

**Milton Town Council Meeting
Milton Library 121 Union Street
Monday, September 16, 2013, 6:38 p.m.**

**Transcriptionist: Helene Rodgville
[Minutes are not Verbatim]**

Please note that Sam Garde had an active role in the budget discussion. He never used the microphone, so his words are either not written or not intelligible.

1. Call to Order – Mayor Jones
2. Moment of Silence
3. Pledge of Allegiance to the Flag
4. Roll Call – Mayor Jones

Vice Mayor Booros	Present
Councilwoman Patterson	Present
Councilman Coté	Present
Councilwoman Parker-Selby	Present
Mayor Jones	Present
Councilman Collier	Present
Councilman West	Absent

5. Public Participation

- Ed Kost, 230 Sundance Lane: Mayor Jones, Councilmen and Ladies. Tonight I would just like to ask a question. It's my understanding that the Town has completed it's Complaint. Is that correct?

Seth Thompson: I'll be discussing it with my client.

Ed Kost: Yes, I'm not asking to read the Complaint; I'm just assuming that the Complaint is now completed. It's also obvious that the Town, at the request of Chestnut Properties, is having the punch list updated at Chestnut Properties expense; therefore, Chestnut Properties appears to be getting set to maybe do something. Notice the quote "maybe". In looking at the agenda, in Executive Session I assume you're going to discuss the Complaint and possibly take action. My question for you is, has Chestnut Properties approached the Town with a plan, as to what they propose to do once they get an updated punch list and how that would affect the use of the Complaint. The Complaint is obviously a hammer, which is forcing Chestnut Properties to look into actually doing something to finish the project that they agreed to when they got their plans approved. My only point tonight would be that if Chestnut Properties has not submitted a proposed work schedule, satisfactory to the Town, that the Town then proceed with filing the Complaint. I don't know if Chestnut Properties has approached the Town and I would love to find out if that was correct, if they have proposed something to the Town to forestall the Complaint.

Seth Thompson: I haven't received anything and I did specifically ask in one of our

Demand Letters that they provide just that; that they provide their plan for paving; so I suppose the Town could have received something, although this is a pretty important issue. I would think they would have alerted me, as soon as we received anything.

Ed Kost: A question on the Complaint itself, the filing of the Complaint. Is there a fee to file the Complaint?

Seth Thompson: Yes. Our Courts charge a filing fee.

Ed Kost: Excuse me?

Seth Thompson: Our Courts charge filing fees.

Ed Kost: Five hundred.

Seth Thompson: I said filing fees.

Ed Kost: Oh, a filing fee. I thought you said 500. I was curious as to how much the fee would be.

Seth Thompson: That's not a bad estimate.

Ed Kost: Oh, okay it was basically a guess. In which case, I would hope that the Town has already spent the money to have the Complaint prepared, for another couple of hundred dollars, file the Complaint and use it as a hammer. Make these people understand that you're serious. You know. They submit a work schedule, satisfactory to the Town, with penalties in it if they don't proceed; the Complaint is on file and can be completed. I come from a position of do I trust Chestnut Properties to actually act? Do what they're supposed to do? And frankly I don't. And I also come to the same conclusion with the Town. I think you've also found out the same thing that I have, that in a matter of trust, it's lacking in this case. I think you have to keep the pressure on these people and make them actually perform the way they should. That's all I have to say tonight. Thank you very much.

Mayor Jones: Thank you.

6. Additions or Corrections to the Agenda

Mayor Jones: Any additions or corrections to the agenda?

Councilman Collier: Are we prepared to appoint anyone to the Land Acquisition Committee yet?

Mayor Jones: We are not prepared to appoint anyone to the Land Acquisition Committee yet. I would like to put that off until a noticed meeting, which has just been posted for next Monday night.

Councilman Collier: Alright, I would propose that we drop that item from the agenda then, please.

Mayor Jones: And actually, the following one as well. It was my memory from Monday night that the Ordinance to amend the Employee Handbook was deferred until after the Personnel Committee met another time. Do you recall that? So I was surprised to see it come back tonight, but I'd like to put that off with the same condition.

Councilman Collier: Alright.

Mayor Jones: First I'd like to make a very brief announcement. Mr. Abbott's employment contract with the Town of Milton expires at the end of this week and Mr. Abbott has elected to seek employment elsewhere. On behalf of the Town, I would like to thank Mr. Abbott, though he is not here this evening, for his service to the Town over the years he has served here and Milton has certainly been a better place for his efforts. We do wish him well in his future endeavors. Next week the meeting is set for Monday in order for Council to have the ability to

discuss the path that we will be taking for a hiring process and I hope that each of you who may see Mr. Abbott in the days to come, will extend your gratitude as well.

7. Agenda Approval

Councilman Collier: Do we need a motion to approve the agenda, as amended?

Mayor Jones: Yes you do.

Councilman Collier: So moved.

Councilwoman Parker-Selby: Second.

Mayor Jones: Any more discussion? All those in favor say aye. Opposed. Motion carried.

8. Appointment of Member(s) to Planning and Zoning Commission

Mayor Jones: You'll find in front of you paperwork in reference to the resignation of Mr. Bob Heinrich from Planning and Zoning in August. Take into consideration past experience of this particular candidate, I would like to ask for Council's consideration and approval for the approval of Virginia Weeks to the vacant seat on Planning and Zoning. She would come on with an expiration date of 2015, thus keeping with Chapter 30 of the Code and she has filed an ethics form. I am looking for a...

Vice Mayor Booros: Could I ask a question?

Mayor Jones: Certainly.

Vice Mayor Booros: She goes off on 2015 and the others go off in 2016?

Mayor Jones: Well it calls for three in three years; three in two years; and one appointee for one year; so she would be filling as the last seat. Mr. Heinrich would have gone off in 2016, if I'm not mistaken; that's how this one falls. So I am looking for discussion.

Councilman Collier: I'm showing April 2014.

Mayor Jones: Excuse me, Mr. Heinrich as stated here resignation in August and he was due to come off of the committee in April of 2014. Thank you.

Vice Mayor Booros: I make a motion to accept Virginia Weeks as a replacement for Mr. Heinrich.

Councilwoman Parker-Selby: Second.

Mayor Jones: Any discussion? All those in favor say aye. Opposed. Motion carried.

11. 2014 FY Budget and Fee Schedule

Mayor Jones: We're here to work diligently on the budget this evening, for whatever is left.

Councilman Coté passed out a new version.

Councilman Coté: Okay, we have the new version. The version that you may have picked up off the table was printed this morning and the latest version was printed this afternoon and I'm just going to run through some of the changes that we've made and these are changes not from this morning, but they incorporate... the changes I'll talk about, some of them are in here and I'll mention the ones that are not in the public's copy, but are in the Council's copy. The first change and on the Council's copies, the changed lines are printed in blue; the numbers are printed in blue. I'm not sure what color they are on the public's copy. The only things that changed from the last version, that was available at a meeting, are the items in blue that are on the Council's copy. I would think there would be some blue ones, as well. If there are no blue ones, I don't believe the right copy may not have been printed. I'm going to go over all the blue ones; I'll mention them all. Mine printed all on one page.

Councilman Coté: In Administration, we added the Holiday Bonus and in this particular version it's all under Admin and the number includes the payroll taxes and pension and it is... No, it doesn't include that. It just includes the bonus itself and I believe the payroll taxes got incorporated up above into the payroll taxes. The added line is \$2,125 and there's a small effect on payroll taxes and pension. This is in the order that we did them, rather than the order of the pages, but in the Parks Department...

Mayor Jones: Hey, could you give a page and tell us where we're going to on paper?

Councilman Coté: I will try.

Councilman Collier: Page 4.

