

Budget Committee Minutes

4:30pm Monday, February 27th, 2017, Vinalhaven Town Office

Present

Andy Dorr, Jocelyn McLean, Holly Sault, Janann Sherman, Margaret Qualey, Lucy McCarthy, Gabe McPhail, Eric Davis, Delwyn Webster

Minutes

Motion by Margaret to approve the minutes from February 20th, 2017. Second: Eric. Vote 7-0-0. Motion Passed.

Introduction

Clarifications were made by Andy regarding questions from last meeting. The payments toward the new Region 8 School will begin fiscal year 2019. Also the Social Security and Medicare payments are taken out of paychecks weekly based on the amount of pay; there are quarterly reports.

Section Review & Discussion

1. Assessor

Discussion: There has been a slight overall decrease in this section. Money is split between the CEO/LPI and Assessor's department.

Margaret: How is need for staffing determined? Andy: It depends on the time of year; for example in April new ownership of property is updated so there is more demand. It helps that both positions are covered by the same person, and she regularly takes calls after hours. Delwyn requested clarification on the split positions. Andy: All positions (CEO/LPI/Assessor) are covered by the same person. It used to be separate employees and people had much more difficulty contacting and scheduling appointments.

Service fees have increased, this is due to software/TRIO expenses.

Andy: Lodging and meals are low. Could be lower but some money should be set aside should anyone need to fill in or anything changes. We are very fortunate that she stays with someone and do not need to pay expenses for overnights. Gabe: could this potentially be reduced? Where she stays at someone's house? Andy: Under the

assumption the position stays the same, it's possible. Delwyn: So it's built into the budget as a safety measure. Andy: Right. Lucy noted the total amount is a big reduction from previous years.

Motion by Delwyn to accept the recommended amount of \$17,050. Second: Janann. Vote: 7-0-0. Motion passed.

2. Washington School

Discussion- Margaret: What were the \$10,000 improvements FY 17? Andy: The ductless heat pumps we had planned on getting were more expensive than originally anticipated, so we got rolling air conditioning units instead. Groundwork was an estimated \$1,200 cost. Margaret: where the pavement ends in the driveway could use some gravel; it's harsh on vehicles low to the ground. Andy: This spring we will be looking into fixing the leaking roof. Delwyn: Tightening up the windows would save us money in the long run; would be a good investment. Andy: not having a facility manager affects our buildings. Gabe: is there any type of maintenance plan? Andy: No; it is something to consider though. Gabe: Is this something public works could do? Maybe have someone to create a maintenance plan? Eric: the Fire Chief has those skills. Andy: yes but it's not something he has time to do.

Margaret noted the proposed custodial raise from \$11.60/hr. to \$12.50/hr.

Gabe noted the computer service fee. Andy: WG Tech is a company that Maine Municipal Association supports. The cost is \$135/hr.--we no longer have Randy. Margaret noted this is a big increase. Andy: WG Tech is willing to work with us as far as contracted time. Since we work with lots of sensitive information we have to be very careful what company we work with. Maine Municipal Association has put their name behind this company which says a lot for them.

Gabe: Which buildings are cleaned by the custodian? Andy: The Washington School, Public Safety Building, Library, the Public bathrooms. Delwyn: What's the job description for this? Andy: Includes general cleaning, surfaces, windows, vacuuming, etc. Delwyn proposed a vacuum purchase

It was mentioned that the meeting room internet conferencing t.v. could be used much more often if we had a dedicated internet line for it so it worked properly. ICMS could potentially share the cost of this. Janann stated she is in favor of the room having a dedicated line. Holly: will discuss with the chamber to see if they would be interested in potentially helping split the cost. Andy: The set-up is multi-use, could be utilized by many different community groups for different purposes.

Lucy proposed the question to the committee whether to accept the full amount of the section or go through line by line. Delwyn suggested to accept or reject as a whole.

Motion by Janann to accept the recommended amount of \$37,000. Second: Gabe.

