North Yarmouth
&
Cumberland
Joint Standing Committee

Pam Ames
Mark Girard
Rob Woods

Steve Moriarty
Bill Stiles
George Turner

Meeting Minutes
Wednesday, October 3, 2012
Cumberland Town Hall – East Conference Room
4:30 PM

Cumberland Representatives Present: Councilors Steve Moriarty (Chairman), Bill Stiles, and George Turner. Town Manager, Bill Shane.

North Yarmouth Representatives Present: Selectmen Mark Girard & Rob Wood, Budget Committee member Pam Ames. Administrative Assistant, Marnie Diffin.

Chairman Moriarty explained (for new members Girard & Wood) that previously, he and a member from North Yarmouth Co-Chaired this committee and would alternate chairing the meetings. Mr. Moriarty urged the North Yarmouth members to choose a co-chair by the next meeting date.

I. Review of New Recreation Budget

Town Manager Shane reviewed the first quarter budget report (refer to attachment #1). The Manager said that the Recreation after school program is the 2nd biggest revenue maker, after summer programming.

Mr. Wood said that he is a member of the Recreation/Adult Education Committee. When the after school program was presented to the committee, they thought the program would not make any money. He is pleased to see it doing well.

Mr. Stiles explained that each Recreation program has to make money or break even in order to continue.

Town Manager Shane said that Recreation Director, Brian Bickford does a great job and he will invite Brian to a future meeting to explain any part of the Recreation Department that the North Yarmouth members would like to learn more about.

II. Review of New Library Employee Structure

Town Manager Shane explained that Jan Hamilton, Children's Librarian, retired in September. The Library Director, HR Director, and Manager met to discuss options for filling the position on a part-time basis. Jennifer Gifford, who is employed part-time in the Recreation after school program, was looking for additional hours. Jen took over the summer reading program and weekly story time at the Library. Jen is a North Yarmouth resident, and is doing a phenomenal job. The entire Library staff has stepped up to take on some additional duties since Jan's retirement. They are a dedicated, hardworking group of people.

III. **Preliminary Assessment Numbers for FY14**

Town Manager Shane explained that these are preliminary, pre-audit numbers. They may change after the final audit is completed (November or December). As of the end of FY'12, we are looking at a reduction of approximately $1,400 over last year's North Yarmouth assessment. This is primarily due to Library & Recreation revenues and expenses.

IV. **ACO Contract for FY14**

Town Manager Shane said that the ACO budget is down more than ½ from what it was two years ago. The charge to North Yarmouth for ACO service is by per call use. Mr. Shane said that he should have an answer from Chuck Bernie (current ACO) by January as to whether he is going to retire or not.

V. **Sidewalk Plowing Contract for FY14**

Town Manager Shane explained that this will likely be the last winter that Cumberland will be able to assist North Yarmouth with the plowing of sidewalks. Next year, Cumberland will have additional 2 miles of sidewalks to plow. It will be difficult to get to the North Yarmouth sidewalks on a timely basis.

Mr. Wood asked if there was ever a request by North Yarmouth to have their sidewalks plowed in a certain amount of time.

Town Manager Shane said there was not, but it is the primary school route, so that adds pressure to get the sidewalks cleared in time for the children to be safe while walking to or from school.

Mr. Stiles asked if North Yarmouth sidewalk plowing could wait until the day after a storm to plow.

Town Manager Shane said that the equipment is not capable of scraping up snow that has been packed down. It would be a mess to deal with a day later.

VI. **Community Food Bank Update**

Town Manager Shane explained that the Congregational Church was the only food bank in our area for decades. They helped 30-35 families, but were only able to be open a couple of hours per month. A group of interested people got together because they thought a community food bank could be put together by joining the volunteer efforts of local church and civic groups. The Cumberland Town Council was supportive and a new community food bank is now located in the back of Town Hall in a converted police department bay. Selectman Girard helped build shelves, high school volunteers help with painting, and North Yarmouth Congregational Church volunteers will help this coming weekend by installing an entry door. Money was donated to purchase meat from the 4-H auction during the fair, and 2 large freezers were also donated. The opening date is scheduled for Friday, November 2nd, and every Friday thereafter.

VII. Other Business

Next meeting:

Chairman Moriarty suggested the next meeting take place closer to Cumberland budget season.

Mr. Stiles extended an invitation to the North Yarmouth board members to attend the Cumberland Town Council budget meetings regarding Recreation and Library. This will give North Yarmouth the opportunity to ask budget related questions.

Next meeting dates chosen were:

- January 9th in North Yarmouth (3 year contract draft review)
- February 18th in Cumberland (Budget workshop)

VIII. Adjournment

Meeting adjourned at 5:27 p.m.

