

**MINUTES**  
**COUNCIL FINANCE COMMITTEE MEETING**  
**WEDNESDAY, MAY 11, 2016**  
**3:05 P.M. Municipal Building / Council Chamber A**

**1. Call to Order.** S. Babine, Finance Chair, called the meeting to order at 3:00 P.M.

**2. Those Present.** Finance Committee Members present – Shawn. Babine, Finance Chair, Chris Caiazzo, and Peter Hayes; others present were Thomas Hall, Town Manager, also present various Town Administrators and other staff.

**3. Approval of Minutes.** Motion by C. Caiazzo seconded by P. Hayes, to move approval to accept the minutes of April 20, 2016 Finance Committee meeting. Vote – 3 Yeas.

**4. Discussion of Non-funded Staffing Proposal:**

**(a) Sustainability Coordinator**

Dan Bacon, Planning Director & Mike Shaw, Public Works Director gave an overview of how the position would be utilized between Planning, Public Works and Community Services. The position would focus on energy initiatives, recycling and beach monitoring.

T. Hall stated that the new administration staff if approved would be required to document the value of the position at the end of a year.

- C. Caiazzo inquired how the tasks for the different departments would be prioritized.

T. Hall stated that the duties are prioritized by seasonality.

- C. Caiazzo inquired could the Town partner with another community for the position.

T. Hall stated that the town did pursue the possibility of partnering with the city of South Portland. South Portland informed the Town Manager that there was no additional time to give.

- P. Hayes inquired in considering these positions how do we plan to fund them. Is there beach revenues to use to sustain the position?

D. Bacon stated that there are initiatives that this person would work towards providing savings to cover the position.

M. Shaw stated that he would be hesitant to pull the \$12,000 out of the budget for beaches until after the first year.

S. Babine stated the \$12,000 would remain in the Community Services budget but the position would reside in the Planning Department.

## **(b) Assistant Town Manager**

Thomas Hall, Town Manager gave an overview of how the position would be utilized to its fullest if approved. The position would be 40% purchasing, 40% Budget Analyst and 20% Assist Town Manager. The value of purchasing is that it would provide smarter and cheaper purchases by the Town. The analyst would provide the comparative piece for benchmarking, analyzing the budget, projecting trends, and taking the steps towards long range forecasting. The above duties would be in conjunction to the duties of the Assistant Town Manager.

- S. Babine stated that the salary for the Assistant Town Manager if approved would be \$84,504.
- C. Caiazzo inquired as to the concern that someone who would be budget analyst would be looking at efficiencies of town and school is this correct.

T. Hall stated that the town respects the School's place in handling their own budget. The past several years the town and school have cooperated and worked together through the budget process. It is expected that the two sides will continue to show cooperation and if the school desires this position can be of assistance. This position will ultimately be a great contribution to the town.

## **(c) Police Officers (2)**

Robert Moulton, Police Chief gave an overview as to the need for two officers and what precipitate's this request. At any one time the Department has (2) officers on duty with one supervisor covering a community of 54 square miles. It is becoming more difficult to cover the community with the incremental growth of residents and new businesses. Since 2006 there are 200 new businesses open in Scarborough causing an increase in traffic and increase in petty theft etc. The demands on the officers on duty has reduced the ability to work on proactive issues such as outreach programs, and with increased issue with drugs we should be doing more to build a relationship with the students from lower grades and up. The drug problem is not going away it is steadily increasing. Due to several staff retirements and new dispatch hires at a lower rate of pay there will be a cost reduction that can cover the two positions.

- P. Hayes inquired if any communities charge impact fees for businesses. As well have there been any close calls for residents when calls have to have to be stacked?

R. Moulton stated that there are no impact fees charged by Scarborough or other communities that he is aware of. R. Moulton stated that were no specific incidents that could be used as an example. The stacked calls can be anything from a theft, domestic violence or accident that people have to wait their turn when all three officers are stayed up on another call. This is something that should not be happening.

- C. Caiazzo inquired if businesses are required to have security in place.

R. Moulton stated that businesses do have their own security in place but they can't make the arrests or give out citations, the Police Department is required to respond.

**(d) Fire Fighters (2)**

Michael Thurlow, Fire Chief gave an overview as to the need for two Firemen and what precipitate's this request and how the positions would be utilized. The Fire Chief provided documentation showing where the current fulltime staffing is and where it would be with the proposed fulltime staffing with a new captain's rank.

