

**MINUTES
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – NOVEMBER 20, 2019
REGULAR MEETING – 7:00 P.M.**

Item 1. Call to Order. Chairman Hayes called the regular meeting of the Scarborough Town Council to order at 7:00 p.m.

Item 2. Pledge of Allegiance.

Members of Scout Troop 47 lead the Pledge of Allegiance. They were present as part of the Community Civic Badge they were working on.

Prior to the swearing-in of the newly elected officials, Chairman Hayes recognized former Town Council Katy Foley for her dedication and service to the Town of Scarborough. Comments were made by fellow Councilors.

Item 3. Swearing-in of newly elected officials. Yolande P. Justice, Town Clerk, swore in Ruth A. Summers for the Sanitary District, with a term to expire in 2020. Betsy Gleysteen and Kenneth Johnson as Town Councilors with a terms to expire in 2022. Those sworn in earlier to office were Alicia Giftos and Kristen Turner for the Board of Education with terms to expire in 2022. Joseph Carroll and Paul Rodriguez for Trustees of the Sanitary District with terms to expire in 2022, would be sworn in prior to their next Trustee meeting.

Order No. 19-086. Act on the request for nominations and election of a new Town Council Chair. *[Town Clerk]* Motion by Councilor Hayes, seconded by Councilor Caterina, to move approval of the nomination of Councilor Johnson, as the new Town Council Chair.

Vote: 7 Yeas.

Order No. 19-087. Act on the request for nominations and election of a new Town Council Vice-Chair. *[Town Clerk]* Motion by Councilor Hayes, seconded by Councilor Caterina, to move approval of the nomination of Councilor Hamill, as the new Town Council Vice-Chair.

Vote: 7 Yeas.

Item 3. Roll Call. Roll was called by Yolande P. Justice, Town Clerk. Thomas J. Hall, Town Manager was also present.

Councilor John R. Cloutier	Councilor Jean-Marie Caterina
Councilor Peter F. Hayes	Councilor Kenneth M. Johnson
Councilor Betsy B. Gleysteen	Councilor Donald R. Hamill - Vice Chair
Chairman Paul M. Johnson	

Item 4. General Public Comments.

- Liam Somers of Holmes Road, congratulated the new council members. He spoke on the bond issue that failed relating to the turf field and asked that the town look at whether we can have corporation sponsorships with assistance on the turf field. He felt that the field really needed to be replaced. What can be done to get this done?

Item 5. Minutes: November 6, 2019 - Regular Town Council Meeting. Motion by Councilor Caterina, seconded by Councilor Hayes, to move approval of the minutes of the November 6, 2019, regular Town Council meeting, as written.

Vote: 6 Yeas. 1 Abstain [Councilor Gleysteen].

Item 6. Adjustment to the Agenda. None at this time.

Item 7. Items to be signed: a. Treasurer's Warrants. Treasurer's Warrants were signed after the meeting.

Order No. 19-075, 7:00 p.m. Public Hearing and second reading on the proposed amendments to the Town of Scarborough Zoning Map of the Crossroads Planned Development District. [LRPC] It was noted that this request had come from the Developer and not the LRPC, as noted on the Order. Councilor Caterina gave a brief overview on this Order and introduced Dan Bacon. Dan Bacon, representing the Downs, gave a brief overview on this Order and responded to questions from the Town Council. Jay Chase, Town Planner, also spoke on this Order and responded to questions from the Town Council. Rocci Risbara, Developer, also spoke on this regarding questions that had been asked by the Town Council.

Chairman Johnson opened the public hearing on this Order. There being no comments either for or against, the hearing was closed at 7:40 p.m.

Motion by Councilor Caterina, seconded by Councilor Hayes, to move approval to table the second reading on the proposed amendments to the Town of Scarborough Zoning Map of the Crossroads Planned Development District to the December 4th Town Council meeting.

Vote: 7 Yeas.

OLD BUSINESS: None at this time.

