

**AGENDA
TOWN COUNCIL MEETING
STANDISH, MAINE
TUESDAY, SEPTEMBER 13, 2016
STANDISH MUNICIPAL CENTER
7:00 PM**

CALL TO ORDER

Pledge of Allegiance

ROLL CALL

MINUTES OF PREVIOUS MEETING (S)

Approval of the August 9th meeting minutes.

PETITIONS AND COMMUNICATIONS

REPORT OF THE TOWN MANAGER

PUBLIC HEARINGS

85-16 Amendment to Standish Town Code, Chapter 181, Land Use, Multiple Sections Regarding "Define Ground Floor and Eliminate Mixed Use Requirement for Existing Structures on Ground Floor". [Blanck]

** Public Hearing on Secret Ballot Referendum Issue – Rescind Charter Term Limit Provisions **

COMMITTEE REPORTS

CONSENT CALENDAR

90-16 Appointment of Ballot/Election Clerks and Election Warden for the November 8, 2016 Elections [Nesbitt]

91-16 Establish Hours for Voter Registration Prior to the November 8, 2016 Elections [Nesbitt]

UNFINISHED BUSINESS

NEW BUSINESS

92-16 Call for Special Town Meeting Referendum Election on November 8, 2016, Place Referendum Question on the Ballot – Charter Amendment – Term Limits, Execute Warrant [Sirpis]

93-16 Resolution to Establish October 15, 2016 as Standish Health and Safety Day [Pomerleau]

94-16 Award Bid and Authorize Contact for Road Crack Sealing [Sargent]

95-16 Set Mil Rate, Due Dates and Interest Rate for the Fiscal Year 2017 Taxes [Nesbitt]

96-16 Town of Standish Town Council Orders Authorizing Tax Anticipation Borrowing [Nesbitt]

97-16 Establish Special Revenue Fund for Recreation Department and Deposit FY 2016 and designate FY2016 net audited remaining Recreation revenue funds to be transferred into said account [Nesbitt]

98-16 Adopt Revised Fund Balance Policy [Nesbitt]

99-16 Appoint Standish Representatives to MSAD #6 /Frye Island Cost Sharing Group [Nesbitt]

100-16 Town Council Appointments to Various Boards or Committees [Pomerleau]

101-16 Emergency Amendment to the Standish Town Code, Chapter 151, General Assistance Ordinance, Adopt Updated Tables for the Maximum Levels of Assistance as provided as Provided by the Maine Municipal Association [Nesbitt]

102-16 Amendment to the Standish Town Code, Chapter 151, General Assistance Ordinance, Adopt Updated Tables for the Maximum Levels of Assistance as provided as Provided by the Maine Municipal Association [Nesbitt]

PUBLIC ITEMS

ANNOUNCEMENTS

EXECUTIVE SESSION

A motion may be made to go into executive session at any time during the meeting in accordance with state law to discuss, personnel, real estate, labor negotiations, or legal matters.

ADJOURN

This agenda is for informational purposes and does not preclude the Council from acting upon other business which may be brought forth at the meeting.

ORDER

STANDISH TOWN COUNCIL

DATE: July 12, 2016
ORDER NUMBER: 85-16

Submitted by: Blanck

TITLE: AMENDMENT TO STANDISH TOWN CODE, CHAPTER 181, LAND USE, MULTIPLE SECTIONS REGARDING "DEFINE GROUND FLOOR AND ELIMINATE MIXED USE REQUIREMENT FOR EXISTING STRUCTURES ON GROUND FLOOR".

The Town of Standish hereby ordains the following amendments to the Land Use Ordinance, effective immediately upon adoption. The Land Use Ordinance of the Town of Standish shall be amended as follows (additions are underlined and deletions are ~~struck out~~):

Amend § 181-7.1, regarding Form Based Code Village Districts (FBCVD)s, as set forth below:

§ 181-7.1. Form Based Code Village Districts (FBCVD).

...

