

1918 Historic Gorham Town Hall

Town of Gorham, NH

Town Manager's Office

20 Park Street, Gorham, NH 03581

Phone: 603-466-3322 | Fax: 603-466-3100

Email: townmgr@gorhamnh.org | www.gorhamnh.org

TO: Board of Selectmen

FR: Mark S. Shea, Town Manager

DA: April 8, 2019

CC: All Departments

RE: TOWN MANAGER WEEKLY REPORT

In taking steps to increase transparency through communications in addition to my Town Managers report at your Select Board meetings, I am offering this weekly tool. Its goal is to provide you an extra method of keeping you informed. This is above my emails, phone calls, individual updates. The below is a brief listing of activities that occurred by department last week.

Finance and Administration:

Posted several items on town website; Continue preparation for Audit; coded invoices; prepared journal entries for March; registered for Ethics in Action webinar; emailed Heidi Lawton (3x), re: CR Willeke for Spring Road reimbursement; handled HR items, including email to NHRS, close out of employee benefits & file, HRA question; contacted Patti Stolte, re: FRC meeting; processed Genuity invoice; reviewed Citizens Bank deposits; several emails for new website; answer insurance question from department head; processed payroll and ACH payments.

Town Clerk/Collector:

In addition to collecting \$19,811.15 in taxes this week, we also collected \$38,393.65 on the town clerk side.

Reminder for owners of fur-babies (dogs), please register before April 30th deadline.

\$9.00 for male/female

\$6.50 for spayed or neutered

\$6.50 for Puppies (3 – 7 months)

\$2.00 if Owner is over 65

\$1.00 extra for each month late

\$25.00 forfeit if dog is not licensed by June 1st. RSA 46:13

Bring valid Rabies Certificate

Public Works:

Highway

Prepared tire trailer for pick up; 3 guys, 3 hours. Removed damaged light post and repaired electrical issue on Exchange Street; 3 guys, 1 truck, 5 hours; 2 days (light pole taken to Alpine Machine for welding repair). Installed new sign on Evans Street; 2 guys. Picked up broken tar pieces & asphalt from winter damage; 2 guys, 7 hours, 3 days. Cold patched several areas in town. Smoothed areas of Spring Road; 2 guys, 2 pieces of equipment; 4 hours; Vehicles washed and checked over. Plows and sanders removed from Holder. Cleaning maintenance at the town garage; Dumpster emptied twice this week. Wood truck emptied three times this week. Hand swept Exchange Street; 3 guys, 4 hours. Washed and cleaned 5 vehicles; 1 guy, 7 hours. 2 guys cleared broken branches and trees from high winds.

Weekly snow removed: 0 loads

Year to date Loads: 2,008

Yards: 29,561

Cemeteries: Began working in cemeteries removing winter debris. Repaired broken headstone.

MSW/Recycling/Sanitation:

- Monday Garbage and cardboard collected; 1 Sanitation Driver and 2 crew members;
- Tuesday Trash collection and cardboard collection;
- Wednesday Trash collection and recyclables;
- Thursday Recycling;
- Friday Recycling; businesses and school garbage collection;
- Monday through Friday day to day operations: Garbage, recycling, and cardboard collection. 3 Crew members 8 hrs per day for a total of 40 hours per week.

http://www.gorhamnh.org/Pages/GorhamNH_PublicWorks/Recycle.pdf

Mechanic/Shop:

Routine maintenance on 6 town vehicles; Worked on the sweeper for 2 days to get it up and running for street sweeping. Worked on repairing electrical issue for light post on Exchange Street; 5 hours. Serviced generator.

Transfer Station: Emptied wood truck 4 times this week and broke glass in windows that were dropped-off. Cardboard truck emptied (AVRRDD was down a day) 2 guys, 1 vehicle.

Monday -Thursday - 7:00am to 3:30am

Friday 7:00am – 3:00am

Saturday 8:00am -12:00pm

Buildings & Grounds: Nothing to report.

Other Business: Waiting on truck quotes to replace old cemetery truck. Waiting on quote from Genuity for possible new phone system. Foreman Ramsey met with TM, Chief Watkins and Jeff Stewart, Parks and Recreation regarding Libby Pool.

Water & Wastewater: Information can be obtained per request at the Water & Sewer Department.

Public Safety:

Criminal Incidents

Juvenile Delinquency (x1)

Child Neglect/Abuse (x2)

Fraud (x3)

Misdemeanor – Class B

Misdemeanor – Class A

Misdemeanor – Class B

Sexual Offender Registration Violation
DV Simple Assault

Felony – Class A
Misdemeanor – Class A

Criminal Arrests None

Traffic Activity

MV Stops: 65; Parking Problems: 3; Accidents: 7; Erratic operation: 5

Calls for Service

Officers conducted 9 school traffic patrols, 3 church traffic patrol, 67 residential house checks, 6 foot patrols, 10 nightly business patrols. In addition, officers responded to the following notable CFSS: suspicious vehicle/person (x1), animal complaint (x4), abandoned property (3), assist EMS (x3), assist BPD (x4), assist DCYF (x2), burglar alarms (x1), counterfeit money, harassment (x2), house/MV lockouts (x4), welfare checks (x3), CAC interview (x1), investigation follow ups (x10).

