

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**June 26, 2014 – 6 p.m.**  
**Conference Room A**

Present: Councilor Suzie Phillips, Chair; Councilors Shonn Moulton and Bruce Roullard

Also Present: Town Manager David Cole, Finance Director Sharon Laflamme; Recreation Director Cindy Hazelton; James and Miriam Kelley, owners of Patio Park; John Eldridge, Manager of Patio Park

1. Approve minutes of April 24, 2014 Committee meeting.

A motion was MADE by Councilor Roullard, SECONDED by Councilor Moulton, and VOTED to accept the minutes of the April 24, 2014 Committee meeting.

2. Review and discuss write-off of taxes for mobile home in Patio Park.

A motion was MADE by Councilor Moulton, SECONDED by Councilor Roullard and VOTED to take this item out of order.

The Committee reviewed a letter from James and Miriam Kelly, owners of Patio Park, requesting that the Town waive delinquent back property taxes to allow them to obtain a permit to demolish the mobile home and replace it with a double-wide mobile home on the same lot. The taxes owed to the Town of Gorham total \$2,073.41. The Committee also reviewed a memo from the Town Assessor describing the results of a recent home inspection performed by the Code Enforcement Officer that showed many problems with the interior. As outlined in his memo, the Assessor's determination is that the mobile home has very little value.

Mr. and Mrs. Kelly reported that the mobile home currently on the lot is uninhabitable and that the Code Department determined that the home does not meet code standards in several areas. The owner of the mobile home has signed a document relinquishing all ownership in the mobile home. No one has lived in the mobile home since May 10. The Kelly's stated that it will cost them approximately \$15,000 to remove the mobile home and replace it with the double-wide mobile home there.

After discussion, a motion was MADE by Councilor Roullard, SECONDED by Councilor Moulton and VOTED to authorize staff to write off the taxes in the amount of \$2,073.41 for a mobile home in Patio Park, Map 27, Lot 10.20. 2-1. (Moulton).

3. Review April and May 2014 financials.

The Committee reviewed and discussed April and May 2014 financial reports.

The Finance Director reported that with 91.7% of the fiscal year completed (as of May 31, 2014), total expenditures for the Town are at 89.5% and collected revenue is at 99.4% of total budget. She answered several questions that were asked at the last Finance Committee meeting pertaining to the

Sunday River ski program and Babe Ruth expenses. She explained that the expenses for the Sunday River ski program were shared jointly with Kennebunk and that the check from Kennebunk was applied to the revenue line in error instead of to the expense line. She also reported that she researched Babe Ruth expenses and found that a check was entered incorrectly. This has since been corrected.

Councilor Moulton stated that several members of the public have asked him about registration fees for Babe Ruth and Cal Ripkin and asked the Recreation Director to explain the process. The Recreation Director provided an overview of expenses for these programs. She also explained that the Cal Ripkin program offers a post season opportunity while the Recreation Department local league, does not.

The Recreation Director gave an overview of the process used in applying Middle School fields maintenance fees for sports groups.

The Town Manager reported that the cost of one 30 gallon recycling bin with cover and wheels is \$65. A similar by smaller recycling bin will cost under \$20 and can be purchased at Lowes.

The Finance Director reported that the auditors performed their interim work in May and that the process went well. The auditors will be at the Town office for two weeks in August to finish their work.

The Committee reviewed department accounts and discussed the public works and general assistance accounts, which are projected to be over budget by fiscal year end. The Town Manager explained that the anticipated overage is due to winter storm events, which totaled 25 for the year compared to the average of 19 storm events.

The Committee requested that the Town Manager review legal services charges for the month of May.

4. Review April and May 2014 Recreation financials and discuss set up of accounts starting July 1, 2014.

The Committee reviewed and discussed Recreation financials for month ending May 2014.

The Committee discussed the reporting format for the Recreation Department beginning July 1, 2014 and whether to make any changes from the current format. After discussion, a motion was MADE by Councilor Roullard, SECONDED by Councilor Moulton and VOTED that effective July 1, 2014, the Recreation financial report will consist of a summary page listing, by month, of Rec reimbursable revenues for the following categories: (1) Youth/Adult Community Sports, (2) Summer Day Camps, (3) BAS/KC/Early Release/Inservice/Vacation, (4) Other Community Programs, and (5) Shaw Park Revenues; and Rec Reimbursable Expenses for the following categories: (1) Youth/Adult Community Sports, (2) Summer Day Camps, (3) BAS/KC/Early Release/Inservice/Vacations, (4) Other Community Programs, (5) Shaw Park, (6) Miscellaneous; and Miscellaneous, Transfer to General Fund, and FY carry forward. 3 years.

5. Update on tax acquired properties.

The Committee continued its review and discussion of tax acquired properties. The Committee reviewed an updated list prepared by the Finance Director that showed those property owners who, in response from a letter from the Town, ignored the letter, entered into a payment plan, paid the taxes in full, or are not current and up to date with their pay plan.

After discussion, the Finance Committee requested that this item be postponed until the next Finance Committee Meeting and requested that:

- (1) Staff prepare a map for the Committee showing the following properties (land only): Acct #6364, Acct #7017, Acct #4220, and Acct #7146.
- (2) Staff send a letter to those properties (mobile homes) that are not current: Acct #572, 3041, 2219, 1734, and 1141 and to Kimball (#5080) and Dow (#3202) notifying the owners that the Town Council will consider selling their property if taxes are not paid.
- (3) The Assessor or Code Enforcement Officer determine whether the following three homes are inhabited or not: Acct #5321, 2625, and 1824. It was noted that it is believed that Acct #2626 (57 Wards Hill Road) is inhabited. The Committee suggested that staff leave their card asking the property owner to call the Town office.

The Committee agreed that at their next meeting, they will prepare a recommendation to Town Council on this item.

6. Review and discuss write-off of rescue fees.

The Committee reviewed a request from the Gorham Fire Department to write off rescue fees for 192 accounts totaling \$71,523.05 due to inability to collect. The Finance Director reported that these out of time claims were turned over to a collection agency (Thomas agency) for collection action and reported to credit bureaus. She explained that after efforts to collect fees, staff has determined that the margin of collection is slim.

A motion was MADE by Councilor Moulton, SECONDED by Councilor Roullard, and VOTED to authorize staff to write off rescue fees for 192 accounts totaling \$71,822.31. 3 years.

7. Other business.

There was no other business taken up by the Committee.

8. Adjournment.

A motion was MADE by Councilor Roullard, SECONDED by Councilor Moulton, and VOTED to adjourn. Time of adjournment: 7:15 p.m. 3 yeas.

Respectfully submitted,

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

