Joint Finance Committee
Meeting Minutes
Thursday, November 17, 2011

<u>Attendees</u>: Chair John Anton, Councilor Jill Duson (absent), Councilor John Coyne (absent), Mark Rees, Anita LaChance, Ellen Sanborn, Suzanne Knight, Mike Bobinsky, Gene Periotta, Ryan Scott Mary McCarthy and Doug Gardner. School: James Morse, Doug Sherwood, Justin Costa, Jamiey Caron, Ed Bryant
Ron Adams

Chair Anton called meeting to order.

1. <u>Approval of Minutes from October 6, 2011 meeting</u>.
Motion made by Councilor Coyne to approve minutes from October 6, 2011 meeting, seconded by Chair Anton. Motion passed 2-0.

2. <u>Golf Course Business Plan Presentation</u>
Mike Bobinsky explained that the genesis of this plan stems from work that was done about six months ago when we were evaluating a lease option for the restaurant at the golf course. At that time, the City put out a Request for Proposal for operation of the restaurant. After receiving proposals and an evaluation of those proposals, we decided not to use another private contractor. Staff from the Barron Center stepped up to manage and run the restaurant and have been operating it since May. Mike said that he has received great feedback from golfers, however, the restaurant is in need of upgrades. The goal is to provide high level service and manage the course without a subsidy, so there is no drain on the general fund. He explained the proposal along with the goals.

Mike explained that staff has been working on attracting more players. The other aspect of marketing has been that they invest in the driving range; it needs new netting and other infrastructure work. They feel this investment will generate more revenue. Mike is recommending that the council form a Golf Course Advisory Committee. The RGC association has assisted in the business plan.

Chair Anton opened up this item for public comment. Public comment was taken by four individuals. Discussion was held on the net revenue for FY11 and the cost allocation of staff. Ellen explained that the direct cost of staff including benefits is in there but not on the restaurant piece.

Mark thanked Mike and staff for putting together the business plan. Chair Anton said this is a good first draft, but he would like to see a clear articulation. He would like the next reiteration to have a proforma with detailed projections of capital expenditures and debt service. Chair Anton would like to see the difference between private versus city-owned, and to explore bringing someone from the outside in to look at this.

3. **Discussion of City Manager's CIP Process**

Mark provided the rating criteria and scoring for projects and explained the CIP request instructions. He has provided this information to all departments. He explained this is a five-year plan looking out.

Mike Wilson asked how school busses fit in to the CIP process. Mark explained that these should be budgeted into their budget. He explained how things are prioritized. Ellen added that part of the criteria relates to whether you have a maintenance or replacement plan. The City's Public Services maintains a replacement list on vehicles and provides recommendations to each department so they can budget accordingly.

Public Comment taken.

4. **FY2011 Draft Audit Results**

Ellen provided draft audit results. They are completed and a full audit will be presented to the Finance Committee in January.

5. **Executive session:**

a. CBITD lease

Ellen explained that last summer the Finance Committee had discussions about negotiations with Casco Bay Lines. They lease the ferry terminal on the Maine State Pier. Pat Finnigan was working on this and now Ellen will follow through with this.

b. School Kitchen property acquisition

James said this item does not need executive session. They decided they were not going to pursue purchasing at this time.