

Town of Brunswick, Maine

**Finance Committee Meeting
Monday, April 11, 2016
7:00 – 8:30 PM
85 Union Street – Town Council Chambers**

Agenda

1. Acknowledgement that meeting was properly noticed
2. Adjustments to agenda / Public comment
3. Approval of meeting minutes from 2/8/16
4. Finance Report (JH)
 - a. March expenditure & revenue reports
 - b. Annual insurance renewal
 - c. Auditors interim visit: 5/31 – 6/3
 - d. MRRRA TIF advance request
5. Tax Acquired Properties
 - a. Review policy
 - b. Review list of properties
 - c. Recommendation for actions
6. Review list of follow-up items
 - a. Next steps with revenue/fee updates
7. Adjourn

Town of Brunswick, Maine

**Joint meeting with School Board and Town Finance Committee
Monday, February 8, 2016
4:30 - 6:00 PM
85 Union Street – Conference Room #206**

Meeting Minutes (Draft)

Committee Members Steve Walker, Jane Millett, Alison Harris

Staff: John Eldridge, Derek Scrapchansky, Julie Henze, Jim Oikle

Others: Richard Fisco

1. Acknowledgement that Meeting was Properly Noticed

JH confirmed that the meeting was on the Town Calendar

2. Adjustments to agenda

At the last Council meeting, Sarah Brayman resigned from the Committee, and appointed Steve Walker. Suggestion to start with selection of chair and vice chair.

4.b. Select chair/vice chair

Chair: Steve Walker

Vice Chair: Jane Millett

3. Approval of meeting minutes from 1/21/16

Jane Millett moved, Alison Harris seconded, to approve the 1/21/16 Finance Committee Meeting minutes. Motion carried on votes from Jane Millett and Alison Harris. Steve Walker abstained as he was not at the 1/21 meeting.

4.a. Review Finance Committee policy

JH presented the policy which created the Finance Committee. Adopted by the Council on 8/4/14, the policy describes the configuration and responsibilities of the committee, and is intended to be reviewed annually.

Questions on the membership section – particularly the section regarding the temporary extension of terms. JE explained the original intent and will propose an amendment of this section.

Question on #6 – “Review, as requested, bid specifications and request for proposals...” It is not clear who is requesting. After discussion, JE proposed to add “by the Town Manager”. Amendments will come before the Town Council for approval.

JM asked about Finance Committee’s role in recommending disposal/sale of Town properties.

4.c. Establish regular committee meeting time/place

Continue with monthly on the third Thursday, at 3:30–5:00 PM

4.d. Committee rules of procedure

Discussion of televising, or at least recording, the meetings. Committee agreed that this is a priority. First choice is televised in the Council Chambers, second choice is recorded in Rm 206. The three budget workshops in March will be held in the Council Chambers and will be televised. DS and JH will check on availability of facilities for regular committee meetings.

5. Finance Report

a. January expenditure and revenue reports

JH presented the monthly budget reports. In the revenues, the Tax Abatements line reflects the \$28K abatement for the Cooper Building. Building has been on the market for quite a while and the assessed value was higher than the asking price.

Question about the Special Detail line in the Public Safety expenditures. This line reflects the PD costs, but these are covered by the party requesting the detail. The offsetting revenue appears in the revenues and will be netted together at the end of the year.

b. 2016-17 diesel and gasoline contract

JH presented the 'lock-in' prices for diesel (\$1.66/gal) and gasoline (\$1.64/gal) for the 2016-17 fiscal year. This was done on January 21st when the price of crude oil was listed at just over \$28/barrel. The previous year contract was diesel at \$2.28/gal and gasoline at \$2.13/gal.

c. Eligibility certificates for School Revolving Renovation Fund

JH and JO presented the letter and certificates from the Maine Dept of Education, approving the application for funding through the SRRF.

The projects are six each at Coffin School and the Junior High School and all are within the Health, Safety and Compliance Repairs category. The amounts approved are \$517,664 for Coffin and \$1M for BJHS. The certificates state that 38.41% of the approved amount will be forgiven, and the balance, totaling \$318,829 and \$615,900 respectively, will be loaned to the Town by Maine Municipal Bond Bank at 0% interest over 10 years.

All of these projects were in the original \$12.5M proposed by the School Dept last summer, and subsequently have been carried in year one of the CIP.

As this is a borrowing of the Town, the Town Council must hold a public hearing and adopt an ordinance. The School Board is anticipating a vote on acceptance at their 2/10/16 meeting, and would then forward the request for approval to the Council.

6. Capital Improvement Program

a. Review status

JE described process of 'holding off' on publishing CIP until the steps forward are clearer. Normally, the Finance Committee would have presented their recommended CIP to the Council by now, but they decided to delay, largely because of the questions around the school department projects.

School Dept projects: The Manager's CIP included the \$12.5M repairs spread over 5 years, and did not include a new school. This was put forward by the school dept in the fall.

The Finance Committee's preference would be a new school scenario, with repairs to the Junior High. JH will prepare a draft leaving in SRRF projects but taking out other Coffin and BJHS repairs (27 & 29). Will add new elementary school and BJHS repairs to In Development section. Draft to committee by 2/26/16.

