

DRAFT

TOWN COUNCIL WORK SESSION
May 23, 2005

Council President Donna Turner convened this work session at 4:09 p.m. in the Council Chambers of the Town Hall. The following Council and staff were present: Donna Turner, President, Mary McCarthy, Vice President, Norman Pinder, Member, Royden Powell, Town Manager, Steve Kehoe, Town Attorney, and Jane Saulsbury Administrative Aide.

Mr. Powell explained the budget from last year and reported on the anticipated revenues, etc. for this year. He noted that attorney fees came out of the General Government category can be broken down on a monthly basis and can be researched based on invoices received. Seventy-five percent of attorney fees in 2004 were applied to the water and sewer fund. A parallel situation is the breakdown for office staff, calculating a percentage of time spent on water/sewer activities and a percentage of time spent on general fund activities. Mr. Powell explained the columns of information and how to read the budget printout.

Concerning the Police Department, the Public Safety portion of the budget will include a line items for salaries for a new police chief and one to two new officers. There was discussion about staying with the established salary scale for employees, the COLA and providing equitable increases based on years of service.

A sample breakdown of health insurance costs was presented and noted that increasing the co-pay makes the premium go down. Dental and eye insurance is currently being provided. It was a concensus of the Town Council to renew the health insurance currently provided to employees.

Mr. Powell recommended returning to an employee pay scale that is defined by steps and grades based on different levels of responsibility. He used base salaries given by the State Highway Administration as a basis for comparison. Mr. Kehoe will get some information from Talbot County also. Mrs. McCarthy asked what it would cost for the Town to run its own wastewater treatment plant. Other municipalities will be polled to get an idea about costs. It was noted that the Supervisor of the Water and Sewer Department is a full time position. It is hoped also to hire a Public Works Director and two additional employees in that department. Chief Cohey prepared a budget for the police department before his retirement in April.

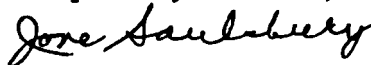
Other topics and items mentioned and/or discussed:

- (1) Improvements to the Millstream Park will be considered, such as, removing the fence around the area once used as a skateboard area, landscaping at entrance, more playground equipment and camouflage of the porta-potties.
- (2) Purchase of a voting machine will be considered if the State does not have a "Loaner." It is possible one can be rented from the County and that they could train our staff to use it.

- (3) Capital outlays include: paving of Front Street, paving of Chesterfield Avenue, purchase of a chipper, contribution to the Goodwill Fire Company, providing insurance for two EMT's at the Fire Company, etc.
- (4) Trees will be planted as a buffer at Tanyard farm for the spray field irrigation. Mr. Walls, adjoining neighbor, will be notified that the trees are going in.
- (5) Some of the Park Board funding will be used towards paving of the pedestrian trail. They only spent about half of the money in their budget last year.
- (6) Revenues include: \$300,000 in funds from highway tax, parking fines, property taxes, allocation fees, impact fees, etc.
- (7) Public Works Agreements will be formulated to set availability for allocations for developers. It was suggested to send a letter to those developers who have site plan approvals to advise them of the process to reserve allocations.
- (8) A decision needs to be made as to ownership of Ridgeview Avenue.

There being no further topics of discussion, it was moved and seconded by Mr. Pinder and Mrs. McCarthy, respectively, to adjourn the work session. All being in favor, the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Jane Saulsbury
Administrative Aide