



Budget Committee Meeting
Town of Gorham
Gorham Town Hall
CONFERENCE ROOM

MINUTES OF JULY 10, 2019

Members Present: Diane Bouthot, Douglas Gralenski, Lee Carroll; Abigail Evankow, Dan McCrum, Jessica McCreedy (6:03), Judith LeBlanc, Selectmen's Representative

Absent: Robert Demers, Mary White

Town Staff Present: Denise Vallee, Interim Town Manager

Minutes Taker: Shelli Fortin

AGENDA ITEMS & DISCUSSION

1. Call to order: 5:58 PM

Doug Gralenski read the provision of the Right-to-Know law concerning members participating by phone for the benefit of Mary White, who is unable to attend. Boards may (but are not required to) permit one or more members to participate in a meeting by telephone or other electronic means, if (1) physical attendance is not reasonably practical; (2) all members can simultaneously hear and speak with each other; (3) except in an emergency, a quorum is still present physically in the location where the public was told the meeting would occur; and (4) all parts of the meeting are audible or otherwise discernible to the public in that location.

2. Approve Minutes 4/2/2019: Diane Bouthot mentioned a spelling mistake "form" that should be from. **Motion to approve as amended from Judy LeBlanc with a second from Lee Carroll. Voted in the affirmative.**

3. Review Revenue and Expense Reports

Denise Vallee reviewed the revenue report as of June 30, 2019. Vallee advised that the first half property tax billing was \$4,919,901.18. To date, \$2,774,279.17 has been collected. Vallee advised that the mill has been making consistent payments. Dan McCrum asked what the billing was last year and Vallee advised it was \$9,742,000 for the year. Vallee advised that Interest and Costs Property is ahead of schedule, along with motor vehicle, and she will revise the revenue report to the State in September. Vallee advised that they have not received the State Forest PILT payment, but did received money for the Federal Forest of approximately \$16,000 that they were not expecting. A member asked about the Rooms and Meals Tax and Vallee advised this is received at the end of the year. The Committee discussed the unfair distribution of this payment, and Lee Carroll suggested that the State Representatives be contacted, as it is a state matter.. It was also suggested that the town consider adding the \$1 allowed by law on the room tax for the town. How this would be implemented will need to be researched. Vallee advised that the mutual aid bill for the County, along with ambulance service for Randolph and Shelburne, has not been sent yet.

Vallee advised that tipping fees are behind due to a death in the family. Payment is usually sent automatically, but Vallee will look into sending an invoice. The interest on investments is doing well, and town hall rentals is doing well. Judy LeBlanc asked about the insurance reimbursements and Vallee advised she will print a detailed list of what these were. LeBlanc also asked about the FSA cards and Vallee advised they ended on June 30 and no statement is available yet. Abby Evankow asked about the dredging line and was advised it was a transfer from Capital Reserve.

For the expense report, Vallee advised there are no more elections this year, so no more will be spent from this line item, and for conference and meetings she only has one more to attend this year in November, which the balance will cover. The Finance line item for Maintenance and Repair is over budget, but this may need to be adjusted for something charged to this line incorrectly. The Committee asked about the Finance Position, and Vallee advised that as of now she is still paid out of the Finance Director line. Vallee advised that Property Assessing will be reimbursed out of the Capital Reserve Fund for BTLA cases. Vallee advised that Workers Comp is one lump sum payment. Vallee stated that the legal expenses for the ATV lawsuit filed by Stearns against the town have amounted to \$36,802 so far. Vallee advised that heating expenses were up for all departments this year. Maintenance and Inspections are due this month. The Insurance for Vehicle Fire/Ambulance has been paid for the year, as is the NC Council payment. The OT line is low for the PD and Vallee has emailed Chief Cyr about this, along with the dispatch part-time, OT, and training. A member asked about the cemetery. Vallee advised cemetery revenue depends on how many lots are sold. Judy LeBlanc advised that the Selectmen did vote to raise the rates, and Vallee will check to be sure this was updated. PD Equipment is up due to a computer purchase, and training is also up due to prosecutor school and possibly DARE. Ambulance part-time positions is low, and the Fire Electricity and Heat and Oil is low, but there is also money in the Ambulance budget for this. Vallee advised that the Building Inspection Social Security was miscalculated, and should have been \$800. Vallee advised the Highway Department OT, heat, oil, salt, diesel, winter sand, and contract services are low due to the long winter. Vallee will print a report of the winter expenses for the Highway Department from October till spring to see what the cost is to the town. Vallee noted that Welfare is doing well, again due to the hard work of Sue Bolash ensuring that people who apply are eligible, and referring them to other agencies when appropriate. Recreation Department travel is over expended due to a multi-day training that Jeff Stewart attended that was not budgeted for. Vallee advised that the July 4th expenses have been paid, excluding Sunday as that is on another pay period. Totals so far are \$3001.27 for regular payroll, and \$2,820.00 for other agencies. Vallee advised that the bills for the backhoe and loader leases have not been received yet. Vallee advised a TAN was not needed this year, and monies have not been transferred to Capital Reserves yet. The phone and internet upgrade should be done by August 1. Judy LeBlanc asked about overages on the Water and Sewer report and Lee Carroll advised there would be cross charges to cover this.

