

**FINANCE COMMITTEE MEETING
6:00 P.M., THURSDAY, MAY 31, 2018
COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE**

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. Non-Municipal Organization Funding Request Policy**
- 4. Adjournment**

Finance Committee

Peter Stewart, Chairperson

Paul Gauvin

Robert Carmichael, Jr.

TO: Bucksport Town Council
FROM: Sue Lessard, Town Manager
DATE: 5/24/18
RE: Community Agency Funding

The purpose of this memo is to discuss the subject of Community Agency Funding. I have provided a separate draft regarding the accountability/community value component for these entities that the Council had indicated that it wished to consider. This memo deals with the basis for that draft and policy questions beyond process questions that have been raised during this discussion.

First, the basis for evaluation of agencies requesting funding is rooted in the work done through the Comprehensive Planning process and through Heart & Soul. The work of both groups has been formally adopted by the Town Council. Therefore, the evaluation of those seeking funding through those 'lenses' insures that the work of the agencies supports the goals and objectives already identified through the work of many people in the community.

Second, the draft recommends relocation of the local organizations from the Social & Community Agency budget to the individual budgets of which they are really a part. This will create an apples to apples comparison between entities. As the budgets are currently configured, apples and pears and peaches are all lumped together and it is confusing when considering budget requests. It also is a better way to look at the impact and contribution of these organizations as part of a department since they really do provide service that augments department work.

Third, this draft suggests that the Council add a petition requirement to the application process to add another 'community support' element to the process.

Fourth, this draft suggests that the Council consider a maximum both in terms of per organization that can be applied for as well as a maximum amount to be appropriated in total on an annual basis.

Finally, this draft does not consider any alternate ways to provide some of these services. It has been suggested that the town could hire an employee to assist economic development in downtown redevelopment in lieu of the level of funding requested for some organizations. That option would provide local government control of the whole process with total accountability from the perspective of where tax dollars are spent. It would not however, provide support for non-government organizations that have been formed in support of promoting the Town of Bucksport.

Non-Municipal Organization Funding Request Policy Ideas

The Council during its recent budget discussions has indicated the desire to add an accountability and community value assessment component to the review of non-municipal organization funding requests. This topic has been very active on the Town Manager List serve recently as well and I have printed those emails out as background material for this memo.

Application Process:

We currently have an application form that requires a considerable amount of information. In addition to an application, a number of communities now require non-municipal organizations to present a petition signed by a certain number of residents in order to be considered for inclusion in the budget. They consider that this not only requires entities to engage actively with the residents – it also is an indicator of local support. The petition does not guarantee funding – but it is a part of the application process. This may be a way for the Council moving forward to be able to better gauge local support

Evaluation Criteria:

The following criteria would be applied to the information provided on the application in order to determine funding and the preferences language allows further refinement on how to best manage local tax dollars:

Evaluation criteria that the Council could consider in reviewing applications:

- A. What type of service is provided by the organization and is it a need in the community as identified by the Town's Comprehensive Plan?
- B. What is the availability of the service provided in the community?
- C. What is the level of resident participation with the organization?
- D. What local benefits result from the work of the organization?
- E. Preference
 - a. Preference shall be given to organizations located in the Town of Bucksport
 - b. Preference shall be given to organizations who provide service to the community through volunteer activities
 - c. Preference shall be given to organizations that provide necessary services that may otherwise result in impacts to the municipal budget through such line items as General Assistance and economic development.
 - d. Preference shall be given to organizations that offer desired services not otherwise available to Bucksport residents
 - e. Preference shall be given to entities whose purpose furthers goal(s) in the Town's Comprehensive plan.
 - f. Preference shall be given to entities whose purpose is consistent with the Heart & Soul Community Values Statements adopted by the Bucksport Town Council.

Funding Level:

In some communities, a not-to-exceed amount is established for non-municipal organizations in total on an annual basis, and some have a cap on the amount that any individual organization can request.

