



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
MARCH 13, 2019**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Members present: Bill Sawyer, Carole Aaron, Fred Lynk, and alternates Elaine Cooper and Peter Kahn. Mark MacLeod and Lindsey Perry were excused absentees.

**3. OLD BUSINESS**

Review and approve minutes from March 6, 2019 meeting.  
Aaron 1<sup>st</sup>; Cooper 2<sup>nd</sup>; Vote 4-0 with amendments.

**4. NEW BUSINESS**

Began initial review of the 2019-2020 Operating Budgets for all Commissions and Committees and the General Government Department.

The review of all the Commission and Committee budget requests generated the following discussion points:

1. The Heritage Museum is requesting to increase their budget by about 8% to \$28,419 or \$2,000 to bring the salary up for the part-time Coordinator to be commensurate with her duties and for increased maintenance needs of the building. The HM Board expects revenue of \$2,500 and is currently working on a 5 year plan.
2. The Conservation Commission is requesting an increase in their budget of 15% to \$22,275 or about \$3,000 due largely (i.e. \$20,000) to a match for a water quality grant with FBE Consulting. The CC Chair also put in a request for the Town to continue to support the fund for Land Conservation acquisition for \$25,000.
3. Performing Arts for the first time in many years is requesting an increase of \$3,000 raising their request for funding support from the Town to \$9,500. The additional funds are being requested to provide year round support via social media. The rest of the expenses for the PA group come from ticket sales (\$9,500), endowment interest (\$4,800), and fundraising (\$3,000). The PA group is also seeking support to upgrade

- the Dunaway Building sound system to support their performances, though that is not part of their current budget request.
4. Parks and Recreation Committee are seeking no increase over last year's budget of \$17,300. The 4 members of this committee maintain their own Facebook site, and will submit their revenue number for our final review.
  5. The Shellfish Conservation Commission is requesting an increase of 10.4% or \$700 to \$7,450. The increase is for training a new member and recertification of existing members. Revenue from clamming licenses covers almost all expenses for this group.
  6. Bikes and Pedestrian Committee is lowering their budget request by 20% or \$300 to \$1,200.
  7. The Marginal Way Committee is reducing their budget request by 62% to \$10,400 with primary emphasis being placed on invasive plant reduction.
  8. The Piping Plover effort seeks \$400 more for a total of \$5,983 to purchase T-shirts and hats to better identify the team.
  9. Groups and Charities require \$500 less next year to \$8,500 with \$8,000 going to the Wells Ogunquit Historical Society.
  10. The Other budget is increasing by 45% to \$128,000 due primarily to a \$40,000 increase for Accrued Liability for employees recommended by our outgoing Treasurer.
  11. Debt will increase by 3.1% or \$27,000 to \$902,398 due to principal and interest payments for vehicles and interest payments on Bathroom funding.
  12. Insurance payments are expected to remain the same as this year at \$178,600.
  13. General Assistance remains the same at \$2,000.
  14. Utilities are expected to increase by 3.9% or \$7,000 to \$186,854, but the BRC cautioned that Sewer expenses may be understated since they are mostly over budget this year.
  15. A discussion was held as to whether this budget should include additional reserve accounts as recommended by the BRC this year, though the Select Board mostly recommended against such reserves and the voters largely agreed with the SB and voted down almost of these accounts.

Town Manager, Patricia Finnigan, presented a preliminary budget for the General Government Department raising the following discussion points:

1. It was hard to compare next year's request with the current year because the Town approved one number for GG, the revised budget shown on cost reports shows another, and several items like building maintenance and professional services fall outside the GG Department Town approved number on our spreadsheet. The Town Manager will move all GG expenses into the GG budget so we can compare apples to apples.
2. A review by the BRC of this year's GG expenses shows payroll related expenses on track with the exception of the expenses for the Special Project Manager which was not budgeted. Non-payroll expenses have reached 90% for the year. With 4 months still to go in this fiscal year, only about \$26,000 remains in this budget category with Legal Expenses expected to continue to rise and Select Board salaries not accounted for yet.
3. The Town Manager plans to work with the Select Board to move the expenses of the Special Project Manager to those departments that he has been assisting. The Town Manager restated that the Special Project Manager is bringing in much more than his salary in FEMA funds.
4. The Town Manager plans to share a position between the Beach Pass Assistant in Visitor Services with other Town functions.
5. An opening exists for a full-time Treasurer.
6. Maine Municipal dues are increasing.
7. The Town Manager gave a quick overview of expected CIP items to be requested.

## **5. Future Meetings**

The next BRC meeting will be on March 20, 2019 at 8:30 am. Initial reviews of all CIP item requests will be held with emphasis on Fire and Public Works Departments, as well as a review and discussion of the final Operating Budget spreadsheet along with the Town Manager recommendations for this budget.

## **6. ADJOURNMENT**

Motion to adjourn at 11:15 am:

Kahn 1<sup>st</sup>, Lynk 2<sup>nd</sup>, vote 5-0.

Respectfully Submitted By:

Bill Sawyer