Councilman Coté: Yes, that would be page 4 in the Parks Department. We added an expense line for Park Plantings, which doesn't have an account number, but the amount of the addition is \$3,000. In the Police Department on page 5, I believe...

Councilman Collier: It begins on 4.

Councilman Coté: Well the first change I believe... well... doing them in the order... trying... well, we had a few changes in the Police Department. We looked at the Overtime, which is on page 4, Regular Overtime and we put it at the Chief's original request for \$29,000. On page 5, account ending in 5345, we put \$1,000 in Uniform Cleaning; we actually just moved it from Uniform Expense to Uniform Cleaning and the balance in Uniform Expense was reduced from \$11,000 and change, to \$8,000. The next item was in Telephone. We reduced the Telephone budget by reducing the number of cellphones or planned reduction in the number of cellphones from \$12,500 to \$9,500 and that included, I believe an air card or two for the laptops in the cars. There was a reduction in Repairs and Maintenance Autos to \$13,200, from \$15,520. I mentioned the Chief's Overtime and we have put into the budget in lieu of a resolution to the police retention amount, we have put in a 3% salary increase. I don't know that that's... I don't think that discussion is finished yet, but for the purposes of this evening, we have a 3% and it's in each department; so it's 3%, plus there's a line in each department for increase pool and it's 3% of the salaries we believe will be there, plus payroll taxes and pension. And that is about... I think that covers the changes we made from our last meeting to this meeting. I think that's...

Mayor Jones: When the Council is finished, Mr. Garde, if you'd be so kind.

Councilman Coté: Because I'm not completely... To the best of my understanding, the police retention is under further discussion and that's why we put the 3% in and we can amend the budget as that conclusion is come to and made, we can amend the budget and hopefully we'll be able to do that soon. The net result of all that was there was a surplus of... I think the surplus was \$27,000 in the last version and it's now \$11,000. Well we added the 3%. That wasn't in there before.

Sam Garde: How many officers are in the base now?

Councilman Coté: Nine.

Councilman Collier: So if I get you correctly Councilman Coté, the 3% that you put in the police budget is more of a placeholder until we resolve the issues with the proposed salary schedule?

Councilman Coté: Yes.

Councilman Collier: Alright, thank you.

Vice Mayor Booros: Councilman Coté I only have one question and it's probably been answered 100 times, but on page 5, 5490 under Police Uniforms, \$8,000?

Councilman Coté: Yes.

Vice Mayor Booros: Last year-to-date is \$2,456; \$8,000?

Councilman Coté: I believe most of that would fall to the two new recruits and when we get the inventory of what's available, if those people fit those uniforms, or can be fitted to those uniforms, we can reduce that.

Vice Mayor Booros: Okay.

Councilwoman Parker-Selby: Okay, in the Police Department, we're still in the Police Department, we're talking about the Secretary or Administrative Assistant in the Police Department, right? There's nothing in there with that, right? Does that go on another line?

Councilman Coté: No, that's in the salary line.

Councilwoman Parker-Selby: Okay, that's my question. Is the administrative assistant there?

Councilman Coté: It's in the salary line and I know this...

Councilwoman Parker-Selby: Up for an increase? That gets to the 3%, as well.

Councilman Coté: Her current salary is included in the calculation of the 3%, but I'm not and I don't want to speak out of turn, but I would think that she could be included in a retention adjustment, but I'm not on the Ad Hoc Committee, but I know there's been some discussion about what that might look like, if it happened.

Councilwoman Parker-Selby: Okay.

Councilman Coté: I would say that is still under discussion, as well. And there's another possible reduction in expenditures and I just got the information this afternoon and did a quick calculation and there may be in the neighborhood of \$5,000 to \$10,000 in expenditures that we can reduce in the health insurance. Some of the original estimates were for health insurance to increase 16% and the actual increase we just got the word this afternoon and it's going to be 10.2%; so I just have to look at the details and figure out where it goes and what the exact number will be.

Mayor Jones: Is there anyone among us who knows the status of telephones in the Code Department? Meaning cellphones. Dustan? Do you know the answer to that one?

Dustan Russum: Of how many cellphones are in that department?

Mayor Jones: Yes, Sir.

Dustan Russum: Two.

Mayor Jones: I think that Council would need to look at that, if we're looking at reduction in cellphones in the Police Department. I know that through a discussion with Mr. Russum, I understood a little bit better the cellphones used for emergency purposes and posted on our website for any time, day or night water emergencies; but I can't imagine Code having the same need and I do understand, I believe the line item is \$600 in Code. I do not know whether that includes land lines and cellphones; but I would ask you the need for cellphones for those positions; just a consideration. We did not look at that last Monday.

Councilman Collier: Lacking anybody here from the Code Department to speak as to needing, what do we do? Ask them to justify it at the next meeting? Or make a decision based on our assumptions?

Vice Mayor Booros: I think a decision could be made to look at that number again at a future date, short of holding up a possible vote on the budget; over \$600 or a portion of that \$600. It can be looked at. You know we've got to look at this again for police retention, but I'd be willing to...

Councilman Collier: So that becomes part of our issues yet to be resolved.

Vice Mayor Booros: To be resolved afterwards.

Councilman Collier: Alright. I'm okay with that.

Vice Mayor Booros: I think it's a good place to cut, but I don't know how much.

Councilman Collier: Okay, through all this budget discussion, we haven't talked about any capital expenditure. Are we not planning any? Are we not considering any?

Mayor Jones: How many people here this evening have the actual list from the original September list of capital expenditures? Is it located in that, because it was located in a smaller version when we met in September, as well, on the back page.

Councilman Collier: I have it. This one details Capital Expenditures throughout the entire... because there are some in other departments. I'm just curious. Do you want to look at this?

Mayor Jones: No, but you could share with that, if you would. With an \$11,000 surplus, is that with or without consideration for capital expenditures?

Councilman Coté: The only capital expenditures that have been considered are the \$14,369 in Municipal Street Aid that's designated to street repairs and a corresponding number that's in the budget. We have not... I think the plan was to address the capital expenditure with funds available as a separate entity. I don't know if it was intended to be voted on and approved at the same time. Any advice from the Solicitor?

Seth Thompson: I think the Chief was looking over.

Chief Phillips: I'd like to add something if I could. We desperately need to get that outside building fixed. Our last estimate I think was about \$6,000 to fix that wall.

Vice Mayor Booros: That was my question. That's a structural issue. I don't how bad it is.

Chief Phillips: It could be a liability issue too, if Lord forbid we had an earthquake and something fell and hit somebody.

Councilman Coté: Well let's see, we have \$5,000 in the existing budget for Repairs and Maintenance Building.

Vice Mayor Booros: And I have a marking on mine that says it was not enough for repairs, \$5,000 wasn't enough.

Chief Phillips: It seems to me it was \$6,000. It sticks in my mind. I don't have the estimate with me, but that was the last estimate we just updated.

Mayor Jones: What is it on the sheet, Vice Mayor Booros?

Vice Mayor Booros: \$5,000.

Mayor Jones: \$5,000.

Councilman Coté: It's \$5,000 in the operating budget.

Vice Mayor Booros: With an asterisk in your handwriting that says not enough for repairs.

Mayor Jones: But there was an actual estimate, that accompanied that capital expenditure budget and I remember seeing that different... Mr. Abbott had prepared something in addition to what the Chief had prepared. Were you looking at the same people to repair that wall, as Mr. Abbott was?

Chief Phillips: We had had a few estimates from an Amish company and a couple of other companies and the lowest one we had, it was either \$5,000 or \$6,000; it's somewhere in that ballpark but I don't remember it offhand.

Seth Thompson: Was it subject to competitive bidding? Does anyone recall?

