

Town of Harpswell  
Budget Advisory Committee  
Minutes of the Meeting of October 19, 2016

Members present: Linda Hall, Burr Taylor, Allan LeGrow, Jane Meisenbach, Ellen Shillinglaw. Don Miskill, was absent..

Others present: Town Administrator Kristi Eiane, Deputy Town Administrator Terri Sawyer and Treasurer Marguerite Kelly

The meeting was called to order at 3:00 p.m. After a motion made and seconded, Linda Hall was elected Committee Chair (5-0).

The agenda as presented was adopted (5-0).

Discussion of Budget Review Process

The Committee agreed to meetings on Mondays at 3 p.m., except for October 24 which meeting will begin at 1 p.m.

Ms. Eiane described the streamlined process which had been used in the prior year and asked Committee members whether they wished to continue in this manner. Returning members indicated that they were satisfied with how the process had worked in the prior year. The Committee decided it did not require the presence of Department Heads, except for the Recycling Center manager nor did they require the attendance of social service organizations who had previously received funding from the Town unless there was a significant change in the request.

Committee members were advised that there should be limits on the participation of BAC members who are also members of entities requesting or recommending funding. In these cases, the member may recuse themselves from voting on the item, but also should avoid advocating for the request.

The Committee was advised that the Board of Selectmen had requested that they recommend an LD1 compliant budget and that a 1.5% salary and wage adjustment be included for all employees. Other compensation adjustments consistent with previous practice would also be reflected.

Presentation of the Preliminary 2017 Municipal Budget Administrator Eiane provided an overview of the 2017 municipal budget which totals \$5,131,740, an increase of 4.3% from 2016. Driving the increase is a 33.3% increase in the capital component. The total operating budget is proposed to increase 5.8%, largely as a result of proposed changes to the fire and rescue service model.

The highest priority for 2017 is the demolition of the pier at Mitchell Field which will be funded by a borrowing and by an appropriation from fund balance of \$150,000 to cover planning and permitting of the demolition, as well as any expenses incurred prior to the time that the borrowing is in place.

Ms. Eiane reviewed the notable increases and decreases in budget line items, including the following:

Mitchell Field Boat Launch and Replacement Pier	\$250,000
Central Fire & Rescue Station	150,000
Municipal Fire Department	135,000
Emergency Vehicles Reserve	100,000
OBI Fire Barn Renovations	30,000
Town Office Exterior Painting	30,000
Salaries and Wages	19,600
Law Enforcement	18,000
Mitchell Field Contracted Services	13,000
Recycling Center	10,000
Mackerel Cove Improvement	8,500
Other Increases	31,800
Capital Road Projects	(275,000)
Mitchell Field Planning & Pumphouse Removal	(180,000)
Debt Service	(80,000)
Other Decreases	(15,700)

The proposed budget is \$67,243 above the LD1 levy limit, when non-property tax revenue, revenue sharing and use of fund balance are estimated to equal amounts used in 2016 and homestead reimbursement is increased to \$95,000.

The meeting adjourned at 3:35 p.m.

Marguerite Kelly

Approved by the Committee on October 24, 2016