I. OPEN MEETING
   A. Opening Ceremonies
   Chairman Chris Maas opened the meeting at 6:30 PM and led the Pledge of Allegiance.

   B. Roll Call

   C. Adjustments to the Agenda

II. APPROVAL OF MINUTES
Budget Advisory Committee – March 2, 2016
Motion: Annis, Second: Cabot, to approve the budget advisory meeting minutes of March 2, 2016. Vote: Unanimous, Motion passed.

III. FY 2016-2017 MUNICIPAL BUDGET
A. Recreation
   Town Manager, Jack Clukey said that the recreation budget includes facilities, programming, and capital. He noted that some members of the recreation committee were present and Tom Riitano was present regarding recreation facilities management. Tom Riitano said that the town hires 10 seasonal employees to maintain town recreational facilities. Mr. Riitano said that the proposed budget of $74,075 is sufficient for this coming year.

   For the programming portion of the proposed budget of $48,000, the Town Manager explained that the budget is divided by $24,000 each for the PRYMCA programs and FYS programs. He said that both entities meet with the recreation committee on a regular basis. The Town Manager said that the recreation budget also pays for a lifeguard at the public beach, provided by and trained by the PRYMCA.

   Motion: Annis, Second: Cabot, to recommend the passage of the recreation budget for FY 2016-2017. Vote: Unanimous, Motion passed.
B. Cemetery
Tom Riitano manages general maintenance for the town cemeteries and public areas. He said that there are 17 public areas to maintain and mow including the public beach, library, airport, municipal building, Pine Crest Business Park, Kiwanis Park, ballfields, and 11 cemeteries. He said that during the season, there are 320 hours of mowing each week. Maintaining the flower boxes, setting up for events, digging graves, straightening and cleaning grave stones, and placing flags are examples of some other work done by this department.

Motion: Callaway, Second: Cabot, to recommend the passage of the cemetery budget for FY 2016-2017. Vote: Unanimous, Motion passed.

C. Protection
Chief Dyer was present and discussed activities that are keeping the department busy, mostly drug enforcement. It was discussed that the town no longer has its own MDEA officer as it has come to the end of the four year grant in which the town received a paid MDEA officer for three years and was required by the grant program to pay the officer’s salary for the fourth year.

Chief Dyer talked about costs associated with training and having patrol officer’s certified in special areas only to have the officer leave for a better paying position with another department. Chief Dyer said that an officer was killed in the line of duty every day for the first 15 days of February this year and expects that a police officer should receive a better paying salary. He said that each year he discusses salary issues with the committee and is told that officer salaries will be reviewed, but so far the discussion hasn’t resulted in salary increases for the police department.

Chairman Chris Maas noted that there is a decrease in the police department budget. The Town Manager said the decrease is due to lower fuel costs. Chairman Maas asked how much it would cost to pay the town’s police officers an additional $1/hr. He also said he would like to know what a comparable salary would be for a police officer in a town of our size. A quick estimate of $7,000 was given to pay an additional $1/hr to the police department.

Motion: Maas, Second: Letarte, to recommend analysis of comparable police officer salaries.

Deborah Davis and Erin Callaway both expressed that they were not in favor of waiting for an analysis of police department salaries.

Erin Callaway said that if Chief Dyer brings this forward every year, it shouldn’t wait another year. She asked if an analysis could be produced by the time of the joint meeting with the Board of Selectmen on March 23rd.

Chairman Chris Maas withdrew the previous motion.

Chairman Chris Maas said that he would like to see the police officer salaries be brought to a level that keeps the town from losing officers to higher paying departments and would like to know what the impact would be to the tax commitment.
Motion: Davis, Second: Annis, to recommend the passage of the FY 16-17 police department budget with the inclusion of the decreased amount of $7,230 to the police department budget for wages. Vote: Unanimous, Motion passed.

Motion: Maas, Second: Davis, to request that the town get a financial analysis on adjustment to wages for police officer compensation. Vote: Unanimous, Motion passed.

Erin Callaway said that the police department has a great presence in the community.

Chairman Maas asked if the space was suitable at the police department. The Town Manager said it is being reviewed whether strategically it makes sense to locate the police department at the municipal building. He also said that while the sheriff’s department is looking for new space, it may make sense for the sheriff’s department to move its location to the existing police station.

Chief Dyer said that a lot of work has been done to the police department and it has been a good location for the department and the public. He said that although it would be difficult to make such a move as they have enjoyed their current location, as long as the new location at the municipal building can be made suitable to serve the department, it comes down to what is best for the tax payers.

D. Hydrants and Fire

Fire Chief Joe Guyotte said that this has been the busiest year with more fire calls and less manpower. He said that when in training, a new member is paid half wages and training is paid for by the department. When training is complete, wages for Firefighter 1 is $8.50/hour. He said that surrounding departments are paid $10/hour and would like to see the same for Dover-Foxcroft firefighters. Chief Guyotte said that there are two dispatchers and five firefighters on call. He noted a 2% COLA and since there is a decrease in fuel costs, he is asking for an increased appropriation for maintenance.

