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
Budget Advisory Committee Members present: James Annis, William Clark, Jamie Gaudion, Sean Letarte, Chris Maas, Marc Poulin, and Kathleen Thibault. Absent: Kimberly Cavanagh. Also present: Town Manager, Jack Clukey.

Town Manager Clukey introduced new member William Clark. Committee members introduced themselves. It was noted that Erin Callaway resigned from the committee.

C. Adjustments to the Agenda
Chris Maas changed the order of the agenda to allow for the library budget to be reviewed after the Introduction/Overview and before Social Services.

II. ORGANIZATIONAL ITEMS
A. Election of Chairman and Vice Chairman
Town Clerk, Lisa Ronco opened the floor to nominations for Budget Advisory Committee Chairman. Chris Maas was nominated and elected as Chairman.

Town Clerk, Lisa Ronco opened the floor to nominations for Budget Advisory Committee Vice Chairman. Marc Poulin was nominated and elected as Vice Chairman.

B. Meeting Schedule
The committee agreed to meet each Wednesday in March for work sessions on the proposed departmental budgets with a joint meeting of the Budget Advisory Committee Select Board on March 20, 2019 and a public hearing the 2019-2020 proposed municipal and wastewater budget on March 27, 2019.

C. Other- Meeting End Time, Open Session, Etc.
The committee agreed to convene at 6:30 PM and finish by 8:15 PM and no later than 8:30 PM, and to hold an open session for the public if time permits.
III. FY 2019-2020 MUNICIPAL BUDGET
A. Introduction/Overview
Town Manager, Jack Clukey gave an overview of the budget advisory process. The Town Manager reviewed the FY 2019-2020 Budget Summary and explained how the information is displayed in the columns and line items.

He said that compared to the current 2018-2019 budget, the 2019-2020 proposed budget is showing a projected net amount to raise from property taxes for the municipal budget of $2,205,105, a difference from the current year of $319,360. He said that revenue and offsets to the tax commitment is projected at $2,524,465 compared to current year of $2,205,105 which is an increase of $319,360 which results in an increase in the amount to raise for the tax commitment of $63,060. The Town Manager projected that without the school budget amount, the effect on the mil rate to be increased by .3 mils, 21.5 compared to the current 21.2.

B. Library
Phyllis Lyford, Finance Director was present to discuss and answer question regarding the proposed budget for Thompson Free Library. She distributed information on the programs provided by the library and gave a brief history of the library and the agreement that the town pays for operational costs, but books and periodicals are paid by endowments.

Mrs. Lyford said the library budget is proposed at $197,275, an increase of 11% largely due to the State mandated minimum wage increase. She also said there are six library employees, two of which are full-time and four part-time.

Greta Schroeder, new Librarian at Thompson Free Library was introduced and she spoke of new library features including a newly renovated community room that has been used by over 150 groups and organizations. Ms. Schroeder said that the library has 1,954 active users with 3,000 visitors each month or 100 each day. She also said that the library is in partnership with the Historical Society, The Commons, and Center Theatre.

C. Social Services
Eastern Area Agency on Aging (EAAA), amount requested $1,500; amount proposed $1,500
Robin Ladd was present. Ms. Ladd said the agency serves income eligible seniors and has provided 280 boxes of food, 129 congregate meals, 2,861 meals through the Meals on Wheels Program with 22 consumers in Dover-Foxcroft, three served through the Easy Fix Program, and 257 people served through the Family Care Giver Program. Ms. Ladd said that the agency also helps with food insecurity solutions such as checking to see if seniors have SNAP benefits and other resources they might be eligible to receive. She said that 1,317 people were served in the Furry Friends Program which provides supplemental pet food for a $1 donation.

Penquis, amount requested $10,862, amount; amount proposed $1,000
James Macomber was present. Mr. Macomber said that Penquis provided a value of $835,576 in services to Dover-Foxcroft families last year. He said that some of the services provided were through Lynx, Home Buyer Education, Families in Crisis, Head Start Early Education Program, and business loans. He said that volunteer drivers have driven 282,682 miles in private vehicles and vans in the taxi service providing public and social service transportation. He said that three households received assistance with energy efficiency through the Weatherization Program.
DFAFC, amount requested $2,000; amount proposed $2,000
Joe Sicardi and Glenn Nicholas were present. Mr. Sicardi said that the Dover-Foxcroft Area Food Cupboard addresses the food needs of eligible residents. He said that DFAFC has partnerships with local vendors, towns, agencies, and community volunteers. He said that the monthly budget is $18,050 serving three hundred people, but expects to serve closer to 400 this year. He said that 47% of those served are in Dover-Foxcroft.