Library carpet: More recent quote from the library came in much higher. The previous project did not include the cost of moving the books. Discussion of phasing the project – JE pointed out that there is no advantage if the funding is through bonding. JE will follow up with Liz Doucette.

Union Street Storm Sewer: Town recently learned that a portion of the Union Street Storm Sewer project will qualify for participation by MaineDOT through its Municipal Partnership Initiative (MPI). The program will fund up to \$500K of the Mill Street portion of the project. JH handed out a map indicating the location of the work area and outfall. Committee discussed the significant flooding problems along Union Street. At this point it is anticipated that funding will be requested for the design and engineering, with the project out to bid in the winter of 2016-17, construction to begin summer 2017.

Recreation Solar Project: In the Manager's CIP this was presented in the Non-Town Projects section. JH will update with current information, and as the design of the roof installation is still unclear, it will go in the In Development section.

b. Revised CIP development/presentation schedule

Not discussed in detail. JH will provide committee with new draft by 2/26/16.

Public Comment: Richard Fisco stated that the Town needs to say "no" to certain things. He feels that sidewalks are more important than library carpet.

7. Review list of follow-up items

a. Next steps with 'revenue ordinance'

JH offered that the Town Clerk is reviewing fees and will present a proposal in early April. Public Works is looking at a fee for new connections to the storm drain system. Mere Point Wastewater District fees are being reviewed.

8. Adjourn

FOR 2016 09

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	38,824,828	37,878,170	37,997,117.80	507.64	-118,947.80	100.3%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-46,922.76	-618.25	-28,077.24	62.6%
111190	41105	Interest on Taxes	65,000	65,000	49,591.34	4,207.20	15,408.66	76.3%*
111190	41106	Tax Lien Costs Revenu	13,000	13,000	17,185.92	.00	-4,185.92	132.2%*
111190	41107	Tax Lien Interest Rev	13,000	13,000	19,091.21	.00	-6,091.21	146.9%*
111190	41109	Payment in Lieu of Ta	175,000	175,000	108,286.42	8,000.00	66,713.58	61.9%*
111190	41197	BETE reimbursement	0	504,808	565,776.00	.00	-60,968.00	112.1%*
111190	41198	Homestead exemption r	0	441,850	332,248.00	.00	109,602.00	75.2%*
111190	41199	Miscellaneous tax adj	4	4	.00	.00	4.00	.0%*
111191	41110	Excise Tax - Auto	2,865,000	2,865,000	2,239,296.13	253,265.58	625,703.87	78.2%*
111191	41111	Excise Tax Boat/ATV/S	25,000	25,000	7,369.90	2,102.40	17,630.10	29.5%*
111191	41112	Excise Tax - Airplane	3,500	3,500	2,835.04	.00	664.96	81.0%*
TOTAL Taxes			41,709,332	41,709,332	41,291,875.00	267,464.57	417,457.00	99.0%
TOTAL REVENUES			41,709,332	41,709,332	41,291,875.00	267,464.57	417,457.00	
20 Licenses & Fees								
121111	42207	Passport Fees	9,500	9,500	9,700.00	1,425.00	-200.00	102.1%*
121111	42208	Postage Fees	0	0	131.78	22.95	-131.78	100.0%*
121111	42209	Passport Picture Reve	3,000	3,000	4,035.00	645.00	-1,035.00	134.5%*
121411	42100	Building Permits	145,000	145,000	110,387.96	18,644.09	34,612.04	76.1%*
121411	42101	Electrical Permits	34,000	34,000	35,035.40	8,579.37	-1,035.40	103.0%*
121411	42102	Plumbing Permits	22,000	22,000	21,935.00	1,335.00	65.00	99.7%*
121411	42103	Zoning Board Fees	0	0	225.00	75.00	-225.00	100.0%*
121611	42200	Hunting & Fishing Lic	1,100	1,100	710.55	107.05	389.45	64.6%*
121611	42201	Dog License Fee	2,500	2,500	2,632.00	81.00	-132.00	105.3%*
121611	42202	Vital Statistics	50,000	50,000	37,327.00	3,964.20	12,673.00	74.7%*
121611	42203	General Licenses	21,270	21,270	18,196.00	900.00	3,074.00	85.5%*
121611	42204	Victulars/Innkeepers	18,250	18,250	575.00	.00	17,675.00	3.2%*
121611	42205	Shellfish Licenses	17,400	17,400	450.00	.00	16,950.00	2.6%*
121611	42206	Neutered/Spayed Dog L	4,730	4,730	4,746.00	124.00	-16.00	100.3%*
121611	42208	Postage Fees	0	0	119.94	.00	-119.94	100.0%*
121611	42210	Mooring fees	0	0	3,950.00	1,400.00	-3,950.00	100.0%*
121911	42300	Planning Board Appl F	22,500	22,500	17,488.40	4,445.00	5,011.60	77.7%*
122121	42400	Fire Permits	500	500	150.00	.00	350.00	30.0%*
122221	42500	Conc Weapons Permits	600	600	305.00	60.00	295.00	50.8%*

FOR 2016 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
123131 42600 Public Works Opening	8,000	8,000	9,100.00	75.00	-1,100.00	113.8%*
TOTAL Licenses & Fees	360,350	360,350	277,200.03	41,882.66	83,149.97	76.9%
TOTAL REVENUES	360,350	360,350	277,200.03	41,882.66	83,149.97	

