

**Agenda
Town of Skowhegan
Joint Meeting
Selectmen and Budget & Finance Committee Meeting
Monday, May 1, 2023
6:00 P.M.
Municipal Building – Council Room**

****Public wishing to see this meeting may also do so from the
Town of Skowhegan Facebook page****

Board of Selectmen:

Todd Smith, Chairman
Charles Robbins, Vice Chairman
Harold Bigelow
Steven Govoni
Paul York

Budget & Finance Committee:

Christian Savage, Chairman
Judi York, Vice Chairman
Patrick Dore, Secretary
Jimmy Bigelow
Donna Ferenc McGorty
John Grohs
E. Gene Rouse
Adrian Sincyr

Town Manager:

Christine Almand

Finance Director:

Trisha Austin

Executive Secretary:

Cara Mason

Call Meeting to order.

Joint Meeting:

1. Discussion and decision to reconsider votes on Public Works Capital Reserve Funds.
2. Discussion and decision regarding surplus.
3. Other business.

Adjourn Meeting.

TOWN OF SKOWHEGAN OPERATING BUDGET

| | 2021 Budget | 2022 Budget | 2023 Budget | 2023 Expenses YTD (3/29/2023) | 2024 Initial Department Requests | 2024 Manager Approved | 2024 Budget Committee | 2024 Selectmen |
|--|----------------------|----------------------|----------------------|-------------------------------|----------------------------------|-----------------------|-----------------------|----------------------|
| Dept/Div: 50-03 Capital Expenditures / Capital Reserve Funds | | | | | | | | |
| Capital Reserve Funds | | | | | | | | |
| 65-01 Pollution Cont. Plant | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 238,000.00 | | 238,000.00 | 238,000.00 |
| 65-05 Recreation Dept | 129,000.00 | 157,000.00 | 58,950.00 | 58,950.00 | 150,000.00 | | 150,000.00 | 150,000.00 |
| 65-10 Municipal Bldg | 40,000.00 | 40,000.00 | 59,000.00 | 59,000.00 | 137,000.00 | | 137,000.00 | 137,000.00 |
| 65-13 Opera House | | | 25,000.00 | 25,000.00 | 50,000.00 | | 50,000.00 | 50,000.00 |
| 65-15 Solid Waste | 27,000.00 | 47,000.00 | 61,500.00 | 61,500.00 | 66,500.00 | | 66,500.00 | 66,500.00 |
| 65-20 Police Dept | 62,400.00 | 67,400.00 | 7,500.00 | 7,500.00 | 167,000.00 | | 167,000.00 | 167,000.00 |
| 65-25 Public Works Equipment | 218,000.00 | 200,000.00 | 397,000.00 | 397,000.00 | 59,000.00 | | 59,000.00 | 59,000.00 |
| 65-30A Public Works Roads/Sidewalks | 750,000.00 | 770,000.00 | 1,030,000.00 | 1,178,208.00 | 1,355,000.00 | | 1,386,000.00 | 1,386,000.00 |
| 65-30B URIP Funds (Block Grant) | 149,532.00 | 139,664.00 | 150,220.00 | 0.00 | 148,208.00 | | 148,208.00 | 148,208.00 |
| 65-35 Fire Dept. | 202,000.00 | 242,000.00 | 242,000.00 | 242,000.00 | 279,500.00 | | 279,500.00 | 279,500.00 |
| 65-45 Emergency Management | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | | 5,000.00 | 5,000.00 |
| 65-70 Administration | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | 20,000.00 | | 20,000.00 | 20,000.00 |
| 65-75 Assessor's Dept. | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 | | 15,000.00 | 15,000.00 |
| 65-80 Comm. & Econ. Development | 4,500.00 | 10,660.00 | 10,000.00 | 10,000.00 | 10,000.00 | | 10,000.00 | 10,000.00 |
| 65-85 Cemeteries | 26,000.00 | 41,000.00 | 30,000.00 | 30,000.00 | 40,000.00 | | 40,000.00 | 40,000.00 |
| 65-90 Planning, Ord., Admin & Enf. | 4,000.00 | 4,500.00 | 13,500.00 | 13,500.00 | 51,500.00 | | 51,500.00 | 51,500.00 |
| 65-95 Public Works Buildings | 20,000.00 | 30,000.00 | 30,000.00 | 30,000.00 | 30,000.00 | | 30,000.00 | 30,000.00 |
| 65-96 Street Lights | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 | | 5,000.00 | 5,000.00 |
| Capital Reserve Funds | 1,777,432.00 | 1,894,224.00 | 2,259,670.00 | 2,257,658.00 | 2,826,768.00 | 0.00 | 2,892,708.00 | 2,892,708.00 |
| Capital Reserve Funds | 1,777,432.00 | 1,894,224.00 | 2,259,670.00 | 2,257,658.00 | 2,826,768.00 | 0.00 | 2,892,708.00 | 2,892,708.00 |
| Capital Expenditures | 3,517,071.00 | 3,754,437.00 | 4,477,323.00 | 4,455,307.54 | 5,024,766.00 | 0.00 | 5,090,766.00 | 5,090,766.00 |
| Expense Totals: | 24,027,644.62 | 25,330,857.02 | 27,656,230.81 | 21,778,132.26 | 17,491,688.74 | 0.00 | 17,467,081.00 | 17,479,081.00 |
| Dept/Div: 45-01 Tax Assessments / Education | | | | | | | | |
| Unclassified | | | | | | | | |
| 45-03 School Tax | 8,892,737.00 | 9,083,051.00 | 9,263,239.50 | 6,947,429.58 | | | | |
| Unclassified | 8,892,737.00 | 9,083,051.00 | 9,263,239.50 | 6,947,429.58 | 0.00 | 0.00 | 0.00 | 0.00 |
| Education | 8,892,737.00 | 9,083,051.00 | 9,263,239.50 | 6,947,429.58 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dept/Div: 45-03 Tax Assessments / County | | | | | | | | |
| Unclassified | | | | | | | | |
| 45-01 County Tax | 2,556,947.12 | 2,666,111.02 | 2,682,378.31 | 2,682,378.31 | | | | |
| Unclassified | 2,556,947.12 | 2,666,111.02 | 2,682,378.31 | 2,682,378.31 | 0.00 | 0.00 | 0.00 | 0.00 |
| County | 2,556,947.12 | 2,666,111.02 | 2,682,378.31 | 2,682,378.31 | 0.00 | 0.00 | 0.00 | 0.00 |
| Tax Assessments | 11,449,684.12 | 11,749,162.02 | 11,945,617.81 | 9,629,807.89 | 0.00 | 0.00 | 0.00 | 0.00 |
| Raise and Appropriate | 12,577,960.50 | 13,581,695.00 | 15,710,613.00 | 12,148,324.37 | 17,491,688.74 | 0.00 | 17,467,081.00 | 17,479,081.00 |

