

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
MONDAY, DECEMBER 11, 2017 6:00 PM  
TOWN HALL CONFERENCE ROOM**

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

Also present: Robin Frost, Town Manager; Denise Vallee; Austin Holmes; Jeff Stewart; Michelle Lutz; Edith Tucker, Berlin Daily Sun; Diane Bouthot; Judy Leblanc; Elaine Bernier

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

**PUBLIC HEARING**

TM Frost and Michelle Lutz advised the Board that the public hearing was needed to renumber the houses on Paradise Street. There is a new home on Eden Street that cannot be accessed from Eden Street due to the pipeline, so it will need to be accessed through Paradise Street. However, the way the houses were originally numbered, there is a 1, then 3, then 4, 5, 6, and 7. In order to give the new home a number, number three would need to be renumbered at two, and the new home be given three. This had not been done yet, as the resident of number 3 was elderly and they wanted to save her the trouble of having to change her address. She no longer lives there, and they have asked her family members who now own the home, if they could change the number. They refused, saying it had already been changed once before and they didn't want to do it again. Since they were not willing, a public hearing was needed, as the Board can change the number. The family members were notified by return receipt of the hearing, but nothing has been heard from them. After some discussion on rules for 911 for numbering and naming of streets, the Board decided to rename the part of the road that branches off from Paradise Street, and assign number 3 to the new home. Out of courtesy, the Board chose to contact the property owner, Clermont Drouin, to choose a name for the road.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to contact the owner of the mobile home park to rename the section of Paradise Street, and to assign the new trailer as number 3 Paradise Street.**

**2. Appointments:**

**a) Jeff Stewart – Parks and Recreation Budget** – Jeff Stewart advised that he felt the \$30,000 that the Board wanted to remove from the regular budget and add to the revolving fund was too much. Stewart stated that if the Board wants to move some line items to the Revolving Fund, he would rather move the gas line, the parks supply line, and the parks maintenance line, for a total of \$10,823. Waddell asked if the Board moved the \$30,000 to the Revolving Fund, where it would come from, and Stewart stated it would be from the Moose Tour line, which covers salaries for the drivers, advertisement, and the bus. Waddell asked about the buses and Stewart advised they should get a couple more years out of them. Lefebvre stated that moving the line items would just be for this year. Stewart stated that \$72,000 is already scheduled to come out of the Fund this year, and TM Frost advised this is what has been coming out of it in the budget. Stewart stated that they currently have about \$90,000, they can expect to add about \$60,000 in revenue, and if you subtract the \$70,000 already budgeted to come out and the additional \$30,000, it would only leave a balance of about \$50,000 at the end of next year. The Board decided to take some time to look over the figures before making a decision.

**b) Austin Holmes – Public Works Loader** – Selectman Lefebvre asked Holmes if the loader would fail this year and Holmes stated that the hydraulics and motor are sound, and he hopes the cab will last. Holmes stated that if it is not included in the budget this year, he actually has to go through two more winters with it. Holmes has contacted Cross Machine and they are working on the cost, however it is not just a matter of replacing the cab, they also have to feed through all of the electronics and hydraulics. It will also need new tires if they keep it another year or two, as a cost of \$8-10,000. It is currently 17 years old. The Board advised they were just looking to see what the cost would be and if they could get several more years by repairing it. Selectman Lefebvre will go down to the public works garage on Friday to look at it.

**c) Chief Jay Watkins – Fire and EMS Department Capital Reserve Funds** – Watkins was unable to be in attendance.

### **3. New Business:**

**a) HEB Contract for Stony Brook Roads Reconstruction** – TM Frost presented to the Board a proposed contract with HEB for the design work for the storm damage and FEMA coordination in Stony Brook. TM Frost advised they are hoping to have the FEMA coordination done by the end of January, design in February, expedited wetlands permits in March, bidding in April, and construction in summer of 2018, which is a tight schedule. Waddell pointed out that the contract states that the Town of Gorham agrees to pay regardless of whether we get FEMA money or not. Frost advised that she can ask that the language be struck from the contract, however the contract is just through the bidding process, and there is nothing that says we have to do the construction. We could stop the process at any time if FEMA money is not available. The project would include mitigation as well as reconstruction on part of Stony Brook Road and part of Mt Carter Drive. The cost is \$29,000, plus \$2,500 for FEMA coordination. Selectman Lefebvre asked if the FEMA money would cover part of this if approved and Frost advised it would. Waddell asked if the money could come out of the Road CRF and Frost advised it could.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to sign the contract with HEB for design work and FEMA coordination for the storm damage in Stony Brook at a total cost of \$31,500.**

Frost advised there are also two other projects that they are working on that do not have contracts yet. One is the berm on the end of White Birch Lane and the other is the work that will need to be done at Libby's. Waddell asked if money in the road budget could be used for either of these projects and Frost advised possibly for White Birch Lane, as it is to protect the road. Waddell advised that the money in the River CRF will disappear quickly with the Spring Road project. Elaine Bernier asked about the two-week time frame for the work and Frost advised this is after the declaration, which has not happened yet.

