I. OPEN MEETING
A. Opening Ceremonies
Town Manager Jack Clukey opened the meeting and led the Pledge of Allegiance welcomed members and introduced new member, Jamie Gaudion. Introductions were made.

B. Roll Call
Present: James Annis, Erin Callaway, Deborah Davis, Jamie Gaudion, Sean Letarte, Chris Maas, Marc Poulin. Late: Kathleen Thibault. Absent: Kimberly Cavanagh. Also present: Town Manager, Jack Clukey.

C. Adjustments to the Agenda

II. ORGANIZATIONAL ITEMS
A. Election of Chairman and Vice Chairman
Being the only nominee, Chris Maas was nominated and elected as Chairman.
Being the only nominee, Marc Poulin was nominated and elected as Vice Chairman.

B. Meeting Schedule
Members discussed and agreed to meet each Wednesday in March with a public hearing on March 29, 2017.

C. Other- Meeting End Time, Open Session, Etc.
It was agreed to have open session for 15 minutes beginning 8:15 PM with adjournment at 8:30 PM.

III. FY 2017-2018 MUNICIPAL BUDGET
A. Introduction/Overview
Town Manager, Jack Clukey gave an overview of the budget advisory process. The Town Manager reviewed the FY 2017-2018 Budget Summary and explained how the information is displayed in the columns and line items.

The Town Manager reviewed the summary of the wastewater budget and said there would be no changes to the rates proposed. He also said that the wastewater budget is paid entirely by user fees and is not funded by property tax.
B. Library
Phyllis Lyford and Helen Fogler were present on behalf of Thompson Free Library. Phyllis Lyford gave a history of the library and Helen Fogler talked about the many programs.

Phyllis Lyford, Board of Trustees Member, said that the town pays the operational costs portion of the library budget. The proposed budget for the library is $164,515.00 which is an increase of $4,765.00 over last year which includes a 2% wage increase and the increase to health benefits.


C. Welfare, Social Services
Welfare - Town Manager, Jack Clukey, said that the town must administer a general assistance program. He said the town follows the State General Assistance Model and gets a 50% reimbursement. He said the program is needs based and applicants can apply every 30 days. He said there are very little changes to the proposed budget and this is because if there were a high demand of applications that were approved or fuel costs were to rise, the program would still need to be funded by the town. He also noted that the State in its proposed budget is not currently proposing funding for the reimbursement to towns for this program.

Social Services – Town Manager, Jack Clukey, noted the social services requests in the budget. He said he usually proposes funding in the amount the same as the year prior. He said that after the budget advisory committee meets and discusses the appropriations, the amounts sometimes change. The Town Manager said that no funding is proposed for UCP or JD Foundation.

Jane Stitham, Director of Pine Tree Hospice, thanked the Town for its continued support. Mrs. Stitham talked about the Pine Tree Hospice Program which provides services to 39 towns in Piscataquis, Penobscot, and some of Somerset County, and explained that it is different than Medical Hospice model as it receives no State or Government funding and it staffed by volunteers. Mrs. Stitham said that Pine Tree Hospice must raise the entire amount of $650,000 to fund the program which includes end of life care as soon as there are life limiting conditions, grief counseling, programs for caregivers, household chores, fuel assistance, transportation and more. Mrs. Stitham said that the program is now being recognized as a resource and their census has doubled although the amount of volunteers has not.

Deb Webber of Spruce Run/Womancare Alliance was present on behalf of the funding request of the program. She said that Womancare addresses the needs of people affected by domestic abuse. She said the program provides assistance in the way of safety planning, advocacy, and support, as well as education. Ms. Webber said that in the last fiscal year, the program served 1,292 individuals, 59 of which are from Dover-Foxcroft.

