

**Budget Committee  
Meeting Minutes of  
June 5, 2013**

**Members Present:** Mike Waddell, William Jackson, Terry Rhoderick, Robert Demers, Reuben Rajala, Glen Eastman

**Others:** Robin Frost, Denise Vallee, Jeff Schall, Lisa White

**Call to order by Mike Waddell at 6:05**

**Approve Minutes:** The minutes of January 22<sup>nd</sup> were reviewed. Bob Demers wanted to correct a statement that he made on the last paragraph on the first page regarding police coverage. He said it should read: "If the town responds or gives any services then a rate should be charged." It was noted that this change will be made to the Minutes of January 22, 2013. Terry Rhoderick then made a motion to accept the minutes as amended, Bob seconded it, all were in favor. Reuben and Bill abstained. None opposed.

A motion to pass over the minutes of February 12<sup>th</sup> was made by Bill Jackson, Reuben seconded it, and all were in favor. None opposed.

A motion was made by Bill Jackson and seconded by Bob Demers to move on to election of officers for the Budget Committee. All were in favor.

**Election of Officers:** Bill Jackson nominated Mike Waddell as Chairman, Terry seconded it, and all were in favor.

Terry nominated Glen Eastman for Vice Chairman for a one year term and this was seconded by Mike, and all were in favor.

Mike nominated Reuben Rajala for Secretary. Bill made a motion that was seconded by Bob, and all were in favor. Mike informed the Committee that Lisa White has been hired as minute's taker.

Terry Rhoderick then asked if the whole board was present and he was informed that two committee members were absent, Terry Oliver and Lisa Kardell. The committee had agreed in the past that the ideal number of committee members would be 9, and statutorily, the town had set the committee at 10. It was agreed upon by the committee to fill the one remaining position. A suggestion was made to have an article posted in the 2014 Town Warrant to vote on the number of board members to make it 9 officially. Previous committee member David Graham was suggested as a possible candidate to serve on the committee for another year. Mike Waddell asked the committee members if they knew of anyone else who would be interested in joining the Budget Committee to have them contact the town managers office.

**General Discussion:** Discussion was had regarding secretarial fees for minute's taker at the Budget Committee meetings. Denise Vallee requested \$50.00 per meeting for the meetings held earlier in 2013. A motion was made by Bill to increase the fee to \$75.00 per meeting for the meetings previously done by Denise and for any future Budget Committee meetings. This was seconded by Mike and all were in favor except Terry who opposed and was concerned about over run.



**General Review of Budget as of April 30th:** Mike turned the meeting over to Denise Vallee who informed the Budget Committee that as of this date, the budget is at 66%. Denise stated there are a few minor changes to the budget that she wanted to review with the Budget Committee. On Page 4 of the Revenues report under Garbage-Refuse Charges, the Permit Fees line should be at \$600.00 (current year to date revenue) and the Private Haulers-Tipping should be at \$12,809.09. An entry was made and the amount of \$2,828.07 that should be added to the Tipping Fees line was accidentally recorded in the Permit Fees line. These figures reflect the changes.

Recreation Department –revenues: The figures are no longer in the general fund, they are located in a separate Recreation Revolving Fund strictly used for recreation programs and any associated fees. The total year-to-date revenues collected are \$6,831.98 and the total revenue since the fund was created is at \$76,653.00.

Insurance Reimbursements, page 5: The money listed includes money that came in for damage done to one of the ambulances and for the HVAC roof unit at the Town Hall, which an insurance claim was filed on. The reimbursed amount received was \$11,922.60 and it was used to repair the ambulance and the HVAC unit. The out of pocket expense figure is approximately \$2,800.00 thus far and the total cost is \$4,800.00. The approximate amount due to Kevin Rines for his services is \$2,800.00. The insurance company reimbursed the town and covered everything except the \$1,000.00 deductible. Discussion was had regarding the \$1,000.00 and the town's insurance deductible and if it could be increased in order to help reduce the high premium the town is currently paying.

