

**MINUTES
TOWN FINANCE COMMITTEE**

**Tuesday – April 15, 2025
8:00 a.m. to Noon**

Item 1. Call to Order. J. Anderson – Chair, called the meeting to order at 8:00 a.m.

Item 2. Those Present. Finance Committee members present: Councilors Jonathan Anderson – Chair, Donald Cushing and Karin Shupe. Others present: Thomas J. Hall, Town Manager, Liam Gallagher, Assistant Town Manager and Town Staff.

Item 3. Department Budget Presentations started at 8:00 a.m.:

Planning Department & Code Enforcement:

The Planning Department presented their budget for review and discussion. No changes were directed at this time.

Engineering & Technical Services:

The Engineering & Technical Services Department presented their budget for review and discussion. No changes were directed at this time.

J. Anderson, Chair, called for a brief break at 8:59 a.m. The meeting was reconvened at 9:04 a.m.

Public Works Department:

The Public Works Department presented their budget for review and discussion. No changes were directed at this time.

Finance Department:

The Finance Department presented their budget for review and discussion. No changes were directed at this time.

Assessing Department:

The Assessing Department presented their budget for review and discussion. No changes were directed at this time.

Executive Department:

The Executive Department presented their budget for review and discussion. No changes were directed at this time.

Finance Committee Concludes Budget Reviews:

The Committee concluded their department budget reviews and discussed next steps. They plan to meet Thursday to review the Capital Improvement Plan (CIP) and give guidance to the Town Manager on budget adjustments. Specific interest was expressed in discussing the East Grand Avenue project and the trail/sidewalk plan. The committee aims to provide input to the Town Manager so he can work on revisions over the next couple weeks before their May 1st meeting. The Committee commended the professionalism of all the department presenters throughout the budget process.

1. Human Resources to provide the Finance Committee with information on the cost of a full-time employee (FTE) across all employee groups by the end of the day.
2. The Town Assessor will produce results on the number of tax-exempt properties in town and the acreage they comprise when given advance notice, to support discussions on stormwater management fees.
3. The Town Manager to work on fine-tuning the timing and logistics of hiring for the proposed public safety positions and prepare an updated budget proposal incorporating feedback from the Finance Committee for the May 1st meeting.
4. Finance Committee to provide guidance to the Town Manager on whether to keep or remove the trail and sidewalk plan from the budget.
5. The Town Clerk to research and provide information on the number of clerk positions in other comparable towns.
6. Town staff to continue exploring the concept of business licensing and its potential implementation in Scarborough.
7. Town staff to prepare for potential implementation of short-term rental regulations by late summer/early fall, with a possible start date of January 1st.
8. IT to provide additional information on the proposed shared IT position between town and school.

Item 4. Public Comments. None at this time.

Item 5. Adjourn. Meeting adjourned at 11:22 a.m.

Respectfully Submitted,

Yolande P. Justice

Clerk to the Council

[Not present at meeting, Transcribed by Video.]