

Town Council Finance Sub-committee Meeting Minutes
LARGE CONFERENCE ROOM, SECOND FLOOR
FALMOUTH TOWN HALL
November 13, 2013 – 5:30PM

Members Attendance: Karen Farber, Claudia King, Russell Andersen

Others Attendance: Nathan Poore (Town Manager); Robert Boschen (Finance Director)

1. Approve minutes from the September 23rd, 2013 meeting.

- Chairperson Farber noted a change to be made in the members' attendance list. The minutes were approved to include this change.

2. Confirm September 23rd meeting changes to original FY14:

- Calendar of Finance Committee meetings and FY15 Budget Milestones
 - Draft calendar was reviewed and preliminary dates were confirmed or changed. The calendar accompanies these minutes. It was also requested that the Finance Committee meetings be put on a separate calendar for the Council.
 - Rob Boschen is to contact Dan O'Shea (Business Manager/Finance Director) at the School to confirm the December 18th Finance Committee date involving the Schools is acceptable.
 - Chairperson Farber will reach out to the Library to confirm the January 6th Finance Committee date involving the Library is acceptable.
- Important Issues to be addressed in the FY14 Year
 - The important topics to be reviewed by the Finance Committee outside of the standard budget process were discussed and assigned dates. See the accompanying calendar.

3. Discuss Fee Analyses

- Review proposed increase in Harbor Fees
 - A request was made to find the last time fees were raised.
 - A preliminary recommendation was made to convert the Harbor Department into an enterprise fund like Wastewater.
 - After discussion, Chairperson Farber felt it best to consider this over a longer period and the idea should be brought to the larger Council.
 - The current recommendation is that no fees should be changed for the current FY14 year, but that they should be addressed for the FY 15 budget year.
- Discuss timing and progress on Other Fees
 - It was noted

1. A Wastewater fee analysis will be done during the current FY15 budget planning cycle.
2. An analysis of planning fees will be done during the current FY15 budget planning cycle.
3. Recreation and Transfer Station fees have been addressed recently and may be considered after the other three categories above are addressed.

4. Recap on covering of budget shortfall from Augusta

- There was a quick overview of how the Town can address the current shortfall in Revenue Sharing. Administration feels it can address this issue as it has proposed in the past. Auto excise revenues are more favorable than expected, making the use of other available funds unnecessary.

5. Overview of Unassigned Fund Balance

- What it is.
- Where it stands.
- The unassigned fund balance discussion was delayed. Chairperson Farber requested Committee Members send their questions on this subject to the Town Manager and Finance Director. They will then answer these questions in a group and share them with the Committee as a whole.

6. Other issues/topics.

- None discussed

7. Adjourn

- The meeting adjourned circa 6:55 PM.

Respectfully submitted by Robert Boschen