

STATE OF MAINE

COUNTY OF YORK

CITY OF SACO

I. CALL TO ORDER – On Tuesday, February 20, 2018 at 6:40 p.m. a Council Meeting was held in the City Hall Auditorium.

II. RECOGNITION OF MEMBERS PRESENT – Mayor Marston Lovell recognized the members of the Council and determined that the Councilors present constituted a quorum. Councilors present: Marshall Archer, Roger Gay, Alan Minthorn, Micah Smart and Nathan Johnston. Councilors Doyle and Copeland were excused this evening. City Administrator Kevin Sutherland and City Clerk Michele Hughes were also present this evening.

III. PLEDGE OF ALLEGIANCE

IV. GENERAL

- Maine Enterprise Week – Feb. 19-23, 2018

Mayor Lovell noted that this week was Maine Enterprise week and that the community should be celebrating all the enterprises that we expect to see coming to Saco

V. PUBLIC COMMENT

- Stephen Shiman, Board of Education Liaison – Mr. Shiman noted that the School Dept. was working on all the various RAD's that they want and there will be 2 more sessions on that. Next week there will be 2 meetings. I also understand that a recommendation has been made to pay a little more than \$1 million in an effort to start next year with a zero debt for the school side and I heartedly agree with this. Nobody on the school board would disagree with that.
- Ted Sirois, 38 Summer Street – Mr. Sirois noted he would like to talk about the Comprehensive Plan update that the Council would be discussing tonight. In the mid 60's my parents bought the house on the corner of Bayview and Seaside Avenue. What a great place that was to grow up. All I had to do was walk across the street and I got to swim and it was probably the most pristine beach in the State of Maine. When I got out of the Navy and came back and bought my house on Summer Street I raised 6 children at that place. Unfortunately, the genetic tendency to tolerate cold sea water didn't pass onto my children. So, whenever we wanted a quick swim we would go to Rotary Park in Biddeford for a safe place to swim in our Saco River. The Comprehensive Plan that you are looking at is really missing a major piece. If you look at the State of Maine Comprehensive Plan review and the criteria part of it has 50 pages, and in 25 places they note the importance of recreation being a part of the comprehensive plan. If you take a careful look at the comprehensive plan presented, recreational is just a by word that is tossed here and there. I don't see anywhere of a real serious plan for this very important thing that we would like to have and that is a recreational area. Especially one on the Saco River. I know there is some mention here and there about a River Walk. My kids call me a relic but I just don't think it is that fun to walk along the river and look at it. I'm not happy unless I can take my shoes off and climb into the river to go for a swim. My kids appreciated it back then and I hope my grandkids when they show up here will have access to the Saco River. Right now, we own some very nice property on the Saco River. When you take a look at the map that is included in the packet you notice the red where they decided to slice off areas that we are going to be looking. If you look at the red line you will see that the line avoids Diamond Park on Irving Street. You look at the other side of the lower rise side and you see an area just beyond the Treatment Plant and if you look carefully you see a nice sandy beach. But, again the red line goes completely around that area and misses it. Are we embarrassed with that area? Some people think it is an embarrassment and both areas have been neglected for a long time. I understand we have gone into come financial problems for the last decade. But, I think it is time we look at this and include these areas in a comprehensive plan. I really appreciate the work of the 11 members that put this plan together but I don't think it is ready for prime time and hope that you will ask them to go back and include this very important part of any plan and that is to provide recreation and to include those 2 areas that are so close to the center of the city where anybody can walk to and be able to enjoy.
- John Harkins, 3 Christopher Terrace – One concern that we have had the last few years is the school debt. It appears that \$1,087,000 has been projected to be paid down and that Thornton Academy has already been the recipient of \$116,000 and the over estimating of kids we should generate over \$170,000 and the State \$350,000 should bring that down with the purchase of the lap tops. Considering that a debt of \$1,087,000

that could be cleaned up pretty well with one simple appropriation. I notice on the revenue report that we have received an insurance claim refund of \$1,100,000, so basically, we are talking about a wash. Clean it up and don't touch the surplus which is being pirated at this point in my opinion. Given that consideration, we do have a significant fund balance once again as predicted. While the Administrator's goal is to have a 16+ % retention of undesignated reserve our Charter maximum is 10%. We experienced a town wide revaluation last year and under estimated the revenues significantly and that seems to be a pattern and to hit the tax payer repeatedly to get that goal. I would suggest that we hold the line. There is more than enough money to do that in this year's budget. As far as the Human Services Director is concerned, we hired one recently and now we are asking for a \$20,000 increase. It seems that we are asking for an assistant. We can't keep going on this track because there are so many people who are forced out of their homes and it is terrible to deal with this. As far as Economic Development is concerned it is my understanding that a budget for that department would be coming out of the TIF for Main Street which has \$360,000 in the current budget and maybe it was my misunderstanding. If we didn't the approval for the TIF then we would be stuck with that and that includes additional staff so I wasn't sure if that was part of the package. Our revenues are an example of that. We have never had \$30,000 interest for years and we are already up to \$98,000. This is just one example of underestimating the revenue side of the budget and so doing this translates into taxes.

