

MINUTES
FINANCE COMMITTEE MEETING
Friday, June 9, 2023 – 1:00 pm
Gorham Municipal Center, Conference Room A

Present: Councilor Robert Lavoie - Committee Chair and Councilor Suzie Phillips.

Absent: Councilor Phillip Gagnon

Also Present: Town Manager Ephrem Paraschak; Finance Director Sharon Laflamme; Assistant Finance Director Alisha Barrows; Recreation Director Cindy Hazelton, and Executive Assistant Jessica Hughes.

1. Consideration of the minutes of March 10, 2023 Meeting

A motion was MADE by Councilor Phillips, SECONDED by Councilor Lavoie, and VOTED to accept the minutes of the March 10, 2023 Finance Committee Meeting. Unanimous vote.

2. Current Business

A. Review and discuss April financials.

The committee reviewed the financials provided for the months of February through April.

Councilor Phillips commented that everything appeared to be on target.

A brief discussion ensued regarding miscellaneous revenues in which Councilor Phillips said that they appear to have quadrupled.

Town Manager Ephrem Paraschak said that interests are through the roof.

Finance Director Sharon Laflamme referred the committee to interests for which only \$47k was budgeted. She noted that they will go down slightly with better rates from Gorham Saving Bank.

Councilor Phillips asked why the Welfare line increased to which Mr. Paraschak said that more was budgeted, but it will not cover everything as General Assistance costs have increased significantly. He noted that most expenses will be reimbursed by the state. He added that there are a lot of reasons that Gorham's General Assistance expenses haven't been as high as other municipalities of Gorham's size.

Mr. Paraschak commented that projected revenues have gone up this year versus last year.

A discussion ensued regarding revenues in which Councilor Phillips asked if April is when Recreation starts collecting for summer camp to which Recreation Director Cindy Hazelton said May 1st is when Recreation starts collecting.

B. Review request for write-off of rescue fees.

The committee reviewed attachment 2-B, which included a list of fees that have already gone to collections.

Mrs. Laflamme said that the Town does not keep these fees on the books when they get old.

Mr. Paraschak said that payments could trickle in.

Councilor Phillips asked how the payments are applied when received to which Mrs. Laflamme said they are applied to revenues.

Mr. Paraschak said that half a million dollars is budgeted.

Mrs. Laflamme said the Town has received \$185k over budgeted collections due to contracting out rescue billing.

Mrs. Laflamme said that rescue fees should be reviewed in May to go to the Town Council before July 1 moving forward.

A motion was MADE by Councilor Phillips, SECONDED by Councilor Lavoie, and VOTED to send a recommendation to the Town Council for review at their next meeting to write off the rescue fees listed. Unanimous vote.

C. Discuss recreation rental fees.

A discussion ensued in which Mrs. Hazelton said that she performed an analysis of resident versus non-resident rental fees, which revealed 75 percent were Gorham residents. She added that Robie Gym has seen the largest number of all rentals, and Shaw Gym is rarely rented.

A discussion regarding how to police verifying residency and applicable fees ensued.

3. Other Business

A. Annual financial audit.

Councilor Phillips asked for an update on the status of the annual financial audit to which Mr. Paraschak said that it will be done soon.

Mrs. Laflamme said that she gave final revised information to the auditors, so the Town is waiting on the auditors at this point.

Mr. Paraschak said bond information was pulled from the last audit, because they needed that audit information. He asked that Mrs. Laflamme please leave a voice message for the auditors conveying that they Town is expecting the audit before the preliminary meeting.

B. MUNIS financial software update.

Mr. Paraschak said that most modules will go live on July 1, 2023.

Councilor Phillips asked if the Town can still function if anything were to happen to Finance staff to which Mr. Paraschak said there are redundancies between Town and School staff.

4. Schedule next meeting and discuss agenda items for next meeting

The next meeting of the committee will take place on Friday, September 7, 2023 at 1pm in Conference Room A. The items to be discussed are as follows:

- A. Review changes to meeting schedule moving forward.
- B. Any other items referred by the Town Council to the Finance Committee.

5. Adjournment

There being no further business, a motion was MADE by Councilor Phillips, SECONDED by Councilor Lavoie, and VOTED to adjourn at 1:28pm. Unanimous vote.

Respectfully,

Jessica Hughes
Executive Assistant