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

Public Works

Department Request for Equipment \$59,000

To replace the vacuum machine and trailer with a trailer and leaf vacuum system, estimated cost \$25,000.00. Maintenance costs on the current vacuum machine has increased significantly. Quick release loader forks, estimated cost of \$11,000.00. Pavement Planer Attachment for the Multihog, estimated cost of \$23,000.00.

Department Request for Streets and Sidewalks \$1,355,000

\$1,315,000 to fund this year's paving program; \$20,000 will go into bridges and \$20,000 into sidewalks. We currently have \$ 506,789.20 in our Road Resurfacing, \$182,729.54 in the Bridge Improvements and \$1,026.97 in Sidewalks. Our paving plan for the 2023 season includes the following: 7,300' of Rowe Road with .75" shim and 1.5" overlay starting at the intersection of Back Road to Bigelow Hill Road, 10,000' of Oak Pond Road with .75" shim and 1.25" overlay from Town line to Red Bridge Road. Bungalow Street, Cedar Street, Chamberlain Street, Dane Avenue, East Chandler Street, Pooler Avenue, Prospect Street and St. Mark Street will be milled 2" and receive a shim and overlay. Mary Street and Pine Street will be full depth reclamation the 2.5" base course. Parlin Street will receive a .75" overlay. [Norridgewock Ave Sidewalk /LPA is scheduled for the year 2024]

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

Public Works (Continued)

