

**MINUTES OF SELECTMAN'S MEETING
TOWN OF GORHAM
MONDAY MARCH 19, 2018, 6:00 PM
TOWN HALL CONFERENCE ROOM**

Gorham Selectmen Present: Pat Lefebvre, Judy Leblanc, Mike Waddell

Also Present: Robin Frost, Town Manager; Edith Tucker, Berlin Daily Sun; Denise Vallee; Roland Blais; Diane Bouthot; Ronald Donato; Adam White; Mary White

1. CALL TO ORDER- The meeting was called to order at 6:00 by Selectman Lefebvre

BOARD REORGANIZATION AND COMMITTEE ASSIGNMENTS

Chairman: Selectman Leblanc made a motion to elect Selectman Waddell as Chairman of the Board. The motion was seconded by Selectman Waddell. Selectman Leblanc-Aye; Selectman Waddell-Aye; Selectman Lefebvre-Nay. The motion passed.

Vice-Chairman: Selectman Leblanc made a motion to elect Selectman Lefebvre as Vice-Chairman. The motion was seconded by Chairman Waddell. The board voted unanimously to elect Selectmen Lefebvre Vice-Chairman of the select board.

North Country Council Transportation Advisory Committee: Selectman Lefebvre nominated Selectman Leblanc. Chairman Waddell seconded the motion. The board voted to assign Selectman Leblanc.

North Country Council Transportation Advisory Committee-Alternate: Selectman Lefebvre made a motion to nominate Paul Robitaille as the alternate to the North Country Council Transportation Advisory Committee. The motion was seconded by Selectman Leblanc. The board voted unanimously to assign Paul Robitaille as the alternate.

Planning Board: Selectman Lefebvre made a motion to appoint Chairman Waddell to the Planning Board. The motion was seconded by Selectman Leblanc. The board voted to assign Chairman Waddell to the Planning Board.

Planning Board-Alternate: Selectman Leblanc made a motion to assign Selectmen Lefebvre as the alternate to the Planning Board. The motion was seconded by Chairman Waddell. Selectman Lefebvre was assigned as the Planning Board-Alternate.

Budget Committee: Selectman Lefebvre nominated Selectman Leblanc to serve on the budget committee. The motion was seconded by Chairman Waddell. Selectman Leblanc was assigned to the budget committee.

Budget Committee-Alternate: Selectman Lefebvre nominated Chairman Waddell. The motion was seconded by Selectman Leblanc. Chairman Waddell was assigned as the budget committee alternate.

Town Forest Committee: Chairman Waddell recommended Glen Eastman and Steve Malespini. Selectman Lefebvre made a motion to appoint Glen Eastman and Steve Malespini to the Town Forest Committee. The motion was seconded by Selectman Leblanc. The Board voted to appoint Glen Eastman and Steve Malespini to the Town Forest Committee.

Conservation Commission: Chairman Waddell recommended Michael Pelchat and himself for the three year terms. Selectman Lefebvre made a motion to appoint Chairman Waddell and Michael Pelchat to the Conservation Commission. The motion was seconded by Selectman Leblanc. The board voted to appoint Chairman Waddell and Michael Pelchat to the Conservation Commission.

2. APPOINTMENTS- Roland Blais – Retirement Recognition

Chairman Waddell read a statement thanking Blais for his 43 years of service to the Town of Gorham Public Works Department and presented Blais with a plaque and plate. Town Manager Frost, Selectman Lefebvre, and Selectman Leblanc also thanked Blais for his years of service.

3. NEW BUSINESS-

a) Town Meeting Review- Selectman Lefebvre advised there were people with questions about how the budget process worked after town meeting. It was also brought up that cuts were suggested but not brought to the selectmen. Diane Bouthot stated they were told they could only make suggestions for the budget, not actual cuts. Selectman Lefebvre explained the job of the budget committee is to make and vote on the cuts as they see fit and present that at the public hearing. Bouthot brought up a question about two warrant articles that did not get cut and Town Manager Frost advised the budget committee voted unanimously to keep them as they were. Chairman Waddell suggested the budget committee send someone to the selectmen's meetings. Chairman Waddell also suggested that more effort be put into proof reading the town report. Town Manager Frost advised some individual reports were received too late to be edited and went into the town report as they were received. Selectman Lefebvre brought up that some people didn't understand where money for the berm was taken and then returned. Selectmen Lefebvre also advised that people were confused about revenues going into the general fund instead of to the accounts they came from. Selectman Lefebvre explained that was the way the town had to do it.

b) Authorization to Sign CDFA Documents – Street Light Project- Town Manager Frost explained the CDFA Documents are for a loan for \$40,000 to continue with the street light project. Town Manager Frost requested that the board authorize her to sign these documents as they come in to keep things moving along.

