



**Budget Committee Meeting Minutes
Monday, February 2, 2021 at 7:00 p.m.
Meeting Held by Zoom Video Conference**

Committee Members Present: *Alfred Ajami, Alex Beaudet, Sandra Brackett, Rob Davidson, Paul DiMauro, Sandra Guibord, Charles Hanson, Kelly Harvell, Paul Leeman III, Harry "Terry" Lowd, Karl McLetchie, and Patricia Porter*

Also present: *Chad Hanna (Selectboard Chair), Kristine Poland (Selectboard), Christopher Hall (Town Administrator), Jessica Westhaver (Treasurer), Clyde Pendleton, Sandra Lane and Laurie Mahan (Parks Commissioners), Lara Decker (Parks Director), Darrin Carlucci, Jessica DiMauro, David Kolodin, and JW Oliver (School Committee), Jennifer Ribeiro (BCS Principal), Craig Jurgensen (AOS 93 Superintendent) and Lynsey Johnston (AOS 93 Asst. Superintendent), John Carroll (BCS Security Software Consultant), Evan Houk (LCN), Rebecca Cooper, and Emile Lugosch*

Voting Capacity for the meeting – 12 voting members

The meeting was called to order at 7:02 p.m.

New Business – Discussion of Parks and Recreation Department Budget, and the Bristol School Budget

- **Parks and Recreation Department Budget – Clyde Pendleton, Sandra Lane, Laurie Mahan (Parks Commissioners) and Lara Decker (Parks Director)**
 - The board invited Clyde Pendleton to discuss the proposed budget for 2021. Pendleton shared with the board that while 2020 was difficult due to the pandemic, the admissions to the beach were better than expected. Some of this was attributable to the interest in the new Pemaquid Beach Pavilion. Admissions to Lighthouse Park were down, though this was attributed to the lower visitation of people from out of state. He went through each line item in the budget, calling out specific lines where increases or large expenses were planned. The planned expenses for 2021 are \$359,735.50.
 - Repair/new installation of the drainage surrounding the Ellingwood building
 - \$10,000 towards the purchase of a new vehicle for the Parks Director
 - Increase in the salary line to reflect the increase in hours for the Director position
 - Addition of benefits for the Director position
 - Anticipated revenues were also shared by Pendleton in the amount of \$367,550.00. It was noted there will be no charge for season passes in 2021. This was due to the stipulations of a grant received in the past.
 - Questions from the committee:
 - Hanson asked for the split on the salary line. Decker clarified salaries are \$15,600 for stipends to the Commissioners, and \$51,434 for the Director position.
 - Beaudet questioned why the staff wages line did not increase and if the staff is not receiving raises? Decker stated raises are given annually,

- however this number accounts for staff who have worked for the department for a number of years and are not returning. The loss of these higher rates of pay offset the lower pay rate for brand new hired employees. Many of the staff are also retired and this is a secondary job and not their primary income. All employees are given a \$0.50 raise annually when they return.
- Hanson questioned if all employees receive minimum wage? Also questioned if seasonal personnel are exempt from minimum wage? Pendleton stated all employees receive at least minimum wage and are not exempt from this wage.
- Brackett was curious to see why the wedding revenue was down. The past two years show the revenue down from the past. Are weddings something that were being phased out? Decker stated weddings were down in 2020 due to COVID, where many weddings were canceled. She also shared the payroll expense for weddings in the past was also substantially higher. With the reduction in the payroll costs, weddings are close to breaking even.
- Beaudet questioned expenses listed for the Triathlon where there was no event this year? Decker stated expenses incurred in 2020 are being rolled over to the 2021 event as the services had not been used. They have budgeted on the low end for revenue in 2021 with the uncertainty of the event due to the pandemic. She also clarified the Special Events line item accounts for the Triathlon and youth sports. Past years profits from the Triathlon, which were approximately \$11k, have been put into reserve for a future playground.
- Ajami questioned if there was a plan in place if there was a shortfall in revenue? Pendleton stated they would work on cutting back expenses such as payroll, limiting extra activities, etc. This was something they adjusted to in 2020 due to the pandemic. Currently the parks hold \$156,791.97 in cash available, which does not account for the capital reserve accounts set aside for projects. They are also awaiting \$15k in reimbursements for the Beach Pavilion grant.
- Hanson asked if the Parks Department would qualify for COVID relief for payroll? Pendleton asked Westhaver if the Town would qualify for the PPP loans. She did not believe so but was not 100% sure.
- Hanson asked if they budgeted for the new Fish Ladder Park? Pendleton's understanding was there were no design plans in place yet, and it is difficult to budget for something not planned. He also stated his understanding where the Town owns and builds properties, and when appropriate, the Parks Department take over maintenance and responsibility. Brackett clarified after the Town purchased Ellingwood Park, the Parks Department was responsible for demolition of the existing building and the construction of the new building.
- McLetchie returned to the question on the Fish Ladder, as it was stated in the previous night's meeting there were firm quotes received for the park design. Hall clarified the Town has received firm quotes on the steel work

(the bridge and the gates) on the dam. We have a hard quote on the masonry stonework for the fish ladder. We also have a budgeted \$25k towards earthwork for the pathways around the fish ladder. McLetchie asked if this included the planting of flowers, trees, etc. Hall stated this would be included in the \$25k. The only outlier is the actual design layout of the park.

