

Town of Brunswick, Maine

**Finance Committee Meeting
Thursday, December 16, 2014
3:00 – 5:00 PM**

85 Union Street – Council conference room

Meeting Minutes (Approved 2/19/15)

Members Present: Sarah Brayman, Jane Millet, John Richardson

Staff Present: John Eldridge, Julie Henze

Public Present: Bernie Breitbart, Marc Theberge, Richard Fisco

1. Acknowledgement that Meeting was Properly Noticed

Confirmed by John Eldridge

2. Approval of meeting minutes from 11/20/14

Due to timing of receiving minutes, Committee *decided to approve minutes at following meeting*. This will establish a pattern.

3. Open questions

a. Debt service capacity worksheet

Discussed worksheet as a tool to inform decisions on structuring debt service in future. Suggestion to add info on “what that will buy you” in 5-10-15-20 year debt; use in CIP development process.

b. Revaluation project added to CIP

Not capital, but for funding consideration should go through the CIP process. Currently in development for \$400K, based on May 2014 proposal from KRT

c. November 2014 financials

No outstanding questions.

d. Town Hall – status of open issues

JE presented Warren proposal to make changes to counters, and Scott Simon Architects’ letter of 11/19/14 suggesting cost sharing option. Committee not inclined to accept SSA offer, JE will continue discussions.

e. Tax acquired properties

JE presented update on status of list. Many of original list are now resolved, properties deeded back to original owners. Most of remaining are making payments. Will keep working to collect, visit properties and explore options.

Committee raised questions about taking a more pro-active approach in the future. Offer Councilors the option to reach out to their constituents before foreclosure?

Public comment: Bernie Breitbart expressed frustration with the Council Chambers – lighting, seating arrangement, ceiling design, acoustics, moveable wall in front of windows. “Room is a disgrace”, “absolutely nothing works”, “was not designed”. Wants to know how this happened and to make sure it doesn’t happen again.

Discussion about a review of the project – from a cost/benefit analysis of the entire building exchange, to a post-mortem of the project to determine “what went wrong”. This exercise could possibly lead to a Committee recommendation for creating a process for capital project management.

Other topics: Councilor Richardson raised question of curtailment – advise department heads to work on options for 5% budget cut in the current year? JE has raised this issue in department head meetings, but not with a directive. Add this for open questions in next meeting.

4. Fuel purchase - option to fix price on diesel and gasoline for 2015-16

JE presented information on the current price of fuel and the opportunity to fix prices for the fiscal year 2015-16 with Dennis K. Burke. Prices quoted today from Burke: Gasoline - \$2.29/gal; Diesel - \$2.51/gal. These are lower than they were 10 days ago, and may go lower still.

Committee concluded that the Town Manager has the authority to enter into a fuel purchase agreement at his discretion.

5. Capital Improvement Plan document

a. Changes per discussions to date

b. Tentative street resurfacing schedule

JH presented these documents as summary of the work done on the CIP to date. The draft street resurfacing schedule is new and is in response to questions about the long term paving plan.

Committee accepted the documents and chose to move to the next topic.

6. Long-term Financial Planning – model documents

a. General fund budget comparisons – 10 years

b. General fund unassigned fund balance – 10 years

c. General fund detail – Actual for 6 years, Projected for 5 years

JH presented five pages with a general explanation. Pages 1-4 are actual past financial results.

Committee focused on page 5, the projections. Assumptions (provided at the bottom of the page) are very raw at this point, and results indicate “gaps” - beginning in FY 15-16 with \$3.7M. Model is intended as a “first flush” to begin the more detailed work.

Discussion of how to project growth. \$13M increase in assessed value = 1% of tax rate; within Brunswick Landing and Brunswick Executive Airport TIF districts, the Town will only realize ½ that benefit. JE pointed out that most of the growth will likely be at Brunswick Landing. Growth outside will likely be residential, which can end up costing the Town more in additional services.

7. Review current TIFs

Postponed to next meeting