

# Town of Gorham New Hampshire

**PUBLIC MEETING OF THE GORHAM BOARD OF SELECTMEN**  
**Gorham Town Hall Public Meeting Room 2nd Floor**  
**Monday, November 28, 2022**  
**4:30 p.m.**

**SELECTMEN PRESENT:** Michael Waddell; Judy LeBlanc; and Yves Zornio.

**STAFF MEMBERS PRESENT:** Denise Vallee, Town Manager; Bronson Paradis, Finance Director; Austin Holmes, PWD Director; Jeff Stewart, Recreation Director; Victoria Hill, Planning/Zoning Office (& Library Trustee).

**OTHERS PRESENT:** Shannon Buteau, Library Trustee; Nicole Eastman, Library Trustee; and Lisa Connell, Berlin Sun.

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## **1. Non-Public Session - 4:30 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; (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; 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.*

## **2. Public Session Call to Order - 5:30 p.m.**

Chairperson Waddell called the meeting to order at 5:30 p.m.

## **3. New Business**

### **a. Announce action, if any, taken in nonpublic session**

None.

### **b. MS-1**

Chairperson Waddell explained that there were software issues encountered earlier in the day which prevented the MS-1 from being ready to review and sign at this meeting.

### **c. Tax Rate Setting**

Chairperson Waddell stated that the Tax Rate Setting would be tabled as well.

**d. Budget Review – Library**

Shannon Buteau began reading a detailed report of activities by the library for patrons and children. She touched on the Grants that they have received and how the Grants have helped with the budget by adding more funding. She noted that the Trustees asked for a 2.82% increase from last year's budget. She stated that they had worked hard to keep a flat budget since 2017, however with the rising costs, the increase is necessary in order to provide the same level of services. She handed out a Budget spreadsheet for the Board to refer to.

Selectman Zornio asked what are the professional services that are different listed on the spreadsheet. Ms. Buteau answered that this year they had to hire a lawyer to handle an incident.

Chairperson Waddell inquired regarding the update on the personnel plan? Ms. Buteau answered that they are very close to being done. Vice-Chair LeBlanc stated that the personnel policies should be reviewed and updated every year. Chairperson Waddell stated that any lawyer will tell you that if you haven't got a written contract with an employee, then their contract is your written policy with that employee.

Chairperson Waddell asked where they all were with the storage project. He continued to say that he would like to have it finished by the end of the year. Selectman Zornio said that they needed to look over the space and what can be done in time.

Chairperson Waddell asked about the David Murphy Fund. Ms. Buteau responded that in the emergency fund they had totaled \$10,934.03 in the bank and \$82,553.54 left in the NH PDIP, which is earning decent interest.

Ms. Buteau was asked by Nicole Eastman about handicapped parking. Ms. Buteau responded that it was located in front of the library on the street which needs to be paved over. Chairperson Waddell stated that they should talk to the public works director who was sitting directly beside him. The Director, Austin Holmes, stated that it wasn't his responsibility. At which time, Chairperson Waddell stated that the town owned the land and the street and if the trustees would draw up a diagram for the Board to look at it, they would consider fixing the Handicapped parking space. Vice-Chair LeBlanc asked the Trustee if she could take pictures of the exact location of the handicapped parking space to add to their request. At which point Chairman Waddell produced a survey of the area. They all began to pinpoint the exact location. Discussion was had regarding the parking and portico situations and when they could be addressed.

**e. Budget Review - Cemetery, Highway, MSW/Recycling**

Chairperson Waddell asked Austin Holmes what is going to be different this year. Mr. Holmes informed the board that he budgeted for \$4.00 per gallon of gasoline and \$6.00 per gallon for diesel. Discussion was had regarding the status of the facilities and the personnel.

Chairperson Waddell asked what's happening with the solid waste district. Denise Vallee stated that since we stopped billing Milan Container, there has not been a separate spreadsheet done to track tonnage. We do have tonnage figures for what the Town garage brings up to AVRRDD. Chairperson Waddell said that the bill cannot be created just once a year. Discussion was had regarding tracking the monthly billing.

Chairperson Waddell stated that he noticed a \$90,000.00 increase more than last year. Mr. Holmes went over his projections that make up the increased proposed budget. He stated that the increase was mostly based on his projected costs for heating oil, salt and fuel costs.

Vice-Chair LeBlanc asked him if the change of \$7,600.00 in health benefits had anything to do with the change in demographic. She added the total that he needed for Highway and MSW/Recycling would be \$125,000. Ms. Vallee stated that they had more revenue coming from the state for additional Bridge Aid

of around \$35,000, but they haven't received it yet. She said that she would call the State and ask if they could use it on this swinging bridge in question.

