

**Town of Old Orchard Beach
Finance Committee Meeting Minutes
Wednesday, December 12 at 6:30 PM
Town Hall – Main Conference Room**

Present: Jim Duclos, Michael Gray, Larry Littlefield, John Bird

Absent: Neal Weinstein, Reza Namin, Jerome Plante

Meeting opened at 6:30 PM

1. Review of Minutes from Previous Meeting
Minutes are all up to date on the Town of Old Orchard Beach website
2. Discussion: Upcoming Budget Process and Survey Results
Larry Littlefield had administered a survey to most of the previous Council as well as members of the Administration and Finance Committee. It was decided that we will give the survey to the new Council as written at our first opportunity. (After contacting the Council Chair, it was brought to the attention of the Committee that a date would be set for a Council Workshop regarding the upcoming budget. That would be the best time to give any updates or materials.)
3. Discussion: Agency Requests Process
John Bird brought in a draft for an Agency Request Letter. The idea would be that requests would be made to the Town for agency funding. This letter would be returned to the Agency in question with a standard list of questions. This would provide the Council with similar information for each request. Slight modifications were made to the letter for clarity. A new draft will be brought to the next meeting.
4. Discussion: Capital Improvement Plan Process
As far as the Committee is concerned, we are waiting for feedback and implementation from the Town Council. We plan to ask for a time to officially present the Council with our plan in an open forum. (Again, after contacting the Council Chair, it was brought to the attention of the Committee that a date would be set for a Council Workshop regarding the upcoming budget. That would be the best time to give any updates or materials.)
5. Other concerns
6. Adjourn



Michael Gray, Chair