Mayor Jones: I never heard that said.

Seth Thompson: Okay. Your Charter does... anything above \$5,000, competitive bidding becomes mandatory, unless one of the exceptions applies; public exigent fee. I think that would not apply at this point, if we've been able to go some extended period before getting it fixed.

Chief Phillips: Let me check the price and see if I can get it down below \$5,000 and we can get it done quicker.

Councilman Collier: [unintelligible.]

Vice Mayor Booros: And I have a lot of back up here, but I don't have a quote for the wall attached to this.

Chief Phillips: Can I touch on another thing, that really doesn't have anything to do with my department, but you were talking about the Code Enforcer. The only thing I can say is, he may need a phone because he has no radio and we have no way for Town Hall to get hold of him if he's out and about and also if we have a house structure where we have a car run into it or something, we may have to call him out and have him come evaluate the situation. I know another town that's had that and things like that. That's just some food for thought. I mean, whatever you guys decide to do is what you decide to do; I just thought I'd throw that out there for Code Enforcement.

Mayor Jones: A number of Mr. Russum's items were on that capital expenditure recommendation list that made the cut.

Sam Garde: Not the ones that fixed valves...

Mayor Jones: I believe that was added to that capital expenditure at one point; we discussed that.

Sam Garde: I'm sure you're right. Maybe it's hyphenated, but that number is not high enough; that's not...

Mayor Jones: This is Sam Garde speaking in the audience, that as I recall you spoke at the Public Hearing to add the value of that valve.

Sam Garde: You're correct, I did and then Jack Bushey spoke at the last Council Meeting recommending that it be included, because it had not been... I can't recognize it on... maybe we should ask Dustan if he thinks it's included, but I think it is not. I see one for hydrants. That may have been taken out of the one that was valves and hydrants and put in for hydrants, but I don't see the one for valves.

Councilman Coté: Mr. Garde, are you looking at the Operating Budget, or the proposed capital expenditures?

Sam Garde: I'm not certain. I'm looking on page 8 where the other items are for the Water Department Expenditures.

Councilman Coté: That would be the Operating Budget.

Sam Garde: Okay and where should I be looking?

Councilman Coté: Well there's a capital expenditure page that I don't think is attached to the handout for this evening.

Sam Garde: It may be there, then. I'm sorry, but I'm on the Water Committee and I'm on familiar with the recommendation that's been made twice in public meetings.

Dustan Russum: I did not propose this, this way; as what you see here in the budget. I proposed valve replacements as a capital, but as you can see under Repairs and Maintenance Water Mains, it went to \$12,500; it was in last year's budget for \$4,000; so it looks like I did not do this, but the valves got switched into the Repairs and Maintenance of Water Mains. Because this year is \$12,500.

Sam Garde: Okay and your hydrant suggestion is on the line item for Hydrants; that's \$3,000.

Dustan Russum: Not to change out hydrants, for the Repairs and Maintenance Hydrants, it is to buy a hydrant to have on hand; because we currently do not have one on hand, but I do not see where the hydrant change out is on this.

Councilman Coté: I believe that's on the capital expenditure page.

Vice Mayor Booros: Yeah, it's on the capital expenditure page for \$33,000; for six hydrants. This is not a current document Mr. Garde. This is from a month ago.

Sam Garde: Thank you. I'm sorry. I'm sorry I'm speaking from incorrect... But I would like to make sure that Dustan is happy with the capital expenditures that he has requested. Hopefully, he has the right sheet.

Dustan Russum: I've got the one that was printed out today and everything I see on here, as long as I just get clarity on, because I did not do this. I proposed valve replacement as a capital improvement. That is what was added in there, at \$12,500. That's enough to cover.

Vice Mayor Booros: Mr. Garde, I'm the only one sitting at the table that has the old one. You want it?

Sam Garde: No thank you.

Councilman Coté: I have a version of the capital expenditure.

Vice Mayor Booros: I have a version of it too. I thought I had another one in here somewhere. I brought them all.

Councilman Coté: And the water system capital improvements come out of the Water Fund, which has a bigger surplus for the year, than the General Fund. The surplus we've been talking about at \$11,000 is the General Fund; the water fund has a greater surplus.

Sam Garde: Okay. It's my recollection that the annual budget needed to take a small amount from the gross surplus, in order to make the valve and hydrant replacement match; upon Win's initial budget it was Allen's to the dime, which is the way he works and valve and hydrant replacement was not on there. The Water Committee recommended that it be added and that, if necessary, it be taken out of the surplus that was pre-existing in the proprietary account.

Councilman Coté: I disagree with your comment. In one version of this, the General Fund was balanced; the Water Fund always had an annual surplus. It's the General Fund that was...

Sam Garde: I stand corrected, but I don't think there was enough in the forecasted annual surplus, which I think he said was about \$5,000 and Dustan questioned \$6,500 or something like that. So whatever the shortfall was.

Councilman Coté: Well, the surplus in the Water Fund and the proprietary fund, which includes trash and water, is well depending on how you read one of the lines; it's either \$117,000 or \$146,000.

Sam Garde: I withdraw all comments, except to make sure that Dustan gets everything he wants in the...

Councilman Coté: There's a list available which comes almost to the... but I don't think everything on the list is going to be approved.

Dustan Russum: Just for your information, the 4" valve replacement, just the parts only to replace a 4" valve, we're looking at \$1,600; a 6" valve is \$1,900; just to have a fire hydrant, you're looking at \$3,000 and that's not including hot mix. I estimated the hot mix around \$1,500 to \$2,500, depending on how big a whole we'll end up with; because some of these things that need to be done are on State-maintained roads, so that might require a little more additional hot mix and to maybe hire a flagger or two, while we're patching these.

Mayor Jones: How much did you say for a 6" valve replacement?

Dustan Russum: A 6" valve replacement, for the valve and your flange packs, all parts needed was \$1,900.

Mayor Jones: And so you feel on page 8, the \$12,500 under water mains, is sufficient to cover the \$8,000 that was recommended by the Water Committee for the valve replacement.

Dustan Russum: If I do two 6" valves, plus figuring the two 6x6 hot mix, that's making it high at \$2,500; that comes to \$8,200 at the high, but most of the valves that I need to jump on now, are my 4". That's the oldest section of the Town is all the 4" mains; so I feel safe with what I've

got there. We're going to do all this work ourselves, except for the hot mix, as we don't have the equipment to do that. I feel we can save some money by us doing the work and if I've got to get a flagger or something for the day to help us out; it would be a lot cheaper just to hire a flagger for a day, then to have a contractor come do it.

Mayor Jones: Okay. I'd like to back up and talk about Municipal Street Aid real quickly. Vice Mayor Booros brought a very interesting scenario to my attention over the weekend and that would be that he believes that the streetlighting fund that the state offers is based upon measurements that are taken in early spring; whether or not there's a possibility during this budget year, an unbudgeted amount of money on Milton's behalf to possibly pick up streetlights in Heritage Creek, which we've now learned come in at about \$18,000 a year. In addition, if and I'll say when, the streets in Cannery Village are finished and dedicated, it's hard to say when the Town of Milton will be looking at assuming the lights and their cost, without having any assistance during that timeframe, from the State. So it's not the best of news, but having the figure of what Heritage Creek lights may be, and I'm not exactly sure how to tell you to prepare for it; that's a pretty large amount of money if we have made no allowance for it.

Councilman Coté: Madame Mayor, the Cannery Village lights are about \$7,000 a year. I guess we don't have as many.

Vice Mayor Booros: Heritage Creek is talking three streets. They only have three streets.

Mayor Jones: Let me ask Mr. Thompson a question. We have an Ordinance or a Code that allows for the placements of light at so many hundred feet, I believe it states...

