



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
AUGUST 27, 2020**

**1. CALL TO ORDER**

The meeting in the form of a Zoom Webinar was called to order by the previous Vice Chair Tom Sellers acting as Chair at 10:02 a.m.

**2. ROLL CALL**

Present: Members Jerry DeHart, Fred Lynk, Kate Mitsch, Tom Sellers and Scott Vogel; Alternates Carole Aaron and Michele Tourangeau.

**3. OLD BUSINESS**

Reviewed the minutes from the May 22, 2020 BRC meeting. On a motion by Lynk 1<sup>st</sup> and Sellers 2<sup>nd</sup> a roll call vote was taken to approve the minutes. Only Lynk and Sellers voted since they were the only ones present at the meeting. Approved 2-0.

**4. NEW BUSINESS**

Election of Officers

The position of Chair was addressed first. Scott Vogel nominated Jerry DeHart, seconded by Kate Mitsch. Fred Lynk nominated Tom Sellers, but there was no second. Vote was 5-0 to elect Jerry DeHart. He assumed the Chair role upon his election and took over conduct of the meeting.

The position of Vice Chair was addressed next. Kate Mitsch nominated Scott Vogel and Jerry DeHart seconded. There were no other nominees. A vote was taken, and Scott was elected 5-0.

Nominations for Secretary were taken. Tom Sellers nominated Fred Lynk and Jerry DeHart seconded. There were no other nominations and Lynk was elected 4-0, Lynk abstaining.

Review of YTD Financials

The Town Manager introduced Mandy Cummings, Town Treasurer.

The Town Treasurer reviewed a report that she had provided on the YTD financials

indicating that we should be at about 16.7% spent and that we are tracking true to that in most accounts. There were some discrepancies that had been pointed out in a memo. The Town Treasurer reviewed these which include expenses in General Government for software conversion and timing of insurance payments. For the civic organizations a one-time payment had been made to the Historical Society of Wells and Ogunquit. A payment was also made for the consultant to the Sustainability Committee. The Treasurer indicated that these were expenditures that were all expected.

The Town Manager re-iterated that the nature of expenditures in Ogunquit is such that in order to serve the seasonal demand due to tourism they occur early in the fiscal year and as such are “front-loaded.”

The Town Manager pointed out that the Town has been busy despite the COVID-19 pandemic. The beaches are busy, the parking lots have been busy and use of the bathrooms, and the need for cleaning and for collection of trash have been necessary expenses.

DeHart requested a YTD comparison this year against the previous fiscal year for revenues. The Treasurer said that it is possible to create such a report but that the previous year data will have to come from a different data source than that in use with the new system. The Treasurer promised to have a proposed report format to review for the next meeting. Katie Mitsch offered to assist the Town Treasurer in generating a three-year comparison report.

The Town Treasurer reviewed the Revenue Summary Report first by pointing out that the revenue budget was developed very conservatively. She noted that the manner in which parking lot revenue is generated has changed this year with fewer visitors during the week and many more on weekends. The Town Treasurer has concerns about parking lot revenue holding up as we encounter colder weather.

The Town Manager pointed out that some of the success in revenue generation this summer is due to the modeling of good COVID-19 behavior exhibited by residents and businesses that have been adopted by visitors. This needs to continue into the fall. We also have to have a strong spring in 2021, weather-wise and pandemic-wise. The Town Manager thanked the Visitor Services organization for much of the success we have enjoyed this summer.

Sellers asked where the grant money that Ogunquit is receiving from the state to help defray COVID-19 related costs is reflected in the Revenue Summary Report. The Treasurer reported that there has been no grant money received as yet, but that we have been approved to receive the money and that we have incurred costs and submitted an application for re-imburement, but no money has been received.

Further, the Treasurer said she has set up a separate series of accounts for grants including FEMA. She also pointed out that there may be some continuing

expenditures related to COVID-19 such as PPE, so rather than move these expenditures out to a separate account she plans to maintain a COVID-19 line within each affected departmental budget in the Operating Budget.

Vogel asked if the Town has made adjustments in the parking fees for the Fall, or if there is any change in the duration into the fall that the Town will be collecting parking fees. The Town Manager said that this has not been discussed nor has there been a discussion regarding extending the period beyond the middle of October. In response to a question, the Town Manager indicated that we do not charge for Christmas-by-the-Sea.

Vogel suggested monitoring the pattern of visitation this fall. There may still be a fair number of visitors that may warrant a revision in the parking lot fees/ and or duration of collection.

The Town Manager noted that revenues in the Land Use area have been very strong.

The Town Treasurer also reviewed the preliminary results (unaudited) for the recently concluded FY19-20. Start of the audit is scheduled for early October. In summary, we were over collected on revenues and under expended on expenses producing a surplus. Further the tax collection rate was consistent with the prior year. Sellers pointed out with concurrence from the Town Treasurer that the unaudited surplus would be on the order of \$906,000 added to the undesignated fund. She pointed out that the favorable expense picture was due to good discipline by department heads who “stopped spending” toward the end of the fiscal year. Sellers thanked the department heads and acknowledged the importance of professional town management.

#### Review of By-Laws

DeHart questioned if section VI. Meetings subsection a) allows for meeting more frequently than monthly early in the October – December timeframe. Lynk opined that the word “normally” can be construed to allow more frequent meetings that may arise. The important issue is that they receive proper public notice. It was agreed to leave the language as is.

After discussion, it was agreed to include in Section III, subsection f) the words “and alternates” to recognize that alternates also have a responsibility to be knowledgeable of laws and procedures and to regularly attend meetings and hearings. Vogel moved that this change be incorporated into the By-laws; seconded by Sellers. Voted 5-0.

The Secretary will make those changes and distribute to the BRC.

#### **5. SCHEDULE OF UPCOMING MEETINGS**

The Town Manager will be sending out a proposal of which CIP items she believes

we should consider for the November warrant.

There was discussion regarding timing of review of proposed Capital Improvement Plan (CIP) items expected to be put forth for the November warrant. The Chair proposed two meetings to consider CIP items, one on September 3 and one on September 10 if required.

**6. ADJOURNMENT**

Motion to adjourn at 11:02 a.m. Lynk 1<sup>st</sup>; Sellers 2<sup>nd</sup> Vote 5-0

Respectfully Submitted By:

Fred Lynk, Secretary