30 Intergovernmental

131122 43505 FD EMPG grant	15,000	15,000	5,055.90	.00	9,944.10	33.7%*
131132 43103 Highway Grant Fund	195,000	195,000	199,148.00	.00	-4,148.00	102.1%*
131142 43104 State General Assista	24,000	24,000	21,078.09	2,414.12	2,921.91	87.8%*
131190 43102 State Tax Exemption R	40,000	40,000	11,346.86	.00	28,653.14	28.4%*
131192 43101 State Revenue Sharing	1,088,154	1,088,154	832,909.28	40,430.34	255,244.72	76.5%*
131192 43106 Snowmobile Receipts	1,400	1,400	1,542.46	.00	-142.46	110.2%*
134546 43120 State Education Subsi	9,826,081	9,826,081	7,796,258.64	1,470,087.67	2,029,822.36	79.3%*
TOTAL Intergovernmental	11,189,635	11,189,635	8,867,339.23	1,512,932.13	2,322,295.77	79.2%
TOTAL REVENUES	11,189,635	11,189,635	8,867,339.23	1,512,932.13	2,322,295.77	

40 Charges for services

141111 44110 Agent Fee Auto Reg	47,000	47,000	35,573.00	2,648.50	11,427.00	75.7%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	743.00	109.00	757.00	49.5%*
141211 44121 Rental of Property	1,200	1,200	900.00	100.00	300.00	75.0%*
141611 44131 Advertising Fees	0	0	837.64	130.72	-837.64	100.0%*
142121 44155 Ambulance Service Fee	845,000	845,000	732,313.78	49,794.17	112,686.22	86.7%*
142121 44166 Special Detail - Fire	1,000	1,000	2,565.20	.00	-1,565.20	256.5%*
142221 44161 Witness Fees	3,000	3,000	900.00	350.00	2,100.00	30.0%*
142221 44162 Police Reports	4,500	4,500	3,063.50	622.00	1,436.50	68.1%*
142221 44163 School Resource Offic	86,000	86,000	86,000.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	3,000	3,000	21,174.50	351.00	-18,174.50	705.8%*
142221 44167 Dispatch Services fee	143,760	143,760	110,249.67	11,170.18	33,510.33	76.7%*
143431 44175 Recycling Revenue	25,000	25,000	11,089.40	634.60	13,910.60	44.4%*
144545 44100 School Tuition, etc	102,000	102,000	78,613.04	667.74	23,386.96	77.1%*
145051 44121 Rental of Property	0	0	300.00	.00	-300.00	100.0%*
TOTAL Charges for services	1,262,960	1,262,960	1,084,322.73	66,577.91	178,637.27	85.9%
TOTAL REVENUES	1,262,960	1,262,960	1,084,322.73	66,577.91	178,637.27	

50 Fines & Penalties

151621 45103 Unlicensed Dog Fines	10,000	10,000	5,575.00	1,050.00	4,425.00	55.8%*
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FOR 2016 09

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121	45104	False Alarm Fire	1,000	1,000	5.00	.00	995.00	.5%*
152121	45107	Fire Code Violation F	0	0	400.00	.00	-400.00	100.0%*
152221	45100	Ordinance Fines	600	600	597.00	152.00	3.00	99.5%*
152221	45101	Parking Tickets	30,000	30,000	25,764.00	4,215.00	4,236.00	85.9%*
152221	45102	Leash Law Fines	100	100	200.00	.00	-100.00	200.0%*
152221	45105	False Alarm Police	100	100	10.00	5.00	90.00	10.0%*
152221	45106	Restitution	0	0	284.19	52.51	-284.19	100.0%*
		TOTAL Fines & Penalties	41,800	41,800	32,835.19	5,474.51	8,964.81	78.6%
		TOTAL REVENUES	41,800	41,800	32,835.19	5,474.51	8,964.81	
60 Interest earned								
161193	46100	Interest Earned	20,000	20,000	7,051.54	1,814.30	12,948.46	35.3%*
		TOTAL Interest earned	20,000	20,000	7,051.54	1,814.30	12,948.46	35.3%
		TOTAL REVENUES	20,000	20,000	7,051.54	1,814.30	12,948.46	
70 Donations								
171952	47000	BDC Contrib to Econ D	94,000	94,000	94,000.00	.00	.00	100.0%*
171952	47002	MRRA - MCOG DUES	15,000	15,000	15,208.50	.00	-208.50	101.4%*
		TOTAL Donations	109,000	109,000	109,208.50	.00	-208.50	100.2%
		TOTAL REVENUES	109,000	109,000	109,208.50	.00	-208.50	
80 Use of fund balance								
181100	48000	Unapprop General Fund	825,000	1,011,481	.00	.00	1,011,481.00	.0%*
181100	48001	Bal of State Revenue	50,000	50,000	.00	.00	50,000.00	.0%*
184500	48004	School Balance Forwar	3,067,309	3,067,309	.00	.00	3,067,309.00	.0%*
184500	48005	Restricted-Sch Bond P	119,800	119,800	.00	.00	119,800.00	.0%*
		TOTAL Use of fund balance	4,062,109	4,248,590	.00	.00	4,248,590.00	.0%
		TOTAL REVENUES	4,062,109	4,248,590	.00	.00	4,248,590.00	
90 Other								
191011	49000	Administration Miscel	0	0	790.42	.00	-790.42	100.0%*