- Don Pilon, 1 Meadow Lane – We are all aware of the recent tragedy in Parkland, Florida. What came to my mind was that if we had a similar situation in Saco or Biddeford, how would Saco respond. Is Saco positioned in our emergency services to respond to such a tragedy. Has this city recently had a table top exercise recently with fire, police and emergency services? It is my understanding that we, the City of Saco do not have an Emergency Management Director any longer. Recently, the City of Saco has delegated that responsibility to the Fire Chief. If we were to have a disaster like Parkland recently experienced the Fire Chief and his department would have different responsibilities and duties other than the duties and responsibilities of an Emergency Management Director. The point being is there should be a separate Emergency Management Director for the City of Saco other than the Fire Chief. I would encourage the Council to create once again and you have had a separate person from that position. Create and hire an Emergency Management Director separate from the Fire Department. I speak from experience. I was the Emergency Management Director for the City of Biddeford for many years. The duties and responsibilities are different than the Fire Department. I would hope that you would make this an agenda item and workshop it.

VI. CONSENT AGENDA

Mayor Lovell removed item #A – Minutes from the consent agenda. These will be on the next Council agenda.

Councilor Johnston moved, Councilor Smart seconded to approve consent agenda items #B, and #C as follows:

B. Mayor's Appointment to the Conservation Commission – Be it Ordered that the City Council confirm the Mayor's appointment of Katy Nicketakis to the Conservation Commission as a regular member for a three-year term ending on February 20, 2021. Further move to approve the Order.

C. Asset Forfeiture, State v. Michael Fahey – Be it Ordered that the Saco City Council does hereby approve with reference to York County Superior Court Docket #CR-17-533 Criminal Forfeiture, of the transfer of assets to the City of Saco, pursuant to 15 M.R.S. §5824(3) and/or §5826(6). Further move to approve the order.

The motion passed with five (5) yeas.

VII. AGENDA

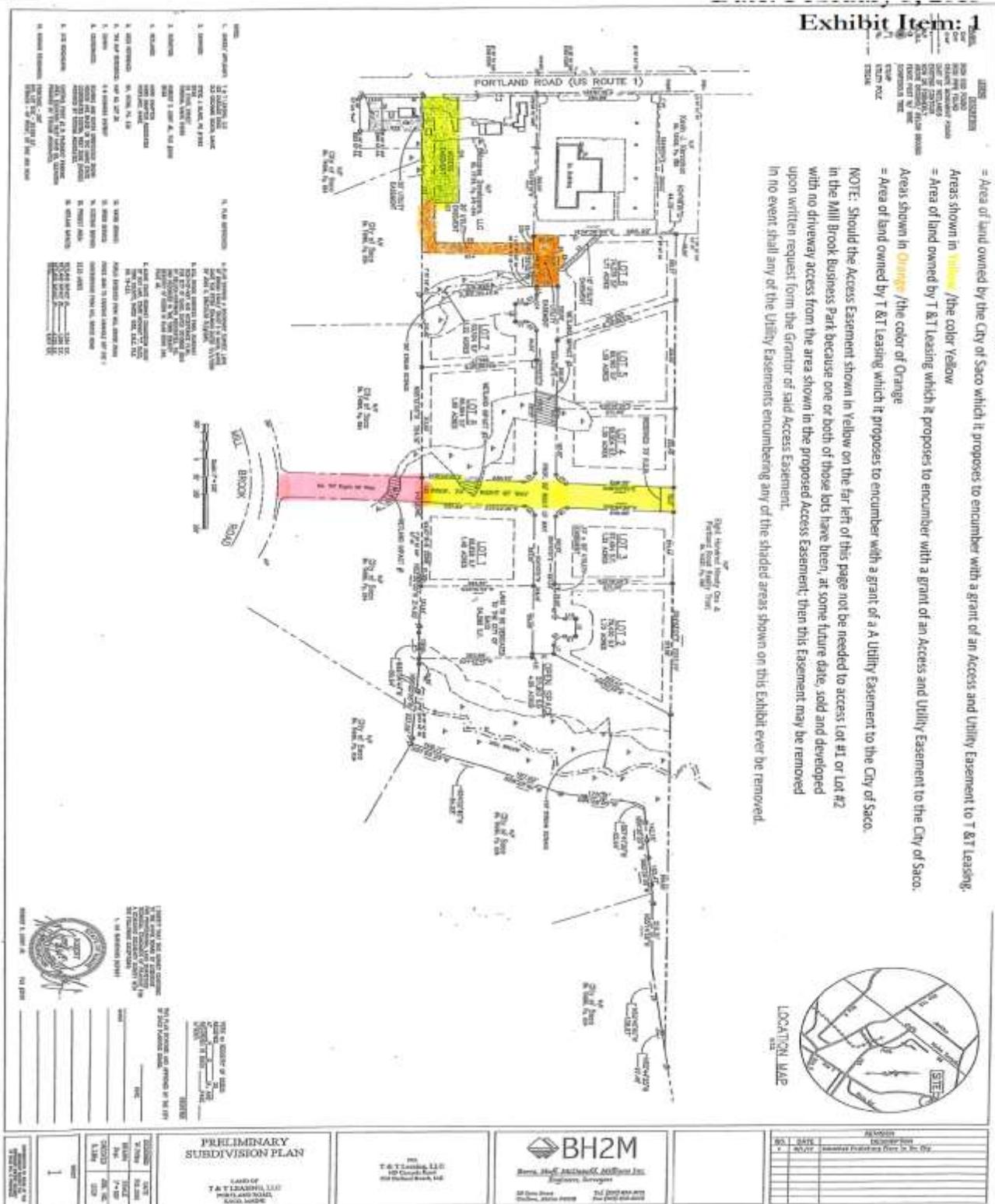
A. T & T LEASING REQUEST TO CROSS AND IMPROVE CITY-OWNED LAND AT MILL BROOK BUSINESS PARK

