

**Board of Selectmen
WORKSHOP/MEETING**

Board of Selectmen's Room

**March 1, 2017
5:00p.m.**

Board Members Present: Gregory N. Watkins, Chairman; Glenn R. Zaidman, Vice Chairman; Bernard N. King Jr; Robert J. McHatton Sr.; Robert P. Murphy. **Absent:** None

Administration Present: Robert A. Peabody Jr., Town Manager; Georgiann M. Fleck, Deputy Town Manager; Charisse Keach, Finance Officer.

1. Call to Order

Chairman Watkins called the meeting to order at 5:00p.m.

2. Pledge of Allegiance

3. Approval of Minutes – February 22, 2017

4. Questions/Comments on Previous Budget Items/Department

Chairman Watkins said the Board agreed to set aside as an agenda item the opportunity to bring up any questions/comments from the previous budget meeting, therefore, are there any comments regarding departments we reviewed at the previous meeting? There were none.

5. Review of the Following Accounts

022 - Bridgton Public Library

Town Manager Peabody said the Board previously received a copy of the response from Stan Cohen, Treasurer of the Bridgton Library, as a result of questions raised by the Board at the previous meeting (copy attached).

Mr. Cohen said also present are four other trustees of the Library. Amy Stone, Director of the Library, could not be present this evening due to a scheduling conflict. Mr. Cohen distributed Information entitled *Bridgton Board of Selectmen and Milestones in the History of Bridgton Public Library* for the Board to review (copies attached).

Discussion ensued between Board members, Town Manager, Attendees from The Bridgton Library and Citizen(s).

Selectman McHatton said one of the biggest contributions is the Four on the Fourth Road Race? Mr. Cohen said not as big as the Town but it is a significant part of our income.

Selectman Murphy asked if there are any acquisitions for the library? Mr. Cohen said there have been some developers who want to acquire property that abuts the library I do not know of any definite plans at this time.

Town Manager Peabody asked what are your ideas for purchasing new books? Mr. Cohen said the culling takes place at least twice a year. The budget allows \$11,000. Town Manager Peabody said libraries are transitioning whereby it used to be a place where people took books in and out. Mr. Cohen said compared to a lot of small town library's we are ahead of the curve in technology. A lot of people are there to use the computers and Wi-Fi. Sharon Smith Abbot said last year 4,000 patrons that logged in on the Library site for a total of over 21,000 hours. Will Libby said the librarians will assist people with questions and even services such as job search and resume' development resources. Selectmen Murphy asked if the library hosted any book signings by authors? Mr. Libby said yes we hosted one last summer for the author that writes about game wardens and it was standing room only. Town Manager Peabody asked where did the endowment come from and how is it managed? Mr. Cohen said the library has two invested funds; one from Vanguard referred to as the Endowment Fund and a trust bequest from Janette Walker in the amount of \$273,600. They reached about \$800,000 which is the highest it has been. We have withdrawn some money from it for working capital. The library can withdraw up to 5% of the market endowment over three years. Sometime in the future, 9 or 10 years from now, we may have to close down or come to The Town of Bridgton for more money, therefore, it is so important right now to preserve as much of the endowment as we can. Selectman King said you are asking for an increase over what budgeted last year? Mr. Cohen said \$3,500. Selectman King said what if the additional \$3,500 is not approved? Mr. Cohen said we would need to review the operating budget and consider areas we could cut which may include decreasing the hours the Library is open. In order to have a breakeven budget we need the funding.

Town Manager Peabody said it is not that I don't think that the library is worth it, in fact, public libraries are the cornerstone in Town but I have to look at a \$7,000,000 budget and I have to look at all the funding and services they provide.

Chairman Watkins said next year instead of \$82,500 it might be \$85,000 or \$86,000. We need to anticipate future funding, therefore, do you have any idea what the future needs of the library might be financially? Mr. Cohen said I don't have a crystal ball to answer that question.

Selectman McHatton, Selectman King and Selectman Murphy approved the \$82,500. Vice Chairman Zaidman and Chairman Watkins approved the \$80,000. Chairman Watkins said it is a 3 to 2 consensus of the Board to approve the request for the Library in the amount of \$82,500.

