

**Town of Old Orchard Beach  
Finance Committee Meeting Minutes  
Tuesday, November 23  
Town Hall  
Council Chambers**

Present: Neal Weinstein, Jerome Plante, Reza Namin, Michael Gray

Absent: Gary Salamacha

Meeting was opened at 6:36

1. Review current Budget and Budget forecasts
  - a. Expenditures
    - i. Legal Fees
      1. It was noted that legal fees still seems to be high
      2. Questions were raised about when this may have last gone out for bid
      3. Further discussion about the need for a new bidding process as stated in Maine law. Research into this is needed
    - ii. Libby Library
      1. As there has been some recent discussion around an expansion to the Libby Library, there was discussion about the process and where we are with current expenditures
      2. To date, there has limited financial expenditure in the process
      3. The overall plan will be reviewed by the Town Council and will go to referendum if support is granted
  - b. Income
    - i. Most discussion around this topic was limited to findings in the Annual Audit report
    - ii. Income appears to be on track in relation to budget
2. Discussion: Review of Annual Audit Report
  - a. Generally, the audit was received well and seems thorough.
  - b. The issue that the committee seemed most interested in discussing was that 91% of our budget came from taxes on real property
  - c. General agreement that we need to work much harder on alternative sources of income
  - d. The idea of a 3-year budget was raised and discussed
    - i. Though there was considerable agreement that changes in the our budgeting process needed to be made, further discussion will be needed
    - ii. Also unsure about the possibility of gaining support for such a move
  - e. Discussion ensued about needed improvements to our current process
    - i. A more complete budget process timeline could be used
    - ii. Also, the Town could benefit from a Budget Implementation timeline, especially if we move to a 3-year budget or for our CIP budget
    - iii. Can we gain public input in new and different ways?
      1. Surveys
      2. More workshops
      3. How can we expand the “voice” of the budget?
3. Review of current Capital Projects expenditures

- a. Police station
    - i. It appears that the Police Station project will come in under budget
    - ii. Questions were raised and answered about specific line items
  - b. The committee generally felt that we need to get a better handle on the capital projects currently under way as well as the needs in the community
4. Establish a series of Budget Questions for Town Council
- a. More than just the Town Council, there was also a desire to hear more from the various Department Heads
    - i. Can we create a questionnaire for them, possibly online?
  - b. At this point, various ideas for questions were raised
    - i. “What are your long term capital needs and plans?”
    - ii. “Human resource needs?”
    - iii. “Do you have any ideas for generating revenue?”
    - iv. “What do you believe that your function is?”
    - v. “What problems do you have in your department or position?”
  - c. Reza Namin said that he would take responsibility in coming up with a draft of a budget questionnaire to be discussed at a future meeting
5. Establish a list of potential dates for a Town Council Workshop
- a. This discussion was tabled
6. Other concerns
- a. None at this point in time
7. Adjourned at 8:30

Respectfully submitted,

Michael Gray, Secretary  
Town of Old Orchard Beach Finance Committee