A. Terms defined. As used in this section, the following terms shall have the meanings indicated:

...

GARDEN WALL — A wall (such as masonry, decorative wood or metal) defining a required build-to-line, property line or delineating a private area.

GROUND FLOOR — The first floor of a building other than a cellar or basement and that is most level with the ground as viewed from the public street.

INFILL DEVELOPMENT — A project within the existing FBCVD street building fabric.

...

B. Administrative provisions

...

C. Standish Corner District Standards.

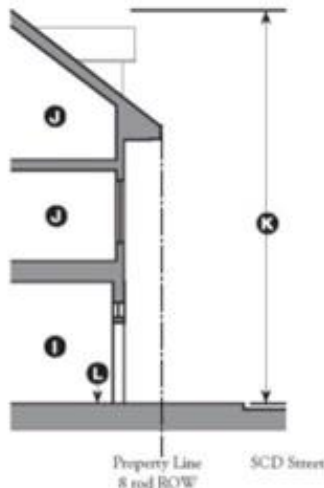
(1) Town Center (TC) standards.

...

(a) Lot size (TC).

...

(b) ***Required build-to-zone (distance from property line)***



...

(c) Mix use (TC) For structures or additions to structures created after 6/7/2011 only:

Ground floor Residential uses are prohibited.

1

Upper floor(s) Residential and other permitted uses

2

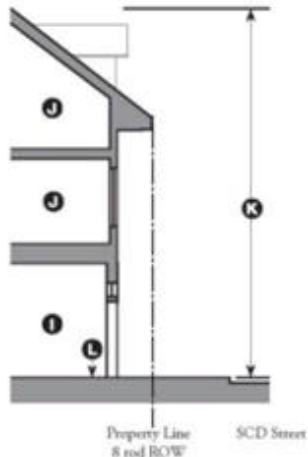
...

(2) Town Main (TM) standards.

(a) Lot size (TM).

...

(b) Building placement (TM).



...

(c) Mix use (TM). For structures or additions to structures created after 6/7/2011 only:

Ground floor Residential uses are prohibited

I

Upper floor(s) Residential and other permitted uses

J

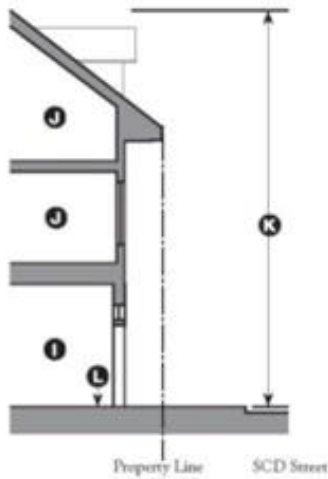
...

(3) Town Avenue (TA) standards.

(a) Lot size (TA).

...

(b) Building placement (TA).



...

(c) Mix use (TA). For structures or additions to structures created after 6/7/2011 only:

Ground floor Residential uses are prohibited.

I

Upper floor(s) Residential and other permitted uses

J

...

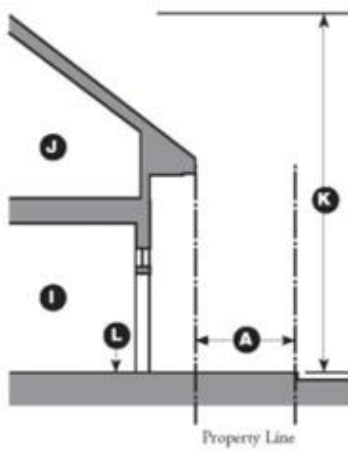
D. Sebago Lake Village District standards.

(1) SLV Core (SLVC) standards.

(a) Lot size (SLVC)

...

(b) Building placement (SLVC).



...

(c) Mix use (SLVC). For structures or additions to structures created after 8/12/2014 only:

Ground floor Residential and other permitted uses, provided that a residential use may not occupy the portion of the building facing the primary SLVD street

Upper floor(s) Residential and other permitted uses

I

J

...