T&T Leasing is proposing an 8-lot commercial subdivision on property abutting the Mill Brook Business Park to the north. The plan calls for utilizing an existing 70' x 600' strip of City-owned land, intended as a "future connector" from Mill Brook Road to the T&T-owned property. The applicant requests permission from the City Council for an Easement to cross, and to build a City street on this City-owned land. This was foreseen by the City when designing the Mill Brook plan.

These matters have been discussed with the Planning Board and Economic Development Commission (EDC) several

times over the last year plus, most recently with the EDC on 1/29/18, where they recommended the City Council approve the requested Easement in exchange for Easements as set forth on the attached Exhibit A.

Councilor Smart moved, Councilor Minthorn seconded “Be it Ordered that the City Council authorize the City Attorney to draft the various access and utility easements as delineated in Exhibit A, attached hereto, and to allow construction of the proposed street to City specifications, for eventual acceptance by the City; and for the City Administrator to execute such documents.” Further move to approve the order. The motion passed with five (5) yeas.



B. APPROVAL OF UPDATES TO THE COMPREHENSIVE PLAN

The City Council appointed an 11-member Comprehensive Plan Committee in Oct. 2016, which commenced meeting the next month, and most recently in December 2017. The goal has been to update the City's approach to the downtown area. The Southern Maine Planning and Development Commission worked with the Committee, as did the Planning and Economic Development departments.

The draft document that has resulted includes updated chapters for the Local Economy, Land Use, Population and Demographics, Housing and Transportation, and introduces new chapters on Sea Level Rise, and Arts and Culture. The inventory has been updated for each, and Goals, Policies and Strategies have been identified. The Planning Board held a public hearing on Jan. 23, 2018 and has forwarded a positive recommendation for the draft document.

Councilor Johnston moved, Councilor Minthorn seconded to adopt the "City of Saco, Maine, Comprehensive Plan, 2018 Update" dated January 2018, and to authorize the City Administrator to submit the Plan to the State Planning Office for review; and further move to thank the Update Committee, including the Planning Board for over a year's worth of work. The motion passed with five (5) yeas.

A copy of the 2018 Comprehensive Plan Update can be found on the [city website](#) and a copy is also available for review in the City Clerk's Dept.

C. AMENDMENT TO MU-3, I-1, I-2, I-3 ZONE – FOOD PROCESSING FACILITY – (1ST READING)

The City has been working with a new business prospect in the food processing sector and they have found a site that will meet their needs in the MU-3 zone. In review of the zoning, food processing businesses have been most often designated as "Light Industry". This zoning change would add a definition for "Food Processing Facility" and further add those as Permitted Uses to the MU-3, I-1, I-2, and I-3 Zones.

