

Budget Committee Minutes

5:00pm Wednesday, April 4th, 2018, Vinalhaven Town Office

Present- Andy Dorr, Jocelyn McLean, Margaret Qualey, Lucy McCarthy, Bill Alcorn, Janann Sherman, Holly Sault, Eric Davis, Gabe McPhail

Minutes – Notes were provided by Gabe offering the clarifications that were requested from the March 28th meeting. **Motion** by Janann to approve the minutes as amended from the March 28th meeting. **Second** by Lucy **Vote:** All in favor. **Motion carried.**

Section Review & Discussion

Planning/Community Development– 22% decrease. Change in wage line. This section was created to assist Downtown Revitalization Committee with the master plan process and Town Planner; No longer working with the Town Planner originally hired, but Manager suggested to continue funding this. Many groups have been very engaged and he proposed funding a part time position to provide support with these projects; look for grants, etc.

It was noted that more support/expertise is needed for the committees.

There was a question if this would be a grant writing person. Andy responded that it certainly could be and mentioned that grant administration takes a significant amount of time.

There was discussion about whether a wage of \$20 per hour is enough to fund a position like this, and whether a quality candidate could be found for only \$21,000 per year. It was noted that there is potential to fund more if needed. It was also mentioned that this would be a part time position; could be about 20 hours per week year-round or could be 40 hours part of the year

Vinalhaven is a place where groups would love to foster new projects but opportunities are lost because of lack of support. It was noted that follow through after meetings is important; there needs to be a well defined position for someone to assist and follow up; public speaking and other aspects besides just grant writing would be involved; someone looking at the bigger picture.

There was a question about the job description of the planner the Town was working with previously. It was focused on the downtown master plan- the employee not being available/on island created difficulties.

There was a request to create a job description for this new position.

Our Island Cares, Sea Level Rise, Waste Watchers, and other groups have been very involved in Town projects; Andy will look for a way to encompass how the potential new employee will assist these committees.

Motion by Lucy to accept the proposed amount of \$30,000. **Second** by Gabe. **Vote:** All in favor. **Motion carried.**

Discussion – The committee discussed whether they want to continue meeting in the same fashion as they have been.

It was agreed that the current size of the committee is ideal.

Gabe noted that with some clearly defined changes in how things operate, the committee would have more influence. She suggested setting a timeline now for when things will get done and plan accordingly; when the budget will be ready; give the committee time to read through it; then have a budget meeting; post the minutes; give the selectmen time to read through them; then the selectmen could have their meeting to discuss & vote on it.

Andy mentioned that in the past, the budget committee has joined the select board at budget workshops.

Bill noted that he would like to streamline the process so the committee doesn't spend time on every single line item; only things that have changed/that are concerning & the process would go more quickly.

There was discussion about the pros and cons of potentially sending a survey to measure the output of goals the Town could pursue; if it was sent out in the fall it would give time for departments to adjust their budget to meet community needs better, whether that means more or less funding.

Margaret stated there should be short & long term planning and goals; should be looking at the big picture; particularly for larger departments.

Andy noted he has been working on a capital improvement plan.

There was agreement that the people responsible for budgets (department heads) should be invited to attend the meetings and answer any question the committee has.

Lack of committees finishing projects in a timely manner was discussed, and how a planner would be very helpful with this.

The committee agreed to continue meeting to discuss goals and establish a calendar/timeframe for next year's budget process.

Agenda for next meeting

Next meeting will be held Wednesday, April 25th at 5:00pm. Topics to be discussed will include setting a schedule for next year.

Adjourn

Motion by Lucy to adjourn the meeting at 6pm. **Second** by Eric. **Vote:** All in favor. **Motion carried.**