Selectman Lefebvre made a motion to authorize Town Manager Frost to sign the CDFA documents as they come in. The motion was seconded by Selectman Leblanc. The board voted unanimously to authorize Town Manager Frost to sign the CDFA documents as they come in.

c) Right to Know Seminar Date- Town Manager Frost advised the available dates were April 2 or April 16 and that April 2, 2018 would work better for the attorneys. Town Manager Frost requested and it was decided that the board would meet at 5:30 on April 2, 2018 for this seminar. Selectman Lefebvre requested Town Manager Frost forward the documentation that supports all the language in the Right to Know law for review before the seminar.

d) Town Manager Job Description/Contract- Town Manager Frost advised that Selectman Lefebvre had asked for this to be put on the agenda so they could make a schedule for getting the job description in the works. Chairman Waddell advised that Selectman Leblanc needed to be brought up to speed with where they are in the process and given the packet that they have. Selectman Lefebvre recommended making a motion to involve legal counsel so the board doesn't stray from the requirements of the RSA they have to follow. Chairman Waddell concurred that when they get to the point of writing the actual contract and the job description that both should go to town counsel. Selectman Leblanc also agreed.

4. Old Business/Updates:

a) Fire Ponds in Stony Brook – On hold until Spring. Selectman Waddell requested a reminder whether the town and Libby Land Company were on the same page and whether the town would have deeded property rights to the ponds. Town Manager Frost advised she didn't know if the town would get deeded rights to them, but that it might not be needed at this point. Fire Chief James Watkins is working on scheduling and Arthur Perry is working on the actual work that needs to be done to the fire ponds. Selectman Waddell questioned that the town would not have a deed, but a license to function in that area to which Town Manager advised, yes the town would be able to perform maintenance every month. Selectman Lefebvre requested a time line of when the work would be started since spring is technically in a couple days.

b) Spring Road Bridge/Culvert Project- Town Manager Frost advised that project was waiting for the Conservation Commission at this point for permitting. Town Manager Frost advised they were not waiting for the permits to get approved to get the new packages in together, but wanted to make sure DOT was okay with that. Town Manager Frost said she would make a call to bridge maintenance to make sure they were okay with starting before all the permits were in place. Town Manager Frost advised the permits will be applied for and she has all five copies in her office for the meeting on Friday. Town Manager Frost advised not all the easements have been signed yet but they have approvals needed for any wetlands disturbances that may occur.

c) Alternate OHRV Trailhead- Town Manager Frost advised nothing new.

d) FEMA Projects October 2017 Storm Event-

i. White Birch Lane Berm- Complete

ii. Stony Brook Road- Town Manager Frost advised no movement on that

iii. Public Works and Town Hall Building Issues- Complete

e) Snow Storage at Town Garage- Town Manager Frost directed the selectmen to a copy of an email from Brad Sullivan and presented the selectmen with CMA's drawing that shows the wetlands and the area where the town has snow storage now and two proposed areas for snow storage. Town Manager Frost summarized the email and what would happen if they wanted to disturb the wetlands and fill it so the town could move snow behind the debris pile. Town Manager Frost went over what the town would have to do to mitigate any wetlands disturbance. Chairman Waddell voiced concern that the way the town piles the snow right now creates a lake in the spring that can back up into the properties on Main Street. Town Manager Frost advised one of the abutters on Main Street has standing water in his backyard every year and is worried if the town brings the snow storage any closer he will end up with water in his house. Town Manager Frost explained that DES would allow the town to use any of the 3 options on the drawing but that the town needed to decide which one they were going to use. Chairman Waddell advised it makes the most sense to use the site closest to the one they are using now and asked that the town move ahead with that. Town Manager Frost advised the Natural Heritage Bureau is concerned that they are adding to the snow storage and are concerned about the sugar maple/ silver maple flood plain forest which is downstream. Brad was going to speak with them to let them know that the town had been doing this all along and was just going to move the snow storage, which would actually be further away from the river.

5. Public Comment-

Diane Bouthot asked if supervisors are given a time limit to get bids when they know they are going to need equipment, so that everything is in front of the selectmen at the beginning of November. Town Manager Frost advised at that point the supervisors are asked what they think the item is going to cost, so they can bring it to the budget committee. Bouthot asked if the town manager and the selectmen know what the bids are when it's brought to them. Town Manager advised no, because if something was put out to bid in the fall, it would have to be put out to bid again in the spring, as most bids are only good for 90 days.

Ronald Donato had questions about the pulp trucks using Jimtown Road, the taxes the town pays on the watersheds in Randolph, the state of the town's salt supply, and the new loader to be purchased. All questions answered by the selectmen.

