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## FINANCE COMMITTEE

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Dan Yarumian, Vice Chair  
Shelly Brooks  
Don Marean  
Janet Gilmore  
Joseph Ponzetti

### MINUTES OF FINANCE COMMITTEE MEETING 13 February 2024

**Present:** Joseph Ponzetti, Chair; Shelly Brooks, Vice Chair; Don Marean, Daniel Yarumian, Janet Gilmore

**Other Attendees:** Select Board members- Roger Hicks, Mary Hoffman; Fire & Rescue Chief Christopher Young, Broadcasting Team- Ken Knudsen, Tiffany Dean.

**Call to Order:** A quorum being present, the meeting was called to order at 6:00PM. Roll call was completed.

**Review of Minutes:** Motion was made for minutes for the meeting on 6 February 2024 to be approved by Marean with a second by Brooks. Motion carried by a vote of 5-0-0.

**Unfinished Business:**

1. Review of the Ordinance "Disposal Tax Acquired Property Amended 2021"
  - a. Waiting for legal review. Motion made by Marean to table the item; seconded by Brooks. Carried by a vote of 5-0-0.
2. Review of Partners Bank's Handling of Accounts by Hicks.
  - a. Reviewed that the Town has a total of three accounts.
  - b. Two are SWEEP accounts that are managed through several banks so that no more than \$250,000 is held in any bank. Interest is earned on all the accounts.
  - c. The third account is less than \$250,000 and held at one bank to use for the day-to-day activities.
  - d. All are insured through FDIC at 100%.
  - e. Both the General Fund and TIF accounts are handled this way.
  - f. Ponzetti asked what the terms for the CDs were. Hicks replied that none of the money is in CDs since the interest that is provided is greater than what the CDs would provide.
  - g. Hoffman will verify the interest rate which we think is around 5%.



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### 3. Review of ECO-Maine by Hoffman.

- a. Have sent ECO-Maine an e-mail asking them what the benefits and advantages are for having an account through ECO-Maine. No response. Will follow-up with a phone call next week.

### **New Business:**

Ponzetti reviewed that the way the meetings had been run was not in compliance with Roberts Rules of Business. He reviewed that the following would be the procedure for the review of each budget:

1. Individual would present the budget.
2. Motion would be made and seconded about the budget.
3. Discussion held by the committee.
4. Vote on the motion.

### **Review of Budgets:**

1. 0300 Fire Department \$1,319,981

Chief Young presented the Fire Department Budget for \$1,319.981. Stated that most of the increase was due to the 4% raise in salaries approved by the Select Board. Many of the budget lines were increased or decreased based on usage over the past years. 0012: postage was increased because of the increase in usage of the ambulance and need to send out required surveys. His staffing numbers will be increasing by 13 more hours a day to increase the on-duty staff to 3 for the 24-hour period and to increase the administrative assistant by 16 hours a day to a total of 40 hours a week to do community outreach. Specific subaccount increases noted were 0110: to cover replaced pads and equipment for all the AEDs around Town; 0122: to cover need to replace aging equipment; 0137: to flow test the new truck due to the increased pump size. Specific mention of 0115 EMA which is listed as 0 since the 5,000 in that account will be carried forward to utilize if needed and replenished at a future budget cycle.

Motion made by Brooks with a second by Marean to approve the Fire Department Budget of \$1,319,981.

Discussion: Ponzetti asked about how much money was generated by Ambulance calls. Young responded that about \$220,000 was generated by Medical Billing. Hicks said that



Motion to approve the Fire Department Budget of \$1,319,981 carried by a vote of 5-0-0.

2.	0100	Administration	\$175,672
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Hicks presented the Administration Budget for \$175,672. Stated that most of the increase was due to the 4% raise in salaries approved by the Select Board. Subaccount review of 0033 which includes a small stipend of \$250.00 for the Health Officer and contracts with a webpage provider to update and check legality on ordinance changes. Subaccount 0042 for computers has been decreased from 15,000 to 4,000 since the computers are replaced on an as needed basis. Subaccount 0106 for audit was increased base on history of costs.

Motion made by Yarumian with a second by Brooks to approve the Administration Budget of \$175,672.

Discussion: Yarumian asked about the new computer system- TRIO program. Hicks explained that it did not happen and it appeared according to the Assessing Agents just hired that NDS was compatible with their work.

Motion to approve the Administration Budget for \$175,672 carried by a vote of 5-0-0.

3.	0103	Treasurer	\$65,307
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Hicks presented the Treasurer's Budget for \$65,307. States that most of the increase was for the 4 % increase in salary for the Treasurer and 1/3 of the Deputy.

Motion made by Yarumian with a second by Brooks to approve the Treasurer Budget of \$65,307.

No discussion.

