

**MINUTES OF SELECTMAN'S MEETING
TOWN OF GORHAM
MONDAY DECEMBER 3, 2018, 6 PM
TOWN HALL CONFERENCE ROOM**

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

ALSO PRESENT: Town Manager Mitch Berkowitz, Denise Vallee, Edith Tucker, Michelle Lutz, Carol Porter, Diane Bouthot, Mary White

1. Call to Order 6:00 PM

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

2. Appointments- None

3. New Business:

a) Abatement Requests-

Michelle Lutz presented an abatement request for Margaret Vashaw and Paul Chouinard, each for \$200.

Selectman White made a motion to accept both abatement requests. The motion was seconded by Selectman Leblanc. All voted in favor.

The abatements were signed by the board. Lutz also advised the new tax cards should now be up on the website.

b) Budget 2019 Review

Denise Vallee presented the finance department's budget. She pointed out that the bank services line, which is showing \$0, will be changed to \$2,360. Phone and internet services went up \$1,025, which is due to the migration to the new website. She also outlined other line items that had changed. The proposed finance budget is \$198,053. The legal budget has been kept the same. It was decided that they would discuss the possibility of hiring a part time employee to help with special projects during non-public session. The electric line has gone up due to an increase in rate. The heat and oil line also increased due to the increase in the cost per gallon of

oil. There was a decrease across the board for property and liability insurance. Taking the funds for the Spring Road Projects from the River Maintenance Capital Reserve Fund was discussed. The Building Purchase and Repair CRF was discussed. Chairman Waddell spoke about work to be done to the brick on the town hall, the clock tower, and a corner of the roof at the town hall. Chairman Waddell also asked the board to consider a separate warrant article for snow storage. Several capital reserve items, including the police cruiser and road repair, were discussed. Vallee also reviewed revenues with the board. They also discussed how to handle the grant funds that will be received for the purchase of land through the Forest Committee.

Carol Porter reviewed the Town Clerk's office budget which is mostly a flat budget with few increases. She referenced a salary survey that was done and was told that there is now a committee to review salaries in town. Records storage was discussed as the Town Clerk is required to keep a large amount of records. Chairman Waddell spoke about a records committee that was formed during the town hall renovation which he is hoping to reconvene to come up with a schedule for destruction of records that can be destroyed. Chairman Waddell asked Porter to review which records can be stored off site. Porter cautioned that the cost of destroying records should be considered as well. The Tax Collector's budget was also reviewed, which had no major changes.

4. Old Business/ Updates: None

5. Public Comment:

Diane Bouthot asked about the tax credit process for veterans and why they need to ask for an abatement. It was explained there was an error made on the part of the town, and that the property owner filing for an abatement was the only way to rectify it.

Mary White asked if the town assessor's office could call the veterans and schedule an appointment for these veterans to come in to get help completing the form. It was said that was offered on the letter that was sent to them. White also asked about tax records that she needed to view to determine the age of her home; she was told were destroyed.

6. Other Business:

a) Selectman's Updates- None

b) Approval of Minutes (November 26, 2018 Regular Meeting, November 26, 2018 Non-public session)

Chairman Waddell asked that the term “rick rack” be changed to rip rap. Chairman Waddell asked that the minutes be amended to state that Adam White was appointed as the alternate to the Planning Board by unanimous vote. He also asked that they be amended to reflect the two committees that were formed at the last meeting.

Selectman White made a motion to accept the Regular Meeting minutes for November 26, 2018 as amended. The motion was seconded by Selectman Leblanc. All voted in favor.

Selectman White made a motion to accept the Regular Meeting minutes for November 13, 2018 and the non-public minutes for November 26, 2018. The motion was seconded by Selectman Leblanc. All voted in favor.

c) Town Manager’s Report-

Denise Vallee spent the day working on reimbursements for the Spring Road Project. Town Manager Berkowitz worked on a report for insurance in reference to someone who slipped on a sidewalk. He also spent time working on the committees that have been formed. Town Manager Berkowitz provided the board with a mission for each of the committees established for their review. The document establishes in detail the authority, how they get their authority, and how long the committees will exist.

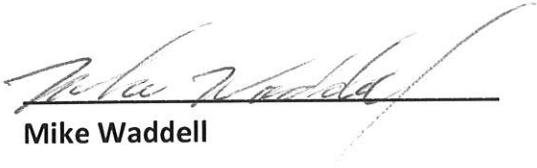
Edith Tucker asked about a timeline for the new town manager. Chairman Waddell advised the board is not at the point where they can make an announcement.

d) Sign Manifest; Abatements and Exemptions (if necessary)- None

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

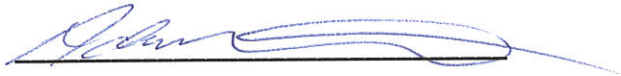
Selectman White made a motion to go into non-public session under RSA 91-a:3, II, b, e (if needed). The motion was seconded by Selectman Leblanc. Selectman White-aye, Selectman Leblanc-aye, Chairman Waddell-aye.

REVIEWED AND APPROVED



Mike Waddell

Judy Leblanc



Adam White