



**TOWN OF TOWNSEND
Budget Meeting Minutes
Thursday, May 14, 2015**

7:00 pm – Budget Meeting

- I. Call to Order: 7:00 pm
- II. Roll Call: Mayor Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CW Cindy Cook, TM Dawson Green
- III. Pledge of Allegiance: Pledge was said. Council stayed standing for a moment of silence for the victims of the Amtrak train derailment earlier in the week.
- IV. FY 2015-2016 Budget Discussion
 - a. Mayor Hatton stated all have a copy of revenues and expenses in front of them. These are the latest numbers as of this afternoon once the bills were processed. This is exactly where we stand as of right now in this fiscal year. We are going to go through each item and tweak this for the 2015-2016 budget. Thanked all of Council for sending their numbers for the budget prior to this meeting. We are very cost conscious but still need to maintain protocol and do what has to be done. We have residents that expect us to do certain things.
 - b. We have exceeded our projection for new home construction for this year and still have 2 months to get more permits. We are budgeting for 26 homes in this budget per the projections from the builders.
 - c. Council started with the revenue. Mayor Hatton stated development escrow is not part of our income, these are escrow funds.
 - d. Fire home impact fees – these are driven from the new homes constructed and we give them a check every January. We don't budget for this.
 - e. Police fines – CM feels we are going to get \$15,000.00 in but Mayor Hatton said he would like to keep it at \$10,000.00. This money may or may not come in.
 - f. Franchise fees – budgeted \$15,000.00, we brought in \$25,000.00. We will raise this to \$25,000.00.
 - g. General Impact Fees – based on the 26 homes, we budgeted \$48,000, raised it to \$52,000.
 - h. Roadway Impact Fees – Raised this to \$65,000.
 - i. Sidewalk Impact Fees - \$5,200.00.
 - j. Returned Checks – leaving it at \$125.00.
 - k. Miscellaneous office fees – we budgeted \$300.00 for this, will leave it at this. It is currently at \$8,400.00, asked TM Green to see what was put in there to throw the numbers off.
 - l. CO's – Took in \$1,200, will make it \$900.00.
 - m. Permits and fees - Administrative fees- will make this \$1,000.00, this is for decks and home projects, brought in \$2,400.00 but would rather be low than high.
 - i. CM Ness asked if fees need to be adjusted.
 - ii. Mayor Hatton said yes, compared to the Towns north and south of us, our fees are very low. It's a matter of TM Green finding time to do this.
 - n. Inspection fees – don't want to budget for it again this year, can't foresee what will be needed.
 - o. Contractor's licenses – kept this at \$12,000.
 - p. Business licenses – keeping this at \$9,500.00. Still not sure what we will be getting from Dollar General, their fee was based on only 3 months. Believe we will get around \$15,000 next year but would rather keep it at this until we know for sure
 - q. Lines & Grade – raised this line to \$12,000. We budgeted \$10,200 and brought in \$15,000.
 - r. Fees for non-residential buildings – not budgeting for this, last year the money we brought in was for Dollar General, amount of \$15,300.
 - s. Demolition Permits – not budgeting.
 - t. Variance Fees – not budgeting.
 - u. Property Transfer Taxes – based on the 26 new homes, are going to budget \$150,000. Budgeted \$125,000 last year.
 - v. Real Estate Property Tax – budgeting \$160,000 this year, brought in \$151,000 this year.