NEW BUSINESS:

Order No. 19-088. Act on the request to create a Health Reimbursement Arrangement (HRA) Special Revenue Account, pursuant to the provisions of the Scarborough Professional Firefighters Associations Collective Bargaining Agreement. [Liam Gallagher, Director of Human Resources] Liam Gallagher, Director of Human Resources, gave a brief overview on this Order.

Motion by Councilor Hayes, seconded by Councilor Caterina, to move approval on the request to create a Health Reimbursement Arrangement (HRA) Special Revenue Account, pursuant to the provisions of the Scarborough Professional Firefighters Associations Collective Bargaining Agreement, as follows:

**TOWN OF SCARBOROUGH
HEALTH REIMBURSEMENT ARRANGEMENT (HRA)
SPECIAL REVENUE ACCOUNTS**

BE IT ORDERED, That under and pursuant to the provisions of the Scarborough Professional Firefighters/EMS Association's Collective Bargaining Agreement the Health Reimbursement Arrangement (HRA) Special Revenue Accounts are hereby established as interest bearing Special Revenue Accounts for the purpose of reducing appropriations in future budget years in the Town of Scarborough; and,

BE IT FURTHER ORDERED, That any unexpended funds at the end of each fiscal year and previous fiscal years [as noted in HR memo] are hereby designated to the Health Reimbursement Arrangement (HRA) Special Revenue Accounts for use in the event that budgeted monies are not sufficient to cover health reimbursement obligations. Any use of funds from these Special Revenue Accounts must be approved by the Town Council.

Vote: 7 Yeas.

Order No. 19-089. Act on the request to amend the Town of Scarborough Financial and Fiscal Policy. *[Finance Committee]* Councilor Hamill gave a brief overview on this Order and responded to questions from the Council.

Motion by Councilor Hayes, seconded by Councilor Caterina, to amend the Town of Scarborough Financial and Fiscal Policy, as follows:

**Town of Scarborough
Financial and Fiscal Policy
Adopted September 5, 2018**

BE IT HEREBY ORDERED by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that the Town of Scarborough Finance & Fiscal Policy, Appendix 1. Ratios, is amended as follows:

APPENDIX 1. RATIOS

Ratios will be calculated and reported to the Finance Committee within the first quarter of each calendar year. Ratios will also be reported annually as part of the Fiscal Health Metrics Dashboard approved by the Finance Committee.

1. Annual Debt Service as a Percentage of Government Budgeted Operating Revenues.

Debt service includes principal and interest payments on tax-backed general municipal debt obligations borrowed for capital project expenditures. Debt service payments are examined relative to general operating revenues including special revenue funds and excluding truly “self-supporting” debt or State Educational Subsidy.

As a fixed cost, debt service can reduce expenditure flexibility and can be a major part of a government’s fixed costs.

Policy statement: Debt Service as a Percentage of Annual Revenues: Debt service will be managed with an intent to not exceed 15% of annual revenues and with a goal of keeping this percentage below 12%.

2. Debt as a Percentage of State Equalized Value. This ratio is calculated by dividing the amount of direct net debt by the total equalized State Valuation of the municipality.

Comparing debt to the appraised value provides an indication of the burden that debt places on all property tax owners with our jurisdiction.

Policy statement: Total Debt as a Percentage of equalized State Valuation: Total debt will be managed to prevent the total debt from exceeding 8.5% of the most recent calculation of state equalized valuation with a commitment to keep total debt below 3% of the most recently calculated full state valuation.

3. Debt Per Capita. Total bonded debt of a municipality, divided by its most recent U.S. Census Bureau population data. A more refined version, called net per capita debt, divides the total bonded debt less applicable sinking funds by the total population.

Policy statement: Debt per capita will be assessed every 5 years, changing to every 3 years after 2020, using per capita debt as a percentage of per capita income with a goal of not having this ratio exceed 15%. On an annual basis, debt per capita will be reported as part of the annual review of fiscal health indicators. New debt issuance may be discouraged if the new debt will result in debt per capita exceeding 115%, adjusted for inflation, of base year FY18.

