

MINUTES

FINANCE COMMITTEE MEETING

Thursday, May 25, 2017 – 5:30 p.m.
Town Manager's Office

Present: Councilor Jim Hager, Chair; Councilors Paul Smith and Marla Stelk
Also Present: Town Manager David Cole; Finance Director Sharon Laflamme

1. Consideration of the minutes of the March 2, 2017 Meeting

A motion was MADE by Councilor Stelk, SECONDED by Councilor Smith and VOTED to accept the minutes of the March 2, 2017 Meeting with one minor correction: to change "complaint" to "compliant" in Item #1, fourth paragraph. Unanimous vote.

2. Review and discuss April 2017 financials.

The Committee reviewed and discussed April 2017 financials.

The Finance Director reported that staff will be bringing forward a draft purchasing policy which will incorporate the new procurement standards. She also reported that the auditors will begin their work on the 2016-17 audit and that as part of their work, the auditors will meet with the Finance Committee Chair, Jim Hager, to discuss Town finances.

The Finance Committee discussed expenditures and revenues to date. The Finance Director reported that with 83.3% of the fiscal year completed, the Town has expended 79.5% of its total budget and collected 90.9% of its non property tax revenue and 56.3% of its property tax revenue.

The Town Manager summarized the process in which the Town bills the School Department for the wages for the School bus mechanic in the Public Works Department. He reported that he provided the Town Council with a memo that further explains the process.

Councilor Stelk reported that Greater Portland Council of Governments is proposing an increase in membership fees. She will provide information to the Town Manager.

The Committee briefly reviewed and discussed the excise tax collections report.

3. Update on tax acquired properties.

The Finance Director distributed an updated report of matured liens as of May 25, 2017 for the Committee's review.

After discussion, the Committee requested that an item be placed on December and April Finance Committee Meeting Agendas to review and discuss the status of tax acquired properties.

4. Request to write off Rescue Fees.

The Committee reviewed a request to write off rescue fee balances not collectable that included a summary sheet and a detailed report of specific accounts, account name, charges, credits, and balance remaining on account. The Finance Committee discussed the reporting detail format. The Committee discussed the information provided on the detail report and requested that staff confirm that the information met HIPPA (protected health information) requirements.

(NOTE: After the meeting, staff followed up with the Fire Chief, who indicated that the report detail met HIPPA requirements. The Fire Chief reported that listing names on the report was not a HIPPA violation because a name is not considered personal health information (such as social security numbers, dates of birth, etc). He provided the following example of a newspaper account regarding an accident: "Joe Black was involved in an accident and transported." This statement complies with HIPPA laws. However, a statement that says: "Joe Black was involved in an accident and transported because of a head injury" is a violation of HIPPA laws.

The general consensus was that the Finance Committee would prefer receiving the cover summary sheet only and not the detail report in the future. If more detail is needed, the Finance Committee will request it.

After discussion, pursuant to the Town's Policy on Rescue Receivable Account Write-offs, a Motion was MADE by Councilor Hager, SECONDED by Council Stelk, and VOTED to write off Rescue Fees deemed uncollectable as follows:

2013	\$45,368.35
2014	\$50,865.68
TOTAL	\$96,234.03

Unanimous vote.

5. Other business.

There was no other business.

6. Schedule next meeting

The Committee discussed how frequently they should meet. It was agreed that it was important for the Committee to meet on a monthly basis towards the end of the fiscal year (May, June, and August). The next meeting was scheduled for June 22, 2017, at 5:30 p.m.

7. Adjournment.

There being no further business, the meeting adjourned at 6:49 p.m.

Respectfully submitted,
Jeri Sheldon, HR Director/Assistant to the Town Manager