Budget location:

In reviewing the list of entities that are listed as having asked for funding, I am suggesting that the following be taken from the list and put in department budgets as noted below. They can still be evaluated for funding through the same mechanism – but would be located in the budget that they are actually supporting in the community.

Community & Economic Development:

Chamber of Commerce

Main Street Bucksport

Fort Knox

Bay Festival

Bucksport Bay Healthy Communities Coalition

All of these groups are local and all are related to the social and economic health of the community.

PEG Channel

Penobscot Consortium – This is dues related to the cable tv contract

Planning

Conservation Commission – this is a Town Committee

General Assistance

Bucksport Community Concerns – This organization assists the needy and is located in Bucksport. We refer GA clients who do not quite qualify for that program to this on a regular basis.

Recreation

Snowmobile Club – this is a pass through of a portion of registration fees to the group for trail maintenance

Senior Citizens – The rest of the appropriation for the Senior Center is already in the recreation Budget

Library – this appropriation is in lieu of the Town having its own library which is a recreational amenity

Child Care Center – The Y appropriation contains funding related to child care and this appropriation should be in the same budget.

Public Works

Memorial Day – this line item is specific to the Memorial Day celebration

2018/19 PROPOSED BUDGET

ACCT #	Account Name	2017-2018 Adopted	2017-18 YTD Expense	2017-18 % Spent	2018-19 Proposed Budget	Incr/(Dec) Budgeted FY18 vs FY19	Percent Change
54	Com. & Social Agencies						
541	Community Agencies						
81	Buck Library	\$14,000	\$14,000	100.00%	\$14,000	\$0	0.00%
82	Snowmobile Club	\$1,700	\$1,700	100.00%	\$1,700	\$0	0.00%
83	Fort Knox	\$1,800	\$1,800	100.00%	\$1,800	\$0	0.00%
84	Arcady Committee	\$0	\$0	#DIV/0!	\$0	\$0	N/A
85	Circus Band	\$0	\$0	#DIV/0!	\$0	\$0	N/A
86	Chamber of Commerce	\$13,000	\$13,000	100.00%	\$9,000	-\$4,000	-30.77%
	Bay Festival/225th Bday	\$40,000	\$35,000	87.50%	\$15,000	-\$25,000	-62.50%
87	Memorial Day	\$400	\$0	0.00%	\$400	\$0	0.00%
92	Conservation Commission	\$350	\$0	0.00%	\$350	\$0	0.00%
93	Penobscot Consortium	\$2,500	\$0	0.00%	\$2,500	\$0	0.00%
94	Wilson Hall	\$0	\$0	#DIV/0!	\$0	\$0	N/A
95	Main Street Bucksport	\$20,000	\$20,000	100.00%	\$20,000	\$0	0.00%
541	TOTAL COM. AGENCIES	\$93,750	\$85,500	91.20%	\$64,750	-\$29,000	-30.93%

