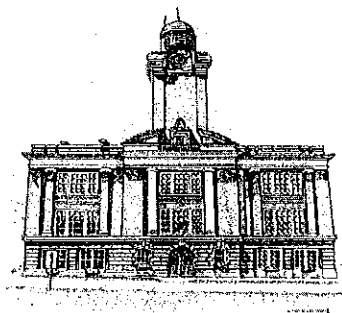


# Town of Gorham New Hampshire



## VIRTUAL MEETING OF THE GORHAM BOARD OF SELECTMEN Gorham Town Hall Public Meeting Room 2nd Floor Monday, April 12, 2021 5:00 p.m.

**SELECTMEN PRESENT:** Michael Waddell; Judy LeBlanc; and Adam White.

**STAFF MEMBERS PRESENT:** Denise Vallee, Town Manager; and Buddy Holmes, Public Works Director.

**OTHERS PRESENT VIA VIDEO:** Edith Tucker, Reporter, Berlin Sun.

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### 1. Non-Public Session - 5:00 p.m.

Nonpublic Session under RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted; and (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*

### 2. Public Session Call to Order - 6:00 p.m.

Chairperson Waddell called the public session to order at 6:00 p.m.

### 3. New Business

#### a. Action Taken in Nonpublic Session

Personnel action was taken, which will be sealed.

**MOTION:** Selectman LeBlanc moved to seal the Minutes reflecting the personnel action that was taken until June 8, 2021. It was seconded by Selectman White.

Selectman LeBlanc: Aye

Selectman White: Aye

Chairperson Waddell: Aye

The motion carried. (3-0-0).

**b. 2020 Equalization Rate / 2021 Sales Information**

Chairperson Waddell indicated that the State of New Hampshire has set it at 83.7%, with an overall equalization assessment of 86.5%, meaning that property in Gorham is selling for more than what is on the card and the aggregate. He indicated that this is just more evidence that values are growing in town. He noted they have received sales data from October of 2020 to the present, reflecting that the equalization is dropping rapidly into the 60% range. He went on to state that it's a good thing that they are going to do a revaluation next year, and that they will probably have to do a statistical adjustment for this year if the Assessor's can find a way to make that happen. He added that the Town had their Town Meeting and a Warrant Article had passed, which enabled Sansoucy to handle the commercial properties and KRT to handle the residential properties.

**c. Field/Facility Use Application Form/Policy**

Denise Vallee indicated that she had distributed what Jeff had proposed to change. She briefly went through the amendments. Discussion was had regarding the proposed amendments.

**MOTION: Selectman LeBlanc moved to accept the amendments to the Field/Facility Use Application. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**  
**Selectman White: Aye**  
**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**d. Public Event Permit Form**

Ms. Vallee gave a brief background regarding the Fun Festival, June 19, 2021, for which they are requesting to have a Beer Tent. Discussion was had about the Public Event Permit, including the information packet regarding the event, itself, as well as the particularities of the event.

**MOTION: Selectman LeBlanc moved to approve the permit, as submitted. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**  
**Selectman White: Aye**  
**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**e. Building Use Form/Policy**

Ms. Vallee indicated that this was for the Rec. Center. Discussion was had regarding the packet distributed, including amendments that should be made for clarification of building utilization in terms of requesting usage, availability, access restrictions. Additional discussion was had regarding fees for utilization of the building, including the rationale behind whether or not they should charge nonprofits fees for usage. The Board concluded that there should be a minimum fee across the board for building use. Chairperson Waddell indicated that this be reviewed and revised to come back to the Board at the next meeting for approval.

**f. Dog Ordinance on Common - Proposed Change**

Ms. Vallee described the area that they are proposing to open for pet access. She noted that currently the entire Common is prohibited for animal use. Discussion was had regarding the challenges of allowing this access, as well as amendments to further clarify the types of pets allowed in the area. The Board raised the idea of implementing a dog park and discussion was had regarding the fact that while there is a location chosen and plans made, there are not funds to proceed with the development of such a venue. The Board decided to take no action on this item.

**g. OHRV & Snowmobile Trail Permission Forms**

Ms. Vallee indicated it was an annual form that the Board has to sign for Corridor 19 on land the Town of Gorham owns. Chairperson Waddell noted that the only difference is that there is a lot more mileage included this year. Discussion was had regarding the ambiguity of the form.

Chairperson Waddell stated that Ms. Vallee met with Clinton Savage and she was assured that the logging road that is used as Corridor 19 would be maintained as a usable road. He went on to state that if that proves to not be the case at any time, that this would be the last time they would sign this form.

**MOTION: Selectman LeBlanc moved to approve the OHRV and Snowmobile Trail Permission Forms for one year. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**h. Town Employee Travel Policy**

Ms. Vallee went over the rationale for this Policy, basically stating that should the State amend any travel mandates, that the Town's Policy would follow suit and reflect the same.

