



Budget Committee Meeting  
Town of Gorham  
Recreation Department Building

Minutes of January 10, 2017

Members Present: Michael Waddell, Chairman; Diane Bouthot, Vice Chairman; Reuben Rajala, Secretary; Robert Demers; Lee Carroll; Doug Gralenski; Todd Lamarque; Terry Oliver, Selectmen's Rep; Dan McCrum, excused

Town Staff Present: Robin Frost, Town Manager; Denise Vallee, Director of Finance & Administration; Jeff Stewart, Recreation Director; Grace LaPierre, Chairman of Board of Selectman

Minutes Taker: Shelli Fortin Others present: Rich McClure

AGENDA ITEMS & DISCUSSION

1. Call to order: 6:03 PM
2. Approve Minutes 12/13/2016: **Motion to approve Diane Bouthot with a second from Terry Oliver. Voted in the affirmative**
3. Update on Prior Requests:
  - a. It was confirmed that everyone on the committee now has access to the NHMA site.
  - b. New members advised that they have copies of "Law of Basic Budgeting".
  - c. The answer to whether or not prisoners are counted as residents during "Rooms & Meals" calculations is that they are counted.
  - d. TM Frost advised that copies of the job descriptions for town employees are kept in the Finance Office in the Town Hall. Diane Bouthot offered to go in to make copies of the job descriptions for all employees. TM Frost advised that many are old, and that the descriptions for EMS may not be available as those are being rewritten by Jay Watkins.
  - e. Mike Waddell advised that they received the breakdown of the legal line.
  - f. TM Frost confirmed that the PD officer commitment does include uniforms.
  - g. Denise Vallee advised that she does not have an answer yet as to whether or not the town will own the proposed LED lights and fixtures. She will look into that and get an answer to the committee.
  - h. TM Frost shared that the road studies are available to view at the town office. One of the studies is available on the website, but the others contain maps too large to scan. TM Frost will email a copy of the spreadsheet to the committee members. She will also send a copy of the Town Emergency Management Plan electronically.
  - i. TM Frost advised that she responded in an email to the questions about the River Maintenance and also handed out paperwork from Chad Miller about the flood prone areas.

#### 4. Review of Budget Request from Recreation and Parks:

Jeff Stewart began by sharing the reasons behind some of the line item increases. He stated that he has requested increases in both the electric and heating lines, as the amount spent in the new building may be different from the trailer and he is not sure yet how much it will be. He will have a better idea after a few months. He also advised that the line item for gas has increased, as the price fluctuates from year to year.

Diane Bouthot asked about the senior program and how many times they meet. Stewart advised that they usually do 2 or 3 activities per week all year. He advised that some programs fill up quickly, and some are not as well attended. They can be activities such as going to the Casino in Oxford, or simple things such as doing puzzles in the Recreation Building.

Stewart was asked about the number of current positions at the Recreation Department. He advised that there is 1 full-time director position, and that Fred Corrigan, who is full-time, is shared equally between the Recreation Department and Public Works. There is also a summer parks maintenance position. Debra Ouellette is part-time, year-round with no benefits as her hours are under 30 per week. Vicki Tennis works part-time in the summer. There are several teens employed for the summer program. Reuben Rajala asked why the kids employed in the summer make so little, and Stewart advised that they make \$5.50 their first year, with a raise each year that they return. After 4 years, or when they are 18, they are paid minimum wage. Stewart advised that they are allowed to pay 75% of minimum wage for summer employment, and that they have had no trouble filling the positions each year.

Stewart was asked about the overtime line item. He said that there should be no overtime needed in the budget, since Fred does not work holidays or weekends. He advised that the overtime that was included in last year's budget may be from Fred coming in on the 4<sup>th</sup> of July to empty garbage cans, as the 4<sup>th</sup> of July budget comes under Recreation.

Stewart advised that he currently has two buses in the fleet. A discussion was held about the request to purchase a truck for the recreation department. Stewart advised that he could use the truck to plow out the parking lot at the Recreation building and Libby's Pool to keep access to the skating rink during the winter, and could be used during the summer for the park maintenance. The cost for the truck has been requested to come out of the Revolving Fund from the Selectmen. The quote received was for \$37,700. Reuben Rajala stated he has heard from members of the public that felt this is not a necessary expense. Plowing is available from the town garage, and even if the building does not get plowed out first, it will get done eventually and is not a priority. Todd Lamarque felt that money from the revolving fund should be used to benefit the youth of the community, not for purchasing vehicles. Doug Gralenski suggested hiring a private contractor to plow if the town was unable to do it in a timely manner, or look into purchasing a less expensive truck.

