



## **Town Council Workshop**

**Wednesday, May 5, 2021 at 7:00 pm**

Please click the link below to join the webinar:

<https://zoom.us/j/94550946207>

Or One tap mobile :

US: +13017158592,,94550946207# or +13126266799,,94550946207#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 346 248 7799 or  
+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 945 5094 6207

International numbers available: <https://zoom.us/j/94550946207>

### **COVID-19 Update**

In response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) the Governor signed LD 2167, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, which is now PL 2019, c. 617.

Part G enacts Title 1, section 403-A, Public proceedings through remote access during declaration of state of emergency due to COVID-19. It authorizes conducting public proceedings through telephonic, video, electronic or other similar means of remote participation with specific conditions. The section is repealed 30 days after the termination of the state of emergency.

### **Town Council Members**

James M. "Jamie" Garvin, Chairman

Nicole Boucher  
Valerie J. Deveraux  
Jeremy A. Gabrielson  
Caitlin R. Jordan  
Penelope A. Jordan  
Gretchen R. Noonan

**1. 1. Recommended Policy Relating to Short-Term Financing of Bonded Capital Projects**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On April 12, 2021 the town council referred to workshop a recommended policy relating to short-term general fund borrowing to further review the policy answering questions such as criteria, maturity dates, duration of loan, authority of town manager, amount of capital available in the general fund.

Based on the discussion, Finance Director John Quartararo has provided a draft for review.

Following workshop discussion, the draft will be included on the May 10 town council agenda.

**Attachments:**

- **Memos Finance Director Short-Term Financing 04-13-2021 and 04-29-2021** (Memos\_Finance\_Director\_Short-Term\_Financing\_04-13-2021\_and\_04-29-2021.pdf)
- **Policy Short-Term Financing Bonded Capital Projects Draft 04-29-2021** (Policy\_Short-Term\_Financing\_of\_Bonded\_Capital\_Projects\_Draft\_04-29-2021.pdf)

**2. 2. Recommended Policy Updates to Purchasing Procedure and Fund Balance Procedure**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

Staff has taken the opportunity throughout this year's budget review process to review

finance-related documents and policies e.g. short-term borrowing and the fee schedule. In addition, there are recommended changes to the purchasing procedure and fund balance procedure.

Finance Director John Quartararo has provided drafts for review.

Following workshop discussion, the drafts will be included on the May 10 town council agenda.

Annually during the budget process staff intends to review the finance-related documents; any recommended changes will be presented to the town council for consideration.

**Attachments:**

- **Memo Finance Director Purchasing Policy Update 04-27-2021** (Memo\_Purchasing\_Policy\_Update\_\_April\_27\_\_2021.pdf)
- **Policy Purchasing Policy Update Draft 04-27-2021 Redline** (Policy\_Purchasing\_Procedure\_Draft\_04-27-2021\_Redline.pdf)
- **Policy Purchasing Policy Update Draft 04-27-2021 (without redlines)** (Policy\_Purchasing\_Procedure\_Draft\_04-27-2021\_\_without\_redlines\_.pdf)
- **Memo Finance Director Fund Balance Policy Update 04-27-2021** (Memo\_Fund\_Balance\_Policy\_Update\_April\_27\_\_2021.pdf)
- **Policy Fund Balance Draft 04-27-2021 Redline** (Policy\_Fund\_Balance\_Draft\_04-27-2021\_Redline.pdf)
- **Policy Fund Balance Draft 04-27-2021 (without redlines)** (Policy\_Fund\_Balance\_Draft\_04-27-2021\_\_without\_redlines\_.pdf)

**3. 3. Discussion of Upcoming Capital Items**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

During the finance committee budget workshops on March 18 and April 26, 2021 the town council asked for additional time to discuss future capital items, the timing of projects, bonding and long-range goals that won't be completed in a single budget year e.g. Shore Road, school projects, future plans when Riverside Cemetery sells out.

**4. 4. Pesticide Regulations**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address

or local affiliation, if the affiliation is pertinent.

On November 9, 2020 the town council referred the recommendation of the Ordinance Committee relating to pesticide regulation to a future workshop.

**Attachments:**

- **Memo - Ordinance Committee Pesticide Regulations 09-28-2020** (Memo\_-\_Ordinance\_Committee\_Pesticide\_Regulation\_09-28-2020.pdf)

**5. 5. Conservation Committee Recommendation Relating to Water Body Naming**

Opportunity for Public Comment (Limited to 15 minutes; 3 minutes per person. Time may be extended by a majority of the town council.) Persons wishing to address the council shall indicate their desire using the Raise Hand function of the Zoom meeting. When recognized by the chairman, the speaker shall give his or her name and address or local affiliation, if the affiliation is pertinent.

On March 8, 2021 the town council referred the recommendation of the Conservation Committee relating to water body naming to a future workshop.

**Attachments:**

- **Memo - Conservation Committee Water Body Naming Referral 02-19-2021** (Memo\_-\_Conservation\_Committee\_Water\_Body\_Naming\_Referral\_02-19-2021.pdf)

## **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 chairman 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 chairman 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 chairman.

---

| Agenda published on 04/29/2021 at 1:53 PM