

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
THURSDAY DECEMBER 27, 2018, 5 PM  
TOWN HALL CONFERENCE ROOM**

**GORHAM SELECTMEN PRESENT:** Mike Waddell, Adam White, Judy Leblanc

**ALSO PRESENT:** Town Manager Mark Shea, Michelle Lutz, Denise Vallee, Edith Tucker, Mary White

**1. Call to Order 5:00PM**

**2. Non-Public Session:** RSA 91-a:3, II, b, d, e (if needed)

**3. New Business:**

Chairman Waddell called open session to order at 6:21 PM

**a) Abatement Requests (2)-**

Michelle Lutz presented the board with an abatement request that is a veteran's credit for Ines Montalvo and Tom Freudenthal. Abatement contains multiple credits for a total, with interest, of \$912.90.

**Selectman White made a motion to accept the abatement request for Ines Montalvo and Tom Freudenthal in the amount of \$912.90. The motion was seconded by Selectman Leblanc. All voted in favor.**

Michelle Lutz presented a veteran's credit abatement request for Timothy Murphy in the amount of \$200.

**Selectman White made a motion to accept Timothy Murphy's abatement request in the amount of \$200. The motion was seconded by Selectman Leblanc. All voted in favor.**

Michelle Lutz presented the board with an abatement request for Adam and Mary White. The abatement request is a result of an increase in assessed value to \$80,500 which was an entry error on behalf of KRT. The assessed value has been reduced back to \$73,300 resulting in an abatement of \$262.87.

**Selectman Leblanc made a motion to accept Adam and Mary White's abatement request in the amount of \$262.87. The motion was seconded by Chairman Waddell. Selectman White recused himself from the vote. Selectman Leblanc and Chairman Waddell both voted in favor.**

Michelle Lutz advised the board there will be an addendum to the contract with KRT to include an additional \$500 to have a mechanism in the contract for pick-ups. KRT will give Lutz a list of properties they do not get into, after which Michelle will send a letter.

**Selectman Leblanc made a motion to accept the contract with KRT and authorize Chairman Waddell to sign the card. The motion was seconded by Selectman White. All voted in favor.**

Chairman Waddell requested authorization to sign contracts with George Sansoucy for an unknown sum to cover the cost of appeals to cover legal and assessing costs on the commercial properties. The second contract is a standard pick up contract for utility valuation and special purpose property.

**Selectman Leblanc made a motion to authorize Chairman Waddell to sign the contracts with George Sansoucy once the amounts are known. The motion was seconded by Selectman White. All voted in favor.**

**b) Year End Documents work and any Budget 2019 updates-**

Denise Vallee discussed revenue changes including an updated figure for EMS revenue. She also discussed revenue from taxes. The town is just under \$120,000 over what was budgeted for revenues other than taxes.

Denise discussed expenditures which included the last payroll of the year and the assessing changes Michelle spoke about. There is a change in the capital reserve for the phone system. Vallee discussed an amount of \$28,000 for the phone system that is from Northledge Technology, the town's current IT firm. She will also be getting other quotes. There is \$161,895 for the library that has not been transferred, which brings the unexpended balance remaining to \$460,682. These figures do not include encumbrances or utility bills that are still due to come in.

Denise provided the board with a list of encumbrances and reviewed them with the board. After encumbrances, the unexpended balance remaining is \$181,705.

**Selectman White made a motion to accept the encumbrances as presented. Selectman Leblanc seconded the motion. All voted in favor.**

Denise advised the board there is a still \$49,090 in the Multi Modal Capital Reserve Fund that hasn't been used since 2008. Chairman Waddell would like to make sure dissolving that fund will not cause a problem in the future. Denise will check the source warrant article to see what the exact purpose of the funds is.

Selectman Leblanc asked Denise if she had found out from the auditors about using capital reserve for a pick-up truck for the Fire Department. Denise will send an email to find out.

Chairman Waddell and Denise discussed questions the chairman had in reference to road repair, asphalt and the snow dump funds. Upper level pay disparity, the phone system, the snow dump, sealing the brick on the town hall and the impact these would have on the budget was also discussed. Cost to repair the clock face was discussed.