FOR 2016 09

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111	49000	Finance Miscellaneous	4,000	4,000	13,573.59	2,101.31	-9,573.59	339.3%*
191111	49104	Property & Casualty D	0	0	10,052.00	.00	-10,052.00	100.0%*
191111	49105	Postage & Handling	0	0	53.00	8.00	-53.00	100.0%*
191111	49106	W/C Proceeds	0	0	5,563.01	.00	-5,563.01	100.0%*
191192	49100	Cable Television	225,000	225,000	129,880.14	.00	95,119.86	57.7%*
191611	49000	Town Clerk Miscellane	1,300	1,300	1,393.00	81.00	-93.00	107.2%*
191911	49000	Planning Miscellaneou	200	200	1,378.29	5.25	-1,178.29	689.1%*
192121	49000	Fire Miscellaneous	5,800	5,800	10,929.00	.00	-5,129.00	188.4%*
192194	49151	Fire Vehicle Sales	0	0	5,700.00	.00	-5,700.00	100.0%*
192221	49000	Police Miscellaneous	10,000	10,000	14,396.04	11.47	-4,396.04	144.0%*
193131	49000	Public Works Miscella	2,000	2,000	12.28	.00	1,987.72	.6%*
194141	49103	General Assistance Re	0	0	1,962.37	522.37	-1,962.37	100.0%*
194545	49000	School Miscellaneous	93,000	93,000	35,193.01	4,862.10	57,806.99	37.8%*
195051	49000	Recreation Miscellane	0	0	2.82	2.82	-2.82	100.0%*
199980	48100	General Fund Transfer	500,000	500,000	619,811.03	-2.22	-119,811.03	124.0%*
TOTAL Other			841,300	841,300	850,690.00	7,592.10	-9,390.00	101.1%
TOTAL REVENUES			841,300	841,300	850,690.00	7,592.10	-9,390.00	
GRAND TOTAL			59,596,486	59,782,967	52,520,522.22	1,903,738.18	7,262,444.78	87.9%

** END OF REPORT - Generated by Julie Henze **

FOR 2016 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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19000 General Fund Transfers Out	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
10 General Government							
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11000 Administration	583,769	583,769	385,256.00	55,544.79	1,021.81	197,491.19	66.2%
11100 Finance Department	710,161	710,161	488,332.48	51,351.60	575.00	221,253.52	68.8%
11150 Technology Services Dept	363,164	363,164	236,380.95	15,765.91	30,688.74	96,094.31	73.5%
11200 Municipal Officers	85,665	85,665	60,250.76	1,300.90	.00	25,414.24	70.3%
11210 Munic Bldg - 85 Union	214,863	215,063	152,475.54	20,632.28	9,448.51	53,138.86	75.3%
11230 Risk Management	479,057	479,057	381,647.48	3,757.59	.00	97,409.52	79.7%
11240 Employee benefits	0	0	-134,780.06	-6,818.23	.00	134,780.06	100.0%
11250 Cable TV	61,298	61,298	39,826.68	4,327.70	150.36	21,320.96	65.2%
11300 Assessing	295,863	295,863	196,962.72	21,670.28	2,854.99	96,045.29	67.5%
11600 Town Clerk & Elections	363,719	364,119	216,924.97	22,445.28	814.90	146,379.13	59.8%
11900 Planning Department	480,995	483,088	315,081.56	34,874.28	1,293.03	166,713.44	65.5%
11950 Economic Development Dept	115,106	116,726	75,872.13	8,339.62	.00	40,853.87	65.0%
TOTAL General Government	3,753,660	3,757,973	2,414,231.21	233,192.00	46,847.34	1,296,894.39	65.5%
20 Public Safety							
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12100 Fire Department	3,154,491	3,167,016	2,200,490.90	239,125.81	44,553.18	921,971.92	70.9%
12150 Central Fire Station	59,158	59,158	22,721.06	2,333.24	3,719.26	32,717.68	44.7%
12160 Emerson Fire Station	49,328	49,328	42,599.95	5,429.12	2,539.66	4,188.39	91.5%
12200 Police Department	3,836,175	3,836,175	2,590,164.38	272,736.70	4,221.30	1,241,789.32	67.6%
12210 Police Special Detail	0	0	30,885.32	330.56	.00	-30,885.32	100.0%
12220 Emergency Services Dispatch	812,214	812,214	540,789.72	54,869.88	.00	271,424.28	66.6%
12250 Police Station Building	101,431	101,431	55,812.83	5,500.00	4,080.00	41,538.17	59.0%
12310 Streetlights	211,000	211,000	159,407.27	17,919.52	.00	51,592.73	75.5%
12320 Traffic Signals	31,600	31,600	14,430.65	477.07	.00	17,169.35	45.7%
12330 Hydrants	465,000	465,000	228,314.23	.00	.00	236,685.77	49.1%
12340 Civil Emergency Preparedness	2,000	2,000	1,280.00	.00	.00	720.00	64.0%
TOTAL Public Safety	8,722,397	8,734,922	5,886,896.31	598,721.90	59,113.40	2,788,912.29	68.1%
30 Public Works							
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FOR 2016 09