This was discussed with the Planning Board in workshop on February 6, 2018 which indicated general concurrence with the proposed changes provided that all Food Processing Facilities go thru Site Plan Review with the Planning Board in the I-2, I-3, and MU-3 Zones. In the I-1 Zone, the Planning Board suggested that Site Plan Review continue to be handled by the Planner unless the size of the project requires Planning Board approval.

Councilor Smart moved, Councilor Johnston seconded "The City Council hereby approves the First Reading of the document titled, "Amendments to the Saco Zoning Ordinance, Food Processing Facility Definition added to §230-302 and inclusion of the definition to: § 230-410.6 MU-3 Planned Mixed-Use District; § 230-410.19 I-1 Industrial Park District; § 230-410.20 I-2 Industrial Business District; § 230-410.21 I-3 Light Industrial-Business Park District;" and further move to set the Public Hearing for March 5, 2018." Further move to approve the order. The motion passed with five (5) yeas.

**Amendments to the Saco Zoning Ordinance,
Food Processing Facility Definition added to §230-302 and inclusion of the definition to:
§ 230-410.6 MU-3 Planned Mixed-Use District;
§ 230-410.19 I-1 Industrial Park District;
§ 230-410.20 I-2 Industrial Business District;
§ 230-410.21 I-3 Light Industrial-Business Park District;**

§ 230-302 Definitions (excerpted)

Food and Drink

A. EATING ESTABLISHMENT

A business which sells prepared food and which does not serve alcoholic beverages. No provisions shall be made for drive-through service.
[Amended 2-19-2002]

B. DRINKING ESTABLISHMENT

A business or club where alcoholic beverages are consumed on the premises, such as a tavern.

C. EATING AND DRINKING ESTABLISHMENT

A business where food and alcoholic beverages are sold for consumption on the premises, such as, but not limited to, a Class A restaurant. Eating and drinking places shall offer a variety of meals at all hours they are open and shall be equipped with a full commercial kitchen for the preparation of meals. A full commercial kitchen includes a stove, a stovetop, refrigeration equipment, a dishwasher, and numerous cooking utensils. No provisions shall be made for drive-through service.

[Amended 3-7-1994; 2-19-2002]

D. DRIVE-THROUGH EATING ESTABLISHMENT

A business that serves prepared food and includes provisions for drive-through service.

[Amended 2-19-2002]

Food Processing Facility

The use of land, buildings, or structures for the preparation, processing, cooking, baking or other enhancement of food, seafood, or agricultural products for use or consumption primarily off the premises including such activities as commercial bakeries, breweries, bottling facilities, dairies, lobster pounds and facilities for commercial food processing and/or packaging; excluding all products of a medicinal and / or pharmaceutical nature. Food processing facility does not include a use in which the principal activity is the rendering, storage, and/or treatment of animal or fish wastes. The processing of wastes created on the premises is allowed as an accessory use to a food processing facility.

Forest Management Activities

Timber cruising and other forest resource evaluation activities, pesticide or fertilizer application, management planning activities, timber stand improvement, pruning, regeneration of forest stands, and other similar or associated activities, exclusive of timber harvesting and the construction, creation or maintenance of roads.

[Amended 4-21-1992]

§ 230-410.6 MU-3 Planned Mixed-Use District.

A. Permitted uses:

- (1) Hotels and motels.
- (2) Bed-and-breakfast establishments.
- (3) Retail businesses with less than 100,000 square feet of gross floor area and related outside sales.
- (4) Accessory retail sales of goods manufactured on the premises.
- (5) Artist and craftsperson studios.
- (6) Eating establishments.
- (7) Eating and drinking establishments.
- (8) Accessory food service facilities.
- (9) **Food processing facilities.**
- (10) Health and fitness clubs.
- (11) Financial institutions.
- (12) Professional offices.
- (13) Business offices.
- (14) Offices of tradesmen or contractors.
- (15) Personal services.
- (16) Business services.
- (17) Repair services.
- (18) Funeral homes.
- (19) Health care clinics for humans.
- (20) Animal hospitals and veterinarian offices.
- (21) Light assembly in which all activities occur within a fully enclosed building with no exterior storage.

