

MINUTES (approved 10/1/13)
ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE
Tuesday, August 13, 2013
Conference Room C, Audrey P. Beck Municipal Building

Members present: Denise Keane, Peter Kochenburger, Bill Ryan
Staff present: Maria Capriola, Assistant Town Manager, Matthew Hart, Town Manager, Lynda Lambert, Administrative Services Specialist, Cherie Trahan, Director of Finance; Curt Vincente, Director of Parks and Recreation
Recreation Advisory Committee Member: Howard Raphaelson
Public present: None

Call to Order

Kochenburger called the meeting to order at 7:34 a.m.

Approval of Minutes

Minutes of the meeting held on June 12, 2013 were approved.

Discussion on the Fee Waiver Ordinance (pertaining to Parks and Recreation activities only)

H. Raphaelson handed out a summary of where he thinks we are with the fee waiver discussion. P. Kochenburger asked the status of Recreation Advisory Committee (RAC) input. H. Raphaelson and C. Vincente briefly described the RAC discussion on the fee waiver issues during their last meeting, which was July 24, 2013. RAC's main concern is that paying customers should not have to pay extra to cover the cost of the fee waiver program, therefore the General Fund should be reimbursing the Parks and Recreation Fund for all fee waivers issued as a result of the Fee Waiver Ordinance.

C. Vincente handed out updated reports which were complete through fiscal year 2012-13. Actual fee waivers issued for Parks and Recreation programs and Community Center memberships for fiscal year 2012-13 exceeded the appropriation by \$42,716.46. The new Before and After School Program accounts for 54% of this increase. M. Capriola handed out a summary of administrative changes to the fee waiver program and reviewed each item. Also handed out was the new and improved application packet for fee waiver applicants. During the review process, it was discovered that other funds are also impacted by the fee waiver program, including the Solid Waste Fund, the Senior Center Program Fund, and Ambulance fees.

P. Kochenburger questioned the legality of asking for tax returns to verify income levels. Staff were asked to look into this issue and report back at the next meeting. He also outlined two issues related to tax returns, 1) our ability as a matter of law to request them, and 2) do we want to request them. It was suggested that we consult the Town Attorney on this matter and also if they are requested, do we only review or retain. M. Capriola suggested that we also consult with the IRS for support on this question. Staff recommends the removal of the use of Medicaid for automatic approval.

P. Kochenburger clarified the process of transferring funds for the fee waiver program from the General Fund to the Parks and Recreation Fund and reminded committee members that the original mandate of this committee was to review Parks and Recreation related programs only. C. Trahan provided an explanation as to how the funds are transferred from the General Fund to the Parks and Recreation Fund to cover fee waivers granted in a given fiscal year. P. Kochenburger noted that the fee waivers have a significant impact on the Parks and Recreation budget, but not on the General Fund budget as whole. B. Ryan noted that over half of the current deficit is a result of the new Before and After School Program. D. Keane suggested more tiers in addition to the 50% and 90% approval levels that currently exist. Staff introduced the concept of limits per household.

P. Kochenburger summarized the needs for the next meeting as follows: 1) what is the staff recommendation on the

proposed multiple tiers, 2) clarify how the fee waiver program in its entirety will be subsidized by the General Fund; 3) look at areas of expansion of services to be provided; and 4) look at limits per household based upon the size of the household and how much that cap would affect parks and recreation users.

Public Participation

No members from the public were present.

Next Meeting/Future Agenda Items

The next meeting was scheduled for Tuesday, October 1, 2013 at 7:30am.

Adjournment

The meeting was adjourned at 9:02 am.

Respectfully submitted, Curt Vincente