

**TOWN OF ORONO
FINANCE & OPERATIONS COMMITTEE MEETING**

**TUESDAY, JUNE 18, 2019 AT 8:00 A.M.
COUNCIL CHAMBERS, MUNICIPAL BUILDING**

MINUTES

1. Roll Call

Present: Tom Perry (Finance Chair), Council Chair Cindy Mehnert, Meghan Gardner, Terry Greenier, Town Manager Sophie Wilson, Parks and Recreation Director Mitch Stone and Finance Director Connie Thorne.

2. Adjustments and Assignments for FY19 Financials

- a. **Recommended Budget Adjustments**
- b. **Proposed FY19 Carry Forward Balances**
- c. **Assignments of Fund Balance**
 - i. **Review/Reallocation of Assigned Fund Balance**
 - ii. **Assignment of Undesignated Fund Balance**

Ms. Wilson reviewed the FY19 budget adjustments and assignment with the Committee. Ms. Wilson noted that the FY19 Carry Forward Balances will not be on the June 24th agenda, but will be presented at a later Council Meeting.

The Committee discussed whether to continue the Skate Park Reserve Fund (balance \$18,157). Ms. Wilson stated that reallocating the funds would go through a public process. Tom Perry suggested waiting to do anything at this time and possibly establishing a Marden Park Fund in the future to be used for recreational purposes or for seed funds for a possible grant.

The Committee agreed to forward the FY19 proposed budget adjustments and assignments to the June 24, 2019 Special Council Meeting for consideration.

3. Respectful Work Environment Policy

Ms. Wilson reviewed the Respectful Work Environment Policy with the Committee.

Committee members offered the following changes to the first paragraph:

- Remove the following highlighted words, "... in accordance with ~~the Town's stated~~ professionalism, neutrality, and ..."
- Better define words and peaceful work environment.
- Change title to, Respectful ~~Work~~ Environment".

The Committee agreed to have staff rework the policy and bring it back to the Committee.

4. Review of Current Financial Reports

Staff reviewed highlights of the financial reports with the Finance Committee. Ms. Wilson noted that the Town's revenue and expense budgets are on target for the fiscal year.

5. Brief Town Manager Update

Ms. Wilson provided a brief update on the following issues:

- The Auditors are conducting their field work and report that the Finance Director has done a great job. She reviewed the auditor's comments on employees having 24/7 access to their ADP records and documenting the employee COLA increases each July 1st.
- Ms. Wilson noted she will be on vacation July 22 and 23, and August 15-22.

6. Schedule Next Meeting

Mr. Perry stated he would be unable to attend the July 16, 2019 Finance Committee meeting.

The Committee moved the next meeting from July 16 to July 30, 2019 at 8:00 a.m. They also moved the August meeting to September 3, 2019.

7. Adjourned at 9:51 a.m.

Minutes are summary only. An audio recording of the meeting is available on the Town's website at www.orono.org under Agendas and Minutes.

Respectfully submitted,

Nancy W. Ward
Executive Assistant