- (22) Outdoor commercial recreational facilities.
- (23) Commercial recreation.
- (24) Indoor recreation/amusement centers.
- (25) Nonprofit recreational uses.
- (26) Public parks and playgrounds.
- (27) Places of public assembly or entertainment as part of a mixed-use building or mixed-use development.
- (28) Places of worship.
- (29) Municipal uses.
- (30) Quasi-municipal or public uses.
- (31) Day-care center.
- (32) Adult care services.
- (33) Agriculture.
- (34) Accessory uses.
- (35) Essential services.
- (36) Public utility buildings.
- (37) Any use permitted in the Resource Protection District.
- (38) Mobile home parks in designated Mobile Home Park Overlay Districts.

B. Conditional uses:

- (1) Self-service storage units.

C. Additional uses permitted only as part of a master planned development. The following uses are permitted only as part of a master planned development reviewed and approved by the Planning Board in accordance with the provisions of § 230-416:

- (1) Single-family dwellings.
- (2) Two-family dwellings.
- (3) Multifamily dwellings.
- (4) Elderly congregate housing.
- (5) Dwelling units as part of a mixed-use building.
- (6) Community living uses.
- (7) Home occupations.
- (8) Home babysitting service.
- (9) Day-care home.
- (10) One accessory apartment in a single-family dwelling.
- (11) Research and testing laboratories fully enclosed within a building that are compatible with a mixed-use neighborhood.

§ 230-410.19 I-1 Industrial Park District.

[Amended 8-1-1988; 11-17-1988; 3-2-1992; 7-6-1993; 11-7-1994; 2-19-2002; 10-21-2002; 12-15-2008; 7-19-2010; 12-6-2010; 9-19-2016]

A. Permitted uses:

- (1) Hotels and motels.
- (2) Supply yards.
- (3) Parking lots as an accessory use to abutting lots in the B-6 Zone.
- (4) Off-site parking for uses located within the district.
- (5) Health club.
- (6) Financial institutions.
- (7) Business offices.
- (8) Business services.
- (9) Hospitals and clinics for humans.
- (10) Research and testing labs.
- (11) Wholesale trade and warehousing.
- (12) Distribution.

- (13) Truck terminal.
- (14) Light industry.
- (15) Any use permitted in the Resource Protection District.
- (16) Essential services.
- (17) Accessory uses.
- (18) Municipal uses.
- (19) Public utility buildings.
- (20) Public and private schools.
- (21) Commercial schools.
- (22) Nursery school.
- (23) High-voltage transmission lines.
- (24) Medical marijuana caregivers, growing.
- (25) Medical marijuana caregivers, growing facility.
- (26) Food processing facilities.

B. Conditional uses:

- (1) Heavy industry.
- (2) Recycling center.
- (3) Waste composting facility.
- (4) Day-care center.
- (5) Wireless telecommunications facilities.
- (6) Registered dispensary, grow-only.
- (7) Addiction treatment facility.

§ 230-410.20 I-2 Industrial Business District

[Note: includes I-2b District at former Maine Turnpike Exit 5].

[Amended 10-2-1986; 8-1-1988; 9-19-1988; 4-1-1991; 6-4-1991; 3-2-1992; 3-16-1992; 7-6-1993; 2-28-1994; 2-19-2002; 12-15-2008; 7-19-2010; 12-6-2010; 5-21-2012]

A. Permitted uses:

- (1) Hotels and motels.
- (2) Retail uses (I-2b only).
- (3) Accessory uses, including eating establishments associated with hotels and motels.
- (4) Teen center.
- (5) Financial institutions.
- (6) Business offices.
- (7) Business services.
- (8) Hospitals and clinics for humans.
- (9) Research and testing labs.
- (10) Light industry.
- (11) Any use permitted in the Resource Protection District.
- (12) Essential services.
- (13) Municipal uses.
- (14) Recycling center.
- (15) Nursery school.
- (16) Adult day-care center, Type 1 and 2.
- (17) Municipal animal incinerator.
- (18) Enclosed sports arena.
- (19) High-voltage transmission lines.
- (20) Commercial school.
- (21) Elder/disability housing facility - limited service.
- (22) Elder/disability care facility - full service.
- (23) Elder/disability housing facility (in conjunction with Use 21 or 22).
- (24) Places of worship. [Amended 7-16-2012]
- (25) Medical marijuana caregivers, growing. [Amended 9-19-2016]

- (26) Medical marijuana caregivers, growing facility. [Amended 9-19-2016]
- (27) **Food processing facilities.**

B. Conditional uses:

- (1) Self-service storage units.
- (2) Distribution (including not more than 10% of gross floor space for retail purposes).
- (3) Public and private schools.
- (4) Day-care centers.
- (5) Registered dispensary, grow-only.
- (6) Addiction treatment facility.
- (7) Car washes in I-2 only (not to include I-2b) [Amended 11-5-2012]

§ 230-410.21 I-3 Light Industrial-Business Park District.

