

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
MONDAY APRIL 16, 2018, 6:00 PM  
TOWN HALL CONFERENCE ROOM**

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

**ALSO PRESENT:** Town Manager Robin Frost, Buddy Holmes, Mike Turner, Jeff Stewart, Ronald Donato

**1. CALL TO ORDER:** The meeting was called to order by Chairman Waddell at 6:00.

**2. APPOINTMENTS:**

**a) Mike Turner, John Deere Representative-** Buddy Holmes told the board that he asked Mike Turner to attend the meeting so that he could answer questions about the process of getting a new loader. Chairman Waddell reviewed the process that had been undertaken so far to get a new loader for public works and the suggestion that the town get new quotes. Holmes explained that the town has a quote from Caterpillar to rebuild the loader the town has, Cross Machine is still working on a quote, and Alpine Machine has said they do not want to rebuild the loader, advising it will be so expensive that the town won't want to do it. Chairman Waddell reminded everyone that the deadline to make a decision is April 30, 2018. Holmes said that Turner had told him that because of the tariff wars that are starting the price of the machine may go up substantially. Turner advised they had been told and have seen notices from two vendors that they buy buckets from that there will be an immediate price increase, which goes into effect this month. Turner said they've already seen an increase in price on attachments. They are a (inaudible) dealer and Turner advised they have told his company in writing that the prices will be going up. Turner explained that when the price of steel went up a couple years ago they were getting quotes every 20 days for attachments. Turner explained that the 25% tariff that the President is requesting may happen and that other companies have been gearing up for it. They have put orders in to factories to try to get ahead for when the price increase takes effect. Turner advised everyone is getting ready for the tariff war, they do not know where it is going to end up, but companies do believe it is going to happen. Turner advised they are expecting any day to get a notice of a price increase due to the increased price of steel. Selectman Leblanc asked how long the quote is good for. Turner advised they have a machine that is very close to what is on the quote and they would try to get the parts in to build the machine, and that they usually try to honor quotes. Turner advised that in 15 days, when the decision to buy the loader is made, they should be in good shape. Chairman Waddell asked what process he would recommend to get quotes. Turner answered that the town is behind the eight ball with the way they are going about it. He explained that first a set of bid specs should be written out. Turner explained that usually a year before this happens, a budget price is asked for, which is what Holmes had done, to give the budget committee an idea what to budget for. Turner explained after that, it gets put out to bid with a deadline of 30 days. Chairman Waddell advised there is a mechanical comparison that needs to happen as well as a comparison of warranties. Holmes said they are all different and there are different

maintenance packages that the town can pay for. Chairman Waddell told Holmes he needs to do a comparison and get figures for warranty and service agreements. Turner made suggestions for service agreements for loaders since the town doesn't put 500 hours per year on the machine. Chairman Waddell asked for Town Manager Frost's opinion. Town Manager Frost advised Holmes would have to go through the quotes, pick out what they are looking for and put it in a spread sheet. Town Manager Frost said that the warranty and service agreements were in the notes of the spreadsheets and were easy to figure out, but the rest would have to be organized. Chairman Waddell advised the board would be relying on Holmes to put the information together and come up with what would be the best machine for the best value. Holmes stated he wouldn't buy anything without a bid process. Selectman Leblanc agreed.

**b) Jeff Stewart, Parks and Recreation Director – Summer Program, Kiosk/Fountain, Lighting at Rec Building-** Town Manager Frost directed the board to a quote she gave them from Ray's Electric that supersedes the quote in their packet, which was for 16 new fixtures. Jeff Stewart explained that the building is dark and wasn't intended to be used for what it is used for now. Stewart advised he got 3 quotes, and explained that the recessed lights will be replaced with 4 foot LED lights. Chairman Waddell asked if Stewart saw anything different on the quotes. Stewart answered he did not-he gave bid specs to all companies providing a quote. Selectman Leblanc asked about a time frame. Stewart answered he didn't have a time frame as lighting is not an issue this time of year, but would like to have it done by fall. Chairman Waddell asked where the money was coming from. Stewart told him it would come from the building maintenance line of the revolving fund. Chairman Waddell went through the quotes. Ray's Electric was \$2500.16. MB Electric was \$2250.00. Androscoggin Electric was \$2100.

**Selectman Leblanc made a motion to accept the bid for \$2100 from Androscoggin Electric. Chairman Waddell seconded the motion. Chairman Waddell and Chairman Leblanc both voted aye. The motion passed.**

Chairman Waddell asked if there was any reason why they would wait. Stewart advised it would probably be easier to do the work during the summer, as the after school program uses that space every day.

