



**BUDGET REVIEW COMMITTEE  
MEETING MINUTES  
SEPTEMBER 3, 2020**

**1. CALL TO ORDER**

The meeting in the form of a Zoom Webinar was called to order by the Chair Jerry DeHart at 10:00 a.m.

**2. ROLL CALL**

Present: Members Jerry DeHart, Fred Lynk, Kate Mitsch, Tom Sellers and Scott Vogel  
Alternates Carole Aaron and Michele Tourangeau

**3. UNFINISHED BUSINESS**

Reviewed the minutes from the August 27<sup>th</sup> BRC meeting. Sellers proposed language that acknowledged a \$900,000 surplus was created in FY19-20. A vote was taken to accept the minutes as edited. Vote was 5-0.

**4. NEW BUSINESS**

The process for conduct of the consideration of the proposed CIP items was reviewed and accepted. After each item is presented a “straw vote” will be conducted on the item and alternates are allowed to vote as well as members. At the very end after review of all the items a final vote will be taken with just the members voting.

The Town Manager indicated that she likes to present “the big picture” of what is happening in the community but that she fully expects that there will be discussion and possible changes around each presented item.

**Transfer Station**

The Town Manager next introduced John Fusco, Transfer Station Manager who reviewed his request for \$17,500. This expenditure is for two new open top roll-off containers (each at \$7,000) and also for the repair of the closed roll-off container (\$3,500). The Transfer Station Manager said that the closed container (there are two of them) is the most important item. He said that he spoke with a welder who can repair the one unit that is corroding from the inside out. The two open-top units were purchased in 2007 and have seen heavy use with noticeable deterioration over the years. In 2014 the Transfer Station Manager put them on the schedule to be repaired in 2017 by the Public Works

Department. Public Works was not able to complete the repairs and the boxes have deteriorated further since 2017 and are not able to be hauled. The proposed purchase would be heavy-duty boxes. The closed container will last another three to five years after repair.

DeHart asked if purchase of the two open-top boxes could wait until June. The Transfer Station Manager said he could get by until June.

Lynk asked what happened to the need to repair the compactors which were on an early version of the FY20-21 CIP request. The Town Manager said that a second opinion had been obtained and this is expected to be put forth for the next fiscal year.

Aaron asked if the items under consideration would be impacted by implementing the “pay per bag” approach. The Transfer Station Manager said that the impact would only be in the fact that we would be receive revenue to offset the costs. He further pointed out that the facility came on in 2007 and many issues are starting to come to the fore.

Sellers asked what the source of the funding would be for these expenditures. The Town Manager said that it would come from the Unassigned Fund.

A straw poll was taken on two different amounts. One was the full \$17,500 and one was for \$3,600 (upped from \$3,500).

Vote was \$17,500: Aaron, Lynk, Sellers; \$3,600: Mitsch, Tourangeau, Vogel, DeHart

### **Police Vehicle**

The Police Chief Pat Arnaudin and the Town Fleet Manager Jason Hall presented. The request reviewed was for \$20,000 to purchase a used 2015 Chevrolet Tahoe. The Chief’s current vehicle which is a 2011 Tahoe has been off the road for several months and she has been using her personal vehicle which has no communications or equipment. The Town Fleet Manager wrote a memo to the BRC outlining the extent of the damage to that vehicle. It didn’t pass inspection. Approximately \$13,000 would be needed to get it back on the road. Most of the equipment in the old Tahoe can be transferred to the new one.

DeHart asked if a better course of action might be to purchase a new vehicle in June to be used on the front line with the displaced vehicle redeployed to the Chief. The Chief said that it is likely that a Dodge sedan would be taken out of service and that it is not likely to last as long as the Tahoe being requested.

Lynk suggested that the Town Fleet Manager inspect the vehicle being purchased.

Vogel asked if there is any value left in the 2011 Tahoe and the Chief responded that there might be \$2000 to be given in trade. The amount of the deal would be \$20,000 because the \$2,000 is already included. This also includes transfer of equipment from one vehicle

to the new one.

A straw poll was taken on the \$20,000 request. Passed 7-0

Aaron asked if there is still a listing of all vehicles that include information such as the year purchased, major repairs etc. The Town Manager offered to share this with the BRC before the FY21-22 budget cycle begins.

### **Historical Society of Wells and Ogunquit Insulation Funding**

Bryce Waldrop Administer and Irene Crocker, Board Member presented their request of \$8,000 to undertake an insulation project in the Meeting House and also the Research Library. This is a joint endeavor with Wells. The desire of the Society is to complete the project before the upcoming heating season. Wells has already committed \$17,000 for the project contingent upon Ogunquit's providing it's share.

