

**Town Council Finance Sub-committee Meeting Minutes**  
**COUNCIL CHAMBERS**  
**Falmouth Town Hall**  
**JANUARY 22nd, 2015 – 4:00PM**

Members Attendance: Russell Andersen, Caleb Hemphill

Others in Attendance: Karen Farber (Council Chair); David Goldberg (Town Council Vice Chair)

Nathan Poore (Town Manager); Peter McHugh (Finance Director); Amy Lamontagne (Assistant Town Manager); Pete Clark (Wastewater Superintendent); Ed Tolan (Police Chief); Howard Rice (Fire Chief); Jay Reynolds (Public Works Director); Luck D'Ascanio (Community Programs Director); Jennifer Phinney (IT Director); Susan Gibney (Accountant); Chris Dwinal (PE, Wright-Pierce)

The meeting was called to order @ 4:04PM

1. Approval of the minutes from January 5, 2014 Meeting.
  - a. Councilor Hemphill moved to approve, Councilor Anderson seconded. Motion carried 2-0 (Councilor Mahoney was not present).
2. Cumberland Sewerage Service Agreement Change.
  - a. Chris Dwinal, PE from Wright-Pierce presented the sizing analysis for the Mill Creek Pump Station including average and peak flow projections for both Town of Falmouth and Town of Cumberland.
  - b. Based on those projections, it was recommended that the Use Agreement be amended to increase the Cumberland share of capital costs for the Mill Creek plant upgrade from the current 35% to 43.7% to more accurately reflect Cumberland's share of plant capacity needs.
  - c. A discussion ensued and it was decided that the Finance Committee had no objections to the proposed Use Agreement Amendment.
3. Presentation of the Capital Improvement Budgets for both the Town and Wastewater and the TIF Development Plans.
  - a. Nathan Poore presented the proposed 2016 budget to the Committee which included a variance analysis of this year's budget plan to last year's plan with detailed descriptions of all major spending changes. The primary driver of the \$2.5 million increase over last year's plan was the Library Bond (\$1.5 million) and the PACTS Route One paving project (\$720K) which represented the Town's portion of the \$2.9 million project.
  - b. Nathan then presented the 3 existing TIF plans including the detail spending plans as they currently exist. It was noted that the Route One North and West Falmouth TIF plans will be solidified once planning studies for those areas are complete.
  - c. Finally, the Wastewater Department CIP plan was presented including the estimated Mill Creek upgrade project impact.
  - d. A Q&A session followed the presentation with participation from all meeting attendees.

- i. It was recommended that we create CIP funding of \$10K per year for the Bike-Ped Plan to start so that a fund is in place to implement the plan.
  - ii. Peter McHugh will check the tax rate impact for 2016 and make any necessary changes to keep the tax rate flat in 2016.
  - iii. It was also recommended that we put the replacement of the conference room chairs and the renovation of the Council Dais in the plan.
  - iv. A discussion of the fund balance in the RR Crossing fund resulted in a recommendation to determine what a replacement schedule would look like and then add it to the plan.
  - v. A recommendation was made that we look at allocating a portion of the cost of the Town Assessor to the TIFs since much of the workload of that office would be related to the TIF growth areas yet there was no allocation of those costs in the current TIF plans.
  - vi. There was a question about what made up \$100K in marketing for the Route One TIF in 2016. This will be researched and reported on at the next meeting.
  - vii. Wayfinding expenses need to be added to all TIFs.
- 4. Discussion of the proposed format of the FY2016 Budget book.
  - a. The committee and attending councilors reviewed the format of the FY2015 budget book and recommended continuing with that format with a few additions:
    - i. Add the future impact of the Library Bond to the Debt Ratio section of the budget book and create a debt schedule that details the debt issuance for both the Town and School.
    - ii. Add the Library operating budget to the budget book in the same format that the Town uses.
- 5. Overview of Unassigned Fund Balance
  - a. The group looked at the projected unassigned fund balance and a discussion of proper fund balance levels ensued.
  - b. It was determined that the Unassigned Fund Balance analysis schedule was missing the restricted fund portion of the General Fund and the Finance Director would correct the schedule and email it to the Council.
- 6. Other Issues/Topics
  - a. The group discussed the Town's internal controls and decided that controls were good overall. It was recommended that, going forward, we would require an approval email from the Town Council Chair for all manual checks that are printed before the remainder of that week's warrant to provide those checks with the same timing of approvals as the remaining checks.
- 7. Adjourn
  - a. The meeting adjourned at 7:50PM

Respectfully submitted by Peter McHugh