

Warrant Committee 2020
2nd Meeting – General Government
Monday, February 24, 2020

I. Call to Order/Roll Call: 7:00 pm by Chairman Libby; 21 sitting members, with 13 voting members present (basic majority is 7 or more)

Present: J. Berberian, R. Gladstone, M. Good, M. Handwerk, J. Kelly, M. Kelly, A. Kendall, S. Libby, W. Matteson, C. Smith, K. St. Germain, L. Sweet, M. Tadenev, M. J. Whitney; **Absent:** S. Dyer, E. Henry, J. Kitler, W. Murphy; **Absent Excused:** S. Boucher, B. Chaplin, D. Karlson; **Present but not at roll call:** M. Tadenev (arrived 7:03 pm)

II. Election of New Members

With recent resignation of Ms. Chappell, the Warrant Committee's Nomination Committee, consisting of Chairman Libby, Vice-Chair Berberian (also temporary Chair of General Government Subcommittee), and Secretary Handwerk, met on February 14th. After reviewing submitted applications (both applicants had good qualifications), the Nomination Committee, by a 3-0 unanimous vote, selected Allison Sasner for presentation to the full Warrant Committee for a vote. Allison will also join the General Government subcommittee.

There being no further questions or nominees from the floor, Chairman Libby moved and Mr. Good seconded a motion that Allison Sasner be recognized as a member of the Warrant Committee.

Motion unanimously approved (13 Yes, 0 No).

Chair Libby also discussed the need for a back-up nominee for Warrant Committee. Chairman Libby moved and Mr. Good seconded a motion that Charles Jacobi be nominated as a designated substitute for the Warrant Committee.

Motion unanimously approved (13 Yes, 0 No).

Mr. Tadenev arrived, increasing voting members present to 14.

III. Approve Minutes

Draft minutes for meeting on February 10, 2020 were electronically provided to members prior to this meeting. Chair Libby moved and Mr. Good seconded approval of the 02-10-20 meeting minutes.

Motion approved unanimously (14 Yes, 0 No).

IV. Introduction of Warrant Committee Members and Town Staff

Warrant Committee members introduced themselves. Chairman Libby introduced attending Town staff members: Cornell Knight – Town Manager, Stan Harmon – Finance Director, Sara Gilbert – Tax Assessor, Michele Gagnon – Planning Director, Steve Weed – Planning Assistant, and Sharon Linscott – Town Clerk.

V. Announcements

Chair Libby discussed the role of subcommittees, if we need them, and how to make them better. One suggestion is to have subcommittee chairs provide a summary of Town staff feedback from their meetings, especially discussions and items involving big increases and new expenditures. Chair Libby also announced that Ms. Gladstone will join the Education subcommittee (filling vacancy from Ms. Kase's resignation), while also continuing as a member of the Protections subcommittee.

VI. Public Comment

No public comment.

VII. General Government Subcommittee

With no current chair for General Government subcommittee, Ms. St. Germain presented the General Government subcommittee's motions on the following Budget Cost Center items:

A. Planning Department

a. Revenues

- i. Code Enforcement Division** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$283,800** for Code Enforcement Division revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Planning Department** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$16,550** for Planning Department revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. Code Enforcement Division** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$135,662** for Code Enforcement Division expenses. Discussion: Increased costs due to new hire (assistant to CEO) in middle of 2019.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Planning Department** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$212,897** for Planning Department expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

c. Capital Improvement Program (CIP) Expenses

- i. Code Enforcement Division** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$6,500** for Code Enforcement Division CIP expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Planning Department** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$370,000** for Planning Department CIP expenses. Discussion: Contract with CES will focus on streetscape utilities and ability to do aboveground work. Use of either cruise ship (** and \$) or parking funds (* and \$) are referenced here and throughout the CIP. CES contract is paid by either of these funds, and not taxpayers.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

B. Town Clerk's Department

a. Revenues

- i. Town Clerk's Department** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$24,320** for Town Clerk's Department revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. Town Clerk** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$126,771** for Town Clerk expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Elections** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$22,227** for Elections expenses. Discussion: Election Staffing working at a minimum wage of \$12.00 per hour, with extensive time needed for presidential elections.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. Town Offices** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$44,045** for Town Offices expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

