

**MINUTES OF SELECTMAN'S MEETING
TOWN OF GORHAM
TUESDAY, JANUARY 2, 2018 6:00 PM
TOWN HALL CONFERENCE ROOM**

Gorham Selectman present: Terry Oliver, Pat Lefebvre, and Mike Waddell

Also present: Robin Frost, Town Manager; Denise Vallee; Austin Holmes; Jeff Stewart; Chief PJ Cyr; Lt. Jonathan Woodworth; Cpl. Michael Turgeon; Officer Andrew Beausejour; Eric Grenier, HEB Engineers; Diane Bouthot; Judy Leblanc; Adam White; Mary White

1. Call to Order: The meeting was called to order by Chairman Oliver at 6:00 pm.

2. Appointments:

a) Announcement of Promotions in Gorham Police Department

Chief Cyr introduced Jonathan Woodworth, who was recently promoted to Lieutenant, and Michael Turgeon, who was promoted to Corporal, along with Andrew Beausejour, who recently graduated from Police Standards and Training in the top 10 of his class. All were congratulated.

b) Eric Grenier, HEB Engineers

Grenier discussed the work to be done on Stony Brook Road from Route 16 to the fire pond. The total cost of the project is estimated to be \$411,500, of which FEMA would cover 75% or \$308,625. The town portion would be \$102,875. Selectman Waddell asked how the cost of this portion of the roadway compares to the cost for the full project. Grenier advised this is a full-depth reconstruction, and much of the original estimate was for a different type of construction. Waddell asked if they could reclaim the blacktop and Grenier advised they could not. Waddell asked if the estimate included the replacement of the culverts and was advised that may not be needed, as they are in good shape. However, they may need to be reset. Waddell asked if the work was planned for the summer and was advised it was.

Work on the berm at the end of White Birch Lane is estimated to be \$30,000, \$22,500 of which would be covered by FEMA if the declaration is made, and \$7,500 of which would be the town's responsibility. The emergency authorization expires January 19, 2018, so the work will have to be done by then. Selectman Waddell asked if there was anyone available to do the work and TM Frost advised that Lee Corrigan would be. Waddell asked if the money would come from the River Maintenance Trust Fund, and Frost advised either that or the Road CRF, as the work is to protect the roadway.

Grenier went over the Road Improvement Plan, which is the second phase of the study they began in 2016. The plan is an assessment on the condition of the roads, from which information was taken to create a pavement management system. Grenier advised they also met with public works and the water department to see what their goals were over the next three years. Funding scenarios were listed, and Selectman Waddell pointed out that an additional \$180,000 per year would only maintain the level of roads that we have now, and it would take an additional one million per year to bring the condition up to a PCI of 60. Grenier advised that the plan was based on the observed condition of the roads, and no additional testing was done. Grenier explained that the roads with a PCI of less than 30 are not a high priority, however roads with a PCI of 50 would be given a higher priority, as adding a layer of pavement would keep them in good condition for another 5-10 years. TM Frost advised the Board that the next step would be to see if any of the scenarios presented would be possible for the town. Another

\$250,000 per year for the roads would move us in the right direction, but would be one dollar on the tax rate. The other scenarios would either stabilize the roads, or require a \$1 million bond. The Board will plan a work session with the highway department and the water and sewer department to discuss how to move forward.

3. New Business:

a) Budget Review

i: Parks and Recreation – Jeff Stewart, Director – Chairman Oliver asked about the balance in the Recreation Revolving Fund and was advised it is at just under \$93,000. The budget this year is expected to take in \$64,800 in revenue and have \$82,000 in expenses, which will drop the balance by \$18,000 by the end of 2018. Selectman Waddell pointed out that the budgeted revenue for the Medallion Opera House is \$3,000, even though it took in more than \$17,000 last year. Denise Vallee replied that the revenue for the Opera House is not used in the calculation for the recreation department and should not reflect in the decision regarding their budget. Selectman Lefebvre asked about the Program Expense line and why it was high the last few years. Jeff Stewart advised that it included the building last year and the truck and playground equipment this year, but back beyond that has been consistent. The Board agreed that they were good with the budget as presented tonight.

