

Agenda for Waterboro Budget Committee
February 5, 2024 at Waterboro Town Hall
4:30 p.m.

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

Other Attendees: Matt Bors, Dwayne Woodsome, Laura Fish, Jason Champion, Joshua Andrews, Glenn Seehagen, and Laura Lowe.

A. Topics of Discussion & Possible Vote:

(Line numbers are from the individual department budget sheets)

1. Updated/Changed information if needed

There were no updated or changed information for the committee

2. Public Works – Town Department #85

Line 5 – Salaries: Matt Bors went over the salary line with the committee. A 4% COLA was given except for the two CDL Class A drivers who received a market increase to \$27 & \$27.50 per hour. The Transfer Station employees, who work parks ground maintenance when Public Works cannot get to it, are taken out of this line also.

Jason Champion DPW Director went over the rest of the budget with the committee:

Lines 9 – 13: These lines were kept the same as the last fiscal year.

Line 11 is for drug testing for DPW and Transfer Station CDL employees. Not all are called in at a time as it is random. There are a total of five employees that participate in this testing.

Line 14 Buildings: This line went up due to price increases.

Line 15 Culverts: This line went up due to price increases. Jason has 15” in stock but is getting low on the 18”. An 18” piece of culvert is \$390 for 20’. This gives him only about 10 culverts that he can change. He has been using 18” lately because of all the rain we have been receiving. 15” culverts are still \$280 for 20’. Any new driveway entrance the owner has to buy a culvert. He stopped selling to homeowners due to stock shortages.

Line 16 Cold Patch: This line stayed the same. It is still approximately \$142 a ton. He thinks he is good for the year for 28 tons.

Line 17 Hot Top: This line stayed the same. Hot top varies as there are a couple of different mixes. 9 ½ mix which is more sand than rock and is \$88 a ton. Then there is the 12-5 mix which is about \$102 a ton. This is used to make repairs around town. Jason has a target list of roads for this. This is not for the Capital Improvement project that will be done on Middle Road for base payment.

Line 18 Sand & Salt: This line has stayed the same. Jason has ordered already this year 1500 ton of salt at \$76.30 a ton which is \$114,450. The carry forward amount from last year is \$68,885 but is not in the budget document amounts. We have hauled around \$1300 yards of sand at \$4.00 a yard which is a reasonable price.

Line 20 PPE: We have gone up \$600 so we can purchase the crew extra winter jackets or hats if needed.

Line 21 Gas & Diesel: We have gone down about \$9000. Last year on-road diesel was around \$5.00 a gallon. Prices have gone down so we have budgeted around \$4.25 a gallon with 3400

gallons that we use so it is approximately \$14,450. Off road diesel is around \$3.75 a gallon at 3550 gallons we use which is approximately \$13,312. There is 2000 gallons of gas at \$3.05 a gallon which is approximately \$6100. He thinks we are safe since we are only 35% spent this year so far. Diesel did just go up to \$4.20 per gallon.

Line 24 & 25 Electricity & Heat: We found we had a significant amount left at the end of the year on the electricity line so we went down on this line approximately \$1500. We also went down on heat about \$500. Today's price is still around \$3.29 a gallon for oil.

Line 26 Telephone: Stayed the same. This is for cell phone reimbursement for himself and his foreman, internet, and the garage phone.

Line 28 Vehicle Repair & Maint.: We went up about \$500. This covers seven vehicles. We received a used dump truck and a new truck. Four are diesel which is a lot more to repair.

Line 31: We went up about \$1000. This covers all the sites throughout the Town: Library, Town Hall, Transfer Station, Lions Field, Friendship Park, Public Works, a spot a Mill Pond. This is done by DPW and a larger project a contractor is used.

Line 32 Equipment Repair & Maint.: Maintenance on all equipment: Excavator, Skid Steer, Roadside mower machine, etc. This line stayed the same.

Line 33 Radios: This is for the repeater that is in their trucks. The line stayed the same.

Line 34 Building: This line stayed the same. We are going to be doing some insulation in the old building to save on some heat. We had a water heater go recently and saved some money by replacing ourselves.

Line 36 Town Roads: This line went up a bit. In ditching we need more help with outside contractors as we can only get so much done ourselves.

Poirier Guidelines does our road striping. He has not gone up in price but he said he will be in the next year or two. We can get away with not striping some of our roads every year. Flagging is estimated about 288 hours at \$34 hour and you need two at the same time so you are only getting 144 hours.

Sweeping went up \$1500. The sweeping is done as spring cleanup to clean the winter sand off the roads for safety for motorcycles, people walking, etc. We have a new contractor this year and he is a little bit higher in price. The last contractor sold his business.

Line 44 Software: This is for the Text.my.gov alert system and the Iworqs software he uses on his iPad to keep track of culverts that need to be changed or were changed, and where the catch basins are. This line stayed the same.

Line 47 Plowing: We are up \$14,560 from last year. The description in line 47 contract \$560k is from last year and needs to be removed.

Line 50 Incidentals: This is used for unknowns or a buffer. This line has not been used very much so it was dropped down to \$5,000 from \$8,500.