#### **EXPENDITURES:**

Executive office - Page 1: Currently is at 70%. Election & Registration – page 1: There is a credit on the Election Clerk part-time position line. Denise explained that she had done a cross-charge which she needs to do some more research on and she will get back to the committee with the figure before the next meeting. She believes that half of the incorrect entry will be added to another line. Denise based her review of the budget on lines that are currently under the 66% mark.

Financial Administration Page 2: Printing expenses: This figure essentially covers the Town Report and is in good shape.

Tax Mapping Page 2: The line is currently over expended by approximately \$975.00, but includes the new online maps. This account should be fine for the remainder of the year.

Tax Collector Travel Line Page 2: A cross-charge for \$240.00 between the tax collector travel line and the tax lien line has been made. The travel line should be at \$360.00 and the tax lien line should be at \$38.92.

Maintenance Repair Line Page 2: The \$3,400.00 represents the Town's contract with Northledge Technologies for the IT contract.

Reevaluation Line Page 2: This line shows a figure of \$1,260.00 that is incorrect. Denise will check into this and update the committee before the next meeting.

Personnel Benefits Page 3: Life & Disability line is low due to the fact the town recently switched disability carriers for a better rate but the town had already paid the January premium. The town received their refund for this premium in May. The balance will be corrected in the next report.



Retirement Line Page 3: The line shows there is more than 66% remaining in it due to the fact effective of July 1<sup>st</sup> the higher rates will be kicking in and the town will be spending more on the second half than the first to cover the expenses.

Unemployment Insurance Page 3: The insurance is currently high. On a better note this year has been good for claims and the town has only spent approximately a couple hundred dollars. The rates have increased significantly compared to the prior low rates the town was receiving, but the new rate will be a fixed rate that will not increase again this year. This is a fixed bill; it will not increase again this year. A discussion was had regarding unemployment payments/workers comp payments to employees of the town. It was made clear to the committee that these insurance rates have nothing to do with Workers Comp.

Planning and Zoning Line -Page 3: Mike Waddell spoke on behalf of the Planning Board. He stated that the board may need to spend some money on a redo of the Master Plan, but is hoping that there may be some grant funds available through North Country Council to help with the expenses. It was brought to the attention of the committee that the Zoning Conference & Meeting line shows expenditure where no funds were budgeted? It was determined that the charges were for the spring conference held in Manchester. Robin stated that there are funds budgeted in the miscellaneous section in the amount of \$500.00 that will cover these expenses. In the past people have not attended the conferences so no separate funds were included in the budget. This year there were individuals who were interested in going to the conference and Robin encouraged them to attend. Mike suggested Robin ask the Planning Board members to review their 2014 budget prior to budget season to allow for these expenses.

General Government Building: Funding is in good shape. Inspection Line Page 4: Elevator inspections are due in July; therefore, a considerable amount of this line will be depleted.

Cemetery Line Page 4: Busy season has just begun for the cemetery budget.

Insurance Line Page 4: Half the insurance year has been paid and the remaining half due will be paid in mid-July after the tax revenues are received. Special Insurance Page 4: What is expended out of this line is transferred in from the trust fund to cover said expense at the end of the year.

Police Dept Line Page 5: The Police Dept. budget is in good shape at this time. The part-time position line has mostly been used to cover costs for Officer Brian Lamarre since they have been short-handed and they have been using Officer Lamarre to fill in. This also reflects the Social Security line. Training Budget Page 5: Officer training: Sergeant Mark Santos recently attended Roger Williams University in Rhode Island.

Ambulance Dept. Line Page 6: There is an increase in the following three lines: Supplies -General, Vehicle Repairs, and Equipment & Machinery. This increase is due to several issues they have had regarding ambulance (A1) and repairs that had to be done at an outside garage.

Fire Dept Line Page 6: The budget is in good shape; nothing to worry about at this time.

Building Inspection Line Page 7: Budget is in good Shape, right on schedule.