**b) Sales Analysis for Calculation of 2017 Equalization** – The Board was presented with a list of sales used for the reassessment. Selectman Waddell pointed out that the values were closer to the sale price on the old assessments than on the re-assessment. Waddell asked if Lutz had come up with an equalization number, which she said was 97.6%. Lutz stated that when they verify the price, it is based on the sale price versus the previous evaluation. However, Lutz advised that COD and PRD are way out of whack. Waddell pointed out a property with a previous assessed value of \$130,550 that recently sold for \$179,000, but is now assessed for \$11,000 less than the previous assessment. Lutz will check to see if this was included in the sales analysis used for the revaluation. Lutz pointed out that some of the sales occurred after the March 31 deadline. Waddell stated that the new value should hold up to the sale

price and they are not doing that. Waddell stated that we will be going for an RFP for assessing and need to make an effort for quality control. Lutz stated that she would just run from October- March and get an EQ number on those. TM Frost advised that she will schedule KRT to attend the first meeting in January.

Waddell asked about the BTLA hearing with Lead Mtn, LLC and TM Frost advised that it did not go well, but there is no decision yet.

**c) Dispatch Contracts for Neighboring Towns** – TM Frost advised that she did the new calculations for the dispatch contracts. The 2017 amount for Randolph under the current contract was \$1,717.65, figuring the contract based on population the amount would be \$28,536.72. Shelburne would be \$34,578.70. The average calls received by dispatch over the last three years is 13,524, and last year Randolph had 99. Waddell asked if these are just fire and EMS calls and was advised it also includes police, as well as DOT. Both Randolph and Shelburne also pay \$1,200 per year toward maintenance of the Pine Mountain Repeater. Waddell stated that the town needs to look at the bigger picture, and consider the ambulance contract as well as dispatch. TM Frost stated that she does not necessarily believe \$28,000 is right, but neither is \$1,700. Frost advised there is a value to being there whether it is needed or not. Waddell suggested that using the three year average hides the loss of revenue and Frost advised it is an average of calls. Waddell suggested that they could do the contracts based on the 2017 actual budget rather than the 2018 proposed budget. Waddell mentioned that with revenues being down, it could increase the cost of the ambulance contracts.

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

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

**b) Complete Road Improvement Plan** - Due on Friday.

**c) Spring Road Culvert** – Nothing new.

**d) Eversource Property Purchase** – TM Frost advised she does not have the documents yet, but it should close at the beginning of next week.

**e) Alternate OHRV Trailhead** –Nothing new.

**f) Storm Damage/FEMA Declaration** – Discussed earlier in meeting.

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

Judy Leblanc asked if she could get a copy of the contracts with neighboring towns and TM Frost advised she would send them.

#### **6. Other Business:**

**a) Town Manager's Update** – TM Frost shared a spreadsheet for the street light project. Selectman Lefebvre stated that the savings are too good to pass up, as the payback is only 2.16 years. The savings would be about \$18,000 per year by switching over to the LED lights. The total finance cost for the loan, with interest, to complete the town would be \$41,560.

**b) Selectmen's Updates** –

Selectman Waddell asked about the warrant article for the Fourth of July, which has traditionally been supported by the Board. Waddell stated that the petitioned articles are now up to \$75,000, and he would not want to see them at \$85,000 including a petitioned article for the Fourth of July.

Waddell mentioned that he would still like to see the cost for our own camera for the meetings, along with additional things that dispatch could do.

Waddell mentioned the Capital Reserve Funds for the Fire Department and the Board mentioned they would like to see a schedule for the replacement of vehicles for all of the departments in town. TM Frost gave the Board a spreadsheet with costs for the lease of a tanker/pumper truck, which would cost \$70-94,000 annually depending on how much was put down. Selectman Lefebvre stated this was a quote from just one company and he would like to see what they would offer for a trade-in value. TM Frost advised that Chief Watkins would like to see the CRF stay at \$39,000, but will not argue with the Board if they decrease it. Waddell stated he would like to discuss the list of things that Watkins needs with him. Lefebvre also stated that Watkins is looking for grants to help with costs. Frost advised that if grants are located, matching funds may be needed, and that is why Watkins would like the money available in the CRF. Waddell asked about the old cruiser and if Watkins wanted that, and TM Frost advised there is one still available at the fire department to use.

Waddell stated that he would like to get a value for an MRI study of the police department and TM Frost advised it is \$8,500. Frost advised this would be a study similar to the one done at the Fire Department, with the purpose being to help fix the retention issues. This would just be for our department, as asking for it to include Berlin would require a buy-in from them. Lefebvre asked about the Fire Department study and if this would be made available to the public. TM Frost advised that since it deals with personnel, it is not all public information, and it would be up to the Board to release it or not.

**c) Approval of Minutes (November 13 and 20<sup>th</sup>, December 5<sup>th</sup>, 2017)**

**On a motion by Selectman Lefebvre, seconded by Selectman Waddell, the Board voted unanimously to accept the public minutes of December 5, 2017 as presented, the minutes of November 13 and 20 were passed over and will be voted on at the next meeting.**

**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 Selectman Waddell, the Board unanimously voted by roll call to move to non-public session to discuss personnel at 7:54 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 8:50 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 8:50 pm.

**REVIEWED AND APPROVED:**

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**Terry Oliver**

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**Patrick Lefebvre**

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**Michael Waddell**