Erin Callaway talked about the Dover-Foxcroft Area Food Cupboard noting that more than two years ago, the Ecumenical Food Cupboard closed its doors and the DFAFC came together with citizens and business owners of the town recognizing the high amount of food insecurity in the area. Ms. Callaway said that the food cupboard serves a high amount of elderly citizens and citizens with young families. Erin Callaway said that the food cupboard is doing well to accept more and more healthy foods and talked about a program with local farmers who donate fresh produce for those who come to the food cupboard. She also noted that the food cupboard is moving to the former Agway property in town.

Town Manager, Jack Clukey, said the current proposed amount for funding the food cupboard is $1,000.00, but the request is for $2,000.00.
Marc Poulin noticed that some of the agencies have not collected their appropriations and asked if this is common or if there are cases where the agencies do not receive their appropriation. The Town Manager explained that the town waits until either contacted by the agency or until the end of the fiscal year to pay the appropriation in case the agency ceases services in Dover-Foxcroft.

Motion: Poulin, Second: Davis, to recommend reducing the appropriation to the ARC by $500.00 and the appropriation to Lifeflight by $500.00 and to appropriate $2,000.00 to the DFAFC. (4-2-2) Vote: Motion fails.

Deborah Davis suggested eliminating $500.00 from the American Red Cross and Lifeflight and increasing the appropriations to Pine Tree Hospice and Womancare by $250.00 and to increase the appropriation to the food cupboard by $500.00.

Town Manager, Jack Clukey, said that when the food cupboard was in transition, a line item of $2,500.00 was included in the budget to cover any additional need for food in the welfare budget. Members discussed how they would increase the food cupboard budget and recognized that without the food cupboard, there would be a need for an increase for food in the welfare budget. The Town Manager said that as an increase to the food cupboard appropriation is being considered, he wanted to recognize that there could be unforeseen increases in the cost of heating fuel.

Motion: Letarte, Second: Davis, to recommend the removal of Line 50-13 in the amount of $500.00 from the Welfare Social Services budget for FY 2017-2018 in order to appropriate that amount elsewhere. Vote: (7-0-1), Abstained: Callaway. Motion

Motion: Poulin, Second: Davis, to recommend an appropriation to the food cupboard in the amount of $2,000, an appropriation for Pine Tree Hospice in the amount of $2,750.00 and an appropriation to Spruce Run Womancare Alliance in the amount of $1,250.00 and to eliminate the appropriations to the Red Cross and Lifelight in the amounts of $500.00 each. Vote: (7-0-1), Abstained: Callaway. Motion passed.

D. General Government

Town Manager, Jack Clukey, listed the departments and reviewed appropriations included in general government which includes a 2% Cost of Living Increase and an increase for the reclassification of an administrative positon.

David Johnson, Finance Director, talked about wages and significant increases to health insurance costs.

The Town Manager said that the general government budget includes benefits for all departments of the town and not only the administrative office employees.

The Town Manager also said that the consultant appropriation is decreased as the contract for the land use consultant is almost entirely paid for in the current budget. Chairman Chris Maas commended the work of Consultant, Gwen Hilton, who led the town with the update of the comprehensive plan and land use updates.

Chairman Maas asked if members would postpone discussion of the administrative/assessing capital budget due to time constraints.

E. Contingency and Abatement
Town Manager, Jack Clukey, explained that the proposed contingency budget is to cover unforeseen expenses and that abatement covers refund of tax payments for specific reasons. He said it also covers poverty abatements for those who have an inability to pay real estate taxes.


F. Debt Service
Town Manager, Jack Clukey, noted the reductions in the debt service budget. He said that town has not borrowed since the $100,000.00 borrowing for the fire department floor. He said that he doesn’t think the town will be in the position of not borrowing going forward as there are roof and building repairs and equipment needs that the town will be facing over the coming years.


IV. ADJOURN
The meeting was adjourned at 8:20 PM.

Respectfully submitted,

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Chris Maas, Chairman       Marc Poulin, Vice Chairman

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James Annis               Erin Callaway

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Kimberly Cavanagh         Deborah Davis

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Jamie Gaudion             Sean Letarte

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Kathleen Thibault