

**Charter Commission
Meeting Minutes
February 27, 2024**

Members present: Dwayne Woodsome, Lori Anthony, Nadine Molloy, David Barker, Hedy Smith and Nancy Brandt. Absent: Marina Gagne and Steve Ross.
Others present: Town Administrator Matt Bors and Board of Selectmen Chair Dennis Abbott.

Workshop with Town Administrator Matt Bors: Questions were previously sent to Matt Bors to review prior to the workshop.

Question 1: Would like clarification on that the Finance Director is not a permanent position, duties were pulled from the Treasurer position to the Finance Director. Will this be permanent or P/T what are the duties?

Question 2: Commission has held some discussion on Human Resources and would like to continue the discussion with Town Administrator regarding clarification on F/T, P/T what exactly are the duties performed etc. and if this should be included as a dept. head.

Matt Bors explained that the Board in budget 2022-originally was to take the workload off of the Deputy Treasurer and also be the front person for customer service. Also, working on trainings require by BLS (Bureau of Labor Standards).

Question 3: Is this process being used and how does it work?

Section 905 – Budget Establishes Appropriation. From the date of adoption of the budget, the several amounts stated therein as proposed appropriations shall be and become appropriated to the several offices, departments and agencies and purposes therein named. Within the last three (3) months of the fiscal year, the Town Administrator may transfer, without Board Council approval, any unencumbered appropriations or portion thereof between general classifications of expenditures within a department, office or agency not to exceed an amount to be determined by the Board on an annual basis. Transfers in excess of this amount must be approved the Board.

Matt Bors explained that this has worked well in the past. Have had 3 to 4 budget line overdrawn and the Board does approved the amounts.

Question 4: Is there a current Crisis Fund?

Section 908 – General Fund Balance Level and Restriction of Use.

Crisis Fund. The Town Treasurer shall maintain a Crisis fund which shall be separately invested in a proprietary account with interest to be retained therein. The Crisis fund shall be maintained at a level not less than one twelfth (1/12) of the approved appropriation for the municipal budget, the Town's portion of the RSU #57 local assessment, county tax and overlay.

At any time in the budget year the Board of Selectmen may, after notice from the Treasurer, call a Special ~~Town Meeting~~ *Referendum Election* for the purpose of making appropriations from the

Crisis fund. The expenditures shall meet an essential municipal need to protect the public health, safety and welfare. The needs may be caused by severe economic decline, any natural disaster or sudden event outside the control of the Board. Said appropriations shall be adopted by a favorable vote of a Special Town Meeting. Said resolution shall specifically identify the public necessity and contain the precise use of the funds. The Article shall also contain a plan not to exceed a five (5) year period to restore the Crisis Fund to the prescribed level.

Whenever the Crisis Fund is less than the prescribed level, the Board shall be required to formulate a plan within ninety (90) days to restore the Crisis Fund to the prescribed level. The restoration of the Crisis Fund shall not exceed a five (5) year period.

Matt Bors explained that there is a Crisis Fund 2.6 million for FY 22 1.5 million. Funds have been used \$600,000.00 has been used for two years as Surplus.

Question 5: Is there a current capital program? Should it be 3 or 5 year plan? Updated schedule? Should Public Works Director be part of preparing the program?

Section 909 – Capital Program. The Town Administrator, in conjunction with the Budget Committee and department heads, shall prepare and submit a three (3) year Capital Program at least sixty (60) days prior to the final date for submission of the budget to the Board of Selectmen. The Capital Program shall include:

1. A clear general summary of its contents.
2. A list of all capital improvements which are proposed to be undertaken during the three (3) fiscal years next ensuing, with appropriate supporting information as to the necessities for such improvements.
3. Cost estimates, methods of financing and recommended time schedules for each such improvement.
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

The Board of Selectman shall fix the time and place for holding a Public Hearing on the Capital Program and shall give public notice of such hearing. The Board of Selectmen shall adopt the Capital Program with or without amendments after such public hearing.

Matt Bors explained yes and no on a Capital Program. There is a Capital Plan done on an annual basis. Does not feel should be a five year plan but the Fire Dept. has a plan on Fire Equipment. Estimates are obtained each year. Has taken a look at the Town of Standish Capital Plan and would like to follow that. David Barker added that have a one year budget and hard to get people to attend public hearings. Matt Bors added that posting to the website is by one person and if that person is out, there are no postings to the site. Discussion was held on public notification and committee members.

Approve minutes of January 23, 2024: Nadine Molloy made the motion to approve the minutes of the January 23, 2024 meeting; motion seconded by Dwayne Woodsome. Motion carries 5-0-1 with Hedy Smith abstaining as she was not present at the meeting.

Approve minutes of the February 13, 2024 meeting: Nadine Molloy made the motion to approve the minutes of the February 13, 2024 meeting; motion seconded by Dwayne Woodsome. Motion carries 5-0-1 with Hedy Smith abstaining as she had not reviewed the minutes.

Review of Article 7 Municipal Elections
Will be put on the March 12, 2024 agenda

Review of Article 9 Business and Financial Provisions
Will be put on the March 12, 2024 agenda.

Review of Article 9 Capital Program
Will be put on the March 12, 2024 agenda.

Review of Article 3-Ordinances
Will be put on the March 12, 2024 agenda.

Agenda items for March 12, 2024
Review of Article 1 Grant Powers To The Town; Review for transparency.

Commission will ask for Town Attorney Natalie Burns to attend a workshop in mid-April or when convenient for her to attend.

Motion to adjourn was made at 7:50 p.m.

Respectfully submitted,

Nancy Brandt, Secretary