

## **Selectmen Budget Meeting**

Town Office, 5:30 PM

Monday, January 9, 2017

I. Call to Order/Roll Call Chairman Benson called the Selectmen budget meeting to order at 5:33PM. In attendance were, George Jellison, Dan Norwood, Lydia Goetze, Chad Terry, Manager Don Lagrange, Town Clerk Marilyn Lowell, Deputy Treasurer Renee Atwater, District Manager Steve Kenny and Highway foreman Scott Alley.

II. Budget Review:

~ A correction to Highway budget was made to salaries from \$108,052 to \$103,418 resulting from error from transferring from personnel worksheet. Salaries will increase by 2% effective July 1. Manager Lagrange requested an increase in hourly wages to Foreman Scott Alley by \$1.00/hr. and to Mike Faulkingham by \$.50/hr. after the annual increase. Dan Norwood moved to give Scott Alley \$23.50/hr. and Mike Faulkingham \$19.12/hr., seconded by Chad Terry and voted in favor 5/0/0. Lagrange requested \$60,000 in the CIP account towards the highway garage replacement and \$90,000 for short term road projects.

~ Steve Kenny presented a five year projection regarding proposed changes to the water and sewer facilities. He stated the District should be receiving a \$30,000 grant for sewer engineering plant assessment. Other available grants will be applied for through Rural Development upon completion of engineering review. Dan Norwood moved to add \$100,000 to the water-sewer CIP, seconded by Chad Terry and voted in favor 5/0/0.

~ Revenue projections included the addition of office rental to the Water-Sewer District of \$7,200/year and an increase in dock/ramp fees by \$2,500 for a total projected revenue to the town of \$798,050, an increase over last year by \$31,775. Lobster truck fees was discussed and will be addressed at a future regular Selectmen meeting as well as ramp/launch fees.

~ There were no changes to the proposed Administration budget although questions concerning current postal expense year to date concerned the disparity of expense relative to the budget. Both Marilyn and Renee suggested to review this issue.

~ It was agreed to change the label of vehicle expense for Code Enforcement from mileage allowance to vehicle stipend and increase from \$610 to \$1,000.

~ Municipal Building expense budget proposed a decrease of \$1,656 from previous budget.

~ It was agreed to add a line item for the Southwest Harbor Historic Cemetery Committee to Boards and Committees and provide \$200 for organizational expenses.

~ Insurance expenses includes Auto, fidelity, property & liability and public officials and is expected to increase by 10%.

~ Contracted services included increases for Assessing contract by \$250 and Parks & Cemetery landscaping services by \$2,500.

~ Due to the bond structure, less interest required resulted in a decrease to bond payments by \$3,234. There was discussion about securing a \$2.8 million dollar bond for a multiple road and infrastructure project for 2018.

III. George Jellison moved to adjourn Budget Meeting at 8:12 PM, seconded by Dan Norwood and voted in favor 5/0/0.

## **Selectmen Meeting**

Tuesday, January 10, 2017

- I. Chairman Benson called the Selectmen budget meeting to order at 5:32PM. In attendance were, George Jellison, Dan Norwood, Lydia Goetze, Chad Terry, Manager Don Lagrange, Town Clerk Marilyn Lowell and Deputy Treasurer Renee Atwater.
- II. Lydia Goetze moved to accept the minutes of December 27, 2016, seconded by George Jellison and voted in favor 4/0/1.
- III. Dan Norwood moved to accept the following warrants, seconded by jLydia Goetze and voted in favor 5/0/0.
  - General Fund Warrants, FY 16-17: 65
  - Payroll Warrants: FY 16-17: 60, 61, 63
  - School FY16-17: 62, 64
- IV. Next Regular Selectmen meeting, January 24, 2017 @ 6:00 PM
- V. George Jellison moved to adjourn Selectmen meeting at 5:34 PM, seconded by Dan Norwood and voted in favor 5/0/0.