The PD had their monthly meeting. Topics included: new job descriptions, the town policy on conferences and seminars, newly adopted/revised town ordinances and review of the PD Vehicle Pursuit Policy.

Community

Office Riendeau, Chief Cyr and Sgt. Santos attended the Ed Fenn DARE graduation. And helped deliver DARE certificates to 26 students. DARE teaches students good decision-making skills to help them lead safe and healthy lives. **D.A.R.E.**'s primary **mission** is to provide children with the information and skills they need to live drug-and-violence-free lives.

The Gorham PD assisted another WMCC student with a 6-hour Ride-a Long to help him expand his experience with a municipal law enforcement agency

Dispatch: Total Calls for Service: 316; EMS: 15; Fire: 1; Randolph: 2; Shelburne: 1; Unincorporated towns: 0; Accidents: 5

Dispatch received an extensive EMS call where the dispatcher had to make calls for arrangements for a Medivac to meet EMS at AVH for an injured skier from Wildcat Ski Area. All dispatchers received their Public Safety Group monthly in-service training for April

Fire Department:

FIRE/EMS

Received an update on the cascade bottles, two of the bottles failed and I have requested quotes to replace these. Fire responded mutual aid to Randolph on Monday for a motor vehicle rollover. The patient needed to be extricated out of the vehicle. Later that afternoon EMS responded to Wildcat for a head injury. Due to the severity of the injuries, we requested a medical helicopter to meet us at AVH. Both Fire & EMS had monthly meetings this week. The primary objectives of the meetings were discussing the new job descriptions, physicals, and streamlining items. Obtained maintenance records from Public Works. Held another "Stop the Bleed" class in Milan for 9 faculty members. To date 25 members of the valley have been trained by me in Stop the Bleed.

Emergency Management: Wrote a letter to NHEM for Stoney Brook Extension for work completion Spent many hours working on Libby's Pool issues. Met w/ Joe Ramsey, Jeff Stewart, Mark Shea, and

Heidi Lawton to discuss these items. Attended a conference call with Jay Poulin and the Mark Shea in regards to Libby's. Did a site inspection of Stoney Brook.

Health Officer: Nothing to Report

TOTALS

Weekly Numbers

Year to date total

Fire = 2

Fire = 40

EMS = 9 911, 8 Transfer request, 1 Staffed

EMS = 233 - 143 911, 90 Transfers

Development Services:

Assessing:

Spoke with resident regarding PA 34 form and reviewed per request. Printed property record cards for all properties listed as "Under Construction" to review this year along with those for all building permits obtained from April 1, 2018 to March 31, 2019 for assessors to do Spring Pickups (129)

Received thank you note from spouse of deceased veteran. Once a veteran who is receiving the veterans credit passes away, their surviving spouse is able to get the credit but they have to apply for it in their own right or the credit is removed. I completed the form and sent it the surviving spouse in order to help them maintain the credit.

Emailed abatement application to Skip Sansoucy per Board's request.

Discussed KRT contract and BTLA appeals with KRT.

Received request for tax cards from Sansoucy. .pdf'd those cards and emailed to Sansoucy (Royalty)

Received request for tax cards from Sansoucy. .pdf'd those cards and emailed to Sansoucy (PSNH 2017) along with 2017 MS1

Spoke with new resident who is also a disabled veteran about veterans' credits they would be eligible for.

Worked with Patriot to get the .pdf's of new tax cards and worked with CAI to get those uploaded to the website (not an easy process)

Code Enforcement: Spoke with resident regarding ability of neighbor to build home on abutting property. Someone is looking to convert existing garage into living space. Explained that per the ordinance, this would be allowed even though building does not meet required setbacks as long as building footprint is not increased. Any increase in footprint would need to be approved by ZBA. Spoke to sign manufacturer regarding signs for a BG road business. Researched zoning records and property record file for variances previously granted for this location. Applicant should submit separate applications for each sign which would allow the CEO to sign those that meet the previously granted variance and allow the rest to go to the ZBA if required.

Received and processed 6 building permits. Logged and notified CEO. Received signed permits, scanned and emailed to applicants or mailed as requested.

Other:

Created and mailed certified notices to Secretary of State and interested parties for reestablishment of Promenade Street and provided notice to TC at same time. Prepared and sent notices to BDS for publishing for hearings by BOS on Promenade Street. Contacted Pitney Bowes for trouble with downloading postage from Purchase Power account. They created new account and I was able to download postage.

Spoke to Sansoucy's office regarding petition to amend pole & conduit licenses and received update as to who the currently known attachers are to those poles.

Created notices to utilities and attachers to poles regarding petition received and sent certified with return receipt. Prepared and sent notices to BDS for publishing for hearing on amending pole & conduit licenses.

Conservation: Nothing reported

Planning: Corrected minutes of 2/21/19 Planning Board meeting per vote at 3/21/19 meeting, printed, filed and uploaded to website.

