



MINUTES FINANCE COMMITTEE JANUARY 25, 2021

Heather Ward - member 2021
Curtis Lunt - member 2023
Dan Leeman - 2022
Jesse Zack - 2023
Noly Lopez - 2022
Kayla Tierney
Haley McCrater
Diane Barnes
Richard Green
Norm Albert
Tracy Austin

1. **CALL TO ORDER:** The Chair, Heather Ward called the meeting to order at 5:00 PM.
2. **ROLL CALL:** Regular members present were Dan Leeman, Heather Ward, Jesse Zack, Noly Lopez, and Curt Lunt. Finance Director, Kayla Tierney and Town Manager, Diane Barnes were also present. In addition, the Town Council liaison, Norm Albert and School Committee liaison, Tracy Austin were also present.

3. WRITTEN COMMUNICATIONS:

Minutes of the December 28, 2020: the meeting minutes of December 28, 2020 were distributed to all of the members. The Chair asked if there were corrections or additions; hearing none, a vote was made.

VOTE (2020-13) Curt Lunt made the motion to approve the December 28, 2020 Minutes as presented; Noly Lopez seconded the motion.

Vote 5-0 Carried.

4. NEW BUSINESS:

a. Scheduling of Meetings

INTRODUCTION: The Chair asked the Committee if the current meeting days/times are working for all Committee Members; if not, should we make any adjustments?

COMMITTEE COMMENTS:

Tracy Austin had commented that the School Committee meets on the second and fourth Monday of the Month and if we were to have back to back meetings, she asked that the School Department related Agenda items be towards the beginning of the Agenda.

Topic of format of the meeting was discussed: in person versus zoom. It was brought to the Committee's attention that if we were to have zoom meetings, we need to have the ability for audience participation in our meetings. Heather Ward said that in Zoom, there is the ability to raise your hand. Norm Albert had offered the idea of a chat feature and he will take as an action item to the Council to look at Zoom and a chat function. For the time being, we would need to have someone provide their email address to receive messages from the members of the community.

The timing of the budget meetings was also discussed; would we coincide the budget workshops with Council or do more meetings for the Finance Committee? This topic would be brought to Council for input and discussed at the next meeting.

b. Summary Financials

INTRODUCTION: School Business Manager, Haley McCrater, presented the Financials that she presents to the School Committee during their regularly scheduled meetings. Finance Director, Kayla Tierney, presented the Financials that she presents to the Council during their regularly scheduled meetings.

COMMITTEE COMMENTS:

From an educational standpoint, it was asked for Haley to describe the format/layout of the school financials. Haley went over the Revenues and Expenses that all listed by account. She then explained

that they add together the spent and encumbered amounts to give them their total amounts; the encumbered column should zero out by the end of the year. Haley went over the Revenue report and explained that the first column is what they are expecting to receive for revenue. The Expense report is broken out by departments. Tracy Austin had said that the State of Maine asks the Schools to present the revenue and expense reports in this manner, detailing out the chart of accounts.

Heather Ward asked Tracy and Haley if there can be a key that can be provided during budget season or a summary page of each Revenue and Expense since the reports are so large.

Kayla Tierney presented the Town's Financial Reports for both Revenue and Expenses. Kayla explained how she produces the reports on a summary level and it is broken down by funds, organizations and departments for both the revenue and expense reports.

Curt Lunt had asked Kayla Tierney about the budgeted Revenue Sharing amount of \$800,000. Kayla had explained that this time last year when we were doing budget season, a lot had changed between January and June 2020; the onset of Covid-19 brought about a lot of uncertainty for the future. We are seeing that we are receiving more than we had expected for Revenue Sharing but we were conservative in our budget because we truly were not certain about the repercussions from Covid-19 on a State Revenue level downward to the municipalities. Curt asked Kayla if she thinks that the current trend will continue. Kayla responded that it is hard to tell but she thinks that we need to keep an eye on Revenue Sharing because we may not be seeing the numbers that we currently are for the upcoming fiscal years.

c. Draft CIP Presentation

INTRODUCTION: Kayla Tierney, Finance Director presented the Draft CIP for the Town, Water Department and the School Department; she noted that this is still in draft and budget meetings with the department heads are in the upcoming weeks.

COMMITTEE COMMENTS:

Curt Lunt had commented that he liked the format changes and that it is presented in a report format. Heather had agreed with Curt in that the readability of the CIP was an improvement from the previous fiscal year(s). As far as the formatting, all thought that it was really well done. Questions on the content are to be discussed at the next Finance Committee meeting.

5. OTHER BUSINESS

a. Transfer Station

INTRODUCTION: The Finance Director, Kayla Tierney, introduced Public Works Director, Randy Cyr and Tom Boughter from Maine Scale, LLC for the next presentation.

COMMITTEE COMMENTS:

Tom from Maine Scale, LLC had come over to our Transfer Station with Ray Soucy to check out the layout of the transfer station. Tom had commented how surprised he was to see how busy our transfer station is. He had also commented that the layout of the transfer station for traffic flow is a bit narrow for putting in a scale because cars would have to weigh first upon arrival and then again after disposal. The premise would be that the resident pays the difference (weigh in and weight out) to dispose of their trash.

Tom had given the estimated amount of \$37,000 for the cost of the equipment and installation. He further commented that we could recoup the loss from the facility and transferring it to individuals with bulky waste to offset the losses.

OBW – electronics, appliances, etc. would be at a separate fee.

6. ADJOURN:

VOTE (2020-14) Curt Lunt, seconded by Dan Leeman, moved to adjourn at 6:15PM.

Vote 5-0 Carried.



Kayla Tierney, Finance Director

Date Approved: 3/1/2021