

**Town of Old Orchard Beach  
Finance Committee Meeting Minutes  
Wednesday, March 7 at 6:30 PM  
Town Hall - Town Council Chambers**

Present: Jim Duclos, Michael Gray, Neal Weinstein, John Bird, Reza Namin, Larry Littlefield  
(joined per conference call as non-voting attendee)

Absent: Jerome Plante

The meeting was opened at 6:32 PM.

1. Review of Minutes from Previous Meeting

*Minutes of from meeting held February 1, 2012: John Bird noted that the date of the new charter should be July 1, 2012, not July 1, 2013. Update made to minutes regarding this date. Motion made by John Bird to approve updated minutes. Seconded by Reza Namin. Passed unanimously.*

2. Review current Budget

*With the new Town Manager and Finance Director, we have not been able to establish a regular delivery of the current budget. We hope to have that change for the coming year and will be asking the Administration for that information.*

3. Update on FY12-13 Budget Process

*At this point, it looks like we will have a Budget presentation on March 27<sup>th</sup>. The workshop schedule has not been set. (Update since the meeting – the Budget Presentation will be March 29 at 7 PM. Workshop Schedule is being released to the Finance Committee as well.)*

*There was discussion as to what we will see if the new Budget format. This late in the game, it was suggested that we will simply have to “wait and see” what we are given. Committee members will be asked to attend as many budget sessions as possible and may be given assignments specific to certain departments.*

4. Making Reports to the Town Council

*The Finance Committee plans to make quarterly reports to the Council. John Bird asked that we might be given anything that the Council sees as it pertains to the Town’s finances. If we are going to be advising the Council on financial matters, we need to be informed of all financial issues. That recommendation will be brought forward to the Council and Administration as well.*

*The Finance Committee will also be looking for two-way communication with the Council. Reza Namin suggested that the Councilors give us their “Top 4 Challenges”.*

*Others asked that the Council identify issues for us to discuss and debate. The Committee feels that our role is best served in being a “fiscal sounding board” and advising the Council in financial matters. With that in mind, the Committee would be making reports that not only reflect the majority opinion, but also the minority opinion. It appears that the Committee wishes to remain relatively non-adversarial but still live up to our fiduciary responsibility.*

#### 5. Roundtable: Capital Improvements Program

*There was a lot of good discussion regarding our Capital Improvements Program. The Committee quickly realized that we need to look at developing a solid program, not just a list of capital needs. As such, we identified that input will be needed from many different groups such as the Administration, Department Heads, Town Councilors, and private citizens.*

*Kittery was raised as a town that had a good CIP process in place and it was suggested that we look to them for a sample process. Jim Duclos and Larry Littlefield were both going to work on getting a copy of their program for discussion.*

*Further discussion took place as to what exactly a program like this would cover. What exactly is a “capital improvement”? Is there a dollar component? A time component? Does an item need to fit a certain purpose? Does it involve bond packages? At this point, the Committee had far more questions than answers.*

*The Committee will concentrate on building an effective CIP process over the next several months and will work with the Council and Administration to create a process that works for everyone.*

#### 6. Roundtable: Ideas for Revenue Sources

*Revenue projections still remain relatively bleak for our current sources. The RSU’s external revenue sources are shrinking considerably this year. Some ideas that the Committee may look at going forward include:*

- *The possibility of a targeted local option sales tax*
- *Offseason commercial and municipal dumping fees for our Wastewater Treatment Facility*
- *Cost shifting of certain services from broad-based taxation to the largest users of a service such as sewer user fees*
- *Increased and/or updated licensing fees for businesses and individuals*
- *The possibility of creating a Director of Grants and Business Development for the Town of OOB*

*The Committee also had questions about how we are accounting for revenue such as our Rescue Call fees and monies collected from the sale of seized items.*

#### 7. Roundtable: Ideas for Possible Spending Cuts

*Reza Namin suggested that we should refer to this as “Ideas for Possible Cost Controls” rather than “Cuts”. In keeping with our non-adversarial role, this seemed to make sense to the Committee.*

*Some of the ideas that the Committee might like to explore going forward:*

- *Are there places where we might be able to consolidate services with neighboring communities or within departments?*
- *Are there places where we might benefit from Regionalization? We had heard that Saco and Biddeford are in discussions regarding the consolidation of their Fire Departments. Is this something that might be beneficial for us?*
- *It was suggested that we go out to bid more often, especially if we have been with the same vendor for more than three years.*
- *With the recent approval of Union contracts, Committee members were wondering why there wasn’t consultation with the Finance Committee regarding the financial pieces of those contracts.*
- *Specific items in the budget were also discussed as were specific positions within the Town of Old Orchard Beach.*

#### 8. Other concerns

*John Bird mentioned that Southern Maine Regional is working with our Town Planner, Jeffrey Hinderliter, and the Comprehensive Plan Committee on updating our Comprehensive Plan. The Finance Committee thought it might be a good idea to ask the Town Planner to come to a meeting and discuss the Comprehensive Plan with the Finance Committee as it pertains to future financial planning for the Town. In particular, the Committee was interested in how our seasonality affects our future planning and how that might be addressed from a financial standpoint.*

#### 9. Adjourn

The meeting was adjourned at 8:07 PM



Michael Gray, Chair