

# MINUTES

## FINANCE COMMITTEE MEETING

August 19, 2015 – 5:30 p.m.

Town Manager's Office

Present: Councilor Shonn Moulton, Chair; Councilors Bruce Roullard and Ron Shepard

Also Present: Town Manager David Cole; Finance Director Sharon Laflamme

1. Consideration of the minutes of the June 25, 2015 Finance Committee Meeting.

A Motion was MADE by Councilor Roullard, SECONDED by Councilor Shepard, and VOTED to accept the minutes of the June 25, 2015 Finance Committee Meeting as presented. Unanimous vote.

2. Discuss June 2015 and July 2015 financials.

The Committee reviewed and discussed June and July 2015 financials. The Finance Director reported that the only change to the June financials is that deferred revenues for property taxes will be entered by the end of August. This means that the real estate commitment as shown on the current June financials could increase or decrease. She also reported that the auditors completed their audit work and that she will begin work on the CAFR (Comprehensive Annual Financial Report).

Chair Moulton reported that he met with the auditors last week and that the meeting went well.

The Committee discussed rescue fee collections and the Town Clerk accounts. The Town Manager updated the Finance Committee on the daily operations of the Town Clerk's Office and reported that he appointed Christine Hyland as the Department's Office Manager.

The Committee discussed the firefighter wage accounts including the overtime account and discussed whether the change to 24 hour shifts for full-time firefighter staff has impacted the overtime account. It was noted that one impact on Call company wages was that seven firefighters went to Rookie School.

The Committee discussed the police and gas and oil budgets. The Committee also briefly discussed the Recreation Department carryover line.

The Committee requested that the Town Manager and the School's IT Director discuss the feasibility of changing the Town's email vendor.

3. Update on tax acquired properties.

The Finance Director distributed an updated real estate foreclosed property list as of 8/19/2015. She reported that the property owners for Accts # 2372 and 1198 are making payments and will be removed from the list.

The Committee discussed Acct. #5321 and requested that the Assessor drive by the property and attempt to determine whether anyone is living on the property. It was agreed that staff will also send a letter to the property owner requesting that the owner address delinquent taxes.

The Committee discussed Accts #6364, 7017, and 5265. It was noted that the certified letters were mailed in April 2015 and returned to the Town Office undeliverable.

4. Discussion of criteria for selecting a realtor to assist Town in selling properties.

The Town Manager reported that he called and talked to a representative of Gorham Savings Bank to find out what process the bank uses. He told the Committee that Gorham Savings Bank does not have a process. The Town Manager updated the Committee on the offers the Town has received for 10 Preble Street. He also proposed a list of suggested criteria. The Committee discussed forwarding the criteria to the Town Council for consideration at its September meeting.

After review and discussion, a Motion was MADE by Councilor Roullard, SECONDED by Councilor Shepard, and VOTED to forward the following proposed criteria for a realtor to the Town Council for consideration at the September 1 Town Council Meeting: (1) the realtor must live in Gorham and pay property taxes, (2) have held a real estate license for at least 10 years, (3) sold at least 20 units in the last two years, (4) accept a commission no more than 6% and (5) be willing to list and actively attempt to sell all properties provided to the Broker from the Town during a 2-year period of time. Unanimous vote.

The Committee requested that the Town Manager draft the criteria and forward it to them prior to placing the item on the September.

5. Other business.

No other business was discussed.

6. Schedule next meeting.

The next meeting of the Committee is scheduled for October 27, 2015, at 5 p.m. The Committee agreed to meet on the fourth Tuesday of the month going forward.

7. Adjournment.

There being no further business, the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Jeri Sheldon, Ass't to the TM/HR Director