

BUDGET COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 17, 2019

**** For further / detailed information refer to entire video recording found on the SRC-TV website – Choose “[Click Here to activate the PEG Media player](#)” found [below PEG TV](#), (middle section), in SRC-TV Playlist Box.*

Presiding: Ed Morgan, Chairman

Members Present: Paul Donnellan, William Jones, Steve McLean, Sue McIntyre, Ed Morgan

Members Absent: Howard Burnham, Justin Reinhartd

Selectmen Present: Dottie Richard, Wendy Thorne

Guests: John McIntyre, resident.

Call to order – count for quorum

The meeting was called to order at 7: 05 p.m.

A quorum was established

2. Review minutes of prior meetings

Approval of minutes was tabled until next scheduled meeting.

3. Review Proposed Board of Selectmen Budget

The Budget Committee focused on proposed Selectmen’s articles that the Budget Committee had not voted on yet, and/or, articles that had discrepancies between the Selectmen’s final proposed amount vs. the amount that the Budget Committee had voted on.

*(*The draft copy of proposed Articles reviewed herein was a draft proposal presented by the Board of Selectmen, dated January 12, 2019).*

Articles 3 thru 10 (Charities)

A brief discussion took place pertaining to the format that will be used for voter choices in reference to Charities (Articles 3 thru 10), which will be placed on the Secret Ballot. Three of the articles have two different amounts; one amount is the Selectmen’s recommendation while the other amount will reflect the Budget Committee’s recommendation. The discussion focused on whether the Ballot should add a third option as “neither” for those who do not want the Town to contribute to either options. The final decision will rest with the Town Clerk.

Article 12 Shall the town vote to accept the gift of three (3) parcels of land located on Town Tax Map 17 Lot 66-2, 66-3 and 66-4 which abut/ or are near the town-owned Scenic overlook and which are subject to the following covenants and restrictions which the Town of Limerick and their successors and assigns, by acceptance of this deed, agree to be bound by and shall comply with:

1. No buildings of any type shall ever be constructed on the parcels being conveyed herein.
2. Grantee their successors and assigns agree to cut any grass growth on the parcels

conveyed herein at least two times a year so that the property looks maintained and the views provided to the public from these parcels are not diminished.

3. The Town of Limerick shall not allow any nuisance to occur on the land being conveyed herein.

Steve McLean motioned to recommend a yes vote on Article 12 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 13 Shall the town vote to return any unencumbered monies from an approved Capital Project to the Capital Reserve Account once the project is three (3) years old from the date of approval. Any project over three (3) years old must go before the voters again for approval. If this article is adopted, any capital project approved prior to Dec. 31, 2018, will have their 'date of approval' reset to Dec. 31, 2018. This shall stay in effect until appealed or amended by the voters.

Steve McLean motioned to recommend a yes vote on Article 13 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 15 To see if the Town will vote to dispose of Town owned lots (with or without buildings) with terms and conditions that are in the best interest of the Town and apply those proceeds to the Capital Project Reserve Account after all taxes and costs have been paid on each parcel.

Steve McLean motioned to recommend a yes vote on Article 15 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 16 To see if the town will vote to appropriate all funds received from Snowmobile registrations from the State of Maine, for the Limerick Snowmobile Club, for the purpose of maintaining their snowmobile trails open for use by the public. Pursuant to Title 12 Conservation, Inland Fisheries and Wild life Subpart 6 Recreational Vehicle §13104.

Paul Donnellan motioned to recommend a yes vote on Article 16 as written, seconded by Sue McIntyre. Vote taken. Motion passed with 5 Yes.

Article 17 To see if the town will vote to:

- A. Fix a date of commitment of September 1, 2019 with taxes due payable 60 days thereafter, and to see if the town will fix a rate of interest of 8% to be charged on taxes and tax liens, unpaid after said due date.
- B. Authorize the Selectmen, on behalf of the town, to sell, and dispose of any real estate acquired by the town for nonpayment of taxes thereon, or acquired by any other means, sale or sales to be by public auction, advertised in advance by posting notices in three conspicuous places in town at least thirty days prior to the sale or sales, and to execute municipal quit claim deeds for such property except that the Selectmen may without auction or advertisement, sell to the person or persons to whom a property was taxed at the time the property was acquired by the town or to their successors or assigns, such property for the amount of the accrued taxes, interest and cost and to execute and deliver therefore a municipal quit claim deed for such property.
- C. Authorize the Selectmen on behalf of the town, to sell and dispose of any personal estate acquired by the town.