APPROVED _____ DISAPPROVED _____

ROLL CALL YEA NAY ABSTAIN

BLANK _____
 DELCOURT _____
 HIGGINS _____
 NESBITT _____
 POMERLEAU _____
 SARGENT _____
 SIRPIS _____

CLERK/SECRETARY _____
 COUNCIL CHAIR _____

Proposed Timeline:
 Planning Board Public Hearing: 8/1/2016
 Introduction: 7/12/2016
 First Reading: 8/9/2016
 Public Hearing: 9/13/2016

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016
ORDER NUMBER: 90-16

Submitted by: Nesbitt

TITLE: APPOINTMENT OF BALLOT/ELECTION CLERKS AND ELECTION WARDEN FOR THE NOVEMBER 8, 2016 ELECTIONS

ORDERED that the following individuals are appointed to serve as ballot/election Clerks at the November 8, 2016 elections:

Democratic Election/Ballot Clerk
Bette King

Republican Election/Ballot Clerk
Glenna Jamison

ORDERED that Cheryl Allen is appointed to serve as election warden, and

FURTHER ORDERED that the Town Clerk is authorized to select additional ballot/election clerks as necessary to provide adequate staffing.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 91-16

SUBMITTED BY: Nesbitt

TITLE: ESTABLISH HOUR FOR VOTER REGISTRATION PRIOR TO THE
NOVEMBER 8, 2016 ELECTIONS

ORDERED that the Registrar of Voters will hold office hours during the regular office hours of the Town Clerk during the week beginning October 31, 2016, and

FURTHER ORDERED that the registration period prior to the November 8, 2016 Referendum Election shall closed on November 7th at 4:30 pm, and

FURTHER ORDERED that the Town Clerks Office will remain open on Thursday, November 3, 2016 until 7 pm to issue absentee ballots and accept new voter registrations.

Note: Regular Town Clerk Office hours: Monday - Thursday 7:30 am– 4:30 am
Clerk's Office will be open until 7:00 pm on November 3, 2016 to accept new registrations and issue absentee ballots. New voters can register to vote on Election Day at the polls.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER
STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 92-16

SUBMITTED BY: Sirpis

TITLE: CALL FOR SPECIAL TOWN MEETING REFERENDUM ELECTION ON NOVEMBER 8, 2016, PLACE REFERENDUM QUESTION ON THE BALLOT - CHARTER AMENDMENT - TERM LIMITS, EXECUTE WARRANT

ORDERED that the Standish Town Council call that a Special Town Meeting Referendum Election to be held on Tuesday, November 8, 2016, and

ORDERED that the following referendum question be placed on the ballot:

"Shall the municipality approve the charter amendments reprinted below?"

Proposed Charter Amendment to delete Sections 202(E) and 706 of the Charter, as follows:

Sec. 202. Qualifications; vacancies

~~E. No Council member shall seek reelection to the Town Council for more than one additional consecutive term. No person who has served either four or more successive years, or has been elected to two successive terms on the Council, shall be eligible for either appointment or election to the Council within 36 months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, and shall apply to all appointments or elections, whether for district or at-large seats. [Added 11-4-2014]~~

~~Sec. 706 Term limits:~~

~~Notwithstanding any other provision contained in this Charter, no Council member, School Board member or Budget Committee member shall seek reelection to their respective office for more than one (1) additional consecutive term. No person who has served either four (4) or more successive years, or has been elected to two (2) successive terms on the Council, School Board and/or Budget Committee, shall be eligible for either appointment or election to their respective body within thirty-six (36) months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, School Board members and Budget Committee members and shall apply to all appointments or elections, whether for district or at-large seats. [Added 11-4-2014.]~~

[Explanatory Note: The purpose of this amendment is to rescind the term limit restrictions for Town Councilors, School Board members and Budget Committee members.]

Applicable Effective Date: If enacted, this amendment shall take effect January 1, 2017.