2018/19 PROPOSED BUDGET

ACCT #	Account Name	2017-2018		2017-18 YTD Expense	2017-18 % Spent	2018-19 Proposed Budget	Incr/(Dec) Budgeted FY18 vs FY19	Percent Change
		Adopted						
542	Social Agencies							
84	Washington Hancock CAP	\$1,500	\$1,500	\$1,500	100.00%	\$1,500	\$0	0.00%
85	Child and Family Opportunities	\$2,200	\$2,200	\$2,200	100.00%	\$0	-\$2,200	-100.00%
87	Bucksport Community Concerns	\$4,500	\$4,500	\$4,500	100.00%	\$4,500	\$0	0.00%
88	**Downeast Transportation	\$2,692	\$3,592	\$3,592	133.43%	\$3,592	\$900	33.43%
88a	Transportation - expansion					\$5,000	\$5,000	
89	Eastern Area Agency on Aging	\$1,500	\$1,500	\$1,500	100.00%	\$2,500	\$1,000	66.67%
90	Child Care Center	\$2,000	\$2,000	\$2,000	100.00%	\$2,500	\$500	25.00%
91	Bucksport Healthy Communities Coalit	\$15,000	\$0	\$0	0.00%	\$0	-\$15,000	-100.00%
92	Senior Citizens' Group	\$2,500	\$2,500	\$2,500	100.00%	\$6,000	\$3,500	140.00%
94	**Downeast Health Services	\$0	\$0	\$0	#DIV/0!	\$0	\$0	N/A
95	Yesterday's Children	\$0	\$0	\$0	#DIV/0!	\$0	\$0	N/A
96	Hospice of Hancock	\$800	\$800	\$800	100.00%	\$800	\$0	0.00%
97	Community Health & Counseling Servi	\$0	\$0	\$0	#DIV/0!	\$0	\$0	N/A
98	Lifeflight Foundation	\$1,000	\$1,000	\$1,000	100.00%	\$1,000	\$0	0.00%
	* Emmaus Homeless Shelter	\$0	\$0	\$0	#DIV/0!	\$0	\$0	N/A
	* Maine Family Planning - WIC	\$500	\$500	\$500	100.00%	\$500	\$0	0.00%
	Families First Community Center					\$1,000		
	Red Cross					\$300		
	Home Health Hospice - EMHS					\$250		
	Health Equity Alliance					\$500		
542	TOTAL SOCIAL AGENCIES	\$34,192	\$34,192	\$20,092	58.76%	\$29,942	-\$4,250	-12.43%
	** = No request submitted							
54	TOTAL COM. AND SOCIAL	\$127,942	\$105,592	\$94,692	82.53%	\$94,692	-\$33,250	-25.99%



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

Kurt Schaub <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Tue, May 22, 2018 at 9:13 AM

In Turner, our Budget Committee requires that all non-profits making a funding request do so initially in writing, and provide current financial reports. The Committee is very sensitive to the amount of funds spent on staff compensation versus funds actually serving the group's purpose. After their written submission, they are required to make their requests during a Budget Committee meeting, early in the process. No recommendation is made during that meeting - our Budget Committee meets on multiple occasions and the final decision comes later.

Regards,

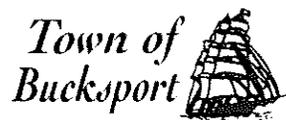
Kurt Schaub

Town of Turner

From: MTCMA-Members-owner@mmaaffl.org [<mailto:MTCMA-Members-owner@mmaaffl.org>] **On Behalf Of** Butch Asselin
Sent: Monday, May 21, 2018 11:06 AM
To: MTCMA-Members@mmaaffl.org
Subject: Non-profit Budget Requests

Good morning and Happy Monday,

[Quoted text hidden]



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

David Wilson <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Mon, May 21, 2018 at 11:38 AM

We receive a good number of requests annually as well. Traditionally, the Board of Selectmen vote to fund the same local non-profits each year. When I receive other requests I place a copy in their selectmen's packets for review and traditionally they will make mention of the request however no motion for vote to fund or not fund the miscellaneous request is done. When the annual vote (usually September) to fund the local requests comes around the Board makes one motion to fund the organizations at that time.

David Wilson, Manager

Town of Howland

8 Main Street, P.O. Box 386

Howland, ME 04448

207-732-3513

From: MTCMA-Members-owner@mmaaffl.org [mailto:MTCMA-Members-owner@mmaaffl.org] **On Behalf Of** Butch Asselin
Sent: Monday, May 21, 2018 11:06 AM
To: MTCMA-Members@mmaaffl.org
Subject: Non-profit Budget Requests

Good morning and Happy Monday,

[Quoted text hidden]



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

MTCMA-Members@mmaaffl.org <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Mon, May 21, 2018 at 12:35 PM

Norway sets budget amount that gets approved at Town meeting and a town committee hears the request and submits the recommendations to the Town Manager who in turn submits them to the Select Board for final approval. Proposed FY19 funding is \$25k.

