

**Town of Old Orchard Beach  
Finance Committee Meeting Minutes  
Thursday, March 23, 2017, 5:45 pm  
Location: Police Department Community Room**

**Present:** (Chair) Dr. Reza Namin, (Vice Chair) Jim Duclos, Todd Bassett, Jay Reynolds, John Gallo, Diana Asanza (Finance Director)

1. Chair Reza Namin started the meeting at 5:45.
2. Approval of meeting minutes: Jay made a motion to approve the meeting minutes for the March 15<sup>th</sup> meeting. John seconded the motion. The motion was approved unanimously.
3. CIP Review: The committee discussed and outlined the ranking system that was used in prior years to rank the individual CIP requests. In summary, the rankings are as follows:  
0=Strongly Disapprove; 1= Disapprove; 2=Somewhat Disapprove;  
3=Somewhat Approve; 4=Approve; 5=Strongly Approve.

Diana provided updated CIP sheets, which contained an additional column. This column shows The Town Manager's recommendations as it was initially presented to the Town Council. The Town Manager's recommended initial budget for CIP is approximately 1.3 Million Dollars., which equates to a new proposed Mil. Rate of \$15.94 (per thousand). The committee discussed the larger context of the budget. Department requests total approximately 3.2 Million, while the Town Manager's initial budget is 1.3 Million. The committee agreed to proceed with ranking all of the departmental requests, as they were previously presented to the committee.

Diana provided the committee with a condensed CIP request sheet for the committee's use.

The committee discussed some of the CIP requests on a department-by-department basis. Each committee member is tasked with ranking each individual CIP request using the ranking system. Those rankings will be sent to Reza, who will compile them and provide an average score for each. The rankings and score will then be included in a letter to the Town Manager and Town Council, which will be sent prior to the next Town Council Budget meeting. The next Town Council meeting to discuss the budget is on April 4, 2017.

4. Meetings and Other Business: None
5. Meeting was adjourned at 6:35 pm.

*Submitted for review/approval by: Jay Reynolds*