- D. Authorize the Selectmen to purchase bonding security for the town officers in cases so required by law.
- E. Authorize the Selectmen to appoint all necessary town officials for the ensuing year.
- F. Authorize the Selectmen, at their discretion, to accept any lots deeded to the town.
- G. Authorize the Selectmen to make town buildings available for use by Limerick residents, non-residents, non-profit organizations, all related town committees, clubs and town sponsored activities.

The following conditions will apply to town sponsored activities:

1. The Board of Selectmen shall appoint the individuals for planning, organizing and staffing the activity.
 2. The Board of Selectmen shall have the authority and oversight and jurisdiction the activity over hiring, safety, and cash management policies and procedures.
 3. All funds collected and disbursed for the activity shall be accounted for in the municipalities annual audit and overseen by the municipal treasurer.
- H. Authorize the Selectmen to accept and expend any fees, grant monies, donations or reimbursements received.
 - I. Authorize the Town Clerk/Tax Collector to accept prepayment of taxes not yet committed as authorized by 35 M.R.S.A. § 506.
 - J. Authorize the Board of Selectmen to spend an amount not to exceed 3/12th of the 2019 annual budget during the period from January 1, 2020 to the annual town meeting held in March of 2020.
 - K. Authorize the Board of Selectmen to sell, and dispose of town-owned lots within Lake Arrowhead Community, Inc. to abutters of such lots on terms and conditions that are in the best interest of the Town.
 - L. Authorize the Board of Selectmen to pay tax abatements and any applicable interest from overlay generated through tax commitment.
 - M. To have the Selectmen adhere to annually and utilize the 2013 Fund Balance Policy in order to insure for the financial stability of the Town of Limerick.

Steve McLean motioned to recommend a yes vote on Article 17 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 18. To see if the town will vote to approve employee annual cost of living raises be tied to cost of living as measured by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) prepared by the Bureau of Labor Statistics (BLS). The CPI-W for the third quarter of the current year will be used and take effect in January of the next year. If the CPI-W is zero or negative, no cost of living raise will be given. This will stay in effect until appealed or amended by the voters.

Steve McLean motioned to recommend a yes vote on Article 18 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 19 To see the town will vote to establish the following conditions for Fixed Assets:

1. A fixed asset shall be defined as infrastructure and/or equipment that has a minimum value of \$5,000.00 combined with having an estimated useful life of five (5) years or more.

2. The decision to acquire fixed assets shall become secondary to the continued maintenance of already existing fixed assets that are in current working condition.
3. Capital Projects that result in a Fixed Asset, and, that are available for state or federal funding, may be prioritized when the Town is deemed eligible for such funding
4. Department budgets that have surplus funds in any budget year, shall not spend those funds on a fixed asset without selectmen approval.

Steve McLean motioned to recommend a yes vote on Article 19 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 20. To see what sum the town will vote to transfer from the unassigned account to pay tax abatements and applicable interest granted during this fiscal year.

Steve McLean motioned to recommend \$15,000 for Article 20 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Revenues

Article 21. To see if the town will vote to appropriate estimated revenues from Excise, Fees, Urban Rural Improvement Program, Department Revenues and Unassigned Funds to reduce the 2019 Tax Commitment.

Wendy Thorne, Select Board Member, provided a brief update on the year-end report. She noted that last year's revenues had been underestimated. The Town brought in more revenues last year than anticipated. At this point, it looks like \$300,000 may be transferred to offset taxes. If this turns out to be the case, Wendy felt confident, for the moment, that taxes would not be increasing this year. She is awaiting confirmation of these numbers by the Town Auditor within the next few weeks when he meets with the Select Board and Budget Committee.

Article 21 was tabled pending Joint Board of Selectmen and Budget Committee meeting with Auditor.

General Government

Article 25 To see what sum the town will vote to raise and appropriate for the operations of local, state, and federal elections including stipends, payroll and FICA Taxes.

