



**BUDGET REVIEW COMMITTEE
MEETING MINUTES
FEBRUARY 16, 2018**

1. CALL TO ORDER

Meeting called to order by Chairman Bill Sawyer at 10:03 am.

2. ROLL CALL

Members present: Mike Lynch, Bill Sawyer, Carole Aaron, Everett Leach, Mark Macleod, and alternate Fred Lynk. Absent was alternate Lindsey Perry.

3. OLD BUSINESS

Review and approve minutes from February 9, 2018 meeting; Aaron 1st; Macleod 2nd; Vote 5-0.

Review and approve minutes from February 10, 2018 meeting; Lynk 1st; Lynch 2nd; Vote 5-0.

4. NEW BUSINESS

Began initial review of the 2018-2019 Operating Budgets and CIP items for Harbormaster, Lifeguards, Debt Management, and Revenues. The discussion and review of the Harbormaster budget requests attended by Fred Mayo generated the following discussion:

- a. Fred explained that an increase in expenses was required due to some much needed upkeep to the bridge and harbor area.
- b. Fred also discussed significant CIP funding would be required either now or in the immediate future for the replacement of the 18 year-old bridge, repair of rip rap, and the purchase of a much needed boat.
- c. The Harbor Committee is also recommending increasing fees in the harbor approximately 20% effective January 1, 2019.

J.P. Argenti lead a discussion on Operating Budget requests and CIP items needed for the Lifeguards which generated the following discussion:

- a. JP was requesting additional salary funding to increase the range of pay to \$14-\$17 to attract preferred candidates.
- b. We had a long discussion on the need for housing for some of the lifeguards, and JP was going to do some further investigation on that topic.
- c. CIP items included new UHF radios, a new ATV, and a Seabob rescue device.

The Town Treasurer than conducted a review of debt management and revenue with some highlights following:

- a. A review of the statutory debt limit based on state evaluation which the Town was well under.
- b. A review of the minimum fund balance requirements for the Undesignated Fund Balance based on the current charter criteria resulting in approximately \$873,000 being available for 2019 budget.
- c. A discussion on changing to a more conservative charter criteria for Undesignated Fund Balance which would effectively eliminate any use for the 2019 budget.
- d. A discussion on the amount of parking revenue to budget for based on perhaps a new criteria of the previous 3 years' actuals.

5. FUTURE MEETINGS

Set time for next BRC meeting as follows:

- Thursday, February 22, 2018 at 10:00 am.

Our focus for the February 22nd meeting will be budget requests for Information Services and an initial review of all CIP items.

6. ADJOURNMENT

Motion to adjourn at 12:00 pm:

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

Respectfully Submitted By:

Bill Sawyer