

**Town of Brunswick, Maine**

**Finance Committee Meeting**

**Thursday, March 12, 2015**

**3:30 – 5:00 PM**

**85 Union Street – Conference room #206**

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**Meeting Minutes** (Approved 5/6/15)

**Committee Members:** Sarah Brayman, Jane Millet, John Richardson

**Staff:** Julie Henze, John Eldridge

**Others:** Bernie Breitbart, Richard Fisco

**1. Acknowledgement that Meeting was Properly Noticed**

Sarah Brayman & Julie Henze confirmed that the meeting was on the Town Calendar

**2. Committee approved 2/19/15 Minutes**

Question about the comprehensive salary study mentioned in the minutes; noted that it is desired, but has not yet been assigned to staff or funded. Discussion on how to document requests to staff for follow-up, research or action. Suggestion that this be clarified at the end of the meeting and added to the minutes as “to-do list”.

JH pointed out the italicized “to-dos” in previous minutes. 1. Followed up with confirmation that Molnlycke CEA max is 55% of TIF revenues. 2. Offered detail on legal fees. 3. *Timeline on Governor’s budget proposal will be provided at next meeting.*

*Finance Committee would like a salary survey to be completed.*

JR requested data on tax rates of surrounding service centers, and asked JE what can be provided. For 4/9/15 meeting: *Provide mil rate comparison and review the budget message to Council.*

JM asked about the status of the revenue ordinance project. *Committee would like this completed by summer.*

**3. Adjustments to agenda / Public comment**

No adjustments to the agenda.

Public Comment: Bernie Breitbart asked about 9 Dunning St – what’s happening?

JE has seen draft of court action – it’s going forward.

SB – to be clear, the Town will be spending money to recover very little. JE estimates the cost will be approx \$2-3K to recover \$9K.

JE and JR – action is to send a message.

Question about liens – taxes are a priority claim, we don’t know about fines. *JE will ask about liquidation in case of bankruptcy. Follow-up at next meeting.*

**4. Financial update**

February Financials – no outstanding issues or significant changes from January.

**5. 2015-16 Budget schedule**

JE presented proposed March through June schedule, including Town Council, School Board and Finance Committee meetings. This schedule will mean two Manager’s budgets – Preliminary on

4/16, based on numbers from the 4/15 School Board workshop, and Mgrs Final on 5/1, including the School Board's proposal from the 4/29 public hearing/budget meeting. JE has given Paul Perzanoski some direction on what the Council might want.

## 6. 2016-2020 CIP

- a. **Review schedule** – Finance Committee memo and recommended CIP to be delivered to Town Council at the 3/16/15 TC meeting. Not discussed. Workshop to be scheduled for 3/30/15 when the recommended CIP will be presented and discussed.
- b. **Review draft** – 3/12/15 draft provided is based on 12/11/14 draft, with two major changes:
  1. The Property Revaluation was moved from '2016-17 in development' to '2015-16 recommended' based on JM and JR input.
  2. The Cooks Corner project was moved from '2014-15 recommended' to '2015-16 in development' because this project is still being discussed by the Council.

School dept projects – JH reported on attending School Facilities meeting 3/12 AM. School is pursuing several projects, and though these are currently in the 'in development' section of the CIP, they may come before the Council and be moved to 'recommended' before CIP adoption. These are:

1. JA demo – estimate is not complete, but School wants to do this in 2015-16 \*\*
2. BHS track – Facilities committee had extended discussion about this project, and it is not clear which direction the school dept will choose. One idea is to relocate the track program for 2015 (Bowdoin College?) and invite more community involvement for a long term solution. Facilities committee will meet again on 4/1/15 and have a proposal for School Board 4/8/15 meeting.
3. 5<sup>th</sup> grade option – Something needs to be done, but not sure what. Call it "Elementary grades transition option" and put it in 2016-17

\*\* Note that demo has implications for Town storage. Also, discussion of funding for JA demo - this would be a school dept cost. Alternative is the school dept transfers the property to the Town; not likely as the school dept may need the land.

Other projects – in 2015-16 recommended and in development:

1. Town Hall exterior trim - \$200K a "mushy" number from take-offs. JE – probably could go another year, but should be done. SB – when best to do it? JE – spring 2016. Getting better cost estimate may not be possible, this leaves reasonable cushion. Leave in '2015-16 in development'
2. Parks & Rec dept sidewalk tractor – \$125,500, a newly added project, is not yet in the CIP draft. JE described the situation and recommended funding with 5 year bonds.  
JR – not inclined

*At this point in the meeting, JR had to leave*

SB – noted from the detail sheet - this sidewalk tractor is instead of a John Deere for \$46K; marginal cost \$79K.

Discussion of increased number of sidewalks, P&R using equipment not ideal for sidewalks.

SB & JM agreed to add project to '2015-16 recommended' section of CIP.

3. Library upgrades – JE has discussed with Liz Doucette, and recommends moving this project out a year to 2016-17. Morrell mtg room floor may need to be done, but this could come from library budget or Town annual maintenance allocation.
4. Pine St. Access – cooperative project with MRRA, Bowdoin College, Bike/Ped and Rec Commission. Rec Com likely to recommend use of impact fees. Project needs to be presented to Council in April - before CIP is adopted.
5. Maine St Sidewalks & Lighting – SB questioned what this is, and how it came to be in the recommended section - Maine St sidewalks is a very large project (est \$1.5M). Project was put in by JE to represent funding of a cooperative approach to Maine St projects. JH used John Girard's \_\_ proposal for one block, didn't know that wasn't likely to happen that way. JH will re-write the detail sheet to be more general and move the project to 'in development'.  
Discussion about larger Maine Street sidewalk project – eventually will need to do a complete plan – sections/timing, do within next 2-4 years? JE – John Foster may have prepared a plan.

6. Property Revaluation – ‘2015-16 recommended’ in this draft. Discussion of how this would benefit the Town. Question about whether the process would end with property records online, JE said yes (JH looked into this later – per Cathy: Vision web hosting, approx. \$3K annual fee). SB & JM agreed to leave in recommended section as project is supported by JM and JR.

Reserves & Annual Programs

In draft CIP these are at levels recommended in the CIP policy. Important to present the full picture to the Council, with the understanding that these may be cut in the final CIP.

- c. **Discussion of CIP presentation** – JH brought copies of 2014 memo.  
JH will prepare draft memo for SB approval, to be handed to Council with CIP on 3/16/15.  
Follow-up Finance Committee meeting required before 3/30/15? TBD  
Finance Committee meetings in May – decide on 4/9/15

**Meeting adjourned.**

**Follow-up items** (not discussed at end of meeting, but JH’s attempt at a list)

1. Provide timeline of the elements of the Governor’s budget proposal – 4/9/15 meeting
2. Complete a salary survey – by ?
3. Provide mil rate comparison – 4/9/15 meeting
4. Revenue ordinance – complete by summer
5. Follow-up on status of 9 Dunning St court action – 4/9/15 meeting
6. Pine St Access project – to be presented to Council soon?