



**Minutes**  
**Selectmen Budget Meetings**  
Southwest Harbor Town Office  
January 13 – 16, 2014 @ 5:30 PM

Monday, January 13, 2014 @ 5:30 PM

I. Open/Call to Order:

Chairman Dunbar called the meeting to order at 5:30 PM. All members were present. Also present were Town Manager Donald Lagrange, Amy Young, Frank Chalmers representing Mt Height Cemetery and Fran Havey representing WHCA Non-profit

II. The following Budget Proposals were discussed:

a. Revenue/Administration

Manager Lagrange discussed the revenue projections citing some increases in homestead revenue from the State, Acadia National Park in lieu of taxes & Excise taxes however anticipated decreases from Maine Revenue Sharing, Interest Income, Delinquent tax interest income and excise taxes on boats resulted in a lower revenue projection from previous fiscal year to \$725,000 or a loss of \$11,300.

b. Mt Height Cemetery Non-Profit

The original request by Mt Height Cemetery was \$5,000, however she was reminded last years request represented two years including filling the needs of a previous budget. Selectmen discussed \$2,500 as represented previously however Mrs. Young felt for consistent long term requests, \$3,500 can be consistent for many years. Selectmen agreed.

c. WHCA Non-Profit

Fran Havey represented the Washington Hancock Community Agency in their request for \$3,574, which is an increase from the previous year by \$1,371. She and the Selectmen felt, with the amount of service this agency provides the residents of Southwest Harbor, this is a modest increase and the Selectmen agreed.

d. Municipal Office/General Assistance

The Selectmen requested to request Hydro to change lights to be more energy efficient and less costly. The Police will continue to monitor street lights. A question of the cost of hydrants directed the Manager to check Bar Harbor and their hydrant rental costs. A reduction in holiday celebrations was agreed with a \$2,500 reduction. The Selectmen were satisfied with General Assistance, Debt Service and Contract Services budget proposal.

III. Adjourn

Tom Benson moved to adjourn workshop, seconded by Dan Norwood.  
Voted on 5/0/0



**Minutes**  
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January 13 – 16, 2014 @ 5:30 PM

Tuesday, January 14, 2014 @ 5:30 PM

I. Open/Call to Order

Chairman Dunbar called the meeting to order at 5:30 PM. All members were present except Tom Benson who arrived shortly after start of meeting. Also present were Town Manager Donald Lagrange, Elliot Spiker representing SWH/Tremont Nursing, Non-Profit; Scott Alley for the Highway Department; Adam Thurston for the Harbor Department; and Dave Chapais for the Police Department.

II. Discuss Budget Proposals

a. SWH/Tremont Nursing, Non-Profit

Elliott Spiker spoke on behalf of SWH/Tremont Nursing indicating the budget requested is reduced from last year by \$997 with a goal to cut further in future years but as he said, 'no promises'. George Jellison question the percentages received from Me Care, Medicare and Private insurance. Me Care was approximately at 7%. Did not know others. The ambulance service is however, increasing their runs.

b. Highway Department

Scott Alley stated the 450 was near its limits with breaking welds on the sander, body rust and many repairs. The Selectmen felt three more years would be beneficial. They questioned the negative \$2,936 in the actual FY 12-13 budget. The diesel fuel line item at \$19,000 was discussed but was left as represented. A question about the third oldest truck concerned the cost analysis regarding maintenance expense v. benefit. They also discussed addressing the sewer truck being used by the Highway Department and suggested it be placed on the next regular Selectmen meeting. The current proposal would be \$4,827 less than previous budget cycle.

The Selectmen removed the description for sidewalk projects in the Capital Improvement Plan(CIP) since this line item should be for the town as a whole and not specific location. Since they are planning (3) more years with the 450, reduction in this CIP budget from 6,500 to 3,000 per year plus the trade in value plus the accumulated CIP should provide ample funds for a new vehicle. The Board also reduced the \$100,000 request for roads by \$25,000 and add that amount to Water & Sewer Infrastructure for a total CIP increase of \$100,000.

c. Harbor Department

Harbor Master Adam Thurston summarized the proposal and there were no further comments by the Selectmen except the heading Dept/Office should read 'Dept' only. The Harbor budget at \$104,477 is \$945 less than last year. In the capital Improvement plan, the Selectmen agreed to eliminate \$500 from the Mooring Plan Update since there were sufficient funds accrued and add to support pilings, increasing that line item to \$6,500.

d. Police/Dispatch

Chief Chapais represented the Police Department and Dispatch. He was asked to consider an alternate schedule for the period October to April due to the lesser population and activities. A discussion regarding the actual FY 12-13 gasoline usage and proposed budget did not make sense and it was increased from \$9,000 to \$12,000, resulting in a preliminary decrease in Police budget from last year by \$213. A suggestion regarding SWH relationship with Tremont and police coverage was mentioned, to be concluded with future discussions.

