



Budget Committee Meeting
Town of Gorham
Gorham Town Hall
Public Meeting Room

Minutes of January 18, 2018

Members Present: Doug Gralenski, Vice-Chairman, Robert Demers; Lee Carroll; Dan McCrum; Abby Evankow; Judy LeBlanc; Todd Lamarque; Terry Oliver, Selectmen's Rep

Absent: Diane Bouthot

Town Staff Present: Robin Frost, Town Manager; Denise Vallee, Director of Finance & Administration; Carol Porter, Town Clerk/Tax Collector

Others present:

Minutes Taker: Shelli Fortin

1. Call to order: 6:00 PM

2. Approve Minutes 1/16/2017: **Motion to approve from Lee Carroll with a second from Todd Lamarque. Voted in the affirmative.**

3. Update on Prior Requests

Doug Gralenski asked about the wages report and Denise Vallee advised that the W9's and 1099 forms need to be completed before this is done.

The committee discussed the Cascade Fire Station and decided to take no action at this time, as it is cheaper storage than the storage units at this time.

Judy Leblanc asked if there was anyone else scheduled to retire as the budget lists two possible. Vallee advised this is a note that was not removed, there is just one.

Gralenski asked the committee if they would like to pursue the plowing issue with the state parking lot and they advised they would like to look into it. TM Frost will speak with the state.

The committee asked if the town was plowing the trailer park and advised they do one street as it is convenient for them to make a loop before crossing the road to Cross Street. Bob Demers asked about the plowing for the school department and if the town was doing any of those properties.

Bob Demers asked about assessing and abatements. TM Frost advised that they have not seen any of them yet, but that KRT would be at the Selectmen's Meeting on Monday night. Terry Oliver advised that questions would be allowed from the public, but only general questions, not specific to any property.

4. Town Clerk and Tax Collector

Carol Porter advised that more was taken in than anticipated in revenues for registrations this year. This is likely due to more people leasing vehicles. Judy Leblanc asked about the town and

state portion of registrations and was advised that the state is sent their portion of the registration money in an electronic payment every morning. The state portion is either \$43.20 or \$55.70 depending on the size of the car. If the owner has a vanity plate, an additional \$40 fee is collected. Leblanc asked if they should increase the budgeted revenues for registrations, and TM Frost advised that if they did, it would reduce the fund balance. Porter advised that the only real change in the budget this year is that there will be three elections, so that line was increased. Porter also advised that if a new Supervisor of the Checklist is elected, they will need to go to Concord for training, and will be reimbursed mileage. Gralenski pointed out that the town clerk's budget was well under this year. Leblanc asked about the voting booths that Porter had mentioned at the last meeting, and she advised that they were unable to purchase them when the company going out of business had them available, and now they would be full price, which she is not willing to pay. They will repair the ones we have so that we can continue to use them. Porter stated that a set of 3 new booths would be between \$3600-\$3800. Porter advised that the change in the Permanent Position line is due to moving the Deputy Clerk's position to ½ town clerk and ½ tax collector, as the accounting software will not allow for it to be 1/3 in finance as well. Gralenski asked about the software line and Porter advised that last year we had software support from BMSI as well as Patriot, and this year there are no more fees for BMSI. Abby Evankow asked about the vital records and marriage licenses. Porter advised that the certificates for birth and death and the marriage licenses are in separate lines in the revenue, however they are combined as just vital records when making payments to the state.

On a motion by Todd Lamarque, seconded by Judy Leblanc, the Committee voted to accept the Town Clerk budget as presented.

Doug Gralenski pointed out that the Tax Collector budget was under budget as well. Porter advised that the town will also save on printing costs, as they will no longer use pre-printed forms for tax bills and will be printing on plain paper.

On a motion by Todd Lamarque, seconded by Judy Leblanc, the Committee voted to accept the Tax Collector budget as presented.

Dan McCrum asked about the tax revenues. Porter advised that given the tax increase and the higher assessments, the payments have still come in well. Porter advised that the amount still owed is around \$700,000, out of a tax warrant amount of \$9,180,000. Porter will be sending the Barrington Notices, which are reminders of unpaid bills, next week. After that, lien notices will be sent for anything still unpaid. Leblanc asked if there are more residential or commercial properties that are behind. Porter advised that there may be more residential properties, but the amount owed on commercial properties is higher. Bob Demers asked about the mill and Porter advised they have been paying \$7500 per week toward the principal owed. Porter will email the list of unpaid taxes to the committee.

5. New Business

The committee asked Lee Carroll if there were any big surprises in the Water and Sewer budget. Carroll advised they do have work to do on a couple of streets, but that any funds needed will come from capital reserve, and they do not have any large capital requests for bonds this year.

6. Date of Next Meeting: The next meeting is scheduled for Monday, January 22 at 5:00 pm at the Library.

7. Todd Lamarque made a motion to adjourn at 6:37 PM, seconded by Judy Leblanc. Voted in the affirmative.

Respectfully Submitted
Shelli Fortin