Sullivan Budget Committee — Meeting Minutes
February 28, 2024 5:00 PM

Attendance: Chair: Gary Edwards; Don Snoke, Candy Eaton, Myra Hornberger, John Hornberger; Roger Wakefield; Bethany Leavitt; Ray Weintraub
Call to Order. 5:02 pm

Presentation of budget - Ray — distributed Exp/Rev summary Reports - individual departments and all departments dated 2/28/24, including 2025 initial budget columns.

Motion: Cash Flow analysis - Bank Statements, second; 6 years - Ray will request digital bank statements from Machias Savings - 6 years, moved & second. All in favor.

Motion: Reserve Account analysis - committee to develop list of questions for Treasurer, reconcile auditor's report (FY2022) to current TRIO (FY2023): moved & second. Discussion: All requests goes through Ray, include Ray for subcommittee meeting - post meeting schedule. All in favor.

Projected Revenues - unaudited FY2024 actuals (guesstimate); RE taxes and PP taxes are actual revenue year to date; Discussion of RE taxes; TG = Tree Growth; ?snowmobile / ATV reimbursement - Ray to review; Revenue Sharing to be determined; will be wishy washy for awhile

Projected Expenses
Discussion of Assessor - seeking new assessor; what is responsibility, cost, what is the need? Discussion of abatements - increased budget for revalue; Software (blank projection, unknown) KRT owes assessing software, training, book; Discussion of KRT issues; Discussion of Payroll - (CEO placeholder = Deputy Tax Collector); Town Manager: Ray; Tax Collector: Deana; Treasurer: Amy (contract); Town Clerk: Yvette; Dep. Town Clerk: Gail; Dep: Tax Collector: Lynn
Insurances; Auditor: projected increase to $22k, will update after discussion with auditor; Copier lease reduce to $3750; Dues/memberships - MMA, Tourism, ?Education $0 - Ray to check with Amy; Hancock 911 contract amount; Ordinance updates: $1000 (consultants); Postage discussion of certified mail expenses; Software updates (TRIO/Microsoft); Computer (8) supplies/equipment; TRIO will become web-based (everyone will be trained); Ray upgraded computers as recommended by Roy Gott;
Supplies (office); Training (MMA/county clerk); Web Hosting (annual); Community Events: Discussion of moving to other categories (Parks & Rec); Discussion of using reserve funds for 2023 fireworks; Comp Plan: EMDC couldn't produce Comp Plan, billed/paid upfront - ($8k) - ask for legal help. Will need additional $5-10K FY24/25

Fire Dept: Discussion of 400-24 Fire Station 1: $20K for current building; will get estimates for needed repairs - (new facility) Federal grant on hold; Community Development Block grants for architect/engineering; discussion of reserves for building problems.

(CIP) Capital Improvement Plan budget for all assets (buildings/vehicles) - Bar Harbor has CIP for properties, solid waste, highways, fire stations, vehicles. Coherent approach — add capital funds (reserves) in general ledger. Establish new policies/procedures?

Transfer Station: Discussion about demo fees vs expenses; reduce demo fees, reduced payroll to anticipated actual, reduced maintenance budget, ?utilities - used to be 2 meters, now only 1 meter (2-feeds: salt shed/transfer station); permanent situation - subsurface rule; portapotty - we are going to have to develop privy; DM&J fees contract same as last year; $20k curbside pickup in 2023/24 to be carried over to 24/25. Need new ordinance for curbside in addition to regular waste management. Discussion at comp plan meetings. Demo to Juniper Ridge. Are we paying negotiated price? We are MRC, pay higher fee because of different location. Later: add placeholder for HCPC opportunity this year - household hazardous waste. Cost should be covered by State of Maine (Gary to check out).

Town Roads: needs Bethany's input (infrastructure committee discussion). Condition of roads should be reassessed every 3 years. Bar Harbor has GIS, field assessment, logged by GPS coordinates, cracks, holes, pavement conditions. Bethany budget $1m/mile to reconstruct; $20-$50k/mile to repair; est. $10k assessment; Bethany to send Ray contact info. Gary to see if HCPC has GIS/GPS info. 600-30: $6892 to fix salt shed (budget); LRAP reserve for bigger project. Great tool. Discussion of sweeping roads. Roger to get name for Ray.
Next meetings:
3/12, Schedule Fire/EMT meeting & continue with town properties (end meeting at 6:30 because of SSHS History Hour
3/18 Schedule Parks & Rec meeting; Schedule Cemetery meeting

Schedule Reserves discussion meeting; Schedule investment discussion/recommendations meeting

- Adjournment: 6:58 pm