C. Financial Director's Department

a. Revenues

- i. Finance Department** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$183,844** for Finance Department revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Municipal Building** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$34,000** for Municipal Building revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. Unclassified** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$303,652** for unclassified revenues. Discussion: Paid-in-lieu-of-taxes (PILOT) revenues is a common practice with large non-profits. Total PILOT amounts typically increase \$2,000 to \$3,000 per year.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iv. Other Taxes** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$1,070,100** for Other Taxes revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. Finance Department** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$366,578** for Finance Department expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Technology Division** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$159,654** for Technology Division expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. Municipal Building** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$81,632** for Municipal Building expenses. Discussion: \$1.99 per gallon heating oil cost for FY'21.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iv. Employee Benefits** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$1,867,094** for Employee Benefits expenses. Discussion: Health benefit plan is less expensive, but more use by new employees and spouses. Town matches up to 6% on employee 457 plans.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- v. Assessing Division** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$152,455** for Assessing Division expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

c. Capital Improvement Program (CIP) Expenses

- i. Technology Division** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$70,902** for Technology Division CIP expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Municipal Building** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$46,622** for Municipal Building CIP expenses. Discussion: Recent project was to replace floor by elevator. Energy Audit/Improvements line item is new, with a focus on less dependence on fossil fuels.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. Assessing Division** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$44,451** for Assessing Division CIP expenses. Discussion: Ortho photos are aerial photos of Town and are needed every five years or so.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

D. Town Manager

a. Revenues

- i. **Intergovernmental Revenues** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$438,700** for Intergovernmental revenues. Discussion: Maine revenue sharing at 2% of revenue with slow process towards increasing % (thus conservative FY'21 estimate), but hopeful ME revenue sharing will get back to 5% in future; current ME homestead reimbursement has 870 applicable Bar Harbor homesteads; current ME Tree Growth revenue involves a dozen properties, with Bar Harbor getting reimbursed for lost revenue.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

b. Expenses

- i. **Town Council** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$36,562** for Town Council expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. **Town Manager** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$133,461** for Town Manager expenses.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. **Legal Counsel** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$47,950** for Legal Counsel expenses. Discussion: Legal counsel expense same as last year, with Town involved in legal issues on a daily basis for several years.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iv. **Miscellaneous** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$307,902** for miscellaneous expenses. Discussion: POLCO contracted services (line item 5334) have provided good information and education for the public, with 400 to 500 registered users, and extra money added this year for publicity projects;

Contingency account (line item 5906) used by Town Council for emergencies; recent example was the new fire alarm system for Kid's Corner; Climate Change Task Force (line item 5356) expenses will involve hiring of a consultant for analyses, and funding of \$10,000 for energy audits.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

c. Capital Improvement Program Revenues

- i. Total Non-Tax Revenues (excludes sale of bonds)** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$404,251** for Total Non-Tax Revenues.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- ii. Inter-Fund Transfers In** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$55,000** for Inter-Fund Transfers In.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

- iii. Total Transfers From Other Funds (use of general and CIP fund balance)** - Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$1,967,925** for Total Transfers from Other Funds. Discussion: Parking fund is considered “extra” money (after direct expenses and charged fees) that can transfer-in to the CIP

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

d. Capital Improvement Program Expenses

- i. Total Town Debt Service** – Ms. St. Germain moved and Mr. Matteson seconded a motion that the General Government subcommittee recommends to the full Warrant Committee the amount of **\$1,381,877** for Total Town Debt Service.

The motion passed unanimously (14 in favor, 0 opposed, 0 abstain).

VIII. Additional Announcements

Chair Libby provided the General Government subcommittee members with a package of information from Planning Director Gagnon regarding proposed land use ordinance amendments involving Employee Living Quarters (ELQ's) and Shared Accommodations (SA's).

Mr. Good informed the School subcommittee that they will meet on 03/05/20 at 4:30 pm at the Conner Emerson library.

IX. Adjournment

There being no further business, Chair Libby moved and with a second, meeting was adjourned at 7:57 pm.

Michael Handwerk
Secretary, Warrant Committee

WC/MWH

Draft: 02-27-20

Final: 03-02-20