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100	Public Works Administration	446,577	446,577	302,117.56	32,890.60	1,336.09	143,123.35	68.0%
13110	PW General Maintenance	1,713,865	1,802,351	1,053,824.04	159,247.00	156,558.20	591,968.68	67.2%
13130	Refuse Collection	611,556	611,556	442,862.24	54,749.03	124,658.16	44,035.60	92.8%
13140	Recycling	298,631	298,631	196,253.83	23,834.93	100,559.36	1,817.81	99.4%
13150	PW Central Garage	724,112	724,112	511,303.93	71,969.83	67,612.79	145,195.28	79.9%
	TOTAL Public Works	3,794,741	3,883,227	2,506,361.60	342,691.39	450,724.60	926,140.72	76.2%
40 Human Services								
14100	General Assistance	169,994	169,994	104,313.00	11,273.51	266.78	65,414.22	61.5%
14120	Health & Social Services	12,766	12,766	29,787.51	.00	.00	-17,021.51	233.3%
	TOTAL Human Services	182,760	182,760	134,100.51	11,273.51	266.78	48,392.71	73.5%
45 Education								
14500	School Department	36,525,855	36,525,855	22,357,399.64	2,366,367.61	.00	14,168,455.36	61.2%
	TOTAL Education	36,525,855	36,525,855	22,357,399.64	2,366,367.61	.00	14,168,455.36	61.2%
50 Recreation and Culture								
15000	Recreation Administration	439,700	440,780	302,364.10	15,120.48	1,080.00	137,335.90	68.8%
15050	Rec Buildings and Grounds	699,391	707,371	467,993.79	48,335.14	7,413.26	231,963.95	67.2%
15250	Rec Building 211	173,982	173,982	50,695.37	6,363.64	12,421.85	110,864.78	36.3%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	124,300	119,300.00	.00	.00	5,000.00	96.0%
15400	Curtis Memorial Library	1,325,000	1,325,000	982,499.99	109,166.67	.00	342,500.01	74.2%
	TOTAL Recreation and Culture	2,771,373	2,786,433	1,937,853.25	178,985.93	20,915.11	827,664.64	70.3%
60 Intergovernmental								
16000	County tax	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%

FOR 2016 09

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Intergovernmental	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
70 Unclassified								
17000	Promotion and Development	161,917	157,417	162,038.44	15.00	2,831.30	-7,452.74	104.7%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000	4,500.00	250.00	.00	-1,500.00	150.0%
17030	Wage Adjustment Account	43,000	43,000	.00	.00	.00	43,000.00	.0%
	TOTAL Unclassified	217,917	213,417	166,538.44	265.00	2,831.30	44,047.26	79.4%
80 Debt Service								
18020	2006 CIP G/O Bonds	244,000	244,000	224,000.00	.00	.00	20,000.00	91.8%
18030	2011 GO CIP Bonds	255,380	255,380	235,130.00	.00	.00	20,250.00	92.1%
18040	Police Station Bond	400,125	400,125	338,937.51	.00	.00	61,187.49	84.7%
18050	2010 Elementary School Bond	0	0	-229,976.88	.00	.00	229,976.88	100.0%
	TOTAL Debt Service	899,505	899,505	568,090.63	.00	.00	331,414.37	63.2%
	GRAND TOTAL	59,596,486	59,903,351	38,890,730.59	3,731,497.34	580,698.53	20,431,921.74	65.9%

** END OF REPORT - Generated by Julie Henze **

TOWN OF BRUNSWICK
TAX ACQUIRED REAL ESTATE
POLICY

Proposed to town council – March 18, 2013

Adopted by town council – March 18, 2013

**TOWN OF BRUNSWICK
TAX ACQUIRED REAL ESTATE POLICY**

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Article 1. Purpose

- 1.1 Sections of Title 36 of the Maine Revised Statutes Annotated (MRSA) govern the collection of property taxes including the tax lien mortgage process. The tax lien mortgage process allows the Town to preserve its lien interest in real properties on which taxes remain unpaid. Should taxes remain unpaid, the lien process may result in the Town acquiring those properties. The purpose of this policy is to establish procedures for the review of properties on which a lien is about to foreclose and to establish procedures for the management, administration, and disposition of real property acquired by virtue of a tax lien mortgage foreclosure.

Article 2. Impending Foreclosure and Review of Properties

- 2.1 At the time of the mailing of the notice of impending foreclosure required under Title 36 MRSA section 943, the treasurer shall forward a copy of the list of properties subject to foreclosure to the town manager. The town manager, tax assessor, and codes enforcement officer are encouraged to review the list of properties subject to foreclosure to determine if it would be in the Town's best interest, as determined by the town manager, to waive foreclosure. Instances where the Town may not want to foreclose include but are not limited to:
- a. The property is known to have or is suspected of having environmental problems.
 - b. The property may be a hazard to the public health or welfare.
 - c. There is an easement on the property that makes the property an undesirable one to own.
 - d. The property has value only to the owner(s) and would have little or no market value.
- 2.2 Should the town manager determine it to be in the Town's best interest to waive foreclosure under Title 36 MRSA section 944 (1), the town manager shall make that recommendation to the town council at its next regularly scheduled meeting or at a special meeting if the next scheduled meeting would be after the foreclosure date. Should the town council vote to waive foreclosure, it shall notify the treasurer immediately so treasurer will have the opportunity to file the waiver of foreclosure prior to the date of foreclosure.

