

**Minutes for Waterboro Budget Committee Meeting  
January 24, 2022, at Waterboro Town Hall  
4:30 p.m. Meeting**

**Attendance: Budget Committee Members:** Diane Seehagen, Thomas Lee, and John Burrows. James Southworth was absent.

**Other Attendees:** Matt Bors, Dennis Abbott, Julie Giles, and David Lowe.

**1. Meet with Interim Town Administrator Matt Bors for proposed budgets for Departments 10-General Government, 13-Leases, 15-Insurance, 20-Town Clerk, 25-Tax Collector, and 30-Treasurer. Other departments may be done if time allows.**

The Budget Committee went over the Departments 10-General Government, 13-Leases, 15-Insurance, 20-Town Clerk, 25-Tax Collector, and 30-Treasurer with Interim Town Administrator Matt Bors. In addition because time allowed they also went over Dept. 35-Municipal Buildings, 40-Assessor, and 92-Capital Improvement Programs.

**Dept 10-General Government:** Finance/HR position was added to account 10-01-10-5000 to the Budget for this year. It has been discussed in previous Selectmen's meetings that the town is growing and this position needs to finally be implemented. Account 10-10-10-5050-Retirement and Department 15-Insurance will increase due to this position.

Also, under Account #10-01-10-5000 the Town Administrator Stipend for \$26,000 was reduced to \$3,000. The amount for Account #15-01-10-5010 FICA will be reduced because of this reduction in the stipend. Additionally Account #10-10-10-5050 Retirement will change due to this change.

Account #10-01-10-5005 Overtime for General Government. Matt had some questions as to if the amount of \$4,500 is too high. He will have Julie Giles check into this.

Account # 10-01-40-5600 Legal has tax lien releases, tax transfers, and legal for all departments is accounted for in this account. This will be added to the description.

Account #10-01-65-6100 Animal Control Officer there was some discussion on cell phone reimbursement and adding a contract. Matt bors will be looking into this. The amount of the Animal Welfare Contract will be added to the verbiage for this account on the spreadsheet.

There were no other changes mentioned for Department 10.

**Dept 13-Leases:** No changes were mentioned for Department 13-Leases.

**Dept. 15 Insurances:** There was some discussion on comparisons to other Towns and Matt Bors passed out a spreadsheet showing the comparisons between local municipalities and the Town of Waterboro. Waterboro is in the middle compared to other municipalities. There was some discussion on taking away the buyout of insurance that the Town gives to employees that are insured by another policy and do not wish to use the Town's health insurance.

Account #15-01-10-5040 Health & Dental Insurance Matt will have Julie Giles re-do figures as the continuous part-time employees for the Transfer Station need to be added in and the other figures will be checked for accuracy. Also, due to the new Finance/HR position this department will increase.

**Dept. 20-Town Clerk:** Account #20-01-10-5005 Overtime for the Town Clerk was discussed and it was decided to lower the \$6,000 down to \$4,500. Because of this change Account #20-01-10-5050 retirement will change and Department 15-insurances will increase. Matt will clarify this amount with Marina, Town Clerk.

**Dept. 25-Tax Collector:** There were no changes mentioned for Department 25-Tax Collector.

**Dept. 30-Treasurer:** There were no changes mentioned for Dept. 30-Treasurer.

**Dept 35-Municipal Buildings:** Account #35-01-60-5976 Emergency Fund was lowered from \$20,000 to \$10,000 as \$37,552.79 is still left in this carry over account to date.

Dennis Abbott stated that there was a bill passed & DOT is supposed to be taking over all traffic lights (We currently own the light at Hannaford & the Milk Room). So this should help the budget in the future. It is unknown when.

**Dept. 40-Assessor:** There were no changes to Department 40. There was some discussion on the re-evaluation that needs to be done soon and we would have to hire a firm to do this.

**Dept. 92-Capital Improvement Programs:** There was some discussion but no changes made for Department 92-Capital Improvement Programs. There will be more discussion in a future meeting on this department if needed.

**2. Discuss/vote to approve the minutes of the January 20, 2022 meeting.**

The minutes could not be voted on as John Burrows was not at the January 20<sup>th</sup> meeting and therefore there was not a quorum for voting.

**3. Adjourn**

Thomas Lee made a motion to adjourn the meeting at 6:07 p.m.  
John Burrows seconded the motion. The motion passed 3 – 0.