ii) Public Works – Austin Holmes, Director – Chairman Oliver pointed out that the biggest concern in the Public Works budget this year is the loader. The Board also wanted to look at the Solid Waste CRF and the LED lighting. TM Frost advised that quotes were received for a John Deere loader and a Volvo. They are also waiting on one for a Komatsu. Frost advised that price wise, the Volvo is the least expensive at this point. Selectman Waddell asked Holmes what the preferred brand would be and Holmes advised most likely the Komatsu, as it can be serviced in Lancaster, rather than Concord for the other two. Selectman Lefebvre asked about the replacement plan for the loader, once the new one is purchased. Holmes advised he is hoping to keep it for 20 years, as they were able to get 18 out of this one.

On a motion by Selectman Lefebvre, seconded by Selectman Waddell, the Board voted unanimously to move forward with a lease for the loader.

Selectman Waddell asked about the licenses and subdivision on the public works land purchase and if they were recorded. TM Frost advised they were done. Waddell asked for a copy of the final drawings, which Frost will get for him. Frost will also touch base with CMA to see when their work will be done, and then Board will meet with Holmes to discuss plans and ideas.

Selectman Waddell asked Holmes if removing \$25,000 from the Recycling CRF was okay for this year and Holmes agreed it was, as the replacement date for that truck is not until 2023.

Selectman Waddell asked what had been budgeted currently for the LED lights and Denise Vallee advised it was \$20,000. The warrant article for Phase 2, to finance the amount of \$13,853 for 3 years, would get voted on at this year's meeting but would be included in the operating budget as long term debt after that. Waddell asked if a 2/3 majority vote was required and Vallee advised it was not, as it is under \$100,000.

iii) Police and Dispatch – PJ Cyr, Chief of Police – The Board advised that \$30,000 was already cut from the Police Cruiser CRF and Special Equipment was cut in half, from \$5,000 to \$2,500. Chief Cyr advised that he would like to outfit the officers with body cameras and new firearms in the future. Selectman Lefebvre asked about grants for the cameras and Cyr advised the Department of Justice currently has a

grant available to cover 50% of the cost. It would cost \$6,600 total to outfit the officers, so with 50% covered, it would cost the town \$3,300. Waddell pointed out that this year \$719,000 was budgeted and \$701,000 was used, the 2018 budget is \$683,985, which is less than what was spent this year. TM Frost advised that \$23,445 of the budget was detail money. Chief Cyr was then called away for an emergency call. The Board agreed that they were good with the police and dispatch budget as presented.

iv) General Budget Review – Selectman Waddell pointed out that the proposed budget is \$188,840 less than last year, which means the money we usually have left will not be there to add to the fund balance. The money left this year is roughly \$217,000, and Vallee advised this does not include utility bills that have not been paid yet for 2017. Waddell warned that if they only changed the budget and not behavior, next year there would only be about \$28,000 left to reduce taxes. Chairman Oliver stated that they really haven't changed the operating budget, just took out capital reserve items that departments can wait for. Waddell pointed out that there were many instances in the 2017 budget where lines were over-expended. Waddell asked if KRT billed \$7594 more than budgeted and Vallee advised they did, as they attended BTLA hearings and handled other abatements. Waddell also mentioned that the legal line was overspent, however Vallee stated that \$32,000 was charged to the legal line that should have been charged to Assessing, so it is not overspent.

Selectman Lefebvre mentioned that he would like to remove the \$25,000 from the Ambulance CRF, as they are down to two. Selectman Waddell stated that he would like to leave it until they are able to talk to the Fire Chief. Lefebvre stated that they are still waiting on information on revenues from that department.

