



**BUDGET REVIEW COMMITTEE
MEETING MINUTES
JANUARY 25, 2017**

1. CALL TO ORDER

Meeting called to order by Chairman Bill Sawyer at 4:20 pm.

2. ROLL CALL

Members present: Mike Lynch, Bill Sawyer, Jackie Bevins, Everett Leach, Carole Aaron,
and Alternate Mark MacLeod

Members absent: Alternate Lindsey Perry

3. OLD BUSINESS

Approve minutes for January 18, 2017 BRC meeting: Lynch 1st; Aaron 2nd; Approved 5-0.

Mark O'Brien, Acting Town Manager, and Scott Heyland, Code Enforcement Officer, were present for some of the meeting to provide comments to our discussion.

4. NEW BUSINESS

Began initial review of the 2017-2018 Operating Budget requests for Admin Services, Land Use Office, Lifeguards, Transfer Station, and Harbormaster Departments. The discussion and review of these budget requests generated the following comments and questions:

Admin Services:

- a. Need understanding of intention to hire or not hire a full time Director of Admin Services.
- b. Need better understanding of request for \$3,300 for inspections in Old Village School.
- c. Need better understanding of request for \$5,000 for portable toilets at Perkins Cove Bathroom.
- d. Recommend that consideration be given for one Department to be responsible for and procure holiday decorations rather than multiple Departments doing so.
- e. Overall Department expenses are requested to increase by 4.7% with non-salary related expenses increasing by 6.2%. The BRC would prefer another pass at these non-salary expenses to drive down the overall increase.
- f. BRC commends Darren Dixon for taking up responsibility for this budget request and doing so in a very thorough manner.

Land Use Office:

The BRC was made aware of a 15.9% increase in the CEO's salary which was already approved by Town Manager and Select Board. Obviously this impacts the BRC's ability to keep costs down.

- a. Need further discussion on rationale behind overall 3% salary increase for remaining staff.
- b. Contracted Services are requested to increase by 26%. Request further review of these.

Although overall expenses are requested to increase by only 0.6% (due to significant money budgeted for this year's Comprehensive Plan development, which will not be required next year), non-salary related expenses are still requested to increase by 20.3%. Recommend that these receive further review and reduction.

Lifeguards:

Original budget requested was 10.3% lower than what was approved last year. Acting Town Manager requested more time to review latest input he has received.

Transfer Station:

- a. BRC commends John Fusco for the most detailed budget request submitted, not to mention data provided that shows continuous downward trend in total expenses since 2006.
- c. Need understanding of requested 12.9% increase in full time employee salaries?
- d. Need understanding of requested 12.8% increase in part time employee salaries?
- e. Would like to discuss healthcare numbers.
- f. Question the need for \$3,000 for uniforms.
- g. Would like clarification to understand if additional cost resulting from proposal to increase operating hours are or are not contained in this budget request.
- h. Would like a discussion on revenue projections.
- i. Question if charging this department for property taxes for old transfer station site makes sense.
- j. Overall budget request is down 2.7% from last year. Well done.

Harbormaster:

- a. Part time expenses are requested to increase 69%, non-salary expenses are requested to increase 15.99%, driving overall increase to 9.7%. Although this only amounts to an \$11,000 overall increase, BRC recommends taking another pass at these expenses.
- b. Would like a discussion on revenue projections.

5. FUTURE MEETINGS

Set times for next BRC meetings as follows:

Saturday, January 28, 2017 at 9:00 AM – All Department Review

Wednesday, February 1, 2017 at 4:15 PM

Our focus for the February 1 Meeting will be on all budget requests not reviewed in previous BRC meetings.

6. ADJOURNMENT

Motion to adjourn at 5:43 PM

Lynch 1st, Bevins 2nd, vote 5-0.

Respectfully Submitted By:

Bill Sawyer