Dennis

From: MTCMA-Members-owner@mmaaffl.org <MTCMA-Members-owner@mmaaffl.org> **On Behalf Of** Butch Asselin
Sent: Monday, May 21, 2018 11:06 AM
To: MTCMA-Members@mmaaffl.org
Subject: Non-profit Budget Requests

Good morning and Happy Monday,

[Quoted text hidden]



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

Sharon Jackson <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Mon, May 21, 2018 at 11:54 AM

We don't have a written policy in Fryeburg. The budget committee and selectmen participate in all budget committee meetings. They do not hear requests from Social Service Agencies. All requests for funding are sent to me with copies of their financials and the service they provide to the Town. For the last 9 years the budget committee and selection approve a flat funding of \$10,000 for these requests and the article is written to approve the \$10,000. After July 1st, the selectmen review the requests received they make the decision who to fund and how much.

Sharon

Sharon Jackson

Fryeburg Town Manager

207-935-2805 – Office

207-935-6008 – Fax

“Certified Business-Friendly Community”

From: MTCMA-Members-owner@mmaaffl.org [<mailto:MTCMA-Members-owner@mmaaffl.org>] **On Behalf Of** Butch Asselin

Sent: Monday, May 21, 2018 11:18 AM

[Quoted text hidden]

[Quoted text hidden]



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

Dave Cota <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Mon, May 21, 2018 at 1:28 PM

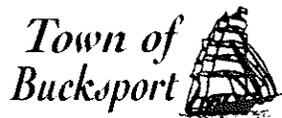
Butch: As part of our Budget Process, I put an amount into the draft Town Budget that represents what I believe our normal requests will be for non-profits that are not also County funded, organizations and event requests. This goes through the Budget Committee meeting process and then appears as a lump sum appropriation at Town meeting. After Town Meeting the Board of Selectmen then further reviews the requests at a meeting and we send out funding thereafter. We do not bring every organization request for funding to Town meeting vote.

Dave Cota
Carrabassett Valley

From: Butch Asselin
Sent: Monday, May 21, 2018 11:06 AM
To: MTCMA-Members@mmaaffl.org
Subject: Non-profit Budget Requests

Good morning and Happy Monday,

[Quoted text hidden]



Lessard, Susan <slessard@bucksportmaine.gov>

Non-profit Budget Requests

Town Administrator <MTCMA-Members@mmaaffl.org>
Reply-To: MTCMA-Members@mmaaffl.org
To: MTCMA-Members@mmaaffl.org

Mon, May 21, 2018 at 11:21 AM

Good Morning:

We do not have a "written policy" here in West Bath but the Selectmen have always required non-profits to go through the petition process. Nonprofits are required to have completed petitions with the necessary signatures turned in by a date set by the Town Administrator in the annual Budget Calendar. If a nonprofit fails to turn in the petition by the set date or does not get enough signatures, the nonprofit will not be considered for funding that year.

Once the completed petition is received and signatures are verified by the Town Clerk the Selectmen will place the nonprofit funding request on the Town Meeting Warrant and let Town Meeting decide whether or no to fund the request. It should be noted that the Budget Advisory Committee and Board of Selectmen will both review the request and post their recommendation on the Town Meeting Warrant for the voters to reference.

This process is simple but it has worked here for some time.

Thank you,

Adam Garland

Town Administrator

Town of West Bath

Office: (207) 443-4342

Fax: (207) 443-3256

townadministrator@westbath.org

From: MTCMA-Members-owner@mmaaffl.org <MTCMA-Members-owner@mmaaffl.org> **On Behalf Of** Butch Asselin
Sent: Monday, May 21, 2018 11:06 AM
To: MTCMA-Members@mmaaffl.org
Subject: Non-profit Budget Requests

Good morning and Happy Monday,

[Quoted text hidden]



Office of the City Manager and the City Council
78 High Street, Eastport, ME 04631

Phone: (207) 853-2300

Fax: (207) 853-4712

Email: eabbott@eastport-me.gov

Policy for Third Party Requests

Due to the increasing number of third party requests (requests for donations or contributions) and requests for increases in the amount to be funded, the following policy has been adopted:

All third party requests will require a sponsor to circulate a formal petition to be signed by a number of voters equal to 10% of the number who voted in the last City gubernatorial election. For FY 2017, petitions will require 76 signatures.

