

TOWN OF GORHAM, NEW HAMPSHIRE

MINUTES OF THE BOARD OF SELECTMEN

MONDAY, MAY 13, 2019, 6:00 PM

GORHAM TOWN HALL CONFERENCE ROOM

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

ALSO PRESENT: Paul Robitaille, Michelle Lutz, Jay Poulin, Burke York, Karen Eichler, Violet Hatch

1. Call to order 6:00 PM

Chairman Michael Waddell called the meeting to order at 6:00 PM

Public Hearing 6:00 PM: Promenade [sic], to reestablish the boundary lines, limits and location of road. (pursuant to RSA 231:27 & 228:35)

Chairman Michael Waddell stated that a portion of Promenade Street that the Town of Gorham believed they owned was actually owned by the Gorham Land Company. This action would transfer ownership of that portion of Promenade Street to the Town of Gorham and reestablish the boundaries of the street.

Violet Hatch stated that she was not clear on the letter she received about the reestablishment of boundary lines. She inquired if her property would be impacted.

Michelle Lutz stated she spoke to Promenade Street resident Bill (Hatch) and explained the situation to him. She explained the action would not affect property boundaries, but would reestablish the street as it sits and would extend the length of the street to where the town currently plows snow, so that an easement would not be needed with Gorham Land Company. The town would have deeded rights for snow storage with the new plan.

Paul Robitaille stated that the planning board did not have issues with the action.

Chairman Michael Waddell closed the public hearing.

Selectman Adam White made a Motion to accept the drawing as presented of the Promenade Street extension. Motion was seconded by Selectperson Judy Leblanc. All Selectmen voted in favor of the Motion. Motion passed.

2. New Business:

- Grown
- a. Action on release deeds on and Grown[sic] – Railroad Street (pursuant to RSA 231:52).

Michelle Lutz stated the town attorney verified the deed. She also offered that the plan had been recorded and the record number was at the bottom of the deed.

Selectman Adam White made a Motion to approve the deed. Motion was seconded by Selectperson Judy Leblanc. All Selectmen voted in favor of the Motion. Motion passed.

- b. New Grant Opportunity. (no cost to the town)

Town Manager Mark Shea informed the Board of Selectmen that he received an email from a Gorham citizen that made him aware of a Northern Border Regional Commission Grant opportunity. He gave an overview of the benefit to the Town of Gorham.

Selectperson Judy Leblanc inquired if this application would interfere with the existing Northern Borders Grant application. Mark Shea stated he did not believe it would, but he would make a phone call on 5/14 to check.

The Board of Selectmen stated that they supported this effort.

3. Old Business/Updates:

- a. HEB Engineering – Stoney Brook Road

Jay Poulin of HEB Engineering summarized the Stoney Brook Road Project. Jay stated that he has been working with the Town of Gorham to obtain FEMA funding to help repair the damage on Stoney Brook Road from the October, 2017 storm. Jay stated that he had worked through 2018 to obtain funding that expanded the scope of the project. He stated the scope of work was approved by FEMA. The total cost of the project is \$400,000, of which, the Town of Gorham would be responsible for 25%, or approximately \$100,000. He stated the project design is complete and the project is out to bid with bid opening on May 31st, 2019. He advised there is a delay due to wetland permits, but project construction would begin August or September, 2019. Jay stated the project would include the section of Stoney Brook Road beginning at Route 16 and extend onto Mt. Carter Drive beyond the fire pond. He advised that \$46,000 of the total cost of the project was mitigation funding from FEMA. The mitigation funding would be to construct a stone lined ditch on the left side of the road. He explained the construction would raise the profile of the road by 9 to 12 inches. Jay stated FEMA has not approved the drainage infrastructure portion of the project as they did not view the existing culverts as damaged, but in his opinion, the culverts are undersized. His hope is to convince FEMA to fund this portion of the project before the project begins.

Town Manager Mark Shea asked Jay to speak about the possibility to extend the construction project farther up Mt. Carter Drive. Jay's recommendation was to discuss this possibility once the contract had been awarded, so that a price per unit for materials was established. Chairman Michael Waddell requested that HEB Engineers present the town with a viable recommendation on how to proceed with an extension of the current construction plan.