4. *Per Capita Debt as a Percentage of Per Capita Income.* Policy statement: Per Capita Debt as a Percentage of per Capita Income: Per capita General Obligation debt may be managed with the intent to not exceed 15% of the most recent computation by the US Census Bureau or the American Community Survey of Scarborough's per capita annual personal income. In 2015 this value was \$40,139 which would limit debt per capita to \$6,021.

Vote: 7 Yeas.

Item 8. Non Action Item.

a. Presentation on the proposed time-line and process regarding the Town Manager's performance evaluation and employment agreement. [*Liam Gallagher, Director of Human Resources*] Councilor Hamill gave a brief overview on this presentation. Liam Gallagher, Director of Human Resources, went over the power-point presentation that had been provided in the Council packet and responded to questions from the Town Council.

Item 9. Standing and Special Committee Reports and Liaison Reports.

- Councilor Cloutier gave an update on the Ad Hoc Community Center Advisory Committee.
- Councilor Caterina there will be no Ordinance Meeting tomorrow
- Councilor Hamill gave an update on the Appointments/Negotiations Committee and posted the following names on the Coastal Waters and Harbor Committee – move Vincent Clough from the 1st Alternate position to a full voting member with a term to expire in 2021 and Jeff Caldwell as the 1st Alternate with a term to expire in 2020. He also gave an update on the Finance Committee meeting.
- Chairman Johnson also commented on the Ad Hoc Community Center Advisory Committee and noted that the Finance subcommittee would be meeting tomorrow and would like to try to get their meeting dates listed on the Town calendar.

Item 10. Town Manager Report. Thomas J. Hall, Town Manager, gave the following updates:

- Public Safety building moving along despite the weather. Any member wishing to take a tour, please let him know and he would make arrangements for that to happen. He commented on the overage on this project.
- Regarding the turf project; the town is not uncertain whether the surface is unsafe and that an evaluation on the safety of this will be conducted within this next week. If the Town/School thought its Residents/youth would be in danger, the field would not be in use.
- Congratulation to the new officials, he looks forward to the upcoming year and looks forward setting a goal session for the council.
- In response to sponsorship there is nothing that prohibits that however, the School may have something in place. If sponsorship is the way it goes, then it needs to be well thought out and it should be a joint action between the Town and the School.

Item 11. Council Member Comments.

- Councilor Hamill welcomed the new members and look forward to the next year. He thanked the town Staff for all their support.
- Councilor K. Johnson was honored to be sitting here and together we can serve the community well.
- Councilor Caterina welcomed Councilors Gleysteen and K. Johnson. She looks forward to working with this group in the coming year. She commented on the Clynk Bag Program for the Fuel Assistance Program. She mentioned the Thanksgiving Dinner that would be at the Wentworth School from 11:00 a.m. to 1:00 p.m. For more information, please the contact School at 207-730-4100.

- Councilor Gleysteen stated that she too was honored to be here and appreciated everyone who came out to vote. She would appreciate any input that is offered and for residents to reach out to her at any time.
- Councilor Hayes welcomed the new members. He spoke on the Community Center and what had been said on social media and encouraged everyone to get the facts.
- Councilor Cloutier also commented Community Center comments. He welcomed the new Councilor members. He commented on his tour of the new public safety building.
- Chairman Johnson thanked Mike Foley of Foley's Fitness for showing us his facility on the Haigis Parkway. He congratulated Councilors Johnson and Gleysteen and thanked the Council for trusting me for being the Chair for the next year.

Item 12. Adjournment. Motion by Councilor Hayes, seconded by Councilor Caterina, to move approval to adjourn the regular meeting of the Scarborough Town Council.

Vote: 7 Yeas.

Meeting adjourned at 8:39 p.m.

Respectfully submitted,
Yolande P. Justice
Town Clerk