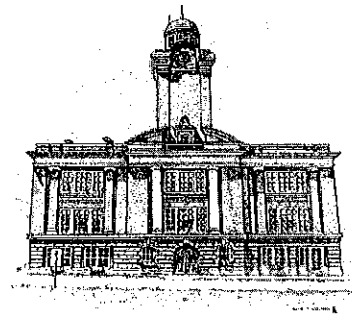


# Town of Gorham New Hampshire



## **VIRTUAL MEETING OF THE GORHAM BOARD OF SELECTMEN Gorham Town Hall Public Meeting Room 2nd Floor Monday, December 14, 2020 5:00 p.m.**

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

**STAFF MEMBERS PRESENT:** Denise Vallee, Town Manager; Kathleen Frenette, Director of Finance and Administration; Jimmy Willhoite, Police Lieutenant; Matthew Cassford, Police Officer; Jeff Stewart, Director, Parks & Recreation Department; and Buddy Holmes, Public Works Director.

**OTHERS PRESENT TELEPHONICALLY:** Edith Tucker, Reporter, Berlin Sun.

---

### **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 6:04 p.m. and announced the swearing in of Officer Cassford by Town Clerk Carol Porter in the Medallion Opera House just prior to the meeting.

Lieutenant Jimmy Willhoite introduced the newest member of the Police Force, Officer Matthew Cassford. Officer Cassford expressed his gratitude and willingness to serve for the Town of Gorham.

### **3. New Business**

#### **a. Announce any action taken in Non-Public Session**

None.

#### **b. Parks & Recreation Budget Review**

Jeff Stewart presented the Parks & Recreation budget to the Board. He prefaced his remarks by indicating that the budget has not changed at all from last year. Discussion was had regarding the impact on health insurance, impact of COVID on this year's budget, as well as the decrease in the health benefits.

Director Stewart provided an overview regarding his fundraising efforts for the new Limitless Playground, as well as the status of Libby Pool. He spoke about the success of the Festival of Trees and the Farmer's Market. He discussed future event plans. Discussion was had regarding the fountain, as well as his contribution to the Steering Committee for the Recreation Economy for Rural Communities Technical Assistance Grant.

Director Stewart noted that the pickup truck that Fred uses will not pass inspection this coming September. He revealed the plans to split the cost with Buddy to locate a replacement truck for around \$20,000, wherein he would utilize the funds in the bus revolving fund line item. Discussion was had regarding the condition of the current truck.

The following questions were posed to the Director:

Q. How are your buses looking?

A. They're good. They're in good shape. I pushed the year back for replacement for at least a year, because the mileage was almost nothing this year.

Q. How are they doing as far as the rust situation?

A. They're doing good. They're fine. I still maintain them and whatnot.

**c. Highway, Cemetery, Municipal Solid Waste/Recycling Budget Review**

Buddy Holmes presented the Cemetery budget to the Board. A few of the items he discussed were:

- Increase in the part-time position
- Increase in supply costs due to shed roof replacement
- Decrease in gas costs

He continued to go over the proposed budget. The following questions were posed to the Director:

Q. When you upped the cemetery part-time position to \$14/hour, did you already do that?

A. Yes, in the budget.

Q. And did it help to get workers?

A. No, we're doing it for next year.

Director Holmes presented the Highway budget to the Board. A few of the items he discussed were:

- Permanent position changes due to unknown reasons
- Increase in phone/internet costs
- Increase in tool costs

He continued to go over the proposed budget. Discussion was had regarding the trucks, to include software issues, as well as possible grant opportunities. The following questions were posed to the Director:

Q. Who's running the dozer this year?

A. It's Lee Corrigan working the dozer again, as well as Frankie Edmondson.

Q. Regarding the brush pile, any hope in finding the guy who claimed he was going to be there in November?

A. The last time I talked to him, two weeks ago, there was more problems with the machine so it's in the shop being fixed. But supposedly we are the first stop when it leaves the shop.

- Q. I see Chapman started pulling at the metal pile?  
A. Yeah, he started Saturday.

