

MINUTES
SPECIAL FINANCE COMMITTEE MEETING
Monday, December 6, 2021 – 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, and Finance Director, Sharon Laflamme.

1. Consideration of the minutes of September 27, 2021 Meeting

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to accept the minutes of the September 27, 2021 Finance Committee Meeting. Unanimous vote.

2. Current Business

A. Approval of 2022 meeting dates.

The committee discussed meeting on the following Mondays in the coming year:

- January 24, 2022
- March 28, 2022
- June 20, 2022
- September 19, 2022

A motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to meet as discussed.

B. Discussion regarding meeting topics.

The committee briefly discussed proposed topics for future meetings. Topics to be discussed at the January 24th meeting would include a review of Library fees by the Library Director, James Rathbun, as well as a review of a requests for write-off of accounts receivables and a foreclosure list.

The committee also discussed reviewing off budget/reserve accounts at the March 28th meeting.

3. Other Business

A. Financial Software Update

A brief discussion ensued regarding financial software for the Town in which the committee discussed the need to speak with the School department, and for the costs to be in the proposed municipal budget, and referendum discussion.

B. Debt-to-Income Ratio

A brief discussion ensued in which the committee said that debt-to-income ratio information was still needed from the bond counsel.

C. COVID-19 Funds

Town Manager Ephrem Paraschak advised that COVID-19 funds would be brought to the Town Council most likely in February.

D. Tax Abatement Update

A discussion ensued in which Finance Director Sharon Laflamme said that tax abatements could no longer be done by the Finance Committee, and any abatements must be brought to the full Town Council. She noted that the Finance Committee can make recommendations, and staff would then put a batch together for a vote by the Town Council.

E. Requests for Write Off of Rescue Fees

Ms. Lafamme said that requests for write-off of rescue fees will be reviewed at the June 20th meeting.

F. Town Fees

The committee briefly discussed whether there were any other Town fees that still needed to be reviewed in which they noted that work was completed, and that the Recreation department sets their own fees.

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

The next regular meeting will take place on Monday, January 24, 2022 at 5:30pm, and will include a discussion regarding the bond consultant's recommendations regarding a debt-to-income ratio policy, a discussion with Library Director James Rathbun regarding Library fees, 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 6:35pm. Unanimous vote.

Respectfully,

Jessica Hughes
Executive Assistant