| | 2023 | | Depth | Length | Width | Paving Plan | | Tonnage | Misc. work | Price per ton | Project total |
|---------------------------------|------------|-------|-------|--------|-------|-------------|-------|--------------|-------------|-----------------|---------------|
| | Other work | | | | | Other work | | | | | |
| Rowe Road | 22 | 7300 | 2.25 | | | \$53,533.33 | 2,204 | \$63,371.76 | \$115.00 | \$370,392.11 | |
| Oak Pond Road | 22 | 10000 | 2.00 | | | \$73,333.33 | 2,684 | \$30,866.00 | \$115.00 | \$412,859.33 | |
| Bungalow Street | 20 | 500 | 2.00 | | | \$3,333.33 | 122 | \$1,647.00 | \$135.00 | \$21,450.33 | |
| Cedar Street | 19 | 670 | 2.00 | | | \$4,243.33 | 155 | \$3,144.95 | \$135.00 | \$28,354.59 | |
| Chamberlain Street | 21 | 1375 | 2.00 | | | \$9,625.00 | 352 | \$4,755.71 | \$135.00 | \$61,937.84 | |
| Dane Avenue | 21 | 710 | 2.00 | | | \$4,970.00 | 182 | \$3,683.52 | \$135.00 | \$33,210.29 | |
| East Chandler Street | 20 | 380 | 2.00 | | | \$2,533.33 | 93 | \$1,877.58 | \$135.00 | \$16,928.11 | |
| Mary Street | 25 | 780 | 2.50 | | | \$6,500.00 | 297 | \$6,021.84 | \$135.00 | \$52,667.47 | |
| Parlin Street | 20 | 1450 | 0.75 | | | \$9,666.67 | 133 | \$2,686.67 | \$135.00 | \$30,264.46 | |
| Pine Street | 20 | 880 | 2.50 | | | \$5,866.67 | 268 | \$5,435.10 | \$135.00 | \$47,535.77 | |
| Pooler Avenue | 22 | 1425 | 2.00 | | | \$10,450.00 | 382 | \$5,163.35 | \$135.00 | \$67,246.80 | |
| Prospect Street | 20 | 1150 | 2.00 | | | \$7,666.67 | 281 | \$5,682.15 | \$135.00 | \$51,229.82 | |
| St. Mark Street | 21 | 1350 | 2.00 | | | \$9,450.00 | 346 | \$4,669.25 | \$135.00 | \$60,811.70 | |
| Steward Hill Road Crossing | | | | | | | | \$508,164.00 | | \$508,164.00 | |
| Norridgewock Ave Sidewalk (LPA) | | | | | | | | \$500,000.00 | | \$500,000.00 | |
| | | | | | | | 7,500 | | | \$2,263,052.61 | |
| | | 5.3 | | | | | | | | | |
| | | | | | | | | | Grant Funds | \$125,000.00 | |
| | | | | | | | | | LPA Refund | \$400,000.00 | |
| | | | | | | | | | CIP Amount | \$275,000.00 | |
| | | | | | | | | | LRAP Funds | \$148,208.00 | |
| | | | | | | | | | Taxation | \$1,3314,844.61 | |

Surplus

History of Usage:

| | | |
|--------|----------------|--|
| FY2008 | \$500,000.00 | |
| FY2009 | \$700,000.00 | |
| FY2010 | \$800,000.00 | |
| FY2011 | \$700,000.00 | |
| FY2012 | \$400,000.00 | |
| FY2013 | \$756,864.25 | |
| FY2014 | \$1,000,000.00 | |
| FY2015 | \$1,000,000.00 | |
| FY2016 | \$1,000,000.00 | |
| FY2017 | \$750,000.00 | |
| FY2018 | \$750,000.00 | \$475,000 to reduce tax commitment; \$150,000 for PW Roads & Sidewalks; \$100,000 for Public Safety Building; \$25,000 for P&R Ballfield Compound |
| FY2019 | \$1,418,000.00 | \$1,000,000 to reduce tax commitment; \$300,000 for P&R Ballfield Compound; \$100,000 for PW Roads & Sidewalks; \$18,000 for Police Department |
| FY2020 | \$1,167,071.00 | \$511,071 to reduce tax commitment; \$500,000 for Public Safety Building; \$75,000 for PW Roads & Sidewalks (Bridges); \$57,000 for Police Department; \$24,000 for P&R Ballfield Compound |
| FY2021 | \$800,000.00 | \$300,000 to reduce tax commitment; \$500,000 for Public Safety Building |
| FY2022 | \$1,400,000.00 | \$700,000 to reduce tax commitment; \$700,000 for P&R Ballfield Compound |
| FY2023 | \$1,850,000.00 | \$1,700,000 to reduce tax commitment; \$75,000 for Opera House Reserve; \$75,000 for Village Partnership Initiative (50% match) |

| | | |
|--|----|---------------|
| Surplus (Audited Fund Balance) | \$ | 4,173,519.00 |
| Recommended Surplus (10% of FY2023 Budgets*) | \$ | 2,765,623.08 |
| Available Surplus | \$ | 1,407,895.92 |
| * FY2023 Town, School, & County Budgets | \$ | 27,656,230.81 |

Requested Funding for FY2024

| | |
|---------------|--|
| \$ 200,000.00 | PW Roads & Sidewalks (Steward Hill Road Culvert Replacement) |
| \$ 100,000.00 | Opera House Reserve |