Seth Thompson: I think it's a maximum distance apart.

Mayor Jones: Okay, Heritage Creek is certainly one of the best lit communities and even I appreciate that. I'm not going on the record as advocating we reduce that for the homeowner's; please don't confuse that, but that is very high for a community that as someone said is only three streets wide. Does Milton's regulation on how those lights are placed, allow Milton to even consider the reduction of some lighting in that community?

Vice Mayor Booros: In future...

Mayor Jones: In future considerations?

Vice Mayor Booros: Phase 2, Phase 3, Phase 4, Phase whatever it is.

Seth Thompson: It might be helpful if the Council adopted a floor; so in other words, they can't be... I want to say it's 300', the lights aren't allowed to be more than 300' apart, but if the Council adopted a floor, where they can't be any closer together than 100', or 150', that might be one way to resolve the issue.

Councilman Coté: How would the "Approved Plans" with the lights where they are, if the plans have already been approved, your new regulation would not effect...

Seth Thompson: It wouldn't apply to those.

Councilman Coté: Would not effect the existing approved plans.

Seth Thompson: Correct. You could encourage the developer to come in and file an amended site plan; that would be one way to do it. I think they typically have to pay a few hundred dollars every time they file for a site plan approval and they have to get engineered drawings, so I don't know how realistic that solution is. I don't know if they'll be anxious to do that. But at least a floor would correct the issue going forward, in any sub-divisions that haven't yet been approved.

Mayor Jones: Thank you. Mr. Thompson, in regards to the recommendation by the Personnel Committee to look at and consider adopting the Fee Schedule for the Police Department, as Councilman Coté stated, a 3% increase has been placed into each salary category, department

category; would it be appropriate to entertain a motion on what to do; whether it is to adopt or whatever the consensus is of Council that Fee Schedule that came forward last time?

Seth Thompson: This is just for the Police Department that we're talking about?

Mayor Jones: Just for the Police Department.

Seth Thompson: Your Code speaks to a pay plan for all employees. It sounds to me like you're just kind of approaching the issue piecemeal; that this deals with the Police Department and then there's going to be a different review for the pay plan that relates to non-police, I take it?

Mayor Jones: Well we looked over a pay plan that dealt with non-police last meeting; that was where we extracted the 3% from. I don't have a problem though. I think that's an old system and needs to be looked at by Personnel at a future date, but I'm just thinking that the Personnel Committee did make a recommendation last Monday night and there was no action on the recommendation; so I'm just listening to Council, what they would like to do, but I don't want it to just drop. I think it requires action and I don't know if you would endorse our being able to do that tonight.

Seth Thompson: Discussion is the budget. I think there's an argument that, well as part of the budget, you're really... the budget essentially encompasses the pay plan, because that's how you're going to get to your budget figures; so I think within the confines of the budget, you could do that. Again, you're adopting that pay plan for purposes of reaching your budget.

Mayor Jones: Any discussion on the recommended pay schedule last week from police only, that came from that committee?

Vice Mayor Booros: I can only ask the question, if we approve that Fee Schedule or pay plan tonight, would it be under the condition that it doesn't go into effect until we find the money? The money's not in this budget.

Mayor Jones: That would be dependent on the way the motion reads, but in a general sense, even being on the Personnel Committee and making this recommendation, I have very serious concern about it, as we look to just make operating costs. I am amazed to see how short way our money goes, but I do find that this creates some problems. I have already spotted a flaw in this recommendation, because the salaries are based on 2,080 hours a year and I did the calculations. It's my understanding that the police are calculated at 2,184 hours a year, in which case, this document would be flawed. So I would prefer to see the committee get this back and work on it further as a document in progress, but I would be concerned about adopting this from the point of sustainability. Even if you could find at a six-month budget review, a windfall of some sort, I think putting this plan into effect right now, it would be difficult to sustain. So I did want the members of Council to hear that opinion and share theirs, as well.

Chief Phillips: Madame Mayor, I have one question, if I could. What were those numbers that you said, again?

Mayor Jones: 2,080.

Chief Phillips: And what was the other number?

Mayor Jones: 2,184.

Chief Phillips: Okay.

Mayor Jones: So it's 104 hours per person differential, not only in the salary baseline, but then in the benefits that would be tacked onto that.

Chief Phillips: Okay, that was 40 hours a week; 80 hours for two weeks?

Mayor Jones: It comes out to Councilman Coté?

Councilman Coté: 84. I thought it was like 84 hours every two weeks.

Chief Phillips: It is, but that would be straight time; it's not overtime or anything. It's not

guaranteed.

Mayor Jones: Right.

Chief Phillips: It's not guaranteed, like if they have training and they go to 8 hours of training; then they could fall back to the 80, instead of the 84, if you know what I mean.

Councilman Coté: Okay.

Chief Phillips: I'm not sure how that helps us or hurts us, at this second.

Councilman Coté: I would think that for the most part, that doesn't happen all that often, that they fall back to the 80, so I would think we would need, for the most part, we'd need to work at 2,184 or 2,180 or 2,150; whatever we can agree on might be the most... I mean, 2,184 is the 84 times 26, I believe. But we can't use... if other calculations were done based on 2,080, which is the 80 hours every... 40 hours a week, I think the calculations need to be reviewed in light of the fact that the schedules are different, then the rest of the town employee's who work 40.

Chief Phillips: Yes, Sir. I was just making a point. I didn't know which way was right or wrong.

Mayor Jones: I have no intention of abandoning the project or abandoning continuing to look at the retention issue as recommended by the Ad Hoc Committee, but this document once applied to the calculator brought about great concern, even with the hope of being able to parlay some of our unanticipated, higher transfer tax or taxes coming in. It is about sustainability, not just this year, but next.

Chief Phillips: Yes, Ma'am.

Vice Mayor Booros: Madame Mayor, I think when we made the recommendation from the Personnel Committee, we assumed that all the addition was right and it was based on 2,080; so adopting it tonight I don't think is a good idea, because it needs to be fixed; but you did say last week that the Personnel Committee intends to meet several times; are we meeting twice a week for the next six weeks? It was some ungodly amount of time.

Mayor Jones: I would say something like twice a month for a couple of months.

Vice Mayor Booros: Okay. That we look at it again at the first meeting.

Mayor Jones: Do you need to make that in the form of a motion to send that back to the Committee?

Vice Mayor Booros: I make a motion that we send it back to the Committee.

Councilwoman Parker-Selby: Second.

Mayor Jones: Any more discussion about the police pay schedule? All those in favor...

Councilman Coté: Well, I... I guess I have a question on... I guess I'm trying to think about timing and how long this process takes and has there been consideration as we're going along in the discussions, is there any consideration for this to be retroactive to the first of the year? Whatever decision is made. First of the fiscal year.

Vice Mayor Booros: Yes, when we brought it forward, it was always my intent it goes back to October 1st, retroactive to October 1st.

Mayor Jones: And it states that. Understand as well, the \$39,000 figure that was read on Monday night for the increase, did not include officer eight and nine. It was solely based upon the adjustment to the present salaries, so at \$39,000 plus, throwing some benefit at it, doesn't even cover two more salaries.

Councilman Coté: And the benefit is almost about 23% of the \$39,000...

Vice Mayor Booros: And also it increases the dollar amount of the overtime worked. It's got a ripple effect and like you said, coming up with the money this year is one thing. Sustainability is another. Things are happening. Houses are selling. They're buying and selling. Things are happening and hopefully things get better, but whatever we find and whatever the Committee

recommends and it comes back and this Council votes on, should be retroactive back to October, for the sole purpose of retaining these officers; giving them something to look forward to.

