

**CITY OF BREWER  
COMPREHENSIVE PLAN COMMITTEE MEETING  
MINUTES  
JUNE 24, 2013**

Chairman Campbell called the meeting to order at the Brewer City Hall Council Chambers at 8:03 a.m.

The following were in attendance:

Kevin Birch	Absent	
Allen Campbell	Present	
Jim Donnelly	Absent	
Michael Fitzpatrick	Absent	
Nicole Gogan	Absent	
Kevin Gresser	Absent	
David Hanna	Present	
Frank Higgins	Present	
Linda Johns	Present	
D'arcy Main-Boyington	Present	
Janet McIntosh	Present	arrived at 8:07
Daniel O'Connell	Present	
Bev Uhlenhake	Present	arrived at 8:07
Andrew Varisco	Present	
Consultant Rich Rothe	Present	

Also in attendance: Brewer City Manager Steve Bost and Brewer Finance Director Karen Fussell (both left at 9:40)

Minutes of the June 10, 2013 Committee meeting were unanimously approved as written.

Public Open House. The Open House was held on June 18<sup>th</sup> from 5-7 pm at the Brewer Auditorium. The Committee made the following comments:

- Rich noted it was good to hold the open house to inform the public on what is currently in process and what a comp plan is. The turnout was good.
- The responses to the written survey on the vision statement were low, but at least the information is out there.
- Committee members did not receive any negative comments on the comp plan.
- May decide on a different format for next public meeting in order to receive more feedback. Perhaps hold a workshop on specific topics.

Municipal Finance Inventory. Rich prepared a draft municipal inventory primarily using the past City financial audits and the state information for comparisons. The Committee made the following comments:

- The last full re-evaluation was 30 years ago. Currently in the process of conducting one now. The results should equalize values and the City, as a whole, should remain approximately the same.
- Waterfront land has been undervalued. The current re-evaluation may increase land values to be more accurate and could jump-start waterfront development.
- The City utilizes TIFs so that it can use sheltered money for certain, allowed uses. Laws limit what this money can be used for. TIF locations are also limited. The City does not use 100% TIFs.
- Brewer uses TIFs differently than many other towns. The City has returned less than 10% of TIF revenues to companies. TIF funds have been used for a number of public purposes including the Performing Arts Center, the business park and the public safety building.
- The inventory should include a section on TIFs, general explanations and actual numbers for Brewer. Karen will prepare draft language and forward to Linda.
- The town comparisons perhaps should include more local communities. The town listed are similar in structure as Brewer. Maybe two separate tables or use footnotes.
- Should include statement on bond rating. Karen will prepare draft language.
- Bottom of page 3 – perhaps use a pie chart for easier comparison.
- School dept revenue is tuition money.
- Include a statement that Brewer aggressively pursues grants and perhaps list a few grants received. Note that some take more than one fiscal year to be spent.
- Public doesn't always realize money comes from different "pots" and can only be used for specific items or areas.
- Include note on BACTS projects and trail project.
- Page 4 expenditures – the education jump is due to debt service.
- Add to inventory: description of new school fund balance.
- Add to inventory: impact fee district.

Municipal Finance Goals, Policies, Strategies. The Committee reviewed the 1995 Comp Plan goals, policies, strategies and made the following comments:

- Goal #1 – keep
- Goal #2 – continue to plan through CIP, add municipal facilities to list, expand to include operating costs – possibly make this two separate goals.
- Continue to leverage and maximize tax dollars utilizing grants and TIFs.
- Continue to be proactive with regional towns. Steve can assist with this language.
- Add City Manager to education goals, policies, strategies item 1C on legislative
- Policy – to match expenditures with available revenues to maximum extent possible.
- Use current tax dollars to fund capital projects; decrease the reliance on bonds.
- Seek alternate sources of revenues, such as impact fees.
- Minimize use of fund balance.
- Continue to seek opportunities to partner with other towns.
- Policy #2 – continue to plan for capital improvements.
- Policy #3 – continue to analyze , grow tax base.
- Continue to have a diversified tax base (which is good and needed).

- Responsibilities of all policies need to be revised.
- Policy #4 – change to annual review of neighborhoods.
- Add a goal for operating expenses, services.
- Add a policy regarding fund balance. Need to create a formal fund balance policy identifying a targeted amount and cover what to do with excess fund balance and strategies. Karen can assist with language.
- Should there be a policy on reserve account?

Steve and Karen left at 9:40.

#### Education Goals, Policies, Strategies

- Policy #2 – add strategy (move C & D down) for other departments.
- Strategies 1B and 1C do not match policy #1.
- Include Community-based education such as Brewer Historical Society, Scouts, Foster Grandparents.
- Check education inventory on description of High School Trustees
- Add goal - work with Trustees on all school properties.
- Old 2C – add athletic facilities and schools.

The next Committee meeting is scheduled for July 8<sup>th</sup>.

Rich and Linda will prepare updated copies of the revised documents as discussed at this meeting.

The meeting adjourned at 10:00 a.m.