Edith Tucker suggested like warrant articles be grouped together for ease of discussion and voting at Town Meeting.

Diane Bouthot inquired if a deadline could be set for contract negotiations so the budget committee has the final figures when the budget process starts. Selectman Lefebvre advised that was not always possible due to the general nature of contract negotiations.

Mary White requested the town report be put on the town website as soon as it's available and stated she doesn't believe it was put up until the day before town meeting. Town Manager Frost advised she would ask the publisher to get the PDF to them quicker next year.

6. Other Business

a) Town Manager's Update- Heather Gagnon has been hired by EMS as an AEMT. Steve Gauthier has been moved from solid waste to the highway department to fill Roland Blais' position. Aaron Labonville has been hired to fill Gauthier's position at solid waste. The police department has received a couple applications for the open position and a posting for that position is in the works. Town Manager Frost also advised there are a couple utility assessment bills in the legislature that are to be tabled. Town Manager Frost also advised there were two Right to Know bills that were killed. One would have made union negotiations public. The other would have made public anything regarding a municipality's Chief Executive Officer.

b) Selectmen's Updates- Selectman Lefebvre clarified that the retention piece of the police department contract was added by the selectmen, not the police department. Selectman Lefebvre also advised he spoke with Phil Burnell who filed an abatement and asked about the depreciation percentage in the flats. Town Manager Frost advised that would apply to any new assessments that were done unless they needed to make a global change, which would have to be done before the final bill goes out. Selectman Lefebvre and Chairman Waddell discussed how the rate was set and the protocols that the assessing company would have to be given. Town Manager Frost advised the assessing RFP's were to have gone out with a requested return date of March 31st. Selectman Lefebvre also discussed the issue of the loader. Town Manager Frost advised it could go out to bid, as long as they don't go over the price of the Caterpillar. Selectman Leblanc also advised she was in favor of putting it out to bid if there was a chance to save money.

Chairman Waddell cautioned to make sure that all the machines would be the same.

Selectman Lefebvre made a motion to have the purchase of the loader go out to bid. The motion was seconded by Selectman Leblanc. The board voted unanimously to have the purchase of the loader go out to bid.

Selectman Leblanc had nothing to add under Selectmen's Updates.

Chairman Waddell requested that the select board get a monthly budget report. He would like to see a balance left of \$200,000 at the end of this year. Chairman Waddell requested the selectmen be provided a copy or the February month end report and that a copy be emailed to members of the budget committee. Chairman Waddell discussed the road plan and that Stony Brook was in the hands of FEMA for a portion of it. Chairman Waddell advised sidewalks were not part of the HEB study, questioned if they should be, and inquired if that could be added. Town Manager Frost advised they could be, but the town was looking for grants for the sidewalks by themselves. Chairman Waddell asked if there was a plan, now that there was money in place for the road project. Town Manager Frost advised she had sent an email to Jeff

Tennis and Buddy Holmes asking them to meet with her to discuss what the priorities were for each department. Chairman Waddell asked if the town audit was close to being ready. Town Manger Frost advised the auditors were coming back in April to finish the field work. A draft report may be available in May with the final report perhaps ready in June.

c) Approval of Minutes- Selectman Lefebvre made a motion to accept the non-public minutes from February 20, 2018 and the minutes from March 5, 2018. The motion was seconded by Chairman Waddell. Selectman Lefebvre-Aye; Chairman Waddell-Aye; Selectman Leblanc abstained. The minutes were accepted.

Mary White questioned what the position was that Town Manager Frost was referencing when she said the town had received two applications and was told the position was for a patrolman for the police department. Mary White requested the board look at 6 vs. 7 officers for the department and look into whether it would save the town money to contract prosecution services.

d) Sign Manifest; Abatements and Exemptions (if necessary)- There were none.

Selectman Lefebvre made a motion to go to Non-Public Session at 7:40 PM. The motion was seconded by Selectman Leblanc. The Select board voted unanimously by roll call to move into non-public session pursuant to RSA 91-a:3, II a, b, c, e. Leblanc – Aye, Lefebvre – Aye, Waddell – Aye.

Selectman Lefebvre made a motion to go to Non-Public Session at 8:45 PM. The motion was seconded by Selectman Leblanc. The Select board voted unanimously by roll call to move into non-public session pursuant to RSA 91-a:3, II a, b, c, e. Leblanc – Aye, Lefebvre – Aye, Waddell – Aye.

No decisions were made as a result of the non-public session.

As there was no further business to discuss, the meeting was adjourned at 8:45 pm.

**Reviewed and approved:
Gorham Board of Selectmen**

Michael Waddell, Chairman

Patrick Lefebvre

Judith LeBlanc