

Approved 8/12/19

TOWN OF GORHAM, NEW HAMPSHIRE

MINUTES OF THE BOARD OF SELECTMEN

MONDAY, July 8, 2019, 6:00 PM

GORHAM TOWN HALL CONFERENCE ROOM

GORHAM SELECTMEN PRESENT: Chairmen Michael Waddell, Judy Leblanc, Adam White

ALSO PRESENT: Denise Vallee, Michelle Lutz, Jeff Stewart, Matt Buteau, Diane Bouthot, Carol Porter, Edith Tucker, Tim Bradstreet, Helene Beausejour, Jim and Linda Reichert

1. Call to order 6:00 PM

2. New Business

- a. Chairman Michael Waddell read the press release that appointed Denise Vallee as the Interim Town Manager. Denise will continue in a dual role as Interim Town Manager and as Finance Director until a new Finance Director is hired. Town Clerk Carol Porter swore Denise Vallee in as the Town of Gorham's Interim Town Manager.
Selectman Adam White made a Motion to accept the press release as read by Chairman Michael Waddell. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed
- b. The Board of Selectmen approved immediate efforts to advertise for a new Finance Director with a deadline for application of August 1, 2019.
- c. Gorham Parks and Recreation Director Jeff Stewart provided an overview of the ADA Playground Proposal. Jeff stated that the project has been officially named the Limitless Playground Project. He advised the initial project was for an ADA swing, but since the initial proposal interest has grown and the project has been expanded to include other ADA equipment. Jeff stated the new proposal would occupy an approximate area of 50'x60'. Jeff stated that project would be funded by fundraising and donations. Donations can be made to the Gorham Parks and Recreation Department.
Selectman Adam White made a Motion to support the project and authorize Jeff to move forward with the development of the project. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed
- d. The Board of Selectmen discussed the vacation benefit within the current town personnel policy. The Board discussed changing the vacation benefit for new employees to be capped at 3 weeks after 5 years of employment with the Town of Gorham.

Selectperson Judy Leblanc made a Motion to adopt the changes to the vacation benefit in the personnel policy as written. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed

e. Art Reception – alcohol waiver/sale of bottled wine at the Farmer’s Market

Denise Vallee gave an overview of the process to sell bottled wine at the Farmer’s Market held on the Town Common. She also stated that an interest existed to have limited consumption of wine at town events. Denise consulted with Primex to see if they would provide liability insurance for these events. Primex advised they would not provide coverage. Denise stated third party liability insurance would be necessary. Discussion took place about existing policy and the need to draft a new policy to address alcohol sales and consumption on town property. Parks and Recreation Director Jeff Stewart advised he would draft a proposed policy to address bottled wine sales at the Farmer’s Market events.

Selectman Adam White made a Motion to approve an alcohol waiver for the Art Reception event. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed

f. Authorize Chief PJ Cyr to sign grant application

Selectperson Judy Leblanc made a Motion to authorize Chief PJ Cyr to sign on behalf of the Town of Gorham for the Fish & Game OHRV Law Enforcement Grant in the amount of \$2,700. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed

3. Old Business/Updates

a. Stony Brook Road

Interim Town Manager Denise Vallee gave an update on the Stony Brook Road Project. She advised that all projects would be transferred from FEMA to the state level. Denise advised the mitigation officer would not allow replacement of existing culverts as they were not damaged but would consider the addition of 2 culverts to mitigate water surge events. HEB will conduct a hydrologic and hydraulic study to determine water flow and culvert specifications. Once the study is complete, the mitigation officer will incorporate the study into her report. The new study will not affect the project schedule and is slated to begin August 1st, 2019. Chairman Michael Waddell inquired if the other board members would be agreeable to allot \$200,000 of the current Road CRF to extend the road improvements farther up Clay Brook. General discussion took place on the extension of the project and it was determined more time was needed to consider the addition of town funded work to the scope of the existing project. An additional BOS meeting date of July 15th, 2019 was added to their schedule.

b. CMA/snow storage

Interim Town Manager Denise Vallee reported that the Alteration of Terrain Permit had been submitted and the State had acknowledged receipt of the permit. General discussion took place about the removal of debris from the snow storage area and the utilization of material from the J&M pit. In short, the BOS wanted to make sure the trucks were hauling material back to the snow storage site on the return trip from the J&M pit to be more cost effective. Tim Bradstreet and Helene Beausejour inquired of the project square footage and the relation of the snow storage site to their properties.

c. Update on Libby Pool Culvert Project

Denise Vallee provided an update on the status of the project. She advised the town was in receipt of the Wetland Permit funding from FEMA. Denise stated that the town needed to figure out what work the PWD could provide for the project.

d. The Board of Selectmen signed the 2019 County Public Safety and EMS Agreements.

4. Public Comment

Diane Bouthot offered that Tim Bradstreet should be allowed to be present at the Snow Storage Project site walk through. Chairman Michael Waddell advised that based on the nature of the discussions, and the various stakeholders present, it was good policy not to have outside parties present.

Edith Tucker inquired if any agreements had been reached with any town on any topic. Chairman Michael Waddell offered an update on the Town of Gorham's request for an abatement of the Gorham Town Forest from the Randolph Board of Selectmen.

5. Other Business

a. Selectmen's Updates

Chairman Michael Waddell – No update.

Judy Leblanc – No update.

Adam White stated that most crosswalks on Main Street have hash markings that prohibit parking near crosswalks, but some did not. Selectman White thought that law required all crosswalks to have such markings. Public Works Director Buddy Holmes will be made aware of the situation.

b. Town Manager's Report

Discussion took place about an existing complaint about parking at the end of Bellevue Place. The Board agreed that more discussion on alternate parking should take place.

Denise informed the BOS that Senator Hassan and Senator Shaheen visited the area to thank the public safety responders that were at the Fallen 7 motorcycle collision. Fire Chief Jay Watkins made them aware that emergency communications along Route 2 in Randolph needed to be improved. He also informed them grant funding for a communications repeater would improve emergency communications.

Denise stated the new town web site was up and running.

Denise made the Selectmen aware that Connie Landry was going to be retiring from the Library.

Discussion took place that the Gorham Library was the only Coos County library chosen as a venue to celebrate Smokey the Bear's 75th birthday.

c. Approval of Minutes (May 28, 2019 and June 10, 2019 Regular Meeting)


Adam White made a Motion to accept the public and non-public meeting minutes from March 25th, 2019. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.

6. Non-public Session NH RSA 91-A:3, II, a, b, d, e, i, I

Selectman Adam White pointed out that he was not present for the May 28th and June 10th regular meetings. Selectperson pointed out that the June 10th minutes, specifically page 3, paragraph 4 had a typographical error. All agreed to strike Adam White as being present at both meetings and to amend the typographical error to read, "committee".

Selectperson Judy Leblanc made a Motion to accept the amended regular meeting minutes of May 28th, 2019 and June 10, 2019. Chairman Michael Waddell seconded the Motion. Selectman Adam White abstained. Selectperson Leblanc and Chairman Waddell voted in favor of the Motion. Motion passed.

Selectman Adam White made a Motion to enter Non-public Session in accordance with NH RSA 91-A :3, II, a, b, d, e, i, I. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed


Michael Waddell
Judy Leblanc
Adam White