

**MINUTES OF SELECTMAN'S MEETING  
TOWN OF GORHAM  
TUESDAY, SEPTEMBER 5, 2017 6:00 PM  
TOWN HALL CONFERENCE ROOM**

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

Also present: Robin Frost, Town Manager; Kirstan Knowlton, Berlin Daily Sun; Sally Manikian; Audrey Albert; Brian Ruel; Court Stearns; Joseph Brasil; Diane Holmes; Reuben Rajala; Abby Evankow; Henry Sanschagrin

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

**2. Appointments:**

**a) Sally Manikian, The Conservation Fund- Town Forest** – Sally Manikian was present from the Conservation Fund requesting a letter of support from the Board for their application to the State of NH for the Moose Plate Grant to cover transaction costs for the purchase of land at Tinker Brook. This land will become part of the Gorham Town Forest.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to sign the letter of support for the application for the Moose Plate Grant from the State of NH.**

The letter was signed by Chairman Oliver and given to Manikian.

**3. New Business:**

**a) Future of Trail Committee** - Selectman Waddell shared his concerns about the Trails Committee, that is have become more of an ATV Committee only, instead of a committee concerned with all types of trail use, and that there was no progress being made. Waddell felt that the town would benefit from a separate trails committee which was just focused on other trail uses, such as mountain biking, hiking, water sports, and even snowmobiling. Waddell felt that ATV complaints should be brought directly to the Board. Selectman Lefebvre advised that he has not been attending the meetings due to a conflict with work. Lefebvre disagreed with Waddell that ATV complaints should be brought to the Board and stated that they should be directed to department heads first before coming to the Board. Both Lefebvre and Oliver agreed that they would be in support of a separate trails committee, which Waddell suggested could also serve as the AT advisory committee.

During public comment, Court Stearns agreed that there are lots of other recreation activities available in town other than ATV's. Brian Ruel questioned how the town could dissolve a volunteer committee with no power. Ruel stated that the committee is a way to discuss issues and bring suggestions to the town. Ruel advised that the focus of the group now is the rail bed and parking, but once that is resolved, they will be able to focus on other areas. Reuben Rajala stated that the committee was started because of ATV's as a big, new activity in town. Rajala stated that the committee is a way for the group of talk about issues and hot topics, and feels that the Board is tired of the problems. Audrey Albert stated that Joe Kenney from the Executive Council met with them and advised them it was a town issue, not a state issue. Committee members were also upset that the Board was discussing the future of their committee without even being notified of the meeting. Diane Holmes stated that the ATV's should not be separated from the committee, as having discussions together will bring solutions for

everyone. Holmes suggested that maybe the Trails Committee could add one item on their agenda at each meeting for other trail uses. Holmes also stated that it is normal for groups to go through stages.

Chairman Oliver stated that he would attend the next meeting of the Trails Committee on September 18 at 3:00 pm. Chris Gamache is supposed to attend the meeting. TM Frost will contact Kenney reference to his comments. The Board tabled the discussion until the next meeting.

**b) Spring Road Culvert Project Grant Agreement Amendment** - TM Frost advised that since there was a change with the original grant agreement, there is an amended agreement that needs to be signed. The change was in the amount of the grant limitation, which was increased from \$213,289.00 to \$260,289.00. The new agreement was signed by all three Selectmen. Selectman Waddell asked if HEB had communicated with the property owners on Spring Road yet and TM Frost advised they had not.

**c) iWorQ Code Enforcement/Building Permit Software** – TM Frost advised the Board that she and Michelle Lutz have been looking at software to keep track of building permits and code enforcement issues. The initial cost of the program is \$3300 and the yearly fee after that is \$2000. Frost advised it would be nice to purchase it now, but understands if the Board would like to see it included in the 2018 budget. Selectman Lefebvre asked if they had looked at any others and TM Frost advised that this one was easy to use and also had the ability to log in remotely. Frost also suggested that the vendor may be willing to accept a partial payment now, and the rest after the 2018 budget is approved. Selectman Waddell suggested that the information could be entered into an Excel Spreadsheet rather than purchasing new software. The Board requested that Frost continue to shop around and see what other towns are doing.

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

**a) Fairpoint Poles in Cascade** - TM Frost advised that Spectrum will be doing their work either this week or next week.

**b) Gorham Paper & Tissue Payment Agreement** – TM Frost advised that they have had discussions about whether they will commit to catching up on payments after not paying for August, September, and October.

**c) Fire Ponds in Stony Brook** – TM Frost advised that the Fire Chief is doing some analysis on what the area needs. Frost advised that the town will be responsible, as there is nothing in the subdivision files stating that the former owner would be responsible for maintenance.

**d) Cascade Playground** – TM Frost advised that the equipment has been ordered.

**e) Complete Road Improvement Plan** – TM Frost advised that there was a letter of agreement included in the packet for the Selectmen. The cost is \$20,000 and the estimated completion date is November 17. TM Frost stated that Buddy Holmes suggested that the NCC Road Surface Management System could provide some of what is being done, as it provides a ten-year maintenance schedule and associated budget. There would be no cost for this. TM Frost will contact Greg, who is the transportation planner for NCC. Selectman Waddell stated that the agreement needs to include Spring Road, as any road that is a town road should be included.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to approve the letter of agreement with HEB for the cost of \$20,000 for the Road Improvement Plan.**

TM Frost will sign the agreement after confirming that Spring Road will be included.