Discussion was had regarding upcoming projects and purchases, including the new truck.

**f. Budget Review - Parks & Recreation**

Jeff Stewart began going over the budget. He stated that the first order of business was the Temp Position. He noted that a portion of the expense has been moved to the Recreation Revolving Fund budget.

Mr. Stewart stated that their revenues have gone up and that they are looking at changing the fees for nonresidents. He continued to say that they are working on a plan that everyone can afford. He also indicated that his part-time employee, whose name is Katie, needs to be full time. He requested that the Board approve the salary increase for her of \$25,000.00.

Chairperson Waddell stated that the budget went up by \$2,000.00 and asked for the rationale, to which Mr. Stewart replied it was just the little things that added up.

Chairperson Waddell inquired regarding the pipe in the intake for Libby Pool, what was his path forward. Discussion was had regarding the next step and ways to address it.

Chairperson Waddell asked about the survey plat for Libby Pool and told him that Gorham Land Company had been very generous with them. He noted that their conservation easement is coming up for renewal and that it would behoove the town to take a look at that. He added that it would make sense if the Town acquired that inlet and that they should be planning and have a solution for it now.

Mr. Stewart said that they had put in an order for a bus and discussed the change in price. He provided the option of fixing the other bus. Discussion was had regarding current and future projects.

**g. Zoning Violation Form Review**

**MOTION: Vice-Chair LeBlanc moved to accept the Zoning Violation Form, as presented. It was seconded by Selectman Zornio.**

**Vice-Chair LeBlanc: Aye**

**Selectman Zornio: Aye**

**Chairperson Waddell: Aye**

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

**4. Old Business/Updates, if any**

**a. Town Manager - Scheduling of Interviews**

Discussion was had regarding creating a panel to interview the candidates, and who the panel would be composed of.

**b. Railroad Street Parking**

Chairman Waddell spoke about the drawing that was distributed to the Selectmen, and discussion was had regarding the status of the spots as well as signage. Further discussion was had regarding funding this project.

**5. Public Comment: Those in attendance will have the opportunity for public comment of two (2) minute or less.**

Lisa Connell requested information regarding the Railroad Street Parking, which Ms. Vallee indicated she would provide via email by sending a .pdf file.

**6. Other Business**

**a. Approve Minutes of November 14, 2022 (nonpublic and public).**

**MOTION: Vice-Chair LeBlanc moved to approve the Minutes of November 14, 2022 (nonpublic and public). It was seconded by Selectman Zornio.**

**Vice-Chair LeBlanc: Aye  
Selectman Zornio: Aye  
Chairperson Waddell: Aye**

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

**b. Abatements, if any - Settlement Agreement 489 Main St LLC & 595 Main St LLC**

**MOTION: Selectman Zornio moved to accept the Settlement Agreement for 489 Main St LLC and 595 Main St LLC for tax years 2019, 2020, and 2021 for \$25,000.00 with the stipulation to avoid litigation and not change the values of the properties. It was seconded by Vice-Chair LeBlanc.**

**Vice-Chair LeBlanc: Aye  
Selectman Zornio: Aye  
Chairperson Waddell: Aye**

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

**c. Town Manager's Report**

- Grant Agreement for LIDAR equipment for the Police Department

**MOTION: Vice-Chair LeBlanc moved to authorize Michael Waddell to sign the Grant Agreement for the new LIDAR equipment for the Police Department. It was seconded by Selectman Zornio.**

**Vice-Chair LeBlanc: Aye  
Selectman Zornio: Aye  
Chairperson Waddell: Aye**

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

- Proposed Purchasing Policy is slated for the next meeting
- **Stony Brook Roadwork Update** - Files have been received and they will be working on the design development drawings.
- **White Mt. Papermill Partnership:** UNH Class Zoom Meeting is December 6, 2022 at 10:00 a.m. The Recreation bus will be taken to PSU, if there are enough residents that wish to attend the presentation, on December 8, 2022.
- **New Hampshire Snowmobile Association** - Received schedule for the ride-in which can be posted to the website and social media.

7. Adjournment

**MOTION:** At 7:55 pm, Vice-Chair LeBlanc moved to adjourn the meeting. It was seconded by Selectman Zornio


**Vice-Chair LeBlanc:** Aye  
**Selectman Zornio:** Aye  
**Chairperson Waddell:** Aye

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


Respectfully Submitted,

Tina Morgan, Recording Secretary  
O'Connor Legal, Medical & Media Services Inc.  
[www.oconnorlmms.com](http://www.oconnorlmms.com)

Reviewed and approved on December 12, 2022 by:

  
Michael Waddell, Chairman

  
Judith LeBlanc, Vice-Chair

  
Yves Zornio, Selectman