Stewart advised he got the specs for the kiosk from the Chamber of Commerce and worked with a local business to get pricing on different sizes of advertisements and different plans for the amount of time the ad would be there. It was suggested at a department meeting that the money earned from the advertisements be put into a special line to fix the fountain on the common. Stewart advised he got a quote a couple years ago that was \$40,000 to refurbish the fountain. Selectman Leblanc expressed concern that kids at the park would be jumping in the pool. Ron Donato advised he was on a committee years ago and the idea of a fence around the fountain was proposed. Donato suggested getting a board to display the donations received. Selectman Leblanc said they should see what revenues come in from the kiosk. Chairman Waddell said he didn't have a problem with revenue from the kiosk going into a fund for the fountain after expenses for maintenance of the kiosk were taken care of. Chairman Waddell advised there is a commitment to the Appalachian Trail Community Program to put information on the

kiosk. Chairman Waddell asked what kind of public information would be on the kiosk besides the ads. Stewart advised there are maps, some history, and that wouldn't change. The only thing that would change would be the ads. Selectman Leblanc asked what the potential revenue would be. Stewart answered that he had a spreadsheet that included that. Selectman Leblanc expressed concern about the amount of time it would take to raise the \$40,000. Stewart outlined how much revenue would be made from the different ad plans. Town Manager praised Stewart for coming up with a plan to get the fountain fixed. Stewart advised he would start with the businesses that were already on the kiosk to see if they wanted to renew their ad at the current prices and add something to the kiosk stating the advertisements were to be used to fix the fountain. Chairman Waddell told Stewart he had the board's approval to move forward.

Stewart told the board that one of the biggest requests he's gotten over the years was to go to a full day summer park program and over the years they haven't had the money to do that. Stewart told the board that he spoke with Patti Stolte at the Resource Center and they will be able to do a full day program in collaboration with them. Stewart advised they would do a 5 week program with 7 hours days as a pilot program to make sure it gets done right. Selectman Leblanc asked what the cost was for the program. Stewart answered they were still working on it, but were thinking about making it \$20-\$25 per week. Last year it was \$65 for the whole program. Selectman Leblanc asked if parents would have the option of doing a 3 hour program. Stewart advised they were having a meeting on April 24<sup>th</sup> to work those things out. Chairman Waddell told Stewart that this was something that could go on his department's monthly update and advised him of his request that the department websites be updated every month. Stewart answered he updates his page constantly. Stewart also told Selectman Leblanc that he added the senior program to the website at her request.

### **3. NEW BUSINESS:**

**a) Signing of EMS Contracts – Shelburne and Randolph-** Town Manager Frost gave the selectmen the Randolph contract which is for \$14,275. Town Manager Frost also gave them the Shelburne contract which is for \$21,719. Selectman Leblanc and Chairman Waddell both signed the contracts.

**b) Process of Negotiation of 2019 EMS and Dispatch Contracts-** Chairman Waddell suggested they consider combining the EMS and Dispatch contracts. Selectman Leblanc agreed. Chairman Waddell did have a discussion with Jo Carpenter in Shelburne. Chairman Waddell suggested a combined meeting with the three boards. Town Manager Frost suggested a presentation of what the contracts would involve to have something to begin with. Chairman Waddell asked Town Manager Frost to come up with what that might look like and requested it be on the agenda for the next meeting.

### **4. OLD BUSINESS/UPDATES:**

**a) Fire Ponds in Stony Brook-** No discussion.

**b) Spring Road Bridge/Culvert Project-** Town Manager Frost advised it is moving forward. They had all of the drawings approved, they are good to go as far as the road. There are a couple things that still need to be done, but it shouldn't be an issue. Chairman Waddell asked that it be put on the agenda for the next meeting. Town Manager Frost told the Board that a site visit had taken place and there were six contractors that have plans and that, hopefully, the town will have six bids by the end of the month.

**c) 2018 Road and Sidewalk Plan-** Nothing new

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

**i. Stony Brook Road-** Town Manager Frost advised there is a conference call with the FEMA rep on Wednesday at 1:00 pm. Chairman Waddell asked about the problem that was encountered with the intake at the soccer field. Town Manager Frost advised it had not come up as a FEMA issue and that HEB had looked at it. They knew the town would not get FEMA funds for it, but that it is possible that it could be a hazard mitigation project. The town would have to show that it could damage Town property. Town Manager Frost advised it was not dropped, but is on the back burner for now as recreation fields don't rank high in priority. Chairman Waddell asked if the intake would be functional this year. Town Manager Frost answered that it would be.