**f) Rules of Procedure for Selectmen's Meetings** – Selectman Lefebvre stated that the rules of procedure from Northfield looks good. Selectman Waddell stated that he was happy with the status quo, with no rules of procedure. TM Frost will make a draft for the Board to approve at the next meeting.

**g) Jimtown Crosswalk Request** – Chief Cyr recommended that the crosswalk requested for Jimtown Road at Moose Brook Campground not be allowed. Cyr stated that taking into account sight distance, traffic volume, and the limited line of sight, it would not be safe. Cyr recommended that the state provide a sidewalk for pedestrians to allow for safe access to the office. TM Frost will let them know and see if they would like to request it at a different location.

**h) OHRV Grant** – TM Frost advised that the paperwork has already been sent in for the OHRV grant, but that the Board needs to make an official motion at the meeting and a copy of the minutes given to NH Fish and Game.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to accept and give Chief Paul Cyr the signature authority to act on behalf of the Town of Gorham for the 2017 NH Fish and Game OHRV Law Enforcement Grant in the amount of \$2700.**

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

Henry Sanschagrín asked if the Trails Committee was sanctioned by the town and TM Frost advised it was. Sanschagrín stated that he believes the committee is going nowhere and just spinning its wheels. Sanschagrín stated that the parking area and trail were there to stay, whether the residents liked it or not.

Joseph Brasil of 62 Crestwood Drive asked if there was going to be a meeting about the fence that was proposed. Court Stearns advised him where the fence would be and who to contact with questions. Brasil stated that he has trail access and wanted to know if that would continue. TM Frost advised that he should contact Chris Gamache.

Brian Ruel asked about the fire department and with the threat of flooding, if anyone on the department was now certified in swift water or cold water rescue. Henry Sanschagrín advised that there were a few members who attended training since the last flood. Ruel also felt that the department should have a boat in case of emergencies. Selectman Lefebvre stated that it would be up to the Fire Chief to include that in the budget.

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

**a) Town Manager's Update** – TM Frost presented a cemetery deed purchased by Gary Lavoie for the Selectman to sign. The deed was signed.

TM Frost presented the Selectman with an Addendum to the Purchase and Sales Agreement with Robert Chapman. The addendum extends the closing date to September 22, due to the need to clear a lien that the DRA has on the property.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to approve the addendum to the Purchase and Sales Agreement with Robert Chapman.**

TM Frost advised that the OHRV hours have been extended for Camp RZR Weekend.

TM Frost advised that the annual meeting for NCC and NCIC will be held on October 19. NCIC will be at Burke Mountain at 10am, and NCC will be at the Mountain View Grand at 5pm. Selectman Waddell asked if NCIC was involved in the Burke Mountain initiative and TM Frost advised she will check. Frost advised the Board that if they are interested in attending either event, to let her know.

TM Frost advised that Norman Malloy submitted a letter of interest for a vacancy on the Zoning Board. The Board asked if Michelle Lutz had recommended him and TM Frost advised that she did.

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously to appoint Norman Malloy to the Zoning Board.**

**b) Selectmen's Updates** – Selectman Lefebvre asked that when TM Frost does the draft for rules and procedures that she adds that any public comment requiring more than two minutes will need to schedule an appointment.

Selectman Lefebvre stated that the cellar hole on Main Street looks good.

Selectman Lefebvre asked if anyone had been found to attend the North Country Transportation Advisory Committee meetings and TM Frost advised not yet.

Selectman Lefebvre suggested that maybe the Trails Committee restructure and find a co-chair and then maybe we won't have to follow the avenue that Selectman Waddell suggested.

Selectman Waddell asked about the Shoreline Protection Application and if that was done. TM Frost advised that Michelle got everything to Tara that she was looking for.

Selectman Waddell asked about the status of the revaluation. TM Frost advised that they are running about two weeks behind schedule. They have asked for an extension on the MS1 until October 15. Waddell asked how Skip Sansoucy was coming with the Walmart and utility assessments and Frost advised he would have them done by the same deadline.

Selectman Waddell asked about the Fund Balance and TM Frost advised it was about \$300,000, so there will be nothing available to use to reduce taxes.

Selectman Waddell asked about the upcoming meeting with MRI and TM Frost advised there is nothing to report.

Selectman Waddell asked about the budget deadline for department heads and TM Frost advised that budgets were due the end of this week. Denise will enter then and they will begin reviewing them at the end of October.

Selectman Waddell mentioned the public works department and that things would need to be done differently and that would reflect in the budget.

Chairman Oliver asked about the sign at the corner of Main and Exchange Street. TM Frost advised that Gemini Sign will be getting back to them with a proposal.

**c) Approval of Minutes (August 21, 2017) –**

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted to accept the minutes of August 21, 2017 as presented. Chairman Oliver abstained from the vote.**

Selectman Waddell requested that a note be added stating that non-public minutes are available separately.

**d) Sign Manifest; Abatements and Exemptions (if necessary) –**

There were no abatements.

**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 and real estate at 7:57 pm. Oliver – Aye, Lefebvre – Aye, Waddell – Aye.**

**On a motion by Selectman Waddell, seconded by Selectman Lefebvre, the Board voted unanimously by roll call to come out of non-public session at 8:27 pm. Oliver – Aye, Lefebvre – Aye, Waddell - Aye.**

Minutes of non-public session are available separately.

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

The meeting was adjourned at 8:27 pm.

**REVIEWED AND APPROVED:**

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**Terry Oliver**

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**Patrick Lefebvre**

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**Michael Waddell**