

TOWN OF GORHAM, NEW HAMPSHIRE

MINUTES OF THE BOARD OF SELECTMEN

MONDAY, MARCH 25, 2019, 6:00 PM

GORHAM TOWN HALL CONFERENCE ROOM

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

ALSO PRESENT: Mark Shea, Town Manager, Denise Vallee, Paul Robitaille, Mary White, Diane Bouthot, Carol Miller

**1. Call to order 6:00 PM**

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

**2. New Business:**

a. Board Organization and Appointments

- Selectperson Judy Leblanc made a motion to appoint Michael Waddell as Board of Selectmen Chairman for 2019. Motion was seconded by Selectman Adam White. All Selectmen voted in favor of the Motion. Motion passed.
- Chairman Michael Waddell made a motion to nominate Selectman Adam White as the alternate to the Planning Board and to nominate Selectperson Judy Leblanc as the Board of Selectmen's representative to the Budget Committee. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.
- Selectperson Judy Leblanc made a motion to nominate Chairman Michael Waddell as the Board of Selectmen's representative to the Planning Board. Motion was seconded by Selectman Adam White. All Selectmen voted in favor of the Motion. Motion passed.
- Selectperson Judy Leblanc made a motion to nominate Yves Zornio as the Town of Gorham's representative to the Androscoggin Valley Solid Waste District. The Motion was seconded by Selectman Adam White. All Selectmen voted in favor of the Motion. Motion passed.
- Selectman Adam White made a motion to nominate Doug Gralenski and Steve Malespini to the Town of Gorham's Conservation Commission for a three-year term. Said term to expire the second Tuesday of March, 2022. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.
- Selectman Adam White made a motion to nominate Lee Carroll and Ted Miller to a three-year term to the Forest Management Committee. Terms set to expire the second Tuesday of March, 2022. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.

- b. Petition to amend pole and conduit licenses  
Town Manager Mark Shea gave a verbal summary of the two petitions: 1) Petition Pursuant to NH RSA 231:63 for Changes in Pole and Conduit Licenses Issued Under the Authority of the Board of Selectmen of the Town of Gorham, NH; 2) Petition for Changes to Consent or Agreement for Excavation and/or Maintenance of Pipes and Structures in Highway by Aqueduct or Gas Company Issued Under Authority of the Board of Selectmen of the Town of Gorham, NH. **Selectperson Judy Leblanc made a motion to accept both petitions as explained. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**
- c. Broadband presentation was given by Carol Miller, Advocate of Broadband Technology Division of Economic Development Department of Business and Economic Affairs - State of New Hampshire
- d. Under the Public Hearing, Town Manager Mark Shea presented ordinances for adoption/revision for Board of Selectmen action.

**Motion to adopt the Operation of Snowmobiles Ordinance was made by Selectperson Judy Leblanc. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**Motion to accept the amendments to Town of Gorham Ordinance 210-25-a Heavy Traffic Prohibited was made by Selectperson Judy Leblanc. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**Motion to accept the amendments to Town of Gorham Ordinance 210-26 Violations and penalties was made by Selectperson Judy Leblanc. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**Motion to accept the amendments to Town of Gorham Ordinance 210-28 All Night Winter Parking was made by Selectperson Judy Leblanc. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**The Board of Selectmen passed over Town of Gorham Ordinances 210-43 Schedule II: Yield Intersections and 210-44 Schedule III: Stop Intersections.**

- e. First reading for 'Capital Assets Policy' and 'Rules and Regulations for Cemeteries'  
General discussion on the Coos County cost for burial plots. Diane Bouthot requested that the Town investigate whether or not Gorham's burial plot costs were comparable to other costs in Coos County. The Board of Selectmen agreed that the Town should research the cost of burial plots. The matter will be discussed further and an agenda item at a future Board of Selectmen meeting.
- f. Action on New Moose on the Common proposal  
Town Manager Mark Shea gave an update of the new moose project proposal provided by Recreation Director Jeff Stewart. **After discussion, Selectperson Judy Leblanc made a**

**motion to authorize the Town Manager to make necessary expenditures from the recreation revolving fund account for a new carved moose on the Common not to exceed \$3,800. Selectman Adam White seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**3. Old Business/Updates:**

a. CMA/snow storage

Town Manager Mark Shea provided an update on the CMA/snow storage project. He stated that a telephone conference call with the Town's engineering firm and several staff members of the Department of Environmental Services is scheduled for March 27<sup>th</sup>, 2019 at 10:30 am. Chairman Michael Waddell confirmed he would be present for the conference call. Selectperson Judy Leblanc inquired of the Town Manager whether or not the snow storage project and the Libby's culvert project could be a combined mitigation effort. General discussion took place concerning the both projects and decided that the telephone conference call discussions should be recorded for future reference. Also, Chairman Michael Waddell suggested Water and Sewer Superintendent Jeff Tennis and Water Commissioner Lee Carroll should be invited to participate. Paul Robitaille provided a history of the Libby Pool recreation area, the Libby Mill and the Peabody River overflow drainage channel.