All third party requests will be required to provide a written statement of what they have done to benefit the City or public in the past and how a donation or contribution would benefit the City or public in FY 2017. Third party requests may also be required, upon request, to supply financial statements and/or financial documentation.

Third party requests must be submitted to the City Clerk no later than Tuesday, December 1, 2015 in order to be considered during budget deliberations.

Submission of required documents does not guarantee funding.

Approved by the Eastport City Council, March 11, 2015.

Town of Lamoine

Ordinance regarding Town Meeting Donation Requests

I. PURPOSE	1
II. AUTHORITY.....	1
III. VALIDITY AND SEVERABILITY	1
IV. APPLICABILITY	2
V. CRITERIA FOR INCLUSION IN THE TOWN WARRANT:	2
VI. GENERAL PROCEDURES.....	2
VII. ADMINISTRATIVE PROCEDURE	3
VIII. PRESENTATION TO TOWN MEETING.....	3

I. Purpose

The purpose of this ordinance is to establish criteria by which organizations not under the umbrella of the Town of Lamoine municipal government may solicit funds from the Town Meeting of Lamoine.

II. Authority

- A. This ordinance is created under home rule authority as provided for in Article VII-A of the State of Maine Constitution and Title 30-A MRSA § 2001 et. Seq.
- B. This ordinance shall be known as the “Town Meeting Donation Ordinance” of the Town of Lamoine, adopted and effective by a referendum vote of a special town meeting on November 7, 2000.
- C. The Board of Selectmen shall administer this ordinance, with administration authority delegated to the Budget Committee and the Administrative Assistant as outlined below (Section VII).

III. Validity and Severability

Should any section or provision of this ordinance be declared by any court to be invalid, such decision shall not affect the validity of any other section or provision of the ordinance.

IV. Applicability

- A. This ordinance is applicable to all agencies seeking funds from the Town of Lamoine that do not have a contractual relationship with the Town to provide goods or services. Such organizations typically submit a request to the Town through its board of Selectmen or Budget Committee for inclusion in funding on the annual town meeting warrant.
- B. The following organizations are exempt from this ordinance:
 - 1. Ellsworth Public Library (providing library services)
 - 2. Downeast Family YMCA (providing recreational services & facilities)

V. Criteria for inclusion in the Town Warrant:

All organizations must meet the following requirements. They must:

- A. Be non-profit;
- B. Be non-denominational (not affiliated with any religion)
- C. Be non political (not affiliated with any political party)
- D. Be non-governmental (not a unit of government but may receive grants from government sources which often require a locally raised share).
- E. Be local (provide services either within Lamoine or to Lamoine residents at nearby communities.
- F. Operate at a fiscal level where extensive local fund raising efforts would be prohibitively expensive.
- G. Make application to the Town Budget Committee between September 1 and November 30, preceding the annual Town meeting using the application form available at the Town Hall.
- H. Be in compliance with applicable State law (MRSA 30-A § 5721-5728) which establishes permissible town funding area.

VI. General Procedures

- A. Organization requests shall be limited to a maximum of \$700 in any town fiscal year, and the Board of Selectmen and/or Budget Committee may only recommend up to that maximum amount on the Town Meeting Warrant.
- B. There is no guarantee that any application will be funded or funded at the level requested. The vote of town meeting shall be final.

- C. Should the total amounts requested exceed 5% of a mill (.05 mill) in the aggregate, the Board of Selectmen shall make a recommendation to reduce the total amount to this level by proportionately reducing all recommended amounts prior to voting on the article.

