

**Minutes for Waterboro Budget Committee Meeting**  
**January 19, 2023 at Waterboro Town Hall Selectmen's Meeting Room**  
**4:30 p.m. Meeting**

**Attendance Budget Committee:** John Burrows, Debra Burrows, Christina Giordano, and Diane Seehagen. Thomas Lee was absent.

**Other Attendees:** Matt Bors, Laura Fish, David Lowe, Julie Hoyle, and Laura Lowe

**Review Departments on the Budget Sheet:**

**Dept. 50 Library:**

Julie Hoyle went first because she had to return to the Library.

Julie went over her letter to the Budget Committee that she submitted that explained the changes in her budget from last fiscal year to this. The changes were:

**50-01-10-5000 Salaries:** a 3% cost of living adjustment, increasing her hours from 32 to 40, an increase in her workers' salaries to be in line with similar jobs within Maine Public Libraries, and to increase Kay's hours 6.5 hours so Julie can do more of her job than working the desk.

These salary figures did not match what was on our spreadsheet so Laura Fish will look into it and bring back what she finds to the next meeting.

Other increases are:

**50-01-10-5050 Retirement:** Due to an increase in cost.

**50-01-15-5125 Dues & Subscriptions:** Due to an increase in cost.

**50-01-20-5210 Building Supplies:** We have moved the Libraries cost of toilet paper, paper towels, etc. to the Library instead of to General Government.

**50-01-20-5290 Books/Periodicals:** Costs have increased for books, etc. and \$1500 to purchase additional downloadable titles from Maine Infonet Downloadable Audiobooks. Julie has shifted \$150 from meals line 194 and \$100 from postage line 198 to the books and periodicals line.

**50-01-25-5300 & 5305 Electricity & Heat:** Due to increases in cost.

**50-01-30-5425 Equipment:** She is recommending increasing this line from \$1000 to \$3800 to cover replacement of the outdoor book drop as it has rusted out through the bottom. The cost to replace is approximately \$2,800.

**50-01-30-5435 Building:** She is recommending that the line be increased from \$4000 to \$5000 to cover the replacement of the flooring in the basement, repair uneven entry surfaces to the building, and some additional building repairs/paint touch up.

**50-01-60-5925 Program Expenses:** She is recommending increasing this line from \$1000 to \$2000 for her weekly craft program which is very popular and costs have increased.

She has also put in a CIP project for Dept. 95 which will be reviewed later in the budget process for a shed for the library to put ladders, picnic tables, etc. because now they are being stored in the handicap entry way and it makes it hard for people to go around these items. All other budget items have remained consistent.

**Dept. 32 I.T:**

David Lowe went over his budget with the Budget Committee. The increases for his department are:

**32-01-10-5000 Salary:** This increase is per contract.

**32-01-15-5050 Retirement:** Due to an increase in cost.

**32-01-15-5100 & 5110 Travel & Training:** These costs actually went down because it is nearly impossible to keep track of mileage for him and he is not anticipating any additional training courses.

**32-01-40-5605 Software:** This is the biggest increase (\$19,000) for his budget with the additional software of Trio Web (municipal software) and Paychex software that is needed for payroll and HR.

**32-01-60-5976 Web Hosting, Email Domain Services:** Due to an increase in cost.

**Dept. 70 Fire Department:**

**70-01-10-5000 Salaries:** No added positions just the 3% COLA increase.

**70-01-30-5405 Vehicle Repair & Maintenance:** Includes money for Engine 4 corrosion prevention treatment.

**70-01-30-5425 Equipment Repair & Maintenance:** Increase is due to Turnout gear replacement costs.

**70-01-30-5435 Building Repair & Maintenance:** Increase for ground maintenance, heat pump, exhaust-removal system filters, etc. These costs have gone up. The costs are for both Central & South Station.

**70-02-15-5125 EMS Dues & Subscriptions:** Google upped their price for email. They used to get their email free but Google has upped the price to \$12.00 for each account. Dave Lowe negotiated the price down to ½ that cost.

**Chairman Burrows asked for a list of the Fire Department vehicles and their ages. Matt will get to him. Matt stated that Engine 1 needs to be replaced. They are doing the best that they can to keep it going until the replacement can be put in the budget.**

**Diane Seehagen asked Matt where both he and Laura are working in the Fire Department (FD) and General Government (Administrator & Finance/HR Director), how many hours are figured for the Fire Dept. and for General Government. Basically 24 hours for General Government and 16 for Fire Department for Laura Fish and her retirement is under General Government. Matt's salary remains at the FD and the weekly 1K was added into the General Government and his retirement is under the Fire Department. Time may vary week to week as needed.**

**Dept. 77 Fire Hydrants:** The costs have stayed the same but he was told that there will be an increase in the FY 2025 budget.

**Dept. 79 Ross Corner Fire Dept.:** The costs have stayed the same.

**Old Business – from previous meeting:**

Changes were done to Dept. 13 – Leases. The total for Dept. 13 – Leases went from \$458,674 to \$460,550 to add the postal machine lease in that was left off in error.

Changes were done to Dept. 20 – Town Clerk. The account 20-01-20-5295 supplies went down as something was charged to this line in the previous fiscal year and should not have. Therefore, the cost for this budget line went down. Town clerk went from \$83,550 to \$82,050.

**Matt Bors had handed out a sheet to the Budget Committee on ARPA money. Diane Seehagen asked Matt if he is willing to sit down with the Community to see where the ARPA money would best be spent. Matt said he would but that money was earmarked by the Select Board. The ARPA funds could only be used for specific items and the Select Board did that. They increased salaries to be more in**

line with industry standards for essential workers (Library & Recreation were not included) and to add internet to areas in Town that did not have any. Dave Lowe said that the project to add the internet to the new houses on Deering Ridge road has been completed. This was from stone gate (near Bennett Hill Rd. intersection) down most of the way to Edith Huey Road. He also said that the project to add internet on McLucas Road Extension off of Middle Road is nearing completion. Update: This work was completed the day after this Budget meeting on Friday the 20<sup>th</sup>.

Matt informed the Budget Committee that there is supposed to be a large snow storm Monday the 23<sup>rd</sup>. He asked if they would like to move the meeting to Thursday the 26<sup>th</sup> of January.

Debra Burrows made a motion to move the Budget Committee meeting from Monday the 23<sup>rd</sup> at 4:30 pm to Thursday the 26<sup>th</sup> of January at 4:30 pm. Diane Seehagen seconded the motion. The motion passed 4 – 0.

Debra Burrows made a motion to accept the minutes from the January 9<sup>th</sup> meeting. Christina Giordano seconded the motion. The motion passed 4 – 0.

Christina Giordano made a motion to adjourn the meeting at 6:29 pm. Debra Burrows seconded the motion. The motion passed 4 – 0.