



**TOWN OF SOUTHWEST HARBOR
BOARD OF SELECTMEN
(SPECIAL BUDGET MEETING)**
Monday, January 14, 2013 @ 5:30 pm
Southwest Harbor Town Office

Call to Order/Roll Call: Tom Benson, Chairman, George Jellison, Jr., Ralph Dunbar, Jr., David Minctons, Dan Norwood, Town Manager Donald Lagrange.

New Business (Budget Discussion):

a. 5:30 PM Budget Summary Review

Before discussing the Budget Summary Review, Benson suggested looking over any old business before proceeding to the new business at hand. The BOS and Town Manager went over different line items, which had been discussed prior to in other budget meetings leading up to tonight's meeting, and clarified any questions the BOS had before making any motions on the budget items. Lagrange did mention the Tax Abatement Reserve Acct. letting the BOS know that time is running out to the taxpayers for asking of tax abatements, and a vote will be needed from the taxpayers at the Town Meeting to be held in May 2013 concerning this account. Lagrange had handed the BOS with an updated Budget Handbook and let the BOS know that anything highlighted in yellow was changes made through the budget discussion meetings that was agreed upon by the BOS and Town Manager. Lagrange also explained to the BOS about the Homestead Exemption regarding real estate taxes. He had the Town Clerk check through the commitment book to see who still lives in SWH and who doesn't live here, and who is still receiving the Homestead Exemption and shouldn't be receiving it. The Assessors will be looking at this before the next tax cycle. The State is trying to get rid of the Homestead Exemption explained Lagrange.

MUNICIPAL:

A Motion by Dunbar, Jr. and Seconded by Minctons to accept the Revenue Budget FY 13-14 in the amount of \$736,300. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Jellison, Jr. to accept the Administration Budget FY 13-14 in the amount of \$270,115. Vote 5/0.

A Motion by Norwood and Seconded by Jellison, Jr. to accept the Assessing/Planning/CEO Budget FY 13-14 in the amount of \$76,399. Vote 5/0.

A Motion by Jellison, Jr. and Seconded by Minctons to accept the Police Budget FY 13-14 in the amount of \$452,618. Vote 5/0.

A Motion by Norwood and Seconded by Minctons to accept the Dispatch Budget FY 13-14 in the amount of \$261,331. Vote 5/0.

A Motion by Minctons and Seconded by Norwood to accept the Highway Budget FY 13-14 in the amount of \$306,946. Vote 5/0.

A Motion by Jellison, Jr. and Seconded by Norwood to accept the Fire Budget FY 13-14 in the amount of \$80,120. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Minctons to accept the Harbor Budget FY 13-14 in the amount of \$105,422. Vote 5/0.

A Motion by Minctons and Seconded by Norwood to accept the Municipal Offices Budget in the amount of \$30,364. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Minctons to accept the General Assistance Budget FY 13-14 in the amount of \$5,000. Vote 5/0

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A Motion by Norwood and Seconded by Minctons to accept the Boards and Committees Budget FY 13-14 in the amount of \$6,225. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Minctons to accept the Contracted Services Budget FY 13-14 in the amount of \$605,825. Vote 5/0.

A Motion by Minctons and Seconded by Jellison, Jr. to accept the Insurance Budget FY 13-14 in the amount of \$37,527. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Minctons to accept Debt Service Budget FY13-14 of \$403,324 pending town vote to pay off Police Station Renovations and Lower Town Dock. If not accepted by the town voters, the Debt Service Budget FY 13-14 would be \$452,349. Vote 5/0.

A Motion by Norwood and Seconded by Jellison, Jr. to accept the Community Services Budget FY 13-14 in the amount of \$200,492. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Norwood to accept the Reserves Budget FY 13-14 as follows: Wage & Benefit \$10,000, Unemployment \$7,500, Legal & Accounting \$5,000, Professional Development \$12,000, Comprehensive Plan \$593, Tax Abatement \$5,000. Vote 5/0.

CIP:

A Motion by Dunbar, Jr. and Seconded by Norwood to accept the CIP FY13-14 Administration Budget in the amount of \$5,359. Vote 5/0.

A Motion by Norwood and Seconded by Minctons to accept the CIP Municipal Buildings FY 13-14 Budget in the amount of \$1,000. Vote 5/0.

A Motion by Jellison, Jr. and Seconded by Norwood to accept the CIP FY 13-14 Police Budget in the amount of \$16,991. Vote 5/0.

A Motion by Norwood and Seconded by Dunbar, Jr. to accept the CIP FY13-14 Dispatch Budget in the amount of \$1,333. Vote 5/0.

A Motion by Norwood and Seconded by Dunbar, Jr. to reaffirm the motion to apply funds in CIP FY 13-14 Fire Budget from account #221-37 to principal balance of fire truck in the amount of \$80,981. Vote 5/0.

A Motion by Dunbar, Jr. and Seconded by Jellison, Jr. to accept the CIP FY 13-14 Fire Budget in the amount of \$15,510. Vote 5/0.

A Motion by Norwood and Seconded by Jellison, Jr. to accept the CIP FY 13-14 Harbor Budget in the amount of \$45,070. Vote 5/0.

A Motion by Norwood and Seconded by Jellison, Jr. to accept the CIP FY 13-14 Highway Budget in the amount of \$175,102. Vote 5/0.

A Motion by Minctons and Seconded by Jellison, Jr. to accept the CIP FY 13-14 Water & Sewer Budget in the amount of \$75,000. Vote 5/0.

