

**MINUTES OF SELECTMEN'S MEETING  
TUESDAY, MARCH 15, 2016  
HOPE ELEMENTARY SCHOOL  
6:30 P.M.**

*Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Board of Selectmen.*

**Board Members Present:** Jim Annis, David Bosken, Chris Pinchbeck, Brian Powers Jr.,  
**Board Members Absent:** Wendy Pelletier  
**Budget Committee Members Present:** Bill Pearse Jr., John Jensen, Bill Jones,  
**Others Present:** Jon Duke,

**I. Call the Meeting to Order**

Brian Powers called the meeting to order at 7:00 P.M.

**II. New Business**

**a. Committee Appointment – Richard Crabtree**

Jim Annis made a motion to appoint Richard Crabtree to the Budget Committee for a term to expire June 2016. Chris Pinchbeck seconded. **Motion passed 4-0.**

**III. FY 2017 Municipal Budget Review**

**a. Administration**

Jon indicated that he did not include a cost of living adjustment to the Budget due to the zero percent increase in Social Security payments and the flat rate of inflation that he typically uses to determine the rate. Jon did note that Knox County government, other municipalities and Midcoast Solid Waste have provided increases to their employees ranging between a 1-2% increase. However, he elected to remain with the initial 0% figure. Additionally, Jon proposed a new line titled Deferred Compensation which the Board could use to establish a 401k-like match program for the town's employees. Jon budgeted \$5,064 which amounts to 5% of the Town Administrator, Town Clerk, and Bookkeeper salaries. Jon proposes the plan would be a "1 to 1 match" where the Town would only contribute in the event that employee does as well. The Board asked what fees would be associated with this plan and Jon indicated that his initial review of plans offered would be very similar to the costs the Town pays in relation to the HRA accounts set up two years ago. David Bosken asked how the money is managed after it has been contributed, and Jon stated that the Employee is responsible after the Town's match has occurred. Jon said that while the outlines of the plan are present, it would be up to the Board of Selectmen to establish timelines for vesting, the precise match percentage, which vendor to choose to offer this plan, and how classes of employees would be treated in such an offering. The overall budget for Administration is \$156,216 which is an increase of 6.5% over last year.

**b. General Administration**

Jon presented the General Administration budget at \$43,899 which is up 5% over last year. The bulk of these increases are related to higher computer network maintenance costs over the past few years necessitating a higher line item.

**c. Recreation**

Jon presented the Recreation Department budget at \$5,765, which is a 5% increase over last year. The increases are due to contracted increases in the mowing contract and the portable toilet rental cost.

**d. Street Lights**

Jon presented the Street Lights budget at \$1,615, which is a 3% increase over last year. The cost of electricity to these lights is expected to increase an average of 3% over the next year.

**e. Professional Services**

Jon presented the Professional Services budget at \$24,800, which is a 4% decrease over last year. The reasoning for the decrease is the Town no longer requiring funding for the Land Use Planning line established last year.

**f. Cemeteries**

Jon presented the Cemeteries budget at \$7,202, which is a 4% decrease over last year. The Cemetery Committee is planning to reduce repair and maintenance costs at Hope Grove Cemetery in the coming fiscal year by conducting more of the work in this fiscal year. In return, Sexton Jan Campbell budgeted for a software purchase which would manage the Town's cemetery database.

**g. Capital Reserve**

Jon presented the Capital Reserve budget at \$76,000 which is a 97% increase over last year. The increase in this department is largely due to a nearly two-fold increase in the Emergency Road Repairs reserve, a request to fund the Fire Truck Replacement reserve at a three-fold increase, and the first year funding for the Fire Department's five-year Equipment reserve. In addition, Jon proposed two new reserve accounts, a Tax Map/GIS reserve for the upgrades to the Town's GIS data; and a Municipal Building reserve which would fund repairs to the Municipal Building.

## **VIII. Adjournment**

Chris Pinchbeck moved to adjourn at 9:35 pm. David Bosken seconded. **Motion passed 4-0.**