Vallee reviewed costs for the snow dump. In 2018, \$17,395.97 was spent, and so far this year, \$27,184.04, for a total of \$44,580.01. The Wetlands Permit Application has been sent out, and the vernal pool will stay. They do not have a set cost yet.

Dan McCrum asked about the roads in Stony Brook. Vallee advised the contract has been awarded for the FEMA project in the amount of \$298,000. They are looking to see if they can use the \$200,000 from the roads to do an additional portion above the FEMA project.

The Recreation Revolving Fund has a balance of \$94,610.09. The MOH Fundraiser is doing well, and includes a grant from the Randolph Foundation of \$2,000. Moose Tours are doing well and they have seen at least one every night.

Library Capital Outlay includes cost for part of the roof. Diane Bouthot asked that when bids are awarded, a list of the bids received are included in the minutes, as they were not for the library roof project.

Lee Carroll advised the work on water and sewer in the Upper Village will be done in a couple weeks.

4. Old Business

- a.** Create a working schedule for non-profit organizations to meet with Budget Committee, creating of new form for non-profits to complete

Doug Gralenski suggested that these be scheduled during their work sessions, which they have not needed in the last couple of years. The Committee would like to know how many residents the organization is serving, which is currently a question on the application, but not always answered. The Committee would like to request that this be submitted by the beginning of January for the Committee to review. Jesse McCreedy stated that the current form is good; they can just add some clarity for some of the items. The town will also request that they be submitted electronically. Jesse McCreedy will email Mary White about updating the forms. McCreedy asked if the non-profit organizations were required to submit a proof of expenditure and Vallee advised they are not. It was requested that proof of expenditure for funds distributed the previous year be included as part of the application.

- b.** Cost of the vernal pool – Was discussed during budget review.

- c.** Breakdown of patrons of the library by town, how many residents are using it along with how many from Randolph, Shelburne, and travelers

The computer system at the library is not designed to track patrons this way. Abby Evankow advised that Berlin residents are now being charged a \$20 fee, however towns that are members of the SAU are not being charged. The Committee questioned how the library could choose to charge patrons based on school district.

A member asked about the contract with the Family Resource Center. This has not been re-negotiated. The Committee asked if the FRC could compile a report of the money they have spent on maintenance of the building, as there have been some complaints about things not being done. The Gorham Community Learning Center will be leaving the FRC in August and relocating to the old Laconia Savings Bank building, as this will be a better location for them near the elementary school.

- d.** Insurance Benefits

Robert Demers had asked about insurance benefits for employees at the last meeting. Judy LeBlanc advised that she has researched this, and Gorham pays 75%

for new employees. Other towns pay a higher percentage, so Gorham is already below average. Demers had suggested the town only pay for the employee, and not family plans, however no other towns do this. This would be a Selectmen's issue, not a Budget Committee issue, anyway.

5. New Business

6. Date of Next Meeting: Wednesday, October 9, 2019 at 6:00 pm.

8. Adjournment – Diane Bouthot made a motion to adjourn at 7:21 PM, seconded by Abby Evankow. Voted in the affirmative.

Respectfully Submitted
Shelli Fortin

Draft