Stewart was asked why the spending was down for park supplies. He advised that more of the supplies are being paid for out of the revolving fund rather than the budget. Doug Gralenski asked if the money in the revolving fund was from revenues and was advised it was. Several members expressed concern over the lack of transparency in the budget with the use of the revolving fund, with Reuben Rajala stating that it is not a fair representation of the Recreation Department's budget. Denise Vallee stated that she could add notes in the revolving fund as to what the money was spent for. Stewart stated that the goal of the revolving fund was to pay all of the expenses out of the fund, and Rajala stated this would not be possible, as the expenses outweigh the revenue for the department. Stewart advised that while it may not be possible, the department would like to be as self-funding as possible. Stewart reminded the committee that he did not set up the revolving fund, it was something put into place at town meeting by a vote of the taxpayers. Mike Waddell advised that eliminating the revolving fund would also require a warrant and vote. Stewart advised that the moose tours are already under the revolving fund and that the information booth will be included in the revolving fund this

coming year. Bob Demers mentioned that even though the moose tours are included in the revolving fund, the gas for the buses is included in the operating budget.

Diane Bouthot asked about the information booth and how many positions this requires. Jeff Stewart advised that there are two part-time paid positions, and the rest are volunteers. Stewart advised that \$9577 would be taken out of the budget and added to the revolving fund for the information booth this year.

A discussion was held about the new building and costs associated with it. Diane Bouthot asked for the breakdown of costs for the repair of the building. Stewart advised that \$8150 was spent for the heating system, \$6420 for the floor, \$6340 for carpet, \$1431.96 on the exterior repairs, \$4670 for painting, and \$2260 for the sign, for a total of \$29,271.96. Diane asked why the line item cost was higher than that, and Stewart advised the extra was for other small purchases that were made, such as lightbulbs. Todd Lamarque asked about the future plans for the building and what it will be utilized for. Stewart advised that he has a meeting planned for Thursday night to gather suggestions and input from the public. Lamarque asked if there was any money in the budget for this year for the use of the building and Stewart advised there was not as no decision or plans have been made yet. Lamarque expressed concern over the fact that there was no plan to utilize the building for programs this year, and that it would be another year or more before any plans are put into action. Bob Demers stressed the need for supervisions for any plans that are made for the building. Diane Bouthot asked Stewart what expenses for the maintenance of the building were planned for this year. Stewart advised that he would like to fill the cracks in the parking lot and reseal it. A quick estimate from Andy Leblanc figured the cost to do this would be about \$3000. Stewart advised that \$2584.81 is in the capital reserve fund to pay for this, and the rest would come from the revolving fund. This would eliminate the Recreation Departments Capital Reserve Fund.

Mike Waddell asked if there were any other expenditures planned from the revolving fund. A mention was made of the playground equipment that was discussed last year and why that had not been purchased. Terry Oliver advised that the property has not yet been deeded to the town by the mill, and it was expected that this would have happened before now. TM Frost advised that the property was originally leased, which ended long ago, and the mill has asked the town to wait until the property is deeded over before installing any equipment. Todd Lamarque stated that he felt playground equipment would be an expense that people would see and use, rather than money being spent on building repairs, or toilet paper, or a truck. Lamarque asked what the total cost per year to run the recreation department was and Stewart advised it was \$257,580.

**5.** Mike Waddell asked if there were any new requests for information. Diane Bouthot asked about the reason for the new full-time dispatch position. Mike Waddell advised that would be addressed at the next meeting. A list of the vehicles in the police department's fleet, as well as fuel usage, and rosters for police, fire, and EMS was requested. Bouthot also asked if the Fire and EMS departments are being merged. TM Frost advised that the Fire Chief is in charge of both departments, but the departments have not been merged and the budgets are separate. Frost advised that Jay Watkins would present both budgets. Doug Gralenski asked for a spreadsheet explaining the revenue for EMS. TM Frost advised that she would provide that.

**6.** Old Business

**7.** New Business

**8.** The next Budget Committee meeting will be on 1/12/2017 for review of the Fire/EMS and Police Department budgets. It will be at 6:00 pm in the Town Hall Public Meeting Room.

**9. Diane Bouthot made a motion to adjourn at 8:05 PM seconded by Terry Oliver.  
Voted in the affirmative.**

Respectfully Submitted  
Shelli Fortin

Approved on January 12, 2017