Motion to approve the Treasurer's Budget for \$65,307 carried by a vote of 5-0-0.

4.	0106	Tax Collector	\$77,252
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Hicks presented the Tax Collector's Budget for \$77,252. Again, most of the increase was due to the 4% wage increase approved by the Select Board. Increases were noted in 0122 for the Trio Computer Program and in 0124 for tax bills for increased costs.





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assessing piece may need to be more. Commitment is through the re-evaluation which is scheduled to be done in 2026-2027. O'Donnell is hopeful that they will need to move that up if another town does not get approval for payment. Hoffman reviewed that every year the reevaluation is not completed, the certified ratio decreases. It is currently 73.7%.

Motion to approve the Assessing Budget for \$93,800 carried by a vote of 5-0-0.

6.      0400   Operations and Maintenance                      \$132,820

Hicks presented the Operations and Maintenance Budget for \$132,820. The biggest item in the budget this past year was on 999 Capital Expenses for the doors to be replaced and the floors downstairs to be replaced. The doors have been replaced for \$8,150. Rogala is working on getting estimates on the floor replacement. Increase in wages was the 4% increase recommended by the Select Board.

Motion made by Brooks with a second by Gilmore to approve the Operations and Maintenance Budget for \$132,820.

Discussion: Marean asked what the head count for this department was. Hicks related that it was one person. Hoffman related that the flooring was unable to be replaced due to the fact of increased leaking in the basement that has not been able to be fixed despite some outside work being done.

Motion to approve the Operations and Maintenance Budget for \$132,820 carried by a vote of 5-0-0.

7.      0500   Snow and Sanding                                      \$668,000

Hicks reviewed the Snow and Sanding Budget for \$668,000. The increase was a 5% increase negotiated with RMDL to continue the contract for the next year

Motion made by Brooks with a second by Gilmore to approve the Snow and Sanding Budget for \$668,000.

Discussion: Marean asked about the changes in subaccounts 0118 and 0119. Hicks states that subaccount 00118 Salt he has increased by \$10,000 by moving it from subaccount 00119 Sand. Brooks asked if this contract was done by a bid process. Hicks replied that the contract has an option to extend it for one year. Ponzetti asked how many years the contract was for. Hicks replied that it was a three-year contract.



Motion to approve Snow and Sanding Contract for \$668.000 carried by a vote of 5-0-0.



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Motion made by Brooks with a second by Gilmore to approve the Insurance Budget for \$409,114.

Discussion: Brooks asked if that meant that the 21 employees had the option of choosing. Ponzetti asked if the employee had to contribute to the Insurance Plan. Hicks explained that employee coverage is 100% paid by the Employer and if they opted for the Family Plan that they would need to pay the difference.

Motion to approve the Insurance Budget for \$409,114 carried by a vote of 5-0-0.

11. 1400 Maine PERS/457 Retirement \$77,000

Hicks reviewed the Maine PERS/457 Retirement Budget with no increase noted in the budget.

Motion made by Brooks with a second by Gilmore to approve the Maine PERS/457 Retirement Budget for \$77,000.

Discussion: Brooks asked if the option was either Maine PERS Retirement or the 457 Retirement from Mission Square. Hoffman replied that the 457 plan was from Maine PERS called MESTART. Ponzetti asked about if the same employees elected the Retirement and how many employees were in each category. Hicks will obtain that information and get back to the Finance Committee.

Motion to approve the Maine PERS/457 Retirement Budget for \$77,000 carried by a vote of 5-0-0.

12. 1500 FICA/Medicare \$142,170.

Hicks reviewed the budget and stated that in response to Gilmore's question, he had recalculated the values. The total budget has been decreased to \$142,170. On subcategory 0010 Social Security-the number was changed to \$115,223 and on subcategory 0010 Medicare- the number dropped to \$26,948.

Motion made by Yarumian with a second by Brooks to accept the FICA/Medicare Budget for \$142,170.

Discussion: None.

Motion to approve the FICA/Medicare Budget for \$142,170 carried by a vote of 5-0-0.



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**Public Comment:** None

**Schedule Next Budgets and Meeting:** The next meeting will be held on Tuesday, February 20, 2024 in the Community Building at 6:00 PM.

The following budgets will be reviewed:

0104	Town Clerk
0105	Elections
0800	Salmon Falls Library
0810	Hollis Center Library
1200	Parks and Recreation
1219	Sports Complex
1275	Comprehensive Plan
1800	Animal Control
2500	Code Enforcement
Multiple	Non Municipal Budget Requests

**Adjournment:** Motion made by Gilmore with a second by Brooks to adjourn. All were in favor. Adjourned at 7:00 PM.

Minutes submitted by Mary Hoffman  
Minutes approved at 02/20/24 FC Meeting