- S. Babine inquired that the new staffing is just a restructure of the current staffing.

M. Thurlow stated that is correct a private would be converted to a Lieutenant so there would be two staff supervising 17 personnel instead one.

- P. Hayes inquired that in the proposed staffing plan it was stated that you are contractually obligated to set the new plan in place once the new hires reach a certain number.

M. Thurlow stated that hiring the next two staff members is the trigger to the contract that was negotiated with the unions during the last contract negotiations. Once this number is reached the proposed staffing plan goes into effect.

- C. Caiazzo inquired per Diem hires do not receive benefits just an hourly rate?

M. Thurlow stated due to the new ACA laws some per diems do receive benefits as the work about the 30 hours per week.

- P. Hayes when does this contract expire and when will you start framing the next contract?

M. Thurlow stated that there is another year left on this contract that will end June of 2017. We will start working on the contents of the next contract in January of 2017.

- S. Babine inquired with the increase of EMT calls are we looking to increase ambulance service?

M. Thurlow stated that we are watching the numbers to determine if and when we may need to expand the ambulance service. With mutual aid right now we have not reached that point. We see that further down the road we will have to determine if perhaps we partner with another community to bring on a fully staffed third ambulance. The North Scarborough property is an area where something of that nature could be considered.

## 5. Final Discussion and Review of Budget Recommendations:

S. Babine, Finance Chair stated that the purpose of the meeting was to review the Town FY2017 Budget and adjustments as recommended by the Town Manager and to recommend any other adjustments deemed necessary.

The Town Manager and Finance Committee proposed budget adjustments to the original proposed FY2017 Municipal budgets. An adjustment of a \$350,000 increase to the Municipal Revenues, an adjustment of \$355,099 increase to the Municipal operating budget, an adjustment of (\$54,500) decrease to the Municipal capital revenue and an adjustment of (\$126,500) decrease to the Municipal Capital Appropriations.. For a Net Municipal budget change of (\$66,901) decrease to the proposed FY2017 budget for a Net FY2017 proposed budget of \$60,330,578.

### FY 2017 – Recommended Changes

<u>Municipal</u>	<u>As Proposed</u>	<u>Adjustment</u>	<u>Finance Comm</u>
<b>Revenue</b>			
Increase Finance Excise Revenue	4,900,000	300,000	5,200,000
Increase Planning Plumbing Permit Revenues	36,000	5,000	41,000
Increase Planning Building Permit Revenues	375,000	10,000	385,000
Increase Planning Electrical Permit Revenues	52,000	5,000	57,000
Increase HIDTA Administration Revenues	120,000	30,000	150,000
<b>Municipal Revenue Fin Comm Increase:</b>		<b>350,000</b>	
<b>Appropriations</b>			
Decrease Administration Wages	906,344	(12,411)	893,933
Increase Asst. Town Manager Position (Start Oct 1st)	-	63,383	63,383
Increase Worker's Compensation	352,203	27,681	379,884
Increase Sustainability Coordinator (Start Oct 1st)	-	47,211	47,211
Increase Fire FF/EMT Positions & Position Reclass (Start July 1st)	-	211,602	211,602
Decrease Police CIP - AC Controller/Water Heater	10,000	(8,000)	2,000
Decrease Police Wages and Benefits (Evidence Technician)	98,555	(24,011)	74,544
Dispatch - Vacant positions (Step 3 family plan)	136,128	(30,672)	105,456
Decrease Police Custodian (adjusted wages)	56,776	(8,087)	48,689
Increase Police Full Time Positions	-	115,000	115,000
Increase Debt Service Principal	3,555,354	19,313	3,574,667
Decrease Debt Service Interest	1,117,316	(53,910)	1,063,406
<b>Municipal Appropriation Fin Comm Increase:</b>		<b>347,099</b>	
<b>Capital</b>			
<b>Revenues</b>			
Bond Revenues for Loader/Backhoe reduction	1,036,000	(94,500)	941,500
Increase PW Trade-In Revenue	-	40,000	40,000
<b>Capital Revenue Fin Comm Decrease:</b>		<b>(54,500)</b>	
<b>Appropriations</b>			
PW Loader/Backhoe reduction	190,000	(54,500)	135,500
Decrease Municipal Building Bathroom renovations	46,500	(46,500)	-
Decrease Municipal Building Planning renovations	17,500	(17,500)	-
<b>Capital Approp. Finance Comm Decrease:</b>		<b>(118,500)</b>	
<b>Finance Committee Net Budget Adjustment (Decrease)</b>		<b>(66,901)</b>	

Motion by S. Babine, seconded by P. Hayes, to move approval of the recommended adjustment to the FY2017 budget reduce Expenditures as recommended by \$90,097, increase Revenues as recommended by \$250,000, reduce Capital expenditures as recommended by \$54,500 and increase the Capital revenues as recommended by \$54,500.