Transcribed minutes of 3/21/2019. Printed and filed copies as needed

Discussed Spring Planning & Zoning Conference registrations with board members. Received notifications from 3 members who are planning to attend. They have all requested that the Town be billed. This is in the Planning & Zoning budget.

Zoning: Nothing to report

Forest Management: Nothing to report

Other: Spoke to TM regarding questions on why website does not reflect a change made in assessment based on an abatement per resident question. Abatements for prior year will not be reflected on system until changes are made during spring pickups. However, if the abatement was for an error on a property that has a UC code, the figures will not change until after the assessors have gone to the property to review the progress of the project because the abated assessment is not the final assessment for the current year.

Spoke to TM regarding petition to BOS for pole licenses and discussed process.

Spoke to TM and emailed timeline to schedule public hearing with BOS to reestablish boundary lines of Promenade Street.

Discussed proposed plans and notes for reestablishing Promenade Street plans with Pub Works Director Holmes. Forwarded Promenade Street plans to Atty Boutin for review (see Planning)

Community Services:

Recreation:

Senior Program upcoming events; White Mt Community College Art Luncheon, Gorham High School Cabaret, Easter lunch at the Littleton Senior Center. Please visit our website for a full list and calendar for all our senior & adult programs. Information for April will be available soon.

We will be holding our coaches meeting Tuesday and all the information for our spring sports will be available (opening day info, schedules, etc.) will be available on our website on Wednesday. It's not too late to sign up, so please contact us if you have questions or would like a registration form.

Held our annual coaches meeting for our Coed Softball League and the season will begin on May 12 (please visit our website for league info).

Work continues planning our summer events; summer parks programs, trips, hikes, events, concerts, information booth, Moose Tours, etc.

Work continues planning for our new Farmers' Market. The season will run on Thursdays, from June 13 to September 26 from 3:00pm – 6:00pm. If you are a vendor or know someone who may be interested, please contact us. Please visit our website or Facebook page for important updates, forms and other information concerning everything Parks & Recreation Department related.

Important Dates for Parks & Recreation Director:

Baseball / Softball Coaches Meeting – 4/9/19; Primex Training in Concord – 4/16/19

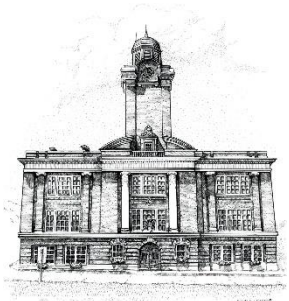
Upcoming Dates for Parks & Recreation Events:

Baseball / Softball season info (schedules, etc.) available – 4/10/19; Easter Egg Hunt – 4/12/19
Baseball and Softball uniform issue day (7:30am – 5:00pm) – 4/22/19; Opening Day (baseball / softball)
– 4/27/19; Baseball / Softball games begin week of – 4/29/19.

Library: Last week Gorham Public Library checked out 365 materials, held 11 programs, and had 420 visits.

Medallion Opera House: Prepared press release for Daniel Hsu on April 28th; re-posted three events on Facebook, spoke with theater curtain company in NY, re: traveler curtain and email to Tim Sappington; met with Fundraising/Grant Sub Committee; sent photos to KH for membership brochure; worked on corporate sponsor list; worked on Walmart Grant; handled several inquiries for rental of venue. Reviewed notes for four events coming up during week of April 8th.

.



1918 Historic Gorham Town Hall

Town of Gorham, NH

Town Manager's Office

20 Park Street, Gorham, NH 03581

Phone: 603-466-3322 | Fax: 603-466-3100

Email: townmgr@gorhamnh.org | www.gorhamnh.org

TO: Board of Selectmen

FR: Mark S. Shea, Town Manager

DA: April 8, 2019

RE: **TOWN MANAGER REPORT**

1. **Libby Pool:** As part of the approved FEMA work, HEB engineering will be working towards a wetland permit.

Action needed: None.

2. **Right to Know Workshop Training:**

On 4-3-19, I attended this work shop this cover this very important statue. New updates were discussed. I have attached a check list that all should be familiar with before thinking of entering non-public session. The necessity of having Board Rules of Procedures were emphasized. Also, you will see a flyer with full day training opportunity for seasoned and new municipal officials. On May 21st there will be one at the Sugar Hill Meeting House.

Other Training, include ICMA Coaching program for department heads. This is the first of six in this program. These are free webinars. The first one will be on this Wednesday and covers Ethics in Action. Topics include:

1. What are the most prevalent ethical issues and how can you spot them?
2. What are examples of when you need to say "no" and how to do so effectively?
3. How can you strengthen the ethical culture in your organization and what roles can everyone play?

Action needed: None.

3. **Land Sales:** I have enclosed January and February land sales.

Action needed: None.

4. **Budget Committee request:** The Committee ask that I ask this Board that during next budget year's cycle Randolph, Shelburne and the County Fire/EMS service agreements to based upon a per-person ratio and not a set fee.

Action needed: None.

5. **Other:** *(May includes information received after posting the agenda and the Board of Selectman's meeting)*