

SCARBOROUGH

MAINE



# Joint Town Council & School Board

## MEETING AGENDA

Tuesday, December 19, 2017

6:00 pm - 7:30 pm

Scarborough Municipal Building, Council Chambers A

Joint Meeting Facilitators: Peter Hayes (TC), Jodi Shea (SB)

Invitees: Shawn Babine, Chris Caiazzo, Leanne Kazilionis, Cari Lyford, Julie Kukenberger, Tom Hall, Ruth Porter, Larissa Crockett, Jo Anne Sizemore, Kate Bolton  
**Town Council & School Board Communications Committees**

- I. Call to order
- II. Those Present
- III. Old Business
  - a. Adopt revised norms with new draft goals (Kate).
  - b. Review draft budget development calendar (Tom & Julie).
- IV. New Business
  - a. Discuss Community Engagement strategy:
    - i. "Listen to Learn" sessions (Tom & Julie)
    - ii. Neighborhood Budget Outreach (Jodi & Peter)
  - b. Updated budget portal demo (Larissa)
  - c. Citizen-centric reporting demo (Larissa)
- V. Meeting Recap- "Take Aways and To Dos"
- VI. Public Input
- VII. Adjournment

December 2017					January 2018					February 2018				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5				1	2
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28		
12/19, 6-7:30 pm: Joint TC & SB Finance Committee meeting					1/2 & 1/16, 6-7:30 pm: Joint TC & SB Finance Committee meetings					2/6, 6-7:30 pm: Joint TC & SB Finance Committee meeting				
					"Listening" sessions TBD					adjust/add date for school vacation?				
March 2018					April 2018					May 2018				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
3/6 & 3/20, 6-7:30 pm: Joint TC & SB Finance Committee meetings					Neighborhood Budget Outreach TBD					5/2, 7:00 pm: Town Council Public Hearing on FY19 Municipal Budget				
					4/4, 7:00 pm: Joint presentation FY19 Town/School Budget					5/16, 7:00 pm: Town Council 2nd Reading and Budget Vote				
June 2018					4/5, 1:30-6:00 pm: School Budget Workshop (Leadership Council)					5/17, 7:00 pm: School Board 2nd Reading and School Budget Vote				
M	T	W	Th	F	4/5, 7:00 pm: School Board meeting 1st Reading of FY19 School budget					6/12, all day: School Budget Validation Referendum				
				1	4/11, 7:00 pm: Town Council special meeting - 1st Reading of FY19 Budget									
4	5	6	7	8	4/25, 6-7:30 pm: Joint TC & SB Finance Committee meeting									
11	12	13	14	15										
18	19	20	21	22										
25	26	27	28	29										

- = Joint Town Council/School Board meetings
- = Scheduled School Board meetings
- = Scheduled Town Council meetings
- = School vacations

**FY2019 BUDGET CALENDAR**  
**DRAFT FOR 12/19/2017 REVIEW**

## **NEW BUDGET FORUM FORMAT MEETING**

### **November 30, 2017**

In attendance: Larissa, Kate, Todd, Ruth, Tom, Jenn

**Background:** At the Joint Finance Committee of November 21, interest was expressed in soliciting budget input through an open community/budget forum, similar to the School's Community Dialogue and report back to the Joint Committee at the next of December 19. Staff met on November 30 to consider the potential value and logistic challenges of conducting such a session.

#### **Discussion:** BUDGET FORUM FORMAT IDEAS

- Suggestion to change the format of the Budget Forum to something that more mirrors the Community Dialogue.
- The intent is to obtain input from the public prior to finalizing the budget.
- Kate also emphasized that it would be helpful to get guidance on what types of questions people in the community have so we can try to address them during the budget process.
- Larissa mentioned that a discussion on services would be helpful to find out what the community values.
- Tom feels timing will be imperative - if we conduct the session early enough in the new year, we could use the information in the development of the new budget.
- February 7th is the date chosen for the event, with a snow date of February 13th.
- Larissa asked who the target audience is - she is concerned about marketing an event as a "budget dialogue" as opposed to an open issues forum.
- Tom does not feel the timing is right to accomplish what we want as an objective. He suggested we switch up the budget forum so we could have more breakout groups with staff experts talking about specific topics at different tables.
- Kelly suggested that we do what we do now, solicit questions from the public in advance. Then we can build the table topics and recruit staff experts as needed for the forum itself.

- Tom wondered if we could conduct a survey to collect information on hot topics and current town projects. Larissa cautioned that she feels we may not be able to use the survey results in a meaningful way in such a short period of time between the survey and budget development.

