

**MINUTES OF SELECTMAN'S MEETING
TOWN OF GORHAM
MONDAY OCTOBER 15, 2018, 6:00 PM
TOWN HALL CONFERENCE ROOM**

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

ALSO PRESENT: Town Manager Mitch Berkowitz, John Scarinza, Edith Tucker, Michelle Lutz, Chief PJ Cyr, Diane Bouthot, Tom Cote

1. Call to Order 6:00 PM

Chairman Waddell called the meeting to order at 6:00 pm.

2. Appointments-

3. New Business-

a) Abatement Requests- There were none.

b) Town Clerk/Tax Collector- Nov. Elections preparations Report/sign Election Affidavit- Town Manager Berkowitz read a written report from the Town Clerk advising that her office is able to accept voter registrations until October 24, 2018. The Supervisors of the Checklist will be holding a session for new voter registration on Wednesday October 24, 2018 from 7:00 PM until 7:30 PM. Voters will also be allowed to register to vote on Election Day, November 6, 2018. Attendance of the selectman is required under RSA 658:23, 658:24, 659:9, 659:60, 658:21-a, New Hampshire Constitution, Part 2, Article 32. Signatures of the Selectmen are required on the sealed ballots after the election. The selectmen were presented with the election warrant for their signature.

Selectman Leblanc made a motion to sign the election warrant provided to the board by the town clerk. The motion was seconded by Selectman White. All voted in favor.

c) Police Department Report by Chief Cyr-Organization and Budget- Chief Cyr advised that in light of the budget challenges the town is facing regarding the reduced valuations, the police department has decided to keep a six man police department to help reduce expenditures for the 2019 budget cycle. Full service can still be provided with a six man department, and the department has bolstered their part time budget to assist with vacancies in the schedule. Chief Cyr and Sargent Santos will also be helping to cover open shifts as needed. With this in mind, Chief Cyr has asked for an increase in the part time line item. Another area where the police department is helping with the town's budget issues is that dispatch has taken over the responsibility of preparing minutes of the selectman's meetings. It was initially done by the dispatch supervisor during the day, but will now be turned over to the night shift.

The lieutenant's position was also discussed. It was decided that Sgt. Santos had the skills and experience necessary to fill that position. However, in the interest of the budget issues it was decided that Sgt. Santos would stay as the Sargent. Selectman Leblanc expressed her appreciation for the cooperation of Chief Cyr and the police department staff in helping the town through the budget issues this year. Diane Bouthot asked about the difference in cost between the rise in the part time line item and hiring another officer. Chief Cyr explained that the line item went up to about \$18,000 which would give the police department 16 hours of part time service per week, compared with a cost of \$70,000 per year in wages and benefits for a full time officer. The overtime line item has been increased by a little bit. Edith Tucker asked about the cruisers. Chief Cyr has asked Frances from public works to check them to see if the police department can get another year out of them. Frances advised the PD could get another year out of the cruisers now, but may end up having to buy two the following year. Chief Cyr's plan is to buy one cruiser per year.

d) Mr. Tom Cote-Main Street Property Renovation- Town Manager Berkowitz recused himself from any discussion regarding the property as he is an abutting property owner. Mr. Cote explained that he owns the properties at 72 and 74 Main Street. 74 Main Street has been renovated and housed at times, a hairdresser, a residential tenant, his office, and his wife's medical practice. He and his wife have moved to Canada and his law practice is now closed. He would like to keep his residential tenant and Cindy's shop there. He has received calls from the college in the past about providing residential units at his property on Exchange Street. Mr. Cote is considering using his property at 74 Main Street for this purpose. He consulted Tim Sappington for a site plan. He had a meeting with John Scarinza, the fire chief, and the town manager. An issue with the sprinkler system was brought up regarding a 60% vs. 40% residential versus commercial requirement. Mr. Cote had the building reviewed by an assessor from Concord who approved the property as now residential. This was not accepted by Scarinza. Mr. Cote has spoken with other property owners and also the town of Whitefield reference their building code requirements regarding sprinkler systems. Mr. Cote is questioning whether the town has adopted an international building code. Mr. Cote is also questioning requirements for approval for his plan from an electrical engineer and a certified fire prevention engineer. Mr. Cote stated that if sprinklers were required, due to the cost, he would not be able to develop the property according to his plan and questioned whether others would develop in town as well. Mr. Cote is asking for direction from the board if there is anything he can do. Chairman Waddell asked Mr. Cote if he had spoken with the state fire marshal. Mr. Cote advised the state fire marshal agreed with the town's requirements. Mr. Cote asked if the sprinkler issue had been brought up in the past. Chairman Waddell stated that it had been evaluated on a case by case basis. Selectman Leblanc asked if he had gotten more than one estimate. Mr. Cote answered no. Fire Chief Jay Watkins explained that at the technical review meeting for the property and that Tim Sappington brought up that if there were three different requirements met, there was no need for sprinklers. Watkins advised he has also seen those three requirements in the life safety code book, and had approved buildings with no sprinklers while working for the town of Whitefield. However, under the building code, sprinklers are required. If there is no town code enforcement officer, the fire marshal's office is responsible. Chief Watkins consulted the fire marshal's office after Mr. Cote's technical review meeting on the issue of the sprinklers. They advised that yes, there needed to be sprinklers in the building because it is a mixed use building with new apartments. John Scarinza advised