FURTHER ORDERED that the attached warrant for the Special Town Meeting Referendum is executed by the Town Council.

APPROVED _____ DISAPPROVED _____

ROLL CALL YEA NAY ABSTAIN

BLANCK	_____
DELCOURT	_____
HIGGINS	_____
NESBITT	_____
POMERLEAU	_____
SARGENT	_____
SIRPIS	_____

CLERK/SECRETARY _____

**WARRANT
SPECIAL TOWN MEETING REFERENDUM ELECTION
STANDISH, MAINE
November 8, 2016**

Cumberland, ss
State of Maine

To Mary Chapman, a resident of the Town of Standish, County of Cumberland State of Maine.

Greetings:

In the name of the State of Maine, you are hereby required to notify the inhabitants of the Town of Standish, in the County of Cumberland, qualified by law to vote in town affairs, to meet at the Standish Municipal Center in Standish, on TUESDAY, the 8th day of November, A.D. 2016, at 6:00 in the forenoon, to act on the following Articles, namely:

- Art. 1. To choose a moderator to preside at said election.
- Art. 2. To vote by secret ballot on the following referendum question:

Question 1.

"Shall the municipality approve the charter amendment reprinted below?"

Proposed Charter Amendment to delete Sections 202(E) and 706 of the Charter, as follows:

Sec. 202. Qualifications; vacancies

~~E. No Council member shall seek reelection to the Town Council for more than one additional consecutive term. No person who has served either four or more successive years, or has been elected to two successive terms on the Council, shall be eligible for either appointment or election to the Council within 36 months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, and shall apply to all appointments or elections, whether for district or at-large seats. [Added 11-4-2014]~~

Sec. 706 Term limits:

~~Notwithstanding any other provision contained in this Charter, no Council member, School Board member or Budget Committee member shall seek reelection to their respective office for more than one (1) additional consecutive term. No person who has served either four (4) or more successive years, or has been elected to two (2) successive terms on the Council, School Board and/or Budget Committee, shall be eligible for either appointment or election to their respective body within thirty-six (36) months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, School Board members and Budget Committee members and shall apply to all appointments or elections, whether for district or at large seats. [Added 11-4-2014.]~~

[Explanatory Note: The purpose of this amendment is to rescind the term limit restrictions for

Town Councilors, School Board members and Budget Committee members.]

Applicable Effective Date: If enacted, this amendment shall take effect January 1, 2017.

The Polls open at 6:00 am and close at 8:00 pm.

The Registrar of Voters will hold office hours while the polls are open to correct any error or change a name or address on the voting list; to accept the registration of any person eligible to vote; and to accept new enrollments.

A person who is not registered to vote may not vote.

Given under our hands this 13rd day of September, A.D. 2016.

Municipal Officers of Standish, Maine:

Michael Blanck

Michael Delcourt

Isabel Higgins

Steven Nesbitt

Kimberly Pomerleau

John Sargent

Greg Sirpis

(SPECIMEN BALLOT)
OFFICIAL BALLOT
SPECIAL TOWN MEETING REFERENDUM ELECTION
STANDISH, MAINE
NOVEMBER 8, 2016

Town seal

s/Town Clerk

INSTRUCTIONS TO VOTERS

- A. To vote, complete the oval next to your choice, like this: ●
- B. To have your vote count, do not erase or cross out your choice.
- C. If you make a mistake, ask for a new ballot

(PENALTY FOR WILLFULLY DEFACING, TEARING DOWN, REMOVING OR DESTROYING A SPECIMEN BALLOT)

REFERENDUM QUESTION

Question 1.

“Shall the municipality approve the charter amendments reprinted below?”

