

**MINUTES**  
**REGULAR FINANCE COMMITTEE MEETING**  
**Monday, January 24, 2022 – 5:30 p.m.**  
**Gorham Municipal Center, Conference Room A**

**Present:** Council Chairman Lee Pratt (Ad Hoc), Councilor James Hager - Committee Chair, and Councilors Janet Kuech and Suzie Phillips.

**Also Present:** Town Manager, Ephrem Paraschak; Finance Director, Sharon Laflamme; Director of Community Development, Tom Poirier; Library Director, James Rathbun, and Bond Consultant, Richard Ranaghan – Northeast Municipal Advisors, LLC.

**1. Consideration of the minutes of December 6, 2021 Meeting**

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to accept the minutes of the December 6, 2021 Finance Committee Meeting. Unanimous vote.

**2. Current Business**

- A. Review of Library Fees with Library Director, James Rathbun.

Library Director James Rathbun presented attachment 2-B.

A discussion regarding overdue book fees ensued in which Mr. Rahtbun explained that permission to take out more books is denied throughout the state interlibrary system if money is owed by a patron.

The committee asked James for a comparison of non-resident card fees since they have not changed in years.

Mr. Rathbun referred to an email that he sent to the committee the previous week in which he recommended no action on fee increases.

- B. Review and discuss recommendation regarding debt-to-income ratio policy presented by bond consultant, Richard Ranaghan.

Richard Ranaghan presented on Debt Ratio information, which was provided as attachment 2-A. The item had been referred by the Town Council to this committee for development.

The committee discussed other Town policies, thresholds of how much Gorham can afford, and debt limits that would affect the Town's bond ratings.

Mr. Ranaghan recommended the Town have an investment policy, a CIP plan - which the committee confirmed the Town has, and a debt management policy.

C. Review and discuss December financials.

A brief discussion ensued in which the committee reviewed the December financials. No actions were made.

D. Review request for write off of real estate taxes.

Finance Director Sharon Laflamme referred to attachment 2-D referencing her memo and invoices that were deemed uncollectable that would require approval to write-off.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to refer the write-off's to the Town Council for their review and consideration at their next meeting. Unanimous vote.

E. Review and discuss foreclosed properties.

A discussion ensued in which the committee discussed next steps, and high accrued amounts owed to the Town, and that the Code office needs to check on homes to see if they are occupied.

A further discussion ensued in which the committee discussed which accounts should be given a deadline to pay in full.

Sharon advised that she will consult with legal on the proper foreclosure procedures. She noted that she has the account numbers, but she is not sure if they should be listed within the minutes.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to send letters to 12 accounts. Unanimous.

The committee briefly discussed campers and mobile homes.

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to refer the write-off's to the Town Council for their review and consideration at their next meeting. Unanimous vote.

**3. Other Business**

A. Financial Software Update

A discussion ensued regarding the request for proposals for financial software in which Town Manager Ephrem Paraschak said that the proposed item will be in the next budget.

B. Recreation Impact Fees

Council Vice Chairman/Committee Chair Hager said that he would like to see the Recreation Impact fee changes come to the Finance Committee at some point after the Ordinance Committee has looked at the language as the Finance Committee can then adjust the amounts.

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

The next regular meeting will take place on Monday, March 28, 2022 at 5:30pm, and will include a continued discussion regarding the bond consultant's recommendations on a debt-to-income ratio policy, a review of the off budget/reserve accounts, a review of February 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 Phillips, and VOTED to adjourn at 7:50pm. Unanimous vote.

Respectfully,

Jessica Hughes  
Executive Assistant