



Board of Selectmen
Tuesday, January 8, 2019@ 6:00 P.M.
Southwest Harbor Town Office

MINUTES

I. Chairman Chad Terry called the regular Selectmen's meeting to order at 4:00. In attendance George Jellison Jr, Lydia Goetze, Kristin Hutchins, Ryan Donahue, and Manager Justin VanDongen. There were approximately 3 members of the public also present.

II. Sonia Turanski, form Healthy Acadia, presented to the Board about updating the Town's smoking policies. She encouraged the Town to adopt a policy banning smoking and vaping on the Town's recreational properties. There are free signs available to Towns that adopt a model policy to ban smoking and vaping.

III. Minutes from December 27, 2018 were not ready and tabled to the next meeting.

IV. Justin VanDongen reported that his time was spent solely on preparing the budget and Capital Improvement Plan.

V. a. Justin VanDongen presented an initial budget showing an increase in the mil rate of approximately 8.64%. Budget books with details will be delivered on January 9th or 10th. The reason for the increase is the budget fully funds the CIP. Justin VanDongen began with a review of the CIP and reserve account balances. He met with the auditors to reconcile the account balances and the transfers previously made by the Board. Lydia Goetze made a motion to accept the reconciliation of accounts as presented, seconded by Ryan Donahue, motion failed 2-3-0. Chad Terry, Ryan Donahue, and George Jellison Jr. voting against. Chad Terry stated he would like more time to review the reconciliation.

Justin VanDongen reviewed the initial operational budget beginning the revenues. George Jellison asked about the Water and Sewer District debt repayment. Mr. VanDongen pointed out areas of the budget that were changed, such as operational line items and CIP items that were moved to reserve accounts. Justin VanDongen informed the Board of a CIP item to replace the copper lines from the dispatch center to the tower with radio communication. The Board asked the manager to explore options to consolidate our dispatch operations with another entity.

The Board discussed how repayment of the money borrowed from undesignated surplus for the playground was calculated. Justin VanDongen explained the ways that undesignated surplus was built. The repayment could be considered as a portion of the overlay but there was no good way to appropriate money to surplus. He suggested utilizing \$150k of undesignated funds to stabilize the mil rate.

Justin VanDongen presented a plan to reduce staff hours over the next four years in order to save the administrative budget. There is initial staff buy-in based on getting out early on Fridays. Ryan Donahue asked about split shifts to keep the office open the same amount of time.

Mr. VanDongen explained that he created Reserve accounts for items that fluctuate in spending each year in order to stabilize the appropriations made each year. CIP accounts are combined into general categories for the items listed in equipment replacement schedule.

VI. Ryan Donahue made a motion to confirm appointment of Marilyn Lowell, Robert Salsbury, and Diane Norwood-Frost as Deputy Registrar of Voters to a two-year term, seconded by Kristin Hutchins, approved 5-0-0.

Ryan Donahue made a motion to appoint Carolyn Ball to a three-year term on the Warrant Committee, seconded by Lydia Goetze, approved 5-0-0.

VII. Justin VanDongen informed the Board of a change to the costs of the sidewalk project. DOT has a maximum contribution of \$400k and any changes would be a cost to the Town. The estimate submitted from DOT does not represent the entirety of the costs.

Maine DOT is offering a radar speed sign free of charge. The Board agreed that we should accept the sign but should revisit its placement at another time.

VIII. Lydia Goetze made a motion to approve warrants:

General Fund Warrants, FY 18-19: 70
Payroll Warrants: FY 18-19: 67, 69
School FY 18-19: 68

seconded by Kristin Hutchins, approved 5-0-0.

IX. Next meetings set for January 14, 15, and 16, 2019 at 4:00pm.

XI. Kristin Hutchins made a motion to adjourn at 8:51 pm, seconded by Lydia Goetze, approved 5-0-0.