

Meeting of the Finance Committee

August 18, 2004

Attending: Todd Abbott, John Carter, Brenda Edgerly, David Fedrizzi, Rebekah, Higgins, Cindy Moore

Also Attending: Nancy Brandt, Bob Fay, Douglas Fogli

The meeting opened at 7:00 with a welcome to returning member, Cindy Moore and new member to the committee, Rebekah Higgins. David began business with a discussion of the development of the Capital Improvement Plan. It was decided that the heads of all town departments need to submit their budget requests in the same form, listing needs by line item. The deadline for receipt of these plans is October 2, 2004. Nancy did distribute a packet to the committee which included a template for departments to use. It will need to be duplicated 5 times (one for each year of the plan). Department heads will be required to meet with the Finance Committee to discuss the requirements of this Capital Plan project and allow department heads to ask questions. The Capital Plan can be revised and modified yearly. As we look forward to this election period and the Citizens' Initiative issue, the town and its departments will need to be flexible in areas of personnel and growth.

It was further mentioned that the SAD 57 will be increasing class size and reducing the number of teachers and non essential personnel. SADs will not have to comply with the Palesky movement but municipal school systems will.

Nancy indicated that, after meeting with Jerry Daigle, the Assessor, it is possible that Waterboro could expect a shortfall of revenues in the vicinity of \$830,000.00 to \$1,000,000.00, depending on what is allowed for debt. The attorney will be meeting with the Selectmen for a workshop to discuss some of the ramifications of the impact of this initiative. This committee will be checking with other towns to compare health costs that other municipalities pay on their employees. We need to be aware of areas where budget can be cut.

It was suggested that a comparison of the budget items for the most recent three year period be conducted for each department in town. This comparison will indicate where significant spending occurs and where future spending can be expected.

GASP 35 has not been completed but is due soon. An appraiser is needed to evaluate the Taylor House. It is hoped that all other areas can be completed and then add in the Taylor House value at a later date.

Doug mentioned that the Water District has got a signed contract. He indicated that less than 2 hours per quarter are offered from the Water District secretary. Hydrant rental will increase significantly. Rental is equal to 1/2 of operating budget of the Water District.

Rapid Renewal registration program does reimburse the towns with the excise fees. This reimbursement is completed the next business day, however, the towns do lose the agent fees.

The Purchase Order Policy has been changed to an Ordinance. This will require the Town Administrator or one Selectman to sign the warrant for payments and purchases. All budget items can be signed by the Administrator but non budget requests will need to be approved by at least one Selectman and the Administrator.

Rescue billing and collections was discussed. A policy has never been completed regarding this process of billing and the collection of unpaid funds. This is one area that will need to be addressed by the Selectmen.

Beginning on September 1st, Patterson and Associates will be reconciling Waterboro's books to prepare for the audit. All balances will be accurate to June 1, 2004. Proposals for the audit have been requested and should be received by August 30, 2004.

The Finance Committee agreed to act on the following

1. Development of a Capital Plan by Department
2. Review a 3 year budget plan and spreadsheet (Cut budgets or increase revenues to realize \$830,000.00 shortfall indicated by Mr. Daigle) Review appropriations on warrants back to 2000

3. Review cost of employee benefits

4. Review the Capital Plan from other towns

5. Schedule a meeting with Department heads to meet with Nancy, and the Finance Committee to discuss procedures for developing department's five year plan:

Todd agreed to co-chair this committee with Dave Fedrizzi for this next year

The next meetings of this committee will be August 25th, September 1st and 22nd at 7:00 p.m.

The meeting adjourned at 9:00.

Respectfully submitted,

Wendy L. Carte:

Secretary