VII. Administrative Procedure

- A. The town administrative assistant shall determine whether the application is complete.
- B. The Selectmen and/or Budget Committee shall determine if applicant meets the criteria for support.
- C. Organizations may appeal such a determination to the Board of Selectmen.
- D. The town will notify applicants of acceptance or rejection for warrant inclusion in a timely manner.
- E. Accepted applications shall be forwarded to the Budget Committee for their recommendation.
- F. The amount requested will be shown in the Warrant followed by the Budget Committee's recommendation. The amounts in the Warrant article may be considered, amended, and voted on as individual items subject to the overall mill cap (Section VI). Organizations are advised that having a contact person available to answer questions at the Town Meeting is recommended but not mandatory.
- G. All applications shall be available for inspection at the Town Hall and at the site of the Town Meeting for public examination.
- H. The application form shall require, at a minimum, the following information:
 - 1. Organization full name and mailing address
 - 2. A contact person with address and phone number
 - 3. General purpose of organization
 - 4. Amount of request
 - 5. Detailed list of services provided to Lamoine in the last year.
 - 6. Other fund raising activities
 - 7. Most recent annual budget summary

VIII. Presentation to Town Meeting

- A. Failure to be placed within the warrant article for the regular town meeting is final. Any organization that did not meet the criteria outlined in the previous sections and is excluded from the approved warrant may not be included for funding from the floor of the town meeting. The moderator of the town meeting may not deviate from this section.
- B. The warrant article shall list all organizations that met the submission criteria, the requested amount, and the recommended amount (if any). The moderator may, at either his discretion or at the direction of the town meeting, separate the article into individual votes by organization, or for the article as a whole.

After a properly advertised and held public hearing and a public referendum vote taken on the above ordinance having passed by a majority, we, the Lamoine Board of Selectmen declare this Ordinance entitled the "Town Meeting Donation Ordinance" to be in effect as of November 7, 2000.

Signed,

/s/ Glenn Crawford, Chair

/s/ Arthur Alley

/s/ S. Josephine Cooper

Selectmen of the Town of Lamoine

Amended (section VI (A)) by a majority referendum vote at the Annual Town Meeting conducted March 8, 2016.

Signed,

S. Josephine Cooper

Gary McFarland, Chair

Heather Fowler

Robert Christie

Kathleen Rybarz

Selectmen of the Town of Lamoine

TOWN OF HAMPDEN
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST POLICY

As part of the annual budget review process, the Hampden Town Council shall consider whether to include budget requests from non-profit Non-Municipal Organizations. This decision shall be made after the municipal budget, including school, and county costs, has been presented. The annual amount of funding for non-municipal organizations shall not exceed \$20,000 without a super majority vote of the Town Council.

The following process shall be followed by interested organizations:

1. Application –

Non-profit and civic organizations seeking funding from the Town of Hampden shall meet the following criteria and provide the following information:

A. Eligibility criteria –

1. Organizations must provide a service/benefit to residents of the Town of Hampden
2. Organizations must be non-profit entities

B. Information/action required for consideration of request

1. Completion of non-municipal organization funding request form and submission of verifying documentation.
2. Attendance by an authorized representative of the entity requesting funding at the Hampden annual budget review session related to non-municipal funding requests

2. Evaluation

Non-municipal organization funding requests shall be evaluated according to the following criteria:

A. Type of service/benefit provided & value to the community

B. Availability of the service/benefit in the community

C. Resident participation/benefit

D. Preference

1. Preference shall be given to organizations located in the Town of Hampden
2. Preference shall be given to organizations who provide service to the community through volunteer activities
3. Preference shall be given to organizations that provide necessary services that may otherwise result in impacts to the municipal budget through line items such as general assistance.

4. Preference shall be given to organizations that offer desired services not otherwise available to Hampden residents.
5. Preference shall be given to entities whose purpose furthers goal(s) in the Town's Comprehensive Plan.

Adopted by the Hampden Town Council on Monday, May 21, 2012

TOWN OF HAMPDEN
NON-MUNICIPAL ORGANIZATION FUNDING REQUEST FORM

Name of Organization: _____

Address : _____

Telephone number: _____

Email address: _____

Date Organization established: _____

Non-profit : Yes _____ No _____

501c3: Yes _____ No _____

Service/benefit provided to Hampden Residents:

Location(s) service(s)/benefit(s) provided:

Dollar value of service provided: _____

Documentation supporting this request must be included with the application.