

Budget Committee Minutes

6:00pm Wednesday, February 21st, 2018, Vinalhaven Town Office

Present- Bill Alcorn, Lucy McCarthy, Janann Sherman, Holly Sault, Gabe McPhail, Eric Davis, Andy Dorr, Jocelyn McLean. Del Webster arrived at 5:15pm. Margaret Qualey was absent.

Minutes – Motion by Janann to approve the minutes from February 14th. **Second** by Gabe. **Vote:** all in favor; **Motion carried.**

Section Review & Discussion

Administration- Overall increase of 1.7% but reduction in service fees. Decrease of \$2,000 in travel and transportation; a grant that was received for manager's conference made it possible to reduce this line. There was a question about what the selectmen contingency is. Andy explained it gives the selectmen a small amount to do ad hoc types of things should they arise. There was a question about printing. This is mostly the costs to print the town report. Gabe asked if the wages included the potential constable position. Andy: No- It just includes the employees on the first floor of the town office. There was explanation about the software line-proposal to purchase office 365 suite; also considering switching to cloud-based server system. Need to stay up to date with our computer systems- when they don't work the admin staff can't do the work they need to. Andy explained the TRIO annual maintenance costs; and shared the different municipal functions the software has. **Motion** by Lucy to recommend the proposed amount of \$307,845. **Second** by Janann. **Vote:** All in favor; **Motion carried.**

Washington School- Proposed increase of 15% (\$6,215). Andy explained this is mostly maintenance and improvements to the building itself. This is something we don't do often enough. Paint, touch ups, and should start considering other building improvements; the roof needs work, some door frames are warped. It was also mentioned that the railing on the ramp and the front door should be painted every 3 or 4 years. Andy noted that we don't currently have anyone in charge of building maintenance. Gabe asked if it has ever been discussed; and mentioned that, for example, an apartment owner would have a maintenance person to keep up repairs and other maintenance. Andy: The only maintenance that currently occurs on a regular basis is for the sprinkler systems. Some lighting needs to be replaced; it was mentioned how plastic around one of the outdoor lights retains water, which can't be good for them. Andy recommends creating a reserve fund designated for Washington School Maintenance. Bill agreed, stating that maybe we should create a committee for this purpose; to annually assess

the condition of these buildings. Janann noted that we need to keep up with regular maintenance or there will be much higher repair costs in the future.

Motion by Lucy to recommend to the selectmen to form a building maintenance committee and create a reserve fund for annual review and assessment of town buildings. **Second** by Gabe. **Vote:** All in favor; **Motion carried.**

Motion by Gabe to recommend the proposed amount of \$43,935. **Second** by Eric. **Vote:** All in favor; **Motion carried.**

Town Property- Total for Town Property is \$123,000. Proposed \$3,800 for Thorofare, (not \$19,000; cost of building the float was mistakenly left on worksheet). This covers phone, float repairs, inspection, and cleaning. Gabe asked if the old float could be repaired. Andy explained that it's questionable whether there is anything left to work with. Indian creek footbridge lease is new this year; MMA insurance wasn't willing to cover 'any and all' injury- so had to reword the lease. The float lease will need to be reworded as well. There was a question about float repairs, and discussion about building another float. There is around \$8,000 left in the FY18 budget for repairs, but the question is whether the town can find someone to build a new float. There has been difficulties with this in the past.

Gabe proposed making a recommendation to the selectmen to use the remaining funds in FY18 budget either to fix the current float and add another float or fix the old one- with the goal of creating more float space.

Andy noted the parking issues at the Thorofare – the increased amount of use is not what it was originally intended for. Some cars are being left there year-round. There was discussion about the easement and thorofare lease.

It was agreed to make a recommendation to the selectmen to discuss with Mr. Lewis the future of the Thorofare lease- and if he would be willing to consider granting that land to the town.

Park Commission- proposed to stay at \$8,000- the committee has been very active; every park needs trail work. Some can be done with volunteers. There was discussion about Lanes Island maintenance, and how all the parks need TLC. It was asked if selectmen had talked about reserve funds; they haven't yet. Andy is suggesting that any unused Park Commission funds at the end of the fiscal year go into a park reserve instead of into the general fund. The tick problem on the island was also mentioned, and that additional trail maintenance could be recommended to help mitigate this issue.

The committee agreed to recommend creating a park reserve so any unused funds from PILOT (payment in lieu of taxes) payments at the end of fiscal year automatically go there instead of the general fund.

Old fire hall- generates \$6,000 income- fire hall pays for itself. There was discussion about the Historical Society Building- there is no budgeted amount for this because the Historical Society pays for all routine costs. For larger projects, assistance may be requested in the future; the Town owns the building, so there is an interest to keep it in good condition.

Motion by Lucy to recommend proposed budget of \$123,500, and to make the following recommendations to the selectmen:

- **To use the remaining funds in FY18 budget to either fix the current float and add another float, or fix the old float, with the goal of creating more float space.**
- **To discuss with Mr. Lewis the future of the Thorofare Lease- and ask if he would be willing to consider granting that land to the town.**
- **To create a Park Reserve so any unused funds from PILOT payments at the end of the fiscal year go here instead of the general fund.**

Second by Gabe; **Vote:** All in favor; **Motion carried.**

Licensed Septage Site- No change from FY18. **Motion** by Gabe to recommend the proposed amount of \$2,300. **Second** by Eric. **Vote:** All in favor; **Motion carried.**

Agenda for next meeting

Next meeting will be held Wednesday, February 28th at 5pm. Topics to be discussed will include Law Enforcement, Harbor Master, Animal Control, & CEO/LPI

Adjourn

Motion by Eric to adjourn the meeting at 6:17pm. **Second** by Gabe. **Vote:** All in favor; **Motion carried.**