

**MINUTES OF SELECTMEN'S MEETING
TOWN OF GORHAM
MONDAY, DECEMBER 14, 2015 6:00 PM**

Gorham Selectmen present: Jeff Schall, Grace LaPierre, Terry Oliver

Also present: Robin Frost, Town Manager; Kirstan Lukasak, Berlin Daily Sun; Denise Vallee, Finance Director; Michelle Lutz, Assessing Clerk; PJ Cyr, Police Chief; Henry Sanschagrín, Eric Cornish, Stan Karlin, David Zion, Patti Arundel, Matt Yezukevich of Patriot and Blum Shapero

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

2. Appointments:

a) Stan Karlin – Patriot Properties/AccuFund: Mr. Karlin introduced the team that will be working on the Town's software, if it is approved. He stated that they came before the Board to answer any questions that it may have. Selectman LaPierre asked if there will be a motor vehicle module included in their proposal. Ms. Arundel stated that while there is nothing developed at this time, but she has been working on receiving the certification needed with the State. From there, she will need to work with the Town Clerk's office to develop the software. Gorham will be the first NH Town to actually use the CollectPro module. There are, however, a couple of NH Town's that are using the AssessPro portion of the package already. Ms. Arundel stated that the implementation will be done in stages, but they plan to do whatever it takes to get the Town up and running smoothly and comfortably. Mr. Zion said that he has been in business since 1985. He started small and now has approximately 55 people working. He stressed to the Board that it is their intention to work very hard for the Town to ensure a smooth transition. Selectman Oliver asked about the kind of support that the Town can expect. Ms. Arundel stated that they have both email and telephone service between the hours of 8:30 am to 5:00 pm. However, she stated that all of them have email on their phones. If the Town has an issue after those hours, she assured the Board that there would be someone available to assist. Chairman Schall asked about managing the software and what kind of change management software do they use as well as the quality of changes. Ms. Arundel stated that AssessPro will be scheduled to back-up nightly to the Town's server. The Town may want to reach out to its IT department to assist with offsite back up such as the cloud. There are updates that are done periodically that when completed the Town will be informed of the change and reason for the change. After further discussion regarding the software proposal, the Board decided to wait until the December 16th meeting before giving their final answer. If approved by the Board this matter will be put on a Warrant for Town Meeting.

b) Eric Cornish – OHRV Use from Jimtown Road to Trailhead: Mr. Cornish stated that he is here for the same question as he has asked in the past regarding OHRV access and the Jimtown Road neighborhood. The Board stated that a letter had finally been received from the NHDOT. The use of Route 2 from the end of Jimtown Road to the trail access area has been denied for safety concerns. Mr. Cornish asked if the Board will get the ball rolling on the use of the rail bed trail, and wondered if a public hearing will need to be completed. TM Frost stated that she had spoken with Chris Gamache from the NH Trail Bureau this afternoon regarding the rail bed trail. Mr. Gamache stated that he will speak to the Commissioner to see if the State will move forward with that possibility. TM Frost said that Mr. Gamache will be in touch with her as soon as he has further information. Mr. Sanschagrín stated that he was very upset with the tone of the letter from DOT. He feels that they were trying to place blame on the matter on the Trails Bureau and the Town. Mr. Sanschagrín said that he does not believe that the letter would have been received if he hadn't placed a couple of letters asking for assistance with the matter. Mr. Sanschagrín asked the Board if there was in fact a public hearing, if they would not schedule it on the same night as their regular Board meeting. He feels that the Board rushes the public too much and it is not

fair. Mr. Cornish asked if the Town portion of Jimtown Road is open for OHRV use, because the State portion of that road is. The Board stated that until such time as there is access to the actual trail head, they will not agree to open the Town portion. TM Frost stated that she hoped to hear from Chris Gamache prior to the December 28th meeting and will place this matter on the agenda for that meeting.

3. New Business

a) 2016 Regular Meeting Dates: TM Frost presented the Board with the proposed 2016 meeting schedule. This posting will act as the official posting for the Board's meetings. The Board agreed to the schedule.

b) Legal Expense Review: TM Frost presented the Board with the updated legal expense spreadsheet. The Board asked why there is so much money spent for PSNH. TM Frost stated that this is due to their divestiture. While we are splitting costs with the City of Berlin on the local property matters and protecting the Town's values, the Town is also splitting costs with other NH Towns on the balance of the divestiture. TM Frost stated that the spreadsheet is for informational purposes when looking at the budget.