251 - Ambulance

Town Manager Peabody said the Town is in year two of a three year contract. What are the number of calls that the Ambulance responds to? Paul Fillebrown, representative for United Ambulance, said 1,700. We do well to maintain the level of coverage you have in town.

Selectman King asked if they have agreements with other Town's? Mr. Fillebrown said yes.

The Consensus of the Board was to approve the proposed budget for account 251 Ambulance.

028 - Town Clerk

Laurie Chadbourne, Town Clerk, said most of the accounts are either level funded or have been reduced. Costs associated with tax liens are reimbursed by the tax payers but we don't know how

many liens there will be. Chairman Watkins asked if the Board was comfortable with account 1012 (Part-time) which is 53.29% remaining? Town Clerk Chadbourne said we will bring part-time staff in May and June. One of the part-time employees will not be returning so there may be hours necessary for training. Town Manager Peabody said the part-time employees are seasonal or fill-in.

The Consensus of the Board was to approve the proposed budget for account 028 Town Clerk.

120 - General Assistance.

Town Manager Peabody asked what does the State reimburse the Town? Laurie Chadbourne, General Assistance Administrator, said 70%.

Selectman King said legislation is considering changing the aspects of general assistance. Town Manager Peabody said there are some proposed law changes “in the hopper” including converting it to the County and the Governor wants to make it all local responsibility which testimony was overwhelmingly against the changes. Selectman King asked how many have you averaged this year? Town Clerk Chadbourne said 3-7 per month but it varies. Town Manager Peabody said each application requires research. Town Clerk Chadbourne said we do have the capability to connect to the State’s information to confirm what they have reported. Town Manager Peabody said the General Administrator has to be available 24 hours a day, seven days a week. Selectman King asked if she was comfortable with the proposed budget? Town Clerk Chadbourne said you could reduce it but I would recommend level funding because we don’t know what might happen next year. Chairman Watkins asked how do they contact you during off hours? Town Clerk Chadbourne said the Town Manger is listed on 911 as the contact.

The Consensus of the Board was to approve the proposed budget for account 120 General Assistance.

223 - Police Department

Police Chief Rick Stillman said you should be proud of your Police Department, they do a great job and last year was a great year. I also want to thank you for allowing the Department to have an extra officer who is graduating May 19. As part of the budget process, once the new officer graduates, we will promote one officer to Sergeant, therefore, the Department will have two Sergeants. This is a small increase in the budget amounting to about \$4,500. It raises the level of accountability which is one of the things that was identified in the study. I will continue training as the budget allows which is so important especially with the ever changing laws. The laws involving marijuana alone has made things challenging.

Selectman King asked what are your thoughts on body cams? Police Chief Stillman said we have one which is shared by Officer Reese and Officer Jones. I am requesting two in this proposed budget. Officer Reese has been wearing it for about a year and we have found it to be advantageous in trainings. Vice Chairman Zaidman asked how expensive are body cams? Police Chief Stillman said approximately \$1,100 Charisse Keach, Finance Officer, asked if he’s considered the MMA safety grant? Police Chief Stillman said George Szok, Grant Writer, is currently looking into that but we are not sure at this time. Chairman Watkins said if you budget for them and you receive a

grant what do you do? Town Manager Peabody said we have four requests out for grants. We would take in the revenue but you would spend the expenditure resulting in an under-expenditure in his department and an over-expenditure in the revenues.

Police Chief Stillman said the Public Safety Administrative Assistant services and budget is shared between the Police Department and the Fire Department.

Police Chief Stillman said we had a park ranger last year and she has agreed to come back this year. This is a very busy job, therefore, I am asking to increase her hours from 25 to 30 hours per week. Highland Lake is the most active and Gary Colello, Recreation Director, was pleased to have her at Highland Lake. Town Manager Peabody asked what areas does she patrol? Police Chief Stillman said Highland Lake Beach, Salmon Point, Sabatus Island, Pondicherry Park and Woods Pond Beach. We did have some issues at Woods Pond so she started spending more time there which decreased some of the issues.

