

BUDGET COMMITTEE MEETING MINUTES
THURSDAY, DECEMBER 5, 2013
6:30 P.M. SELECTMEN'S MEETING ROOM

Budget Committee present: Donna Palmer, Pamela Ames, David Holman, Ande Smith, Candy Burgess, Thaddeus Day

Budget Committee absent: Jeffrey Shorey, Brian Sites

Selectmen present: Steve Palmer, Clark Whitter (Budget Committee liaison)

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Thaddeus Day, Vice-Chair, presided over the meeting while Jeff Shorey is out on medical leave.

I. Review of prior meeting minutes, and acceptance

Ande Smith made a motion to approve the Nov. 20 meeting minutes, seconded by David Holman. The vote was 6 Yes.

II. Discussion of By-Laws, and finalization

Ande attended a Maine Municipal Association course and learned that we should have 5 out of 8 for a 'supermajority' (term included in Section 4 of our proposed bylaws), but the ordinance has to come from the Board of Selectmen.

Ande made a motion to amend the By-Laws to our satisfaction and to provisionally accept these By-Laws, then vote to accept them at our next Budget Committee meeting. Per Section 6, we will give 'notice' for a 'public hearing on the proposed amendment(s)' by including this when we post our Agenda. We will also allow for public comment at our next meeting.

Discussion about specific changes to the bylaws ensued.

Section 3. Meetings

Candy made a motion, Ande seconded it and motion carried, to:

Add the word 'be' to the first paragraph, so it reads, '...but shall at no time be less than 3 meetings per fiscal year.' and the word 'to' to the third paragraph, so it reads, '...notice of the time, place and business of the meeting shall be given to each member ...'

Section 4. Voting

David made a motion, Ande seconded it and motion carried, to:

Add 'at least' to the first sentence, so it reads, 'A quorum shall consist of at least four ...'

Ande made a motion, David seconded it and motion carried, to:

In paragraph 4, change the word 'supermajority' to 'majority'

Section 6. Waivers, Amendments

This Section was informally accepted, and we'll vote on this at our next Budget Committee meeting.

Section 7. ~~Forfeiture of Office~~, Attendance

Pamela made a motion, David seconded it and motion carried, to:

Change the name of this Section to 'Attendance' and shorten the first paragraph to read, 'The position of a committee member shall become vacant upon death, resignation, non-acceptance, or removal from office in any manner.'

Pamela made a motion, Ande seconded it and motion carried, to:

Change the second paragraph to read, 'If a committee member has failed to attend three (3) consecutive Budget Committee meetings without being excused by the Chair, the Budget Committee may vote to recommend the removal of that committee member to the Board of Selectmen.'

III. Review and update Guidelines and Procedures (located behind Tab B in brown folder) Annual Tasks:

In November, hear report on the annual audit and the investment portfolio. Write report of audit findings for Town Report. Discuss audit recommendations and identify which ones have been implemented.

Budget Committee asked selectmen about the investment portfolio. Due to high fees, an Investment Portfolio Subcommittee has been formed, comprised of Marnie Diffin and Mark Girard, to rewrite the investment policy. Thaddeus will ask to be added to this subcommittee.

Thaddeus will ask Marnie for the complete Annual Audit report, which the Budget Committee is still awaiting.

Selectmen Clark Whittier and Steve Palmer addressed our prior requests for:

1) results of Marnie's Wescustogo Hall insurance research

Steve stated that, as discussed at the Board of Selectmen's Dec. 3 meeting, the town can receive a \$534,000 check for Actual Cash Value. However, they are waiting to hear recommendations from the Economic Development and Sustainability Committee during the Board's Dec. 17 meeting.

2) results of Marnie's research about the maintenance costs once North Yarmouth Memorial School is transferred from the School District to the town.

During the Board of Selectmen's Dec. 17 meeting, the selectmen will vote to 'accept NYMS' or they may defer the vote into January. The public needs to know the costs involved for minimal maintenance, security, insurance, and utilities; this research is still in process. The Board is also looking at 'mothballing' the building, e.g draining all the

water from the boiler, sprinkler system, etc. and keeping the building cold during the winter. The Board of Selectmen is also getting a cost estimate to demolish the building.

Steve clarified that Cumberland/North Yarmouth Recreation Department doesn't need North Yarmouth Memorial School for its programs. They're using other schools for their programs.

Board of Selectmen asked engineers to look at septic system capacity and impact on the Yarmouth Water District's nearby wells, before pursuing possible developers.

Pamela suggested that we minimize the need to modify this document by not naming the actual months, but instead using the number of weeks ahead of the Town Meeting date (in this case, April 12, 2014), so if there are other changes to the timing of Town Meeting, the Budget Committee can flex to meet its timetable needs.

Candy Burgess and Ande Smith need to receive their brown folders from the Budget Committee's first meeting. Thad will follow up with the Town Office to make sure this happens.

IV. Develop this year's timeline and draft dates for Marnie's input.
Thad will review with Marnie the timeline that appears in our 'Guidelines and Procedures' document and make any necessary adjustments, mostly due to the acceleration of Town Meeting from June to April 12, 2014. Then the Budget Committee will know if their subcommittee should perform the physical review of capital assets in December (rather than wait for January which is when the department heads will be presenting their needs to us and the Selectmen).

V. Other Business

Next Meetings:

Dec. 19, 6:30 p.m. (hold for a possible meeting)

Jan. 9, 6:30 p.m.

VI. Adjournment

At 7:52 p.m. the committee unanimously voted to adjourn.