

Town of Harpswell  
Budget Advisory Committee  
Minutes of October 28, 2019

Members Present: Linda Hall, Jane Meisenbach, Allan LeGrow, Don Miskill, Mackin Pulsifer and Marge Webster-Warren

Others Present: Town Administrator Kristi Eiane, Deputy Town Administrator Terri Sawyer, Treasurer Marguerite Kelly, Selectman Jane Covey

The meeting was called to order at 3:00 p.m. It was moved and seconded to elect Allan LeGrow chairman of the Committee. (6-0)

The agenda was adopted by unanimous vote.

Ms. Eiane acknowledged the contribution made by the Committee to the process of preparing a municipal budget for consideration by the Town Meeting. She reported to the full Committee that a training session had been held with the new Committee members. Meetings are open to the public and are recorded. Ms. Eiane indicated that the staff would like to continue the pared-down process followed during the previous two years. This would minimize the need to have Department heads and certain outside entities present their requests of the Town to the Committee. The goal is to complete the review process by mid-December and to review the Committees recommendations with the Board of Selectmen in early to mid-January. It is expected that the 2020 budget will have a focus on capital items. Finally, Ms. Eiane reminded members that e-mail should not be used for sharing points of view and that requests for additional information should go through the staff.

Ms. Eiane then reviewed the preliminary municipal budget presented to the BAC. She indicated it was preliminary, but essentially complete. The 2019 expenditures (YTD) were included for the period through October 11. The preliminary budget is currently compliant with LD1. There are no significant changes in operations anticipated by this budget and no new borrowing is currently anticipated. Additions to capital reserves have been included in the budget as a single item (\$852,500), as the staff has not yet received all information needed to allocate that amount to individual reserve accounts.

Salaries and wages are presented with a 1.6% COLA at the direction of the Board of Selectmen. An additional amount may be added to the budget to cover individual adjustments to bring certain positions into the mid-point of the peer group salary survey

Notable (\$10,000 and over) increases (decreases) in the 2020 budget relative to 2019 were reviewed.

Ms. Eiane then reviewed with the Committee the proposed budgets of the following departments;

	2020 Budget	2019 Appropriation
Assessing	\$83,918	\$ 79,319
Codes Enforcement	141,987	140,229
Tax Office	38,887	37,485
Town Clerk	67,971	58,863
Town Planner	77,713	65,480
Committees & Commissions	4,860	6,060
Treasurer	32,865	32,779
Animal Control	29,173	27,925
Cedar/Robinhood Beach	5,050	4,100

There were no significant changes in these budget line items.

Members were asked to view the video of the library forum which is available on the Town's website. It also became clear that the Committee at some point should consider the future needs of the cemeteries in Town, not just the 2020 requests for funding.

The meeting adjourned at 4:05 pm.

Marguerite Kelly

Adopted by the Committee on November 18, 2019.