Proposed Charter Amendment to delete Sections 202(E) and 706 of the Charter, as follows:

Sec. 202. Qualifications; vacancies

~~E. No Council member shall seek reelection to the Town Council for more than one additional consecutive term. No person who has served either four or more successive years, or has been elected to two successive terms on the Council, shall be eligible for either appointment or election to the Council within 36 months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, and shall apply to all appointments or elections, whether for district or at-large seats. [Added 11-4-2014]~~

~~Sec. 706 Term limits.~~

~~Notwithstanding any other provision contained in this Charter, no Council member, School Board member or Budget Committee member shall seek reelection to their respective office for more than one (1) additional consecutive term. No person who has served either four (4) or more successive years, or has been elected to two (2) successive terms on the Council, School Board and/or Budget Committee, shall be eligible for either appointment or election to their respective body within thirty-six (36) months of his/her last serving as a member. The provisions of this amendment shall apply to current as well as future Council members, School Board members and Budget Committee members and shall apply to all appointments or elections, whether for district or at-large seats. [Added 11-4-2014.]~~
[Explanatory Note: The purpose of this amendment is to rescind the term limit restrictions for Town Councilors, School Board members and Budget Committee members.]

Applicable Effective Date: If enacted, this amendment shall take effect January 1, 2017.

- YES
- NO

YOU HAVE NOW COMPLETED VOTING

RESOLUTION
STANDISH TOWN COUNCIL

TITLE: September 13, 2016
ORDER NUMBER: 93-16

SUBMITTED BY: Pomerleau

TITLE: RESOLUTION TO ESTABLISH OCTOBER 15, 2016 STANDISH HEALTH AND SAFETY DAY

WHEREAS the Public Safety Committee was established by order of the Council in January of 2000 to review public safety issues in Standish and the Safe Community Coalition was subsequently established to further these goals, and

WHEREAS the Public Safety Committee has made great strides in discovering the safety concerns of all citizens of Standish, and

WHEREAS the Fire/EMS Department shares these goals and strive to educate the residents of Standish regarding safety issues, and

WHEREAS the Public Safety Committee and the Fire/EMS Department have determined that joining their efforts to promote safety topics will enhance the program and heighten awareness of these issues by educating the citizens which will help reduce injuries and allow for the citizens to make informed decisions regarding these issues, and

WHEREAS the Public Safety Committee and the Fire/EMS Department have selected Saturday, October 15, 2016 as a day to educate the public about home safety injuries and other safety issues in a day long program of educational activities at the Standish Municipal Center, and

WHEREAS the Standish Town Council supports and endorse the public education initiatives of the Public Safety Committee and Fire/EMS Department, now be it

RESOLVED that the Town of Standish establishes Saturday, October 10, 2015 as Standish Health and Safety Day.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
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BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

COUNCIL CHAIR _____

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13- 2016

ORDER NUMBER: 94-16

Submitted by: Sargent

TITLE: AWARD BID AND AUTHORIZE CONTRACT FOR ROAD CRACK SEALING

WHEREAS a bid process has been conducted for road crack sealing of various roads in the Standish in accordance with section 302 (f) of the Standish Charter, now be it

ORDERED that the attached bid from _____ at a cost of \$_____ per gallon at a cost not to exceed \$_____ for road crack sealing as described in the bid specs, is hereby accepted, and

FURTHER ORDERED the Town Manager is authorized on behalf of the town to execute related contract documents.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 95-16

SUBMITTED BY: Nesbitt

TITLE: SET MIL RATE, DUE DATES AND INTEREST RATE FOR THE FISCAL YEAR 2017 TAXES

ORDERED that the Council accepts the assessor's recommendation to set the tax rate for the 2017 fiscal year at \$ 12.82 /1,000 valuation based on a total taxable valuation of \$ 1,004,708,939 for a total taxation to be committed of \$12,880,368 with an overlay of \$66,811, and

ORDERED that payment of taxes shall be in two equal installments with the first payment due November 15, 2016 and the second payment due May 15, 2017 after which dates interest at the rate of 7 % per annum shall be charged on unpaid amounts, and

FURTHER ORDERED that the interest rate the Town will pay on an overpayment of taxes shall be 3 % per annum.

