



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
FEBRUARY 6, 2019**

**1. CALL TO ORDER**

Meeting called to order by Chairman Bill Sawyer at 9:00 am.

**2. ROLL CALL**

Members present: Mark MacLeod, Bill Sawyer, Carole Aaron, Lindsey Perry, Fred Lynk and 1<sup>st</sup> Alternate Elaine Cooper.

**3. ELECTION OF OFFICERS**

Bill Sawyer was nominated as BRC Chair. Aaron 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 5-0

Carole Aaron was nominated as BRC Vice Chair. Perry 1<sup>st</sup>; MacLeod 2<sup>nd</sup>; Vote 5-0

**4. OLD BUSINESS**

Reviewed and approved minutes for December 20, 2018 BRC meeting.

MacLeod 1<sup>st</sup>; Aaron 2<sup>nd</sup>; Vote 5-0

**5. NEW BUSINESS**

The Police Chief provided an overview of the Police Department budget requests contained in her 2019-2020 budget submittal which included start of discussion for a new Police facility, improved parking signage and School Resource Officer training. Also discussed was adding some funding and moving the approved CIP new Police Cruiser into the 2019-2020 CIP budget. A full review of the Police Department budget submittal will take place at the next BRC meeting.

The bulk of the meeting was then spent reviewing the Visitor Services budget submittal for 2019-2020. Ray Hamlin represented Visitor Services and presented a very detailed budget proposal, the highlights of which are presented below:

- a) The projected impact of providing all residents and property owners a free beach pass will be a loss of \$57,000 in revenue.
- b) Further review of the methodology deployed in estimating revenue from hotel passes resulted in decreasing revenue from the first pass budget submittal by \$16,000. Hotel pass

- fees will remain unchanged for the next fiscal year.
- c) A preliminary review of ending the sale of parking fees at 6:00 pm instead of 8:00 pm in the Lower Lot suggested that no change would be required to the current estimated revenue for the Lower Lot of \$109,000.
  - d) A brief discussion was held on the potential positive impact on Footbridge and North Beach parking revenues if food trucks were permitted.
  - e) Key elements of the personnel portions of the budget submittal include the addition of another Assistant Supervisor, a \$1.00 per hour increase for all hires, and estimating 9,200 hours of workers required to cover all lots.
  - f) Discussion included the need for improved Wi-Fi at Perkins Cove, Lower Lot, and Obeds Lot, and the deterioration of the Main Beach Lot by the impact of the sea.
  - g) The overall budget submittal is significantly lower (by \$56,000) than the current approved budget due primarily to a vacancy in the department.
  - h) The BRC suggested that Visitor Services should take the time necessary to finalize their revenue proposal since changes approved by the Select Board to parking pass fees were only approved the evening before this review and operating hours in the Lower Lot are still under discussion. Further consideration should also be given as to whether a new hire will be required to replace the vacant position.

## **6. FUTURE MEETINGS**

The next meeting is scheduled for Wednesday, February 13, 2019 at 9:00 am, and our plan is to Meet every Wednesday at the same time in February and March weather permitting.

## **7. ADJOURNMENT**

Motion to adjourn at 10:33 am: Lynk 1<sup>st</sup>, Aaron 2<sup>nd</sup>, vote 5-0.

Respectfully Submitted By:

Bill Sawyer