Vogel asked if there had been an estimate generated for the cost savings associated with the project. No number was offered, but Bryce said that building insulation is usually one of the first measures undertaken to save energy.

Similarly, DeHart asked if an energy audit had been conducted and if there is an expected payback period. Lynk asked if they had inquired about a possible rebate from Efficiency Maine. Bryce indicated that at one point there was a walk through with a contractor but that he believes there was no hard analysis conducted. Irene believes that this exists.

Sellers located a documented dated November 19, 2019 that came to the town about the project, but there was no information in the letter about the project's ROI.

A straw poll was taken on the \$8,000 request. Failed 7-0

### **Fire Department Request**

Fire Chief Ed Smith and Paramedic Chris Mooney presented their requests.

The Chief introduced the request for a second Lucas chest compressor. Currently the one unit that was purchased last year is transferred from rig to rig. This piece of equipment allows "hands free" operation when doing CPR on a patient. According to Paramedic Mooney this is especially important during the current COVID19 pandemic.

Lynk asked about the expectation that the second rig would be called out during the next several months. Paramedic Mooney responded that while he didn't have a number it is likely that the second rig out would have one man meaning this piece of equipment would be very important.

DeHart asked about scheduling of coverage throughout the year. Paramedic Mooney said

that there are two people available year-round and that a third person is added during the high season.

DeHart offered that since we have two ambulances, he believes that we should have two chest compressors.

A straw poll was taken on the \$18,000 request for a second Lucas chest compressor. Yes: Aaron, Lynk, Sellers, Tourangeau, Vogel; No – Mitsch, DeHart

### **Cardiac Monitors**

The Fire Chief provided background. These would be replacements for units bought in 2013 and 2014. We have annual maintenance agreements with Stryker, the manufacturer which are mandatory. In June they told the Town they would no longer support our units. These were anticipated to be replaced in 2024-25. This equipment is essential. They are used on every medical call. The Chief also noted that this summer there have many back-to-back calls when both ambulances were dispatched.

Paramedic Mooney said that the new units have enhanced functionality through a modem that will allow data transmission to the hospital in advance of arrival. They also have constant temperature monitoring.

Both Lynk and DeHart expressed concern that we didn't get a full eight years out of the units. Lynk suggested that we might want to assume something less for life expectancy going forward and DeHart asked if we had any recourse with the manufacturer.

Paramedic Mooney said that he believes one of the units was re-manufactured. He believes that they should last more than eight years.

The Town Manager believes that the manufacturer is trying to stand by their product by offering a deep discount ("not quite two-to-one") on the replacement of two units.

Regarding the enhanced functionality with the new machines, Vogel asked Paramedic Mooney if this could be duplicated with equipment we already possess. The Paramedic said no because with the heart time is critical, and they would have to perform an intricate set up and also indicated that they had looked adding a modem to the existing machines, but it seemed to be costly.

Vogel also asked if there is any residual value in the existing units and Paramedic Mooney said that there is much ancillary equipment that is able to be reused.

Mitsch asked the source of the funding for this purchase and the Town Manager responded it is coming from the Unassigned Fund.

A straw poll was taken on the \$58,000 request for two replacement cardiac monitors.

Vote was yes, 7-0

### **Purchase of the Old Boston Land**

Lynk asked a “threshold” question of how this project gets funded given the closing date for the first portion of the parcel is in December of this year. He said that it is unusual to have projects such as this on the November warrant.

The Town Manager said that since this project would be bonded the issuance of bonds would not take place until next year sometime. Further she said that she has not talked with the Land Trust as to when the payment would be expected.

Tin Smith a Board member from the Great Works Regional Land Trust presented this project.

The project is a 157-acre project on both sides of North Village Road. GWRLT has been negotiating with the owner (a family) for about three years. The parcel contains 2000 feet of frontage on the Ogunquit River. There is also 2800 feet of frontage on North Village Road. It abuts the Hilton-Winn Farm which also provides access to over 6000 acres of conservation land. Maine Coast Heritage Trust has assigned a project manager to work on this project. The Maine Natural Resources Conservation Program awarded this project \$860,000 which is the largest award that has ever been made in the state. The GWRLT is requesting that the Town of Ogunquit contribute \$300,000 toward the project. This project cannot be completed without the participation of the Town. There is a Purchase and Sale Agreement that calls for closing on a portion of the parcel by the end of 2020 with the remainder closing by mid-year 2021.

Tin Smith further said that there are about 2000 acres currently protected in the Ogunquit watershed, but only 332 acres are in Ogunquit.

