

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
MONDAY, FEBRUARY 5, 2018 6:00 PM  
TOWN HALL CONFERENCE ROOM**

Gorham Selectman present: Terry Oliver, Pat Lefebvre, and Mike Waddell

Also present: Robin Frost, Town Manager; John Scarinza; Chief Watkins; Austin Holmes; Diane Bouthot; Judy Leblanc; Adam White; Reuben Rajala; Arthur Perry; Glen Eastman; Janice Eastman; Gary Belanger; Frank Carreau; Edith Tucker, Berlin Daily Sun

**1. Call to Order:** The meeting was called to order by Chairman Oliver at 6:00 pm.

**2. Appointments:**

**a) John Scarinza, Code Enforcement Officer, James Watkins, Fire Chief – Dilapidated Buildings –** John Scarinza informed the Board that a letter was sent to the property owner at 2 River Street and they did comply and secured the building. At the property on Glen Road, the garbage was picked up and the dumpster and staging removed. At the property across from Mary's Pizza, they did clean up the broken glass and put plastic over the second floor window openings. Selectman Lefebvre shared a concern that the town may end up with these properties and the owners should have to bring them up to code. Scarinza advised that 155B only requires that the property be secured so that they are not a hazard. The minimum housing standards in 48A only cover properties that are rented or leased, and none of the buildings in question are. Scarinza advised the Board that taxes have been paid on these properties, and the owner on Glen Road has the intention to repair the property. Scarinza advised that at this point, the town does not have the right to force someone to fix a property. Scarinza suggested that if the Board wants to create minimum standards they can do so, but if the owner does not comply with the requirements, the town would have to do the repairs and place a lien against the property. Watkins advised that he will speak with the Fire Marshall about the concerns. Selectman Lefebvre will look into the issue himself.

**3. New Business:**

**a) Goal Setting with Primex –** Primex suggested that this be done after the Board changes in March.

**b) Snow Storage at Public Works and Budget Figure –** TM Frost advised that the Board needs to decide what will be done at public works. CMA has not talked to the Wetlands Bureau yet, but some money should be added to the budget to do what needs to be done this year. The quote for the work was \$61,000, but this was for having someone else do the work. Austin Holmes felt that \$20,000 would be adequate for what needs to be done. Frost advised that Haven Neal took a look at the trees that will need to come down, and that he feels that someone would do the work for the value of the trees. Holmes stated that they could remove the stumps and spread some of the debris pile over the land. Lefebvre suggested that it be screened first, but Selectman Waddell and Frank Carreau disagreed, pointing out that this material is already near the wetlands and that AVRRDD is doing the same thing in Berlin under the direction of CMA.

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted 2-1 to increase the budget by \$20,000 for the work that needs to be done to the land at the Public Works Garage. Oliver-Aye, Lefebvre – No, Waddell – Aye**

Selectman Lefebvre expressed concern that this amount is less than 50% of what CMA quoted.

**c) Sign Randolph Dispatch Contract –**

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to accept the dispatch contract with Randolph at a rate of \$24.49 per call.**

The Board signed the dispatch contract with Randolph.

**d) Form for Town Manager Performance Evaluation –**

**Selectman Lefebvre made a motion to accept the evaluation form proposed by TM Frost based on Selectman Waddell's recommendations. The motion was seconded by Waddell.**

A discussion was held on which form was being voted on. Lefebvre did not prefer the last revision as it was gender specific. Waddell advised that the portion of the evaluation Lefebvre was concerned with was the copy of the state law.

**Selectman Waddell withdrew his second on Lefebvre's motion.**

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted to accept the last revision of the Town Manager evaluation form. Oliver – Aye, Lefebvre – No, Waddell – Aye**

The Board decided to meet on Monday, February 19, 2018 at 6:00 pm to discuss the Town Manager's evaluation.

