

MINUTES
SPECIAL FINANCE COMMITTEE MEETING
Monday, June 21, 2021 – 5:30 p.m.
Burleigh H. Loveitt Council Chambers

Present: Council Chairman Lee Pratt, Councilor James Hager - Committee Chair, and Councilor Janet Kuech.

Absent: Council Vice Chairperson Suzanne Phillips

Also Present: Town Manager, Ephrem Paraschak; Town Clerk Laurie Nordfors, and Finance Director, Sharon Laflamme.

1. Consideration of the minutes of May 17, 2021 Meeting

A motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to accept the amended minutes of the May 17, 2021 Special Finance Committee Meeting. Unanimous vote.

2. Current Business

A. Review and discuss May financials

A discussion regarding revenue sharing, excise tax, trash tags, and public utilities ensued among committee members. No action was taken or recommended.

B. Review request for write-off of rescue fees

The Committee reviewed attachment 2-B referencing supporting information relative to a request to write-off rescue fees for FY 2021. It was noted that the request was to write-off 206 accounts totaling \$91,598.61.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to write off rescue fees as presented. Unanimous vote.

C. Review requests for write-off of taxes

The committee reviewed attachment 2-C referencing a request to write-off taxes for personal property account number 496, which were wrongly assessed for years 2018 – 2020.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to write-off the amount of \$972.27 for personal property account number 496 as recommended.

D. Review and discuss the Town Clerk's Office fee schedule

The committee reviewed attachment 2-D referencing the Town Clerk's Office fee schedule and held a substantial discussion on graves and fees.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to increase the single gravesite fee from \$400 for residents to \$500, and from \$600 for non-residents to \$750. Unanimous vote.

The committee then reviewed the following fees:

Recommended Fee Changes to Existing Cemetery Fees:

Current Fees

Full Burial – Weekday: \$550
 Full Burial – Weekend & Holiday: \$625
~~Infant Burial – Weekday~~
~~Infant Burial – Weekend & Holiday~~
 Weekday Cremation: \$250
 Weekend & Holiday Cremation: \$325
 Burial Processing: \$25

Proposed Fees

\$650
 \$725
 Remove
 Remove
 \$350
 \$425
 Remove

A motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to increase or remove the above fees as proposed. Unanimous.

E. Review and discuss the Public Works Department fee schedule

The committee reviewed attachment 2-E and took the following action:

Recommended Fee Changes to Existing Public Works Department Fees:

Current Fees

Street Opening Permit Fee (Minor/Major): \$25/50
 Excavator License Fee: \$100/year
 Newly constructed or reconstructed streets: \$50/sq yd
 Residential streets: \$50/sq yrd
 Streets with concrete base: \$75/sq yd
 Arterial or commercial streets: \$75/sq yrd

Proposed Fees

\$100/\$300 – 2 years
 \$150/year – 2 years
 \$100/sq yd – 2 years
 \$100/sq yd – 2 years
 -
 \$150/sq yrd – 2 years
~~\$110~~ } \$130 – 2 years
~~\$130~~
 \$90 – 2 years
 \$90 – 2 years
 \$80 – 2 years
 \$40 – 2 years
 \$120 – 2 years
 \$200 – 2 years
 \$2,500++ - 2 years

Portland cement concrete sidewalk: \$55/sq yd	Combine together
Portland cement concrete driveway: \$65/sq yd	

Bituminous concrete sidewalk: \$35/sq yd
 Bituminous concrete driveway: \$45/sq yd
 Replacement of lost or dmgd concrete granite curb: \$40/linear ft
 Bituminous concrete curbing: \$15/linear ft
 Removing and replacing regulatory signs: \$50 ea.
 Removing and replacing street name and stop signs: \$50 ea.
 Reinstall of street & right of way granite monuments: \$800 ea.

3. Other Business

No other items were discussed.

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

The next regular meeting will take place on Monday, September 20, 2021 at 6:30pm and will include August Financials and any other items referred by the Town Council to the committee.

5. Adjournment

There being no further business, a motion was MADE by Councilor Kuech, SECONDED by Councilor Hager, and VOTED to adjourn at 7:46pm. Unanimous vote.

Respectfully,

Jessica Hughes
Executive Assistant