



## TOWN OF VINALHAVEN BOARD OF SELECTMEN

### Budget Workshop Minutes

Thursday April 23, 2020

5:30 PM

*This was a virtual meeting in which some BOS members participated remotely. The public was able to view the meeting live by going to the Town of Vinalhaven Facebook page. A recording of the meeting is also available on the Town of Vinalhaven YouTube page.*

**1. Roll Call:** *Selectmen Eric Gasperini, Pamela Alley, Phil Crossman, Jacob Thompson, and Donald Poole; Elizabeth Bunker, Deputy Town Clerk; and Andrew Dorr, Town Manager.*

**2. Approve and Sign Treasurer's Warrant #42 -** *Motion by Eric Gasperini to approve and sign Treasurer's warrant #42. Second by Pam Alley. Vote 4-0-0. Motion carried.*

**3. Approve Agenda -** *Motion by Eric Gasperini to approve the agenda as written. Second by Pam Alley. Vote 4-0-0. Motion carried.*

*(Phil Crossman arrived)*

**4. Budget Workshop:**

- a. **Administration:** *There was discussion on budgetary software options. Looking for a budget book builder vs. multiple excel spreadsheets. Andy is also working to utilize and upgrade the Sage bookkeeping software they currently use. Andy is recommending to eliminate the \$9200 that was proposed for the budgetary software, and increase the current software user licenses to three (increase from \$1300 to \$2000). Motion by Eric Gasperini to adjust the Computer Software line to \$8600. Second by Pam Alley. Vote 5-0-0. Motion carried.*

*Motion by Eric Gasperini to set the Administration budget at \$321,615.00. Second by Donald Poole. Vote 5-0-0. Motion carried.*

- b. **Washington School:** *Andy mentioned issues in the siding and ant problems. Charlie Simpson has been in and he treated for ants. There was discussion on a painting timeline. There was discussion on the installation of heat pumps in the office spaces. Andy received two quotes for two different systems - one that would supplement the shoulder seasons, and another that could eventually replace the current furnace. The budget committee had discussion on the quotes as well. They and Andy recommend the smaller system for cooling and heating. There is also a line under Wages that could either be used for hiring a maintenance person, or used for service fees if a job was hired out. Discussion on trying to hire a maintenance person in the future. Andy suggested the option of buying some of the material with funds budgeted this fiscal year even if work isn't done until after July 1 (start of new fiscal year).*

*Motion by Eric Gasperini to move \$6000 from the Wages line to Improvements; and approve Wages line at \$13,860 and Improvements line at \$25,600. Second by Pam Alley. Vote 5-0-0. Motion carried.*

*Motion by Eric Gasperini to approve the Washington School budget at \$64,365. Second by Jake Thompson. Vote 5-0-0. Motion carried.*

- c. **Capital Projects:** *Andy went through the list of Capital Projects and gave a summary of description of each line.*
- i. *Road Repair - added cost here because cold patch and calcium chloride are included in this line now, previously in Public Works operating budget. There was discussion on guard rail replacement, culverts, ditching.*
  - ii. *Public Works Vehicle Reserve - There was discussion on the backhoe usage - shuffling the transfer station backhoe to the new public works salt shed, the working backhoe to the transfer station, and the possibility of purchasing a new backhoe. There was discussion on preventative road maintenance to keep good roads good and working to reclaim/reconstruct roads that have gone beyond routine maintenance. There was discussion on the average amount that has been spent annually on equipment maintenance, and replacement costs.*
  - iii. *Historic Sites - There was discussion on the Galamander work. There was discussion on the Bandstand needing maintenance, and the cast iron fence around the Soldiers Monument.*
  - iv. *Landfill Equipment - used for purchase of the single stream compactor recently. Andy said the solid wastes compactor has been running well and suggested building a cover similar to the cover of the single stream.*
  - v. *Old Fire Hall - There was discussion on painting the whole building vs. touch up, and the availability of someone to do the project. Eric Gasperini suggests eliminating the \$5000 from this line.*
  - vi. *Harbor Reserve - To be used for spiling replacement at the Fish Plant parking lot, and boat launches at both parking lots. Could be used as a match for a SHIP grant.*

*Motion by Eric Gasperini approve the Capital Reserve line at \$430,500. Second by Pam Alley. Vote 5-0-0. Motion carried.*

5. **Report of Members and Town Manager** - *Andy mentioned the Banking RFP put out three years ago is up, and there is the option to have two one-year renewals but Andy has to find out at what rate that renewal would be and doesn't recommend locking in for another three-year term. The Board agreed.*

*Andy asked about putting out a Fuel Bid and trying to get that in before the budget is finalized. There was a consensus of the Board to put out the RFP.*

*Andy got a brief update from the engineers for the Garage and the Carrying Place Bridget. A letter was sent to the Coast Guard for the permitting process for Carrying Place Bridge, giving the engineers the ability to work on behalf of the Town. (Things are about 3 weeks behind at this time.)*

*The Public Health Team released a statement on the news that a resident tested positive for Covid-19 and they are being treated at a Hospital. It is important to know what the Town must follow CDC and HIIPA regulations. Pam asked that the HIIPA attachment that was emailed to the Board be shared as she found it helpful. Eric Gasperini stressed that people should not be traveling to the island unless necessary. Jake asked if there were fines/repercussions for not following executive orders from the*

*Governor. Those orders are enforceable by local law enforcement, but Andy said it would best be answered by the County.*

*Eric praised the Public Health Team and the work they have been doing.*

*Eric asked elections. Andy said he would talk with Darlene about how elections would work. The State has sent out guidelines and is working to provide sanitizer and masks, etc., and there was discussion on absentee voting.*

- 6. Adjourn** - Motion by Eric Gasperini to adjourn at 6:56 pm. Second by Pam Alley. Vote 5-0-0. Motion carried.

**Budget items left to discuss: Donations, Planning, and Debt Services**

**Next Board of Selectmen's Meeting:** \_\_\_\_\_

*Respectfully Submitted,*

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*Elizabeth Bunker, Deputy Town Clerk*