There were no ending questions from the committee.

Vote: Debra Burrows made a motion to approve 1,956,472 for department 85-Public Works. Christine Giordano seconded the motion. The motion passed 4 – 0.

3. Transfer Station – Town Department #80

Matt Bors went over the salary line with the committee. A 4% COLA was given to the department and one CDL driver received a market increase to \$28 per hour.

Joshua Andrews Transfer Station Manager went over the rest of the budget with the committee:

Line 7 - Retirement: Went down because it was identified that all of the retirement budget lines were over budgeted for last year.

Lines 9 & 10: Stayed the same as last fiscal year.

Line 11 Dues & Subscriptions: This line went up \$200 because Maine Resource Recovery, our only subscription, has gone up in price.

Line 14 Hot Top Repairs: This is for an apron around the oil building. The building we have now is too low. It was not built to the grade of the pavement. When we get a rain storm all the water goes into the building and fills the containment. We bought a pump because we need the containment to be there for the oil if it overflows so it cannot be full of water. We are going to fix the apron instead of tearing down the building.

Line 17 Fuel for Roll Off Truck/Heaters: We are not adding to this line even though the new Roll-Off truck will be in Maine on February 14. One truck will be in the yard swapping cans while the other one is out on the road hauling so Josh does not think he needs to add to this line. Only 36.77% expended for the year so far.

Line 18 Licenses: We pay yearly to DEP for our storage facility and compost facility license. The line has stayed the same.

Line 26 Roll off Container: Some of the cans are getting old. You can patch holes but when they rot on the bottom frame it has to be replaced. We have 24 cans right now including the cans at the school but not all are interchangeable. We have only two right now that fit recycling. We had three but one went to the school because their can rotted out. It takes the school three weeks to a month to fill up their can. We do have a contract with the school and will relook at this contract this spring. Our plan is to buy one can every couple of years.

Line 22 Heat: When it is really cold we burn through this fast. Right now it has been a pretty mild winter.

Line 25 Vehicle Repair & Maint.: This will have two roll-off trucks on it. The backhoe we have now is getting towards the end of its life. It is around 5000 hours. It has been having a lot of electrical issues. He is hoping these repairs will not clean this line out.

Line 28 Building Repairs: For basic maintenance of the Quonset hut, the office, the oil building, the single sort compactor building, and the compactor building. The description here on the line needs to be changed to what the previous sentence states.

Line 31 Oil-Antifreeze w/per gallon tipping fee: This line has been doubled from last fiscal year because the price has gone from .75 per gallon to \$1.26 per gallon for oil. Right now we are at 72.41% expended. We do not charge residents for this so it does not get dumped around town. We have hauled 3350 gallons last calendar year for oil and 550 gallons of anti-freeze.

Line 33 Universal Waste: No change to this line. This is for bulbs, ballast, and electronic waste. We do not pay for T.V.'s. We pay for the miscellaneous the small stuff: speakers, bulbs, etc.

Line 34 Oversized Bulky Waste: This is for burnable furniture. 1086 tons of bulky waste has been budgeted. Ecomaine has raised their price to \$97.50 per ton. This has gone up \$10.00. Oversized bulky waste and recyclable single sort waste was previously on the same line but is now split out to lines 34 & 45. This is why the numbers have dropped from previous fiscal year. Josh is budgeting for 1086 tons of bulky waste going off of last calendar year invoices.

Line 35 Non-recyclable Demo Debris Tipping & Sheetrock: In the past we paid separate rates for sheetrock and mixed demolition. Now it is all mixed demo at \$134 a ton. We are saving a lot of money now by keeping the gates closed.

Line 38 Ecomaine Tipping fees Household Waste: Ecomaine has raised their price to \$97.50 per ton. This has gone up \$10.00. Therefore we have gone up on the line. Josh has budgeted for 2401 tons.

Line 41 Shingles: The price has gone down as we are not taking in as many.

Line 44 Grinding Wood Waste & Tires: This line has stayed the same. This is for the brush pile and CND pile down back. Whatever he has left over on this line for the grinding he uses to get rid of the tires.

Line 45 Recyclable Single Sort: Ecomaine has gone up \$20 a ton. So we will be paying \$65 a ton. We used last calendar year 348 tons so this is what was budgeted.

Rest of lines to line 52 stayed the same.

There were no ending questions from the committee. There was a short discussion of how it would help the Town if more people recycled.

Vote: Diane Seehagen made a motion to approve \$857,120 for department 80-Health & Sanitation. Christine Giordano seconded the motion. The motion passed – 0.

4. Municipal Buildings – Town Department #35

This department went down \$5,000 from last fiscal year. There was an increase in line 8 Building supplies \$1,000. However, there was a decline in utilities of \$7,000 due to over-budgeting on these lines. Diane Seehagen asked why there was an increase in line 21 Traffic Lights pair/maintenance. Jason stated it is because they just had to replace the whole system at the Milk room which was approximately \$7,000 and we will have to replace the one at Hannaford as it is just on cycle/timer. Matt stated that we originally had \$11,375 in this line with some money that was carried over and we are now down to just over \$5,000. Line 22 Emergency Fund is budgeted for \$10,000 and the current balance is \$50,341. We have spent nothing out of this line so far this year. We try not to touch unless it truly is an emergency. It is there just in case it is needed.

