

**BUDGET MEETING MINUTES
TOWN OF ST. ALBANS
SELECTMEN'S MEETING
MONDAY NOVEMBER 30, 2020**

Roster: Todd Brown, Vice Chairman
Peter Denbow, Selectman
Hiram Weymouth, Chairman
Richard Fisher, Town Manager
Brady Snowman, Road Commissioner
Joyce Weymouth, Budget Committee

Roll Call

The Pledge of Allegiance was Recited

Current Finances

Manager Fisher reviewed current finances with the Board of Selectmen. The township has more delinquencies than last year, but revenues are generally sound and expenses are all under budget and the town is in better financial condition than at the same time last year.

Debt Management

Manager Fisher reviewed the town's long term outstanding debt with the Selectmen. The backhoe is paid off and the lease paperwork has been returned to the town. The town currently carries over \$755,00 in long term debt, which the total debt equals 34% of the yearly budget, and the yearly payments represent 12% of the yearly budget.

Manager Fisher's goal is to make improvements using retained earnings and grant monies, restricting those improvements to financially affordable projects while not incurring any more debt, unless absolutely necessary.

2019 Paving Project: 2 nd of 6 yearly payments will be due in 2021 – next payment	\$ 95,897
2026 Final Payment	
Sand/Salt Shed : 8 year loan w/ 4 yearly payments remaining	\$ 25,329
Fire Truck Lease	\$ 28,844
Total Due on Long Term Debt for 2021	\$ 150,070

Administration Expense

Manager Fisher went through each line item account with the Board. Selectman Peter Denbow suggested that the office staff could self-print the Town Report. Manager Fisher said he would cost it out.

It was agreed that the Town would continue with the current computer repair and alarm company.

The budget proposed new voting booths and kitchen improvements. There was a lively discussion and it was generally agreed that the existing voting booths did not require replacement. Kitchen improvements stayed in the budget.

The Manager had \$10,000 appropriated for the handicap ramp repair but did not have any estimates that would confirm cost. It was generally agreed to cut the repair cost to 5,000 and to contact the original builder and obtain an estimate.

Manager Fisher explained that he created a budget with many wish list items with the expectation that this session would be where the most cuts will be made based on policy decisions and getting the budget down to a reasonable number.

Manager Fisher appropriated \$40,000 for the improvement of the new parking lot next to town hall. This would include paving and lighting improvements and was a ball park estimate that was developed with the assistance of the Road Commissioner.

After much discussion it was generally agreed that the paving of the parking lot was not a necessity that requires immediate attention but a mercury light on the existing pole is needed. Manager Fisher was directed to contact CMP to get a light installed.

It was agreed that salaries would be discussed after Manager Fisher met with each employee and after discussion in executive session.

Fire Department Preview

Manager Fisher stated he had yet to meet with the Fire Chief. He had updated the truck lease to 2021. Manager Fisher said he expected this budget to increase due to the large number of members now active and the associated costs of their gear and labor costs.

Public Works Expense

The salary discussion was set aside. Manager Fisher went through each line item account and Road Commissioner Brady Snowman provided information on each line item. Mr. Snowman added more funding for gravel for road work.

There was a lengthy discussion on the 1-ton truck and how to present it in the budget. Manager Fisher had shown the purchase within the Road Department budget. After discussion there was general agreement that this purchase would fall under Capital Expense as part of the proposed 5-year plan to improve our vehicle stock.

5-Year Plan

Manager Fisher provided information on the 5-year plan for the replacement of the trucks. The first truck has been ordered and will be fully paid for by monies placed in the Capital Reserves. There would be a transfer of \$85,000 a year into the Building Equipment Fund. In 2021 the 1-ton truck will also be replaced. In 2023, another truck, either the wheeler or the single axle would be replaced. And in 2025, the final truck in the fleet would be replaced.

There was discussion on this plan and some general disagreement between the Road Commissioner and the Selectmen concerning the purchase of the 1-ton truck- the Selectmen each expressing a desire to have

the citizens approve the purchase in March, and the Road Commissioner expressing the need for a replacement sooner than March of 2021.

Special Projects

Manager Fisher proposed the paving of Pond Rd. as part of the 2nd phase of a two year plan. After Pond Rd is completed, using 100% MaineDOT funding, Manager Fisher and Road Commissioner Snowman want to begin prepping Ballard Road for a 3 year paving project.

Other Services

Manager Fisher asked the Selectmen what their position was on the Assessor. He read the increases that have been charged over the past and that the assessor has raised his rate by 15% in the past three years. He explained the Assessor is working off a 2019 contract and is extending it with increased rates. The Board requested Manager Fisher obtain a new contract for 2021. All other services remain the same.

Donation Requests

Manager Fisher stated he had sent out for the requests earlier this year and most had been returned with very few changes.

Insurance

Manager Fisher is still waiting for Insurance Costs on three categories as highlighted on the spreadsheet.

Executive Session

Todd Brown made a motion, seconded by Peter Denbow that In accordance with 1 MRSA 405 (6) (a) The Board would go into executive session to discuss personnel matters. All in favor.

At 8:40 pm the Peter Denbow made a motion to end the executive session and adjourn the meeting. Seconded by Todd Brown. All in Favor.

Respectfully Submitted,

Richard Fisher
Manager

Hiram Weymouth, Chairman

Todd Brown, Vice Chairman

Peter Denbow, Selectman

Date: December 14, 2020