

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
TUESDAY, NOVEMBER 14, 2017 6:00 PM  
TOWN HALL CONFERENCE ROOM**

Gorham Selectman present: Terry Oliver, Pat Lefebvre, and Mike Waddell

Also present: Robin Frost, Town Manager; Denise Vallee; Carol Porter; Chief PJ Cyr; Edith Tucker, Berlin Daily Sun

**1. Call to Order:** The meeting was called to order by Chairman Oliver at 6:00 pm.

**2. Appointments:**

**a) Town Clerk/Tax Collector Budgets – Carol Porter** – Porter advised that her budget is flat-lined other than moving the cost from finance for the full-time Deputy Clerk position to the Town Clerk/Tax Collector budget. The support line is due a credit for an overpayment. Selectman Waddell asked how the payments for the first billing are coming in and Porter advised that we have not collected everything due, but payments are not far off from previous years. Waddell asked about the deeding list and Porter advised that it is too soon to tell as many of the owners will pay before the Barrington notices are sent out in February. Waddell and Porter both shared concerns about the tax rate and how it may affect homeowners. Waddell asked if there had been any feedback and Porter advised there has been. Waddell asked about the Gleason properties and Porter advised that they will be included in the deeding that is done in the spring. Waddell asked if there are any others that owe over \$10,000, and Porter advised there were none she could think of. Waddell asked about the new software and Porter advised that she had no problems and Patriot has provided great support during the process.

**b) Police/Dispatch Budgets – Chief PJ Cyr** – Cyr advised that there are no negotiated items for the contract included in the budget at this time. The budget includes seven full-time officers, which includes the Chief, Sergeant, Corporal, and four Patrolmen. There is a \$3,911 increase, as Sgt. Santos hit 10 years and Cpl. Turgeon hit three years, so their retention and longevity raise is included. Cyr advised that the part-time budget went down a bit and is now at 24 hours per week. The Criminal Investigation line has a sizeable increase of \$5,495, which is based on a 5-year average. This line includes overtime paid out due to the fact that they were short 2 officers this year. There are two overtime lines, one for investigations and one for overtime to cover vacation, and some of what is included may need to be cross-charged. Selectman Lefebvre commented that the overtime should go down since they are fully staffed and requested that Chief Cyr break down the two line items. Lefebvre suggested that the part-time help needed should go down along with the regular overtime, and the vacation overtime needed will go up a little. Lefebvre suggested that using the 5-year average would not work for this, as they have never been fully staffed before. Lefebvre asked if the part time hours could be reduced and Cyr agreed. Cyr advised the court witness pay is up \$100 as per the prosecutor's recommendation. However, the amount paid this year was less as not as many officers have been needed to appear in court, as their cases have been strong. Training is up a bit, as two officers went to an Interview and Interrogation class. Training opportunities are important as a lack of training has been one of the retention issues. Repairs and Maintenance is down in the new budget, as the last budget included the new chairs that have been purchased. Cyr mentioned that the floors should be refinished soon. Fuel and Equipment/Machinery are both down, but Travel Expenses was over expended but covered by the other training line. Uniforms are down, but the training line is up as there is mandatory training required each year for each officer, such as firearms training. The budget also includes money for an officer to be part of the Berlin-

Gorham ERT, but there is not currently someone from Gorham participating. The total police budget is \$709,727. Revenues received include parking tickets in the amount of \$300, report copies for \$500, Court Reimbursement of \$2500, Commercial Duty for \$5000, Witness fees for \$300, Dispatch Equipment Contributions of \$3600, and Dispatch Revenue of \$7,500.

For the Dispatch budget, Chief Cyr explained that there are four full-time dispatchers and 8 hours of part-time work to fill each week. The full-time positions are budgeted at \$132,809, and there is \$6,415 for the part-time work. Selectman Lefebvre asked about the jump in the insurance and was advised by TM Frost that it was not a rate increase but a change in plan by an employee. The internet cost is up and Denise Vallee will be looking into that. Office supplies is up a bit and software support includes the user fees for SPOTS, IMC, Acorn and IT Maintenance. Cyr advised that there are two printers in dispatch and one copier in the police department. The total dispatch budget is \$251,347.

For capital items, the radio equipment is included, which is \$76,500 per year. Lefebvre asked if there were any grants available from Homeland Security. Cyr advised that there was a Rural Development grant that had funds available, but they did not have time to get the paperwork in. Cyr advised that there are more grants available for training than there are for equipment. Lefebvre suggested that there may be grants available through the fire department as well, as dispatch also provides service for them. The dispatch contracts were discussed and it was mentioned that the contracts should reflect the value of the service provided. Cyr advised another capital request is for the cruiser, which is \$13,805.16 towards a 2018 Ford Explorer. Lefebvre asked what the department has for vehicles now and if they could skip a year since they have a newer fleet. Cyr agreed that they could. The other capital request is for Special Equipment in the amount of \$2500. Cyr advised that they entered into a lease agreement for new Tasers, but this will be included in the Field Supply line. Waddell asked what the balance of that fund is now and was advised it is \$12,139.29. There was a purchase from Atlantic Tactical for \$5,670.50 that was listed and Vallee will check to see what this is for.

**3. Adjournment:** On a motion by Selectman Lefebvre, seconded by Chairman Oliver, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 7:25 pm.

**REVIEWED AND APPROVED:**

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**Terry Oliver**

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**Patrick Lefebvre**

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**Michael Waddell**