Glenn Nicholas said DFAFC has 20 volunteers and provides food from the Congregational Church on the second and fourth Friday of each month.

Mr. Sicardi spoke of a plan to move the food cupboard to the former Agway property.

Chris Maas, Chairman asked that since there is a growing need for this service, how many more could be served in moving to a bigger location.

Glenn Nicholas said that there is close to a 25% increase in terms of serving Dover-Foxcroft and Guilford residents. He said initially he had volunteered his truck for the day and stayed on as a volunteer because he was so impressed by how the volunteers worked with the community. Glenn Nicholas said that DFAFC provides so much more than food.

Maine Health Equity Alliance, amount requested $500; amount proposed $500
Andrea Littlefield was present. Ms. Littlefield said that the Maine Health Alliance, formerly known as Down East Aids Network is a public health agency serving clients in 14 Maine counties. She said some new services provided include free, confidential HIV testing, risk reduction counseling, triage clinic, Naloxone distribution, emergency food pantry, syringe exchange, and mental health counseling. She said that currently two residents with HIV are being served in Dover-Foxcroft as well as six in the syringe exchange program, and that all of the resources and programs are also available to these residents. She said that the Alliance receives very little State aid.

Partners for Peace, requested amount $1,250; amount proposed $1,250
Art Jette was present. Mr. Jette thanked the community for its past support. He gave a brief history of Partners for Peace beginnings as a small resource center, Womancare and its alliance with Spruce Run. He said that last year’s budget was $1,648,500 with 75% of funds coming from State and Federal grants. He said that some funding also comes from contracts with DHS, donations from individuals and businesses, United Way, endowments, and other sources. Mr. Jette said that funding is important but not as important as the work that is being done. Mr. Jette said that a rural model is used for the Dover-Foxcroft center and that the center serves all of Piscataquis County and regions north of Bangor. He said that last year there were 4,743 face to face meetings, 10,288 service hours, and help through a 24 hour call center. Mr. Jette said that Partners for Peace has a great relationship with the community and if there were a contribution from every community no matter how small, it would show that we are all in this together.

Pine Tree Hospice (PTH), requested amount $2,750; amount proposed $2,750
Jane Stitham was present. Mrs. Stitham thanked the town for its support over the years and acknowledged the work of all other agencies and programs present. Mrs. Stitham said that this year’s budget is $232,600 and 100% of the budget needs to be raised as PTH receives no funding from State and Federal Grants because it is not a medical hospice, but a volunteer hospice. She said there are 65 volunteers with some being matched up with families that need support and some serving on the various committees. She also said that services can be
given at the start of a life limiting illness where a medical hospice is restricted to the last six months of life. Mrs. Sitham said that PTH has served 137 individuals and families with progressive life limiting illness with volunteers giving 4,551 hours. She said there were also 150 bereavement program attendees, 394 attendees in the caregiver programs, and 620 individuals participated in community awareness events. Mrs. Stitham said volunteers provide services such as taking people out into the community for day to day activities, giving rides to medical appointments, grocery shopping, help with changing relationships, and programs for children.

Chairman Chris Maas thanked the representatives from the social service agencies that gave presentations. Chairman Maas asked the budget advisory committee to vote on the recommended appropriations for the social service agencies that were present at the meeting.

**Resolution 001-022719**

*MOTION: Thibault, seconded: Poulin, and voted unanimously (7-0) to recommend the following appropriations for the Social Service Agencies listed for the proposed 2019-2020 Municipal Budget:*

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<th>Agency</th>
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<td>DFAFC</td>
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<td>Maine Health Equity Alliance</td>
<td>$500</td>
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<td>Partners for Peace</td>
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<tr>
<td>Pine Tree Hospice</td>
<td>$2,750</td>
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*Motion passed.*

Chairman Chris Maas asked for the committee’s comments on the social service agencies that were not in attendance: Community Health and Counseling, Red Cross, Lifeflight, and Maine Public.

Vice Chair Marc Poulin spoke about agencies that request funding and do not follow up regarding their allocation.

Kathleen Thibault asked if it is because the agency may cease to exist after their request was approved and funding appropriated.

