

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
MONDAY, MAY 1, 2017 6:00 PM  
TOWN HALL CONFERENCE ROOM**

Gorham Selectman present: Terry Oliver, Mike Waddell

Also present: Robin Frost, Town Manager; Kirstan Knowlton, Berlin Daily Sun; Arthur Perry; Diane Bouthot; Nicole Eastman; Shannon Wydra

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

**2. Appointments:**

**a) Shannon Wydra – Ed Fenn Elementary School Destination Imagination Team** – Shannon Wydra thanked the Board for putting her on the agenda, but advised them that she no longer wishes to ask the town to help support the DI Team, as they are within \$1000 of their fundraising goal, and she believes they will be able to earn the rest on their own. Wydra explained that Destination Imagination is a kid-driven program that presents challenges to the group, with guidelines, and they have to write their own script and present it. This year's challenge includes a character on a secret mission, encrypting codes, a secret gadget and an interactive backdrop. The group is fundraising to travel to Tennessee for the global competition.

**3. New Business:**

**a) Tax Prepayment Authorization** – TM Frost had a form for the Board to sign from the Tax Collector, Carol Porter, allowing prepayment of taxes. The Board had already voted to allow prepayment, but a written copy was requested to have on file.

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted to sign the tax prepayment authorization.**

**b) Expenditure Report** – TM Frost presented the Board with the Expenditure Report for this year, through April 21. TM Frost advised they are on track for most everything. TM Frost advised there are a couple of line that are over, including the cost of diesel fuel in the highway administration budget, contract services, and the cost of overtime and part-time for dispatch, which is due to a full-time employee out on medical leave. Selectman Waddell asked if the new full-time dispatch position was filled, and TM advised that Wanda Tanguay was moved from her part-time position to the full-time position. Waddell also asked if they have purchased salt for the town garage and TM Frost advised that they do have some, but the shed is not full. Waddell pointed out that Motor Vehicle Registrations are up \$16,000 so far this year, but that figures for the ambulance are down. TM Frost advised that Jay Watkins is still working on putting together the figures that Waddell requested on the revenues. TM Frost advised that the person in charge of billing resigned, and that they have hired a new part-time employee to do the billing. Waddell asked if the call volume is down due to lack of emergency calls or lack of transfers and Frost advised both. Chairman Oliver asked if staffing was an issue with transfers and TM advised it is part of the problem. Waddell asked if the contracts with the other towns were all set this year and TM Frost advised that they were.

Selectman Waddell asked if before the public hearing that he could get a copy of the updated revenue and expense report for the Recreation Revolving Fund, including the current balance. TM Frost advised she will get this, and will also ask Jeff Stewart to update it.

Selectman Waddell asked about the anticipated tax rate for next year. TM Frost advised that she will do the figures and email them.

Selectman Waddell asked about meeting with the Fire Chief about decisions concerning the ambulance fleet and TM Frost advised it will be in June. Chairman Oliver asked if this will be about both vehicles, ambulances and fire truck. Arthur Perry advised that the first Truck Committee meeting for the fire department will be Tuesday night. The committee will be looking at what the department needs and does not need and what specs they are looking for. Perry advised it will be 2-3 months before they are done.

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

**a) Munce Properties** – TM Frost advised that she put together packets with the property information, including the tax cards, the tax maps, and the amount due on each property in back taxes. TM Frost will put together an ad for the next meeting for sealed bids. It was decided that it should be advertised locally, on the town website, and possibly the Union Leader. June 12 is the target date, but 30 days should be given to allow people to bid. No earnest money will be required, however, the town could ask for proof of funds. TM Frost will have the town attorney look it over before it is sent to the Board members.

**b) Fairpoint Poles in Cascade** – TM Frost advised Eversource has completed their portion, so now Fairpoint needs to finish.

**c) Eversource Dam/Dike Update** – TM Frost advised there is nothing to report in public session. Selectman Waddell asked if York Land Services had computed the volume of the pile yet, and TM Frost advised they had not. TM Frost advised the copies of the new survey will be in the Selectman's envelopes tomorrow. Waddell asked if his could be sent in PDF format.