APPROVED _____DISAPPROVED_____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 96-16

SUBMITTED BY: Nesbitt

TITLE: TOWN OF STANDISH TOWN COUNCIL ORDERS AUTHORIZING TAX ANTICIPATION BORROWING

Ordered that, pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, as amended, the Treasurer of the Town is hereby authorized and empowered to borrow money from time to time during the fiscal year ending June 30, 2017 in the principal amount or amounts not exceeding \$2,107,000 at any one time outstanding, in anticipation of the collections or receipts from taxes, by the issuance of tax anticipation notes of the Town, each of which notes shall be designated "Town of Standish 2017 Tax Anticipation Notes." All of such tax anticipation notes, and any extensions, renewals or replacements thereof, shall be signed by the Town Treasurer and countersigned by the Chair or the Vice Chair of the Town Council, shall be payable on such date as determined by the Town Treasurer, out of money raised by taxation during the fiscal year ending June 30, 2017, shall bear interest payable at maturity at a rate determined in the manner as approved by the Treasurer, and shall contain such other terms and provisions, not inconsistent herewith, and be in such form, as shall be approved by the officers signing the same, whose approval shall be conclusively evidenced by their execution thereof, and

Be It Further Ordered that the Treasurer of the Town is hereby authorized to award the notes to such person or entity as he deems appropriate, and

Be It Further Ordered that the notes authorized by the foregoing are hereby designated as qualified tax exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, and

Be It Further Ordered that the Treasurer of the Town be authorized to covenant with the purchasers of the notes on behalf of the Town and for the benefit of the holders of the notes, that the Town will take whatever steps, and refrain from taking any action, as may be necessary or appropriate to ensure that interest on the notes will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 79-16

SUBMITTED BY: Nesbitt

TITLE: ESTABLISH SPECIAL REVENUE FUND FOR THE RECREATION
DEPARTMENT AND DESIGNATE FY 2016 AUDITED NET REMAINING
RECREATION FUNDS TO BE TRANSFERRED INTO SAID ACCOUNT.

ORDERED that a Special Revenue Account is established for the Recreation Department, and

FURTHER ORDERED that no more than \$45,819 or remaining net audited Recreation Department funds are deposited into this account.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
-----------	-----	-----	---------

BLANCK	_____	_____	_____
DELCOURT	_____	_____	_____
HIGGINS	_____	_____	_____
NESBITT	_____	_____	_____
POMERLEAU	_____	_____	_____
SARGENT	_____	_____	_____
SIRPIS	_____	_____	_____

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 98-16

SUBMITTED BY: Nesbitt

TITLE: ADOPT REVISED FUND BALANCE POLICY

WHEREAS a financial management policy to control the undesignated fund balance would insure a stable cash flow and reduce short term borrowing costs has been adopted

WHEREAS a new identification of Fund Balance composition has been established per the GASB 54 pronouncement, now therefore be it

ORDERED that the following Fund Balance Policy is hereby adopted replacing the policy adopted by Council Order 38-15, on May 12, 2015:

Town of Standish Maine General Fund - Fund Balance Policy

Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unassigned fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.

- *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making, and that remain binding unless removed in the same manner.

- *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the Town Council, or a body or official to which the Town Council has delegated the authority to assign amounts for specific purposes.
- *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

GAAP means generally accepted accounting principles in the United States.

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management as well as others monitor the level of fund balance in the general fund as an important indicator of the Town's economic condition. While the credit rating services have always analyzed fund balance as part of their evaluation of credit-worthiness, these services have recently focused increased attention on evaluating appropriate fund balance levels due to concerns reflected in the credit markets. The Government Accounting Standards Board (GASB) also brought increased attention to fund balance with its fund balance project. This project culminated in GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. In response to GASB's project and resulting statement, and the increased attention from credit rating agencies and others, the Government Finance Officers Association (GFOA) issued a revised "Best Practice" in 2009 entitled, *Appropriate Level of Unrestricted Fund Balance in the General Fund*. All of these events have prompted the Town of Standish to evaluate its circumstances and develop this policy.