Steve McLean motioned to accept the sum for \$11,203.00 or Article 25 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 26 To see what sum the town will vote to raise and appropriate for professional fees and services, including but not limited to, bonding, auditing, liability insurance, computer support and legal expenses.

Steve McLean motioned to accept the sum for \$63,635.00 for Article 26 as written seconded by Sue McIntyre. Vote taken. Motion passed with 5 Yes.

Article 27 To see what sum the town will vote to raise an appropriate for the updating tax assessing, tax map revision service and in house assessing.

Steve McLean motioned to accept the sum for \$48,411.00 for Article 27 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 28 To see what sum the town will vote to raise and appropriate for Workers Compensation Insurance and state unemployment taxes.

Steve McLean motioned to accept the sum for \$29,087.00 for Article 28 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 29 To see if the town will vote to raise and appropriate \$6,000.00 each to the 9 eligible employees including FICA Taxes in lieu of an Employer Sponsored Health insurance with evidence of Primary Health Insurance to be paid monthly through payroll.

Steve McLean motioned to accept the sum for \$58,131.00 for Article 29 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 31 To see what sum the town will vote to raise and appropriate for the administration costs account.

Steve McLean motioned to accept the sum for \$28,000.00 for Article 31 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 33 To see what sum the town will vote to raise and appropriate for the operations of the Code Enforcement Officer, Assistant and Secretary, including payroll, FICA Taxes, office supplies, computer software and equipment.

Steve McLean motioned to accept the sum for \$63,755.00 for Article 33 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 34 To see if the town will vote to transfer the balance of \$14,033.00 from the unassigned account to update the Comprehensive Plan (draft copies of Comprehensive plan update scope of services are available at the town office.)

Steve McLean motioned to accept the transfer of \$14,033.00 for Article 34 as written, along with the stipulation that all Budget Committee Members receive a copy of Scope of Services, to see what's being done, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 35 To see what sum the town will vote to raise and appropriate for updating the subdivision ordinance.

Steve McLean motioned to accept the sum for \$7,500.00 for Article 35 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 40. To see if the town will vote to raise and appropriate \$355,000.00 for the plowing, sanding, salting and removal of snow from town-ways, as per three-year contract.

Steve McLean motioned to accept the sum of \$355,000.00 for Article 40 as written seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Public Safety

Article 47 To see what sum the town will vote to raise and appropriate for the operations of the Limerick Municipal Volunteer Fire-Rescue Department, stipends, FICA Taxes, supplies, equipment, training, membership fees/dues, professional fees, health and wellness and technology.

Bill Jones motioned to accept the sum of \$129,966.00 for Article 47 as written seconded by Steve McLean. Vote taken. Motion passed with 5 Yes.

Community Services

Article 56 To see what sum the town will vote to raise and appropriate for the operations of the Limerick Public Library including payroll, FICA Taxes, supplies, training, technology, dues, and maintenance.

Steve McLean motioned to accept the sum of \$71,667.00 for Article 56 as written seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 58 To see if the town will vote to authorize payment for costs and equipment related to informational technology and \$13,950.00 for Limerick's share of the Saco River Community Television Regional Public Access Facility. Said amount shall not exceed the amount that the town receives from the cable company franchise fees.

Bill Jones motioned to accept the sum of \$22,485.00 for Article 58 as written seconded by Steve McLean. Vote taken. Motion passed with 5 Yes.

Building Plots

Article 59 To see what sum the town will vote to raise and appropriate for the operation, maintenance, repairs and improvements to the Limerick Municipal Building.

Steve McLean motioned to accept the sum of \$43,650.00 for Article 59 as written, with the stipulation that the work goes out for bid, seconded by Sue McIntyre. Vote taken. Motion passed with 5 Yes.

Article 60 To see what sum the town will vote to raise and appropriate for the operation, maintenance, repairs and improvements to the Brick Town Hall.

Steve McLean motioned to accept the sum of \$21,300.00 for Article 60 as written, with the stipulation that the work goes out for bid, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 61 To see what sum the town will vote to raise an appropriate for the operation, maintenance, improvements and repairs the Grange Hall.

Steve McLean motioned to accept the sum of \$2,000.00 for Article 61 as written, with the stipulation that the work goes out for bid, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 62 To see what sum the town will vote to raise and appropriate for the operation, maintenance, repairs and improvements to the Luther Moore Building currently used by the Limerick Historical Society.

