

Frederick A. Lynk, Chair  
Peter J. Kahn, Vice Chair  
Peter L. Griswold, Secretary  
Michael F. Collins  
Michele A. Tourangeau



**Ogunquit Budget Review Committee**  
**31 January 2023**  
**9:00 AM – Meeting**  
**Dunaway Community Center**  
**23 School Street, Ogunquit, Maine**

## Minutes

### 8:58 AM MEETING

#### 1.0 WELCOME AND CALL TO ORDER

- 1.1 Roll Call – all five BRC Members were present along with the Town Manager, Matt Buttrick.
- 1.2 Pledge of Allegiance was said.

#### 2.0 APPROVAL OF MINUTES

- 2.1 Approved the 13 December 2022 Minutes with no edits – 5/0 (Tourangeau / Collins)

#### 3.0 UNFINISHED BUSINESS

- 3.1 **None**

#### 4.0 NEW BUSINESS

- 4.1 The Chair opened the meeting by suggesting that the BRC Members discuss any remaining BRC questions that have not been answered and determine if BRC Members wish to meet again with any Department Heads / Committee Chairs. He then said that our assignment is to prepare a letter by mid-March to the Select Board stating our recommendations concerning the Budget amounts for each Department, and the rationale if the BRC has a straw vote that differs from the Budget. Then, the Select Board will determine their own suggested Budget number that will eventually be included on the Town's warrants. Once the BRC receives the Select Board's "final" budget decisions, then the BRC Members will have a formal vote on each warrant. Both the Select Board and BRC votes will be included on the warrants. However, the Select Board's Budget number will be the only amount shown on the warrant. This procedure differs from prior years given the changes made within Ogunquit's Charter that was approved in June of 2022.

The Chair and Town Manager discussed last week several minor changes to the FY2024 Budget, including an expanded Budget for the Heritage Museum, a donation to the Ogunquit Memorial Library and sufficient funds to purchase a water testing unit.

The Select Board will review the proposed business and parking fees during their meeting on February 14. Final decisions may be made during their February 28<sup>th</sup> meeting.

Since the Town Manager is determined to preserve the Town's net budget increase of 2.75%, after subtracting revenues from expenses, any shortfall will be covered by the Undesignated Fund (aka Rainy-Day Fund). The Town Manager will provide a Budget change log to the BRC later this week, including an updated totals of revenues and expenditures.

The BRC Members agreed to invite the Assistant Town Manager/Treasurer to their meeting on February 7<sup>th</sup>. The Chair suggested that we also invite the Ogunquit Memorial Library to describe during a BRC meeting in February how the Town's contribution will be spent.

Several committees did not present budget requests during the joint Select Board/BRC workshops. The Town Manager will present any information that might be needed. A suggestion was made that the BRC should recommend a required information document that all committees use to describe their budget request during future budget workshops.

The Chair asked BRC Members to describe their remaining questions:

**Collins** – focused on the following:

1. Main Parking lot revenue
2. Perkins Cove docking fees
3. Insurance of funding for water testing
4. Adequate funding for Police dept minor equipment
5. Potential increase of overnight hotel parking fees at Main beach
6. Total number of Fire Dept ALS/BLS Ambulance runs with total collections for prior and current year.

Collins also asked whether one additional firefighter's cost might be covered by reduced overtime? If so, why not proceed with this addition? The Town Manager analyzed this proposal and decided not to hire another firefighter this year.

**Griswold** - What is the DPW's New Holland tractor going to be used for, and is the lease a capital lease? Was the allocation of \$167,904 in FY2022 to cover a new HVAC system for the Dunaway set aside in a reserve, and was it approved by the voters? Given the use of the Undesignated Fund since 2019, shouldn't the Town create a policy concerning this Fund as part of the General Fund? What is the benefit of tapping the bond market directly as opposed to utilizing the Maine Municipal Bond Bank? Without having monthly financials in ClearGov, is there a way to obtain this information that is needed for the cost/benefit analysis of tourism? Legal opinions should be written. How does the Town determine the "useful life" of expensive equipment? Might the Harbormaster consider using Dockwa (a popular boaters' application used to reserve dock space) in addition to PassPort to generate additional transient fee income?

**Lynk** – Suggested that minutes should be taken during the SB/BRC workshops because they would document answers to all the questions. The Chair read the Towns Attorney's January 5, 2022, email pertaining to discussing salaries during public meetings. He also described how the BRC discussed COLA adjustments, suggesting an overall increase of 5%. He agreed that the Town Manager needs flexibility to make salary adjustment when necessary. The Chair will follow-up on obtaining copies of the monthly department expenditures since they contain information necessary to calculate the Cost of Tourism.

**Kahn** – He will prepare a list of his questions for the next meeting. He suggested that the Ambulance Reserve be replenished with their transportation fees before the funds are absorbed into the Fire Department's operating budget. Kahn and Collins will cancel their February 9<sup>th</sup> meeting with the Assistant Town Manager/Treasurer in favor of the Treasurer discussing reserve account use and policies with the entire BRC during the February 7<sup>th</sup> BRC

meeting. Kahn reminded everyone that we need to meet with the Assessor concerning how commercial properties are assessed. He questioned why the Undesignated Fund should be used to balance the Budget since there are no foreseen emergency needs? What happens if this Fund balance drops below the minimum set by a policy for the General Fund? He also wants to discuss Capital Leases and the use of Encumbrances. He questioned why interim salary increases were made two years in a row.

**Tourangeau** – She will provide a list during the next meeting

4.2 As stated above, the BRC Members discussed the process for generating a formal report covering the BRC’s budget recommendations along with appropriate rationales that will be presented to the Select Board in March 2023. The Members agreed to review each Department’s expenses noting any exceptions we might focus on versus going line by line. We also agreed to review all CIP requests taken together and analyze revenues during the February 28<sup>th</sup> meeting. Unfortunately, Tourangeau may not be able to attend the February 28<sup>th</sup> meeting. Lynk and Griswold will set forth the BRC meeting Agendas during the next couple of days.

The proposed Agenda for February 7<sup>th</sup> will include the following topics:

- a) Discuss remaining General Government questions with the Assistant Town Manager/ Treasurer.
- b) Reserve Accounts and considerations for a Reserve Policy
- c) Cost/Benefit of Tourism
- d) Policy for using the Undesignated Fund
- e) Capital Leases
- f) Direct access to the Bond market

If time permits, we shall also discuss several Departments including Fire, Lifeguards and Harbormaster.

5.0 **OTHER BUSINESS** - None

6.0 **PUBLIC COMMENT**

**Barbara Ferraro** – asked several questions: will the Budget have flexibility in case the proposed new building’s expense exceeds expectations Is the proposed Wellness program necessary given the Town’s excellent health benefits? Are additional IT expenditures necessary based on what other towns are spending? Given the privacy issues concerning license plate scanners including the involvement of a law enforcement officer, should the town start using this equipment within Visitor Services, not to mention without any public discussion?

**Wes Elliot** – Appreciated the joint workshops of the Select Board and the BRC.

**Rebecca Fox** – She thanked the BRC Members for this good meeting.

7.0 **ADJOURN**

A motion was made at 11:04 5 - 0 (Tourangeau and Collins)