- w. Real Estate property Taxes penalties – budgeting \$1,000.00, don't believe we will get this, do a good job at collecting property taxes.
- x. Real Estate property Tax – discount for early payment – budgeting \$5,000.00. It isn't showing in the budget though, TM Green will fix this also.
- y. Returned Check Charges – budgeting at \$500.00
- z. Town Permits – sheds – budgeting \$150.00
- aa. Town Permits – Fences – budgeting \$150.00
- bb. Town Permits – driveways/sidewalks – not budgeting anything for this.
- cc. Town Permits – decks – budgeting \$1,000.00.
- dd. Town Permits – patios – budgeting \$450.00.
- ee. Town Permits – screen porches – not budgeting.
- ff. Town Permits – Finished basements – budgeting \$300.00
- gg. Town Permits – New Homes – budgeting \$30,000.00
- hh. Town Permits – Remodel - not budgeting
- ii. Town Permits – Pools & Spas – budgeting \$325.00
- jj. Town Permits – Signs – not budgeting
- kk. Town Permits – Misc. – budgeting \$2,500.00, this is everything not in the other permit categories.
- ll. Trash Collection – budgeting \$150,000.00
- mm. Trash Collection – late fees – not budgeting
- nn. Park rental – budgeting \$500.00
- oo. Merchandise – budgeting \$50.00
- pp. Town Fair 2015 is account number 01-5600-018. After a discussion, they decided not to budget for the fair as we make money on it.
- qq. Mayor Hatton asked TM Green to ask Edmonds if rather than doing separate line item budgets, can we do 4 rather than 3 so we can keep the park separate from our operating accounts. There is nothing other than park maintenance that should come from the Town unless we have to cover something. All the events should be separate.
- rr. CW Gorman said the events right now are Easter Egg Hunt, Movie Night, Town Fair, Christmas Caroling. There are 4 events that cost us.
- ss. Mayor Hatton suggested we do a separate budget line for Town Events and put it at \$5,000.00 and track it that way.
- tt. Park Fund Donations – not budgeting
- uu. DLLG reimbursement for missed meeting – not budgeting
- vv. Moved onto expenditures and Mayor thanked Council for sending him their lists.
- ww. PNC rewards – the more we spend on the card, the more money we get back, this has increased our cash flow. We pay our trash bill with this card and have 30 days to pay the credit card bill which enables us to collect trash fees from the residents before paying the bill. We then get money back when we pay the bill. We will not budget for this.
- xx. We do not budget for any of the escrow accounts.
- yy. Dollar General is done, won't see any more escrow from it.
- zz. **Revenue....**
- aaa. Municipal Street Aid Funds – has a separate budget and has it's own GL. It is relevant to the budget but could be drastically reduced.
- bbb. Fire House Impact Fee – check goes to fire hall for each new home, it is a wash, don't need a budget for it.
- ccc. Townsend Municipal Park – budgeting \$25,000.00
- ddd. Streetscape – don't need to budget for it. We have a meeting tomorrow to inspect the sidewalks and figure out who is responsible to fix it, it is not on the Town.
- eee. Grants – Energy Audit – no budget, this was used for the solar panels. So all know, we will be applying for more grant money for more solar panels at 141 Main.
- fff. Permits and Fee: Review Lines & grades – no budget
- ggg. Refund of Property Taxes – no budget
- hhh. Park Rental Refund – no budget
- iii. General Advertising – budgeting \$2,000.00. This advertising is specific to job postings, ordinances, etc., believe we need a separate advertising line for community events. All agreed this was a good idea.
- jjj. Accounting Audit – budgeting \$15,000.00.
- kkk. Bank Fees – budgeting \$200.00
- lll. Computer Support – budgeting \$15,000.00. Mayor believes this should be part of capital expense because we have to outfit the new Town Hall.

