

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



Ogunquit Budget Review Committee
6 March 2023
9:00 AM – Meeting
Dunaway Community Center
23 School Street, Ogunquit, Maine

Minutes

9:00 AM MEETING

1.0 WELCOME AND CALL TO ORDER

- 1.1 Roll Call – all five BRC Members were present along with the Town Manager and the Assistant Town Manager/Treasurer, John Fusco and Gene McSweeney.
- 1.2 Pledge of Allegiance was said.

2.0 APPROVAL OF MINUTES

- 2.1 Approved the 21 February 2023 Minutes – 5/0 (Collins/Kahn)

3.0 UNFINISHED BUSINESS

- 3.1 **None**

4.0 NEW BUSINESS

- *4.1 **Transfer Station - \$497,102**
Public Comments – None

Motion to approve the Transfer Station budget: Straw vote approved 5 – 0 (Griswold/Collins)

- *4.2 **Land Use - \$425,810**
Public Comments – None

Motion to approve the Land Use budget: Straw vote approved 5 – 0 (Griswold/Collins)

- *4.3 **Information Services - \$201,086**
Public Comments – None

The Town Manager confirmed that the Town does have Cyber Insurance.

Motion to approve the Information Services budget: Straw vote approved 5 – 0
(Griswold/Collins)

- *4.4 **CIP Budget - \$751,000**
Public Comments

Barbara Ferraro asked if each CIP request will be listed as a separate warrant. The Chair said yes. She then asked about the proposed campus budget. The Chair said that the BRC has not yet received a proposal. If/when the BRC receives one, our Committee will meet for as many times as necessary to analyze and discuss the proposal thoroughly.

Kahn asked about the CIP funding source of \$8,000. The Assistant Town Manager/Treasurer said this is the expected trade-in value of a police cruiser.

Collins asked about the Justice Academy Reimbursement CIP expense. The Town Manager said that the cost of this “Basic Law Enforcement Training Program” (BLETP) must be reimbursed to

the Academy if Ogunquit recruits an officer from another Maine community who graduated from the Academy less than five years ago. This CIP request will prudently create a reserve to cover future BLETP reimbursements.

Motion to approve the CIP budget: Straw vote approved 5 – 0 (Griswold/Collins)

*4.5 **Proposed Revenues - \$ 4,474,450**

Public Comments – None

The Town Manager is comfortable with the 15.6% revenue increase for FY2024 based on the Select Board’s approval of increased parking fees and fines along with an effort to register more businesses that typically rent lodgings. The Assistant Town Manager/Treasurer said that many towns in Maine withdraw funds from the Undesignated Fund as long as this Fund remains well above the town’s minimum.

The Visitor Services’ new technology and higher parking fees should increase revenues; however, the impact of parking fee elasticity remains unknown.

The Town Manager agreed to consider increasing revenues, and reiterated his goal to limit the FY2024 tax increase to 2.75%. The Chair suggested that the FY2022 contribution of \$170,000 to the Undesignated Funds should be returned to the taxpayers by withdrawing this amount from the Undesignated Fund to help cover expenses. Kahn suggested we remember the difference between reasonable and necessary expenses/revenues. He thinks revenues should be increased to eliminate the need to use the Undesignated Fund.

A **motion** to table this revenue discussion until the BRC meeting on March 14th was **approved 5 – 0 (Griswold/Tourangeau)**.

5.0 Other Business

5.1 **BRC Sub-Committee – Reserve Accounts**

Collins and Kahn previously submitted a draft memo to the Assistant Town Manager/Treasurer who said she also received a reserve account policy recommendation from the Town’s Auditor. She intends to blend both suggestions and present her policy/procedural recommendations to the Select Board before the end of FY2023. She appreciates the BRC’s suggestions and will discuss her recommendations with Collins/Kahn as needed.

BRC Sub-Committee – Cost of Tourism

Lynk and Kahn reviewed a previous BRC model that compared monthly expenditures during December through March with those generated during the peak and shoulder seasons. They have received 12 months of recent data but need three years of calendar year data (2021 through 2023) to complete their analysis. They will refresh the BRC model later this calendar year. Meanwhile, they will send it to the Assistant Town Manager/Treasurer. During a related discussion of tracking event costs, she said that municipalities typically do not use cost accounting. It would require an expansion of accounts within several departments-

6.0 ADJOURN

At 10:27 a motion was made – 5/0 (Kahn / Collins)