[Amended 2-19-2002; 10-21-2002; 4-7-2003]

A. Permitted uses:

- (1) Hotels and motels.
- (2) Accessory retail sales of goods manufactured on the premises.
- (3) Eating establishments.
- (4) Eating and drinking establishments.
- (5) Accessory food service facilities.
- (6) Financial institutions.
- (7) Business offices.
- (8) Offices of tradesmen or contractors.
- (9) Business services.
- (10) Repair services.
- (11) Research and testing laboratories/labs.
- (12) Wholesale trade and warehouses.
- (13) Contractors.
- (14) Light industry.
- (15) Any use permitted in the Resource Protection District.
- (16) Essential services.
- (17) Accessory uses.
- (18) Municipal uses.
- (19) Public utility buildings.
- (20) Quasi-public uses.
- (21) Public parks and playgrounds.
- (22) Public schools.
- (23) Private schools.
- (24) Commercial schools.
- (25) Nursery schools.
- (26) Day-care centers.
- (27) Agriculture.
- (28) High-voltage transmission lines.
- (29) **Food processing facilities.**

B. Conditional uses:

- (1) Automobile dealers.
- (2) Indoor recreation/amusement centers.
- (3) Health and fitness clubs.
- (4) Distribution facilities.
- (5) Radio and TV transmission towers.
- (6) Wireless telecommunications facilities.
- (7) Registered dispensary, grow-only.[Amended 7-19-2010]

D. BUDGET AMENDMENT #4 FY2018-BENEFITS CONSOLIDATION

As part of the budget process for fiscal year 2017, employee benefit lines were distributed across departments to more accurately display the true cost of personnel within each department. However, an unintended consequence with this methodology was that if an employee in a department had wages distributed across other departments, additional benefits lines had to be created. This generated an inflated number of account lines resulting in 9 line items becoming 276 line items. This level of complexity creates difficulty in executing payroll and forecasting cost changes effectively, and furthermore does not provide significant improvement in cost modeling for the budget process. The Finance Director suggests the reconsolidation of the employee benefit line items back to the original 9 accounts for the last two fiscal years so that the budget document is consistent across all years, and removes any further confusion.

Councilor Archer moved, Councilor Gay seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #4 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Prior years actual 2016-2017	Current Budget 2017-2018	Amended Dept. Total (2016-2017)	Amended Dept. Total (2017-2018)
Various accounts	(see attached)	\$3,428,543	\$3,858,268	\$0	\$0
Fringe Benefits	(see attached)	\$0	\$0	\$3,428,543	\$3,858,268
Net change				\$0	\$0
Notes: This is an account clean up. Because it is outside the budget process, it requires Council approval as a budget amendment.					

E. BUDGET AMENDMENT #5 FY2018 – WRDD CONSOLIDATION

In 2016, 3 Impact Fees (CSO, Sewer, and Subsurface) were separated from the WRRD Enterprise fund to better understand available funds for projects related to each of the impact fees. Unfortunately, this breakout provided no incremental analytical information to the City Council or Public. Financial statements in the CAFR blended the WRRD funds together and the Annual Budget Process only included a very vague spending target for Impact Fee funds. The Finance Director is recommending that we reconsolidate the 3 Impact Fee funds back into the main WRRD Enterprise fund, with the understanding the Impact Fee accounts will follow a similar rollover process as the Capital Plan. This involves annually rolling balances on Impact Fee revenue accounts to corresponding Impact Fee Expense Accounts, with supplemental projects built out and reviewed annually, as part of the close of year process.

Councilor Minthorn moved, Councilor Smart seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #5 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Net Position/ Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
5100	(see attached)	\$1,591,386	\$0	\$(1,591,386)	\$0
5101	(see attached)	\$638,063	\$0	\$(638,063)	\$0
5102	(see attached)	\$135,966	\$0	\$(135,966)	\$0
5000	(see attached)	\$1,023,983	\$0	\$2,365,415	\$3,389,398
Net change				\$0	
Notes:					

F. BUDGET AMENDMENT #6 – CALL FIRE RETIREMENT FUND

In 2005, the City Council approved the creation of a retirement fund for call firefighters. The fund was to receive \$8,000 annually with a balance forecasted to be \$45,747.28 by the time the first drawdown occurred in 2010. However, no separate fund was created.

Therefore, the balance on the contribution has mingled with the general fund balance at the end of each Fiscal Year. Based on the history of the two accounts, the City of Saco has a balance of \$71,433.89, as of the end of FY2017 for this initiative. The incremental \$32,869.25 versus forecasted value is due to the significantly lower than predicted drawdown since 2010.