- mmm. Townsend Neighborhood Watch – budgeting \$200.00
- nnn. DLLG – budgeting \$7,500.00, this includes the membership fee.
- ooo. Town Decorations – budgeted \$2,500.00, all agreed we desperately need new Christmas decorations for the poles in Town. There was a long discussion about the new decorations and what is needed.
- ppp. Community Events – these will all be separate GL’s under park budget. This will now be called community relations
- qqq. Donations – not budgeting, this will have a sub category for Town event donations.
- rrr. Elections Expense – budgeting \$250.00
- sss. Maintenance Agreement (Excel Copier) – budgeting \$1,500.00, the agreement is based on copies made.
- ttt. Insurance (Selective) – budgeting \$12,000.00, used to pay yearly, now pay every other month and that will change to quarterly.
- uuu. Lawn Service – budgeting \$300.00
- vvv. There are 5 sub-categories under Maintenance
- www. Maintenance Equipment - \$4,000.00
- xxx. Town Equipment Fuel - \$1,500.00
- yyy. Pest Control/Cleaning - \$1,500.00, raised from \$300.00, new Town Hall is much bigger than this building.
- zzz. Town Hall General Expense - \$1,500.00
- aaaa. Park Maintenance – This will stay at 0. It was set up for a part time maintenance person which will be a line item under salary.
- bbbb. Lupo maintenance – 0
- cccc. Office equipment/furnishings – broke into sub-categories
- dddd. Misc. office equipment – budgeting \$400.00
- eeee. Office furnishings – this will come out of capital as needed.
- ffff. Office security (Tyco) – budgeting \$2,500.00
- gggg. Office supplies – budgeting \$2,500.00, blew over this, this was a catch all category, will create new GL’s as needed for new categories.
- hhhh. Flowers and Gifts – budgeting \$250.00
- iiii. Police – budgeting \$40,000
- jjjj. Code Red – budgeting \$1,600.00
- kkkk. Postage & Delivery broke into sub-categories
- llll. Certified Mail – budgeting \$600.00
- mmmm. Veterans Coupons – budgeting 500.00, moving this under community relations.
- nnnn. Postage – budgeting \$3,500.00 which will include lease agreement w/Pitney Bowes.
- oooo. Town merchandise – budgeting \$1,000.00
- pppp. Professional fees broke into sub-categories
- qqqq. Engineering fees – budgeting \$30,000, all new Town Hall fees are being charged to capital expenses.
- rrrr. Engineering Code Enforcement – budgeting 0
- ssss. Engineering fees – TVII – Phase II, III, V – budgeting 0
- tttt. Legal fees – budgeting \$15,000.00
- uuuu. Other Professional fees (drug, medical, background checks) – budgeting \$200.00
- vvvv. Board of Adjustment – not budgeting
- wwww. Charter/Comp Plan fees – budgeting \$5,000.00, time for a 5 year comp plan update.
- xxxx. Charter will be moved to a separate line item with 0 budget, it is done.
- yyyy. New Home Review – RVB
- zzzz. Street lights are divided into sub-categories.
- aaaaa. 400 Main Street (War Memorial) - \$400.00
- bbbbbb. Old Town Street lights - \$8,400.00
- cccccc. Townsend Station Street lights - \$12,000.00
- dddddd. Municipal Building - 661 South Street - \$2,500.00
- eeeeee. Street Repair – Snow removal - \$5,000.00
- fffff. Street Repair – Street Signs – 0 budget
- ggggg. Street Sweeping – 0 budget
- hhhhh. Subscription fees - \$250.00
- iiiiii. Training Classes - \$1,000.00, if we start a planning commission, those individuals have to have some training through IPA.
- jjjjj. Trash Collection Service – expense - \$140,000.00, trash is going up next year.
- kkkkk. Travel & Entertainment - \$1,250.00