Selectman King said in signing the warrants there are two officers getting a lot of overtime. Will that change when the new officer begins? Police Chief Stillman said you could possibly have three officers getting overtime. There is a list so everyone is offered the same amount of hours but you have some officers who don't want to work that much overtime but the two that hardly ever say no get the bulk of the overtime. Chairman Watkins said in regards to the promotion to Sergeant, would it make any difference if it were a Detective to help off-set the overtime? Police Chief Stillman said that is something I am considering for next year or the year after. We are lacking in investigation and administration which is time consuming. The Officers spend a lot of time in the office to get the work done. My plan is that one Sergeant be Control Commander and one Sergeant be Administrative Sergeant. Selectman King asked if you will have one that will sign off on officer reports? Police Chief Stillman said Officer Reese currently does that. He will spend his time reviewing, at times, as many as 80 reports. This time of year there is an average of 40.

Police Chief Stillman said account 2510 (clothing allowance) is used to buy uniforms for the Officers.

Police Chief Stillman said account 2511 (equipment allowance) is contractual. Expenditure requests are approved by the Police Chief.

Police Chief Stillman said account 2007 (cell phone) has increased because we have smart phones that include texting.

Police Chief Stillman said account 2018 (member/subscription) is generally used for on-line courses.

Police Chief Stillman said account 2053 (ammunition) has increased because we will have nine officers.

Police Chief Stillman said account 2114 (travel) has increased because the officers are opting to take their own vehicles because we no longer have an unmarked car. When they take a police department vehicle it takes longer to get to their destination.

Police Chief Stillman said account 2116 (office supplies) is increased because we will have a new officer beginning and the space changes for the existing officers.

Police Chief Stillman said account 2122 (drinking water) is a new account which administration created. The costs have just been separated out of the account I used last year for this expense. Chairman Watkins asked if there has been any thought about putting a purification system into the building? Town Manager Peabody said no. Vice Chairman Zaidman asked if there is a problem with the water in the building? Charisse Keach, Finance Officer, said Public Works and Transfer Station also get bottled water.

Police Chief Stillman said I have included in account 3230 (equipment purchases) \$6,000 for an electronic sign board which is on a trailer making it portable. Fire Department and Public Works Department could share the other two thirds of the costs for a total of \$16,000 - \$18,000. Town Manager Peabody said neither Department included it in their budgets. Police Chief Stillman said I really think the town would benefit from the sign which any department could use for road postings, road closures, special events and notices. Georgiann Fleck, Deputy Town Manager, asked how is the sign changed? Police Chief Stillman said there is a keyboard in a box located in the trailer or by Bluetooth. Selectman McHatton asked is this the sign for the Recreation Department? Police Chief Stillman said no. Finance Officer Keach asked if you considered renting out space to create revenue? Police Chief Stillman said I would not recommend that. Selectman King said maybe we should not include it in the budget this year because you are the only Department that budgeted for it. We could explore it further next year. Town Manager Peabody said there are grants available for signage.

Police Chief Stillman said account 3412 (Radio/Pagers Equipment Exp) is when the new police and fire radio system was first installed about six years ago. The plan was to install three satellite receivers to insure there was adequate coverage which never happened so there are many areas in Town that have weak or non-existent coverage. There is a receiver on Shawnee Peak which puts out 4 watts which is part of the reason we are having some issues. This past year we got money to do a satellite receiver at the Police Department which has not improved our reception. Ring Farm needs to be remodeled because it is in bad shape. Costs will be shared with the Fire Department. Police Chief Stillman said we relied on the radio technician to come up with a quote for budget purposes. Vice Chairman Zaidman asked if he is doing the work? Police Chief Stillman said no.

Police Chief Stillman said account 4600 (Building Maintenance Expense) is to remodel the foyer which is not user friendly. I would like to move the dispatch phone inside, reconfigure the area to isolate the area for the phone from the hallway leading to the upstairs, and by doing this; it would allow people using the phone to get out of the weather. Chairman Watkins asked if the phone is used a lot? Police Chief Stillman said yes. Selectman McHatton asked if this expense should go under 015 Municipal Complex? Town Manager Peabody said it is specifically related to the Police Department but it could go either way. Vice Chairman Zaidman asked what happens if the costs exceed \$4,000? Town Manager Peabody said the \$4,000 could get carried over to next year and add additional money to the budget then or if it is imperative that it be done I would consider contingency.

Police Chief Stillman said account 3233 (Equipment Contracts) includes the contract for the Spillman software. Finance Officer Keach said we just paid \$5,452 to Spillman. Chairman Watkins said I would consider increasing this line by \$300 for a total of \$11,000.