Emergency Management Line Page 7: Budget is in good shape, right on schedule.

Dispatch Line Page 7: Questions regarding the overtime line. It was noted that Amy was out on family leave for health issues and this was what the increase was associated with.

Highway Dept Line Page 8: There were questions regarding two lines. The first is the Heat & Oil line, down to 39.87%, did budget lower, will have to see how the October, November & December months are. The current contract goes through June. Rick Eichler has prepared and applied for a grant for a pellet boiler for the highway department, waiting on this. The grant would pay for the boiler. Total amount of the grant is \$105,000.00. The Highway line is down around 61%; this may be due to the expense of heating oil and salt. Do not see any problems getting through the remainder of the year.

Street Lights line Page 9: Budget is in good shape. Denise is waiting for the history on the Midnight Savings Plan; she should have this information in the next few months. Currently the town has a two year contract that



runs a year from now until May 2014 and the town is paying under 6¢ a kilowatt for energy supply. The current PSNH rate is approximately 8¢.

Solid Waste Line Page 9: Budget is in good shape. Landfill line is still at 100% due to the annual monitoring fee that will be paid and fees for Cates Hill.

Recreation Adm. Line Page 10: The recreation and parks budget are in good shape. There was a minor water leak that had to be accounted for.

Patriotic Purposes Line Page 11: There is \$250.00 still available.

Information Booth Line Page 12: Only real expenditure is getting the Moose Tours up and running for this season and having an 800 telephone number. The booth is open and runs through Columbus Day.

T.A.N. Line Page 13: Denise updated the committee on where the T.A.N. stood. She stated the town borrowed \$200,000.00 from the T.A.N. fund. On May 16<sup>th</sup> the Mill paid \$210,000.00 and that enabled the town to pay the payment to the school in the amount of \$225,000.00. Therefore, the town did not have to borrow an additional \$200,000.00 from the T.A.N. The town previously borrowed \$200,000.00 to cover operating expenses until tax revenues were received because the mill had not paid their taxes. Discussion was had regarding delinquent taxes in town. Robin advised the board that she was working on the list of overdue taxes and the list includes three years and beyond. This is a current topic with Robin and the Board of Selectmen and all are working on this. Discussion was had regarding the T.A.N. and its benefits to the town.

Capital Reserve Fund Page 14: The money has been appropriated. The new public works truck has been ordered and will be in this fall. The key card system has also been ordered.

**DISCUSSION:** Bob Demers wanted to discuss being a "Donor Town". Said he went before the Selectmen last year regarding his concerns of being a "donor town." Bob said he strongly believes the town needs to establish hourly rates for charges for individuals and equipment that is leant out to other towns. He believes anything the Town of Gorham does to assist outside towns should be billed to that town. He said the town cannot continue to help for free! Said as a taxpayer he strongly objects to giving and giving all the time. Mr. Demers believes he was told last year by the Selectmen that they would look into this matter and thus far, he has heard nothing. It was noted that the town has Mutual Aid Agreements in place that benefit our town. Mr. Demers does not believe in Mutual Aid. It was decided by Chairman Waddell that this would be discussed further at the next meeting.

Mike wanted to discuss the possibility of "work sessions", whereas the board would go to each department and look at the equipment and have an opportunity to speak with the department head(s) and be able to look around and physically see and understand the day-to-day operation of each department. Bill suggested doing these work sessions as a group. There would be no need for minutes or notes. The members agreed this would be a good idea. The committee would like to have their first "work session" at the Public Works Dept. Robin will contact Buddy to setup a walk through date and time and get back to everyone when she has some dates that this could take place.

**Next Meeting:** It was agreed upon by the committee members to meet sometime in October and that the date of the meeting would be decided on at a later time when October gets closer.

**Adjournment:** Bill Jackson made a Motion to adjourn the meeting, seconded by Robert Demers. All were in favor and Mike Waddell adjourned the meeting at 7:35 pm.