Councilman Collier: So if I understand what you're saying correctly, until we get to the bottom of the salary issue, we really don't have a budget that's a complete thing; the budget is a living document and could be adjusted at any time, so we're looking at once we get to this, we will be adjusting our budget numbers again; so how do we anticipate?

Vice Mayor Booros: Oh I think we'll see this budget come up over and over and over again over the next few months.

Councilman Collier: Okay, but how do we anticipate where that funds... we're running real close now without these dollars in there. What are we going to do in anticipation of the increases? I'm not sure...

Vice Mayor Booros: Well we're not going to do anything between now and October 1st, because that money is not going to fall out of the sky, so I say we need to look for it and we need to come up with some creative ways of...

Councilman Collier: Between now and October 1st?

Vice Mayor Booros: No, I said retroactive until October 1st. I said we're not going to come up with it by October 1st. We've put 3% in there to cover some basic raises and...

Councilman Collier: Councilman, let me rephrase. I understand what we've put in there, as a placeholder. What I'm not grasping and maybe I'm not getting it, is once we arrive at this figure, currently without this figure being correct, we're sitting at about an \$11,000 surplus. What I'm hearing up and down this table is that this is going to be considerably more, so how do we anticipate where the revenue comes from to cover this once we arrive at a figure? What do we have in place? Is it going to be a thing where we're going to keep stringing along until the money shows up or we increase taxes, whichever comes first and if it looks like we're going to have to do a tax increase, I think you need to do that at the beginning of your budget year, and not mid-stream?

Vice Mayor Booros: I've never mentioned a tax increase.

Councilman Collier: I know you haven't. Nobody has mentioned that issued, but now we're getting to the eleventh hour.

Vice Mayor Booros: Sir, if I could have come up with that money two months ago, I would have come up with that money two months ago.

Councilman Collier: No doubt in my mind.

Vice Mayor Booros: So for you to ask me this, me this, two weeks before the end of this, after we've beat this budget to death, I don't know how many houses are going to be built down in Wagamon's West Shores, or how many are going to sell, or what the actual bottom line dollar amount of the taxes being paid by Dogfish Head are. I don't think they're enough this year to cover these expenses.

Councilman Collier: Thank you, that's what I wanted to hear.

Vice Mayor Booros: No. No. I can tell you that, but I also don't think... I know what your proposal is right now too and if we start that again, we'll be here for two more months, trying to figure it out.

Councilman Collier: We're not going to start anything, because I'm not proposing a thing. I'm just asking a question.

Vice Mayor Booros: I don't know where the money... I can tell you right now, by looking at this, I've got 125 businesses in this Town that don't have licenses, yet they've only said that they're

going to get about \$2,000 more next year, than they got this year. Okay? That's not my doing. Why those people have not been before Planning and Zoning and forced to get licenses, not my doing; but there's a lot of money hiding there. There's a ninth officer that the good Chief kept bringing up last week, over and over again, it got brought up and got knocked back down. I think we're going to have to be creative. I will never say raise taxes. It doesn't mean that if somebody else says it, I'm not going there, but I don't know what you want me to say. You want me to look at the Chief and say let them all go, Chief; there will be no retention because there is no money and it really doesn't matter what we do in the Personnel Committee it ain't going to happen? If that's what you want to hear...

Councilman Collier: I don't think I asked that, at all.

Vice Mayor Booros: What are you looking to hear?

Councilman Collier: I'm just trying to get a sense of where are the dollars coming from.

Vice Mayor Booros: I have no clue. That's why we're not voting on it tonight, to approve it.

Councilman Collier: Well, I'm looking for some suggestions and I heard some tonight. Thank you.

Mayor Jones: Alright, the motion on the table is whether or not to return this to the Personnel Committee, actually the motion on the table is to return this to the Personnel Committee for further consideration, as well as the recommendation stands from the Personnel Committee that whatever is decided upon would be retroactive to October 1st. That is the motion on the table; not where we're going to come up with the revenue; so is there further discussion about the motion on the table? Hearing none, all those in favor say aye. Opposed. Motion carried. This will...

Councilman Coté: Just a comment.

Mayor Jones: Okay.

Councilman Coté: I've been the bad guy. I mentioned increasing the taxes. There's not a lot of ways you can do it. You either have nine and I don't relish the idea of increasing the taxes; but if we need to do this, we have to consider the hard decision or we have eight and we don't have to raise the taxes and the Chief has to weigh in heavily on that, because he's the public safety officer. So, that's just what we need to consider... we need to consider those two options, among others, as how you pay for this, whatever number the Committee comes up with. Enough said.

Mayor Jones: Well we have picked the bones of this budget repeatedly. I remain amazed at how truly little there is outside of operating costs, unless some of these operating costs are just not being monitored and we can't see it. I think the Council has looked in many places to try to curb expenditures. Chief, your task on Monday night was to bring us some information about a solar speed sign for proactive speed control out on Route 5. Do you have that information with you?

Chief Phillips: I have the price of the signs, but I do not have the poles to put it up and the price of that yet. I'm still working on that.

Mayor Jones: Do you have a ballpark for us? Even if it is just the sign. It's nothing we have to lock in, but I know that I am looking at it as a portion of the Sussex County Grant money.

Chief Phillips: I'm just going to step out on a limb and say possibly between \$4,000 and \$5,000.

Mayor Jones: Okay.

Councilman Coté: For the sign itself and installation is extra, or does that include installation in your guess?

Chief Phillips: Well, the price of the thing is about \$4,000, give or take and I'm guessing... I'm not sure what the pole's going to cost. I'm still waiting to hear back from that part of it.

Councilman Coté: And at the risk of stirring a pot, that pole should probably be a break-away

pole.

Councilman Collier: You don't get a choice.

Chief Phillips: Most of them are aluminum poles. I'm not sure if that's a break-away pole or not.

Councilman Coté: I still don't know if we know what the specifications are for that, but as long as it's specified that it is.

Councilman Collier: Councilman, just to enlighten you to the process, there is an application that has to be made to the Department of Transportation in order to place this sign and I assure you they'll tell you what the pole should be.

Councilman Coté: Okay.

Chief Phillips: The one in Milford, I can't remember... I'm thinking it is break-away; one of those square posts, with the holes in it, I believe, right there by the school.

Councilman Collier: There are various and assorted kinds, but if it's set within the clear zone, which you're required to make an application to the Department of Transportation for the placement of it and they'll make sure your pole meets their specifications.

Chief Phillips: So whatever they think it should be set at, they'll make the decision then, I guess; whether it's a solid pole or a break-away pole, would depend on where it's located I guess.

Councilman Collier: It will have some sort of break-away ability, I'm pretty sure.

Chief Phillips: I'll get a price on both ways and go from there and see what happens.

Councilman Collier: My advice would be to tell them you want a DelDOT specification pole. They'll look it up and give you a price.

Chief Phillips: Okay. Thank you.

Mayor Jones: Comments? Budget concerns? Down at the end of the table, I am not sure that I hear the readiness to vote tonight, but that's part of the reason why the meeting is scheduled again next week to take care of some other matters that have come up, as well as have a place to land if we were not prepared this evening to pass this.

Vice Mayor Booros: Madame Mayor, quite honestly, I think we've beat it to death, but there are expenditures that I see on a weekly basis, with Councilman Coté signing checks and Councilman Collier that were not budgeted for last year, yet they turn up all the time and we're looking at them thinking where the heck did this come from? \$1,000 a week for temporary help to help out here and there. I think there's also some scheduling and some overtime issues, quite honestly. It's not about what we're putting on this paper. We've balanced this budget right now. We could approve this budget right now, but if these Division Heads and Branch Heads and Town Manager's and everybody else don't watch how they're spending this money, they're going over and it's got to be watched. Everybody's got to tighten their belt a little bit. I've seen some expenditures that just floored me and I am sure they have an excuse, or a reason why they may have needed these things, or needed these things done; but...