The Finance Director is recommending the creation of a new special revenue fund dedicated to the Call Fire Retirement. The available balance from FY2017 and all expenditures and revenues tied to this account for FY2018 would be redirected to this new fund.

Councilor Gay moved, Councilor Archer seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #6 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Current Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
Draw On Fund Balance	10350/300800	\$(809,870)	\$0	\$(71,433.89)	\$(881,303.89)
New Special Revenue Fund	TBD	\$0	\$0	\$71,433.89	\$71,433.89
Net change				\$0	

Notes: The \$809,870 in the Current Budget 2017-2018 includes \$190,600 recognized in the budget process from Spring 2017 for Fiscal Year 2018. The other \$619,270 is from a budget amendment approved on September 18th to cover the cost of the boiler replacement at the Saco Middle School.

G. BUDGET AMENDMENT # 7 FY2018 – SCHOOL DEPARTMENT FUND

The City of Saco chose to withdraw from the Regional School Unit in Fiscal Year 2014. As a result, of that withdrawal, the City of Saco owed \$889,809 in debt at that start of FY2015. Over the course of the last several years, the School Department has tried to reduce that debt without success. At the close of FY2017, the School Department Fund Balance was -\$1,603,903.

The School Administration has indicated that they are committed to finding \$516,000 in savings or from additional revenues in the current year to reduce this deficit to -\$1,087,903 by the close of FY18.

To reduce the deficit to zero, the City Council will need to make a one-time budget amendment/transfer of \$1,087,903 from the General Fund’s Unassigned Fund Balance to the School Fund.

This Council action would have no impact on the property tax.

Councilor Smart moved, Councilor Minthorn seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #7 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Current Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
Draw On Fund Balance	10350/300800	\$(809,870)	\$0	\$(1,087,903)	\$(1,897,773)
School Fund	1000/12705	\$24,061,762	\$0	\$1,087,903	\$25,149,665
Net change				\$0	

Notes: The \$809,870 in the Current Budget 2017-2018 includes \$190,600 recognized in the budget process from Spring 2017 for Fiscal Year 2018. The other \$619,270 is from a budget amendment approved on September 18th to cover the cost of the boiler replacement at the Saco Middle School.

Finance Director certifies that funds are available:
 Signature:  Date: 2/16/18

Comments: Based on additional saving commitments from School Administration, this budget transfer to the School Fund would make the School Department’s Fund Balance \$0 at the close of FY18 if no other budget shortfalls or other savings are realized.

H. BUDGET AMENDMENT #8 FY2018 – UNIT 91

During the 2018 budget process, city staff were operating under the assumption that Unit 91 would have been sold prior to the close of the fiscal year. Therefore, no budget was established.

As of the end of January 2018, the City has spent \$67,525 to keep current with condo association fees, utilities, and other repairs. At the February 5th meeting, the Saco City Council approved a monthly spending cap from now until the sale of the property. It can be assumed that if the property stays with the City through June, costs will likely reach an additional \$60,000.

Given this information, the City Administrator is asking for a budget amendment of \$127,525 from the unassigned fund balance, to cover the costs associated with the property.

This Council action will have no impact on the property tax.

Councilor Johnston moved, Councilor Mintorn seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #8 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Current Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
Draw On Fund Balance	10350/300800	\$(809,870)	\$0	\$(127,525)	\$(937,395)
Contingency	10640/500408	\$0	\$0	\$127,525	\$127,525
Net change				\$0	
Notes: The \$809,870 in the Current Budget 2017-2018 includes \$190,600 recognized in the budget process from Spring 2017 for Fiscal Year 2018. The other \$619,270 is from a budget amendment approved on September 18 th to cover the cost of the boiler replacement at the Saco Middle School.					

I. BUDGET AMENDMENT #9 FY2018 – PLANNING DEPARTMENT

Saco’s City Planner has announced his intent to retire before the end of the fiscal year. One of the eight primary goals identified by the Council for the next two years is to “Review, Fund, and Develop a Strategic Recruitment, Retention, and Succession Plan”. From a succession planning and knowledge acquisition standpoint, it would be prudent of the City to have some period of overlap in the position through the remainder of the fiscal year.

City Administration is requesting that these funds be drawn from the Unassigned Fund Balance to fund this position through the end of the fiscal year.