**MOTION: Selectman LeBlanc moved to approve that Town of Gorham follow the Travel Policy for New Hampshire DHHS for Town Employees. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**i. Appointment to ZBA - Keith Roberge, Alternate**

**MOTION: Selectman LeBlanc moved to appoint Keith Roberge as an Alternate to the ZBA for three years. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**j. Ratify Appointment of Adam Marsh as Town's Pistol Permit Agent**

**MOTION: Selectman LeBlanc moved to appoint Adam Marsh as the Town's Pistol Permit Agent. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**k. CAI Technologies Contract for Mapping & GIS Development**

Chairperson Waddell indicated that this was contained in a Warrant Article for \$36,000 that passed at the Town Meeting, broken into three phases at \$12,000/phases. Ms. Vallee went over the Contract.

**MOTION: Selectman LeBlanc moved to accept the CAI Technologies Contract. It was seconded by Selectman White.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**l. EMS Department Billing**

Ms. Vallee gave background regarding the current practice of medical billing. She noted that in order for it to be handled more efficiently timewise, Kellie Sabourin and the Lancaster Fire Department proposed that they take on the service for the Town of Gorham, wherein Kellie would have assistance from a staff member from LFD to complete the task in Lancaster for the Town of Gorham, for the same cost as was being paid to Kellie previously.

**4. Public Information Session Notice: Use of Route 2 Parking Lot for OHRVs - 7:00 p.m.**

The NH Department of Natural and Cultural Resources held a virtual public information session regarding the use of the parking lot on Route 2 in Gorham for loading and unloading of OHRVs from May 23<sup>rd</sup> through Nov. 30<sup>th</sup>.

**5. Old Business/Updates**

None.

**6. Public Comment:** There will be a 5-minute recess so that Public Comments can be sent in via email to [dvallee@gorhamnh.org](mailto:dvallee@gorhamnh.org) or by commenting during the Zoom session. Any comments received will be read.

Paul Robitaille indicated he was disappointed he couldn't make comments during the public meeting, because he wanted to inform them that he wouldn't mind seeing two different trailheads: Route 2 for non-motorized; Route 16 for motorized. He added that he'd like to see Moose Brook Motel have access to Route 2 for their patrons. Ms. Vallee clarified that there is no closing down of access to Moose Brook Motel or Gorham House of Pizza. Further discussion was had regarding trailhead access.

Mr. Robitaille stated his sentiments regarding the Dog Ordinance on the Common and commended the Board for their decision to not move forward on the item.

## **7. Other Business**

- a. **Approve Minutes of March 22, 2021 (Regular & Nonpublic Meeting) & April 5, 2021 (Nonpublic Meeting)**

Selectman White inquired regarding the health insurance where it indicated that they were changing carriers, when in fact they were just changing the plans, but keeping the same carrier.

**MOTION: Selectman White moved to approve the Minutes of March 22, 2021 regular meeting, as amended, and nonpublic meeting, as presented. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

**MOTION: Selectman White moved to approve the Minutes of April 5, 2021 nonpublic meeting, as presented. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

- b. **Town Manager's Report**

- Ms. Vallee indicated she has a form for the Farmers Markets, which would allow, if approved by the State, for the vendor to allow customers to have 1 tsp. of wine to decide if they wanted to buy a bottle or not. She clarified that the only thing being sold are sealed bottles of wine, and the only thing being given away is 1 tsp. of wine. She added that the area would be roped off.

**MOTION: Selectman White moved to approve the permission form for the farmers markets for the summer, as long as the State approves it. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

**The motion carried. (3-0-0).**

- Ms. Vallee spoke about the ATV signage on Route 16 and provided some background regarding what was done to address signage around Town.
- Ms. Vallee noted that during the meeting with Clint, there were a lot of folks coming in and out of the trails and parking lot, which demonstrated how busy the area is.
- Ms. Vallee indicated that she had Chairperson Waddell come in to close out the \$6,000 grant for the structural assessment and she is providing another document to be signed to request the reimbursement check.
- Ms. Vallee stated that Carol handed her the Sanders Searches contract for \$960 for doing a projected 64 searches at \$15/search, Jane is doing the Town's searches for tax liens, which requires a signature from Chairperson Waddell.

- Ms. Vallee indicated that Carol received a letter from the Department of Safety, Division of Motor Vehicles that Daniel's Landscaping has started an Application to do automobile inspections up on the Berlin-Gorham Road. She stated that Carol requested feedback from the Board prior to submitting the Application to the State. Chairperson Waddell indicated that it would be more appropriate to go to the Planning Board, but the Board Members indicated they had no objection.

**c. Abatements**

None.

**8. Adjournment**

**MOTION: Selectman White moved to adjourn the meeting at 8:05 p.m. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**


**The motion carried. (3-0-0).**

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
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(603) 865-1255

Approved on April 26, 2020 by:

  
Michael Waddell

  
Judith LeBlanc

  
Adam White