### **Selectmen Budget Meeting**

Tuesday, January 10, 2017

- I. Chairman Benson called the Selectmen budget meeting to order at 5:32PM. In attendance were, George Jellison, Dan Norwood, Lydia Goetze, Chad Terry, Manager Don Lagrange, Town Clerk Marilyn Lowell and Deputy Treasurer Renee Atwater.
- II. Budget Review:
  - ~ Chief Allan Brown presented the proposed budget with a 3% increase. A decrease in workers comp was discussed and Manager Lagrange indicated the number represented the exact costs as submitted by MMA whereas previous numbers may have been estimated based on potential increases. Chief Brown suggested the replacement costs in the CIP budget for cruisers should be increased to \$35,000 with replacement years in 2020/2021. It was discussed the recording equipment at dispatch which has a 5-6 year useful life will need replacement at a cost of \$8,000. Dan Norwood moved to put \$8,000 for replacement of recording equipment in the radio communication CIP, seconded by Lydia Goetze and voted in favor 5/0/0.
  - ~ Sonia Fields of the SWH/Tremont Ambulance Service gave a brief overview of the service that has 25 employees of which 80% are paramedics. She stated over 400 calls this past year. They are requesting \$58,000 from the Town to help defray costs.
  - ~ Manager Lagrange suggested the Harbormaster should not be using his personal vehicle for town business due to liability and depreciation and suggested purchasing through a lease program from Darlings in Ellsworth, a 2016 Dodge 4 x 4 pickup at a cost of \$6,875/year for four years with a \$1 buyout. The purchase price is \$24,895. The Selectmen discussed purchase outright to save the finance charges of approximately \$3,000. Members of the audience suggested the voters need to vote on a purchase of a truck that wasn't there before but Manager Lagrange explained the voters approved funds in total for Harbor expenses and not individual line items the purchase of the truck was part of operational costs. The Selectmen requested a legal opinion before deciding.
    - Lydia Goetze moved to add \$15,000 to the Hook property line item for future planning and use, seconded by Chad Terry and voted in favor 5/0/0.
  - ~ Westside Food Pantry submitted their first application for funds in the Community Serviced Organizations budget requesting \$2,500. They operate primarily as a voucher system providing monthly vouchers for use at local food stores.
  - ~ Chief Jack Martell requested to increase volunteer recruitment from \$4,000 to \$4,500, cleaning expense to \$1,200 and an increase in Chief's stipend to \$8,500 and an increase in one captain stipend. Chad Terry moved to increase volunteer recruitment to \$4,500, seconded by Lydia Goetze and voted in favor 5/0/0. Dan Norwood moved to increase the Chief's stipend to \$8,500, 4% increase to all captain stipends and \$1,200 for cleaning services, seconded by Chad Terry and voted in favor 5/0/0. Manager Lagrange requested the Chief provide info regarding the replacement of the air tanks and compressor taking into consideration any potential grant opportunities. Lydia Goetze

moved to add \$5,000 to the SCBA CIP, seconded by Dan Norwood and voted in favor 5/0/0.

III. George Jellison moved to adjourn budget meeting at 8:30 PM, seconded by Chad Terry and voted in favor 5/0/0.

### **Selectmen Budget Meeting**

Thursday, January 12, 2017

I. Chairman Benson called the Selectmen budget meeting to order at 5:32PM. In attendance were, George Jellison, Dan Norwood, Lydia Goetze, Chad Terry, Manager Don Lagrange, Town Clerk Marilyn Lowell and Deputy Treasurer Renee Atwater.

II. Budget Review:

~ Ingrid Kachmar discussed the opportunities provided by the Harbor House for Southwest Harbor and requested the same funds as previous year at \$59,640.

~ Paul Murphy presented facts concerning the Island Explorer. Selectmen discussed issues with the south bound bus with parking too far into the street in front of the Village Green Veterans Park. It was suggested for the south bound bus to enter Village Green with a stop in front of the public bathrooms. Manager Lagrange requested info regarding the number of passengers picked up by the south bound bus on Clark Point Road. Another suggestion was to move the stop in front of the bike shop.

~ Manager Lagrange provided an email message from town attorney advising it permissible to purchase a truck from Harbor CIP since the voters approved the budget in its entirety and not by line item. Chad Terry moved to purchase the truck for not more than \$30,000, seconded by Dan Norwood and voted in favor 5/0/0.

~ Candyce Emlen provided info regarding the number of resident and non-resident participation at the library in their request for municipal funds totaling \$55,000, the amount as previous years.