- **VOTE on the Parks and Recreation Budget:** Ajami made a motion to approve the Parks and Recreation Budget as presented; Hanson seconded; Porter abstained. Approved 11-0-1.
- **Bristol Education Budget – Darrin Carlucci (School Committee Chair), Jennifer Ribeiro (BCS Principal), Craig Jurgensen (AOS 93 Superintendent) and Lynsey Johnston (AOS 93 Asst. Superintendent)**
 - The board invited Darrin Carlucci to discuss the proposed education budget for 2021. The articles were as follows:
 - **Article 3 – Regular Instruction (down 0.07% over LY) for \$2,519,160.72 VOTE: (12-0)**
 - Hanson made a motion to approve article 3 as presented; Leeman seconded; Approved 12-0.
 - **Article 4 – Special Education Instruction (up 12.22% over LY) for \$1,020,797.58 VOTE: (12-0)**
 - DiMauro made a motion to approve article 4 as presented; Davidson seconded; Approved 12-0.
 - **Article 5 – Career & Technical Education Instruction (Same as LY) for \$100.00 VOTE: (12-0)**
 - Porter made a motion to approve article 5 as presented; Davidson seconded; Approved 12-0.
 - **Article 6 – Other Instruction (down 1.01% over LY) for \$97,808.25 VOTE: (12-0)**
 - Questions from committee:
 - Hanson stated this line shows 96% unexpended, and this may show unexpended again next year? Ribeiro stated the majority of this line is for the Athletic Program, and currently there was no fall season. Not sure what the remainder of the year hold and could possibly see an unexpended balance in this category in the next year as well.
 - Guibord made a motion to approve article 6 as presented; Ajami seconded; Approved 12-0.
 - **Article 7 – Student and Staff Support (up 3.17% over LY) for \$321,249.60 VOTE: (12-0)**
 - Porter made a motion to approve article 7 as presented; Davidson seconded; Approved 12-0.
 - **Article 8 – System Administration (up 10.26% over LY) for \$132,144.88 VOTE: (12-0)**
 - A roll call of each committee member was taken for article 8 as presented. All approved 12-0.
 - **Article 9 – School Administration (up 2.17% over LY) for \$250,901.71 VOTE: (12-0)**
 - Guibord made a motion to approve article 9 as presented; Davidson seconded; Approved 12-0.
 - **Article 10 – Transportation and Buses (down 11.57% over LY) for \$501,748.36 VOTE: (12-0)**
 - Questions from committee:
 - Lowd asked how many years is the school into the current bus contract? Carlucci stated we are in the second year of the contract.

- Beaudet questioned why the line went down from LY? Johnston stated last years number was a placeholder while the new contract was negotiated. The current budgeted number is the actual figure.
- Davidson made a motion to approve article 10 as presented; Porter seconded; Approved 12-0.
- **Article 11 – Facilities Maintenance (up 0.2% over LY) for \$464,034.74 VOTE: (12-0)**
 - Ajami made a motion to approve article 11 as presented; Porter seconded; Approved 12-0.
- **Article Number Removed - Debt Services (Same as LY) for \$0.00 VOTE: (None Taken)**
 - This article was skipped as there was no dollar amount to vote on. The article was withdrawn the following night by the Selectboard with the agreement Jurgenson.
- **Article 12 (referred to as Article 13 at meeting) – All Other Expenditures (Same as LY) for \$19,303.04 VOTE: (12-0)**
 - Guibord made a motion to approve article 12 as presented; Ajami seconded; Approved 12-0.
- **Article 15 (referred to as Article 16 at meeting) – Shall the Town authorize the School Committee to expend the following amount for the fiscal year beginning July 1, 2021 and ending June 30, 2022 from the Town’s contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act; non-state-funded school construction projects; additional local funds for school purposes under Maine Revised Statutes, Title 20-A, section 15690; unexpended balances, tuition receipts, state subsidy and other receipts for the support of the schools. (up 3.27% over LY) for \$5,327,248.88 VOTE: (12-0)**
 - Porter made a motion to approve article 7 as presented; Leeman seconded; Approved 12-0.
- Final comments/questions from the committee:
 - Hanson noted an addition error on the table for article 16 & 17. It was clarified the warrant article draft displayed was an early draft, and the corrected table would be shared with the committee the following morning. Johnston confirmed the completed audit had not been received as of this meeting and they were awaiting a final Fund Balance Forward. Jurgenson stated he would work to get this to the Town as soon as possible.
- Hall confirmed at the conclusion of this meeting the Town anticipates a small increase of only \$11k in taxation for 2021. The current unknowns are the county tax amount, which we hope to receive in March. The Selectboard is not anticipating a mill rate increase for the current year.

This was final meeting of the budget committee for the 2021 budget season. Meeting was adjourned at 8:26pm.

Respectfully submitted,
 Jessica Westhaver
 Staff Liaison