Article 3. Tax Acquired Property - Treasurer Notification to Prior Owner

- 3.1 Following the foreclosure of the tax lien mortgage, the treasurer, by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this policy, a copy of which shall be included with the notification.

Article 4. Immediate Disposition of Tax Acquired Property

- 4.1 If the town manager determines it is in the Town's best interest to immediately dispose of the tax-acquired property, the town manager shall immediately make that recommendation to the town council. Reasons to immediately dispose of the property include but are not limited to:
- a. Potential liability in owning the property.
 - b. Rent or maintenance obligations resulting from the ownership of the property.
 - c. The property is a potential hazard to the public health or welfare.
- 4.2 The town council shall consider the town manager's recommendation and may dispose of the property on terms it deems advisable without regard to any other provisions of this policy.

Article 5. Management of Tax Acquired Property Pending Disposition

- 5.1 Until the disposition of tax acquired properties, responsibility for property management is delegated to the town manager who, at a minimum, shall:
- a. Determine whether the Town's best interest would be served by immediately disposing of the property in accordance with Article 4 of this policy.
 - b. Determine and obtain the level of insurance, if any, is necessary to protect the Town's interest in the property and to protect the Town from liability.
 - c. Determine if and when any occupants of tax acquired property should be required to vacate the property.

- d. Determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance.

5.2 In the event the property is vacated for sixty (60) consecutive days, the town manager shall obtain liability coverage for the property.

Article 6. Review of Tax Acquired Properties

6.1 The treasurer shall prepare a list of properties acquired and forward a copy to the town manager.

6.2 The town manager shall review the properties, and may seek input from the appropriate Town boards and commissions. The tax-acquired properties shall be reviewed in accordance with the following categories and guidelines:

- a. Retain for public use.

By way of example, but not limitation, the Town may retain a property where:

- i. the property has or will have economic, recreational or conservation value to the Town.
- ii. the property has or will have potential for use as a public facility or an addition to public facilities.

- b. Retain on a temporary basis.

By way of example, but not limitation, the Town may retain a property on a temporary basis where:

- i. it's immediate sale would cause the occupants to be placed on public assistance.
- ii. it is determined that the property has significant potential for appreciation if held thereby increasing its value to the Town in a later sale.

- c. Sell the property with or without conditions.

The Town may sell properties with any conditions it deems to be in the best interest of the Town. The Town may also determine whether it wishes to consider proposed uses in the sale of properties.

- 6.3 The town manager shall classify the properties in one of the categories and make a recommendation to the town council for each property. On any property to be sold, the town manager shall recommend whether the proposed use for a property shall be a consideration in determining to whom a property shall be sold.
- 6.4 Prior to the delivery of the town manager's recommendations to the town council under article 6.3, any property acquired by the foreclosure of a tax lien may be re-acquired in accordance with article 7.1.
- 6.5 The town council shall review the town manager's recommendations and make the final determination regarding disposition. On properties to be sold, the town council shall determine whether a proposed use of the property shall be a consideration in any sale.

Article 7. Re-acquisition after Foreclosure

- 7.1 Pursuant to article 6.4, any property may be re-acquired prior to the town manager's recommendations to the town council. After the town council receives the town manager's recommendations, properties to be sold with or without conditions may be reacquired by the re-acquisition date established by the town council. In either case, the party from whom the property was acquired may re-acquire the property by paying all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1, interest, lien costs and any other costs relating to the property including, but not limited to legal, insurance, notice and advertising costs. The Town shall also require the payment of any other delinquent taxes or obligations due the Town. When a tax has been estimated to determine the re-acquisition price, the Town is not obligated to refund any amount later determined to be in excess of the estimate.
- 7.2 At the meeting when the town council makes its determination regarding the disposition of tax-acquired property pursuant to article 6, it shall also establish a final re-acquisition date for tax acquired property that it has determined will be sold. The final re-acquisition date shall be no more than ninety (90) days from the date the town council makes its determination regarding the disposition of a property.
- 7.3 Properties the town council has decided to retain for public use or to retain on a temporary basis may not be re-acquired, unless specifically authorized by the town council.

Article 8. Property to be Retained

- 8.1 If the property is retained for public use, the town council may direct the Town Attorney to pursue an action for equitable relief in accordance with the provisions of Title 36 MRSA section 946, as amended, as a means of securing clear title to the property.
- 8.2 The town council shall cause the tax-acquired property retained for public use to be managed and insured as it would any other municipal property.

Article 9. Property to be Sold - Sale Date, Notice of Sale, Bid Forms

- 9.1 At the meeting the town council makes its determination regarding the disposition of tax-acquired property and establishes a final redemption date for properties eligible to be redeemed, it shall also establish a sale date for properties it has determined will be sold. The sale date shall be at least thirty (30) days after the final re-acquisition date.
- 9.2 The town manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper at least ten (10) days prior to the sale. The notice shall also be posted on the Town's website and in at least one other conspicuous place within the Municipal Building. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:
 - a. Brief description of the property. i.e. land, building, mobile home etc.
 - b. Location of the property.
 - c. Brief description of the conditions of the sale including whether a proposal regarding use shall be required.
 - d. The minimum bid. (required as deposit)

The notice of sale shall also contain the following statement: "The Town of Brunswick reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of its policy on tax acquired property should the town council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick."

