



Budget Committee Meeting
Town of Gorham
Medallion Opera House

MINUTES OF JULY 28, 2020

Members Present: Douglas Gralenski, Diane Bouthot, Robert Demers, Patti Stolte, Lee Carroll, and Adam White, Selectmen's Representative

Absent: Abby Evankow, Greg O'Neil, and Reuben Rajala

Town Staff Present: Denise Vallee, Town Manager; Kathy Frenette, Finance Director

Minutes Taker: Shelli Fortin

AGENDA ITEMS & DISCUSSION

1. Call to order: 6:00 PM by Douglas Gralenski

2. Minutes of March 10, 2020

Motion to approve minutes of March 10, 2020 from Diane Bouthot, with a second from Lee Carroll. Voted in the affirmative.

3. Review FY20 Budget through 6/30/2020

Kathy Frenette reviewed the FY20 budget through June 30, 2020. The Executive Office is on target, but the minutes line may be short. They received an invoice for \$375 for 2019 that was paid in 2020 for Paul Robitaille. They now have a new person to take minutes. Sue Bolash will be retiring on March 1, 2021, and a new person will need to be hired by December 1 so that they can train. This will increase the budget, as there will be two salaries during the training period. The new person will need to learn all end-of-year items in December, as well as the bookkeeping work for the Farmer's Market. Diane Bouthot asked about credit card fees at the Farmer's Market, and Kathy Frenette advised they are covered by the fees charged to the vendors. There is no cost to the town. Assessing is up, but will be covered by the CRF at the end of the year. Legal fees are as expected for the OHRV case. Personnel benefits for Wellness and Tuition Reimbursement have not been used. Planning and Zoning are under budget. General Government Building is on target with cleaning and inspections. PPE was obtained through the Fire Department from the State. Frenette advised that she just submitted the second request for reimbursement for COVID expenses, which will be covered by the CARES Act and FEMA. Doug Gralenski asked about the solar project which Denise Vallee advised is out for RFP. Vallee advised that the Selectmen also approved forming an Energy Committee. Vallee advised the project would cover the electric generation for all town buildings, the school, and the Water and Sewer Department. Bob Demers asked about Randolph and Shelburne contributing since they are part of the school district. Adam White advised that since it would partially come from the school budget, they would pay their share. Cemetery is on target for budget. Insurance for property will be increased for contents of the Fire Department building and Public Works,

so we will see an increase in cost for 2021. Frenette advised that Advertising and Regional Association has paid off, as they were able to take advantage of their NCC membership to conduct a parking study, of which 80% of the cost will be covered through the UPWP contract that NCC has with NHDOT. Participation in the CEDS meetings have led to possible grant opportunities. The overtime line at the PD has just 30% remaining. This is due to state and county coverage. The uniform line has been expended, as new uniforms were purchased at the beginning of the year. Worker's comp has been paid for the year. Doug Gralenski asked about the gasoline line, which is down due to less patrols during COVID. Gralenski asked about revenue, such as rooms and meals tax. Frenette advised that this is distributed by the State, and the town gets a percentage of their revenue. Denise Vallee advised that revenue for local hotels is down 60-70%, as they are busy on the weekends but not during the week. The last projection from the State for revenue from the rooms and meals tax, was that they would be down \$170 million. The Governor has stated that he is committed to keeping the funding for town and cities as budgeted. The Dues and Licenses line is almost expended in the EMS budget, but these are annual expenses. The budget remaining in Fire is high, as lines such as uniforms, physicals, and training have not been expended. Frenette advised the new tanker will be ready soon, and Phil Cloutier and Paul Gleason will be traveling to Minnesota to pick it up. Gralenski asked about insurance and Frenette advised Primex has already been contacted about adding it. The old tanker truck was sold to Shelburne. Building Inspection, Emergency Management, Dispatch, Highway, Street Lighting, and Highway gas are all on target. Solid Waste had some big expenditures with both garbage trucks breaking down. Garbage was still collected using the dump truck. The Welfare line is low due to COVID and Sue Bolash knowing who to refer clients to. Doug Gralenski asked if COVID would create problems down the road, and Patti Stolte advised that many social service agencies have additional funding as part of the CARES Act. The budget in Recreation and Parks is higher than normal, as there are no senior programs or Moose Tours this year. There were no expenses for Patriotic Purposes as there was no celebration this year. This will still have to be expended to the Fourth of July Committee, as it was appropriated, but they will not need to ask for it next year. Diane Bouthot asked if the Selectman ever looked in the Chamber taking over the Fourth of July events. Adam White advised they did not since it was cancelled. Frenette advised that \$1,500 was budgeted for a TAN, which has not been needed. If it is, interest would be reimbursed through GOFERR.