Mayor Jones: Mr. Russum you have no Temporary Labor projection this year, at all, in Streets? I am supposing that's part of where you're talking about your flaggers, unless I am missing something and perhaps there is a separate line item for that. I don't see anything.

Dustan Russum: No. I didn't think of that. My mistake. It's not much and I can tell you here lately, to save the town a little bit of money, instead of hiring outside to flag for us, I've been contacting the Chief and he's been allowing me... Like the other night we had an issue on 16 and we were able to use his department to flag for us.

Mayor Jones: That's very generous of the Chief, but that can be a little dicey if you need to get a job done and that Police Officer is called off on a Complaint, I just want you to consider that.

Chief Phillips: Well we actually brought an officer in to assist him, because it was an emergency

and he needed to get it done right away and he couldn't operate without somebody being there to direct traffic.

Mayor Jones: Okay, Councilman Collier, with all of the projects that I know you have worked this year, I see \$14,369 worth of street repairs right now. Are those not Municipal Street Aid dollars?

Councilman Collier: They're Municipal Street Aid dollars.

Mayor Jones: And that's it.

Councilman Collier: And that's what was... well actually under the current rules, they didn't even have to be designated for street repairs; that was recently changed and they could all actually be used for lighting. I'm not suggesting that, but in this time when we're shopping for dollars to cover our expenses, everybody wants some, so that doesn't even come close to covering the projects that we've proposed. Now of course, we do have the Community Transportation Fund available to us, but that's money that our State Representative and our State Senator have available to them to spread throughout their districts; so we're in competition for those dollars and I know that at least one project that we had proposed has been sent forward, but that still leaves about \$70,000 sitting there and \$14,000 isn't going to get it done. I would like to think in the future that we give some serious consideration to dedicating a portion of our transfer taxes to our streets' infrastructure, but that's a different action and that's not part of the budget process. Without a fixed source of revenue that we can put a tangible number to, I can't insist that any of this get into the budget, because if we don't know where it's coming from, why put it in there?

Mayor Jones: You make a good, but sad point. Real quickly, Mr. Russum, one more time, you have had Temporary Labor the last several weeks; there is no Temporary Labor added to your budget for Streets and Sidewalks or Temporary Labor for Parks. If that sounds like something that you can anticipate needing that includes a flagger, I'd hate to see the categories go without having something put in them in anticipation.

Dustan Russum: Alright, give me a second. Flagger's run me \$18 an hour for valve changing and hydrants. Let's shoot for... The State roads I've got to have two flagger's; one coming in and one going out on the project; so \$18 an hour, that would be \$36 an hour for two; \$288 a day. I'd feel safe with \$500. I don't think I would exceed that.

Mayor Jones: Okay, so we are on page 7 right now, under Other Expenses, Temporary Labor; this would be under the Proprietary Fund and you feel \$500, did you say?

Dustan Russum: Yes, I would feel safe with that, because not all these projects are out on the state maintained road; some are on the side street where I'm only required to have one flagger.

Mayor Jones: And how about under Temporary Labor, both your Streets Department and your Parks Department have nothing in the category. Now you didn't use flagger's, but you had Temporary Labor here for the last couple of weeks. I don't know the dates of the... Councilman Coté, the dates of the expenditures for the Temporary Labor right now in Parks?

Councilman Coté: I believe what we saw was the first two weeks of August and I don't know how many... Did they work the last two weeks of August, as well?

Dustan Russum: Correct. Their last day was this past Friday.

Councilman Coté: So that would have been basically three more weeks and for the two gentlemen was about \$1,000 a week?

Dustan Russum: Yes.

Councilman Coté: Do you feel that that would be required to get your end of summer, beginning of fall work done in the next year?

Dustan Russum: It's kind of hard to tell, because now we're back up to a full crew; well almost a full crew of four men and we have made progress with the help that we had this past month by having those two guys in there getting some of these projects caught up. I know I've been getting help from over at the jail and it doesn't cost the town anything; so it's stuck here in the middle.

Mayor Jones: Because there was nothing that I can see that was actually budgeted this year for Temporary Labor, so whatever falls into those categories will cause it to go over.

Dustan Russum: Correct. We're good.

Mayor Jones: Okay. If it's the agreement of the Council though, I would like to add that \$500 to page 7 under Temporary Labor for the Water Department, please.

Councilman Coté: Agree.

Mayor Jones: Thank you. Does anyone else on Council have comments and things they want to bring up towards this budget right now?

Councilman Coté: If we're going to be looking at this again, I will spend some time trying to determine the Health Insurance lines and come up with what... it looks like from a quick calculation, it looks like there's some lowered expenses in the health insurance lines; because it's not clear at this point. At one time we were expecting a 16% increase and then a 12% and I'm not whether the old proposed budget numbers are at 16% or 12%; but the real number is 10.2%; so I will look at that and...

Mayor Jones: Will you be able to get that information with Mrs. Rogers and have it available for Council by Monday?

Councilman Coté: By Monday next?

Mayor Jones: Yes.

Councilman Coté: Yes.

Mayor Jones: Okay.

Councilman Coté: The question was raised from the floor about the Town Manager's salary. That will probably... I think the plan currently is to leave it as it is in the budget, because the plan is to hire someone as soon as we can and we don't know what that new person's range will be, so we can't take it out, because we're going to have somebody and we don't know what the salary will be. If it takes a little longer, we may have a little when we do the budget amendments, we'll be able to have a positive impact. If it doesn't take long, it could stay the same or have a negative impact.

Mayor Jones: Anyone else?

Councilman Collier: Well it appears we're done discussing the budget for the evening, but I see in this item on the agenda it also includes the Fee Schedule and I've yet to see a proposed Fee Schedule. Is there one? Maybe I just haven't found it yet.

Councilman Coté: There is one that somehow got sent out and if you don't have one, there's some on the table we can get.

Councilman Collier: I got one I can share, so we need to discuss this, don't we yet?

Chief Phillips: Excuse me, Council, can I say one more thing, real quick before you go to that? I know I started here twelve years ago and we had a Town Clerk that did everything. It's just a suggestion, why not just keep the Town Clerk, hire some more help for her and just keep the thing going like they did year's ago, until we get situated. That would help out, relieve some of the money, etc.

Councilman Collier: Thank you.

Mayor Jones: Say it again, Chief?

Chief Phillips: Perhaps maybe we could go back to the way they did it years ago and just have a Town Clerk do the work and hire her like another person to help her whatever duties she does now and do it that way; I know way back when, when I first started twelve year's ago, that's what we had and it worked out very well then. In that timeframe, we could save that money for maybe a year and then decide which way to go from there, with a Town Manager or stay with a Town Clerk. Just a thought to save some money and salaries and help everybody else out.

Mayor Jones: Thank you. I've had a few discussions and there is not a person here to answer this question tonight, I'm sorry to say, but it bears asking. We raised the grass cutting to \$200 for a lawn that is cut; it costs the town a certain amount of money and then we charge. I would be interested in knowing how many of those fees, this year, have been billed that we have collected at that rate, if any? Looking back on it, it's a huge amount. It appears from our Accounts Receivable we have had problems collecting the regular rate of \$35. I want to make sure that when we adopt a Fee Schedule that it is reasonable enough to believe that we will have some payment on the billing of it. There's no sense in billing it, if it's just going to ride as bad debt and to Councilman Coté, does our Accounts Receivable have any position on our budget?