- 9.3 All bids shall be on, or in, the form prescribed by the Town. At a minimum, the bid form shall contain:
 - a. Name, address, and telephone number of the bidder.

- b. The amount of the bid in both written and numeric form.
- c. The Map, Lot, and Location of the property being bid.

When the town council has determined it wishes to consider a bidders' proposed use for a property in making the bid award, it shall also determine the form and content required for the submission of proposals.

- 9.4 The town manager shall, by certified mail return receipt, provide the party from whom the property was acquired a copy of the notice of the sale and bid forms. The town manager shall, by certified mail return receipt, provide a copy of the notice of the sale to the abutters of the acquired property.
- 9.5 All interested bidders shall be provided with a copy of the notice of sale and bid forms. All bids shall be submitted on forms prescribed by the town manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the minimum bid. Each property being bid shall be bid in separate envelopes so that there is one property bid per envelope. Each envelope shall also indicate the Map and Lot of the property being bid. Bids shall be publicly opened and read on the date and at the time specified.

Article 10. Minimum Bid

- 10.1 Unless the town council stipulates otherwise, the minimum bid for any tax-acquired property shall be the total of all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to legal, insurance, notice, and advertising costs. The Town may refuse to award the bid to the party from whom the property was acquired unless all other obligations due from that party are also paid.

Article 11. Inspection of Property

- 11.1 The town manager shall provide all potential bidders with the opportunity to inspect the properties being offered for sale. This may be done in the manner the town manager deems to be in the Town's best interest. The Town and its employees shall refrain from making any representations regarding property condition or title.

Article 12. Review and Award of Bids

- 12.1 The town manager shall review all bids and make recommendations to the town council. The town council shall determine which bid, if any, will be accepted. All bids shall be held until the town council makes its determination. No interest will be paid on the held bids unless the bids are held for more than seven (7) calendar days from the bid opening. If bids are held beyond seven (7) calendar days, interest will be paid on all held bids at the rate of 5% per annum. No interest will be paid on the accepted bid.
- 12.2 The Town of Brunswick reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of this policy should the town council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick. Instances where this right may be invoked include, but are not limited to:
- a. The town council may wish to sell the property to an abutting property owner rather than the highest bidder.
 - b. The town council may determine it prefers a use proposed by a party other than the highest bidder.
 - c. The town council may wish, but is by no means obligated, to sell the property to the party from whom the property was acquired rather than the highest bidder.
- 12.3 Should the town council reject all bids, the property may again be offered for public sale without notification to the prior owner or abutters.

Article 13. Closing on Sale

- 13.1 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders immediately upon notification of the successful bidder.
- 13.2 Full payment for the successful bidder is required within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The town council may review the bids submitted and offer the property to another bidder who shall have thirty (30) days to make payment in full or it may order that bids be solicited again.
- 13.3 Title to tax-acquired property shall be transferred only by means of a quit-claim deed. Unless otherwise advised by the Town Attorney, neither the Town and nor any of its employees shall make any representations regarding title to the property.

Article 14. Other Conditions

14.1 The successful bidder shall be responsible for the removal of all occupants and contents of purchased tax-acquired property.

Proposed to town council - March 18, 2013

Adopted by town council – March 18, 2013



Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE TOWN MANAGER

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-725-6659

FAX 207-725-6663

TO: Finance Committee

FROM: John S. Eldridge
Town Manager

DATE: April 6, 2016

RE: Tax Acquired Properties

Attached is a list of properties which the Town has acquired through nonpayment of taxes. As specified in the Tax Acquired Real Estate Policy, the Town Manager presents a list of properties to the Town Council and makes recommendations on the disposition of each property.

At this time I am requesting Finance Committee review of the properties on the attached list. I recommend that these properties be sold, with the final re-acquisition date to be set at June 30, 2016, and the sale date to be set at August 1, 2016.

Please note that the Tax Collector follows the tax collection process as set forth in Title 36 MRSA, Sections 942-943, as well as mailing additional courtesy notices. From the date of commitment of taxes to the date of foreclosure for nonpayment of taxes is a period of nearly 2½ years. Following is a timeline and the steps of the process.

1. Commitment – September 1st; bills mailed in September and March (due dates October and April).
2. Reminder notice – not required, but Brunswick mails a reminder to property owners with taxes remaining unpaid in June.
3. 30 Day Notice of Tax Lien – for taxes remaining unpaid within eight months after commitment. In Brunswick, this notice is mailed in mid-July for outstanding taxes from the prior fiscal year.
4. Recording of Tax Lien Certificate – filed with Cumberland County Registry of Deeds within 10 days after the end of the thirty-day period. This is also called a Tax Lien Mortgage. In Brunswick, the liens are registered in mid- to late-August.
5. 45-30 Day Notice of Impending Foreclosure – for taxes remaining unpaid, as automatic foreclosure date is approaching (18 months from lien date). In Brunswick, this notice is mailed in mid-January.
6. Foreclosure of Tax Lien Certificate – if taxes remain unpaid 18 months from the date of the Tax Lien Certificate, the mortgage is automatically foreclosed. In Brunswick, this occurs in mid- to late-February. For example, taxes committed in September 2011 and not paid as of August 2012 went to lien. These liens, if not paid, automatically foreclosed in February 2014.

