

MINUTES
FINANCE COMMITTEE MEETING
Monday, March 29, 2021 – 5:30 p.m.
Burleigh H. Loveitt Council Chambers

Present: Councilor James Hager, Chair; Councilor Janet Kuech and Council Vice Chairperson Suzanne Phillips.

Also Present: Council Chairman Lee Pratt; Town Manager, Ephrem Paraschak; Finance Director, Sharon Laflamme; Director of Community Development, Tom Poirier, and Runyon Kersteen Ouellette (RKO) CPA, Casey Leonard.

1. Consideration of the minutes of January 25, 2021 Meeting

A motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED to accept the minutes of the January 25, 2021 Finance Committee Meeting. Unanimous vote.

2. Current Business

- A. Review Comprehensive Financial Audit Report for Fiscal Year ended June 30, 2020.

Councilor Hager welcomed RKO CPA Casey Leonard to the meeting. Mr. Leonard presented the findings of the Fiscal Year 2020 Comprehensive Annual Financial Report to the committee and reviewed the Uniform Guidance Report. No action or votes were taken.

- B. Review and discuss amending transfer overlay fee structures to promote use and development in respective areas while maximizing contributions.

A brief discussion ensued regarding item “E” from the agenda, which was discussed out of order.

Finance Director Sharon Laflamme distributed a document to attendees reflecting transfer overlay collections by fiscal year dating back to 2004.

Council Chairman Pratt requested that staff provide a detailed list of specific projects from which funds were collected from the Transfer Overlay District.

The committee asked Community Development Director Tom Poirier to bring back a list for review at the next Finance Committee meeting on June 21, 2021 referencing parcels to consider for transfer overlay funds. Staff will report back on findings of uses for transfer overlay easements and purchases at that time.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to increase the transfer overlay fee to \$16,500 and forward the recommendation to the Town Council for review at their next meeting. Unanimous vote.

- C. Review and discuss Town fees.

Councilor Hager reviewed attachment "C" listing general questions regarding Town fees. The committee asked to discuss this item at a Special Finance Committee Meeting on April 12, 2021 to be held via Zoom at 6:30pm, at which they will review and discuss Planning and Code Office fees.

- D. Review and discuss amending fee structures for commercial and/or residential solar installations.

The committee asked to review this item at their next regular meeting.

3. Other Business

No other items were discussed.

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

The committee discussed that the next regular meeting date will be June 21, 2021 at 5:30pm, and that a Special Finance Committee meeting will be held on Monday, April 12, 2021 at 6:30pm.

5. Adjournment

There being no further business, a motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to adjourn at 7:55pm. Unanimous vote.

Respectfully,

Jessica Hughes
Executive Assistant