

**MINUTES OF SELECTMEN'S MEETING
TOWN OF GORHAM
MONDAY, NOVEMBER 23, 2015 6:00 PM**

Gorham Selectmen present: Jeff Schall, Grace LaPierre, Terry Oliver

Also present: Robin Frost, Town Manager; Denise Vallee, Finance Director; Carol Porter, Town Clerk/Tax Collector; Michelle Lutz, Assessing Clerk

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

2. Budget Review:

Town Clerk/Tax Collector – TC Porter stated that all lines regarding the elections, are up considerably because she has budgeted for five elections. TC Porter stated that she had completed research with regard to salaries for people with combined positions such as hers. A survey had been completed and she looked at Towns that were comparable to Gorham's size. Based on her research she has put in for a salary increase of approximately \$4,000 per year bringing her salary to \$44,000. At the same time, she has found that combined deputy positions average is higher than what Dep Riendeau is making hourly. Therefore, she is requesting to increase her hourly wage to \$17.47. The overtime line is new. The deputy position puts in extra hours and therefore, TC Porter included it in the budget. Selectman LaPierre noted that she did not have her deputy work the election and kept the office open. TC Porter stated that FD Vallee had split out the Tax Collector expenses and has moved things to reflect more accurate spending between the two positions. TC Porter reviewed the increase in conferences and travel and had difficulty clarifying the amounts. The Board asked Ms. Porter to review her budget further and come back before the Board for a better explanation.

Assessing - AC Lutz stated that her wage line increase is due to the 2% wage increase. Tax mapping is down because there is no longer a three year Cartographic set-up fee included in their annual billing. There are also new lines that have been added such as office expense, postage. These items were previously included in the Finance line items. AC Lutz included a proposed \$2,200 wage increase for the planning line. This is work that is completed during her normal work hours, but she feels that it is over and above her regular job.

Finance – FD Vallee stated that there is an increase in the selectmen travel line due to conferences. There is also a 2% increase in the Town Manager's salary as well as hers. She reviewed the telephone increase along with the dues and subscription line, which is due to the increase in the NHMA dues. Because TM Frost has been attending additional out of office meetings that travel line has been adjusted to reflect a more accurate number. Postage is down because it has been distributed among the Town Clerk, Tax Collector and Assessing lines. There is also a 2% wage increase for FD Vallee included in the personnel line. TM Frost stated that she would prefer to have a "merit" line item so that she may give out raises that she deems to be reasonable. FD Vallee stated that she included a \$1.00 per hour increase for Fiscal Assistance Sue Bolash because of the proposed increase for Deputy Riendeau, noting that Ms. Bolash has been working for the Town longer. FD Vallee stated that audit services will be going out to bid this year. The benefit line has increased because of a 2.6% increase in health increase. The legal line will be increased to \$70,000, which is based on what has been spent historically as well as the outstanding abatement cases that need to be resolved.

Other General Gov't - Deputy Riendeau reviewed the budget with the Board noting that there is an increase in electricity because of a rate increase. The permanent position line is increased 2% for a proposed wage increase. The water line has been increased \$150, which is in line with what the actual cost of water has been for the past few years. There is a \$2,775 increase in the maintenance line. Ms. Riendeau explained that over the past year there have been problems with valves in the heating system as well as issues with the alarm system. She explained that based on the amount of time that has passed since the building was redone, it is likely to happen more. She also presented a CRF request in the amount of \$23,000 to repaint all of the exterior building trim and doors. The Board asked how many prices were received and Ms. Riendeau stated that while she attempted to get additional quotes she was only able to receive one. The Board asked Ms. Riendeau to get additional quotes, noting that they feel this amount may be too high.

CRF/Capital Outlay – The Board and TM Frost reviewed CRF Summary Sheet. FD Vallee stated that there is no longer a Town Hall Bond payment.

3. Adjournment: The meeting adjourned at 8:10 PM.

REVIEWED AND APPROVED:

Jeff Schall

Grace LaPierre

Terry Oliver