In establishing an appropriate level of fund balance the Town of Standish has considered the following factors:

- *Property tax base.* The property tax is the largest revenue source of the Town's general fund. It is the source of revenue for debt backed by the Town's general obligation pledge. In analyzing the health of the tax base it is necessary to look at the diversification of the tax base and its potential for growth.
- *Non-property tax revenues.* These resources must be considered in terms of the percentage each comprises of the total budget, as well as the reliability and stability of these resources.
- *Exposure to significant outlays.* The Town shall consider its potential exposure to significant one-time outlays, either resulting from a disaster, immediate capital needs, state budget cuts or other events.
- *Debt profile.* It is essential that the Town have sufficient capacity to make its debt service payments. Sufficient capacity must be maintained in the event of interruptions or reductions in revenue flow, or in the event of unforeseen expenditures. In determining the appropriate capacity, the Town will consider its existing debt service profile as well as its future debt service profile as developed in the Town's capital improvement program. Debt service shall be reviewed in total as well as net of any other revenues that may be used to result in a net amount to be funded from property taxes.
- *Liquidity.* An adequate level of fund balance should be maintained to ensure sufficient liquidity. The potential drain on general fund resources from other funds, as well as the availability of resources in other funds, should be considered.
- *Budget management.* Budgetary variances are an indicator of an ability to manage the Town's financial affairs. A consistent pattern of positive budgetary variances along with moderate increases in the growth of the annual operating budget can be viewed as evidence of strong budgetary management. Evidence of weak budgetary management would necessitate higher levels of fund balance.

- *Future uses.* The Town's adopted capital improvement program anticipates future uses of fund balance to fund minor capital improvements. Those planned uses should be considered in evaluating the appropriate level of fund balance.
- *Employment base.* Although the Town does not have any revenues directly tied to payroll, its revenues are indirectly affected by the strength and diversity of its employment base. A review of the employment base should be considered in the development of an appropriate fund balance target.
- *GFOA Best Practice.* The Government Finance Officers Association (GFOA) has established a best practice that recommends, "... at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."

Policy

It is the policy of the Town of Standish to maintain undesignated fund balance in the general fund at a range of between two twelfths and three twelfths of the approved appropriation for the municipal budget, the Town's portion of MSAD #6 local assessment, the county and overlay, or **16.67% to 25.0%**. In the event that the undesignated fund balance drops below this level, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance within the approved range over a period of no more than three (3) years. Any excess in the Undesignated Fund Balance identified in the Town's audited financial statements that exceeds the **25.0%** may be used to adjust the mil rate upon the recommendation of the Town Manager and the Town Council with the approval of the Town Meeting. The recommendation should include recognition of the timing of transfers and accounts receivable as they relate to cash flow requirements as reported by the Finance Director.

The Finance Director, in accordance with GAAP, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Unless classified as restricted or committed, the following balances shall be classified as assigned per GAAP or as required by this policy.

Encumbrances. Amounts encumbered at year-end by purchase order or another means shall be classified as assigned.

Ongoing Capital Projects. Amounts designated as capital items that are identified in the Town's capital improvement program ("CIP") as appropriations and are ongoing projects not funded with bond proceeds shall be classified as assigned.

Ongoing Engineering/Consulting Appropriated Projects. Amounts determined to be used for engineering or consulting projects that are ongoing between fiscal years.

Use of Fund Balance. Any amount approved from unassigned fund balance for use in the next fiscal budget year.

Professional Judgment. Amounts the Town Manager, Town auditors and Finance Director determine, in their professional judgment, represent the Town's intended use of fund balance.

Policy Administration

Annually the Town's Auditor will report in his/her Financial Statements presentation to the council with the Finance Director the Town's fund balance and the classification of the various components in accordance with GAAP and this policy.

