



Budget Committee Meeting  
Town of Gorham  
Gorham Town Hall  
CONFERENCE ROOM

MINUTES OF OCTOBER 9, 2019

Members Present: Diane Bouthot, Douglas Gralenski, Lee Carroll, Robert Demers, Mary White, Jessica McCreedy, Judith LeBlanc, Selectmen's Representative

Absent: Abigail Evankow, Dan McCrum

Town Staff Present: Denise Vallee, Town Manager; Kathy Frenette, Finance Director; Shannon Buteau, Library Director; Clare Fox, Library Trustee

Minutes Taker: Shelli Fortin

1. Call to order: 6:02 PM

2. Approve Minutes 7/10/2019: **Motion to approve as submitted from Lee Carroll with a second from Diane Bouthot. Voted in the affirmative.**

3. Review Revenue and Expense Reports

Denise Vallee introduced Kathy Frenette, the new Finance Director, to the Committee.

Denise Vallee reviewed the revenue report as of August 31, 2019. Vallee advised that the budgeted tax amount should not go in until the tax rate is set, so this should have been removed. Vallee advised that there was no Federal PILT payment last year, but we did receive one this year. The town will probably not receive the State Forest Land PILT this year. Vallee stated that the Railroad tax line will be money received from the water pollution grant from the State, and this should be received in January. Judy LeBlanc asked about the Interest and Costs Property line, and Vallee advised it is up due to the payments the mill has been making. Vallee advised that the mill has continued to make weekly payments and now only owes taxes for 2018 and the first half of 2019. Motor vehicle registrations are again ahead of the projection, and was increased to \$600,000. Ambulance contract invoices need to be sent to both Randolph and Shelburne, along with the Recreation Access Fees. Robert Demers asked about the calculation of the Ambulance contracts and Vallee advised that they have hired a new Fire Chief and do want to meet with the other towns to discuss the contracts. Vallee advised that Rent from Leases of Property should be in the Town Hall Rental line, which will bring the total to \$1820.00. Jessica McCreedy asked about the lease with the FRC, which Vallee advised that they are still in the process of renewing. Vallee stated that the insurance reimbursement is from the salt shed roof that was damaged in a wind storm.

For the expense report, Vallee advised that every line for Life and Disability was adjusted in the budget for increases, but the bills have been less than expected. Vallee also advised that due to her change in position, her health benefits are now charged to the Town Manager

line. Vallee pointed out that adjustments were made in salary for the Town Clerk, Fire Chief, and Recreation Director, which will also affect Social Security, Medicare, and Retirement. The Maintenance and Repair line includes IT support, and is over now, but should be fine for the rest of the year. The overage in Assessing will be covered by the Assessing CRF at the end of the year. The legal line is over due to the OHRV case, which has cost the town \$49,000 so far this year, and there will be more expenses. Vallee advised that if the town wins the case, they will request that legal fees be reimbursed. Other legal fees are due to BTLA cases, general expenses, and the forest acquisition which will be reimbursed when completed. Vallee advised there were several BTLA cases for utilities and commercial properties. Vallee advised that PD overtime is low due to the open positions. An agreement has been signed with NHSP to help to cover shifts, however they have not had to cover any yet. A committee member asked about PD training and why there are two line items. Vallee advised that one is for contractually obligated training, and the other line is for anything extra. Uniforms are a contractual obligation as well, at \$1,000 per year for each union member, and a budgeted amount for the Chief. The special detail line is for overtime worked for outside agencies, and this is offset by revenue. Demers asked about Field Supplies for the PD and Vallee advised this does not include body cameras, which would be a Capital Reserve item. Vallee stated that there is one cruiser on order, as two currently have over 100,000 miles. The fleet for the PD will remain at 3 vehicles. Vallee advised that none of the current applicants for the open patrol positions are certified, and the average cost per hire is \$60,000 for training. Vallee advised that the ambulance budget overall is in good shape and that the staffing is also good. The Fire Department budget is also in good shape and they have hired a new Fire Chief, Phil Cloutier. Mary White asked about new fire helmets, as the ones they are currently using are expired. Vallee advised that this would come out of the Capital Reserve, but they are waiting to hear about a grant. Vallee explained that grant money is kept in a separate Grant Fund, Fund 26. Judy LeBlanc mentioned the rusted fittings that were removed from the fire trucks, which will need to be dealt with. Vallee pointed out that Social Security was not budgeted for the Building Inspector, so this is over. Vallee stated that Dispatch OT is over, but some of this may be charged to the wrong line item, and should be in Leave Coverage. Training is over due to a new dispatcher that was hired, which includes SPOTS certification. The highway department part-time position was not budgeted for, but a part-time person was hired to help plow last winter. Vallee advised that all of the weather-related lines are low due to the weather last year. Two employees retired from the public works department, and only 1 full-time employee was hired. The other position is being filled by two part-time employees, who each work 24 hours per week. Vallee advised that streetlights were budgeted based on Eversource's estimate, and will be close. The school department is only doing one morning and one afternoon bus run, as both schools are now starting at the same time, which will change the Gas/Diesel line item. Solid waste recertification was overspent this year as more than three employees were recertified. Vallee again commended Susan Bolash for the work she does for Welfare in finding agencies who can assist applicants. The Recreation Moose Tours gasoline line will be cross charged now that the season is done. Denise will check on the Recreation Travel line, which is over, along with the Recreation Admin OT, which may need to be charged to the Parks OT line.

