



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

Minutes of June 20, 2018

Members Present: Diane Bouthot, Chairman; Robert Demers; Lee Carroll (6:26); Abigail Evankow; Mary White; Judith LeBlanc, Selectmen's Representative

Absent: Todd Lamarque; Douglas Gralenski; Dan McCrum

Town Staff Present: Denise Vallee, Finance Director

Others present:

Minutes Taker: Shelli Fortin

AGENDA ITEMS & DISCUSSION

1. Call to order: 6:01 PM

2. Approve Minutes 2/13/2018: **Motion to approve from Judy LeBlanc with a second from Bob Demers. Voted in the affirmative.**

3. Review of Revenue and Expense Report to Date

Denise Vallee reviewed the Revenue and Expense Report through May 31, 2018. On the Revenue Report, Vallee pointed out the timber tax line, which is above what was budgeted, since there was a large cut in the state forest. There was also money received from the state for a payment in lieu of taxes for forest land, as there was no federal money received last year. The committee asked about payments in lieu of taxes for properties owned by non-profit agencies and Vallee advised that only North Country Education Services makes a payment. There used to be an agreement with CCFHS, but there is not one currently in place. This is something the Town Manager can look into. Vallee advised that churches are exempt. Mary White asked about the Family Resource Center and the agreement the town has with them. The town owns the building and the FRC pays the costs to maintain it. Vallee advised that they give a report on their financials when they make the request for money each year. The contract with them is due to expire in 2019. The Miscellaneous Grants line includes money from the Eversource rebate for the LED streetlights. Vallee expects about another \$23,000 as part of the project. Abby Evankow asked about the Railroad Tax and Vallee advised that that line includes money for other things as well as the Railroad Tax received from the state. Judy Leblanc requested that they get a breakdown, which Vallee will do. Vallee advised that the \$4200 in the Miscellaneous Revenues was from the bankruptcy case with Frasier Papers. This was the second payment received in the settlement, another is expected, but not for as much. Bob Demers asked about the Rooms and Meals Tax and Vallee will get the figure from last year. Vallee advised the Sale of Town Owned Property is from one of the Munce Properties that was sold to Chip Bean, and some is from the sale of the old ambulance. Vallee advised that they are getting a higher interest rate on the Investment Account.

On the Expense Report, Vallee advised that the Election Software budget was overspent, it was budgeted at \$2742, but \$8429 was spent. The Purchase Maintenance and Repair line has been spent, but this was for a service contract that is paid in advance and if not used, is carried over to the next year. Assessing includes the cost for Sancoucy to process the BTLA cases, but if needed, there is money in the Assessing CRF that can be used to cover expenses. Demers asked about

abatements and if it would cost extra to go to the properties to reassess. Vallee stated she was not sure if this was covered in the contract. LeBlanc asked how owners will be notified of a decision on their abatement and Vallee advised they would be notified by mail. The Selectmen have until July 1 to make a decision, and if not approved, the property owner can file with the BTLA by September 1. Vallee advised that the Fire Heat and Oil is low, but there is also \$2000 in the Ambulance budget for that as well. Vallee advised that she will speak with Chief Cyr about the dispatch overtime, he is on vacation this week. Mary White suggested that part-time dispatchers should be used to fill the shifts before overtime is paid. Vallee advised that the Highway budget is dependent on the weather, but that the cost of the salt budget offset some of the other costs. The street light project was completed a couple of weeks ago, but the new electric bill has not been received yet to see how much was saved. Vallee pointed out that the Welfare Expense line is still at 88%, as Sue Bolash is doing a great job referring people to other agencies that can help. There is \$1000 included in this line that was paid to Bryant Funeral Home for a homeless person who died in town. The town is statutorily responsible in a case like this to cover the expenses. Vallee advised that the Capital Reserve Funds will be paid out in mid-December, unless there is a project that money is needed for. The loader and backhoe were mentioned, and Vallee advised the loader is a lease and the backhoe is part of long-term debt. Demers asked what the balances were in the Capital Reserve Funds and Vallee advised this information was included in the budget information in January. Vallee will get a new report to him. Funds to outside agencies are paid in July, except AV Home Health, which is billed each month.

Vallee advised that the town is expecting to receive the Audit Draft by June 29. Vallee is hoping that there will be an adjustment to the deferred revenue line and that some of that money can be released that was held up due to the Munce Properties and the mill taxes. The mill's tax repayment plan was discussed and that payments have not all been received as scheduled.

Vallee advised that they had planned to take a Tax Anticipation Note, but they were able to keep expenses down and did not need it. This is the first year that it was not needed in the last seven or eight years. The cost to apply for it was about \$250 in legal fees.

4. Review Selectmen Updates

Judith Leblanc advised that they have placed an ad in the papers for a new Town Manager. The Board has not had a chance to look at the budget for funding the position yet. It was suggested that the ad also be on the town website, which Denise Vallee will do.

5. New Business

Mary White had a list of questions for department heads. White gave the list to Diane Bouthot to review.

There will be training provided by NHMA for members of the committee in September. Denise Vallee will get more information to the members when it is available.

On a motion by Abby Evankow, seconded by Robert Demers, the committee voted unanimously to postpone appointing a chairperson until the next meeting.

6. Date of Next Meeting: The next meeting is scheduled for Monday, September 24 at 6:00 pm at the Town Hall Conference Room.

7. Abigail Evankow made a motion to adjourn at 7:03 PM, seconded by Robert Demers. Voted in the affirmative.

Respectfully Submitted
Shelli Fortin