



**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
March 1, 2018**

- I.** Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie Beaudin, Stewart B. Cumbo, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council Members, Sharon L. Humm, Town Clerk, Holly K. Wahl, Town Administrator, Laurie Smith, Town Treasurer, and Jon Castro, WRTP Superintendent. Absent was Derek J. Favret, Council Member.
- II.** **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III.** **Informational Discussion on the following items:**
- A. WRTP Lab Renovation RFP** – Mrs. Wahl stated that a Lab renovation RFP was released on January 31, 2018. A mandatory pre-bid meeting was held on February 12th and attended by five contractors. Mrs. Wahl presented a bid summary resulting in Mid-Atlantic being the lowest bidder coming in at \$249,769. Mrs. Wahl addressed the Council's questions.
- B. Fireworks and Barge RFP's** – Mrs. Wahl stated that both RFP's were released on January 19, 2018. A mandatory pre-bid meeting was held on February 13th followed by a site visit. Mrs. Wahl presented the bid results for both. Two (2) bids were received on the barge RFP and three (3) bids received for the fireworks display. Mrs. Wahl addressed the Council's questions.
- C. Budget work session – WRTP Fund , Mitigation Fund and General Fund**
- D. Water Reclamation Treatment Plant Fund** - Mrs. Smith stated the first page of the WRTP budget, which consists of income, is reflective of expenditures of fixed and variable costs which are shown on page 2. The 3rd page consists of capital projects proposed for FY19 which are also reflective on the first page and shows the breakdown of the percentages for each entity. Mrs. Smith gave an overview of the expenses within the fund explaining reasons for increases and in some cases, reductions. Mrs. Smith commented the increase in Salaries, Wages, and Plant benefits are due to an additional employee. Mr. Castro elaborated on the need for another employee and addressed several other line items for the Council. The Council had no recommendations to the proposed budget.
- E. Mitigation Fund** – Mrs. Smith opened the Mitigation Fund by stating the \$4,000 Critical Area Grant income, which normally goes into the General Fund, was moved to the Mitigation Fund this year and countered with an expense line item, "Proactive Public Health Initiative" for the same amount. Also noted was the CBOCS Oyster program was moved back to the General Fund. The purple pipe is anticipated to begin in the next fiscal year. The Council had no recommendations to the proposed Mitigation Fund budget.
- F. General Fund** – Mrs. Smith opened up the General Fund addressing inquiries submitted by Councilman Pardieck on the income from local sources.

Moving to expenses, Mrs. Smith stated that under "Other Charges" four (4) new line items were added; 1) Opioid Awareness, 2) Green Team, 3) Legislative Education/Travel, and 4) Dues & Subscriptions plus \$25,000 was added to line item "Grants to Local Organizations" per Councilman Morris's request.

Councilman Jaworski is requesting help in the 2nd annual North Beach Film Festival. Mayor Mahoney suggested the funds come from the line item "Grants to Local Organizations".

Councilman Morris suggested increasing the Special Events by \$3,000 as the EDC is looking at an inaugural Veterans Day concert. The Mayor recommended putting \$3,000 in Special Events and \$1,000 in the "Local Grants" for the NB Film Festival.

Mrs. Smith noted the "Trash Removal Service" was increased by \$50,000 as the Town is looking to bid out bulk trash. Other increases include "Recreation Operations", which is primarily due to maintenance needed to be performed on the ditch line at Kellams and "Property Maintenance" was increased by \$10,000. Councilwoman Beaudin recommended removing \$85,000 from "Recreation Operations" for the maintenance on the ditch line and move to Capital projects.

Mrs. Smith gave a brief overview of capital projects and addressed concerns from the Council. Councilman Cumbo requested the Holiday decoration replacements be increased by \$5,000 along with a sufficient increase in the holiday lights maintenance to cover additional labor costs.

Mrs. Smith will incorporate the recommendations into the proposed budget.

- IV. Close for an Executive Session.** The regular meeting was closed at 8:55 p.m. for a Closed Executive Session pursuant to General Provisions Article §3-305(b) Subsection 1, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals on a motion by Councilwoman Beaudin. Seconded by Councilman Pardieck, all in favor.

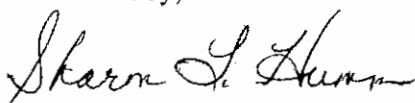
The Mayor reopened the regular meeting at 9:25 p.m.

All members that voted in favor to close for an executive session were present the entire closed session and that the purpose was to discuss a personnel matter regarding employee compensation.

V. Adjournment:

The meeting adjourned at 9:25 p.m. on a motion by Councilman Morris. Seconded by Councilman Cumbo, all in favor.

Submitted by,



Sharon L. Humm
Town Clerk