

Minutes for Waterboro Budget Committee
January 18, 2024 at Waterboro Town Hall
4:30 p.m.

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

Other Attendees: Matt Bors, Laura Fish, Dwayne Woodsome, and Laura Lowe

A. Introduction and Election of Chair and Vice Chair

Vote: Diane Seehagen nominated John Burrows as Chairman. Debra Burrows seconded the motion. The motion passed 3-0-1 with John Burrows abstaining.

Town Administrator Matt Bors gave a brief introduction to the Budget Committee. He stated that work on the budget has been going on for several months now. He told Department Heads to keep the operating costs as flat as possible as his goal is to get wages up to local market cost as we are below in many of the positions. He has added a 4% COLA to the wage lines. Some positions will be receiving a market raise but not the 4% COLA.

B. Topics of Discussion & Possible Vote:

(Line numbers are from individual department spreadsheets)

1. General Government – Town Dept. #10

ARPA funds are no longer included in the budget. The remaining ARPA dollars Matt has discussed with the Select Board to potentially use for a Pickle Ball Court at Friendship Park and two electronic signs to possibly go outside the Town Hall and the Library.

Line 10 - Deputy Town Administrator Stipend - We have added this back into the budget. It used to be there when Gary was Town Administrator. This will be used to pay someone to fill in when Matt is out of the office.

Line 11 & 12 – This Customer Service position is not a new position. We are splitting the position because Vanessa is now a certified Assessor. We will be increasing Justine's hours for Town Hall and decreasing her hours to 16 hours as Administrative Assistant for Recreation. Vanessa will just be working in Assessing.

Line 13 – New label. Previously was called Volunteer Coordinator. The Maine Department of Labor has visited and we need to have required trainings for each

employee plus orientation for new employees coming on. Mike Fraser is doing this for the Fire Department already so he is going to be doing this Town wide.

Line 22 – There was a big jump on this line for required CDL Training

Line 40 - Charter Commission. The Charter members cannot be paid per the State. Any expenses will come out of the legal line. **It was decided that this line be added to the carry forward list of accounts.**

Vote: Debra Burrows made a motion to approve \$602,956 for Department 10 General Government. Diane Seehagen seconded the motion. The motion passed 4 – 0.

2. Leases – Town Dept. #13

Leases are up because everything that was approved in capital for FY24 is now moved to debt service: Extrication Tools, Chipper, 2500 PU Truck, DPW One Ton, and the Roll-Off Trash Truck.

Vote: Diane Seehagen made a motion to approve \$557,424 for Department 13 Leases. Christina Giordano seconded the motion. The motion passed 4 – 0.

3. Insurance – Town Dept. #15

This line is for all insurances: FICA/Medicare taxes, retirement plans, accumulated sick/vacation time buyout, workers compensation, unemployment, health & dental insurance and property & casualty, liability.

Vote: Christina Giordano made a motion to approve \$965,490 for Department 15 Insurances. Debra Burrows seconded the motion. The motion passed 4 – 0.

4. Town Clerk – Town Dept. #20

This department went up quite a bit due to the market adjustment for wages.

Vote: Debra Burrows made a motion to approve \$97,230 for Department 20 Town Clerk. Christina Giordano seconded the motion. The motion passed 4 – 0.

5. Tax Collector – Town Dept. #25

This department went up not entirely for wages but for hours too. The previous Tax Collector worked 32 hours so the current FY is 32 hours. The hours will be going up to 40 in the next FY.

Vote: Christina Giordano made a motion to approve \$57,904 for Department 25 Tax Collector. Debra Burrows seconded the motion. The motion passed 4 – 0.

6. Finance/Treasurer – Town Dept. #30

This department is a little less than last year because we have a new Treasurer and the previous salary included longevity.

Vote: Debra Burrows made a motion to approve \$84,848 for Department 30 Treasurer. Diane Seehagen seconded the motion. The motion passed 4 – 0.

7. General Assistance – Town Dept. #87

This Department is lower than last FY because the salary, overtime, and retirement were taken out of this line and added to General Government/Motor Vehicle Agent. This position is done by the same person.

Vote: Diane Seehagen made a motion to approve \$24,685 for Department 87 General Assistance. Christina Giordano seconded the motion. The motion passed 4 – 0.

8. Miscellaneous Accounts – Town Dept. #95

Vote: Debra Burrows made a motion to approve \$825,587 for Department 95 Unclassified. Christina Giordano seconded the motion. The motion passed 4 – 0.

9. Old Home Days – Town Dept. #97

Vote: Christina Giordano made a motion to approve \$15,000 for Department 97 Old Home Days. Debra Burrows seconded the motion. The motion passed 4 – 0.

The Budget Committee rescheduled their January 29th meeting for January 25th at 4:30 p.m.

C. Adjourn

Vote: Diane Seehagen made a motion to adjourn. John Burrows seconded the motion. The motion passed 4 – 0. The meeting adjourned at 6:19 p.m.