Motion: Annis, Second: Davis, to recommend additional funds for firefighters who are called out to be compensated at $10/hr, and to do an analysis of comparable wages of fire departments in surrounding towns. Vote: Unanimous, Motion passed.

For fire department capital, Chief Guyotte said that department takes good care of its aging equipment and has someone who deals with major equipment issues.

Motion: Letarte, Second: Davis, to recommend passage of the FY 16-17 fire department budget. Vote: Unanimous, Motion passed.

Motion: Cabot, Second: Letarte, to recommend passage of the FY 16-17 hydrant budget. Vote: Unanimous, Motion passed

E. Solid Waste

Joe Sands, Director of the solid waste department said that there aren’t many changes to the proposed FY 16-17 budget for solid waste. He said that he has five part time employees and he is full time. He said that his department handles recyclables, local debris that goes to the landfill, and special waste that is taken to other facilities. He explained that recycles go to Canada, newspapers are taken to Augusta, metal, e-waste, and hazardous waste are disposed of in State, and wood chips and trash are hauled to PERC.
Town Manager, Jack Clukey, talked about the contract with PERC expiring in 2018. He said that the MRC has been working on a feasible cost effective plan for waste disposal post 2018. He said that the MRC is recommending a contract with Fiberight who has a new technology for processing waste.

The budget committee talked about revenue through the sale of recyclables and also fees paid by other towns that use the facility. Joe Sands said that the Town always meets the State goal for recyclables.

Committee members also discussed the importance of education on recycling and the benefit of the sale of recyclables which results in increased sales revenues and cost savings due to less truck loads going to PERC.

**Motion: Cavanagh, Second: Cabot, to recommend passage of the FY 16-17 solid waste budget. Vote: Unanimous, Motion passed.**

F. Wastewater
Bill Littlefield, Manager at the wastewater facility was present to discuss the wastewater budget. He said that the department is user funded with three full time and one part time employee. Bill Littlefield said that he is responsible for the operation and maintenance of the collection system. He said that the FY 16-17 proposed budget remains the same except for the 2% COLA and increase to benefits.

Erin Callaway noted a decrease in the workman’s comp allocation. Bill Littlefield said that this is due to there being no claims. He said that the department has done a lot of work to the collection system to make it safer and now has the ability to monitor the pump station from the facility.

The Town Manager explained that there is a use of reserve funds proposed to offset rates. He said that there would be debt paid off over the next five years and the town may be able to avoid any near term rate increases.

Bill Littlefield talked about improvements done to the collection system over the years resulting in the system being less than 25 years old. The Town Manager said that there have been loan programs through the USDA that have been as much as 50%grant/50% loan that have allowed the town to do these improvements.

**Motion: Callaway, Second: Cabot, to recommend passage of the FY 16-17 wastewater budget. Vote: Unanimous, Motion passed.**

G. Economic Development
Town Manager, Jack Clukey, said that the proposed budget for economic development includes membership to the Chamber of Commerce, the cost for having the website, the River Street parking lot lease, supplies, seasonal flags, banners, and flower boxes.

**Motion: Letarte, Second: Bozzelli, to recommend passage of the FY 16-17 economic development budget. Vote: Unanimous, Motion passed.**
IV. OPEN SESSION
Chairman Chris Maas asked what effects the proposed increases to the wages for the police department and fire department will have on the budget.

Dave Johnson, Finance Director, said that there are proposed increases to the budget for road improvements that could be effected.

Town Manager, Jack Clukey, said that at the next meeting the budget for road improvements will be discussed, a proposed allocation of $400,000.00 (an increase of over $277,000.00). He said that there is the consideration of how many major priorities the town would address in one budget year. He also said that if there is going to be an analysis of wages for one department, there should be for all departments.

Selectmen Conroy said that she thinks it is healthy to address the question of proper wages and that she applauds Chief Dyer and Chief Guyotte for asking for the information. She also said that on a personal level, her son who is on the police department, paid for his own vest because there are no funds in the budget for such a purchase.

Chairman Chris Maas noted that there will be a joint meeting with the Board of Selectmen on March 23rd to make budget recommendations, followed by a public hearing on March 30th, and then a town meeting on April 30th to affirm the warrant articles for the June referendum.

V. ADJOURN
Motion: Cabot, Second: Letarte, to adjourn at 8:30 PM. Vote: Unanimous, Motion passed.

Respectfully submitted,

Chris Maas, Chairman
Deborah Davis, Vice Chairman

James Annis
Erin Cabot
Kimberly Cavanagh
Marc Poulin

Racquel Bozzelli
Erin Callaway
Sean Letarte
Kathleen Thibault