Steve McLean motioned to accept the sum of \$2,000.00 for Article 62 as written, with the stipulation that the work goes out for bid, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 63 To see what sum the town will vote to raise and appropriate for the care and maintenance of public areas.

Steve McLean motioned to accept the sum of \$19,580.00 for Article 63 as written, with the stipulation that the work goes out for bid, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Cemeteries

Article 65 To see what sum the town will vote to raise and appropriate for the care and maintenance of highland cemetery, annex, care and maintenance of outlying cemeteries, clearing of brush, Memorial Day Services and Flags for Veterans and Tibbetts Memorial Park.

Steve McLean motioned to accept the sum of \$9,500.00 for Article 65 as written, with the stipulation that the work goes out for bid, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Grant Writing

Article 66 To see what sum the town will vote to raise and appropriate to acquire grants for restoration, renovation, preservation, handicap accessibility and energy efficiency projects for the Town of Limerick properties.

Steve McLean motioned to accept the sum of \$4,400.00 for Article 66 as written, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 67 To see what sum the town will raise and appropriate for consulting and administrative services for the implementation of the replacement of water and sewer line on Main Street in the upper village.

Steve McLean motioned to accept the sum of \$3,600.00 for Article 67 as written, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Article 68 To see what sum the town will raise and appropriate for consulting, architectural and administrative services for the implementation of the 2019 ADA improvements and repointing of the Brick Town Hall which includes bidding, contractor selection, contract preparation, construction oversight, inspections, payment processing, administration and communications.

Steve McLean motioned to accept the sum of \$3,000.00 for Article 68 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Capital Project Reserve

Article 69 To see if the town will vote to transfer \$000,000.00 from the unassigned account to the Capital Project Reserve Account.

Article tabled pending further information.

Article 70: *To see if the Town will vote to authorize the Selectmen to establish a Capital Project Reserve Account (Repointing) Brick Town Hall Account and transfer up to \$35,000 from the Capital Project Account to assist with the estimated cost of \$70,000.00 for repointing of the bricks.*

A prolonged discussion took place. Background history that had led to the \$35,000 fund request for the repointing was provided. In order to reach their budgeted goal of \$70,000 for repointing of the exterior of the Brick Town Hall, the Handicap Accessibility Committee and/or Community Development Committee received a \$10,000 Belvedere grant last Fall, thru the Maine Community Foundation. The release of this grant is not dependent upon meeting any requirements for matching funds. However, an additional grant of \$10,000 from another organization, the Morton-Kelly Foundation was received, but will be only be released by Morton-Kelly upon the condition that the Town shows that it has the enough funds for completion. The discussion continued.

It was noted that there have been differences of opinion expressed as to what the actual cost will be, as well as, what specific areas of the building need repointing at this time. Ed recommended that a first step should include determining what specific parts of the building absolutely require repointing as it pertains to structural integrity and not simply because of aesthetics / looks. Structural integrity should be the component in this assessment.

Reference was made to a report that was done in 2007 (about 12 years ago) addressing the condition of the Brick Town Hall. That report did not state that the entire building needed repointing. It only referred to some areas. Ed stated that he would like to see a structural engineer look at the building to provide a more recent report and to determine exactly which specific areas need to be done. It was also noted that the wording in the proposed warrant article states "up to \$35,000". Wendy noted that the Handicap Accessibility Committee would have better cost estimates once the RFP is sent out. However, it was noted that the bids may be only received a week or two prior to Annual Town Meeting.

Steve motioned that the ***"Budget Committee recommends up to \$35,000 for this project along with a Needs Assessment Estimate being done prior to"***

Steve felt that the Article should not have even been allowed to move forward at all, since a current “needs assessment” on that building had not been done, and that “for the townspeople”, a recent needs assessment should be done. He added that the Budget Committee’s recommendation should be stated as such below the Warrant Article. It is simply just being cautious as to what exactly needs to be done.

Sue seconded Steve’s motion Discussion continued.

Steve noted that the Budget Committee’s duty is to provide as much information to the voter as possible prior to a vote.

