

## Town of Brunswick, Maine

**Finance Committee Meeting  
Thursday, January 19, 2023 at 6:30 PM  
85 Union Street – Council Chambers  
and by electronic devices**

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### Meeting Minutes (Approved 2/16/23)

Committee Members: Councilor Sande Updegraph  
Councilor Nathaniel Shed (remote)

Staff: Julia Henze

Other: Councilor David Watson

#### Finance Director:

1. Acknowledgement that meeting was properly noticed
2. Request nominations for Finance Committee Chair  
**Councilor Shed nominated Councilor Updegraph for FC Chair. Passed unanimously.**

#### Finance Committee Chair:

1. Request nominations for Finance Committee Vice-Chair  
**SU moved to postpone nominations of FC Vice-Chair until all three committee members are present. NS agreed.**
2. Adjustments to agenda / Public comment  
None
3. Submission of meeting minutes from 10/27/22  
**Minutes unanimously accepted.**
4. Review Finance Committee policy – no amendments proposed  
SU introduced the policy for review. JH outlined the purpose of the Finance Committee and pointed out certain items in the policy.

SU asked about FC role in the budget development, and JH clarified that in recent years the full Council has received the budget from the Manager, and has participated in the workshops. If there was a particular element of the budget that the Manager wanted the FC to look at, that might be a separate effort.

SU pointed out that committee reports weren't done last year, and JH stated that in previous years there were regular reports from all committees. SU will look into it further.

SU asked about reviewing the Trust Fund Advisory Committee's work. JH explained that the TFAC meets at most twice a year, and reports annually to the Town Council. JH noted that the TFAC will report to the TC in March. JH will add a regular annual report to the FC to future calendars.

5. 2023 proposed calendar/schedule of work

JH pointed out that there aren't FC meetings in March and April, because there are budget workshops every Thursday evening.

**SU moved to approve the calendar, NS seconded. Approved unanimously.**

6. Review 12/31/22 budget to actual statements

JH presented the monthly Council general fund budget reports, explained the format, including how each of the reports is run.

In revenues, FC discussed excise tax and revenue sharing, the largest non-tax revenues. SU asked about federal funds, and JH explained that grants and other special revenues are accounted for outside the general fund. JH will provide information on the SLFRF at the next meeting. DW asked about contributions, and JH described how designated donations are deposited into and expended from a special revenue or capital project fund. One example is the Veteran's Plaza.

NS asked about interest revenue, and JH explained the low budget due to low interest rates, and how actual results are exceeding budget. JH described how cash is pooled to maximize efficiencies, and gave a brief explanation of investment policy.

In expenditures, SU asked about personnel costs, and JH explained that the report is organized by function, and department because this is the way the budget is legally adopted. Each department has multiple lines, so, and JH will run a report by 'object' next month to show what that looks like.

JH pointed out a few lines in the expenditure report for the FC to discuss. Explained how the Police and Fire Depts special details are accounted for. DW asked about the ambulance service, and JH explained that the expenditures are in the Fire Department and the revenue is under Charges and Fees. Discussion of ambulance billing.

7. Report on status of 2021-22 Audit

JH informed the FC that the Town's auditing firm has been so busy that the financial reports are not complete. RKO received the draft reports on 10/27, and was not able to complete their review until 1/19. The next steps will be the peer review and the 'tick-and-tie', before the auditor will issue their opinion. JH has received extensions from GFOA and S&P until 1/31/23. Typically, the audit has been completed before Thanksgiving, so this is very unusual.

Discussion: how the Finance Committee can promote more public involvement. SU will work on outreach and communication.

8. Adjourn

SU adjourned meeting.