

Town of Gorham New Hampshire

PUBLIC MEETING OF THE GORHAM BOARD OF SELECTMEN Gorham Town Hall Public Meeting Room 2nd Floor Monday, December 27, 2021 5:00 p.m.

SELECTMEN PRESENT: Michael Waddell; and Adam White.

SELECTMEN ABSENT: Judy LeBlanc.

STAFF MEMBERS PRESENT: Denise Vallee, Town Manager; Kathleen Frenette, Finance Director; Jeff Stewart, Director of Parks & Recreation Department; Ann Marie Demers, Town Clerk; and Cindy Cole, Tax Collector.

OTHERS PRESENT: Edith Tucker, Reporter, Berlin Sun; and Lynn Tremblay, Owner, Yokohama.

1. Non-Public Session - 5:00 p.m.

Nonpublic Session under RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted; and (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

2. Public Session Call to Order - 5:00 p.m.

Chairperson Waddell called the public session to order at 6:02 p.m.

3. New Business

a. Announce action, if any, taken in non-public session

None.

b. Steve Malespini, Presidential Range Riders - 50th Anniversary Radar Run

Steve Malespini was not in attendance at the meeting. Chairperson Waddell provided background regarding the request that was to be posed regarding the radar run.

MOTION: Selectman White moved to approve the request for the 50th Anniversary Radar Run. It was seconded by Chairperson Waddell.

Selectman White: Aye

Chairperson Waddell: Aye

The motion carried. (2-0-0).

c. 2022 Budget Review

i. Recreation

Jeff Stewart made the Recreation budget presentation to the Board. A few of the items he discussed were:

- Numbers for '22 and '23 will be different from each other due to partial year versus full year expenditures.
- Senior Position Revenues - \$6201 (2018); \$5338 (2019); \$8163 (Sept. through Dec. of 2021).
- Recreation Department is looking to take over Medallion Opera House and July 4th Celebration events.

He continued to go over the proposed budget. The following questions were posed to the Director:

- Q. So, you're suspecting a \$13,000 increase based on status quo?
A. Correct.
Q. It's not a \$13,000 increase, just \$13,000 total?
A. Correct.
Q. In '22, an increase to 34 hours would essentially be breakeven with this additional revenue?
A. You're right, I guess. Yeah.
Q. To go above 35, it would be an additional \$10,000 for next year. And if we go above 35 for the following year, it would be \$25,000. Do I have that right?
A. If you're using the numbers I'm giving you, correct.
Q. That does not include any additional revenue from the programs?
A. Correct.
Q. How much came in this year for the Recreation Revolving Fund, roughly?
A. \$108,982.
Q. Part of the work you're talking about Katie doing would impact the Recreation Revolving Fund?
A. Yes.

Discussion was had regarding whether more programs are needed in order to make up the difference of having another fulltime position with benefits. Further discussion was had regarding the Medallion Opera House and the 4th of July Celebration.

ii. Limitless Playground - Update

Jeff Stewart indicated that everything was submitted on December 17, 2021, with all the numbers and dates. He noted that the amount of money raised to-date is \$22,465 and some change. He added that over the last three years, they've dedicated the money gotten from the Festival of Trees, which is \$25,294. He concluded that \$16,040 will need to be taken from the revolving fundraising line to reach the half-match. He went over the tentative dates for the grant process and groundbreaking for the playground.

iii. COLA

The Board reviewed the COLA spreadsheet. Kathleen Frenette read out the increases at different percentages:

- 4% - \$2,998,652.33 - difference of \$134,036.43
- 4.5% - difference of \$145,113.92

- 5% - difference of \$156,191.42

Discussion was had regarding which COLA percentage to work with, agreeing on 4.5%. Chairperson Waddell added that the taxpayers in town will see a base increase on both Union Contracts for the school where one's at 4% and one's at 5%.

iv. **Finance Department & Any Other Budgets Not Covered Yet**

- **Tax Collector**

Cindy Cole made the Tax Collector budget presentation to the Board. A few of the items she discussed were:

- Salary lines changed, as part-time position was part of the Town Clerk previously.

The following questions were posed to her:

Q. Will your office be opened five days a week, after January 1, 2022?

A. Yes, it will, starting January 3, 2022.

Discussion was had regarding the change in job descriptions and the impact it has on the budget. Further discussion was had regarding creating processes and protocols so that laws and regulations are adhered to consistently.

- **Town Clerk**

Ann Marie Demers made the Town Clerk budget presentation to the Board. A few of the items she discussed were:

- Budget is \$22,000 less than last year, as she is part-time instead of full-time, with no benefits.
- Election temporary positions has the biggest change.
- Number of elections dictates the amount of the budget needed for a year.

The following questions were posed to her:

Q. How many elections will there be in 2022?

A. Town Meeting and two elections, so three total.

Discussion was had regarding the need to get a new Supervisor of Checklist and preventing clerks from resigning.

- **Finance**

Ms. Frenette made the Finance budget presentation to the Board. A few of the items she discussed were:

- Line 2 - Possibility of getting someone in 24 hours a week at \$17/hour to work on Town Code.
- Bank fees haven't changed.
- Phone/website haven't changed.

The following questions were posed to her:

Q. Does that mean when the Town Code is done, the position goes away?

A. It could, depending if you need the person to do something else for the Town, i.e., getting permanent records digitized and available on the website.

