I. OPEN MEETING
   A. Opening Ceremonies
   Town Manager, Jack Clukey, opened the meeting at 6:30 PM and led the Pledge of Allegiance.

   B. Roll Call
   Town Manager, Jack Clukey, welcomed the committee and introduced new members Erin Callaway and Racquel Bozzelli, alternate.

   All Members present: James Annis, Erin Cabot, Erin Callaway, Deborah Davis, Kimberly Cavanagh, Sean Letarte, Chris Maas, Marc Poulin, Kathleen Thibault, and Racquel Bozzelli (alternate).

   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, Deborah Davis was nominated and elected as Vice Chairman.

   B. Meeting Schedule
   The committee reviewed the meeting schedule and made the following change: Public works, road maintenance and improvements changed from Wednesday, March 16th to Thursday, March 17th.

   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 2014-2015 MUNICIPAL BUDGET
   A. Introduction/Overview
   Town Manager, Jack Clukey gave an overview of the budget advisory process. He referenced the department schedule. He said that the March 17th meeting would be dedicated entirely to public works because there will be a lot to discuss regarding capital improvements to roads. He said that on Wednesday, March 23rd, there would be a joint meeting to collaborate with the Board of Selectmen, and that both the budget advisory committee and the Board of Selectmen will make recommendations on the proposed budget. He said that the process culminates with a public hearing on Wednesday, March 30th, and then on Saturday, April 30th there will be a town meeting to affirm the warrant articles for the June 14th Referendum.

   The Town Manager reviewed the FY 2016-2017 Budget Summary and explained how the information is displayed in the columns and line items.

   He also reviewed the summary of the wastewater budget and said that the wastewater budget is paid entirely by user fees and is not funded by property tax.

   At the bottom portion of the summary pages, the Town Manager referenced the list of social service agencies and proposed allocations for the agencies.

   B. Library
   Helen Fogler and Phyllis Lyford were in attendance on behalf of Thompson Free Library to present the proposed library budget in the amount of $159,750. Phyllis Lyford, Board of Trustees Member, said that the town pays the operational costs portion of the library budget. She said that the increase of $1,155 over last year’s budget is due to a 2% cost of living adjustment (COLA).

   Helen Fogler, Librarian said that Maine Fiber Optics has done improvements to the computer systems, funded by the State.

   Deborah Davis honored Helen Fogler for her appointment as Chairperson of the Maine State Library Commission.


   C. Welfare, Social Services
   Chairman Maas said that $8,500 is the proposed FY 2016-2017 budget for social service agencies. The Town Manager explained how the appropriations for the agencies are determined, and that some agencies request a specific amount, but some ask for a donation without specifying an amount. The process for how appropriations are awarded was also discussed.

   The Town Manager noted a new request from Lifeflight of Maine with proposed funding in the amount of $500.00.

   Deborah Davis said that since only two agencies have sent representatives on their behalf, she recommends that the budget for social services is shared among the two agencies. The Town Manager said that although all of the agencies were sent notice of the meeting, the
notice said that “funding is not contingent upon attendance and there is no specific allotment of time set aside for presentations to be made to the committee” so there were no guarantees that members of the agencies would have an opportunity to speak but were invited to attend.

Jane Stitham was present on behalf of Pine Tree Hospice. Mrs. Stitham thanked the town for considering an appropriation for the hospice program and explained the characteristics of a volunteer hospice as opposed to a medical hospice and she talked about the services Pine Tree Hospice provides to the community. Mrs. Stitham said that as a volunteer hospice, Pine Tree Hospice receives $0 funding and has to raise a $200,000 budget mostly through fund raising, grant writing, and donations.

Motion: Cavanagh, Second: Davis, to recommend an increase to the proposed allocation for Pine Tree Hospice by $500 (from $2,000 to $2,500.)

Erin Callaway asked where the funds for the increase are appropriated from. The Town Manager said that the appropriation in the general assistance budget line 50-13- Other could be reduced by $500.00 since the appropriation was increased from $1,000 to $3,000 in the current year due to uncertainty with the food cupboard closure. He said that much of that uncertainty has been eliminated looking ahead to FY 2016-2017.

Vote: 8-0-1, Abstained: Thibault. Motion passed.

Motion: Poulin, Second: Callaway, to recommend reducing the general assistance appropriation line 50-13 by $500 (from $3,000 to $2,500.) Vote: Unanimous, Motion passed.

Leslie Lizotte was present on behalf of Eastern Area Agency on Aging (EAAA). Mrs. Lizotte listed the programs and services provided by EAAA to the community and said that the health program is growing.

Motion: Annis, Second: Cabot, to recommend approval of the appropriation of $1,500 for Eastern Area Agency on Aging. Vote: Unanimous, Motion passed.

Motion: Poulin, Second: Annis, to recommend passage of the social services/welfare budget as revised with the changes to allocations for Pine Tree Hospice and general assistance-other. Vote: 8-0-1, Abstained: Davis, Motion passed.

D. General Government
Town Manager, Jack Clukey, listed the departments and reviewed appropriations included in general government. He said that the proposed budget includes a 2% cost of living adjustment (COLA) and that health insurance costs have increased by 6.5%, also noting that the general government budget includes benefits for all departments of the town and not only the administrative office employees.

Other increases were noted in legal services due to generally higher legal costs and contracted services for mechanical services on the boiler (dated 1980) and piping (dated 1955) at the municipal building.

Chairman Chris Maas asked if there were any areas to the general government budget that could be decreased and mentioned staffing in particular.
Dave Johnson said that last year his department was cut by 20 hours due to some shifts in positions. It was discussed that the administrative office employees each carry multiple responsibilities, an example being that the motor vehicle agent is also the inland fisheries and wildlife agent, dog agent, general assistance administrator, and serves the front counter. He said that he felt the staffing level is currently at a level that is needed.

The Town Manager reviewed administrative equipment capital and noted a decrease from $6,250 to $5,000 for FY 16-17. For assessing capital, there is an increase of $500 for updates to the online mapping system.

The committee reviewed and discussed the budget for building capital. The Town Manager said that since the town office located in this building in 2008, $20,000 has been budgeted annually for building capital, but he feels the need to increase to $25,000 for the boiler and for roof repairs. The committee discussed energy efficiency efforts and the possibility of grants through Efficiency Maine.

**Motion:** Thibault, Second: Davis, to recommend passage of general government budget. **Vote:** 8-0-1 Abstained: Cavanagh, Motion passed.

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.

**Motion:** Poulin, Second: Davis, to recommend approval of the contingency and abatement budget. **Vote:** Unanimous, Motion passed.

F. Debt Service
The Town Manager explained that the budget for debt service covers loan payments. The committee reviewed and discussed debt service. Chairman Maas said that lack of debt service signifies that the town is not addressing issues that need to be addressed such as road improvements.

**Motion:** Poulin, Second: Davis, to recommend approval of the debt service budget. **Vote:** Unanimous, Motion passed.

IV. ADJOURN
**Motion:** Maas, Second: Davis, to adjourn at 8:25 PM. **Vote:** Unanimous, Motion passed.
Respectfully submitted,

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<tr>
<th>Name</th>
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<td>Chris Maas</td>
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<td>Deborah Davis</td>
<td>Vice Chairman</td>
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<td>James Annis</td>
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