Councilman Coté: Not really. We will collect some cash. There are some items in there that have to be removed and I believe Code Department budget has a revenue item for some number of amounts collected, depending on how you look at it, could be perceived as too high or too low. It was based on some relatively low number of grass cuttings, based on what we've seen so far, that we've seen this summer, but I don't believe the collection rate is outstanding.

Mayor Jones: I will ask Mrs. Rogers about my question and see what I can bring back to Council.

Vice Mayor Booros: Madame Mayor...

Councilman Coté: Well, I've been looking at some of that with her as we do some of our monthly review and we're scheduled for that not before next Monday, but before our next regularly scheduled meeting.

Mayor Jones: Okay. The reason I ask is I was not sure from an accounting point-of-view whether or not the bad debt has any impact on the budget.

Councilman Coté: For all intents and purposes, it's revenue that we don't get. It's money we don't get. If we've set up the budget for a collectible number, in the Audited Financial Statement, the bad debts will show up as a negative item. In terms of the budget, again, if we've set up the revenue as a reasonable number, it shouldn't have too much effect. If we collect more than we thought, it will be positive, because we'll have more cash. If we collect what we thought, we'll be right on and if we don't collect any of it, we'll be a little short.

Vice Mayor Booros: We have a lot of expenditures that we've put out that we haven't been paid back for and that affects this month's budget.

Mayor Jones: That's it and that includes some of these what we call "pass through" engineering fees, but on page 1, the jump and we have targeted this a number of times, account 4600, we went from a \$500 anticipated budget line to \$6,000 this year and that all blends into my starting with... You're adding \$6,000 to a potential revenue line, however, I want to make sure that it plays out that we're collecting, as well as the professional fees. A lot of those, as I recall, the last time I looked at the Accounts Receivable document, are sitting in there with no collection on them whatsoever; some of them of good age, as well.

Councilman Coté: Well, there's a group in there for one customer, one account, that's gone bankrupt. We found an error in the billing which we should have billed that customer, instead of a different one, so it went from 13 to a bigger number; and I don't know... if they're bankrupt, I

don't know that we're ever going to get that. We have... There's a \$7,000 item that people are declining to pay and conceivably rightly so, because they didn't ask for work to be done. It was initiated in year's past by the Town and... I think we need to find out about the bankrupt people. I don't know that there's any chance anymore, because some of these items are 3 or 4 years old.

Seth Thompson: Typically when it comes to bankruptcy, if somebody's going to be reorganizing, then you're entire debt gets paid, but it gets paid through their five year payment plan, for instance, that's approved by the Court, but you have to file your claim. So if the plan is approved and you haven't made your claim, you've really lost that ability to do that. If people are liquidating, you might be looking at pennies on the dollar and then once the debt is discharged, you're not entitled to attempt to collect.

Councilman Coté: I guess you and I will have to talk about that?

Seth Thompson: We can. Other municipalities' escrow professional fees, or anticipated professional fees. I know that Milton hasn't done that. I think I was told at one point, that that was based on an accounting issue, but I do know that that's a possibility that other Towns do that, so for instance, if somebody is going to apply for a sub-division, they might have to pay \$2,500 as a deposit towards the Town's professional fees. That might be something for the Council to...

Councilman Coté: That sounds like a reasonable approach to that. I don't know of any... I wouldn't say I'm 100% up to speed on municipal accounting, but I know in the business world there would be no problem with it. A couple of items on the Fee Schedule, as long as we have it.

Vice Mayor Booros: On some of the collections, on some of the smaller ones, Madame Mayor, I know you and I have discussed it; before this Town spends another dime on door hangers to tell people that their grass needs to be cut, you may want to put it in Spanish on the back of the door knocker, because I have a neighbor that we've cut his grass three times and I think he can't read the notice we're giving him. We may want to... instead of keep cutting it and cutting it and cutting it at the Town's expense, because we're paying a contractor to cut it, maybe we really need to notify the guy and we have a fairly large Hispanic population here and maybe we need to just.... It's just door knockers or if we are sending them a letter, a registered letter, maybe we could translate the bottom half of the letter on the back of the page or something like that into Spanish. I'm hoping it's a short and sweet little note saying cut your grass and it's not some long... But I mean we're sending registered letters. If they don't understand what they're getting, we have an issue and I don't know how many of the letters are being picked up or signed for or not being picked up or signed for; we need to find that out, too. Because we're paying the cost for those registered letters. Just a thought.

Mayor Jones: And I wanted to ask Mr. Thompson in reference to the escrow fees, which I know that we discussed earlier probably in May sometimes, as it applied to this bad debt situation; does that come in the form of a policy, adopted by Mayor and Council or does it actually have to go into the Code?

Seth Thompson: I would put it in the Code and on the Fee Schedule. You could put down an initial deposit for a sub-division... you should have a sub-division application that looks like you guys charge \$100 or \$25 per lot; you might want to put it on your Fee Schedule, that it would be plus... again, whatever your estimated... whatever you're going to escrow.

Mayor Jones: So we could work on that Code and then amend the Fee Schedule to adopt? We don't have a collection agency that we can turn our bad debt over to. I don't believe I've ever known the Town to use a collection agency, but last time I looked at that document, it was \$77,000. If we're looking for revenue, I think we need to look in the very books that we own

and we're carrying bad debt. If people owe us, then we need to collect and I know that's going to take a careful review, because of the mistake that was found the first time out, but my request is that we begin to do this undertaking to at least look in our own backyard for the revenue.

Now Councilman Coté I don't know if you want to get some help with that. I look to you because you're the money person and the Treasurer, that it seems you are best suited for that, but you would need to work with Town staff to verify the billings on some of these pieces.

Councilman Coté: I'll work with Mrs. Rogers on that and I don't know the legalities of how the Town collects, but if we can use a collection agency, especially one that's not rude on the phone, then I think we should go ahead and start that activity to try and collect some of these. I mean, even if they're old, cash is good. I just had three items on the Fee Schedule that you have in front of you. One and two are boat dock rentals. Didn't we reduce the \$150 and \$100, to \$120 and \$80.

Councilman Collier: We reduced each one of those lines by 20% when we redid the agreement, so those need to be adjusted.

Councilman Coté: So that would be \$120 and \$80?

Councilman Collier: I think that also reduces the full year paid in advance by 20%, as well. So that would be \$960. Is that correct?

Councilman Coté: Yes. I believe the trash and the utility rates could be up to... well I have an email in here somewhere. I think it goes up to about \$64 a quarter.

Mayor Jones: Were we to have those rates, not by tonight. I know Mr. Abbott warned us that those could be coming at us, the increases; to renegotiate the contract in the following year.

Councilman Coté: I have an email from him from last week, where he basically... the cost is going to go up to about \$20 a month and actually that calculation looks like... he indicated that it might need to go up; but it looks like what's in there is the \$62.37 and I think that could be correct, because the cost is going up to \$19.99 and revenue is plus 4% of the cost. I'm talking a little leeway with a penny. It's \$19.99 per month, as opposed to \$20.

Councilman Collier: That comes up to \$62.37, exactly as you spoke.

Councilman Coté: So that is okay.

Mayor Jones: Anything else?

Councilman Coté: That's all I have.

Councilwoman Parker-Selby: Question. Out of town water. What does that mean?

Dustan Russum: Yes, that's anybody that's out of the town limits, like you go down 88, anything on that side of the branch is considered out of town water.

Councilwoman Parker-Selby: They get our Town water?

Dustan Russum: They get our water and your availability is \$35, there's is \$70.

Councilwoman Parker-Selby: Okay.

Mayor Jones: Are those the properties that just front on the Sam Lucas property that are being served right now? When you say on 88 or is it coming up on Atlantic Avenue?