Selectman Waddell stated that the proposed budget is \$4,598,302, however this does not include the loader, CMA, and the road plan, and only includes \$15,000 in the River Maintenance Trust Fund. There is currently a balance of \$97,000 in the river trust fund. The original proposed budget included \$20,000 for this, and it was cut by \$5,000. Waddell stated that just Stony Brook and the berm come out to \$109,000, and TM Frost advised against cutting the \$5,000, and suggested increasing it to \$25,000. Lefebvre mentioned that the work on the berm, which needs to be done by January 19, will need to be covered by the town until the declaration is made.

On a motion by Selectman Waddell, seconded by Chairman Oliver, the board voted to increase the appropriation for the River Maintenance Trust Fund from \$20,000 to \$25,000. Waddell- aye, Oliver – aye, Lefebvre- nay

Selectman Waddell asked about the budget for the Fourth of July. Denise Vallee advised that it is in the town code that the Board of Selectmen will cover the police charges. Selectman Lefebvre felt that these charges should be covered by an event sponsor and asked how the code could be changed. TM Frost will look into it. Frost advised that she thought the issue with the Fourth of July was the \$10,000 and not the police coverage. Lefebvre stated that other towns find event sponsors to cover the cost of fireworks.

On a motion by Selectman Lefebvre, seconded by Selectman Waddell, the Board voted to remove the \$10,000 from the budget for the Fourth of July Celebration. Oliver- aye, Lefebvre- aye, Waddell – nay

Selectman Lefebvre made a motion to remove the line item for Patriotic Purposes in the amount of \$5,306. The motion was seconded by Selectman Waddell. The motion was defeated. Lefebvre- aye, Oliver- nay, Waddell – nay

The Board reviewed the rest of the budget.

On a motion by Selectman Waddell, seconded by Chairman Oliver, the board voted to accept the budget in the amount of \$4,593,302. Waddell- aye, Oliver – aye, Lefebvre – nay

Selectman Waddell stated that the items they are waiting on, the roads, CMA, and the loader, will all be Capital Reserve items as warrant articles, so the operating budget is fine.

4. Other Business:

a) Town Manager's Update – TM Frost advised that Paul Ingersoll submitted a letter of resignation to the Ambulance Department. Ingersoll will be leaving in two weeks.

b) Selectmen's Updates –

Selectman Waddell asked when KRT would be available to come to a meeting. TM Frost advised it would not be the 8th, but the next meeting after that on the 22nd. Waddell asked for a copy of the USPAP report on the town revaluation from KRT.

Selectman Waddell asked if the new auditor could attend a meeting so that they could meet.

Selectman Waddell asked if the mill has been paying on their taxes per the agreement and TM Frost advised they have.

Selectman Waddell asked how much was left in the overlay account. Denise Vallee advised this has not been calculated yet.

Selectman Waddell encouraged the department heads to pursue grants that are available. Waddell also asked about sidewalk grants and if TM Frost had contacted Dan Buteau in reference to this. Frost advised that she has contacted him and she will be applying for a grant that is due on the 19th.

Selectman Waddell asked about the elevator contract and if Vallee had contacted the school to combine service on this. Vallee advised she has not spoken with them yet about this. This would save money and time for the department heads who need to be there.

Selectman Waddell mentioned again that they should have their own cameras to record the meetings. TM Frost advised that Chief Cyr was working with Brad Goudreau on that.

c) Approval of Minutes (November 13 and 20th)

On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted unanimously to accept the public minutes of November 13 and 20 as presented.

d) Sign Manifest; Abatements and Exemptions (if necessary)

There were no abatements or exemptions.

7. Non-public Session: RSA 91-A:3, II- a

On a motion by Chairman Oliver, seconded by Selectman Waddell, the Board unanimously voted by roll call to move to non-public session to discuss union negotiations at 7:58 pm. Oliver – Aye, Waddell – Aye, Lefebvre - Aye.

On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted unanimously by roll call to come out of non-public session at 8:30 pm. Oliver – Aye, Waddell – Aye, Lefebvre - Aye.

Minutes of non-public session are available separately.

8. Adjournment: On a motion by Chairman Oliver, seconded by Selectman Waddell, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 8:30 pm.

REVIEWED AND APPROVED:

Terry Oliver

Patrick Lefebvre

Michael Waddell