



Finance Committee Workshop

Tuesday, April 23, 2024 at 6:00 pm

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

For remote access, the same Zoom and telephone links will be used for the workshop and special meeting to follow.

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Join Zoom Meeting

ID: 99074888302

(US) +1 309-205-3325

[Join Zoom Meeting](#)

Finance Committee Members

Timothy S. Reiniger, Town Council Chair

Stephanie P. Anderson

Jeremy A. Gabrielson

Susan A. Gillis

Caitlin J. Harriman

Penelope A. Jordan

Timothy L. Thompson, Finance Committee Chair

1. Review of the FY 2023 Audit Results

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

The Town Council and School Board will receive the results of the FY 2023 audit from Jennifer Conners, Runyon Kersteen Ouellette. Members will have an opportunity to ask questions relating to the audit.

The Town Council will acknowledge receipt of the audit results on May 13.

Attachments:

- [FY 2023 Audit Presentation Conners 04 23 2024](#)
- [FY 2023 Financial Statement](#)
- [FY 2023 SAS Letter](#)
- [FY 2023 School Department Financial Statements](#)
- [FY 2023 Statement of Assurance](#)
- [FY 2023 Uniform Guidance Report](#)

2. Budget Review Wrap-Up FY 2025 Budget

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

The Finance Committee met on March 18 and March 21 to review the proposed municipal budget and special revenue funds. On April 22 the School Board presented the proposed school department budget.

This wrap-up workshop is an opportunity for the Finance Committee to discuss any pending items from any of the proposed budgets. Following the workshop, a special meeting of the Town Council will convene to set the budgets for public hearing on May 6.

Attachments:

- [Memo Councilor Jordan Consideration of Tax Programs 04 22 2024](#)
- [Proposed FY 2025 Municipal Budget](#)

3. Special Town Council Meeting to Follow the Finance Committee Workshop

A special meeting of the Town Council will convene following the workshop to set the proposed FY 2025 general fund (municipal and school) and special revenue funds budgets to public hearing on May 6 at 7:00 p.m.

It is anticipated the special revenue funds budgets will be voted on May 6 and the general fund (municipal and school) budgets will be voted on at the regular meeting on May 13.

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.