Chief Chapais requested the Board to consider adding \$8,500 to the Municipal software line item to purchase the Spillman software for police and dispatch over a three year payment plan. This updated computer software would be part of the County software which allowed SWH a lower purchasing cost. He stated area law enforcement agencies are networking with Spillman. The Board decided to eliminate 221-06, Police Station engineering services and 221-07 Police station construction line items reducing the CIP request by \$1,653. No changes were made to the Dispatch CIP line and the regular budget was agreed with a decrease by \$638. No changes were made to Dispatch CIP.

e. Code Enforcement/Assessing

Code Officer Don Lagrange stated the increase in health care premiums was due to change in personnel requiring health insurance. Nelia Lake replaced Janet Schofield and is pro-rated 10 hours per week in this Department. An RFP for Assessing is due on Wed, the 15<sup>th</sup>. It is anticipated a reduction in assessing proposals.

f. Debt Service/Contract Services

The Board did not make any changes to either the debt service or contract service proposal.

III.

Adjourn

A motion was made by Tom Benson to adjourn, seconded by Dan Norwood and voted in favor 5/0/0.



## Minutes

### **Selectmen Budget Meetings**

Southwest Harbor Town Office

January 13 – 16, 2014 @ 5:30 PM

Wednesday, January 15, 2014 @ 5:30 PM

- I. Open/Call to Order  
Chairman Dunbar called the meeting to order at 5:30 PM. All members except Tom Benson were present. Also present were Town Manager Donald Lagrange, Patsy Fogarty, Charles Stanhope and Candy Emlen of the SHW Public Library; Ingrid Kachmar representing the Harbor House; Chief Sam Chisholm of the Fire Department; Dianne Helprin, Nancy Thurlow, Howard Colter, Eric Henry and Ingrid Kachmar representing Pemetic School budget.
  
  - II. a. Public Library, Non-Profit  
Patsy Fogarty and Charles Stanhope discussed the current involvement with the schools. They also touted their award for excellence from the State Librarian receiving top honors for their service to the community and the school. There was no increase request for municipal support with the current budget of \$55,000.
  
  - b. Harbor House, Non-Profit  
Ingrid Kachmar, Harbor House Director, discussed an increase in youth participation in the sports program and after school programs. The request for support from SWH remained the same as the previous year at \$56,340. Mrs. Kachmar requested to combine youth sports and youth recreation to simply youth programs on the invoice. Selectmen agreed providing the funds are directed only to youth activities.
  
  - c. Fire Department  
Chief Chisholm discussed the proposed light replacement program changing the current fixtures to LED fixtures which will run a 1/3 the cost of current light fixture expense. The pay back of expenditures will be 4-8 years. He also discussed net metering with potential installation of solar panels to reduce electrical costs in the future. The Board expressed their gratitude and praises for the volunteer fire department especially during the Nemos fire.
  
  - d. School (Tentative)  
Diane Helprin, Nancy Thurlow, Howard Coulter, Eric Henry and Ingrid Kachmar presented a revised budget at the workshop that was recently adopted at the January 13<sup>th</sup> school board meeting. They indicated the MEA benefits trusts are decreased due to State reductions and those costs included in the budget. Also, teachers wage increase per agreed ladder scale adds 2.75% additional; however administration is taking only 1.75%. The current proposal is an increase of 3.68% over last year or an additional \$109,535.
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- III. Adjourn  
It was moved by Tom Benson to adjourn the meeting at 7:45 PM and seconded by Dan Norwood. It was voted in favor 5/0/0.



## Minutes

### **Selectmen Budget Meetings**

Southwest Harbor Town Office

January 13 – 16, 2014 @ 5:30 PM

#### Thursday, January 16, 2014 @ 5:30 PM

- I. Open/Call to Order:  
Chairman Dunbar called the meeting to order at 5:30 PM. All members were present as well as Town Manager Donald Lagrange,
  