the state of NH has a state building code and provided a copy to those present. The town cannot adopt a building code that is less than the state's. The state building code also advises that if there is a difference between the fire code and the state building code, the stricter code shall apply. Since it is worded as "shall" there is no leeway. There are two paths to get the plan approved: the first being prescriptive where if it's a certain type of building, sprinklers must be put in. The second is performance based design, but a licensed fire protection engineer needs to stamp the plan. Mr. Cote is opposed to both options. The fact that the building is mixed use is what requires Mr. Cote to put in sprinklers. Mr. Cote has spoken with a fire protection engineer in the Conway area. John Scarinza advised Mr. Cote that if the fire marshal's office signed off on the performance based plan they would be ok with that.

4. Old Business/ Updates:

a) Romano/NRCS Project Status Report-Status of the Final Permit from the Army Corps of Engineers and contract extension- Town Manager Berkowitz advised the board he received an email from the Army Corps of Engineers asking for maps to determine if they have jurisdiction or not. This had been taken care of through NRCS. Couture should be coming in to the town office to execute the contract.

b) Spring Road Bridge/Culvert Project Update- The precast sections are coming in. The project was held up until they came in but they are back to work on the site. Denise is working on reimbursement so there is not a cash flow problem.

c) FEMA Projects October 2017 Storm Event-

Fire Chief Jay Watkins advised all three of the storm projects have made it past peer review. There is one more review that needs to be done. Since it made it through the first round, it should make it through the second round.

i. Stony Brook Road-Awaiting Notification- HEB had quoted around \$410,000 to repair the road. FEMA had visited the site and estimated \$80,000. They have taken a more thorough look at it and are going to reimburse \$350,000.

ii. White Birch Lane-Awaiting Notification- It looks like FEMA is going to reimburse the \$32,000 that was spent to repair the berm.

Reimbursement for the culverts at Libby Pool has been approved at \$13,000. Easements have been obtained as well.

d) Snow Storage at Town Garage-

i. Extension of Lease with Eversource/ Public Hearing scheduled for Oct. 29

ii. Contract Amendment delineated and sent to CMA

Town Manager Berkowitz advised those in attendance there will be a public hearing on October 29 in the Medallion Opera House. It will be posted and there will be an ad in the paper. Town Manager

Berkowitz advised information sheets would be provided at the meeting. Chairman Waddell also advised that starting November 1, 2018 public works will no longer be taking brush, compost, and debris though this will only be temporary as the Board further reviews the requirements of the snow storage area.

e) Cascade Truck Route-Police Chief contacted GPS firms-Changes take about two months- Chief Cyr has made contact with the three GPS firms and it will take about two months. They have been asked to change the direction from the shortest route, which is through the flats. Selectman Leblanc pointed out that the drivers may not want to use the 90 degree turn at the Northern Entrance.

5. Public Comment- None.

6. Other Business:

a) Selectmen's Updates-

Selectman Leblanc advised the demolition on the two trailers in the trailer park will be starting on Wednesday. Asbestos remediation has been done.

b) Approval of Minutes (September 10, 2018, October 1, 2018 Regular meeting, October 10, 2018 Non-public session-

Selectman Leblanc made a motion to accept the public minutes for October 1, 2018. The motion was seconded by Selectman White. All voted in favor.

Selectman Leblanc made a motion to accept the non-public minutes for October 1, 2018 with a typo fixed. The motion was seconded by Selectman White. All voted in favor.

Selectman Leblanc made a motion to accept the public minutes for September 10, 2018. The motion was seconded by Selectman White. All voted in favor.

c) Town Manager's Report- Town Manager Berkowitz spoke about a land transfer which will be further discussed in non-public session.

Affordable Asbestos and Demolition additional services came to \$4300. Town Manager Berkowitz will execute that so they can be paid.

Town Manager Berkowitz will be issuing a request for proposal for shim and overlay for the street project in the amount of \$53,000, a project which will be completed in 2019. The hope is to have a final contract executed with the board to secure the funding.

A few years ago the town submitted a proposal for funding to the Department of Transportation regarding Route 16 dealing with a road improvement culvert coming off of Route 16, Glen Road, and the

Libby Road. There is an area that needs a new retaining wall and duct work instead of a culvert. The plan was rejected at that time. North Country Council feels it is a viable project and would like the board's approval to submit it on their behalf.

Selectman White made a motion to approve the North Country Council submitting a proposal on the town's behalf. The motion was seconded by Selectman Leblanc. All voted in favor.

d) Sign Manifest; Abatements and Exemptions (if necessary)- There were none.

7. Non-Public Session: RSA 91-a:3,II, b, d, e [if needed]

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

At 9:18 PM Selectman Leblanc made a motion to go out of the non-public session. The motion was seconded by Selectman White. Selectman Leblanc-aye. Selectman White-aye. Chairman Waddell-aye.

At 9:20 PM Selectman Leblanc made a motion to adjourn the regular meeting. The motion was seconded by Selectman White. Selectman Leblanc-aye. Selectman White-aye. Chairman Waddell-aye.

REVIEWED AND APPROVED



Mike Waddell



Judy Leblanc



Adam White