

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**Monday, September 19, 2022 – 5:30 p.m.**  
**Gorham Municipal Center, Conference Room A**

**Present:** Councilor James Hager - Committee Chair, and Councilors Janet Kuech and Suzie Phillips.

**Also Present:** Town Manager, Ephrem Paraschak, and Finance Director, Sharon Laflamme.

**1. Consideration of the minutes of July 18, 2022 Meeting**

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to accept the minutes of the July 18, 2022 Special Finance Committee Meeting. Unanimous vote.

**2. Current Business**

A. Review and discuss June financials.

A discussion ensued regarding various line entries in which no concerns were voiced, and the committee expressed appreciation to the Finance Director Sharon Laflamme for putting the data together.

B. Review and propose updates, if needed, to the Town's fund balance policy, last updated in 2011 (referred by the Town Council on July 5, 2022).

The committee reviewed the attachment 2-B/proposed Fund Balance Policy and asked staff to send the draft to Casey Leonard at RKO [Runyon Kersteen Ouellette] for his review and any updates on the latest GASB [Government Accounting Standards Board] regulations.

Regarding the last sentence on page three that says "The Town will work to increase the target level from 8.0% to 8.5% over the next five years," Councilor Hager said this has been achieved and should reflect that. He added that there may be a suggestion to go from the present 8.5% to 9%, and that the future Finance Committee and Town Council will decide that.

**3. Other Business**

A. Review citizen request to purchase tax-acquired property.

The Committee reviewed the attachment 3-A/a memo from the Finance Director Staff referencing a citizen's request to purchase a tax-acquired property at 698 Fort Hill Road, as well as the handling of the sales for previous tax-acquired properties, and the status of the property, which indicated that there is someone living on the property.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to ask the Town Manager to research how to evict someone on the property. Unanimous vote.

B. Review abatement request.

The committee reviewed the attachment 3-B/a memo from Mrs. Laflamme referencing an abatement request for 2021 taxes for a property identified as map 22, lot 17-101 located on South Street that was taken by eminent domain by the Maine Turnpike Authority in 2021, which indicated that the Assessing Office had abated 2022 taxes, and the Town Council must review and vote to approve of an abatement of the prior year taxes.

A motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED send the abatement request to the Town Council for their review and approval. Unanimous vote.

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

Councilor Hager said that the new sitting Finance Committee will decide on the schedule moving forward.

**5. Adjournment**

There being no further business, a motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED to adjourn at 6:55pm. Unanimous vote.

Respectfully,

Jessica Hughes  
Executive Assistant