



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
MARCH 4, 2020**

**1. CALL TO ORDER**

Meeting called to order by Vice Chair Tom Sellers at 10:00 a.m.

**2. ROLL CALL**

Present: Members Rick Dolliver, Fred Lynk, Mark MacLeod, Tom Sellers, and Alternates Elaine Cooper and Peter Kahn.

In accordance with Section II (c) of the Budget Review Committee By-Laws Alternate Kahn was recognized as a voting member for the entirety of this meeting, and since Member Dolliver announced at the start of the meeting that he would be departing early, Alternate Cooper was moved up to a voting member effective upon his departure.

A motion was made to excuse Chair Bill Sawyer by Dolliver 1<sup>st</sup>, MacLeod 2<sup>nd</sup>;  
Approved 5-0.

**3. OLD BUSINESS**

Reviewed the minutes from the February 26, 2020 BRC meeting. On a motion by Kahn 1<sup>st</sup> and Dolliver 2<sup>nd</sup> the minutes were approved as corrected and supplemented. Vote 5-0.

The Secretary reported that there are a number of outstanding requests for supplemental information. He promised to compile a list from the minutes of recent meetings and get that to the Vice Chair who will send it to the Town Manager for follow-up.

**4. NEW BUSINESS**

The review of the FY20-21 continued.

**Parks and Recreation**

Michelle Low, Co-chair of the Parks and Recreation Committee presented. She first spoke about the Agamenticus Road Little League field upgrade. This has not been done and it is now shown in the Parks and Recreation budget. She made a pitch for a walking path around the entire field be made part of the project. The “tennis players” think this would be a good idea.

She said that she has also removed a budget item for Christmas-By-The-Sea since there is no one to build a float for the parade. Also, because of a shortage of manpower there are no plans for fundraiser breakfasts.

When asked by the Vice Chair if these changes result in a budget that is different from the draft that the BRC is reviewing, the Town Manger replied that there is a new version up on the Town's website and that the dollar request is the same as last year (\$17,300). Further Michelle said that they have moved their big event from the Leavitt Theater to the beach on July 4 for a Neil Diamond tribute that will be funded largely from monies raised from the two previous Labor Day weekend events. However, there is money required for some other type of event at the Leavitt that they are just now exploring. The request is for \$5,000 for seed money.

The Parks and Rec budget calls for more money (\$2450) for BonAire, which they hope will continue to be a bigger event in future years due to the increased exposure it will receive this year due to Ogunquit 40<sup>th</sup> Anniversary Celebration.

Michelle also indicated that by the end of the year she intends to step down as a Co-chair of the committee and appealed for others to move into a leadership position of the committee.

BRC Member Cooper congratulated Michelle and Jason Corbin for their success over the last couple of years and for the service they have provided to the community.

### **Ogunquit Performing Arts**

Janel Lundgren, Co-chair presented. She provided a recap of events from the OPA 2018-2019 Report and answered some questions about programming from the BRC members. She also reported that \$2000 out of the \$3000 in extra funding provided last year went to improve the sound system in the Dunaway Center. In asking for the same extra \$3000 again this year she noted that it would go toward promotion through social media due to increases in cost.

Dolliver asked if "wine service" had been implemented, and Janel said it has with the exception of the Stillson Irish Dancers event that is targeted toward children. It has proven to be popular.

When asked if there are opportunities for local businesses to contribute to OPA programming, Janel reported that they receive approximately \$24,000 of in-kind services a year.

Sellers asked if ticket sales meet their expectations. Janel characterized it as "steady growth." Sellers then asked what the dollar amount of ticket sales has been, but Janel said she didn't know since she hasn't received a report regarding income from the Town since January 2019 and what she has received is incomplete.

The Vice Chair requested as a follow-up item of OPA revenue so the BRC can compare budget versus actual.

Cooper pointed out a report that the BRC received that showed in-kind labor of the OPA committee was over \$68,000 meaning that the return on investment of the Town's \$9500 (level funding for FY20-21) investment is 600% to 650%.

## **Marginal Way Committee**

Joan Griswold, Chair, reviewed the budget request of \$23,000, comprised of maintenance and special projects on the Marginal Way. A separate sheet that projects spending for the remainder of the current fiscal year ending June 30 was handed out to the BRC members and reviewed. This totals about \$15,000 and involves work being done in the winter, which is a good time to get things done because contractors have capacity.

Cooper asked about the nature of the project near the Beachmere. Joan described the need to address an issue due to the path's being very narrow at that point.

When asked about the line item request of \$5,000 for the Seaside Garden, Joan said that this area requires heavy maintenance and they need to start planting more plants that should have been in the original plan.

Cooper asked if the Marginal Way Preservation Fund ever provides funding to the Marginal Way Committee. Joan answered that \$51,000 was provided in 2018. She believes that once we know the complete picture of several of the restoration projects that will not be covered by other funding sources; a grant request can be submitted for additional funding.

In answer to a question by Lynk as to whether the initial period of maintenance provided by the donor has expired Joan said yes. It was for a three-year period and that expired in 2018. When asked if we are using irrigation currently Joan answered no.

In a response to a question by Cooper, Joan spoke about training classes she intends to conduct this spring for town employees and volunteers.

## **Facilities**

Darren Dixon, Facilities Department Manager presented the budget. The Town Manager said that the restructuring of the Facilities Department is now complete. The Department is responsible for all town buildings, sanitation throughout the town, bathroom maintenance and holiday decorations.

The Vice Chair commented that the notes that accompanied the budget spreadsheet were helpful in identifying where line items had been moved to Public Works.

The Town Manager referred the BRC to the Facilities memo that is now posted on the website and Facilities Department Manager reviewed same.