lllll. Utilities are split into separate line items:
 mmmmm. Town Hall Internet – \$1,800.00
 nnnnn. Town Hall Heating Fuel – \$2,500.00
 ooooo. Town Hall Sewer – \$150.00
 ppppp. Town Hall Telephones – \$5,000.00
 qqqqq. Town Hall Verizon Wireless – \$3,000.00
 rrrrr. Town Hall Water - \$500.00
 sssss. War Memorial – 0
 ttttt. Town Hall – 0
 uuuuu. Payroll is broke into sub-categories –
 vvvvv. Payroll salaries & hourly – Mayor Hatton explained if we hire a new financial officer, pay Council members a small stipend (charter now permits it) and bring our part time employee to full time, we need \$232,000.00 in the budget.
 wwwww. FICA/Medicare - \$18,000.00
 xxxxx. Group Health Insurance - \$61,000.00
 yyyyy. Dental - \$3,200.00
 zzzzz. Simple IRA - \$3,200.00, this is 2% of salaries.
 aaaaaa. Life Insurance - \$4,600.00
 bbbbbb. Workman’s Comp - \$6,000.00
 ccccc. Aflac – 0
 ddddd. Christmas Bonus - \$2,500.00
 eeeee. Payroll taxes - \$15,000.00
 fffff. Mileage Reimbursement - \$150.00
 gggggg. Vehicle Expenses - \$4,000.00
 hhhhhh. There was a discussion about the 10 year old maintenance vehicle.
 iiiiii. No capital expenses for the park.
 jjjjj. Capital Expenses for New Town Hall – budgeted \$600,000.00 based on numbers from RVB for renovation and furnish the building.
 kkkkkk. CW Gorman asked for \$25,000.00 for park maintenance which includes everything, water, landscaping, porta pot, electric service, tree trimming and removal, mulch for trees and rubber mulch for playground area, misc. landscaping, park equipment such as trash can, etc., structure repair due to vandalism and Christmas decorations around gazebo.
 lllll. CW Gorman asked to budget for Christmas decorations for the new Town Hall also.
 mmmmmm. CW Cook asked for \$1,500.00 for community relations. She broke it down for Council, asked for \$450.00 for the newsletter and Holiday ad in the Transcript; the chamber is \$150.00 for membership, asked for \$100.00 for any luncheons, veterans coffee - \$100.00, postage and recognition ceremonies - \$250.00, welcome packets - \$50.00. Community outreach once in new building – and flags for all residents yards on Independence Day (which I hope to find a sponsor for) - \$1,500.00. If we add Christmas tree and decorations, will need more. CW Cook said she will ask Willey’s to donate a tree this year.
 nnnnnn. All agreed to budget \$2,000.00 for community relations.
 oooooo. There was a discussion over parade and fair planning. CW Gorman stated she would like all of Council take a sub-committee of the fair. She will do everything possible ahead of time, this will be for the day of the fair. CM Ness will be in charge of traffic control; CM Sutton ran the contests last year and will do it again this year. Need someone for games, setting them up in the morning overseeing them through the day and taking them down after the event. It was complete chaos last year and believe the Town lost money on it.
 pppppp. Mayor Hatton asked if this could be a volunteer responsibility and CW Gorman said no, feels someone from Council needs to oversee the games.
 qqqqqq. CW Cook said last year was her first year but she feels with Council in charge of something, it limits them from walking around and engaging residents in conversation. I had many people that wanted to talk to me last year and I couldn’t.
 rrrrrr. CW Gorman said correct, but look at my perspective, I’m only one person and when anything went wrong, everyone was looking for me. DJ was announcing that he needed me at the gazebo, someone else saying we need to order lunch for the volunteers. Not saying you have to stay there all day, but you have to oversee and supervise your area. You can do that however you want. It is too much responsibility for one person.
 ssssss. CW Cook said this is doable but feels need to have meetings.
 tttttt. CW Gorman handed out a sheet of volunteers needed for the parade and fair, can’t do it by herself. If you think about it, all of you were at Dollar General last year; I was at the park by myself dealing with vendors and parade questions and phone calls, etc. It is not fair to

make one person do this. Felt people were short changed last year. Sincerely asking all of Council to take charge of a section of the event. Will also ask Mr. Green, Melissa, Cathy and George to work the fair this year. That would take care of the Town table.

uuuuuu. Mayor Hatton asked if George could be put in charge of the games.

vvvvvv. CW Gorman said George is good getting the games there and set up but can't be there all day.

wwwwww. Mayor Hatton said CW Cook will be in charge of games, with George's help and he will be in charge of volunteers.

xxxxxx. CW Gorman said the volunteer coordinator will have a list of all the volunteers.

yyyyyy. Mr. Gorman and 2 friends from New Jersey will run the parade again this year but falls under traffic control.

V. Adjournment: CM Ness motioned, CW Cook seconded to adjourn between 9:30 – 10:00 pm
