

Minutes for Waterboro Budget Committee  
January 22, 2024 at Waterboro Town Hall  
4:30 p.m.

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

**Other Attendees:** Matt Bors, Laura Fish, David Lowe, James Farrenkopf, Julie Hoyle, Dennis Abbott, Dwayne Woodsome, and Laura Lowe.

The meeting started at 4:30 p.m. Added to the Agenda was: Under Heading A: #6 Agenda Minutes from 2/16/23 and #7 Agenda Minutes from 1/28/24.

**A. Topics of Discussion & Possible Vote:**

(Line numbers are from individual department spreadsheets)

**1. I.T. – Town Department #32**

I.T. Manager David Lowe came before the Committee regarding his Department's budget. Not a lot has changed from the last FY. His budget went up less than \$4000. He has added Paychex software, upgraded the Municipal Software Trio, and is switching email accounts to Gmail. Gmail is no longer free so there is an added cost. We are all set with internet upgrades. We have upgraded the internet to one of Spectrum's higher bandwidth plans and the firewall has been upgraded to a more secure unit with faster throughput for threat scanning. The Paychex software will pay for itself as it automates many of our processes such as end of year W2 creation. We have already received our W2's as of January 1<sup>st</sup>. It was asked of David from the Committee what the Repairs and Maintenance line (#13) is used for. David replied it is for cycling out equipment, items such as new laptops, replacing failed equipment, battery backups, or new batteries for UPS units. Line 18- Unclassified David explained it is not a tax item and is offset 100% by cable TV franchise fees revenue.

**Vote:** Christina Giordano made a motion to approve the \$177,337 for Department 32 I.T. Debra Burrows seconded the motion. The motion passed 3 – 0.

**2. Fire Department – Town Department #70**

Jim Farrenkopf a full-time employee of the Fire Department (FD) gave a powerpoint presentation to the Committee. He went over current FD wages which now includes longevity for part-time employees. He did a study of York County wages averages and Waterboro falls below average. He has given two proposals for wage upgrades for the Department across the board. Proposal #1 is an increase of \$121,143 for just wages with no overtime or benefits included. This will make Waterboro FD wages in line with Hollis and Buxton the Town's that are closest to our Town in comparison.

Proposal #2 does not include the COLA and is an increase of \$77,272 for just wages with no overtime or benefits included, and we will have to revisit upgrading wages again next year. There were no questions from the Board.

Matt Bors stated that option #1 is the option that is included in the Fire Department sheet.

Matt Bors went through the Budget Document with the Committee line by line.

Some topics discussed were:

**Lines 9 – 38:** These lines have decreased from the last FY budget.

**Line 22 Equipment:** Went up a little as some of the turnout gear needed to be replaced. Each set costs \$3500.

**Line 35 Call pay:** This line item has gone down as Call pay has gone down. Chairman Burrows asked what Call pay is. Matt stated it is Call volunteers. They get paid hourly. They are whoever comes from home to work at the FD.

**Lines 36 – 54 EMS:** All stayed pretty much the same.

**Line 42 Uniforms:** They are replaced every year. Pants, t-shirts, boots, sweatshirts, and jackets. Each employee receives five of each.

**Line 45 Vehicles:** This line is zero because all repairs & maintenance goes under line 21 for the Department.

**Line 57:** The cost for Biddeford Police dispatch is an estimate as we do not know what the cost will be yet. We know the cost will be higher than 2.5% from last year. We will know the true cost this week. This line may be higher than the \$80,595. We will keep you informed if we need to revisit this line.

Before the vote Debra Burrows wanted to verify that Option #1 and not #2 for wage increase was included in the budget document sheet. Matt Bors verified that it was included.

**Vote:** Debra Burrows made a motion to approve \$1,777,682 for Department 70 Public Safety. John Burrows seconded the motion. The motion passed 3 – 0.

### 3. **Library – Town Department #50**

Julie Hoyle came before the Committee to discuss her Departments budget. The biggest difference in her budget is the 4% COLA added to wages and some staff are increased now because part-time workers can now receive longevity pay. Some topics discussed were:

**Line 9 Training:** This line increased \$50 because the cost for the Children’s workshop has gone up.

**Line 17 Books/Per:** This line is for hard books purchased, magazines, subscription, download libraries, and cloud libraries.

**Line 19 Electricity:** This line has increased a little due to costs for electricity.

**Line 26 & 27 Software/Web:** We have a software web category now as we pay for a genealogy website for our patrons, Biblionix library software, and Adobe Photo Shop.

The library needs some repairs done to the building and Matt has put this in Capital Improvement Department 92 of the budget.

**Vote:** Debra Burrows made a motion to accept the \$155,441 for Department 50 Library. Christina Giordano seconded the motion. The motion passed 3 – 0.

4. **Hydrant Rental – Town Department #77** Chairman Burrows asked if we owned the Fire Hydrants for Waterboro. We do not own the Fire Hydrants. They are owned by the Water District. This budgeted money is used for the use of the hydrants. The Water District does plow them out. The price is set by the PUC (Public Utilities Commission). The Town is responsible for 1/3 of their operating costs. This does not include if they need to look for additional water sources. This money is not just for hydrants but also for Fire Protection.

Chairman Burrows asked, “How come the Water District is not an entity of Waterboro”. Dennis Abbott answered with some brief history. Back in the 90’s the Town decided to add a quasi-

municipal water district. At an Annual Town meeting the assets were moved to the water district and this is how it was formed.

**Vote:** Christina Giordano made a motion to approve the \$62,000 for Department 77 Hydrant Rental. Debra Burrows seconded the motion. The motion passed 3 – 0.

**5. Ross Corner Fire – Town Department #79**

Ross Corner sent a letter explaining the reason for their increase request: Ross Corner Fire Company is requesting \$11,160 from the towns of Alfred, Shapleigh, and Waterboro for the year 2024. They did not have an increase in 2023 despite increases in basic costs across the board. Smaller membership has helped reduced the average costs of gear over time, but increases in fuel, utilities, and Engine maintenance have more than offset those savings.

**Vote:** Debra Burrows made a motion to accept \$11,160 for Department 79 Ross Corner Fire. Christina Giordano seconded the motion. The motion passed 3 – 0.

**6. Agenda Minutes from 2/16/23**

**Vote:** Debra Burrows made a motion to accept the minutes from 2/16/23. John Burrows seconded the motion. The motion passed 3 – 0.

**7. Agenda Minutes from 1/18/24**

**Vote:** Christina Giordano made a motion to accept the minutes from 1/18/24. Debra Burrows seconded the motion. The motion passed 3 – 0.

**B. Adjourn**

Debra Burrows made a motion to adjourn the meeting. Christina Giordano seconded the motion. The motion passed 3 – 0. The meeting was adjourned at 5:21 p.m.