The plan is for the GWRLT to own and manage the Boston Land. The first priority will be to keep the water clean. The second objective is to provide for recreation and public access. The project includes funding to put in parking and trails. There will be no cutting of vegetation. There will be access for dog-walking and hunting.

Lynk asked if there is precedent in Ogunquit for the Town contributing funds for the purchase of land that it will not own. Tin Smith said that the Town contributed to the purchase of the Beach Plum Farm property as well as the purchase of the Basset property that the Town ultimately took over.

He also said that the GWRLT is not opposed to having the Town take title to the property but there are benefits to having the Land Trust own it, one of which is that they pay property taxes on the land.

Lynk asked about the supporting documentation that shows \$150,000 as the amount of

contribution from Ogunquit. Tin Smith responded that from his perspective the number has always been \$300,000.

Lynk also posed a question for the Town Treasurer who was not present about whether this type of expenditure where the Town will not own the land is something that can be bonded. The Town Manager answered by saying that she believes the answer is yes, but that she has sought but not received a legal opinion from Bond Counsel.

Tourangeau asked Tin Smith if there is a possibility that Ogunquit residents could at any time in the future be restricted from using the land. Tin answered that the GWRLT has a mission that fosters public access but also there will be an agreement with the State of Maine guaranteeing that the land will remain accessible to the public.

DeHart asked what activities will be allowed on the property, specifically will hunting and fishing be allowed forever and what guarantee do we have? Tin answered that if the Town of Ogunquit requires a written guarantee that one can be structured and executed. DeHart asked about the ability to use snowmobiles and Tin said that this is allowed on other properties where there are appropriate trails.

Aaron asked if a traffic study would be done and Tin responded that there are no plans to do that.

Discussion followed about the source of funds for the project and if the \$75,000 that exists in a fund for purchase of conservation lands could be used. The Chair of the Conservation Commission, Patience Sundaresan opined that the Commission could not make that call because they can only do so when the Town owns the land. The recommendation from the Commission is limited to that the parcel be preserved for conservation. The decision as to how the project would be funded would be between the Budget Review Committee, the Town Manager and the Select Board.

The BRC took a straw poll on whether to fund purchase of the Boston Land through \$225,000 of bonding, use of the existing fund of \$75,000 for the purchase of conservation land and with appropriate language incorporated into the agreement with GWRLT that the taxpayers of the Town of Ogunquit would forever have access for activities at a minimum to include walking, hunting and fishing.

Vote was yes, 7-0

In a related issue, the Budget Review Committee did not take up the matter of adding another \$25,000 to the conservation land acquisition fund. The effect of this would be that if the fund is used for the Boston Land purchase the fund would go to zero.

### **Street Lighting Conversion Project**

The Town Manager said that she is bringing this forward now because it is money-saving

proposal. Dave Riccio, Special Projects Manager presented. The BRC had a spreadsheet that compares proposals of using CMP against using a private vendor. This is for the conversion of existing roadway fixtures owned by CMP on their utility poles.

DeHart asked if this is in anyway part of the existing conversion project of town-owned lights on Shore Road. The Town Manager said no.

Dave Riccio says that they have been taking a go-slow approach to date given some regulatory uncertainty but now it seems advantageous to proceed. There are two alternatives under consideration. One involves CMP converting all the old technology lights to LEDs and the Town would sign a fifteen contract with them. The annual cost savings would be in the order of \$25,000 a year. The lights would still be owned by CMP and the Town would have no control over the system. This would be a bundled service that includes fixtures, energy and repair, all using a more energy-efficient light fixture, the LED.

Dave talked about the Maine PUC which is considering allowing metering of street lighting usage that would allow the town to pay for actual usage as opposed to default values developed by CMP for “dusk-to-dawn” operation.

The third-party vendor approach has us leasing the units over a three-or-five-year period with a minimal outlay the end of the lease to purchase the units. There is also an upfront cost of \$19,000 to make CMP whole for the removal of their lights under the leasing options.

The equipment to be purchased under the lease would include a “network option” that would allow control of the system from a dashboard under the Town’s control that could identify which lights are out and need repair. This would also allow for dimming or brightening of individual fixtures and easily facilitate metering of streetlight kilowatt-hour consumption should the PUC authorize this.

Comparing three options, CMP versus leasing over 3 years and 5 years would generate savings of \$250,000 over ten years for the CMP option with no upfront cost versus approximately \$307,000 for the three-year lease option and approximately \$302,000 for the five-year option.

Vogel asked if the Shore Road Project has been completed and the Special Projects Manager said that it has not been completed.