Kathy Frenette advised that revenues are roughly the same as last year. Tax payments are comparable to what was received at this time last year. The mill has not made their last two monthly payments of \$10,000. They currently have one machine down. They are working on paying their 2019 tax bill. Adam White advised there was no negotiated payment plan this time, and they are paying interest like everyone else. Motor vehicle registrations were budgeted at \$620,000, and is already at \$328,956.87. Vallee advised she is concerned about taxes in December when unemployment benefits may run out. Bob Demers asked about the CRF for the police cruiser. Frenette advised that two cruisers were purchased this year, as one was involved in an accident and totaled. The second cruiser was covered by insurance, some CRF, and money that was encumbered from last year. Diane Bouthot suggested still adding some to the CRF next year to start saving for the next cruiser. Frenette advised the Recreation Revolving Fund has been updated, but not much is going on. Bouthot asked about the plan for handicap accessible park equipment, and Vallee advised they are still working on that. Vallee and Jeff Stewart will be attending a Zoom meeting next week for instructions on how to apply for a grant. They are also looking at funding for a handicap accessible bathroom at the Information Booth, as this is required for the grant for the

playground equipment. Bob Demers asked about sidewalk grants, and Vallee advised they are waiting to hear on a grant that was applied for, and they should know in August. This would cover the sidewalks on both sides of Main Street from Glen Road to the lights. The state does not assist with sidewalk replacement and repair, but will provide the handicap ramps.

4. Discussion Regarding Potential Fiscal Impacts of COVID 19 on Town Budget

This was discussed during the budget review.

5. New Business

Doug Gralenski read an email received from Abby Evankow with concerns about the OHRV case, tax exemptions for businesses, and building permit fees. Denise Vallee advised that there is no court date set for the OHRV case due to COVID. The committee agreed that the OHRV lawsuit does not apply to the budget committee, and suggested attending the Board of Selectman meetings would be the best way to express concerns. Vallee advised that nobody has taken advantage of the tax exemption yet, but businesses are advised of the option when applying for permits. Adam White advised that waiving fees for building permits was a way to encourage homeowner's investment in their property. The revenue generated from permits is not huge, and this is temporary to see how it works.

Adam White asked about the agenda being posted and was advised it was posted on the website by Michelle Lutz and on the Town Hall bulletin board, and by the Police Department at other locations.

Denise Vallee advised that the EPA is going to hold a workshop on Rural Economic Recreation Grants in September. These will be held virtually and members of the Committee are welcome to participate. They will be held September 8-10, 2020.

Diane Bouthot suggested that the committee nominate a co-chair.

Robert Demers nominated Diane Bouthot as Co-chair of the Budget Committee, which was seconded by Lee Carroll. Voted in the affirmative.

Diane Bouthot made a motion that meetings have a 2-hour limit, which was seconded by Doug Gralenski. Voted in the affirmative.

6. Select Next Meeting Date

The next meeting will be held October 20, 2020 at 6:00 pm.

7. Adjournment – Diane Bouthot made a motion to adjourn at 7:12 PM, seconded by Robert Demers. Voted in the affirmative.

Respectfully Submitted
Shelli Fortin