

MINUTES
FINANCE COMMITTEE MEETING
Tuesday, June 24, 2019 – 5:30 p.m.
Town Manager's Office

Present: Councilor James Hager, Chair; Councilor Lee Pratt.

Absent: Councilor Suzie Phillips.

Also Present: Town Manager, Ephrem Paraschak; Finance Director, Sharon Laflamme; Fire Chief, Robert Lefebvre; Deputy Fire Chief, Ken Fickett.

1. Consideration of the minutes of June 24, 2019 Meeting

A motion was MADE by Councilor Hager, SECONDED by Councilor Pratt, and VOTED to accept the minutes of the June 24, 2019 Finance Committee Meeting. Unanimous vote.

2. Review and Discuss May Financials

The Committee reviewed attachments 2a-2b/ May financials. Councilor Hager asked staff a question regarding General Assistance encumbering. Finance Director Sharon Laflamme advised the Committee that representatives from the Town's auditing firm, Runyon Kersteen Ouellette, would be conducting the Town's annual comprehensive financial audit from July 29th through August 9th.

3. Review requests for write-off of rescue fees

The Committee held a general discussion regarding rescue billings. The Committee further discussed that the same towns should be used for comparison on most town fees. The Committee asked that staff send recommended rates to the Council for review and consideration on the August Town Council Meeting Agenda.

The Committee reviewed attachment 3 that referenced supporting information relative to a request to write-off rescue fees for FY 2015/2016. It was noted that the request was to write-off 237 accounts totaling \$120,246.01.

After discussion, a motion was MADE by Councilor Hager, SECONDED by Councilor Pratt, and VOTED to write-off rescue fees as presented. Unanimous vote.

4. Review requests for write-off of mobile home taxes

The Committee reviewed a memo provided by Finance Director Sharon Laflamme referencing Sharon's request to write-off mobile home taxes. The Finance Committee is authorized to write-off up to \$500 per tax year.

A motion was MADE by Councilor Hager, SECONDED by Councilor Pratt, and VOTED to abate taxes on the following properties:

Property Location	Tax Year	Total
43 Evergreen Drive	2019	\$17.82
10 Chestnut Circle	2019	\$12.98

Unanimous vote.

5. Schedule next meeting

The Committee scheduled the next meeting for August 12th at 5:30 p.m.

6. Adjournment

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully,

Jessica Hughes, Executive Assistant to the Town Manager & HR