**ii. NRCS-Romano Property, Glen Road-** Town Manager Frost is getting through the paperwork and getting it to Matt Brown at NRCS who will bid the project out. This project is a repair and extension of the riverbank stabilization that was done through NRCS after Tropical Storm Irene. The Town is the sponsor and applicant and the property owner provides the 25% match to the grant funding.

**e) Loader Repair/Lease-** Nothing new-already discussed earlier.

**f) Snow Storage at Town Garage-** Town Manager Frost spoke with Brad Sullivan from CMA Engineers who spoke with Greg Howard who will look at the property the town has designated as a potential conservation land swap. Chairman Waddell asked what CMA was projecting for a cost. Town Manager Frost has not been provided that yet. The project is moving forward, but slowly. Town Manager will speak with Brad about the drainage and make sure it is part of the proposal. Selectman Leblanc asked if there was going to be an on-site visit from DES. Town Manager advised there would be and the Board would be advised of the schedule.

Selectman Leblanc received an email from someone asking why the street sweeper was dumping sand at the end of the Lary Street. Town Manager Frost advised that it could be that the sweeper broke down there and that it could be a fluke.

## **5. PUBLIC COMMENT:**

Ron Donato questioned what the six bids for Spring Road were. Town Manager Frost explained it would be a pre-cast bridge and a culvert. Ron Donato asked if anyone was taking care of the beaver dams that

cause flooding in that area. Chairman Waddell advised that it would stop Spring Road from washing out. Donato asked Selectman Leblanc if she had gone to the town garage to talk to them about rinsing the machines. Town Manager Frost answered that the machines are taken care of when the pressure washing is working, which it wasn't for a time and advised that it is part of their procedure to wash the equipment. Chairman Waddell asked Town Manager Frost to ask Buddy to break down the process. Donato questioned if Selectman Leblanc had a family member working for the town and was advised yes, according to the personnel policy. Selectman Leblanc clarified it was a significant other of a family member. Donato asked Chairman Waddell if he was being paid by the Sierra Club or other organizations to get the town listed as an AMC community and asked what his intentions are to be on the committees he is on. Chairman Waddell discussed the adoption of the zoning regulations.

## **6. OTHER BUSINESS:**

**a) Town Managers Update-** Town Manager Frost gave the board capital reserve requests from the fire equipment fund. One had already been signed but the amount ended up being \$400 more than was originally asked for. One request, \$2625, is for the Fire Grant Assistance for the grant writer. The other is for 4 carbon fiber SCBA bottles and 5 sets of turn-out gear, which is part of the fire chiefs program to replace those items.

Town Manager Frost advised at the next meeting she would probably have the paperwork for the Tax Anticipation Note.

## **b) Selectmen's Updates-**

Selectman Leblanc asked about the Penny War rides. Town Manager Frost explained what it was. Selectman Leblanc asked about tax deeded properties dated 2014 in the trailer park and whether the park could rent them out. Town Manager Frost advised they needed to be inventoried and the park owners would typically request the ones that they would like to replace. Selectman Leblanc also asked about the audit. Town Manager Frost told Selectman Leblanc that if she had any questions for the auditors she should let her know and she would get answers for her.

Chairman Waddell advised he received a phone call asking if everyone at the town office was still working 8 hours per day with the change in office hours. Town Manager Frost advised that they were and if an employee worked through their lunch, their workday was 8 hours. Selectman Leblanc questioned if they had to sign a waiver to do that. Town Manager Frost advised it was written in the labor law that they had to offer lunch, but that an employee could choose to work through it.

## **c) Approval of Minutes (April 2, 2018 and April 9, 2018).**

**Selectman Leblanc made a motion to accept the public and non-public minutes from April 2, 2018 and April 9, 2018. The motion was seconded by Chairman Waddell. The board voted to accept the minutes.**

**d) Sign Manifest; Abatements and Exemptions (if necessary)** Manifest has been signed.

**7. Non-Public Session:**

**Chairman Waddell made a motion to go into non-public session per RSA 91-a:3, II b, e at 7:30 pm. The motion was seconded by Selectman Leblanc. The Board voted to go into non-public session by roll call vote. LeBlanc – Aye, Waddell - Aye.**

**Chairman Waddell made a motion to come out of non-public session at 8:10 pm. The motion was seconded by Selectman Leblanc. The Board voted by roll call vote. LeBlanc – Aye, Waddell - Aye.**

As there was no further business to discuss, the meeting was adjourned at 8:10 pm.

**Reviewed and approved:  
Gorham Board of Selectmen**

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**Michael Waddell, Chairman**

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**Patrick Lefebvre**

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**Judith LeBlanc**