DeHart asked if the Town itself would be maintaining lights and Dave said no that we would contract with a company to perform maintenance on Town owned lights. In his analysis Dave has included \$7,500 in annual maintenance costs and he believes that this is conservative.

DeHart asked what the Special Projects Manager would recommend. Dave replied he

would recommend one of the leasing options because of the additional savings.

Lynk asked if all the fixtures are “Dark Skies” compliant. The answer is yes. He also asked if we could move forward without the metering capability that has not been approved by the PUC as yet. Dave said that we could, and all of his analyses do not factor this capability into the calculations. He also said that the network capability costs \$38,000.

Mitsch asked for a recap on the funding for the third-party option. The spreadsheet that was provided laid out the 3-year and 5-year leasing options and the interest rates. Dave suggested that there could be a way of maintaining a lighting expense line in the annual operating budget until the lease is completed and that the lease could be constructed such that the lease payment is due at the end of the fiscal year meaning that there would be no upfront cost other than the \$19,000 to make CMP whole.

DeHart asked what the buyout cost would be, and Dave responded that it would be \$1.

Sellers asked if the initial payment would come from the unassigned balance and Dave said yes. At the end of the lease it would be put back in the unassigned fund. Sellers opined that he believes it doesn’t make sense to bond this expenditure and Riccio concurred.

The Chair asked the BRC for their opinion on what amount should be voted upon. Sellers recommended that we vote on the total amount and that it be left to Town Management to determine the appropriate way to structure the project.

Vogel asked that an accounting be given about the uncompleted Shore Road project before we move forward with this project. He observed that there seems to be “a lot up in the air for this project.” He further believes that it should not be left up to Town Management, and that the BRC should have a say in how the project is structured.

Aaron asked what the pressing reason is to proceed now as opposed to June. The Town Manager responded that this was brought forward now because in her mind there has been enough research done and by proceeding now, we can start saving money earlier.

Sellers said that he doesn’t believe that the Town is in dire financial straits but acknowledged that we are in a period of uncertainty. He doesn’t believe that this is sufficient reason to delay the project. Others including Aaron, Vogel and Tourangeau disagreed.

Aaron asked Riccio if we are likely to see an increase in cost of the project if we wait. Dave said that material costs might go up by 5%.

Riccio also said that he doesn’t believe that the lighting project on Shore Road needs to be completed before this is undertaken. That project may possibly need \$50,000 more to

be completed but the cost savings aren't nearly as high as what this project would generate.

A straw vote was taken on whether to approve the full \$175,000 project cost.

Yes – Aaron, Sellers

No - Lynk, Mitsch, Tourangeau, DeHart, and Vogel

A Final Vote on items with only Members voting was taken as follows:

**Transfer Station**

\$17,500 – Lynk, Sellers,

\$3,600 – Mitsch, Vogel, DeHart 3-2

**Police Vehicle - \$20,000 requested**

Yes – Lynk, Mitsch, Sellers, Vogel, DeHart 5-0

**Historical Society of Wells Ogunquit insulation project - \$8,000**

No – Lynk, Mitsch, Sellers, Vogel and DeHart 0-5

(It should be noted that after this meeting an anonymous benefactor donated \$8,000 to the Town to be used for this project)

**Fire Department Chest Compressor - \$ requested**

Yes – Lynk, Mitsch, Sellers, Vogel and DeHart 5-0

**Fire Department Cardiac Monitors \$58,000 requested**

Yes – Lynk, Mitsch, Sellers, Vogel and DeHart 5-0

**Old Boston Land Acquisition** - \$225,000 to come from bonding and \$75,000 to come from Conservation Land Acquisition with added covenants regarding access that we previously discussed.

Yes – Lynk, Mitsch, Sellers, Vogel and DeHart 5-0

**LED Lighting - \$175,000 requested**

Yes – Sellers

No – Lynk, Mitsch, Vogel and DeHart 4-1

There was consensus among the no voters that this should be taken up in June.

(It should be noted that this may not represent the “final” vote of these items by the BRC because we have been invited to participate in a Special Select Board meeting scheduled for September 14 at 2:00 p.m. at which we may be offered an opportunity to vote again)

**5. SCHEDULE OF UPCOMING MEETINGS**

The next meeting was scheduled for Monday, September 26 at 2:00 p.m. An agenda will be developed that at a minimum will include the three-year operating budget comparison that was requested at the last BRC meeting.

**6. ADJOURNMENT**

The meeting was adjourned at 12:30 p.m.

Respectfully Submitted By:

Fred Lynk, Secretary