**d) Trails Committee** – TM Frost advised they will be meeting next Monday, May 8<sup>th</sup>, at 3:00 pm.

**e) Stony Brook Roads Project** – TM Frost advised there is nothing new to report.

**f) Spring Road Project Update** – TM Frost advised that we are still waiting on DOT.

TM Frost also advised that she will forward a copy of the Lyndeborough study on police services to the Selectmen. Frost will also find out what the cost for that study was.

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

Arthur Perry asked if he could have a copy of the information about MRI that Selectman Lefebvre had and TM Frost advised she would email a copy to him.

Kirstan Knowlton asked what the signs on the Berlin-Gorham Road were for. TM Frost advised they will be resurfacing the road.

Diane Bouthot asked if Mr. Gamache has made any progress with moving the trailhead off of Route 2. TM Frost advised that they are still working on it, but it will not be moved before the trails open this year.

## **6. Other Business:**

**a) Town Manager's Update** – TM Frost gave the Board members a letter from the bank that needed to be signed for the TAN.

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted to sign the TAN letter.**

TM Frost had the paperwork for the annual Forest Service grant for law enforcement patrols. The grant is for \$1500.

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board voted to authorize Chairman Oliver to sign the grant paperwork.**

## **b) Selectmen's Updates –**

Selectman Waddell asked about the NHMA meeting on May 24<sup>th</sup>. TM Frost advised she will be sending a notice to the boards and committees and surrounding communities. TM Frost advised that Steve Buckley will be presenting the information and it will be a powerpoint.

Waddell asked about the proposed Housing Standards ordinance. TM Frost advised that John Scarinza is still reviewing it.

Waddell asked about forms or procedures concerning the tax break for new business construction or improvements. TM Frost advised that she will speak with Michelle Lutz about having a standard form to fill out. TM Frost advised that an amount is not agreed on up front, but may be estimated. Frost advised that the RSA will be included on the form, as Waddell was concerned that it be understood that it was on the property value and not the cost of improvements.

Selectman Waddell asked if the Board would appoint him to represent the Gorham Selectmen on the Randolph study to withdraw from the Gorham-Randolph-Shelburne Cooperative School District.

**On a motion by Chairman Oliver, seconded by Selectman Waddell, the board voted to appoint Selectman Waddell to the Randolph study committee.**

Chairman Oliver asked if there was any news about the land for the Cascade playground. TM Frost advised there was not.

Chairman Oliver advised that the road in Cascade Flats is in horrible shape and asked if the Public Works Department may have money available for patching. Arthur Perry advised that Gill Street is also bad.

Selectman Waddell asked about the sidewalk issue at the Congregational Church and if anything had been discussed. TM Frost advised that they were hoping the solution would be to use the driveway entrance to the sidewalk and come down to the door. TM Frost advised they were hoping to receive a grant for the sidewalks, but since that was not awarded, the issue has not been addressed. TM Frost advised they are looking at the Northern Borders Regional Commission as a possible source for money

for sidewalk repairs. Selectman Waddell suggested that Buddy Holmes contact someone from the church about the issue.

**c) Approval of Minutes (April 3, 2017)** – Passed until next meeting.

**d) Sign Manifest; Abatements and Exemptions (if necessary)** – There were no abatements.

**7. Non-public Session: RSA 91-A:3, IId**

**On a motion by Selectman Waddell, seconded by Chairman Oliver, the Board unanimously voted by roll call to move to non-public session at 6:53 pm to discuss real estate. Oliver - Aye, Waddell – 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     pm. Oliver – Aye, Waddell - Aye.**

**8. Adjournment: On a motion by Chairman Oliver, seconded by Selectman Lefebvre, the Board voted unanimously to adjourn the meeting.**

The meeting was adjourned at     pm.

**REVIEWED AND APPROVED:**

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**Terry Oliver**

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**Patrick Lefebvre**

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**Michael Waddell**