Director Holmes presented the Solid Waste budget to the Board. A few of the items he discussed were:

- Decrease in diesel fuel
- Decrease in healthcare
- Total decrease of \$14,689

He continued to go over the proposed budget. Discussion was had regarding the trucks, to include software issues, as well as possible grant opportunities. The following questions were posed to the Director:

- Q. How's the sticker thing going?  
A. There are a lot of defiant people in this town. They will show you the sticker in their hand but they don't want it on their car.
- Q. As long as they show you the sticker, does it matter?  
A. Yes, because not everybody stops in. So when you see them driving by, you don't know if they have a sticker or not. So you're chasing them around.
- Q. For years we talked about stickers would make a difference. Is it making any difference?  
A. Yes. We don't have as many contractors coming in.
- Q. Can you quantify how many roll-offs aren't getting filled, compared to last year?  
A. In years past, we were doing in the summertime 3 to 4 per week, Monday, Wednesday, Friday. This year, sometimes it was Monday, Thursday, and then they came back again Monday morning.

Discussion was had regarding the acceptance period for brush and leaves to reflect April 1 to December 1. Extensive discussion was had regarding the number of personnel needed to perform certain tasks, as well as the risks of injury that are created by not having the adequate number of personnel, and what could be done to safely reduce the budgeted personnel costs.

Director Holmes went over the Capital Reserves. Discussion was had regarding the 2011 Sierra pickup truck.

#### 4. Old Business/Updates

##### a. Coos County Broadband Committee

Ms. Vallee indicated she did not have a chance to reach out to Dave Backler, but that she will contact him.

5. **Public Comment:** There will be a 5-minute recess so that Public Comments can be sent in via email to [townmgr@gorhamnh.org](mailto:townmgr@gorhamnh.org) or by dialing in. Any comments received will be read. Telephonic comments should be limited to 2 minutes or less, and everyone should identify themselves.

None.

#### 6. Other Business

**a. Town Manager's Report**

- Ms. Vallee indicated the Town received the Assessment from IED Engineers for the Solar Project on the Public Works Garage, Town Hall, and Fire Station.
- Ms. Vallee noted she closed out the Alteration of Terrain Wetlands Permit last week on the EPA website for the Snow Storage Project.
- Ms. Vallee stated that Phil has worked out a schedule for Santa to travel up and down every street in town on December 19<sup>th</sup> beginning at 1 pm.
- Ms. Vallee said that she received the \$16,000 check for the grant to move forward with the Branding and Wayfinding Project, which is part of the RERC Community Action Plan.

**b. Approve Minutes of December 7, 2020 (Regular and Non-Public Hearing)**

**MOTION: Selectman White moved to accept the Minutes of the December 7, 2020 Regular and Non-Public Hearing. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

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

**c. Other**

- The Board reviewed the packet previously distributed by Ms. Vallee regarding the wages and health insurance.
- Chairperson Waddell went over what he expects for the Board to receive in order to finalize the budget for 2021. Discussion was had regarding the proposed revenues.

**7. Non-Public Session**

**MOTION: Selectman White moved to adjourn the meeting. It was seconded by Selectman LeBlanc.**

**Selectman LeBlanc: Aye**

**Selectman White: Aye**

**Chairperson Waddell: Aye**

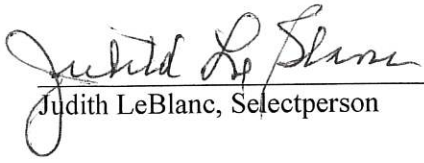
**The motion carried. (3-0-0).**

Respectfully Submitted,

Victoria O'Connor, Recording Secretary  
O'Connor Legal, Medical & Media Services LLC  
[www.oconnorlmms.com](http://www.oconnorlmms.com)  
(603) 865-1255

Minutes Approved on December 30, 2020 by:

  
\_\_\_\_\_  
Michael Waddell, Chairman

  
Judith LeBlanc, Selectperson

  
Adam White, Selectman