

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**Thursday, November 2, 2017 – 5:30 p.m.**  
**Town Manager's Office**

**Present:** Councilor Jim Hager, Chair; Councilors Paul Smith and Marla Stelk

**Also Present:** Town Manager Ephrem Paraschak; Finance Director Sharon Laflamme

**1. Consideration of the minutes of August 22, 2017 Meeting**

A motion was MADE by Councilor Stelk, SECONDED by Councilor Smith, and VOTED to accept the minutes of the August 22, 2017 Finance Committee Meeting as distributed. Unanimous vote.

**2. Review and discuss September financials**

The Committee reviewed and discussed the September financials. Staff provided information on the following:

Rescue Fees: The Finance Director reported that she researched rescue billings for the last several years and that billings are actually higher than billings collected in previous fiscal years. She distributed a summary prepared by the Fire Deputy Chief that showed total runs and average billings per call. It was noted that the Town has over estimated its revenue from rescue billing and that this line should be looked at and adjusted in the next budget.

The Committee discussed that residents have asked them why residents are charged for Rescue calls when they pay for Fire and Rescue through their taxes. The Town Manager explained that this is the standard for emergency in the New England region. It was also noted that recipients of Rescue calls may not be Gorham citizens due to the heavy volume of inbound and outbound traffic to Portland from area communities. The Committee expressed interest in a discussion about why revenues from departments go into the General Fund rather than earmarked for the respective Department.

State revenue sharing: Payments from the State are lower compared to the previous fiscal year. The Finance Director noted that the revenue projection was a little high.

Sewer fees: The Finance Director explained that this line was for fees for users to connect to a new stub, an existing stub, or sub-meter installation .

Page 7, Expenditure Report: Dispatching and Animal Shelter. The Finance Director agreed to break those two apart.

Unclassified Accounts: It was agreed that the name of this account would be changed to "Town Services."

Page 8, DPW Lubricant: The Finance Committee discussed the process in which Public Works bills back to other Departments (Police, School, Fire/Rescue) for lubricant. It was agreed that the process of billing for lubricant and other items in Public Works will be reviewed and recommendations made for any changes.

It was noted that DPW currently does not bill for the mechanics' time for working on Town Department vehicles. However, Windham Fire and School Departments are billed for mechanics' time in servicing their vehicles.

Page 14, Interest: The Finance Director will review 2011 interest and report back to the Committee.

Revenue: The Committee requested that excise tax revenue comparisons go back as far as 2010 to be consistent with how the Town tracks and compares other revenues.

Rec reimbursable: Sharon distributed an updated page to correct a \$1,000 math error.

The Town Manager asked the Committee for feedback on the format of financial reporting and requested that the Finance Committee let him know about any suggested changes or improvement to the system.

### **3. Other Business**

Credit cards: The Town Manager reported that currently, the Town of Gorham has one credit card with a limit of \$5,000 in the former Town Manager's name. There have been some problems with this current system, such as a lack of accountability, who is charging what, and the card quickly exceeding its max. It is not unusual for department managers in other municipalities to have their own department credit card.

The Town Manager updated the Committee on meetings with JP Morgan, who has demonstrated their system. The Town Manager and Finance Director believe there will be better accountability and tracking.

The Finance Director distributed purchasing policies from Rangeley and Falmouth. The Committee indicated that at first glance, they preferred Rangeley's policy. After further discussion, the Committee recommended that the Town start with a small maximum limit and also a limit on the number of cards provided to the departments and then analyze how the program is going and make adjustments.

The Committee directed the Town Manager to draft a policy for the Committee's review. It was agreed that the Town would not change its current credit card system until a policy has been reviewed and discussed by the Committee.

### **4. Schedule next meeting**

Because the Committee's composition could change after November election, the Committee did not schedule its next meeting

### **5. Adjournment**

There being no further business, the meeting adjourned at 6:50 p.m.

Respectfully,

Jeri Sheldon, HR Director