Vice Chairman Zaidman said there are some officers working 18-20 hours straight. This is dangerous work. How can an Officer work that many hours? Police Chief Stillman said there is no way around it right now. Contractually it is something we have to look at. Vice Chairman Zaidman asked if the union is o.k. with putting lives in jeopardy? Police Chief Stillman said I would not say that. Vice Chairman Zaidman said I disagree, I think it is.

Selectman McHatton asked if you add a Sergeant will that add anything to the department? Police Chief Stillman said no, some cruisers are shared and some aren't but other than that it should not have any effect.

Chairman Watkins asked if you considered two Rangers? Police Chief Stillman said it is tough hiring people and I know I can manage one.

The Consensus of the Board was to approve the revised budget for account 223 Police Department in the amount of \$817,007.

269 - Animal Control

Police Chief Stillman said if the Animal Control Officer picks up the animal it takes it to the shelter. Vice Chairman Zaidman asked if they find the person, do they pay for the boarding? Police Chief Stillman said yes but it comes out of the budget first. Vice Chairman Zaidman asked if this facility keeps the boarding fee whether they board or not? Town Manager Peabody said yes. There is a contract for the facility included in your budget. Vice Chairman Zaidman asked if we are required by State statute to have that. Town Manager Peabody said yes. Selectman Murphy asked if Animal Control Officers are allowed to go on people's property? Police Chief Stillman said yes but they have to have reasonable cause.

The Consensus of the Board was to approve the proposed budget for account 269 Animal Control.

Chairman Watkins said it is 7:45p.m. Does the Board want to continue and review the Fire Department or reschedule?

The Consensus of the Board was to continue reviewing the budget for the Fire Department.

235 - Fire Department

Fire Chief Steve Fay said I am brand new to this position and two weeks ago I sat in this room at an officers meeting and told my officers the way I have been received was phenomenal. They are a fine group of people and are a tribute to this Town.

Fire Chief Fay said in account 1000 (Salary) we don't know how many are going to respond so it is difficult to budget. I share the Public Safety Administrative Assistant (PSSA) with the Police Department. Previously the salary was a flat rate no matter your position in the Department. I have set up a pay scale which would be different for officers vs. members. Selectman King asked what is it presently? Chief Fay said \$14. Deputy Fire Chief Todd Perreault said we are creating job descriptions for each position.

Chairman Watkins said we have not decided what we are going to do regarding the PSSA position. Is this a position that you see benefit from? Fire Chief Fay said I am in contact with Ashley

Hutter, PSSA, on a regular basis. Selectman King said in the past the position was not utilized very much, is there a way to track use? Deputy Fire Chief Perreault said I don't know if there would be a way to track it. Vice Chairman Zaidman said maybe a time card. Police Chief Stillman said that would be difficult to do. Town Manager Peabody said currently it is working for both departments without any issue. Fire Chief Fay said the PSSA is vital and very good at what she does.

Fire Chief Fay said account 2018 (Membership/Subscription Exp) is to consider way to recruit members. I do have some ideas which I will explore. Chairman Watkins said by changing the pay structure do you think that will increase membership? Deputy Fire Chief Perreault said that is something we are going to have to consider. Fire Chief Fay said this is not a unique situation to Bridgton. Selectman King asked if they've gone to career day at the high school? Deputy Fire Chief Perreault said we have in the past but stopped due to member participation but now that we have someone full-time we will consider doing it again.

Fire Chief Fay said account 2608 (Propane Expense) said this line should be \$12,500 not \$10,000, \$12,500 is a solid figure. Town Manager Peabody said we discussed this in our initial meeting and we decreased it to \$10,000. Both Fire Chief Fay and Deputy Fire Chief Perreault agreed to leave it at \$10,000.

Deputy Fire Chief said account 2714 (Security Alarm) is for a security for the stations, each door is approximately \$2,500.00. We are planning on doing a door a year. It was determined that this account is for the software associated with the security system and not the doors.