4. Old Business

a) 2016 EMS Contract Spreadsheet Update: TM Frost presented the Board with a spreadsheet of EMS updated figures for the coming year's contracts for Randolph, Shelburne and Coos County. Based on the new figures the proposed contracts are as follows: Randolph - \$14,650, Shelburne - \$22,062 and Coos County - \$27,585. The Board agreed on the proposed figures, and TM Frost will be sending them out tomorrow.

b) Public Safety Committee Update: TM Frost stated that due to scheduling conflicts, the meeting that was scheduled for last week had been cancelled. However, she said that the Committee is very close to being able to bring a recommendation to the Board. Both Chief Cyr and TM Frost stated that they feel that recommendation should be ready for the Board's December 28th meeting.

5. Public Comment:

FD Vallee asked the Board that if they will not approve the entire software package, if they would be please at least consider the financial piece. Chairman Schall stated that he had concerns regarding the assessing component, wondering if the assessors will be able to work with this program as well as the investment the Town has made in Vision. AC Lutz stated that she is in the process of speaking with other Town's that are using AssessPro, but she does not have a complete report as she is waiting on return phone calls. Chairman Schall stated he is also concerned about whether or not our auditor will be able to work with this software. TM Frost stated that the Town's auditing service is going to be going out to bid. FD Vallee stated that she will be able to produce the reports necessary for the auditor.

Kirstan Lukasak asked what the project's projected total cost? TM Frost stated approximately \$202,000. TM Frost gave Ms. Lukasak a copy of the proposed contract for reference purposes.

6. Other Business

a) Town Manager's Update: TM Frost asked Dep TC Riendeau to review the paint bids with the Board. Ms. Riendeau was able to obtain one other bid for painting the Town Hall's exterior trim and doors. The additional bid was from G.B. Carriers. While she did place a call and schedule an additional review with one other company, they did not show. D & M Painting's bid came in at \$23,000 and G.B. Carrier's is \$33,000. The Board

asked about paint brands and warranties. Dep TC Riendeau stated that she would get additional information for the Board's December 16th meeting. TM Frost presented the Board with a bill from the Town of Randolph for the Town's Forest in the amount of \$19,000. She reminded the Board that they had previously given the Forest Committee permission to negotiate with Randolph. She will leave the bill with the Forest Committee for their review and approval.

b) Selectmen's Update: Selectman LaPierre stated that she had attended Ed Fenn's quarterly awards ceremony. Although she did not realize prior to the ceremony, there was a ribbon cutting for the new cafeteria. The Town had donated money for this project. Selectman LaPierre participated in the ribbon cutting.

Chairman Schall stated that at the Board's last meeting, they spoke about TM Frost's review for the year. The Board feels that she is doing a good job and agreed to amend her existing Contract. This Amendment will extend her current Contract through May 31, 2018. The Board signed the extension/amendment.

c) Approval of Minutes (November 23, 2015 and November 30, 2015): Selectman LaPierre made a motion to approve the Minutes of the November 23, 2015, meeting as presented, seconded by Selectman Oliver, voted unanimously. Selectman LaPierre noted a couple of grammatical errors in the November 30, 2015, Minutes. Selectman LaPierre made a motion to approve the Minutes of the November 30, 2015, meeting with noted grammatical errors, seconded by Selectman Oliver, voted unanimously.

d) Sign Manifest: All manifests were signed.

e) Sign Abatements and Exemptions (if necessary): TM Frost presented the Board with one abatement in the amount of \$510.82 for Carol Fish. The assessment was not actually changed in the system at tax bill time, therefore, it created an incorrect bill. TM Frost stated that the assessment abatement had been previously approved by the Board. The Board signed the abatement.

7. Non-Public Session: RSA 91-a:3, II a & e: On a motion by Chairman Schall, seconded by Selectman LaPierre, the Board voted unanimously by roll call to move into non-public session at 7:10 pm. Schall – Aye, LaPierre – Aye, Oliver – Aye.

On a motion by Chairman Schall, seconded by Selectman LaPierre, the Board came out of non-public session by unanimous roll call vote at 7:55 pm. Schall – Aye, LaPierre – Aye, Oliver - Aye.

8. Adjournment: The meeting was adjourned at 7:56 PM.

REVIEWED AND APPROVED:

Jeff Schall

Grace LaPierre

Terry Oliver