There were no other questions from the committee.

Vote: Christine Giordano made a motion to approve \$103,250 for department 35-Municipal Buildings. Debra Burrows seconded the motion. The motion passed 4 – 0.

5. Capital Improvements – Town Department #92

Equipment: We again tried to hold off on any extra purchases so we could concentrate on wages as previously discussed. The contract cruiser is in Capital improvements at the request of the Sheriff's department for \$50,000. Our current cruiser has been pulled out of service and our contract deputy is using a loaner car. Our current cruiser has 165,000 miles on it now. If the Board wants to continue with the YCSO contract than we need to make sure we do not have this problem again of waiting for a cruiser. We also received a request from the Recreation Department for a handicap swing for Friendship Park for \$5,000. Matt took this line item out of the Recreation budget and put into Capital Improvements.

Buildings: We need to fix some winter rot around the leaking windows at the roof line at the library. We had someone come out and assess the rot. We have budgeted \$15,000 for this project. Also, we budgeted \$7,000 to replace flooring at the Old Town hall Office & Hallways. We had Sanford Flooring give us an estimate. We plan on using commercial type carpet in the office and some sort of linoleum for the hallways. Matt took this line item out of the Recreation budget and put into Capital Improvements.

Upgrade Roads: We have budgeted \$250,000 to reclaim a section of Middle road and a base section. Also, Ossipee Hill Road with New Dam some of our major traffic roads. Deering Ridge is

good. Roberts Ridge just was finished. It cost \$215,000 just on paving at Roberts Ridge from Townhouse to the pole line. It is very costly.

Debra Burrows asked how much Public Works is doing on Middle road and how much have they done so far? Jason stated that they will be doing 5400'. What they have done so far is the West road end and in 5400', the previous DPW Director paved 5300' and we were trying to do a section this fall but could not because of all the rain. We will probably roll this line item over to the next fiscal year and do the whole thing all at once approximately 10,000 feet. Then there will be two sections left to do. This will be on our budget sheet for a few years as it is a long road.

Vote: Debra Burrows made a motion to approve the \$327,000 for department 92-Capital Improvements. Diane Seehagen seconded the motion. The motion passed 4 – 0.

DPW Garage: Matt went over this item with the committee. This garage is not on our budget sheet. The idea of the project has been presented to the Select Board and the voters voted last fiscal year to spend \$50,000 for planning purposes. Matt showed this proposed concept of this building and discussed with the committee. The estimated construction cost is \$3.4 million. It could come out less than this and we will not know until it goes out to bid. We have had some estimates in financing which showed about a \$265,000 payment at about 5%. Some banks were a little less than this. The initial cost for this project may be high but next year the salt shed is paid off (approximately \$80,000 payment) and we are currently paying over \$700,000 for the plow contract. Some people are nervous about the Town taking over the plowing but we do not know if we will in the future have someone to bid on the contract. Our current contractor has had up and down issues with his health and he has been the only bidder the last few fiscal years. We do have several employees now (4 men) who can plow. We could bring in a mechanic and maybe another full time person and create a reserve list for the winter months. John Burrows asked if the plow trucks can be housed in this garage. Jason stated that the building can hold seven trucks. The garage bays have 16' doors that are 14' wide. There is also a mechanics shop and a wash bay. The wash bay will help in preserving the life of the trucks. Our current building is not big enough to do this. It is jammed packed and we can continue to use this building as storage. Chairman Burrows stated that if Matt & Jason have looked at Buxton's building and it is not big enough. Have they accounted for this in Waterboro's garage? Jason stated that is why they have added the lean-to to the side of the building. We have discussed with the current contractor to take a road or two to start. After year three he will negotiate with us for two years and by the fifth year we should be ready to go ourselves. We will be discussing with the Select Board when to bring to the town's people. Selectman Dwayne Woodsome does not want to speak for the Select Board, but in discussions with them he feels the Board is on board with this garage. He would like to have the Budget Committees support on going ahead with the project to go to the Select Board. Chairman Burrows stated that the committee supports the proposed building. **Matt stated he will draft something for the committee's next meeting that can be sent to the Select Board that states their approval.**

6. Accept minutes of 1/22/24 and 1/25/24 meetings

All previous errors were corrected.

Votes: Debra Burrows made a motion to accept the minutes from the January 22, 2024 meeting. Christine Giordano seconded the motion. The motion passed 4 – 0.

Diane Seehagen made a motion to accept the minutes from the January 25, 2024 meeting. Christine Giordano seconded the motion. The motion passed 4 – 0.

Next week, Monday is the last Department - Recreation and wrap up. March 5th it was decided to meet with the Board of Selectmen on the budget.

B. Adjourn

Vote: Debra Burrows made a motion to adjourn the meeting. John Burrows seconded the motion. The motion passed 4 – 0. The meeting was adjourned at 6:12 p.m.