Councilor Gay moved, Councilor Minthorn seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #9 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Current Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
Draw On Fund Balance	10350/300800	\$(809,870)	\$0	\$(27,387)	\$(837,257)
Planning Department	10450/500103	\$0	\$0	\$18,667	\$18,667
Planning Department	10452/500301	\$675	\$0	\$2,000	\$2,675
Fringe Benefits	10600/500295	\$0	\$0	\$6,720	\$6,720
Net change				\$0	
Notes: The \$809,870 in the Current Budget 2017-2018 includes \$190,600 recognized in the budget process from Spring 2017 for Fiscal Year 2018. The other \$619,270 is from a budget amendment approved on September 18 th to cover the cost of the boiler replacement at the Saco Middle School.					

J. BUDGET AMENDMENT #10 FY2018 – FIRE DEPARTMENT

The City of Saco’s Fire Department is anticipating a budget shortfall in its overtime line. This is the result of numerous staff being out due to retirement, medical leave, and other personnel matters. Many of these events cannot be planned for (or budgeted for) and do not reduce wages lines. Therefore, savings that can usually be quantified elsewhere in the department’s budget are not attainable.

These resources would be pulled from the unassigned fund balance and used to increase the overtime account line in the fire department budget.

Councilor Gay moved, Councilor Archer seconded “Be it Ordered that City Council approves the first reading of ‘Budget Amendment #10 FY2018’ and moves to schedule a second and final reading for March 5, 2018.” Further move to approve the order. The motion passed with five (5) yeas.

Name of Account	Account Number	Current Budget 2017-2018	Received to Date	Adjustment Request	Amended Dept. Total
Draw On Fund Balance	10350/300800	\$(809,870)	\$0	\$(50,000)	\$(859,870)
Fire Department	10470/500114	\$260,000	\$0	\$50,000	\$310,000
Net change				\$0	

Notes: The \$809,870 in the Current Budget 2017-2018 includes \$190,600 recognized in the budget process from Spring 2017 for Fiscal Year 2018. The other \$619,270 is from a budget amendment approved on September 18th to cover the cost of the boiler replacement at the Saco Middle School.

VIII. COUNCIL DISCUSSION AND COMMENT

- Councilor Archer – Wished a happy 2nd birthday to his daughter Sadie. Mayor Lovell also wished Sadie a happy birthday.
- Councilor Gay – Constituent says that she use to get the Council meetings on Channel 3 and she can’t get them anymore and hasn’t for quite a while. She enjoys the Council meeting and Thornton Academy programming and wants to know when will she be able to get them back. Mayor Lovell stated that the City Administrator and he will look into it. If she has internet access the meetings can be watched through streaming video.
- Councilor Gay – Has a constituent that is wondering when the water will start flowing faster at Hillview Heights. Councilor Archer noted that was his ward and if he could refer them to him he would look into it for them.
- Councilor Minthorn – Stated that he could actually answer Councilor Gay’s inquiry pertaining to the water issue. He was over at the Water District because he had similar issues in Ward 5. The long and short of it is that it is not going to change. Basicall,y when they built the new water tank the static pressure in most of the city is about 35 lbs. on average. If I recall correctly. When the pumps come on that can jump up to 42-45 lbs. and then the pumps will shut off. Now, many of the residents including myself about 10-12 years ago loved having really good water pressure. It was like 45-50 lbs. at our house. The reason being was that the pumps were running all the time. Now, through Maine Waters investment of substantial funds to fix all the leaks, now the pumps don’t run all the time. So, the new tank was set up to provide about 35 lbs. of pressure. The problem comes in if you live in a 2-story house and you are in the second-floor bathroom you probably have about 22 lbs. of pressure when you take a shower. As several of my neighbors found out when they inquired about how that could be better the answer was “it is what it is”. If you want to spend \$500-\$600 you can buy a booster pump for your basement. But, that is the responsibility of the home owner.

IX. EXECUTIVE SESSION

Councilor Gay moved, Councilor Archer seconded “Be it Ordered that the City Council enter into executive session, Pursuant to [M.R.S.A. Title 1, Chapter 13, Subchapter 1, §405(6): Real Estate and Economic Development

Negotiations: Mill Brook Business Park. Further move to approve the order. The motion passed with five (5) yeas. Time: 7:19 p.m.

X. REPORT FROM EXECUTIVE SESSION

Councilor Minthorn moved, Councilor Gay seconded to come out of executive session at 7:47 p.m. The motion passed with five (5) yeas.

Mayor Lovell recognized that all the Councilors were present.

There was no report this evening.

XI. ADJOURNMENT

Councilor Minthorn moved, Councilor Gay seconded to adjourn the meeting at 7:49 p.m. The motion passed with five (5) yeas.

Attest: _____

Michele L. Hughes, City Clerk