- II. Discuss Budget Proposals: Budget Summary/Recap  
A motion was made by George Jellison that wage increases to be based on the Northeast Region Consumer Price Index-U (CPI-U) effective as of the December 31<sup>st</sup> report of the previous year limited between 1% as the low and 3% as the higher limits. It was seconded by Tom Benson and voted in favor 5/0/0.  
The final budget to reflect the above motion. The Board recapped the individual departments as follows:
  - a. Dave Mincton moved to accept the Revenue proposal as written totaling \$725,000. Tom Benson seconded and voted in favor 5/0/0
  - b. Dave Mincton moved to accept the Administrative Budget subject to wage adjustment per CPI and the reduction of Holiday Celebrations to \$3,000. Seconded by Tom Benson and voted in favor 5/0/0.
  - c. A motion by Dan Norwood to accept Assessing/CEO budget as proposed subject to wage adjustment to the regional CPI. Seconded by Tom Benson and voted in favor 5/0/0.
  - d. George Jellison moved to accept Boards and Committees budget for a total of \$5,500. Seconded by Tom Benson and voted in favor 5/0/0.
  - e. A motion by Tom Benson was made to accept the proposed sum of \$595,300 for Contracted Services. Seconded by Dave Mincton and voted on in favor 5/0/0.
  - f. Tom Benson moved to accept the proposed budget for Debt Service in the amount of \$424,434. Seconded by Dave Mincton and voted in favor 5/0/0.
  - g. A motion by Dave Mincton was made to accept the proposed budget for Insurance expenses totaling \$33,950. Seconded by Tom Benson and voted in favor 5/0/0.
  - h. It was moved by Dave Mincton to accept Municipal Building Expenses as amended with a \$2,000 decrease in Electricity. Seconded by Tom Benson and voted in favor 5/0/0.
  - i. Tom Benson moved to Accept General Assistance budget as proposed, seconded by Dave Mincton and voted on 5/0/0.
  - j. Dan Norwood moved to accept the proposed budget for Community Service Organizations as amended with a reduction to the Mt Height Cemetery request of \$1,500. Seconded by Tom Benson and voted on 5/0/0.

- k. A motion by Tom Benson to accept the highway budget as proposed subject to the wage adjustment per CPI. Seconded by Dave Mincton and voted on 5/0/0.
- l. A motion by Dan Norwood to accept the Police Department budget as amended with an increase of \$3,000 to gasoline line item, subject to wage adjustment based on the CPI and seconded by Tom Benson, voted on 5/0/0.
- m. Dave Mincton moved to accept the Dispatch budget as proposed subject to wage adjustment based on the CPI and seconded by Tom Benson, voted on 5/0/0.
- n. Tom Benson moved to accept the Fire Department budget as amended to include an additional \$2,000 to the gasoline/diesel line item. Seconded by Dave Mincton and voted on 5/0/0.
- o. Tom Benson moved to accept the proposed Harbor Department budget as proposed and seconded by Dave Mincton, voted in favor 5/0/0.
- p. The following approvals made in the Capital Improvement Plan:
  - 1. The Board agreed to not add \$8,500 to Municipal Software line item for the purchase of Spillman software for the Police Department. Tom Benson moved to accept the sum of \$6,750 to be added to the Administrative CIP. It was seconded by Dan Norwood, voted on 5/0/0.
  - 2. Tom Benson moved to not add any funds to the CIP Municipal Buildings. Seconded by Dave Mincton and voted on 5/0/0.
  - 3. In Police CIP, Dan Norwood moved to add \$5,000 to the cruiser line item, \$5,000 to the Silverado line item and decrease Engineering services by \$839 and decrease Construction by \$814, for a net increase in Police CIP of \$8,347.
  - 4. A motion by Tom Benson to accept Dispatch CIP as proposed, seconded by Dave Mincton. Voted on 5/0/0.
  - 5. Tom Benson moved to accept Fire CIP as proposed, seconded by Dan Norwood and voted on 5/0/0.
  - 6. Tom Benson moved to accept Harbor CIP subject to eliminating \$500 from the Mooring Plan Update line and increasing Support Pilings by \$500 for a total budget of \$42,229. Seconded by Dave Mincton and voted on 5/0/0.
  - 7. Dan Norwood moved to accept the Highway CIP as amended to decrease the line item 221-14 by \$3,500 and decrease 221-19 by \$25,000 for a total highway CIP budget of \$138,089. Seconded by Tom Benson and voted in favor 5/0/0.
  - 8. Tom Benson moved to accept Water/Sewer Infrastructure as amended by increasing 221-56 by \$25,000 for a total budget request of \$100,000. Seconded by Dan Norwood and voted in favor 5/0/0.

### III.

#### Adjourn

There being no further business, a motion was made by Dan Norwood to conclude and adjourn the budget workshop meeting at 7:10 PM. Seconded by Tom Benson and voted in favor 5/0/0.