**e) Loader Lease Options –** TM Frost provided the Board with a spreadsheet of the loader options and quotes. Holmes advised that he has not seen the Caterpillar yet, but will look at it this week. Komatsu is the cheapest one, but Caterpillar offered a good deal. Selectman Waddell mentioned that CAT offers service on site and Holmes advised they all do for a price. Holmes advised that you have to buy a warranty, they do not come with one. The price for the CAT is \$31,140 per year for the 5-year lease, \$24,338 for the 7-year lease, and \$18,449 for the 10-year lease.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board unanimously approved a 5-year lease on either the Caterpillar or Komatsu loaders, if they are acceptable upon inspection by the Public Works Director.**

**f) Transfer Station –** Selectman Waddell expressed concern that at the last meeting, with the idea of making suggestions to make the transfer station more efficient, they ended that by closing it down, they would save \$20-25,000. Waddell stated that this makes no fiscal sense, as they just re-roofed the recycling sheds and have a new office to interact with the public who would no longer be going there. TM Frost advised that no decisions were made in reference to this, and that they need to work on the numbers and get more information. Holmes advised that he was simply looking at ways to save. Waddell asked if a major change was made in a department like this, if it would be a decision made by the Board, and was advised it would be. Several ideas were discussed, including charging for stickers to use the facility, bringing items with refrigerants to AVRRDD directly, chipping brush, and opening the station on Saturdays to the public.

**4. Old Business/Updates:**

**a) Fire Ponds in Stony Brook –** On hold until spring.

**b) Spring Road Bridge/Culvert Project** – TM Frost advised that the Spring Road easements were located in the Assessing Office and had been recorded. Frost advised that they still plan to put this out to bid this month.

**c) Alternate OHRV Trailhead** – TM Frost advised that there is nothing new.

**d) FEMA Projects October 2017 Storm Event**

**i) White Birch Lane Berm** – TM Frost advised that the work on the berm has been completed.

**ii) Stony Brook Road** – TM Frost advised they are working on the estimate.

**iii) Public Works and Town Hall Building Issues** – TM Frost advised that the work is being done at the town hall and the roof has been completed at the town garage. Holmes advised that the work on the roof did fix the transition issues that they had, and the contractor advised he would come back if there were any issues with leaks.

TM Frost advised that the portal for FEMA is not yet available online, but should be soon.

**5. Public Comment:**

Glen Eastman stated that he felt it was a problem waiting to discuss issues until public comment is allowed. Eastman also asked about the map for the new public works land, which TM Frost and Selectman Waddell shared with him. Eastman asked if there was a reason for the purchase other than the snow dump and was advised that was the main reason. Waddell explained the options for snow storage. Eastman asked how much was in the Town Building and Repair CRF and was advised it is \$11,520.86. Eastman stated that he is opposed to closing the transfer station and having to use AVRRDD. Eastman also asked about the Highway Equipment CRF and the balance in there and was advised it is \$147,254.68. Eastman asked if this could be used for the loader.

Adam White mentioned that when the Board is in the middle of a meeting, such as the one on January 25, and someone else wants to use the room, they should have the other person move, as there is no recording equipment available in the other area. White also mentioned that having to bring items to AVRRDD would not be a savings for residents and pointed out that one trip from his house would be 18.8 miles, or about \$10.25 per trip.

Gary Belanger mentioned that the transfer station should be open on Saturdays and that employees could take turns working, or that a new person could be hired to work Tuesday through Saturday.

Adam White again mentioned that there is an article on the warrant this year to change the town manager form of government and cautioned the Board about renewing the contract before the town meeting.

**6. Other Business:**

**a) Town Manager's Update** – TM Frost advised that she had nothing else.

**b) Selectmen's Updates** – The Board did not have anything else to discuss.

**c) Approval of Minutes (January 22, and January 25, 2018 public and January 25, 2018 non-public)**

On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to accept the public minutes of January 22 and January 25, 2018, and the non-public minutes of January 25, 2018, as presented.

**d) Sign Manifest; Abatements and Exemptions (if necessary)**

There were no abatements or exemptions.

**7. Non-public Session: RSA 91-A:3, II- a**

On a motion by Selectman Lefebvre, seconded by Chairman Oliver, the Board unanimously voted by roll call to move to non-public session to discuss personnel at 7:31 pm. Oliver – Aye, Waddell – Aye, Lefebvre - Aye.

On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted unanimously by roll call to come out of non-public session at 7:58 pm. Oliver – Aye, Waddell – Aye, Lefebvre - Aye.

Minutes of non-public session are available separately.

**8. Adjournment:** On a motion by Chairman Oliver, seconded by Selectman Waddell, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 7:58 pm.

**REVIEWED AND APPROVED:**

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**Terry Oliver**

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**Patrick Lefebvre**

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**Michael Waddell**