Fire Chief Fay said account 3232 (Airboat Maint/Repair) is to refurbish the airboat. Vice Chairman Zaidman asked what is the matter with the air boat? Deputy Fire Chief Perreault said the vinyl underneath has deteriorated so the whole boat needs to be dismantled in order to fix it. Vice Chairman Zaidman asked who is going to do the work? Fire Chief Fay said I have approached Jim Kidder, Public Works Director, to see if his department could do the work. Scott Smith at the Public Works Garage is familiar with the boat and he can do everything that needs to be done. We are also looking to repower the boat. If he is going to do the maintenance work on it we could just transfer this money to Public Works as needed. It would be a huge savings to do it in-house. Vice Chairman Zaidman asked how many calls per year, in Town, does the boat respond to? Selectman King said I understand it has saved 6 lives. Town Manager Peabody said we plan on bringing in money from the reserve to cover some of the expenses. Selectman McHatton asked why do we need the boat? Deputy Fire Chief Perreault said we have a lot of water in the area and the boat can go across the ice, and we also used it for carbon monoxide removal twice because of the large fan. Selectman King said I talked with someone who used to maintain the boat and they said basically the boat is a piece of junk. He said that he could get quotes for a new one. Deputy Fire Chief Perreault said I asked him if he wanted to work on the boat and he said he would rather have a new boat. Selectman King said he did say that the boat needed to be repowered. Chairman Watkins said when the study was done, there was a concern regarding the liability of the vehicle hauling the boat. Town Manager Peabody said we now have a truck that is available 24/7. Deputy Fire Chief said we should deduct the \$35,000 from the budget. Town Manager said you need to show it as an expense to off-set it. I show the appropriation and the off-setting revenue. Vice Chairman Zaidman asked what if we take out of the budget and then they come back with an

accurate figure? Selectman McHatton said I would prefer to see all the money being spent included in the budget.

Fire Chief Fay said account 3413 (Protective Clothing Expense) George Szok, Grant Writer, is looking into the possibility of grants to get protective clothing. Selectman Murphy asked if this replacing worn out gear? Deputy Fire Chief Perreault said protective clothing is required to be tested every year. Selectman Murphy asked what does it cost to outfit one person? Fire Chief Fay said approximately \$6,000.

Fire Chief Fay said account 3415 (Annual Equipment Testing) we haven't historically spent up to the \$8,005. Chairman Watkins asked if are you going to come close to it? Deputy Fire Chief Perreault said yes.

Fire Chief Fay said account 4600 (Building Maintenance Expense) we are going to utilize the county workers for the manual labor as much as we can. Vice Chairman Zaidman asked if you need a new well at west station? Deputy Fire Chief Perreault said currently the water comes out of the swamp and it is high in iron.

Fire Chief Fay said 3232 (Physical Exam/Fitness Test) is to set up a program for physicals. We have begun the process by sending a new firefighter for a full physical.

Vice Chairman Zaidman asked if the budgeted amount in account 5308 (Preventative Med) was enough money for the series of Hepatitis shots and if the Town is responsible and what the associated costs are. We will leave it the way it is because right now you are not getting many recruits.

The Consensus of the Board was to approve the proposed budget for account 235 Fire Department.

856 – Capital Expenditures.

Vice Chairman Zaidman said in account 9266 (Fire Department Study) you just signed the contract for Phase I, so when is that going to be completed? Fire Chief Fay said April 1 but I don't want to rush the process. I don't want to rush Phase II and use the information from Phase I. I would suggest eliminating the amount proposed for Phase II and include it in the next budget.

The Consensus of the Board was to reduce account 856-8-9266 (Fire Department Study) by \$55,000.

Fire Chief Fay said I would like the Board to consider setting aside an amount to begin a truck replacement plan. The Deputy Fire Chief and I worked up a plan that would be approximately \$145,000 a year. Chairman Watkins asked the Town Manager do you want the Fire Chief to bring this to you for discussion? Town Manager Peabody said we have discussed it already.

6. Other Topics for Discussion

There were none.

7. Schedule Next Meeting

The Board discussed which accounts they would like to cover at the next meeting and decided to review 26 Pondicherry Park; 27 Town Hall; 322 Public Works Department; 344 Parks

Department; 353 Cemeteries; 360 Vehicle Maintenance; 382 Building Maintenance; 404 Recreation Department and 856 Capital Expense (if applicable). The next meeting will be held on Wednesday, March 8, 2017 at 5:00p.m.

8. Adjourn

Chairman Watkins adjourned the meeting at 8:41p.m.

Respectfully submitted,

Georgiann M. Fleck, Deputy Town Manager