Q. Is the ABLE Program dead in the water?

A. The ABLE Program is still up-and-running. We're just hoping that Sherry can come back.

Discussion was had regarding completing the Town Code, as well as consolidating and digitizing the vault records. Further discussion was had regarding the need for hiring another person.

- **Executive Office**

Denise Vallee made the Executive Office budget presentation to the Board. A few of the items she discussed were:

- Decreased the Competitive Salary Review line to \$2500.
- Life and Disability is a small decrease.
- Retirement goes up according to increase in Salary line.

The following questions were posed to her:

Q. Does that mean when the Town Code is done, the position goes away?

A. It could, depending if you need the person to do something else for the Town, i.e., getting permanent records digitized and available on the website.

Further discussion was had regarding the need for hiring another person. Additional discussion was had regarding the Government Building, including the new cleaner and other expenses.

- **Insurance**

Ms. Vallee indicated there was an increase of \$2431 in the Property and Liability Insurance. Ms. Frenette explained the reason for the increase.

Ms. Vallee stated there was a decrease in North Country Council of \$189.

- **Long-term Debt**

Ms. Vallee said the streetlight upgrade is totally paid for now, which reflects a decrease of \$11,888.

Ms. Vallee said the interest on the John Deere loader goes down \$989 as compared to last year. She added that this is the only long-term debt that the Town has.

v. **Capital Reserve Funds**

Ms. Vallee indicated they adjusted the Town Buildings account to cover the doors. Discussion was had regarding the \$15,000 increase and how much money is left in the account. Further discussion was had regarding repairs completed. Chairperson Waddell requested in writing what projects still need to be completed with the additional funds totaling \$100,000.

Ms. Vallee stated they reduced the ambulance by \$10,000, and the highway heavy equipment is down \$20,000 based on the 10-Year Plan.

Ms. Vallee noted that for IT, there is \$40,000 in the account.

Discussion was had regarding the need for a new storage building/workshop at the cost of \$450,000 and what it would be utilized for, including how to pay for such a structure. Chairperson Waddell requested a presentation for the Board, along with what the bottom line will be.

The Board went over the rest of the line items for Capital Funds, including whether the Department Heads are in agreement with all the ask amounts.

Discussion was had regarding the fact that the budget should be filled in completely at the next meeting, including what items are missing to reflect everything that is being asked by every Department, so that the Board can adequately address the final budget at worst-case scenario and where adjustments need to be made.

d. 2021 Encumbrances

Ms. Vallee stated they had encumbered money from Buddy's Contract Services line to cover the Architect for the building to get it designed. She went over the amounts outlined on the spreadsheet.

Chairperson Waddell indicated that he has no problem encumbering these funds, but that he would like a discussion with the full Board of Selectmen and a vote as to whether or not they can go forward and how they're going to go forward with the DPW building. Selectman White noted that the funds for the Architect shouldn't have been spent prior to the Board holding a full discussion on the matter. Ms. Vallee corrected him by indicating that no funds have been spent to-date but that a preliminary sketch was created based on one meeting.

MOTION: Selectman White moved to approve the 2021 Encumbrances, as presented. It was seconded by Chairperson Waddell.

Selectman White: Aye

Chairperson Waddell: Aye

The motion carried. (2-0-0).

e. Noise Ordinance Request

Lynn Tremblay requested an exception to the Noise Ordinance and explained her rationale. Discussion was had regarding the letters Ms. Tremblay sent to the Board, as well as the time of the noise and the sound being made by the machines being run by the cleaners. The Board suggested that Ms. Tremblay notify the Police Department and alert the neighbors in advance of the cleaning. Chairperson Waddell indicated that Ms. Vallee will get the exception written up and will anticipate approving it at the next meeting.

f. Cascade Parking Request

Chairperson Waddell went over the Cascade Flats parking request and the rationale for it. Discussion was had regarding the response from Buddy as to whether tenants can park on River Street and the town-wide problem that this situation raises.

4. Old Business/Updates, if any

None.

5. **Public Comment:** Those in attendance will have the opportunity for public comment of two (2) minute or less.

Edith Tucker inquired when the new Police Officers will be sworn in. Ms. Vallee responded that she doesn't know the date, currently.

6. **Other Business:**

- a. **Approve Minutes of December 6, 2021 (regular) and December 13, 2021 (nonpublic meeting)**

MOTION: Selectman White moved to approve the Minutes of December 6, 2021, regular meeting and December 13, 2021, nonpublic meetings, as presented. It was seconded by Chairperson Waddell.

Selectman LeBlanc: Aye

Selectman White: Aye

Chairperson Waddell: Aye

The motion carried. (2-0-0).

- b. **Abatements, if needed**

None.

- c. **Town Manager's Report**

- **Set Date for STR Public Hearing - Proposed Date: Monday, January 24th**

Discussion was had regarding where the public hearing could take place, as well as who should receive notice regarding the hearing. The Board agreed on January 24th, 2022, as the date for the public hearing.

- **EV Charging Station**

Ms. Vallee indicated the project went from over a million to just \$20,000, but that she is awaiting word from the State as to what's going to be covered.

7. **Adjournment**

MOTION: Selectman White moved to adjourn at 8:12 p.m. It was seconded by Chairperson Waddell.

Selectman White: Aye

Chairperson Waddell: Aye

The motion carried. (2-0-0).


Respectfully Submitted,

Victoria O'Connor, Recording Secretary
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Approved on March 14, 2022 by:


Michael Waddell, Chairman


Judith LeBlanc, Selectperson


Yves Zouie