The Finance Director in conjunction with the Town Manager and Finance Committee shall periodically review this policy and the considerations used in establishing the unassigned fund balance target. The Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unassigned fund balance. Should the Town fall below the target level, the Finance Director shall prepare a plan to restore the unassigned fund balance to the target level within three (3) years.

APPROVED _____DISAPPROVED_____

ROLL CALL	YEA	NAY	ABSTAIN
BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 99-16

SUBMITTED BY: Nesbitt

TITLE: APPOINT STANDISH REPRESENTATIVES TO MSAD #6/FRYE ISLAND
COST SHARING GROUP

ORDERED that the following Councilors are appointed to serve on the MSAD
#6/Frye Island Cost Sharing Group, until the mission of the group is completed:

Greg Sirpis
Michael Delcourt
John Sargent (Alternate)
Isabel Higgins (Alternate)

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
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BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 100-16

SUBMITTED BY: Pomerleau

TITLE: TOWN COUNCIL APPOINTMENTS TO VARIOUS BOARDS AND COMMITTEES

ORDERED that the following individuals are appointed to the following boards or committees through the date given:

_____ ... Planning Board ... June 2017*

_____ ... Recreation Committee ... June 2017

_____ ... Recreation Committee ... June 2019

*Note: Per the provisions of the Town Charter the Town Council has the authority to appoint until the next election.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
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BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 101-16

Submitted by: Nesbitt

TITLE: EMERGENCY AMENDMENT TO THE STANDISH TOWN CODE, CHAPTER 151, GENERAL ASSISTANCE ORDINANCE, ADOPT UPDATED TABLES FOR THE MAXIMUM LEVELS OF ASSISTANCE AS PROVIDED BY THE MAINE MUNICIPAL ASSOCIATION

WHEREAS a new General Assistance Ordinance has been provided by Maine Municipal Association, and

WHEREAS the certain benefits become effective as of October 1, 2016 and a delay in adoption could affect the recipients of these benefits, now be it

ORDERED that the Town of Standish hereby ordains the following emergency amendments to the General Assistance Ordinance, effective immediately and stand automatically repealed as of the 91st day following adoption:

ORDERED that the tables for the maximum levels of assistance as provided by the Maine Municipal Association is hereby adopted, and

Note: A copy of the complete ordinance is on file at the Town Clerk's Office.

ROLL CALL

YEA

NAY

ABSTAIN

APPROVED _____ DISAPPROVED _____

BLANCK

DELCOURT

HIGGINS

NESBITT

POMERLEAU

SARGENT

SIRPIS

COUNCIL CHAIR _____

CLERK/SECRETARY _____

ORDER

STANDISH TOWN COUNCIL

DATE: September 13, 2016

ORDER NUMBER: 102-16

SUBMITTED BY: Nesbitt

TITLE: AMENDMENT TO STANDISH TOWN CODE, CHAPTER 151, GENERAL ASSISTANCE ORDINANCE, ADOPT UPDATED TABLES FOR THE MAXIMUM LEVELS OF ASSISTANCE AS PROVIDED BY THE MAINE MUNICIPAL ASSOCIATION

The Town of Standish hereby ordains the following amendments to the General Assistance Ordinance, effective immediately upon adoption:

ORDERED that the new table for the overall maximum levels of assistance as presented by the Maine Municipal Association, which includes dollar figures, rates, percentages and tables, which are determined by the Maine Department of Human Services for use in the General Assistance Program, are approved by Council beginning October 1, 2016.

Note: A copy of the complete ordinance is on file at the Town Clerk's Office.

APPROVED _____ DISAPPROVED _____

ROLL CALL	YEA	NAY	ABSTAIN
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BLANCK	_____		
DELCOURT	_____		
HIGGINS	_____		
NESBITT	_____		
POMERLEAU	_____		
SARGENT	_____		
SIRPIS	_____		

COUNCIL CHAIR _____

CLERK/SECRETARY _____

Scheduled timeline: Introduction – September 13, 2016
First Reading – October 11, 2016
Public Hearing – November 1, 2016