

## **Town of Brunswick, Maine**

**Finance Committee Meeting  
Thursday, November 21, 2019  
6:00 – 7:30 PM  
85 Union Street – Council Chambers**

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### **Meeting Minutes** (Approved 12/19/19)

Elected Officials: Christopher Watkinson (chair), Dan Ankeles, John Perreault

Staff: John Eldridge, Julia Henze

**1. Acknowledgement that meeting was properly noticed**

JH confirmed that the meeting was properly noticed.

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

No adjustments to the agenda.

Jean Powers – would like to know if Brunswick will be receiving funds from Portland for asylum seekers transitioned to Brunswick.

**3. Approval of meeting minutes from 10/17/19**

DA moved, JP seconded, (CW absent for vote), approved.

**4. Review of municipal fee schedule – identify areas to research/update**

JH provided committee with the Town’s current “Master Schedule of Revenues, Charges, Fees and Fines”. JH explained that the Town’s fees were formerly included within the language of the ordinance. In 2015, those fees were compiled into a master schedule to facilitate regular review. Beginning in 2016, the Finance Committee has worked with departments to recommend updates to fees. The finance committee last looked at the master schedule of fees in May of 2018.

Upon review, the committee expressed interest in reviewing, in more depth, for consideration of adjusting fees for the following:

- i. Chapter 3 – Alarms
- ii. Chapter 4 – Animals
- iii. Chapter 6.1 – Environmental (JH to look into when fees last altered)
- iv. Chapter 7 – Fire Prevention & Protection (JH will ask the Fire Chief to provide more information on 12/5/19)

*Public Comment:* Jean Powers – concerned that some residents converted from propane to natural gas without obtaining the necessary permits to do so.

- v. Chapter 10 – Licenses and Business Regulations (JE stated that based on recent questions of the Council, the farmer’s market fee will likely be evaluated soon)
  - Public Comment:* Jean Powers – suggests that the farmer’s market fee is disproportionate to the fee for sellers of prepared food on the mall (food trucks) when considering the repairs required to the mall for the farmer’s market traffic.
- vi. Chapter 11.5 – Offenses and Miscellaneous Provisions
- vii. Chapter 14.2 – Unreasonable noise on public ways
- viii. Chapter 15 – Traffic Vehicles
- ix. Chapter 17 – Weapons (specifically, concealed weapons)
- x. Chapter 18 – Consumer Fireworks

The police department enforces majority of fees suggested for review so JH will start the process with the PD to analyze the fees and make any recommendations for updates. Expect to present findings to the FC in early 2020.

The only time sensitive fee alterations (if changes were to occur) would be clerk fees such as for the farmer’s market.

## **5. Long-term financial projections**

### **a. Kate Furbish School debt**

JH received a final estimated construction cost figure from the building committee and, after adding BAN interest costs, bond issuance fees and premium, the total bond is anticipated to be \$26,250,000. JH modeled debt service with an estimated interest rate of 2.75%, and level payments for 15 years, declining for 10 years. Under these assumptions, the first year (2020-21) tax rate impact is estimated to be 3.45% for the debt service on the new school.

### **b. CIP debt projections updated**

CIP debt projections were updated to include the \$26.25 MM bond issue for the new school. FC reviewed updated debt service schedules and discussed upcoming debt retirements, declining payments and the bond issuances for the new school and fire station.

### **c. Budget projections model**

FC reviewed potential tax rate increases based on various municipal and school department expenditure increases.

## **6. Next meeting reminder – December 5, 2019 CIP Workshop at 6:30 PM**

## **7. Adjourn**