Bill wondered when the first recommendation had first come about for repointing the Brick Town Hall. Wendy replied that it was from that 2007 study report. Bill asked if there was a reason the repointing needed to be done now. Wendy replied that the bricks were getting old. Steve added that there are also problems with the fire escape pulling away from the building. Sue felt it important that the Budget Committee have some type of written documentation in front of them depicting how much of that building currently needs repointing (as compared to 2007) as well as the cost. It becomes a taxpayer cost factor.

Paul asked where the \$70,000 figure was coming from, and, wondered what it would cost to get a current “needs assessment done”, and “how quickly that assessment could be done?” Wendy replied that the \$70,000 was an estimate provided for application for a grant, it was listed on the grant’s application by the grant writers. It did not reflect an actual quote. Paul asked how the grant writers knew what the cost would be?

It was noted that during the Handicap Accessibility Committee meeting on Tuesday, that this question had been asked. The reply was that the mason who had done the cost estimate for the handicap walkway had also done a “walk-around” of the brick building and had provided his own verbal opinion. It was not a written cost estimate. It was a “ballpark” figure. It was also stated that this mason was not a Certified Historic Building Mason / Restorer. Wendy confirmed this and stated that he was not.

Ed asked if the first grant of \$10,000, that has no conditions attached could possibly be used by that Committee to get a needs assessment / cost estimate from certified historic building restoration companies and if that could be done within a few weeks. Wendy replied that the Committee was getting ready to send out the RFP. Ed asked what the RFPs being sent out are based on? Wendy replied, “doing what’s needed”. She added that the Committee is hoping to receive the bids prior to the March Town Meeting.

Bill asked if the Town would be getting three (3) different bids depicting things such as: “this needs to be done”, “that needs to be done”, etc. (specific areas) noting, that some may have different opinions as to what needs to be fixed, and what doesn’t need to be fixed. He wondered how an RFP could be sent out without knowing what to go by and what specifically needs to be fixed? He felt that a current Needs Assessment should be done prior to sending out RFPs.

A separate discussion followed pertaining to what actual amount is needed as a pre-condition for Morton-Kelly to release their \$10,000 grant to the Town. Wendy read the letter that was sent to the Town by Morton-Kelly stating the grant stipulations.

They are basically indicating that the Town needs to show a balance of about \$25 - \$27,000 “earmarked for the completion of the Brick Town Hall re-pointing. Subsequently, Sue noted, that the way she understood this, is that the Town needs to “put up”, so to speak, \$27,000 to receive \$10,000? Wendy replied “correct”.

Steve repeated his original motion for Article 70, as written, adding that the “Budget Committee recommends up to \$35,000 for this project along with a Needs Assessment Estimate being done prior to” seconded by Sue. Vote taken with all in favor.

Article 71 To see if the town will vote to authorize the Selectmen to transfer an additional \$15,000.00 from the Capital Project Reserve Account to the Capital Project Handicap Accessibility Account for the paving and access pathways to the Handicap Accessible Ramp and install lighting and complete landscaping at the Brick Town Hall.

Steve McLean motioned to accept the sum of \$15,000 for Article 71 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 72 To see if the town will vote to establish a Capital Improvement Account and transfer the sum \$26,112.00 from the Unassigned Account for improvements to the Municipal Building, Library and Fire/Ems Building.

Steve McLean motioned to accept the sum of \$26,112.00 for Article 72 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 73 To see the town will vote to authorize the Selectmen to expend up to \$20,325.00 from the unassigned account to purchase a dehumidifier and to clean the mold in the vault located behind the Municipal Building.

Steve McLean motioned to accept the sum of \$20,325.00 for Article 73 as written, seconded by Paul Donnellan. Vote taken. Motion passed with 5 Yes.

Article 74 To see if the town will vote to authorize the Selectmen to transfer \$6,460 from the unassigned account for the plowing, sanding, and snow removal from town owned properties

Paul Donnellan motioned to accept the sum of \$6,460.00 for Article 74 as written, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

4. Adjourn

Paul Donnellan motioned to adjourn, seconded by Bill Jones. Vote taken. Motion passed with 5 Yes.

Adjournment: Meeting adjourned at 8:35 p.m.

Next Meeting: TBA

Respectfully Submitted,
Suzanne McIntyre
Recording Secretary