Chairman Waddell advised the board they needed to discuss whether they wanted to study if there would be cost savings by doing away with curb side pick-up. Chairman Waddell asked Town Manager Shea to look into how operations at public works could be more efficient.

Discussion on the new phone system began. The cost for the new system is \$28,693 for the system including installation. On a 5-year lease, the interest would total \$6,978 bringing the total cost to \$35,671. A three-year lease added \$4,227 to the project cost for a total of \$32,920. A three-year loan from Northway bank would have an interest rate of 3.55% for a total interest amount of \$1,552. They would waive the origination fee because the town is a customer. Denise spoke with representatives from the towns of Madison and Jackson who both advised they are pleased with the system Denise is looking at. The system would also be installed at Public Works, Water & Sewer, the library, and the Fire Department. It was agreed all options would be studied and presented to the board.

**c) 2019 Board of Selectman Schedule-**

Town Manager Shea suggested the board meet every second and fourth Monday, which avoids most holidays, except two at the end of the year. The meetings would switch to Tuesdays on October 15 and November 12. Town Manager Shea will prepare a calendar for the board.

#### **4. Old Business/ Updates:**

##### **a) FEMA Projects Reports**

Town Manager Shea advised there is paperwork to be done next week for the berm on White Birch Lane. Paperwork for the NRCS project doesn't need to be done until June. Chairman Waddell also advised Town Manager Shea to speak with the fire chief about rebuilding Clay Brook Road. It should be looked at by FEMA as mitigation.

##### **i. Stony Brook Road-Awaiting Notification**

**ii. Libby Pool Project-** Chairman Waddell explained the issue with the inlet for Libby Pool and requested Town Manager Shea look in to FEMA funds. He also requested he look into mitigation on Bangor Street.

**b) Contract for public utility and special purpose property-** Chairman Waddell stated this has already been acted on.

Chairman Waddell requested a motion to authorize him to sign the contract with CMA for \$25,000 to continue engineering on the snow dump. Selectman Leblanc took issue with that amount of money. Chairman Waddell reviewed the history of the issue with Town Manager Shea. Selectman Leblanc advised her issue was the fact that a wetlands scientist had already been brought in when they spent \$9,000, and another wetlands scientist was being brought in again. Chairman Waddell explained what this \$25,000 contract would include and explained that a wetlands scientist will be involved every step of the way. Selectman Leblanc was okay with the contract after the explanation was given.

**Selectman Leblanc made a motion to authorize Chairman Waddell to sign the CMA contract. Selectman White seconded the motion. All voted in favor.**

#### **5. Public Comment:**

Edith Tucker asked what the expiration date was and was advised June 1, 2019. She also asked about paperwork that used to be left for her before the meetings so she could see the appropriate documents that are discussed at the meetings. It was agreed that would continue.

Mary White asked if the KRT contract included that they would make contact with each property owner before they reassessed. Selectman Leblanc advised that was only for the revaluation, not the pick-ups. The contact will be a letter from KRT.

**6. Other Business:**

a) Selectmen's Updates- None

b) Approval of Minutes (December 17, 2019 Regular and Non-Public)

Selectman Leblanc made a motion to accept the public and non-public meeting minutes for December 17, 2019. Selectman White seconded the motion. All voted in favor.

c) **Town Manager's Report-** Town Manager Shea spoke about his first week in his position and advised he has an open door policy with the public. He looks forward to going out in the next weeks to meet with the business owners.

Town Manager Shea advised the board he has the draft Groundwater Discharge Permit for the Gorham Paper Mill lagoons. If the board or public would like to review it, it will be in his office.

Town Manager Shea requested those that usually contribute to the town report complete their reports soon.


Edith Tucker asked about the second floor of the library and was told to check with the library to see what their plans were.

**7. Non-Public Session: RSA 91-a:3, II, b, d, e (if needed)**

Selectman White made a motion to recess for 5 minutes and go back into non-public session. Selectman Leblanc seconded the motion. All voted in favor.

REVIEWED AND APPROVED  
Board of Selectmen:

Date: 1/14/19

  
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Mike Waddell

  
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Judy Leblanc

  
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Adam White