Town Manager Mark Shea advised the town received good news with regard to the Libby Pool Project. He received notification that FEMA approved funding for the project's wetland permit.

Chairman Michael Waddell gave a summary of the water event history and the existing storm drain system leading to the Androscoggin River. He stated that based on past water events he observed drainage problems. He suggested the planned construction of the Corbin Avenue would be an opportune time for HEB Engineers to evaluate the system and make a recommendation to fix any problems. Town Manager Mark Shea stated that at the appropriate time he would coordinate with HEB Engineers to evaluate the drainage system.

b. CMA/snow storage

Town Manager Mark Shea advised that there was not any movement since the last meeting. He is currently waiting for the engineers to start the design and once complete submit a full application to the Department of Environmental Services.

Chairman Michael Waddell stated that once the project is approved, and the product specifications are known, the town could pick up material on the return trip from the pit. He offered the town should consider screening the debris on site if it met product specifications. Currently, debris is being hauled by 3 town trucks and 2 contract trucks as Gorham Water & Sewer has offered their excavator and an experienced operator. The Town Manager will continue to inquire of CMA and DES of progress so the project can go forward and a public hearing scheduled.

4. Public Comment: In consideration for all please limit comments to 2 minutes

Burke York asked who is driving economic development for the town.

Town Manager Mark Shea offered that economic development is a goal for the town. He summarized the town's plan for economic development. He offered that the town's demographics should be available on the web site.

Selectperson Judy Leblanc stated that the demographics are available on the Department of Employment Security's web site and that could be used as a resource.

Paul Robitaille offered his view of efforts the Town of Gorham can take to develop economic growth.

Chairman Michael Waddell offered that department heads recently met and identified economic development as a goal for the town. He also offered that the new town web site will promote and offer links for economic development opportunities.

Discussion also took place about municipal records management.

5. Other Business:

a. Selectmen's Updates

No updates provided.

b. Town Manager's Report

1. **2019 Northern Boarder[sic] Regional Commission:** Last Friday, our 2019 Economic & Infrastructure Development (EID) Investment Program grant was submitted. In this grant we are looking for a \$388,294 award. This will be \$310,635.16 NBRC and \$77, 658.79 local share for 6,925 feet of sidewalk on Main Street.

In looking forward:

July 26, 2019	Award Announcement
August 30, 2019	Sign Grant Agreement
Sept 2 – Oct 18, 2019	Mandatory Grant Recipient Webinar training
Sept 30, 2020	Must receive a Notice to Proceed

Action needed: None.

2. **Capital Reserve Purchase:** The Police Department ready to purchase, as planned in this budget. This will be a 2020 Ford Explorer. (see enclosed)

Action needed: If you please, Move to Authorize capital expenditure.

Selectman Adam White made a Motion to approve the purchase the 2020 Ford Explorer with Capital Reserve Funds. Motion was seconded by Selectperson Judy Leblanc. All Selectmen voted in favor of the Motion. Motion passed.

3. **Cemetery Trust Fund:** As an update to your inquiry at your last meeting on the status and what this fund is... I have enclosed more detail for you. You will notice, that it has NO resources for perpetual care for cemeteries.

Town Manager Mark Shea summarized the town's Cemetery Trust Fund and that the account yields very low annual interest. He offered other municipalities use annual interest to pay for the perpetual care of their cemeteries, but Gorham's annual interest is about \$43. Discussion took place about the need for the Trustees of the Trust Fund to review the account and consider options that will yield a higher annual interest.

Town Manager Mark Shea advised the Selectmen that May 20th, 2019 begins National Public Works Week. He encouraged the Selectmen to recognize the Public Works Employees for their work.

6. **Non-Public Session: RSA 91-a:3, II, a,1**

Motion was made by Selectman Adam White to enter into Non-Public Session pursuant to NH RSA 91-A:3, II, a and I. The Motion was seconded by Selectperson Judy Leblanc. All Selectmen voted in favor of the Motion. Motion passed.

7. **Adjournment**

REVIEWED AND APPROVED:


Mike Waddell

Adam White


Judy Leblanc

Approved: May 28, 2019