

**MINUTES OF SELECTMAN'S MEETING
TOWN OF GORHAM
MONDAY, AUGUST 8, 2016 6:00 PM
MEDALLION OPERA HOUSE**

Gorham Selectman present: Grace LaPierre, Terry Oliver, Patrick Lefebvre

Also present: Robin Frost, Town Manager; Kirstan Knowlton, *Berlin Daily Sun*; David Laurin; Jay Poulin; Chad Miller, Interim Fire Chief/EMS Director; Sgt Mark Santos; Officer Richard McClure; Jeff Stewart, Recreation Director; Joey Ramsey, Public Works; Matthew Saladino; Bronson Leclerc; Daniel Buteau; Paul Robitaille; Michael Waddell; Shawn Costine, Wanda Tanguay, Matt Dustin, and Lori Korzen, Gorham EMS; several members of the Gorham Fire Department; and others.

1. Call to Order: The meeting was called to order by Chairman LaPierre at 6:02 pm.

2. Appointments:

a) Jay Poulin, HEB and Joe Ramsey – Stony Brook Roads – Jay Poulin advised that the evaluation of the roads dates back to 2009, when a report was prepared for the town. In 2014, HEB was asked to update cost figures, and this summer, they were asked to review, identify the worst spots, and make a priority list. Poulin stated that Clay Brook Road is first on the list due to its poor condition and heavier use. Numbers 2 and 3 on the list are Evergreen Drive and Hemlock Road. Poulin said that reconstruction would include removing approximately 2 feet of the existing road, replacing the material, of which some could be reused, and repaving. Chairman LaPierre said that there is only \$200,000 available in the account, and the estimate for just Clay Brook is \$480,000, so that would only cover half. Selectman Oliver asked if the town could bond and Chairman LaPierre advised they could not, as it would have to be brought to the town meeting for a vote. Poulin advised it would be more cost effective to do more of the project at once, as costs increase for the project as a whole if you do it in pieces. Mike Waddell suggested that the Selectman create a priority list for all the roads in town, and bond what they think the town can afford. Chad Miller suggested that since work is scheduled on Spring Road next year, the town may be able to do an add-on project. Chairman LaPierre suggested that since they cannot do the project this year, they will have to discuss it for the budget. TM Frost advised that the engineering has not been done on either Stony Brook or Cascade Flats. Chairman LaPierre asked TM Frost to get engineering costs for the project, and TM Frost advised it would be about \$500,000 for both. TM Frost will get the Selectmen a spreadsheet with all the costs broken down. Mike Waddell suggested that the town have HEB look into the other 75% of the roads in town that are not on the list to identify areas that may be a problem in years to come. Chairman Lefebvre asked what this would cost, and Poulin advised it would be less, as it is not as in depth. Selectman LaPierre asked TM Frost to look into doing this.

b) David Laurin and Phil Bedard – Public Works Office Building – Chairman LaPierre advised Laurin that the Board had requested he attend due to the cost of the project. Laurin advised the cost is about \$265 per square foot, which is average for commercial construction. Laurin suggested several ways that the Board may reduce costs by approximately \$10,000, including wood framing instead of steel, a different hardware package for the door, changing the siding from metal to clapboard, and leaving the concrete and not installing the rubber flooring. He advised that reducing the size of the building would not make for a substantial savings on the cost. Selectman LaPierre asked about the start and completion dates for the project. TM Frost advised that the town would need final USDA approval on the bid before they could start. Laurin advised that once it is started, it is estimated to be completed within 60 days. The extra money to cover the cost will come from the grant, as only \$133,000 was budgeted for the project.

Mike Waddell asked what Ray's Electric had allocated for a performance and payment bond, and Laurin advised they did not have that information, it would be a question for Ray's Electric. Mike Waddell also asked if the town had explored the possibility of public works performing the excavation work and having a concrete contractor do the site work. Selectman Lefebvre asked how much bigger the new office space would be, and Laurin advised it is relatively the same as the old one. Chad Miller strongly suggested that the town keep the noncombustible format, since the structure is attached to the town garage. **On a motion by Selectman Oliver, seconded by Selectman Lefebvre, the board unanimously approved the bid from Ray's Electric for the construction of the office at Public Works.** Laurin will coordinate with TM Frost to get the project started.

c) Matt Saladino – Senior Project - Bronson Leclerc advised the Board of his plans to build a new Bikes Not Bombs shelter for donated bicycles. The permanent structure will be approximately 10x20'. Leclerc is hoping to build the shelter on town property behind the library parking lot. Joey Ramsey advised that this may not be an ideal location, due to public works using that space as a place to push snow from the library parking lot in the winter. TM Frost suggested that since the Recreation Department shed will be moved soon, that the new shelter could be placed in the same space. The town will need to check with the Railroad to be sure it is town land. Chairman LaPierre advised Leclerc that once the old Recreation Department trailer and shed were moved, which should be in the next couple of weeks, a decision could be made on allowing construction to begin. Leclerc advised that he would like to begin soon, so that he can complete it before winter.