Motion passed: Vote – 3 Yeas.

Motion by S. Babine, seconded by C. Caiazzo, to move approval of the recommended adjustment to the Administrative FY2017 budget to add the proposed full time Assistant Town Manager position, to add the funding as recommended by \$63,383, and add the proposed full time Sustainability Coordinator position, to add the funding as recommended by \$47,211 for a total increase to the FY2017 budget of \$110,594 (both positions are a nine month funding to start as of October 1, 2016).

Motion passed: Vote – 2 Yeas, 1 Nay.

Motion by S. Babine, seconded by P. Hayes, to move approval of the recommended adjustment to the Fire Department FY2017 budget to add the two proposed full time Fire Fighter positions as recommended by \$211,602 with a start date of July 1, 2016.

Motion passed: Vote 3 Yeas.

Motion by S. Babine, seconded by P. Hayes amend the motion to recognize a funding source for the two Police positions by increasing Excise revenues in the FY2017 budget by \$100,000 to offset the \$98,000 net.

Motion passed: Vote 2 Yeas, 1 Nay.

Motion by P. Hayes, seconded by C. Caiazzo, to move approval of the recommended adjustment to the Police Department FY2017 budget to add the two proposed full time Police Officer positions as recommended by \$115,000 with a start date of July 1, 2016.

Motion passed: Vote 2 Yeas, 1 Nay.

Motion by P. Hayes, seconded by S. Babine to move approval of the recommended adjustment to Police Department FY2017 budget to allocate the Higgins Beach Parking meter funding to other areas in the amount of \$18,000.

Motion failed: Vote 1 Yea, 2 Nay.

Motion by P. Hayes, seconded by S. Babine to move approval of the recommended adjustment to the Community Services Department FY2017 Budget to remove the remodel of the Town Hall bathrooms from the capital projects in the amount of \$46, 500.

Motion Passed: 2 Yeas, 1 Nay.

Motion by P. Hayes, seconded by S. Babine to move approval of the recommended adjustment to the Planning Department FY2017 Budget to remove the remodel of the Planning Office from the capital projects in the amount of \$17, 000.

Motion Passed: 3 Yeas.

Motion by S. Babine, seconded by P. Hayes, to move approval of the recommended adjustment to the FY2017 Schedule of fees to increase the Beach access revenues by \$10,000 to pay for beach cleaning.

Motion Failed: Vote 1 Yea, 2 Nays.

Motion by S. Babine, seconded by C. Caiazzo, to move approval of the recommended amendment to the Schedule of fees to add a new category entitled Parking Violation fees with a sub category of Metered Parking fees setting the rate at one hour free to be revisited annually.

Motion passed: Vote 3 Yeas.

Motion by S. Babine, seconded by C. Caiazzo to move approval of the recommended adjustment to the Administration Department FY2017 Budget to increase the allocation to outside agencies in the amount of \$8,000 and to reduce the Police Department Asset Forfeiture account by \$8,000 to appropriate to Project G.R.A.C.E with the understanding the funds be dedicated to Operation Hope.

S. Babine withdrew the motion in order to give the full Town Council time to consider the recommendation and then approve it.

Motion by S. Babine, seconded by C. Caiazzo, to move approval of the recommended adjustment to the FY2017 Budget to bring the consideration of Senior Capital Project in the amount of \$100,000 back to the full Town Council for, review, placement and approval of the project.

Motion Passed: 3 Yeas.

Chairman Babine along with other members of the Finance Committee expressed appreciation to the Town Manager, the Finance Director, Department Heads, and School Department for the hard work that has gone into the budget process.

Future Meeting Dates & Times:

- Wednesday, May 18, 2016 @ 7:00 P.M.  
(Budget Final Reading & Review)

- Tuesday, June 7, 2016 School Validation Vote

**5. Adjourn.** Motion by S. Babine, seconded by P. Hayes, to adjourn at 5:50 p.m.

Vote – 3 Yeas.

Colette A. Mathieson  
Recording Secretary