



BUDGET COMMITTEE MEETING  
TOWN OF GORHAM  
GORHAM TOWN HALL  
PUBLIC MEETING ROOM

MINUTES OF JANUARY 10, 2019

Members Present: Diane Bouthot, Co-Chairman; Douglas Gralenski, Co-Chairman; Robert Demers; Lee Carroll (6:20); Abigail Evankow; Mary White; Dan McCrum; Jessica McCreedy; Judith LeBlanc, Selectmen's Representative

Absent:

Town Staff Present: Mark Shea, Town Manager; Denise Vallee, Finance Director; Carol Porter, Town Clerk/Tax Collector; Jeff Stewart, Recreation Director; Buddy Holmes, Public Works Director

Others present:

Minutes Taker: Shelli Fortin

1. Call to order: 6:00 PM

2. Approve Minutes 9/24/2018: **Motion to approve from Judy LeBlanc with a second from Diane Bouthot. Voted in the affirmative.**

3. Review of Revenue and Expense Report to Date

Denise Vallee advised the reports will be ready for the meeting on January 14<sup>th</sup>.

4. Old Business

a. Minutes Taker- Shelli Fortin will be able to do the minutes for the budget season.

5. New Business

a. Introduction of New Town Manager

Mark Shea introduced himself to the Board and advised that the town is working toward a level funded budget this year. Shea commended Denise Vallee for her work putting together the materials for the Budget Committee.

b. Appointment of Budget Committee Member

Carol Porter swore in Jessica McCreedy as a Budget Committee Member. McCreedy had submitted a letter of interest to serve on the committee. McCreedy moved to Gorham in 2017. She is a licensed attorney in Mississippi and has recently been employed as a consultant for non-profit agencies. McCreedy was welcomed by the Committee.

c. Review of Recreation Proposed Budget

Jeff Stewart reviewed the line items that have changed. Stewart advised the temporary position is down \$293. Telephone, internet, and heat were estimated this year, as he only had information from a partial year when doing the budget. Telephone will only be going up \$400, instead of the

\$740 that was listed. Mary White asked if this is part of the telephone project the town is doing, and Denise Vallee advised that the Recreation Department is included in that, but the whole project is in a separate line. Stewart advised that they have used a little more heat this year, as the building is utilized more at night. There is a sewing class and chess club that meet in the building once per week, the Red Cross uses it once per month, along with the after school program and Northern Human Services. Stewart advised they are not charged for use of the building, as they are non-profit. Denise Vallee advised the price for oil was locked in for next year at \$2.07. Propane prices have not been settled yet. Stewart advised water is up \$20, and gas up \$219, but travel is down \$100. The Senior Program temp position is up \$250. Vallee advised that the Workmen's Compensation line will drop, as they have received a "premium holiday" from the risk pool. This will drop that line to \$861. Stewart was asked if there are any new programs and he advised they are working with the library and the Resource Center on different events. Diane Bouthot asked about the kiosk and Stewart advised that they have renewed and/or sold all of the advertisements available. They will be taken down in the spring, it will be restrained, and they will all be put up then. Stewart advised the Cascade playground has been installed and is done. Bouthot asked about the drivers for the senior programs and what they do while waiting. Stewart advised they participate in the program at their expense. Judy LeBlanc asked if the senior events were advertised on the website and Stewart advised they are. The Committee asked about the mower deck that needs to be replaced. Stewart advised that this could be paid for out of the Revolving Fund if they would rather not include it in the budget. Robert Demers asked why the insurance cost went down and Vallee advised it was due to a drop in rates. The insurance policy is the same. Demers also asked about the 4<sup>th</sup> of July line, and why police cost was included here instead of the Police Department budget. TM Shea advised it was probably included here to track the cost of the event. Demers also asked about the increase in the part-time line, and was advised the increased cost was due to the increased length of the event, in addition to the added event of Recycled Percussion. LeBlanc asked if the carnival needed a permit from the town and was advised the State Fire Marshal's office has to check for safety. LeBlanc suggested that the carnival or the Fourth of July Committee should be helping with the cost of police protection.

The Recreation Revolving Fund was reviewed. Stewart advised that the building maintenance cost this year was for lights in the main room in the amount of \$2,100. Program revenue is generated from soccer, basketball, baseball, softball, summer programs, and admission and concessions at Libby Pool. Fundraisers include basketball tournaments and any gifts received. Stewart advised the rates for the Moose Tours were raised this year for the first time in 10 years, and are still the least expensive in the area. The Tours had a 96% success rate this year. The revenue from the Moose Tours covers the cost of the tours, the information booth, and the buses. Bouthot asked if there are any projects planned for Libby Pool this year. Stewart stated that swingsets had been considered, but they decided against them this year to keep expenses down. Mary White asked about the vehicle maintenance line and was advised that they had to replace the frame on the truck which was rotten. Bouthot asked about mileage on the truck and Stewart advised it is only used around town, so there is not much. Demers asked if the Recreation Department plows with the truck and was advised they do not. White asked about insurance for the Moose Tours and Vallee advised it is included in the town's insurance with Primex.