Town Manager, Jack Clukey said that at the start of the fiscal year, July 1st, appropriations are made available upon request or invoice from the agency. He said funds are dispersed at the end of the fiscal year and only held back if the agency ceases to exist.

Chairman Maas asked if the agencies that haven’t sent representation are contributors to the community.

Town Manager, Jack Clukey said that yes, some are focused in Dover-Foxcroft and some are located in other parts of the State, but have a presence in Dover-Foxcroft such as Lifeflight and American Red Cross. He said that this is the first request received from Maine Public and Maine Health Equity and a request was not received for the current fiscal year from American Red Cross, but was received for FY 19-20.

**Resolution 002-022719**

*MOTION: Thibault, seconded: Annis, and voted (6-1, Nay: Poulin) to recommend the following appropriations for the proposed 2019-2020 Municipal Budget:*

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<td>American Red Cross</td>
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D. Welfare
Town Manager, Jack Clukey presented the welfare budget for the general assistance program. He said that the town follows the State of Maine General Assistance Ordinance whereby if adhered to; the town receives approximately 50% in reimbursements for what it awards in assistance. He said that there is an application process for both first time applicants and renewal applicants with eligibility criteria. He explained that the town is required by law to fund a welfare program. He said that although the town has stayed well within the welfare budget recently, he is not inclined to reduce the proposed $42,720 proposed budget for 2019-2020 due to the fact that the town is required by law to fund the program whether it is allocated for or not.

*It was the consensus of the Budget Advisory Committee to recommend the proposed budget of $42,720 for Welfare.*

E. General Government
Chairman Chris Maas noted the difference to appropriate in the budget for general government is $58,775. David Johnson, Finance Director/Treasurer reviewed increases in the proposed budget due to an increase in the cost for elections since the adoption of ranked choice voting, supplies, training for the code enforcement department, postage, contracted services due to the need to hire a computer support person since the former support person was a volunteer and has retired. He said other contracted services include costs associated with online tax maps and software updates, and changes to the server. He said that there is a 2% COLA adjustment and costs associated with the State mandated minimum wage increase. Dave Johnson said that the appropriation for document restoration has moved to the budget for capital. He also noted increases in workers compensation and general liability insurance.

Town Manager, Jack Clukey said that the town is responsible to pay approximately ¼ or 27% of costs for a resource officer that is shared with SeDoMoCha and Foxcroft Academy.

Members discussed the 4% increase to health insurance benefits. The Town Manager noted that the general government budget includes health insurance costs for all town employees in the program (except for the wastewater department) and not just the administrative department.

He also said that costs for Maine Highlands Senior Center are offset by almost 50% from revenues generated by hall rental.

David Johnson said that costs for capital for the administrative department include $5,000 for a copier for the municipal office.

He said that the final roof section has been completed on the municipal building.

The Town Manager said that for assessing capital the town is planning for assessing maps, aerial photography which should be updated every 10 years. He also said that the town is considering the option of converting from CAD to GIS format for its tax maps.
David Johnson said that the town has an outstanding municipal office staff that are talented, cross trained, and go above and beyond in their work and serving the public. Town Manager, Jack Clukey said that same about David Johnson.

Chairman Maas asked if the town had any salary issues.

David Johnson said that a salary comparison was done last year and the town employees are where they should be as far as salary and benefits.

Town Manager Clukey, in response to the Chairman’s question about salary issues, said that there are work force issues in attracting new employees particularly for the police department and public works plow drivers that could result in pressure to increase wages in these areas in the future.

F. Contingency and Abatement
The Town Manager presented the budget proposed for 2019-2020 for Contingency, $20,000 and Abatement, $15,000 for a total of $35,000. He explained that abatements are paid when there is an incorrect valuation, a property is assessed to the wrong owner, or due to inability to pay. He said that contingency is for unforseen expenses and has had recent increases due cleanup work or the need to demolish a structure at properties that have been tax acquired. He also said that the town would like to have adequate contingency funds to be supportive of public access to the new ice arena.

G. Debt Service
The Town Manager said that it is being proposed to prepay leases on existing equipment such as a fire truck and equipment at the public works department. The Town Manager said that funds in the amount of $162,150 are proposed to prepay for the existing equipment leases and would not be raised in the tax commitment as existing funds would be used.

IV. ADJOURN
Resolution 003-022719
MOTION: Thibault, seconded: Annis, and voted unanimously (7-0) to adjourn at 8:20 PM. Motion passed.