~ Budget Summary, Recap FY 17-18 Budget

a. George moved to accept the proposed reserve budget as amended for the sum of \$19,800 compared to \$79,300 in the previous budget, which included adding \$5,500 for the Rhoades House, \$2,000 to tree fund, \$10,000 for HRA Insurance, \$2,000 for SWH Historic Cemetery Fund and \$300 for mapping update. It also includes debiting Tax Abatement by \$3,000 and Unemployment Reserve by \$15,000 and credit the total of \$18,000 to Legal & Accounting Reserve with \$10,000, Wage & Benefit Reserve with \$3,000 and Salt & Sand Reserve with \$5,000, seconded by Dan Norwood and voted in favor 5/0/0.

b. Dan Norwood moved to approve revenue Budget of \$798,050, seconded by Lydia Goetze and voted in favor 5/0/0.

c. After amending vehicle line item to include the word 'stipend', Dan Norwood moved to accept Administration budget of \$304,555, seconded by Lydia Goetze and voted in favor 5/0/0.

d. After amending vehicle line item to include the word 'stipend', Lydia Goetze moved to approve the CEO/LPI budget of \$44,373, seconded by Chad Terry and voted in favor 5/0/0.

e. Lydia Goetze moved to approve Boards & Committees budget of \$1900, seconded by Chad Terry and voted in favor 5/0/0.

f. Lydia Goetze moved to approve Contracted Services budget of \$638,525, seconded by Chad Terry and voted in favor 5/0/0.

g. Dan Norwood moved to approve Debt Service in amount of \$405,736, seconded by George Jellison and voted in favor 5/0/0.

h. Lydia Goetze moved to approve Insurance Expense budget in amount of \$39,269, seconded by Chad Terry and voted in favor 5/0/0.

i. Dan Norwood moved to accept Municipal Building Expense in amount of \$26,923, seconded by Lydia Goetze and voted in favor 5/0/0.

j. Lydia Goetze moved to decrease request of Lifeflight from \$2,500 to \$882, seconded by Dan Norwood by was withdrawn due to an incomplete application.

Lydia Goetze moved to approve the sum of Community Services Organizations of \$207,004 excluding the Lifeflight request, seconded by George Jellison and voted in favor 5/0/0. The Selectmen suggested notifying them to re-submit application for next fiscal year.

k. Dan Norwood moved to accept the Highway expense budget of \$275,687, seconded by Lydia Goetze and voted in favor 5/0/0.

l. George Jellison moved to accept the Police budget of \$476,255, seconded by Lydia Goetze and voted in favor 5/0/0.

m. Dan Norwood moved to accept the Dispatch expense budget of \$265,878, seconded by Chad Terry and voted in favor 5/0/0.

n. Dan Norwood moved to accept the Fire Department expense budget in amount of \$81,783, seconded by Chad Terry and voted in favor 5/0/0.

o. After decreasing the mileage expense by \$1,000, Chad Terry moved to accept the Harbor expense budget of \$104,227, seconded by Lydia Goetze and voted in favor 5/0/0.

p. A total CIP budget of \$321,300 was approved as follows:  
Chad Terry moved to add \$1,000 to Municipal Buildings, seconded by Dan Norwood and voted in favor 5/0/0.

Dan Norwood moved to approve \$12,500 in Police CIP, seconded by Chad Terry and voted in favor 5/0/0.

Chad Terry moved to approve \$10,500 for Dispatch CIP, seconded by Lydia Goetze and voted in favor 5/0/0.

Dan Norwood moved to approve \$9,000 for Fire CIP, seconded by Lydia Goetze and voted in favor 5/0/0.

Lydia Goetze moved to approve \$15,000 to be designated for the Hook property, seconded by Chad Terry and voted in favor 5/0/0.

Dan Norwood moved to approve \$173,300 for Highway CIP, seconded by Lydia Goetze and voted in favor 5/0/0.

Lydia Goetze moved to approve \$100,000 for water-sewer infrastructure CIP, seconded by Chad Terry and voted in favor 5/0/0.

III. Chad Terry moved to adjourn budget meeting at 7:50 PM, seconded by Dan Norwood and voted in favor 5/0/0.