Throughout the process, the Tax Collector makes every effort to inform and assist the tax-payer. Payments are accepted on any property at any time during the year, and calculations of outstanding taxes and interest are provided upon request. After the automatic foreclosure, an informational letter is sent, along with a copy of the Town's Tax Acquired Real Estate Policy.

For the properties on the attached list, subsequent letters have been mailed to all prior owners advising them that the Town Manager was proceeding with his review for presentation to the Town Council. Another copy of the Tax Acquired Real Estate Policy was enclosed, along with a request to contact the Finance Office. All interested parties were given an opportunity to come in to discuss their situations and propose a resolution.

It should be noted that during this process we have spoken with many individuals and we recognize the best intentions of the prior owners to pay all obligations to re-acquire the properties. In several cases I received assurances of payment within a reasonable time, and this time has been extended further to allow prior owners additional consideration.

**Town of Brunswick
Tax Acquired Properties**

Parcel	Location	Property	Assessed Value	Total Due 6/30/2016	Foreclosure Date	Comments
046012000000	403 Bath Rd	Single family home (vacant) - land value \$21,800	55,000	\$10,962.46	2/22/13	Per attorney estate is insolvent. Nephew is guardian and unable to pay outstanding taxes. Maine Care recovery is also looking for reimbursement.
022054000096	21 Lynch St	1988 Skyline (Linnhaven)	10,400	\$2,498.38	2/15/08	2/2/09 John spoke w/ mortgagee -TD Banknorth, 7/23/14 selling W Bath property to pay taxes, 9/25/14 issues selling property-will talk w/ bank-has poor credit, 12/4/14 pay bal due by 12/31/14, 3/5/15 closed 6 days ago will pay \$500/money from Brother's estate, 4/23/15 money from Mother's trust, 6/5/15 - 837-7061 mailbox not set up, 7/23/15 out of work waiting for Brother's estate to settle, 3/18/16 explained will be taken to Council, pay ASAP
051001000446	53 Theodore Dr	2002 Astro (Bay Bridge)	32,300	\$5,415.91	2/22/13	6/20/14 Signed TAP cert mail letter, no contact, 3/22/16 Park Manager hand delivered interest calculation
051001000449	58 Theodore Dr	98 Clarion (Bay Bridge)	16,400	\$1,838.37	2/23/12	7/17/10 Signed 09 Notice of Demand, 7/21/14 pd \$800, phone NIS, 3/5/15 sent interest calc, 3/18/16 sent interest calc, no contact
051001000417	70 Franklin Pkwy	91 Commodore (Bay Bridge)	11,300	\$1,365.84	2/18/11	6/23/14 spoke w/ owner, 7/23/14 pay \$200/month, 10/16/2014 pay \$300/month- will extend beyond 12/15 deadline, 1/12/15 pay by end of Feb, 3/6/15 pay \$200/month, 4/23/15 LM (paid \$160), 6/5/15- will make pmt, 7/23/15 LM, 3/18/16 LM, 3/28/16 LM
U08063000000	16 Jordan Ave	Single family home (rental property, occupied) - land value \$25,000	114,700	\$23,137.04	2/22/13	6/27/14 Tricia spoke w/ owner, 12/10/14 John spoke w/ owner, 3/5/15 LM, 3/9/15 is refinancing will know more in 4-6 weeks will keep in touch - No contact since, 3/22/16 LM
02701600F000	195 Casco Rd	68 Americana - land value \$27,000	48,500	\$12,662.37	2/18/11	1/7/11 owner proposed pmt plan of \$600/month, 8/1/14 Self employed carpenter offered to pay \$200/month would take 5+ years to payoff advised he should look for other financing, 3/15/16 mailed int calc, 3/21/16 answered int calc questions - inherited money will be in to pay
051001000035	38 Tufton St	1990 Commodore (Bay Bridge)	8,400	\$4,936.35	9/13/08	2/9/07 Signed 04 & 05 Notice of Demand, 7/16/07 signed 2006 Notice of Demand, 6/17/08 Signed 07 Notice of Demand, 9/17/14 Signed TAP cert mail letter, no contact, 3/18/16 Park Manager hand delivered interest calculation
MP4008000000	946 Mere Pt Rd	Waterfront property - single family home (vacant & uninhabitable)	221,900	\$64,666.87	2/18/11	2/16/11 owner proposed pmt plan of \$500/month, 8/8/12 Stepson trying to pay, 8/7/13 phone NIS - stepson informed owner lost his house in MA & is mentally ill, Stepson to call with payment agreement on 12/5/14-John declined pmt.
051001000330	11 Tufton St	2000 Liberty (Bay Bridge)	37,500	\$4,160.34	2/23/15	3/9/15 Will pay \$600/month starting end of March, 7/23/15 make pmt by end of month, 3/1/16 make monthly pmts just started working again, 3/18/16 LM, 3/28/16 Has until 6/30/16 to pay per John
022054000050	64 Linnell Circle	94 Skyline (Linnhaven)	10,200	\$1,518.05	2/18/11	9/23/14 \$1500 due on 12/5/14 (paid) & balance by 3/1/15, 3/22/16 unemployed has \$8000 Federal lien, can't pay