#### d. Review of Highway/Cemetery/MSW/Recycling Budget

Buddy Holmes reviewed the Cemetery budget. There were no big changes, other than the COLA increase. Part-time workers are not getting an increase. Doug Gralenski asked if the department is at full staff and Holmes advised he has one person retiring in February and he would like to fill that position. Holmes advised he currently has four people out sick. Gralenski asked if there are any payouts for accrued benefits for people retiring and Denise Vallee advised that Roland Blais was the last to retire under the old agreement, and now they may have vacation time that is owed to them, but not sick time. Holmes advised that gasoline is up \$70, but they pay market price, it is not locked in, so they do not know what the price will be. Since they are a municipality, they do not pay tax on the gasoline. Vallee advised workmen's comp will see a reduction of \$445. Judy LeBlanc asked about cemetery overtime and was advised it is for burials on weekends.

In reviewing the Highway budget, Holmes advised there is a cost of living increase. However, the big ticket item this year is salt. They will be buying the same amount, but the cost per ton has gone up. There are different grades available, but you will have to use more of a lower grade. Doug Gralenski asked if the early snow affected the budget and Holmes advised it did. Mary White asked about the \$26,000 budgeted for vehicle repairs. Holmes advised this is for parts. Holmes advised 99% of the work is done in-house, but occasionally they do need to go elsewhere for a repair. They did replace the dump body on a truck this year for \$7,075. Holmes advised that the cost of cold patch is up \$468. Bob Demers asked about the difference between sand and gravel and winter sand. Holmes stated that sand and gravel is for summer projects. A committee member asked about the Sno-go and Holmes advised that they did need to buy an extension cable this year, but this piece of equipment will not be replaced until 2021. The transfer station is now open on Saturday and Mary White asked if this has created overtime. Holmes advised there is no overtime in the winter, but there is in the summer months, as it is difficult to schedule around vacations, and manpower is needed during the week for projects. Denise Vallee advised that the decrease for Workmen's Comp is \$6,214, which gives this budget a total variance of \$23,577.

In reviewing the MSW budget, there was a discussion about the possibility of charges for disposal. A concern is that people will dump things instead of disposing of them properly. Diane Bouthot asked if there was a security system and Holmes advised there is not. Judy LeBlanc advised that the idea of stickers and the question of garbage and recycling pickup on private streets will need to be looked into again. TM Shea advised that different communities have different expectations of service. Some communities run their MSW programs at no cost to the taxpayers. Denise Vallee advised that landfill expenses will be transferred to a CRF. Vallee advised that the savings for Workmen's Comp will be \$2,840. The budget variance from last year is \$7,709.

A committee member asked about the money budgeted for asphalt and paving and Holmes advised this has always been there. Dan McCrum asked about the Road Improvements at \$272,000 and the additional \$100,000 for the same, and was advised the Selectmen will be discussing this at their meeting on Monday. McCrum suggested that the \$100,000 could be removed since the taxpayers voted in favor of the \$272,000 last year. The current balance of the two accounts is almost \$600,000. Vallee advised that the amount received from FEMA for the Stony Brook damage will be just under \$400,000. Holmes advised the town would need another million on top of that to complete the project. Holmes advised he is not sure of repaving costs, but that reconstruction is approximately \$1 million per mile. Holmes and Lee Carroll advised that the cost of the town working together on projects such as Alpine Street is about 1/3 of what they would pay a contractor. However, there may be some jobs that are too big for the town to do. Public works and water works will need to share schedules to coordinate work coming up. TM Shea advised that many public works departments only provide maintenance. Jesse McCreedy asked about sidewalk repair, as the sidewalks are not in good condition. Judy LeBlanc advised that the town has applied for grants, but they were both denied. Both McCreedy and Bob Demers suggested that the sidewalks have a separate line or CRF and TM Shea advised that limiting a line like that takes away discretion of the selectmen to use for emergencies. LeBlanc asked TM Shea to add sidewalks to the Selectmen's agenda for Monday. TM Shea suggested that a grant committee should be formed, and that the town should include documentation to show need. LeBlanc suggested that the town put out a notice looking for people to help with a grant committee. The cost for the sidewalks was estimated at \$800,000 when applying for the last grant. The state has refused to help with the sidewalks on Lancaster Road. The sidewalk on Lancaster Road should be extended from Evans Street to the multi-modal trail.

Holmes advised Streetlights are down this year due to the new LED lighting. Denise Vallee advised the only lights that still need to be replaced are the old-fashioned ones on Exchange Street, and she will be ordering LED bulbs when she gets a chance.

Holmes advised they are looking to replace the pickup truck this year. He has checked the Fastenal website and they have one advertised for \$16,000. He is looking for a 2 wheel-drive truck as it is mostly used in the cemetery in the summer and is better on gas when traveling.

e. Doug Gralenski advised that he did the Budget Committee report for the annual report and has submitted it to Michelle Lutz. He requested it be forwarded to members.

**6.** Date of Next Meeting: January, 15, 2019 at 6:00 pm to review Fire, EMS, Police, and Dispatch

**7.** Adjournment – **Diane Bouthot made a motion to adjourn at 7:36 PM, seconded by Judy LeBlanc. Voted in the affirmative.**

Respectfully Submitted  
Shelli Fortin