

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
**Thursday, December 14, 2023 – 5:30 pm**  
**Gorham Municipal Center, Conference Room A**

**Present:** Councilor Robert Lavoie - Committee Chair, and Councilors Lee Pratt and Virginia Wilder Cross.

**Also Present:** Town Manager Ephrem Paraschak and Finance Director Sharon LaFlamme.

**1. Consideration of the minutes of September 7, 2023 Meeting**

A motion was MADE by Councilor Wilder Cross, SECONDED by Councilor Pratt, and VOTED to accept the minutes of the September 7, 2023 Finance Committee Meeting. Unanimous vote.

**2. Current Business**

A. Review and discuss September financials.

Finance Director Sharon LaFlamme explained how the new finance software Munis groups revenues by department.

The committee noted that the fiscal year completed was inaccurately showing that it was 100 percent completed when it should have been 25 percent completed.

The committee noted that the expenditures report was cutting off column headers; they asked staff to review and correct the issue.

**3. Other Business**

No other items were discussed.

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

The next meeting will take place on Thursday, February 15, 2024 at 5:30pm in Conference Room A. The agenda items will include:

A. December financials.

B. Any other items referred by the Town Council to the committee for action.

**5. Adjournment**

There being no further business, a motion was MADE by Councilor Pratt, SECONDED by Councilor Wilder Cross, and VOTED to adjourn at 6:15pm. Unanimous vote.

Respectfully,

Jessica Hughes  
Executive Assistant