## LISTENING SESSIONS

- Tom suggested we could schedule two or three “listening sessions” between the public and the Town Council members. Larissa suggested that we structure several sessions over the next few weeks, specifically focused on topics that we know have been hot topics in the past.
- Tom stated these public sessions would be coordinated by the staff and Council/Board members are invited to attend and participate. Kate emphasized that by doing multiple sessions, we can vary the time and locations to allow more people to attend. Larissa added that we could also target particular audiences with special interests.
- We can start these sessions in early January.
- Tom suggested we have several canned questions to use as discussion prompts.

## ROADSHOW

- In addition to the Listening Sessions, we plan to have an organized “roadshow”, which is comprised of one town councilor and one school board members traveling to various locations throughout town to meet, listen to, and present budget issues to the citizens *after* the budget has been presented and *before* adoption.. Objective: “Here’s our presentation, do you have any questions, we’d like your support.”

These roadshows would replace the Budget Forum. Council/Board members will be able to collect questions they can’t answer so that we can answer them later and post Q&A on the website.

There will be no more than seven sessions so that no Council/Board member has to attend more than one.

Tom wants to check with the Council and Board to confirm they are on board with these sessions.

- The first reading of the budget will be April 5th for the School and April 11 for Town.

## NEXT STEPS

- This plan is scheduled to be reported out to the Town Council on December 19th. Larissa voiced concerned that if we don't get approval for these sessions until the 19th, we have too short of a window to properly market them.

## Staff Recommendations for Enhanced Community Engagement

### 1) Listen to Learn (Pre-budget)

- Purpose of these session is to **listen**
- Perhaps useful input to inform budget for FY19 and beyond
- At least four (4) sessions held at various venues in Town
- Timeframe: January into February
- Staff willing to coordinate, but will cede to elected officials
- Develop standard protocols for consistency- moderator/facilitator, scribe
- Prepare discussion prompts if needed to incite discussion

### 2) Budget Neighborhood Outreach (Post-budget presentation)

- Previously referred to "Traveling Roadshow"
- Intended to take the place of the Budget Forum\*
- 7 sessions coordinated and staffed by a TC and SB member at each
- Format: Standard prepared budget presentation (PPT), followed by questions (and answers if possible)
- All questions/comments recorded and formally answered by staff and posted on-line
- Establish protocols for consistency
- Timeframe: April thru mid-May

\* If this is not an adequate replacement, then we recommend that the Budget Forum be organized around topics/themes that are derived from the questions that are posed- conversation/discussion based rather than Q&A format.

Travelling Road Show

LOCATIONS:

Hillcrest Senior Living

Piper Shores

Scarborough Library

Primary PTA Meeting

Wentworth PTA Meeting

High School Library

Bellevita

Senior Lunch and Learn

Concerned Taxpayers/Smart Taxes Group

Support Scarborough Schools Group

Scarborough Leader/Forecaster Staff

Offer the idea of neighborhood association meetings or cookouts in the spring

House parties (similar to how SEF did when they first started)

## Suggested Times and Locations for Listen to Learn Sessions

Wednesday January 10, 10:00 am, Council Chambers

- JRK available 10:00am-1:00pm

Thursday January 11, 6:00 pm, Wentworth School Learning Commons

- JRK available 6:00pm and beyond

Tuesday January 16, 1:00 pm, Council Chambers

- JRK available 1:00pm and beyond

Friday January 19, 10:00 am, Council Chambers

- JRK not available

Monday January 22, 6:00 pm, Dunstan Fire

Tuesday January 23, 6:00 pm, Scarborough Public Library

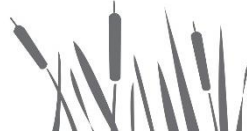
Snow date of Wednesday January 24

- JRK available 6:00pm and beyond on 1/23/18
- JRK could be available on the 1/24/18 but would need to find childcare

Thursday January 25, 6:00 pm, Dunstan Fire

Tuesday January 30, 6:00 pm, Wentworth Learning Commons

- JRK available 6:00pm and beyond



## **Joint Town Council & School Board Finance Committee**

### **NORMS**

Meeting members will:

- Practice transparency and avoid hidden agendas
- Treat each other with dignity and respect
- Listen FIRST (to understand) and demonstrate respect and appreciation for the opinions and perspectives of others
- Respect the roles and unique responsibilities of the Joint Finance Committee members
- Bring a sense of humor to the table

### **Goals for FY19 budget development process:**

- Communicate effectively with the full Town Council & School Board, and with the community.
- Articulate and assign specific tasks to be accomplished; adhere to timelines.

Generated on January 22, 2015

Re-affirmed on January 19, 2017

Revised/draft goals added on November 21, 2017