

Town of Brunswick, Maine

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

Meeting Minutes (Approved 6/16/16)

Committee Members Steve Walker, Jane Millett, Alison Harris

Staff: John Eldridge, Julie Henze,

Others: Richard Fisco, Jean Powers

1. Acknowledgement that Meeting was Properly Noticed

JH confirmed that the meeting was on the Town Calendar

2. Public Comment / Adjustments to agenda

None

3. Approval of meeting minutes from 2/8/16

Alison Harris moved, Jane Millett seconded, to approve the 2/8/16 Finance Committee Meeting minutes. Motion carried unanimously.

4. Finance Report

a. March expenditure & revenue reports

JH presented the monthly budget reports. In the revenues, excise tax is trending higher than budgeted, anticipating \$100K over at year end. Expenditures are expected to be within budget, with the exception of a few lines. Growstown School within Promotion and Development - \$7200 cost of materials put that line over budget. JE responded to questions saying that the school will be open for use this year. Cemetary Care is \$1500 over budget, and is expected to be \$3000 over budget at the end of the year. This is due to the cost of maintenance at Riverside Cemetery. Discussion of the next steps to identify the members/owners.

b. Annual insurance renewal

JH reported that the annual application to renew the Town's insurance with MMA has been completed. The policy with MMA is for property as well as liability insurance. Each year the Finance Department provides a listing of vehicles, equipment and buildings, and completes a questionnaire on Town activities/policies/practices.

c. Auditors Interim visit: 5/31 – 6/3/16

JH announced the scheduling of the auditors' interim visit. This is for the initial testing of the Town's policies and procedures. The auditors will return for two weeks in October to complete the audit of the 6/30/16 financial statements. JH and JE emphasized that the auditors work for the elected body, and will encourage questions and input from the Finance Committee and any Town Councilors.

d. MRRRA TIF advance request

JH informed the committee that the TIF Committee met on Monday afternoon to review a request from MRRRA for a second advance on the TIF revenues that the Town is holding in anticipation of amendment of the Brunswick Landing and Brunswick Executive Airport

development programs, and the adoption of a Credit Enhancement Agreement between the Town and MRRA. The TIF Committee proposed to bring the request to the full Council. The request of \$300,000 is in addition to the \$200,000 previously approved.

5. Tax Acquired Properties

a. Review policy

Included in the packet is a copy of the Tax Acquired Real Estate Policy, adopted by the Town Council on March 18, 2013. Section 6.3 of the policy states that the Town Manager, after review of properties acquired through nonpayment of property taxes, shall make a recommendation on the disposition of each property. The Town Council is responsible to review the Town Manager's recommendation, and make a determination. Section 7 details the procedure in the case where the Council decides/determines to sell the property:

1. Set a final re-acquisition date no more than 90 days from the date of determination.
2. Establish a sale date.

b. Review list of properties

JE provided the Committee with a memo and a list of the properties he has reviewed. He described the nearly 2½ year process of notifications and letters that the owners receive before tax liens foreclose.

c. Recommendation for actions

JE recommends that the properties on the attached list be sold, and the final re-acquisition date be set for June 30, 2016. Additionally he recommends that the sale date be set for August 1, 2016

Discussion of the properties on the list, with a question about one property the Town may want to consider retaining for public purpose. The Finance Committee expressed agreement with the Town Manager's recommendation, and support to bring the list to the full Council for approval.

6. Review list of follow-up items

Next steps with revenue/fee updates

JH updated the Committee on the work being done on researching fees and developing recommendations to bring to the Council. Currently scheduling ambulance fees for late April/early May; Clerks' fees (business licenses, etc.) for late June; Mere Point Wastewater fees for July.

Discussion of ambulance fees and question of 'non-transport'. Town policy is to bill for these.

Recommendation to research how other Towns handle this.

Question about parking fees – particularly enforcement of no parking on sidewalks.

7. Adjourn