Sellers pointed out that the memo mentions staffing the woman's bathroom at Main Beach with a cleaning crew (two positions) seven days a week.

Member Dolliver departed the meeting at 10:43 a.m.

Continuing the discussion about Facilities, the Town Manager pointed out that the staff of the department is being cross trained. Further, Town employees are being asked to keep their eyes open and when they see something in the community, they take action to remedy it. In other

words, “See Something, Say Something.”

Cooper asked the Facilities Department Manager about wages in the department and he responded that nobody is making less than \$15 an hour and drivers are paid \$17 an hour, and this is by design “so they come back.” Darren further pointed out that they have structured the workweek to be 4 days on and 3 days off and that helps the employees to take a break. In this arrangement they work 10-hour days.

Cooper asked why the cost of portable toilets is going up and Darren responded that they have more units deployed. The Town Manager also pointed out that there are two portable toilets in the parking lot of the Footbridge Beach and that Visitor Services has requested the same arrangement at Lower Lot.

Lynk pointed out that the two new year-round bathrooms that will be available in the new Main Beach Bathhouse will also require cleaning in the winter.

Cooper asked about a picture that appeared on social media of trash piled up somewhere in town. The Facilities Department Manager responded that this is most likely the Main Beach area and he has proposed a solution for dealing with the problem. Currently there is one truck deployed 10-hours a day doing nothing but removing trash and other debris from the Main Beach area. Due to the traffic situation, it takes that one truck and driver three hours to complete one complete pickup and dump trip throughout town. Further there was an attempt to contain the trash in small sheds but that proved to be unsightly and impede the Lifeguard Service operation. In addition, there is a need to keep the trash dump trucks out of the parking lot.

As part of a CIP request, the Facilities Department Manager would like to purchase a pick-up truck to be stationed at Main Beach that could serve as a trash repository to keep the overflowing trash and large items contained. When full, this vehicle would then make a run to the Transfer Station and return to Main Beach. That could be accomplished in far less time than three hours. In the past Darren had use of a truck from Public Works that is now no longer available to him.

Although we have a “carry in and carry out policy” and there are no trash receptacles on the beach periodically Facilities crews need to go onto the beach to keep trash picked up. In addition, they clean the parking lots.

Lynk asked where “raking seaweed” is in the budget and the Town Manager responded it is in the Public Works budget.

MacLeod made a comment that given the duty cycle of the Facilities fleet this may create an opportunity for the purchase of an electric vehicle, although he doesn’t know if such a vehicle is available. It might be something to consider for the future.

The Town Manager mentioned that we really need to adopt a better recycling program for cans and bottles. This is an item that Darren plans on addressing this year as well as making sure that all departmental operations are aligned with sustainability objectives.

## **Sustainability Committee**

It was noted that Jake Roche is the Chair of the Committee, but the Town Manager reported on their budget request.

The Select Board appointed a Sustainability Committee and Ogunquit is part of a six-town effort to address sustainability issues including carbon footprint and energy conservation to coastal resiliency. Southern Maine Planning and Development Commission (SMPDC) hired a Sustainability Coordinator. The \$10,000 request of the Sustainability Committee is to pay for Ogunquit's share of her time. This is a two-year commitment that we have made and will be reassessed at the end of two years.

One of the first activities is to develop a base line of energy use and carbon footprint.

When asked by Cooper if \$250 is enough for community education, the Town Manager said that the committee intends to use both the town website and the SMPDC website this first year.

## **Utilities**

The budget includes fire hydrant service which is slated for a rate increase of 6% to become effective on April 1, 2020.

The budget also includes sewer. The individual lines of accounting by town facilities formerly in use have now been incorporated into one line.

Electricity in the budget is only for street lighting service. The installation of LED lights on Shore Road was completed in the fall and the Town Manager is hopeful that the remainder of Shore Road can be completed in the next fiscal year. Electricity expenses for individual buildings are contained in the building budgets themselves. In answer to a question by MacLeod whether we pay for the streetlights along Route One, the Special Projects Manager indicated that we do pay for them. Lynk noted that they are owned by Central Maine Power and would be part of that bill. The Town Manager indicated that one of the things that the Special Projects Manager is working on is to evaluate whether the Town should own its own units instead of receiving lighting service from CMP.

MacLeod suggested that we look at where solar panels might be located around town and the Town Manager mentioned that this is something that the Sustainability Committee is going to look at.

## **Bicycle Pedestrian Committee**

Charlie LaFlamme was unable to make the meeting and the Town Manager presented the budget. They are asking for \$350 for supplies for community education and outreach. Money is also being requested for committee members to attend various conferences on bicycle and pedestrian issues.

### **Piping Plover Program**

There is no change in the amount being requested from previous years. We work closely with Maine Audubon Society on this program. We have an active population on Ogunquit Beach and the critical period is from March to mid-August each year. The habitat is well marked, cordoned off, and people respect that.

### **5. FUTURE MEETINGS**

The next regularly scheduled meeting of the Budget Review Committee will be on Wednesday, March 11 at 10:00 a.m. Topics for that meeting will include a review of the Conservation Commission, Heritage Museum, Civic Organizations, General Government, Insurance, Debt Service and one last look at Capital Requests.

The Town Manager offered the BRC the opportunity to do site visits and do any follow-ups with Departments.

Budget deliberations will begin on March 18.

### **6. ADJOURNMENT**

Motion to adjourn at 11:16 a.m.: Lynk 1<sup>st</sup>; MacLeod 2<sup>nd</sup>. Vote 5-0.

Respectfully Submitted By:

Fred Lynk, Secretary