The Fourth of July costs were discussed. Police cost was \$2,825 for our employees and \$3,760 for other agencies. Mary White brought up a concern that the fire department employees were only paid \$14 per hour for traffic control, whereas the police are receiving \$35 per hour. Vallee advised that this was already discussed at a Selectmen's Meeting. The total cost for the 4<sup>th</sup> of July was \$18,766.13 with the petitioned warrant article.

Vallee pointed out that they did not need a TAN this year, which saved the town \$2,000. The only CRF that was paid out this year so far is for the library roof. Judy LeBlanc asked where the CRF funds are held and Vallee advised they are in the NH Public Deposit Investment Pool (PDIP), and earn around 2% interest. Robert Demers asked how much was in the CRF for the Fire Truck and Vallee advised around \$300,000. The cost for a new truck will be more than that. Vallee advised that they are still working on the new telephone system, and Ray's Electric will be running the conduit and Ethernet cable. Three agencies have sent letters requesting their funds from the town, and the FRC was paid in September. Mary White pointed out that the total requests from outside agencies is \$77,295, which is half of some of the town department's budgets. Vallee advised that they are legally required to put petitioned warrant articles on the warrant, but the budget committee can choose to recommend them or not.

Diane Bouthot asked about the Farmer's Market and was advised the vendor fee is \$5 per week. This goes into the Program line and Vallee will print a separate report. Bouthot advised that she has received a lot of positive comments about the Farmer's Market this year. Vallee advised that there are three dates scheduled for an indoor market at the Recreation Department, which are November 17, December 8, and December 15.

Robert Demers asked about water and sewer service to the Town and Country Motor Inn. Lee Carroll advised they do provide water to the building in Gorham, along with fire service to the rest of the hotel. There is no sewer provided.

#### **4. Old Business**

##### **a. Updates on process and application for Non-Profit Organizations seeking Town funding.**

The Committee discussed the updated Request for Funding forms. Jesse McCreedy advised they have been revised to ask for more specific information. The Committee would like to know how many Gorham residents are receiving services from each agency. The burden of proof should be on the applicant to justify their request. Jesse McCreedy advised they should also be required to provide proof of expenditure for the funds received. Vallee advised that agencies have until February 1 by statute to file their petitioned warrant article. The Committee would like to have time to review the requests before the deadline. The Committee decided that agencies will be asked to submit their paperwork electronically by January 10, 2020. Doug Gralenski will draft a cover letter to include with the Request for Funding form.

##### **b. Updates regarding Gorham Library's progress on achieving self-sustaining status, providing Budget Committee a breakdown of patrons by town, and status of fees for non-Gorham residents**

Mary White read an email received from the library relative to self-sustaining status, which advised that for a public library, a town shall appropriate funds or supplement funds to support the library. They are not attempting to become self-supporting, but do look for ways to fundraise to help with the cost of programs. Clare Fox advised that nobody showed up for the tours that were offered of the

second floor, and grants cannot be applied for without a use for the space. The space is currently used for some storage. If renovated, there would need to be a second means of egress, along with a sprinkler system. Shannon Buteau advised that there are currently 1,928 total patrons, of which 1,478 are from Gorham. There are 837 active Gorham cards. Fees for patrons who are not residents of Gorham, Randolph, or Shelburne are \$20 per year. Mary White asked why Randolph and Shelburne are not charged as non-residents, and Buteau advised that those communities made significant donations to the library when it was renovated. The agreement was that there would be no fee for the residents. Buteau will attempt to find information on the donations received for the renovation, along with a breakdown of patrons from other communities. Diane Bouthot asked how many programs are run out of the library and Buteau advised it would be in the 2018 town report. Buteau advised some programs are grant funded and many are funded by donations to the library. The budgeted amount for programs is \$4,000. The committee asked if there were any issues with the roof, and Clare Fox advised that the only issue was the iron gutter system, which they covered with plywood.

**5. New Business**

**6. Date of Next Meeting:** The meeting schedule will be drafted by Denise Vallee, but meetings will start the week of January 14, 2020.

**8. Adjournment – Robert Demers made a motion to adjourn at 8:02 PM, seconded by Diane Bouthot. Voted in the affirmative.**

Respectfully Submitted  
Shelli Fortin