

**MINUTES
COUNCIL FINANCE COMMITTEE MEETING
TUESDAY, FEBRUARY 20, 2018**

6:00 P.M. Town Manager's Conference Room

1. Call to Order. P. Hayes, Finance Chair, called the meeting to order at 6:00 p.m.

2. Those Present. Finance Committee Members present – Peter Hayes, Finance Chair, Shawn Babine, and Chris Caiazzo; Councilors present: Jean-Marie Caterina – others present were Thomas Hall, Town Manager, Larissa Crockett, ATM, Ruth Porter, Finance Director also present various Town staff.

3. Approval of Minutes. Motion by Chris Caiazzo, seconded by Shawn Babine, to move approval to except the minutes of the February 5, 2018, Finance Committee meeting.

Motion passed: Vote – 3 Yeas

4. Discussion Items.

Peter Hayes, Finance Committee Chair due to time constraints of fellow committee members tabled two of the agenda items until the next meeting agenda.

a. Discussion on Financial Statement of December 30, 2017:

Ruth Porter, Finance Director gave an overview of the Financial Statement of December 30, 2017. The Finance Director stated that presently the finances were 57% spent and 85% collected. Revenues were more than had been anticipated due to Excise taxes exceeding the expectations significantly.

Peter Hayes, Chair stated that the Town finances are trending on track and the forecast agrees this will continue.

Thomas Hall, Town Manager stated that building permits will increase due to the all the new building going on.

b. Discussion on the Debt Policy:

Larissa Crockett gave an overview to the Finance Committee of the proposed Debt Policy.

After a full discussion of the draft Debt Policy the Finance Committee agreed that recommendations and edits be accepted implemented into the policy.

Motion by S. Babine seconded by C. Caiazzo to implement changes to the Debt Policy and bring forward to the full Town Council.

c. Bond Sale Update:

Ruth Porter, Finance Director and T. Hall, Town Manager gave an overview of the recent Bond Sale. The process was overseen by Joe Cuetara the Town Financial advisor, Ruth Porter, Finance Director & Thomas Hall, Town Manager going with Hilliard, Lyons and Associates.

d. Discussion on Audit Management Letter:

Ruth Porter, Finance Director presented and gave an overview of the Audit Management Letter from the firm of MacPage LLC of South Portland, Maine. Upon review of best practices it was recommended to update the Town's Purchasing Policies.

e. Discussion on Budget – Review Process & Schedule:

T. Hall, Town Manager stated that he would bring forth the typical schedule while asking departments to deliver an abbreviated summary to be discussed at the meetings. The Manager indicated that the directive given department heads was a goal of no more than 2% increase in overall budget submissions.

The Finance Committee members agreed it is going to be another challenging budget year working not cause the tax rate to increase more than 3%.

P. Hayes, Chair stated that if departments are specifically requesting something they should be prepared to indicate what they would be willing to live without.

f. Update on the Commercial / Business Revaluation:

Thomas Hall, Town Manager gave an update of what steps have been taken to inform the business community of the upcoming revaluation. The steps taken were an FAQ was produced and sent to 1400 community businesses. Those businesses were told to contact the Town if they had any questions or concerns. At the SEDCO Board meeting the Town Manager mentioned the revaluation FAQ and asked members to spread the word to the business community as well. Lastly the Town Manager during his presentation to the Chamber of Commerce inserted information on the revaluation through the presentation.

L. Crockett, Assistant Town Manager received only on call about the FAQ with inquires. The conversation was a positive interaction. The gentleman understood it was a natural cause of business. Although he didn't like it stated that he understood it.

5. Future Meeting Dates & Times:

Monday, February 26, 2018 – Joint finance Committee Meeting
(Council Chambers A @ 6:00 p.m.)

Tuesday, March 20, 2018 – Finance Committee Meeting
(Council Chambers A @ 6:00 p.m.)

6. Public Comment:

- Jilliane Trapini-Huff, Beechridge Rd. – Ms. Huff is most concerned with the upcoming budget cycle and the vote for the school budget. What is the most number of times that the school budget has taken to be approved and what is the limit it can go out to vote? Also what happens when there is no budget voted in for the school department?

Thomas Hall, Town Manager informed Ms. Huff that the most times the school budget has gone out to vote has been three. Also there is no limit as to how many times it can go to vote until it is approved. If a budget is not approved there is still a budget that is in place which is the last one that went before the Town Council.

P. Hayes, Chair stated that the Finance Committee shares Ms. Huff's concerns about the budget.

- 7. Adjourn.** Motion by Shawn Babine seconded by Chris Caiazzo to adjourn at 7:41 p.m.
Vote – 3 Yeas

Colette A. Mathieson
Recording Secretary