Vote: 5-1-1. Delwyn Opposed. Margaret Abstained; does not approve of custodial wage increase.

After the vote it was stated no other regularly paid town employee receives less than \$12.50/hr. It was also noted that it would be difficult to find anyone else to clean for less than \$15/hr.

3. Public Safety Building

Discussion- Gabe noted the service fees. Andy: Budgeted ten hours for the three work stations and two laptops. Delwyn: is this the fire hall? Andy: yes. Margaret: The service fees have almost doubled. Andy: The computer service fees are up and the cleaning services. Janann: what is garage door pm? Andy: There are four garage doors for the fire station, and one for ambulance. Will double check with Mark for the specifics of this. Eric: it's the maintenance on the doors so they actually work when you need them.

Andy noted that Randy charged us much less than any other regular computer technician would; we've been very fortunate to have had him doing work for us for so long.

Andy: Regarding equipment- Pagers- we have a lot of push to go digital; Mark is trying to buy a few new pagers a year so eventually we are up to date and don't have to buy them all at once. There is also a laptop purchase- it is time to replace the current one. Gabe: will this (pager) tech be out of date in a few years like cell phones? Andy: don't think so- these can possibly be reprogrammed. This switch to digital is coming so this is a way to do it gradually. Delwyn: why can't cell phones be used for this purpose if we are switching to all digital? Andy: not reliable cell service here to do that. Margaret doesn't agree that this expense should be under Public Safety Building; rather, under each respective department.

Utilities have been assumed the same as last year. Delwyn suggests to consider solar panels. Margaret: the school considered this- with the co-op, the distribution cost goes up; the lost revenue would have to come from the other users.

Delwyn questioned the amount for cleaning supplies. The consensus was that the proposed amount of \$900 is reasonable.

Motion by Delwyn to accept the recommended amount. Second: Gabe. Vote: 7-0-0.
Motion passed.

4. Harbor Master

Discussion- Lucy stated she is opposed to the short term annual goal of this section that references fishermen & recreational boaters- it doesn't reflect people who live on the outer islands. Suggests to add other island land owners to this. Andy mentioned there is a Harbor Committee reviewing the current harbor ordinance. It was noted there needs to be a place for longer term tie-up.

Andy: there is currently 10hrs/month budgeted for this position. This doesn't provide enough time to keep up with what needs to be monitored. Gabe: So this increase is so the harbor master will be able to carry out duties that are required. Andy noted that the \$18,000 brought in from boat registrations offsets the cost of the harbor master position. Delwyn: there is a lack of presence by the harbor master. Gabe: Under the current budget, there is not enough hours or wages to do the job. Andy: There hasn't been a focus on this in the past by previous boards of selectmen. The current board, however, does show an interest in this. Gabe: We need to start somewhere to move forward. Janann: If you don't pay someone, they can't be held accountable for doing the job. Eric: Until the town is willing to pay someone, you get what you pay for. Andy: other comparable harbors have much higher pay for this position. The ordinance is being reviewed to take this more seriously. Lucy: is there a way there can be a guarantee that if an increase is made, the money won't be wasted? Janann: would be interested in an increase if the job is taken seriously- currently nobody is happy with the situation. Lucy: people will be reluctant to increase when nothing is happening. Delwyn: it seems like the town manager has been taking on some of the responsibilities that should be the harbor master's. Gabe: with the new ordinance is there a way to estimate how much time is needed to do the job effectively? Andy stated there isn't to his knowledge.

There is a consensus to ask for the support of the selectmen before moving forward, and to obtain a job description for this position.

Delwyn would like to see committee members reach out to local fishermen to get their opinion on the harbor master issue.

The Committee will revisit this section after further discussion.

5. Next Week's Agenda

- Police
- Ambulance
- Fire Department

The following will also be discussed if time allows it.

- Insurance
- General Assistance
- Donations

Adjourn

Motion by Gabe to adjourn the meeting at 6 pm. Second: Janann.

Vote: 7-0-0. Motion passed.

Next meeting will be Monday, March 6th at 4:30pm