

Town Council Finance Sub-committee Meeting Minutes

LARGE CONFERENCE ROOM

Falmouth Town Hall

February 8, 2017 – 5:00PM

Members Attendance: Ned Kitchel (Finance Committee Chair), Charlie McBrady (Town Council)

Others in Attendance: Karen Farber (Council Chair), Caleb Hemphill (Town Council), Aaron Svedlow (Town Council), Claudia King (Town Council);

Nathan Poore (Town Manager); Peter McHugh (Finance Director); Amy Lamontagne (Assistant Town Manager); Susan Gibney (Accountant)

The meeting was called to order @ 5:05PM

- The Ned Kitchel moved to approve the minutes of January 11, 2017, seconded by Charlie McBrady. Minutes were approved.
- Nathan presented an overall summary of the Budget process and the materials being presented.
- Nathan then presented the Wastewater budget to the group including an overview of major projects, fund balance and rate history.
 - a. During an overview of the Wastewater Budget proposal Councilor McBrady requested a change in the name of account 7570 from Sewer Rehabilitation to Contingency in order to more accurately reflect the purpose of the account.
- Nathan then presented the Budget worksheets showing a \$.10 or 3.3% increase in the Town Mil rate from \$3.00 to \$3.10.
 - a. Operating expenses are projected to increase 4.3%.
 - b. A large portion of the increase was due to a staff COLA increase and the addition of a Dispatcher, Police Officer, Public Works Project Manager and a Public Works Plow Truck Driver. These positions are all the result of increased demand for services and are necessary to maintain town service levels.
 - c. Councilor Farber asked staff to look into the possibility of re-visiting our contracts with Yarmouth and North Yarmouth (Falmouth provides Dispatch services for both of those Towns) to incorporate some of the cost increases in this budget.
 - d. In addition, there was an increase in Fire Department part-time labor costs necessary to staff an additional ambulance on weekends as demand for those services have increased significantly.
 - e. The Town is adding fiber services to 3 additional town building locations in Town: Fire Station 1 (Foreside Rd), Fire Station 4 (Winn Rd.) and Town Landing (Harbor Building).
 - f. The Library budget proposal was discussed at length and Councilors had concerns about the proposed increase in the % of the library budget supported by the Town to almost 85%. The library will present a new budget at the next Finance Committee. Councilor King will reach out to the library board to voice the Council's concerns about the budget.
 - i. Councilor Farber asked staff to check the Library MOU to see if there is a hard ceiling on the % of library support provided by the Town.

- g. Nathan then reviewed the Community Programs Special Revenue Fund as it contained a new before and after school program that required a part-time employee to be moved to full-time.
 - i. The new Before and After School Program has been a big success and has solved the fund balance issue identified in last year's budget while funding the full-time position and reducing the Town appropriation to that fund by \$50,000 in FY2018.
 - 1. Councilor Svedlow requested staff to look into scholarships for the before and after school program as well as other scholarship opportunities.
 - h. Councilor Farber asked how things were going with the County Assessing relationship. Staff replied that things are going very well and continue to save the Town significant money each year.
 - i. Town non-tax revenues are projected to increase 6.6% over FY2017 Budget levels primarily due to excise tax and interest income.
 - j. Nathan mentioned that senior tax relief is not included in the current budget proposal and was looking for guidance from the group on how to proceed.
 - i. The group decided they would like staff to forward the program description to them and minutes from the November Finance Committee meeting so that they can discuss this program at the next Committee meeting.
- Staff provided an overview of additional changes and presentation items contained in the FY2017 proposed FY17 CIP, Special Revenue and TIF Budget schedules.
 - Adjourn – Councilor Kitchel adjourned the meeting at 7:35PM.

Respectfully submitted by Peter McHugh