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

Mary White inquired on the status of Chief Cyr's progress with the request of the GPS folks to make revisions to their database so that GPS devices would not be directed to the first entrance to Cascade Flats. Selectperson Judy Leblanc offered that to her knowledge the request had been made, but that it would take a few weeks for action to be taken.

**5. Other Business:**

a. Selectmen's Updates

Selectman Adam White did not offer updates.

Selectperson Judy White inquired on the following of the Town Manager:

1. Status of the lease agreement between the Gorham Resource Center and the Town of Gorham. Town Manager will follow up.
2. At previous meeting, the topic of branding was discussed. A request was made to contact Salmon Press about brochures Michael Waddell had presented to the Board of Selectmen. Town Manager will follow up.
3. Status of the Town's new website. The Town Manager stated the web site is scheduled to be complete by April, 2019.
4. Status of the Accu-Fund contract for support services. Town Manager will follow up.
5. Status of upcoming employee seminars or conferences. Town Manager explained he has the information in his office. Chairman Michael Waddell offered that the Town has an existing policy and form with regard to approval of employees attending conferences or seminars. The purpose of the policy is to clarify whether the cost of the conference or seminar would reasonably benefit the Town. Town Manager will follow up.
6. Chairman Michael Waddell did not offer updates.

- b. Town Manager's Report
  - 1. Libby Pool Project. Topic was already covered in earlier meeting discussion.
  - 2. Goals – Effectiveness of town-wide processes
    - a. Town Manager reported he has started plans for LEAN process training for all department heads.
    - b. Town Manager addressed desire for a paperless policy for all town processes. Discussion took place about a path forward to realize the goal.
    - c. Town Manager discussed the need for a marketing plan for the Town. He discussed that other municipalities have spent \$60,000 to have a professional contractor develop a marketing plan. Discussions took place that encouraged collaboration with the Androscoggin Valley Chamber of Commerce, NCIA and the North Country Council.
    - d. Town Manager updated the Board of Selectmen on the status of the EID Sidewalk Grant. The Letter of Notification is due at the end of the month and the project application is due on May 10, 2019. The Town Manager advised he has spoken to the NHDOT Region One Engineer about the project. Chairman Michael Waddell advised that Jeff Schall intends to apply to the same grantor to fund a local hiking trail map. Discussion took place about whether or not two grants from the same community was permitted. In the end, it was agreed the funding for the sidewalk project was the priority. Selectperson Judy Leblanc suggested the Town Manager contact the Town of Littleton Town Manager as they received funding for their Riverwalk Project.
  - 3. The Town Manager spoke about his employment contract and that fact that it required a 3-month performance evaluation. He advised he was ready and open for the evaluation so everyone was on the same page. The Board of Selectmen will schedule the meeting soon.

- c. Approval of Minutes (February 11, 2019 Regular Meeting, March 11, 2019 Regular Meeting, March 11, 2019 Non-Public Session)

**A motion was made by Selectman Adam White to accept the March 11, 2019 public and non-public meeting minutes as printed. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.**

**The Board of Selectmen signed the February 11, 2019 Public Meeting minutes as amended.**

**The Board of Selectmen signed the adopted and revised ordinances voted on in the Public Hearing.**

- 6. Non-Public Session: RSA 91-a:3, II, a,b,d,e [If Needed]

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

The Board return to open session, with no action taken

A motion was made by Selectman Adam White to accept the March 11, 2019 public and non-public meeting minutes as printed. Selectperson Judy Leblanc seconded the Motion. All Selectmen voted in favor of the Motion. Motion passed.

Adjournment at 9:50pm

Minutes Approved on April 8, 2019

The Board of Selectmen:

  
Mike Waddell, Chair

  
Judy LeBlanc

  
Adam White

4/8/19