Town Manager's FY2023 Recommendation: \$ 1,407,895.92 to reduce tax commitment

Budget Comparison

| | With Salt Shed | | Increase/ (Reduction) |
|----------------------------|-------------------------|-------------------------|--------------------------|
| | FY2023 | FY2024 | |
| Amount to Fund (Expenses) | \$ 15,710,613.00 | \$ 17,534,323.00 * | \$ 1,823,710.00 |
| Less Operational Revenues | \$ (2,569,657.00) | \$ (2,795,351.00) | \$ (225,694.00) |
| | \$ 13,140,956.00 | \$ 14,738,972.00 | \$ 1,598,016.00 |
| Less Surplus | \$ (1,700,000.00) | \$ (1,407,895.92) ** | \$ 292,104.08 |
| Less State Revenue Sharing | \$ (1,121,861.85) | \$ (1,369,953.40) *** | \$ (248,091.55) |
| | <u>\$ 10,319,094.15</u> | <u>\$ 11,961,122.68</u> | <u>\$ 1,642,028.53</u> |

* Does not include service agencies that will not be on the warrant due to lack of petitions.

** If we use all available surplus.

*** Initial State Revenue Sharing Projections

Significant Changes

| | FY2023 | FY2024 | Increase |
|--------------------------|-----------------|-----------------|------------------------|
| Wages & Benefits* | \$ 7,206,080.00 | \$ 8,020,586.00 | \$ 814,506.00 |
| Utilities** | \$ 815,596.00 | \$ 919,210.00 | \$ 103,614.00 |
| Repairs & Maintenance*** | \$ 537,066.00 | \$ 676,655.00 | \$ 139,589.00 |
| Capital Reserves | \$ 2,259,670.00 | \$ 2,857,708.00 | \$ 598,038.00 |
| | | | <u>\$ 1,655,747.00</u> |

* Includes new positions being proposed - Asst Town Manager & 2 Police Officers (75% grant funding for one officer).

** Increase of \$87,920 for electricity - 92% increase to supply in Nov on med accts & added Public Safety Building.

*** Accounts under Repair & Maintenance category. Does not include other repair & maintenance activities that fall under categories like contract services or purchases.

Tax Levy Limit (LD1)

| | |
|----------------------------|---------------------------|
| Amount to Fund (Expenses) | \$ 17,534,323.00 |
| Less Operational Revenues | \$ (2,795,351.00) |
| Less Surplus | \$ (1,407,895.92) ** |
| Less State Revenue Sharing | \$ (1,369,953.40) *** |
| Less Homestead | \$ (559,159.45) |
| Levy Limit (LD1) | <u>\$ (10,237,922.00)</u> |
| Over/(Under) Levy Limit | \$ 1,164,041.23 |

** If we use all available surplus.

*** Initial State Revenue Sharing Projections

There is \$1,407,895.92 available surplus over the recommended level.

Tax Levy Limit History

| <u>Fiscal Year</u> | <u>Tax Levy Limit</u> | <u>Over</u> | <u>Under</u> | <u>Mill Rate</u> |
|--------------------|-----------------------|-----------------------|-----------------------|------------------|
| 2006 | \$3,182,543.78 | \$455,722.22 | | 16.45 |
| 2007* | \$2,109,902.00 | | \$6,031.00 | 7.70* |
| FY2008 | \$3,630,099.00 | \$594,619.00 | | 16.00 |
| FY2009 | \$4,192,928.00 | \$275,139.23 | | 16.05 |
| FY2010 | \$4,516,249.00 | | \$21,025.00 | 15.54 |
| FY2011 | \$4,855,030.00 | | \$149,409.00 | 15.50 |
| FY2012 | \$5,009,023.00 | \$419,232.00 | | 15.86 |
| FY2013 | \$5,774,607.00 | | \$98,897.22 | 16.20 |
| FY2014 | \$5,914,512.00 | | \$207,744.00 | 16.40 |
| FY2015 | \$6,034,361.00 | | \$303,016.00 | 17.15 |
| FY2016 | \$6,161,312.00 | \$906,148.15 | | 18.30 |
| FY2017 | \$7,297,766.00 | | \$578,465.00 | 19.04 |
| FY2018 | \$7,523,540.00 | | \$1,457.26 | 20.00 |
| FY2019 | \$7,818,782.00 | | \$457,256.20 | 18.20 |
| FY2020 | \$8,581,318.00 | | \$511,071.00 | 17.24 |
| FY2021 | \$9,382,422.00 | | \$580,413.31 | 18.00 |
| FY2022 | \$9,716,440.00 | | \$579,189.81 | 18.35 |
| FY2023 | \$9,793,000.00 | | \$42,881.55 | 17.48 |
| FY2024 | \$10,237,922.00 | \$1,164,041.23 | | |
| | | <u>\$3,814,901.83</u> | <u>\$3,536,856.35</u> | |
| | FY2006-2024 | \$278,045.48 | | |

* 6 month budget