



Finance Committee Workshop

Tuesday, April 25, 2023 at 6:00 pm

The Finance Committee workshop begins at 6:00 p.m. A Special Town Council Meeting will convene following the workshop.

The same Zoom link and telephone number will be used for the workshop and special meeting.

Town Hall Council Chambers

Live on CETV/Hybrid Meeting

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

Remote participation is offered as a convenience. In the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Zoom Meeting

ID: 92772721343

Join Zoom Meeting:

<https://zoom.us/j/92772721343>

Telephone: (US) +1 305-224-1968

Enter First and Last Name

To offer comments during public comment opportunities. When the chair introduces the opportunity for public comments for an item you wish to speak to, click 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 your microphone and turn off the video until you are invited to speak. First and last name must appear to be recognized. Attendees will be invited to speak for 3 minutes. After speaking, to view the remainder of the meeting, exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Finance Committee Members

Jeremy A. Gabrielson, Town Council Chair

Nicole Boucher, Finance Committee Chair

Susan A. Gillis

Caitlin R. Jordan

Penelope A. Jordan

Gretchen R. Noonan

Timothy S. Reiniger

1. Budget Review Wrap Up - FY 2024 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 20 and March 23 to review the proposed municipal budget and special revenue funds. On April 24 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 8.

Attachments:

- [FY 2024 Proforma 04 11 2023](#)
- [FY 2024 Special Revenues Fund Proforma](#)
- [FY 2024 General Fund Revenues, Expenditures & CIP Budgets](#)
- [PD Vehicle Replacements 04 25 2023](#)
- [FT 2024 Fort Williams Park Expenses and Revenues Combined 04 25 2023](#)

2. Consideration to Increase Building Permit Fees

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.

Fee Schedule - Building Permits

Estimated Cost of Improvement \$0 - \$2,500 Min. \$25.00

Exceeding \$1,000 (per thousand) **(suggested correction to Exceeding \$2,500)**

1% of Total Value **(suggested increase to 1.2% of total value)**

Building Permit Late Fee Double Fee

The Town Manager is suggesting amending the fee schedule to increase the building permit fee. This is also an opportunity to correct the fee schedule that the building permit fee is based on a percentage of total value for the estimated cost of improvement exceeding \$2,500 (not \$1,000).

If desired, the council would vote on the increase at the special council meeting on May 15 when the budgets are approved with an effective date of July 1, 2023.

Attachments:

- [Proposed Amendment to the Fee Schedule 04 25 2023](#)

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 2024 general fund (municipal and school) and special revenue funds budgets to public hearing on May 8 at 7:00 p.m.

It is anticipated the special revenue funds budgets will be voted on May 8 and the general fund (municipal and school) budgets will be voted on at a special meeting on May 15.

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.