d) Jeff Stewart – Recreation Building, Playground and Fence at Libby's – Jeff Stewart advised the Board that he had received three quotes for the new swing set at Libby's, the lowest bid, \$5283.30, was from Miracle, the same company that was used for the common and Edward Fenn School. **The Board approved the selection of Miracle to provide the equipment.** Stewart advised that for the quotes for the fencing, the lowest bid was received from MRM Landscape and Maintenance in Kirby, VT. MRM bid \$4456, and advised that they could complete the project in 1 day. Chairman LaPierre asked if the money for the project would be coming out of the revolving fund and Stewart advised that it would. **The Board approved the fencing bid at Libby's.** Stewart advised that they have moved into the new Recreation Department building, the sign is up, and all that is left is painting which will be done the next month or two. Stewart advised that only one bid was received for the purchase and removal of the old trailer, which was from Bob Chapman. Chapman offered \$500 for the trailer and agreed to remove everything, including the ramp in front. Stewart advised that the water has been turned off, and electricity will be turned off next week. Stewart also advised that Arthur Couture has offered to move the shed to the new Recreation Department property for free. TM Frost asked about holding a ribbon cutting ceremony, possibly before the next Selectman's Meeting. Stewart will contact the Dagesse and Olson families to set up a date convenient for them.

3. New Business:

a) Backhoe Lease Documents – TM Frost advised that the annual payments for the lease on the new backhoe are \$12,313.32 per year for 4 years, with a final payment of \$1. The agreement is with Caterpillar. TM Frost advised the Board that the resolution needed to be signed. **On a motion by Chairman LaPierre, seconded by Selectman Lefebvre, the board unanimously approved the resolution and it was signed.** Chairman LaPierre asked if the backhoe had been received yet, and Joey Ramsey advised that it has been.

b) Interim Fire Chief Resignation – Chairman LaPierre read the letter of resignation submitted by Interim Fire Chief/EMS Director Chad Miller. LaPierre thanked Miller for his service to the town and

apologized for anything she may have done that may have offended him. LaPierre stated that she was asked a question and answered truthfully, and had not realized that it was a non-public issue. Selectman Oliver wished Miller well, stated that he had hoped it would work out, and that the town would move forward. Selectman Lefebvre also thanked Miller for his service and stated that Littleton would benefit from hiring him. Shawn Costine asked the Board if they would elaborate on the accusations made in the letter of resignation, and Selectman Oliver advised they would not, since it is a personnel issue. Lori Korzen stated that she felt the behavior of the Board was extremely unprofessional and unethical in saying that Miller was not their first choice. Korzen went on to say that their actions have weakened the community and that the department deserves some answers. Derek Palmieri advised that he was a part the process to choose a fire chief, in which a decision was made, and now they again do not have one. Palmieri expressed his concern for the departments in not having a leader for Fire or EMS and asked how long it would take to hire for those positions. TM Frost advised that they would be choosing another candidate from the original pool of applicants. TM Frost advised there are two candidates left, and she is meeting with one of them on Friday. Pickett asked if there would be an internal investigation for the allegations cited in the letter and TM Frost advised there would be. Paul Robitaille mentioned that these are personnel issues and people may have inadvertently stepped over the line. Robitaille cautioned that the town should be careful in how it handles the situation. Phil Cloutier mentioned that in the last hiring process, TM Frost made the final decision, which was not what the Board recommended. Cloutier asked if the same thing would happen this time. TM Frost advised that there were many roadblocks along the way in this hiring process. Cloutier and others suggested that the merger be looked at again, and TM Frost advised that only the Board has the authority to merge the departments, and they had decided not to. TM Frost advised that Miller would be staying for two more weeks and stated that the EMS Department has some great people who have stepped up to fill the schedule and keep things running. Chad Miller spoke, and advised that he regrets not saying it in his letter, but he also takes some responsibility for the problems at the department. Matt Dustin stated that it is hard to fill the schedule with per diem attendants for EMS and asked if the vacant full-time positions were going to be filled. He stressed the need to make a decision quickly so that the department can continue to serve the public. Mike Waddell suggested that the town should not investigate the allegations made in Miller's letter, as everyone would come out with dirt attached to them, with no good end. Waddell pointed out that regardless of the investigation, there would still be three vacancies to fill. Chad Miller disagreed, stating that the individuals involved should be dealt with privately and through the appropriate steps, as they need to be held accountable for their actions.

c) NHMA Policy Process - TM Frost shared Policy Recommendations for NHMA and asked if the Board disagreed with any of the recommendations. Chairman LaPierre voiced concern over number 23, which would support legislation to allow the legislative body to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors. TM Frost will submit this opposition to NHMA.

4. Old Business/Updates:

a) Tinker Brook Bridge –Joey Ramsey advised that the expected completion date of the project is August 13, 2016. The contractor has done an excellent job and they expect the road to be paved in the next week or so.