Respectfully submitted by,

Brenda L. Moore
Committee Secretary

Attachment #1

William Shane

Subject: Rec Recreation Expenses- Meeting with JSC

0413-3010 -Advertising YTD- $4,096.71 - typically over last 3 years has been $600 to $3,000 – why the big increase in 1st quarter?

0413- 4156 Early Release Programs - $14,832.30 - Typically over last 3 years $1,600 to $ 2,950 – why the $11k increase?

After School Explanation

Bill,

The line (0413-4155) shows an overage due 3 additional program offerings during the summer which we had not anticipated while preparing the budget back in January.
We added these programs since all three were revenue positive

Program	Program Gross	Expenses	Net to Rec Dept
Dance Camp	$5010.00	$3450.00	$1560.00
Princess Dance	$2043.00	$1560.00	$483.00
Mad Science (2nd session)	$4140.00	$3690.00	$450.00

We expended an additional $8700.00 however we brought in an additional $2493.00 in revenue which was not originally budgeted in the Summer Revenue line.

Advertising Explanation

Hi Bill,
Advertising...$600 represents postage; $4000 represents postage and the printing cost of one brochure.

Thanks
Brian

FY 2013

First Quarter

Expenses & Revenues

Recreation

Library

Animal Control - TV 2

JSC Meeting October 3, 2012

TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 03 OF 2013

ACCOUNTS FOR:
410 Recreation

ACCOUNTS	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0411 Recreation- Salaries & Bens					
0411 1000 Full Time Wages	35,840.52	48,896.22	38,285.17	50,074.75	164,342.00
0411 1010 Part Time Wages	90,599.91	78,887.07	72,401.40	83,364.62	126,012.00
0411 1020 Overtime	.00	.00	.00	253.13	.00
0411 1165 Travel Stipend	.00	.00	.00	484.54	.00
0411 1170 After School Programs	.00	.00	3,882.00	4,861.00	41,000.00
0411 1210 Health Insurance	2,038.37	3,953.78	3,665.74	8,035.80	33,252.00
0411 1220 FICA	9,771.29	9,805.64	8,828.86	10,664.49	26,877.00
0411 1230 ICMA	2,186.37	1,500.06	1,715.82	2,403.75	10,771.00
0411 1240 Life Ins & Long Term Disabilit	161.82	156.45	114.08	247.22	860.00
0411 1250 Long Term Care Ins	69.48	60.00	42.00	67.96	303.00
0411 1260 MSRS Retire Life Ins	.00	490.57	-106.27	.00	.00
TOTAL Recreation- Salaries & B	140,667.76	143,749.79	128,828.80	160,457.26	403,417.00
0412 Recreation- Utilities					
0412 2000 Electricity	73.98	151.32	67.38	88.29	363.00
0412 2030 Telephone	647.37	362.76	164.29	167.87	995.00
TOTAL Recreation- Utilities	721.35	514.08	231.67	256.16	1,358.00
0413 Recreation- General Expnenses					
0413 3010 Advertising	2,971.22	2,473.64	660.00	4,096.71	14,252.00
0413 3100 Credit Card Charges	557.42	1,479.18	421.67	142.51	1,848.00
0413 3140 Membership Dues	125.00	.00	.00	.00	300.00
0413 3300 Office Supplies	871.59	1,406.76	74.85	125.73	1,436.00
0413 3320 Transportation Fees	.00	8.00	.00	.00	.00
0413 3330 Travel Expenses	.00	.00	92.82	73.43	2,000.00
0413 3670 Tennis Courts	575.00	.00	.00	.00	6,000.00
0413 4110 Arts/Special Events	104.00	150.00	.00	.00	1,250.00
0413 4130 Camp Field Trips	11,508.01	7,920.25	11,959.80	10,786.37	12,050.00
0413 4140 Camp Supplies/Expenses	6,113.97	1,979.79	2,657.18	3,013.94	4,477.00
0413 4145 After School Program Expenses	.00	.00	550.13	741.38	9,000.00
0413 4150 Misc Recreation Programs	.00	25.00	2,806.01	375.00	5,000.00
0413 4155 Enrichment Program Expenses	1,615.00	4,400.00	3,533.00	14,832.30	9,931.00
0413 4156 Early Release Programs	1,805.00	2,948.79	2,737.00	.00	15,629.00
0413 4158 Health & Fitness	.00	.00	.00	.00	3,000.00

TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 03 OF 2013

ACCOUNTS FOR: 410 Recreation	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0413 4159 Summer Enrichment	5,400.00	2,400.00	.00	.00	.00
0413 4170 Ski Program Expense	.00	.00	60.00	.00	34,240.00
0413 4180 Sport Camp Expenses	26,941.92	32,465.00	1,879.00	1,106.77	15,185.00
0413 4190 Sport League Fees	140.00	595.00	.00	.00	6,709.00
0413 4200 Sport Program Expenses	453.00	425.00	9,757.96	2,747.25	4,974.00
0413 4210 Swim Instructor Training	8.00	.00	.00	287.44	500.00
0413 4220 Team Uniforms & T-Shirts	102.80	658.93	.00	141.98	3,817.00
0413 4410 Rec Soccer Expenses	.00	6,167.45	8,158.99	3,121.80	10,778.00
TOTAL Recreation- General Expn	59,291.93	65,502.79	45,348.41	41,592.61	162,376.00
0415 Recreation- Contract Services					
0415 5000 Contracted Services	4,449.12	959.80	.00	.00	.00
0415 5240 Training	.00	.00	.00	40.00	250.00
TOTAL Recreation- Contract Ser	4,449.12	959.80	.00	40.00	250.00
0416 Recreation- Equipment					
0416 6090 Recreation Equipment	1,467.07	75.00	.00	.00	3,600.00
0416 6300 Computer Software/Hardware	630.00	.00	.00	.00	.00
TOTAL Recreation- Equipment	2,097.07	75.00	.00	.00	3,600.00
TOTAL Recreation	207,227.23	210,801.46	174,408.88	202,346.03	571,001.00
TOTAL EXPENSES	207,227.23	210,801.46	174,408.88	202,346.03	571,001.00
GRAND TOTAL	207,227.23	210,801.46	174,408.88	202,346.03	571,001.00

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TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 03 OF 2013

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0041 Recreation Related Revenues					
0041 0341 North Yarmouth Recreation Shar	.00	.00	-18,135.50	.00	-50,353.00
0041 0370 Recreation Programs	.00	.00	-1,160.00	-149.00	-10,579.00
0041 0371 Fall Recreation Revenue	-30,311.00	-30,128.00	-29,314.37	-29,378.65	-48,552.00
0041 0372 Winter Recreation Revenue	-75.00	.00	-456.56	-487.27	-69,563.00
0041 0373 Spring Recreation Revenue	.00	.00	-847.01	-325.70	-27,000.00
0041 0374 Summer Recreation Revenue	-28,583.00	-30,325.10	-29,724.68	-34,723.78	-204,370.00
0041 0375 MSAD #51 Recreation Revenue	.00	.00	.00	.00	-10,000.00
0041 0385 After School Programs	.00	.00	-14,967.00	-15,842.50	-122,236.00
0041 0570 Rec Soccer Revenue	.00	.00	.00	-1,690.00	.00
TOTAL Recreation Related Revenues	-58,969.00	-60,453.10	-94,605.12	-82,596.90	-542,653.00
TOTAL General Fund	-58,969.00	-60,453.10	-94,605.12	-82,596.90	-542,653.00
TOTAL REVENUES	-58,969.00	-60,453.10	-94,605.12	-82,596.90	-542,653.00
GRAND TOTAL	-58,969.00	-60,453.10	-94,605.12	-82,596.90	-542,653.00

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TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 03 OF 2013

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0451 Library- Salaries & Benefits					
0451 1000 Full Time Wages	32,962.61	34,024.78	34,699.88	36,915.14	134,924.00
0451 1010 Part Time Wages	20,623.87	18,285.27	17,161.34	20,308.61	68,440.00
0451 1210 Health Insurance	10,868.26	10,458.43	10,429.53	10,294.67	44,825.00
0451 1220 FICA	3,900.18	3,820.74	3,781.01	4,220.72	15,556.00
0451 1230 ICMA	17,407.86	2,340.50	2,401.00	2,462.55	9,445.00
0451 1240 Life Ins & Long Term Disabilit	249.93	249.85	331.95	256.76	1,010.00
0451 1250 Long Term Care Ins	184.62	184.18	183.75	176.70	521.00
TOTAL Library- Salaries & Bene	86,197.33	69,363.75	68,988.46	74,635.15	274,721.00
0452 Library- Utilities					
0452 2000 Electricity	1,923.20	2,675.68	1,659.79	1,497.76	9,900.00
0452 2020 Heating Fuel	47.45	205.41	453.76	.00	12,098.00
0452 2030 Telephone	295.54	205.69	208.01	206.18	1,932.00
0452 2060 Water/Sewer	48.84	46.50	35.60	39.86	250.00
TOTAL Library- Utilities	2,315.03	3,133.28	2,357.16	1,743.80	24,180.00
0453 Library- General Expenses					
0453 3010 Advertising	94.95	.00	.00	.00	.00
0453 3040 Equipment Maintenance	400.75	712.75	412.75	788.75	2,800.00
0453 3140 Membership Dues	175.00	.00	130.00	.00	845.00
0453 3160 Misc Expenses	376.70	443.99	346.77	42.40	1,400.00
0453 3202 Janitorial Supplies	146.42	121.85	279.40	503.66	1,100.00
0453 3210 Postage	308.90	79.89	230.76	282.96	1,200.00
0453 3300 Office Supplies	773.02	601.89	806.08	764.49	4,500.00
0453 3330 Travel Expenses	105.85	16.30	.00	.00	950.00
0453 3410 Capital Outlay	3,294.98	3,959.27	1,357.26	.00	4,000.00
0453 4000 Building Maintenance	2,066.10	642.00	841.61	680.05	6,000.00
0453 4010 Equipment Rental	519.75	519.75	.00	.00	.00
0453 4500 Bindery	.00	.00	.00	.00	400.00
TOTAL Library- General Expense	8,262.42	7,097.69	4,404.63	3,062.31	23,195.00
0455 Library- Contracted Services					
0455 5000 Contracted Services	2,170.00	1,980.00	2,040.00	1,750.00	8,970.00

TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 03 OF 2013

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
0455 5050 Computer Maintenance	799.00	2,102.75	799.00	1,149.00	2,500.00
0455 5240 Training	.00	.00	100.00	.00	1,500.00
TOTAL Library- Contracted Serv	2,969.00	4,082.75	2,939.00	2,899.00	12,970.00
0456 Library- Equipment					
0456 6000 Equipment & Tools	2,027.47	271.39	.00	.00	2,200.00
TOTAL Library- Equipment	2,027.47	271.39	.00	.00	2,200.00
0457 Library- Books					
0457 7000 Book/Mag/Av	28.00	7,027.05	5,911.82	5,357.10	35,100.00
0457 7010 Adult Fiction	934.84	.00	.00	.00	.00
0457 7020 Audio Visual	969.31	340.92	.00	.00	.00
0457 7030 Juvenile	1,060.38	-7.40	.00	.00	.00
0457 7040 Large Print	582.28	.00	.00	.00	.00
0457 7060 Periodicals	208.00	.00	.00	.00	.00
0457 7070 Reference	907.32	.00	.00	.00	.00
0457 7080 Young Adult	325.28	.00	.00	.00	.00
TOTAL Library- Books	5,015.41	7,360.57	5,911.82	5,357.10	35,100.00
TOTAL General Fund	106,786.66	91,309.43	84,601.07	87,697.36	372,366.00
TOTAL EXPENSES	106,786.66	91,309.43	84,601.07	87,697.36	372,366.00
GRAND TOTAL	106,786.66	91,309.43	84,601.07	87,697.36	372,366.00

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TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 04 OF 2013

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
450 Library					
0045 0342 North Yarmouth Library Share	-69,364.50	.00	-35,124.25	.00	-131,276.00
0045 0392 Library Fines	-3,169.30	-2,304.95	-1,283.02	-1,066.85	-3,500.00
0045 0393 Library Interest Income	-54.00	-27.00	-85.92	-91.42	.00
0045 0394 Misc. Library Revenue	-379.30	-557.20	-500.00	-347.80	-1,000.00
TOTAL Library	-72,967.10	-2,889.15	-36,993.19	-1,506.07	-135,776.00
TOTAL General Fund	-16,951,345.93	-17,870,663.60	-18,628,598.16	-19,554,588.24	-22,368,294.00
TOTAL REVENUES	-16,951,345.93	-17,870,663.60	-18,628,598.16	-19,554,588.24	-22,368,294.00
GRAND TOTAL	-16,951,345.93	-17,870,663.60	-18,628,598.16	-19,554,588.24	-22,368,294.00

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TOWN OF CUMBERLAND
HISTORICAL ACTUALS COMPARISON REPORT

FOR PERIOD 04 OF 2013

ACCOUNTS FOR: 001 General Fund	PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
210 Police					
0021 0347 North Yarmouth Channel 2	-950.00	.00	.00	.00	-2,000.00
0021 0348 North Yarmouth ACO Charges	-1,200.00	-1,275.00	-865.00	-600.00	-3,500.00
0021 0351 Police Issued Permits	-869.00	-1,207.00	-1,186.00	-1,645.00	-3,500.00
0021 0353 Police Insurance Reports	-210.00	-80.00	-200.00	-128.00	-500.00
0021 0427 PARKING TICKETS	.00	-105.00	-90.00	-50.00	-100.00
0021 0428 POLICE OUTSIDE DETAIL	-3,153.31	-11,366.73	-4,579.13	-1,292.16	-22,000.00
0021 0536 ANIMAL CONTROL OFF REVENUE	-348.00	-317.75	-172.00	41.40	-2,500.00
0021 0546 Court Reimbursements	-425.72	-1,833.44	-748.80	-215.00	-3,500.00
0021 0547 Miscellaneous Police Revenue	-1,455.24	-57.00	-118.75	-1,230.87	-500.00
TOTAL Police	-8,611.27	-16,241.92	-7,959.68	-5,119.63	-38,100.00