

**FINANCE COMMITTEE MINUTES
AUGUST 9, 2006**

ATTENDING: Todd Abbott, Tina Cote, Brenda Edgerly, Joe Simpson, Paul Verrell, Janice Young

NOT ATTENDING: Dan Babb

ALSO ATTENDING: Bob Fay, Jon Gale, Julie Giles (Treasurer), Evan Grover, Cindy Moore, Ron Smith (Auditor), Dwayne Woodsome

The meeting was opened by Mr. Abbott at 6:20 with a request to the Auditor to explain 'Line-item budgeting'. Mr. Smith explained that some departments (Roads, for example) need to identify all areas within a project and indicate the monies applied to each area. It is necessary for each department to identify areas under its domain that are 'Capital' and establish priorities within the department. The Capital Improvement Plans must be approved by the Selectmen by September 1st, 2006.

The Auditor explained that there are many choices available for reports. Some of these choices may be combined. He further suggested that all departments have the same form for reporting systems. The creation of a suitable form will continue to be a work in progress until all departments and management is/are satisfied with the information on the form. He will offer the Finance Committee copies of all viable forms within 2 weeks. This committee can peruse the forms and make suggestions before any are employed.

Mr. Smith further agreed that renovations to the Old Town Hall would be considered "Capital". Any investment that will enhance the value or life expectancy and/or longevity of an item by at least one year and has a cost of more than \$5,000.00 would qualify as "Capital". HE further suggested that each department develop a 3, 5 and 10 year Capital Plan/Budget.

A Road Management Software program is available through the state and would greatly improve the town's awareness of the conditions of the roads. The development of new roads and the improvement of existing roads would definitely be considered a Capital expenditure. A road inventory should be developed. The Auditor suggested that the Finance Committee, Road Review Committee and Road Commissioner contact him for inventory and management information. The infrastructure of the town is second in importance to the education system.

The Finance Committee is to get copies of all department budget forms.

The Administrator will be contacted regarding the establishment of dates for workshops with all departments regarding Budgets and Capital Plans.

OLD BUSINESS

1. A discussion of the PSAP (Dispatch Center) followed. A suggestion was made regarding the location of a dispatch center in Waterboro, as the new Fire Station was constructed with an area for dispatch in mind, and recognizing the fact that Waterboro can be considered the hub of this portion of the county. Surrounding areas could pay to support a Waterboro dispatch center. Selectman Grover indicated that the decision on locating a Dispatch center here is more complicated. Sanford is identified as a favored location and is currently the center for dispatch. Due to the improvements in communications and towers, the location of a center is not necessarily relevant. It is important to note that the York County Sheriff's Department will not be dispatched by any service other than Sanford.

2. Mr. Grover went on to say that the Board of Selectmen established plans for goal setting at a Selectmen's workshop. Capital plans and budgets are part of the goal-setting plans. Goals, dates and commitments were agreed on by the Selectmen in attendance at this workshop. He indicated that agenda items of goals will be forwarded to the Finance Committee with dates. Mr. Grover further stated that deadlines have been lax in the past but that now deadlines will be met with consequences to follow.

3. Mr. Abbott reported that a fire truck has been leased as an apparent 'emergency' expenditure. Details of the lease agreement are not clear. It is up to the voting citizens of Waterboro to decide on payment arrangement for the new fire truck.

4. No information regarding SAD 57

5. There was not enough time to report on sub-committee reports.

6. The Finance Committee will submit a written request to the Board of Selectmen for funding for this current year as this was overlooked during the '07 budget process.

7. The next meeting will take place on August 16th at 7:00. For the future, the Finance Committee will change the dates of their meetings to the 1st and 3rd Wednesdays of the month to comply with the availability of the current FC members.

The meeting adjourned at 9:15.

Respectfully submitted,
Wendy Carter, Secretary

