$9,000.00</u>
	\$63,000.00	\$54,000/\$63,000*	\$60,000.00

Board of Selectmen recommendation:

Finance Committee recommendation: *If Article 6 passes as recommended, Finance Committee recommends \$54,000. for Building Supplies, Electricity and Heating Fuel. If Municipal Truck Lease in Article 6 fails to be approved, Finance Committee recommends \$63,000. as requested.

(4/14/11 Vote: Tina made the motion as recommended above, Dianne seconded. Voted, passed. 5-0)

ARTICLE 13:

To see if the Town will raise and/or appropriate \$13,750.00 from Excise for **Municipal Facilities** for the year ensuing.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Septic Tank Cleaning	\$1,250.00	\$1,250.00	\$1,000.00
Furnace Cleaning	\$1,000.00	\$1,000.00	\$1,000.00
Building Contingency	\$10,000.00	\$10,000.00	
Heat Tape Roofs (2)			\$858.00
Fence 2 generators /AC			\$3,300.00
Energy Audit			\$5,115.00
LED Outdoor Sign			\$4,727.00
Ossipee Dam maint.	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$4,000.00</u>
	\$13,750.00	\$13,750.00	\$20,000.00

Board of Selectmen recommendation:

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Steve made the motion 'Ought to pass', Dave seconded. Voted, passed 5-0)

ARTICLE 14:

To see if the Town will raise and/or appropriate \$46,000.00 from Taxation for the **Assessing Department** for the year ensuing. To be spent with approval from the Board of Selectmen.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Assessing Asst.		\$ -0-	\$11,623.04
Assessor	\$39,000.00	\$39,000.00	\$39,000.00
Health/Dental Ins.	\$	\$ -0-	\$8,629.00
Retirement	\$	\$ -0-	\$348.70
Mileage	\$1,500.00	\$ 1,500.00	\$3,000.00
Tax Map	\$5,000.00	\$ 5,000.00	\$5,000.00

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Office Supplies	<u>\$500.00</u>	<u>\$ 500.00</u>	<u>\$500.00</u>
	\$46,000.00	\$46,000.00	\$68,100.74

Board of Selectmen recommendation:

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Dianne made the motion 'Ought to pass', Geanette seconded. Voted, passed 5-0)

ARTICLE 15:

To see if the Town will raise and/or appropriate \$35,100.00 from Department Revenue, \$28,141.00 from Taxation for a total of \$63,291.00 for the salaries of the **Building Inspector, Plumbing Inspector, Code Enforcement Officer**, and for operational expenses for the year ensuing. To be spent with approval of the Board of Selectmen.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Secretary		-0-	\$14,568.32
Deputy CEO	\$2,640.00	\$2,640.00	\$2,640.00
CEO	\$39,801.00	\$39,801.00	\$37,890.00
Health/Dental Ins.	\$9,000.00	\$9,000.00	\$13,429.00
Retirement	\$1,150.00	\$1,150.00	\$1,573.75
Mileage	\$4,000.00	\$4,000.00	\$4,000.00
Training	\$1,500.00	\$1,500.00	
Meals	\$100.00	\$100.00	
Professional Dues	\$1,000.00	\$1,000.00	\$500.00
Office Supplies	\$400.00	\$400.00	\$350.00
Books & Periodicals	\$500.00	\$500.00	
Cell Phone	\$700.00	\$700.00	\$700.00
Legal	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
	\$63,291.00	\$ 63,291.00	\$78,151.07

Board of Selectmen recommendation: \$62,291.00 0% increase, health & dental insurance capped at \$9,000.00

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Steve made the motion 'Ought to pass' \$63,291., Dave seconded. Voted, passed 5-0)

ARTICLE 16:

To see if the Town will raise and/or appropriate \$76,003.00 from Taxation and \$2,510.00 from Department Revenue for a total of \$78,513.00 for the upkeep and maintenance, of the **Waterboro Public Library** and to help defray cost of operating expenses, Librarian, Books and Supplies for the year ensuing. To be spent with approval from the Board of Selectmen.

	Amount Requested	Finance Committee	Amount Appropriated 2010
Librarian	\$21,553.00	\$21,553.00	\$21,552.96
Asst. Librarian	\$13,694.00	\$13,694.00	\$13,693.68
Staff	\$2,606.00	\$2,606.00	\$2,606.00
Staff	\$2,769.00	\$2,769.00	\$2,768.22
Staff	\$2,769.00	\$2,769.00	\$2,768.22
Cleaning		-0-	\$3,120.00
Health/Dental Insurance	\$13,318.00	\$13,318.00	\$12,694.00
Retirement	\$1,059.00	\$1,059.00	\$1,057.40
Mileage	\$ 50.00	\$50.00	\$50.00
Training	\$100.00	\$100.00	\$100.00
Professional Due	\$70.00	\$70.00	\$70.00
Supplies	\$1,900.00	\$1,900.00	\$1,900.00
Postage	\$450.00	\$450.00	\$450.00
Books & Periodicals	\$7,000.00	\$7,000.00	\$6,000.00
Electricity	\$2,000.00	\$2,000.00	\$2,000.00
Heating Fuel	\$4,500.00	\$4,500.00	\$4,500.00
Telephone	\$325.00	\$325.00	\$325.00
Building Maintenance	\$4,000.00	\$4,000.00	\$4,000.00
Advertising	\$150.00	\$150.00	\$100.00
Programming	\$100.00	\$100.00	\$100.00
Incidental	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$100.00</u>
	\$78,513.00	78,513.00	\$80,017.88

Board of Selectmen recommendation: 0% increase. Health & Dental insurance capped at \$9,000.00. *Note:* Insurance split is based on hours 25% employee & 75% town.

Finance Committee recommendation: Ought to pass.

(4/14/11 Vote: Geanette made the motion 'Ought to pass', Steve seconded. Voted, passed 5-0)