Ramsey also mentioned to the Board that the Public Works Department is in need of a new salt truck for the winter. The truck that they are currently using has a cracked frame and due to its age, new parts cannot be ordered. Ramsey would like to know how much is in the capital reserve fund, and would like to purchase a new truck by October. TM Frost will meet with Ramsey to discuss this further.

b) Cascade Railroad Crossing – TM Frost attended the pre-hearing conference on July 27, 2016. The actual hearing will be held within the first two weeks of September. The right of way for the railroad will remain in effect, and the tracks will stay, but the crossing will be marked exempt. Signage is the responsibility of the town. Kirsten Knowlton from the Berlin Daily Sun asked if the hearing would be held in the southern part of the state, and TM Frost advised that it would be.

c) Spring Road Culvert – HEB advised that they completed the land survey last week and the hydrologic study will be done next week. This project will not begin this year, but should be ready to send out to bid in early 2017.

d) Street Lighting Project – Quotes have been received from Lightec - for both a 40-light, \$17,631.80, and a town-wide, \$90,833.79, change to LED fixtures. Ray's Electric has also submitted a quote of \$12,122.85 for the 40-light change, since they are a qualified vendor for the project. The 2016 budgeted amount for repairs to street lights is \$1,000.00, and \$1,724.13 has already been spent this year on street light repairs and replacements. Paul Robitaille reminded the Board that the town does have a Dark Skies Ordinance in place, and whatever the town decides to do with lights, it will have to meet those requirements. Lynn Tremblay from the Yokohama restaurant has requested that the light that was turned off in front of her restaurant be turned back on due to safety concerns, as the restaurant was burglarized last year. **On a motion by Chairman LaPierre, the Board voted unanimously to have the street light turned back on in front of the Yokohama Restaurant.**

e) Glen Road Dilapidated Building – TM Frost advised that John Scarinza will be taking a look at the building on Glen Road behind Cumberland Farms when he returns from vacation. For now, the property is boarded and secure.

f) Accounting Software Implementation – TM Frost advised that the town is live for accounts payable with the new accounting software. Frost advised that the payroll will still be done in BMSI through October. Budgets will be created using the new software, and the budget process will be starting soon.

5. Public Comment:

Mike Waddell asked if the town had received a letter written to abutters from Eversource in reference to the sale of land behind the town garage. TM Frost advised that she had not received anything yet, but she will check with the Public Works Department to see if they have. Chairman LaPierre requested that TM Frost get in contact with Eversource about the sale.

6. Other Business:

a) Town Manager's Update – TM Frost advised that the OHRV counts for the last three weekends at the trailhead were 912 on July 25, 1038 on August 1, and 4100 on August 8. The high volume on the 8th was due to the ATV Festival at Jericho State Park. Frost also advised that there were no accidents on the roads during the festival and only two on the trails. There was one arrest over the weekend for DWI. Paul Robitaille stated that he thought it was the best year yet for enforcement, but reiterated his concern over children ages 12-15 being allowed to operate on the roadways.

TM Frost also mentioned that she received a call about the Veterans Memorial at the common. It is the town's responsibility to add names to the memorial. She will be in contact with the American Legion to help with the list of names to be added. There is no money in the budget to do it this year, but it was suggested that it be added to next year's budget.

TM Frost also shared that when she met with Primex, they suggested a goal setting session for the Board of Selectman. Primex would facilitate the session and just the board members would participate. Primex stated that it would be worthwhile for the board to look at important issues for the town and create a vision for the town going forward.

b) Selectmen's Updates – Chairman LaPierre shared that she had received a call on Thursday from Gary Davis concerning the sign requested for the beginning of Mechanic Street. LaPierre advised that they put up temporary no parking signs along the street for the weekend, and will be sure that the Public Works Department installs a permanent sign before the Polaris event.

Selectman Lefebvre brought up concern over the smell at the mill.

c) Approval of Minutes (June 27 and July 11, 2016) - On a motion by Chairman LaPierre, the Board unanimously approved the minutes of June 27 and July 11, 2016 as prepared.

d) Sign Manifest; Abatements and Exemptions (if necessary) -

TM Frost advised there were no abatements or exemptions.

7. Non-public Session: RSA 91-a:3, IIa On a motion by Chairman LaPierre, seconded by Chairman Oliver, the Board unanimously voted by roll call to move to non-public session at 8:36 pm. Lefebvre – Aye, Oliver - Aye, LaPierre – Aye.

On a motion by Selectman Oliver, seconded by Selectman Lefebvre, the Board voted unanimously by roll call to come out of non-public session at 8:45 pm. Lefebvre – Aye, Oliver – Aye, LaPierre, Aye.

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

The meeting was adjourned at 8:45 pm.

REVIEWED AND APPROVED:

Grace LaPierre

Terry Oliver

Patrick Lefebvre

