

**WESTBROOK CITY COUNCIL  
FINANCE COMMITTEE MINUTES (PARTS 1 & 2)  
MONDAY MARCH 4, 2019  
WESTBROOK HIGH SCHOOL, ROOM 114**

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*Note: The Finance Committee met prior to a scheduled City Council meeting, recessed, and then resumed the Committee meeting immediately following the Council meeting. The minutes from both parts are included below.*

**CALL TO ORDER**

Meeting called to order at 6:30pm by Finance Committee Chair Michael Foley.

**City Councilors Present:** Lynda Adams (Ward 5); Victor Chau (Ward 2); Michael Foley (At-Large); Brendan Rielly (Ward 1); Anna A. Turcotte (Ward 3, Vice President)

**City Councilors Absent:** Ann E. Peoples (At-Large); Gary Rairdon (Ward 4, President)

**Other City Officials Present:** Jerre Bryant (City Administrator); Eric Dudley (Director of Engineering & Public Services); Stephen Fields (Assistant City Administrator/Director of Human Resources); Angela Holmes (City Clerk); Suzanne Knight (Finance Director); Dena Lebeda (Tax Collector); Michael Sanphy (Mayor); James Thomas (Assessor)

**ASSESSMENT AND REVALUATION**

Committee Chair Foley gave the floor to Mr. Bryant and Mr. Thomas. Mr. Bryant stated that the City converted our assessing records to a new software which allows valuation updates to be performed on an ongoing basis, allowing the City Assessor to adjust valuations without the expense of a full revaluation. Mr. Thomas stated that the last revaluation was completed in 2006, at which time the City joined with South Portland for assessing services and converted to the new software. Mr. Thomas stated that he will be adjusting valuations upward across the board by 25%. Mr. Bryant stated that due to this substantial change, the administration is seeking Council authorization for this project.

Committee Chair Foley opened the floor for comments and questions. The following individuals spoke: Councilor Chau, Committee Chair Foley

Motion to refer assessment and revaluation to Council for consideration.

Moved by Councilor Chau, seconded by Councilor Adams.

**Motion carried by a show of hands. None opposed.**

**RECESS**

Motion to recess at 6:56pm in order to convene the regular City Council meeting scheduled for 7:00pm.

Moved by Vice President Turcotte, seconded by Councilor Adams.

**Motion carried by a show of hands. None opposed. Committee recessed.**

**RECONVENE**

Meeting called to order at 8:44pm by Finance Committee Chair Michael Foley.

**City Councilors Present:** Lynda Adams (Ward 5); Victor Chau (Ward 2); Michael Foley (At-Large); Brendan Rielly (Ward 1); Anna A. Turcotte (Ward 3, Vice President)

**City Councilors Absent:** Ann E. Peoples (At-Large); Gary Rairdon (Ward 4, President)

**Other City Officials Present:** Jerre Bryant (City Administrator); Eric Dudley (Director of Engineering & Public Services); Angela Holmes (City Clerk); Suzanne Knight (Finance Director); Janine Roberts (Police Chief); Michael Sanphy (Mayor); Daniel Stevenson (Director of Economic Development)

#### **CAPITAL IMPROVEMENT PLAN BUDGET**

Committee Chair Foley gave the floor to Mr. Bryant, who distributed the CIP budget for FY 2018-2019 and 2019-2020, stating that this plan covers both fiscal years. Mr. Bryant provided a general overview of the CIP budget, and stated that the Finance Committee is scheduled to meet within a week or two to discuss each item in depth, after Councilors have an opportunity to review the document.

Committee Chair Foley opened the floor for comments and questions. The following individuals spoke: Committee Chair Foley, Mr. Bryant, Councilor Chau.

No action taken; Committee will meet again to discuss each item.

#### **COMPREHENSIVE UPDATE TO MASTER FEE AND MASTER FINE SCHEDULES**

Committee Chair Foley gave the floor to Ms. Holmes, who presented a comprehensive update to the Master Fee and Master Fine Schedules, which includes proposed changes submitted by several departments.

Committee Chair Foley opened the floor for comments and questions. The following individuals spoke: Councilor Adams, Committee Chair Foley, Ms. Holmes

Motion to refer the proposed updates to City Council for approval.  
Moved by Councilor Rielly, seconded by Councilor Chau.

**Motion carried by a show of hands. None opposed.**

#### **ADJOURNMENT**

Motion to adjourn at 9:02pm.

Moved by Vice President Turcotte, seconded by Councilor Chau.

**Motion carried by a show of hands. None opposed.**