Dustan Russum: Take Atlantic and we've got our water all the way out to the point of Front and Atlantic.

Mayor Jones: Okay.

Dustan Russum: I take that back. It stops at that dead end, that hydrant, at the last house on the left, the little white bungalow, right before the point and that's where it stops.

Mayor Jones: Okay.

Councilwoman Parker-Selby: And the amusement license, each machine? Explain that to me.

Dustan Russum: That would be Robin's Department. I don't handle that.

Councilwoman Parker-Selby: Oh, okay.

Councilman Collier: Okay, well I have a question maybe you could help me. What is a street permit?

Dustan Russum: A street permit, that's usually figured in when Robin figures new houses, there has to be a... they have to cut the road; that is a permit fee that they pay; they've got to do a water tap; sewer tap; there's also a street permit that is issued at that time, also.

Councilman Collier: Okay, so that's coupled with this other street excavation replacement and actual cost to repair?

Dustan Russum: Correct.

Councilman Collier: And I assume that that \$200 covers the paperwork; does that provide for any inspection on your part, to make sure that it's put back to standard?

Dustan Russum: I don't know how it's been tracked in the past. I haven't had anything. So far it's always been in these new developments, so we haven't had anything since I've been here.

Councilman Collier: Alright, thank you.

Councilwoman Patterson: I have a question. The annexation fee at \$8,000 an acre. I can't remember. What is the reasoning behind that? Is that a typical fee for around the area?

Seth Thompson: Councilwoman, I think there was an analysis done maybe a year ago on that. I didn't do it personally, but I know there was a point of discussion that that figure might be too high.

Councilwoman Patterson: I remember that, but I didn't know how they came about that \$8,000. I just didn't know if anybody remembers.

Councilman Collier: It's analysis based on what it would cost to additionally provide policing, infrastructure and so on and so forth and maintenance the infrastructure and things.

Seth Thompson: It's basically an impact fee.

Councilwoman Patterson: Okay. Thank you.

Councilman Collier: I have no other questions or comments regarding this. Thank you.

Sam Garde: The Charter and Ordinance Review Committee submitted for the Council to review a draft of a new Fee Schedule. It would not fit on one page... but it referenced each place in the Code where a fee was _____ and all the Council had to do was pencil in the number for the new year, because the 2013 fee was included and there was a column for notes and the notes included things like you may add an additional fee for engineers or for whatever other things were required. I just make that comment, rather than looking at this Fee Schedule; the Fee Schedule that the Charter and Ordinance Review Committee included as part of the suggestion to change the Code in many places to refer to the Fee Schedule. The Fee Schedule draft was prepared for that. It's many pages long and I may even ask one of the authors a question about yellow comments... that we couldn't possibly include, but I think it was an easy place to start this conversation... That's just a suggestion. Do you recall that document? **Mr. Garde was nowhere near a microphone, so I'm not sure I got everything he said.**

Councilman Collier: It came to us for a reading about two months ago and we've had so many meetings since, that it's probably been covered over in everybody's memory.

Sam Garde: I know someone who has a copy. I could leave it for you.

Councilman Collier: I have one. I don't think we're going to reach a decision on this tonight. We're just discussing it at this point.

Sam Garde: It just makes it easy to go through it...

Mayor Jones: Mr. Garde, I have to absolutely tell you that I do not recall having reviewed that document with the rest of Council.

Sam Garde: Probably not. I agree, but I recall the specific _____...

Councilman Collier: I'll get it to you.

Mayor Jones: Okay and will you supply that to the rest of Council another time?

Councilman Collier: I can and I'll do it by next Monday.

Mayor Jones: Thank you. Do you recall it?

Seth Thompson: I saw the ordinance that was amending the code references.

Councilman Collier: I don't know what got forwarded to you. I know what went to the Town Manager and being part of the committee, I'm familiar with it. I can't tell you where it went from there and yet I'm buried under so much stuff I'm not sure, but I have it and I'll make it available to all of us.

Mayor Jones: I hope it is Council's plan to review the documents this week, bring anything up that is necessary, however, I think that next week, the 23rd we are definitely looking at there is going to be a vote noticed on that agenda for this budget. So any other pending questions for consideration by Council are best brought up this evening.

Councilman Coté: Just a clarification point. I assume we're going to vote on the Operating Budget?

Mayor Jones: Yes.

Councilman Coté: Are we... Do we have any plans for the Capital Expenditure Budget?

Mayor Jones: Do you have any plans for revenue to support the Capital Expenditure Budget, other than the proprietary fund, which contains a number of the requests from Mr. Russum?

Councilman Coté: There are capital expenditure funds from the transfer taxes which I think we used some of that this past year to help pay for some of Shipbuilder's work and that transfer tax account still has a balance. I think if all of this year's budget were taken out of it, we still would have a balance of \$100,000; not that I think we want to say we're going to spend it all and there's been proposals that we sell excess or surplus assets, which I don't know that it's going to be a savior. I don't know that it's going to raise a great amount of money, but it will probably pay for some road work, street work. Again, I don't know how much and I believe that process has been begun and whatever funds that process raises, should be capital expenditure money, not operating money. My opinion.

Mayor Jones: Yes, notice has already been sent out to the Department Heads to review their inventory for assets to be entered into an auction and I couldn't agree more. Anything that comes from those auction assets, I think should be placed in Capital Expenditure, rather than be placed into the General Fund. I do need a motion on that particular revenue item? I do not.

Seth Thompson: I don't believe so.

Mayor Jones: Is there agreement among Council? Again, we have no way of determining what the amount is, but it would go to our infrastructure and I know Councilman Collier again, has worked very hard in the first five months, just identifying a number of pieces that would be helpful. Dustan, I believe you had four in particular on your list that you were making recommendations here and we do not have the funding right now to come anywhere close to paying for them. So it certainly is a topic that warrants and needs to be revisited. I would say even before your six month budget review, to see if these assets and anywhere else we can look for some money. Are we using this \$14,000 as a baseline for building on that road repair?

Councilman Collier: I would like to hope we are, but that's the pleasure of the entire Council, not just mine.

Councilman Coté: I believe that's the way it's set up currently in the budget, that that's the first \$14,000 from that Municipal Street Aid money.

Mayor Jones: Okay. Do we have any other comments on the budget this evening or the Fee Schedule? I'm not sure exactly who has the template for the Fee Schedule, but the corrections would need to be made in this particular document if it's going to be reviewed, as well as the one that Mr. Garde has recommended that we have a look at. Do you believe Mrs. Rogers has that template and can create these?

Councilman Coté: I believe she has access to it.

Mayor Jones: Okay, that's great. Anything else?

16. Executive Session

a. Discussion/strategy session involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation

Mayor Jones: Hearing nothing else, I will entertain a motion to go into Executive Session.

Councilman Collier: Motion to go into Executive Session.

Councilwoman Patterson: Second.

Mayor Jones: All those in favor say aye. Opposed. Motion carried. Executive Session began at 8:26 p.m.

Councilman Collier: Motion to come out of Executive Session.

Councilman Coté: Second.

Mayor Jones: All those in favor say aye. Opposed. Motion carried. Executive Session ended at 9:14 p.m.

17. Discussion and possible vote on Executive Session items

Councilman Collier: Motion to approve that Mr. Thompson proceed, as discussed in Executive Session.

Vice Mayor Booros: Second.

Mayor Jones: Any discussion? Hearing none, all those in favor say aye. Opposed. Motion is carried.

18. Adjournment

Mayor Jones: Motion to adjourn?

Councilman Collier: I make a motion to adjourn.

Councilman Coté: Second.

Mayor Jones: Further discussion? All those in favor say aye. Opposed. Motion carried. Thank you.