Benson asked to hear from the representative for Mt. Height Cemetery so the BOS could finalize their Budget Review. Amy Young spoke on behalf of the cemetery. She said that the cemetery doesn't apply each year due to the attitude of the Cemetery group. They hadn't applied in a few years and she expressed her happiness in being able to present to the BOS. She said that the cemetery group only request funding when needed. There was a misunderstanding about the due date for application processing and the BOS agreed to hear their request. Young asked the BOS if they should apply for a lesser amount, say \$2,000.00 a year for every year?-- instead of one big amount every so often. Dunbar, Jr. said that the BOS would prefer to have the applicants be consistent and apply every year because it helps make the process easier for all involved. Young thought that it was a great financial strategy to adopt and she will go the cemetery group and explain it to them for future applications. The BOS continued to address the Community Service Budget FY 13-14.

A Motion by Norwood and Seconded by Jellison, Jr. to accept the Community Services Budget FY 13-14 in the amount of \$200,492. Vote 5/0.

b. Warrant Committee Appointment: The BOS addressed Carolyn Ball about her interest in being sworn in to the Warrant Committee. She addressed the BOS and answered their questions to why she would be interested in the appointment to this particular committee. She said it would be fun, it is her civic duty, she has the time to put into this committee and she is on other committees for the Town of Southwest Harbor. A Motion by

Dunbar, Jr. and Seconded by Norwood to appoint Carolyn Ball to the Warrant Committee to a 3 year term. Vote 5/0.

The BOS discussed a letter to be sent to the SWH/Tremont Ambulance Service about the Funding Request to the Town, to provide a copy of their most recent audit. Lagrange drafted a letter that he presented to the BOS to request the audit. A Motion by Norwood and Seconded by Jellison, Jr. to accept the letter drafted to the SWH/Tremont Ambulance Service for their most recent audit. Vote 5/0.

The BOS began to discuss Budget issues and Dunbar, Jr. asked if they were going to review the Pemetec Budget. He asked the BOS not to approve the budget presented, due to increases, and thought that their board should go back and revisit their budget and make changes. After a short discussion and an agreement for all the members of the BOS, they felt that they were comfortable with presenting the Municipal Budget to the Warrant Committee at this time. Norwood spoke up to Thank Lagrange for his hard work on the wonderful job that he had done with the Municipal budget. He felt Lagrange had done a great job with controlling costs and lowering costs for the Town. He said that he thought that Lagrange had done a great job on his work of the Municipal budget. With time restrictions to present the Budget to the Warrant Committee, the BOS thought they should draft a letter to the Pemetec School about not accepting their budget at this time and for them to review their budget. Lagrange drafted a letter, BOS went over it and decided they wanted some changes made to it and have them sign the letter tonight and have it presented to the School the next day before their School Meeting. The BOS took a short break from the meeting at this point. A Motion by Norwood and Seconded by Dunbar, Jr. to temporarily adjourn the meeting for a short recess. Vote 5/0.

Call to Order/Roll Call: Tom Benson, George Jellison, Jr., David Minctons, Ralph Dunbar, Jr., Dan Norwood, Don Lagrange, and Town Manager.

A Motion by Norwood and Seconded by Dunbar, Jr. to accept the letter drafted to Pemetec School about not accepting their budget at this point of the Budget process. Vote 5/0.

c. Warrant Ordinance Review: Lagrange presented the BOS with a Warrant Committee Ordinance for changes for their review. The only changes that needed to be changed were in Section IV. , I., A. to change the wording from:

On or before the third Wednesday in January to first Wednesday in February.

That time frame would give the Warrant Committee 5 weeks to review before it goes to the Town Meeting. A Motion by Norwood and Seconded by Dunbar, Jr. to accept the changing of wording on Section IV, I., A. to read as follows: "On or before the first Wednesday in February, the board shall submit to the Committee

for its review the proposed municipal and school budgets for the next fiscal year. Vote 5/0.

d. Selectmen Letter to Warrant Committee: Lagrange presented the BOS with the Letter that is used for the Community Service Organization Funding Request that is from the BOS. He suggested making some changes about the reviewing of the applications by the BOS and the Warrant Committee. The BOS agreed upon the changes made to the policy. A Motion by Norwood and Seconded by Minctons to accept the Town of Southwest Harbor Policy for the Community Service Organization Funding Requests amended letter dated January 14, 2013. Vote 5/0.

The BOS briefly discussed how the other Towns are assessing their Real Estate. Dunbar, Jr. asked Lagrange if he would check into surrounding Towns and see how they are handling their assessing needs with as outside assessing firm or if they employ an Assessor for the Town? Dunbar, Jr. expressed his uneasiness with our current Assessing firm and would like to know about other options is out there and would be best for the Town of Southwest Harbor. Lagrange will look into this and get back to the BOS with information. Benson also asked if Lagrange could provide the BOS with the Union Contract so they could review it. Jellison, Jr. also asked Lagrange for information about the rates on the Town's health insurance to be reviewed. Lagrange will look into all of their requests. Chairman Benson spoke up at the end of the meeting and said that he thought that Lagrange had done one h**** of a job with the Municipal Budget. He found it easy to work through and work with. All the other BOS agreed with Benson's remarks concerning the Budget.

Adjournment: A Motion by Norwood and Seconded by Norwood to adjourn the Special Budget Meeting. Vote 5/0.

