

**MINUTES OF SELECTMEN'S MEETING
TOWN OF GORHAM
MONDAY, SEPTEMBER 30, 2013, 6:00 PM
GORHAM TOWN HALL**

Gorham Selectmen present: Jeff Schall, Paul Robitaille, Bill Jackson Excused Absence
Also present: Robin L. Frost, Town Manager; Deb Thornblad, Berlin Daily Sun; Ron Donato, Jay Holmes, Steve Gauthier, Al & Kate Duncan, Bob Balon, PJ Chief, Chief of Police; Denise Vallee, Director of Finance & Human Resources; Michelle Lutz, Assessing Clerk

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

2. Appointments:

a) Regan Pride – Solid Waste Study Results: TM Frost informed the Board that Mr. Pride was not able to attend the meeting. Mr. Pride will reschedule his visit.

b) Chief PJ Cyr – OHRV Ordinance Draft: Prior to reviewing the OHRV Ordinance, Chief Cyr introduced the Board to Richard McClure, the Departments newest part-time officer. Chief Cyr told the Board that Officer McClure is a retired Lieutenant from the Berlin Police Department, and that Office McClure is scheduled to work 24-32 hours per week.

Chief Cyr presented the Board with the draft OHRV Ordinance. Chief Cyr explained to the Board that he met with the Highway Safety Committee (a sub-committee of the Town's Joint Loss Management Committee), members of the Berlin Police Department as well as the NH Bureau of Trails while working on the Ordinance. Chief Cyr stated that there are a few issues/discrepancies between the Town of Gorham's Ordinance and that of the City of Berlin's; noting that the Town is following the State's trail schedule. The Town's trails will be open from ½ hour before sunrise to a ½ hour after sunset, while Berlin's trails are open from 6:00 am until 10:00 pm. Also, the Town's trail system will be open from May 23 until November 4, with Berlin's being open until snow covered. Chief Cyr went on to inform the Board that they are working with the City of Berlin to create a collaborative "local access decal" that would be reciprocating between Berlin and Gorham for access to the additional streets noted in the proposed ordinance. The fee for the permit is being proposed at \$12.00 per year. Further discussion took place regarding the new proposed ordinance and permit access fee. Chief Cyr told the Board that he felt that this draft is more comprehensive than the first draft. Chairman Robitaille told Chief Cyr that he liked what he has seen so far, and that he liked the idea of working with Berlin for the access permit. Selectman Schall also informed Chief Cyr that he liked the draft and said that he has done a good job. Chief Cyr and the Board also discussed the option of trying to open the Jimtown Road area to the current trail system.

Chief Cyr also gave the Board an update on the Pine Mountain Repeater project. Chief Cyr informed the Board that the project is substantially complete. He had received a price from Ossipee Mountain Electronics to install the remaining equipment for the repeater and received a price of just over \$10,000. Therefore, Chief Cyr sought a price from Dave Schurman, which came in much less at \$3,851. Chief Cyr went on to tell the Board that further material is needed to finish the project. Further discussion took place and Chief Cyr asked the Board to sign a

Capital Reserve Fund Request in the amount of \$5,111.65. The Board informed Chief Cyr that the request had been signed off on.

Chief Cyr also presented the Board with the updated Town of Gorham Safety Plan. The Plan is created from a template from the Department of Labor. Chief Cyr stated that the only updates/changes are in Appendix C of the Plan, which deals with the evacuation process. Selectman Schall asked when the plan needed to be approved by, Chief Cyr stated that he would like to see it completed/approved by October 21.

3. New Business:

a) Utility Assessments: TM Frost presented the Board with the Skip Sansoucy's 2013 Utility Update. She noted that this is the only documentation of the assessments, stating that Mr. Sansoucy did not provide any further back-up documentation as to how he reached these figures. TM Frost noted to the Board that the property assessment that had the largest change is WalMart. Further discussion took place regarding the updates. It was noted that the overall values are up approximately \$5.5 million. The overall next taxes for 2012 were \$273 million with 2013 at \$279 million. Selectman Schall stated concern about the WalMart increase noting that he expects there to be a challenge, which is just another expense to the Town. Selectman Robitaille asked TM Frost and Assessing Clerk Lutz to get the back-up for the values as soon as possible. Assessing Clerk Lutz and TM Frost presented the Board with the Town's MS-1 for their review, asking them to initial it. Further discussion took place regarding the assessments and the MS-1.

4. Old Business:

a) Personnel Policy Amendments: FD Denise Vallee presented the Board with the Personnel Policy Amendments that had been presented back in July. FD Vallee explained to the Board that the current overtime rate is not in line with Federal Labor Laws and Police Contract. Using the Public Works Department wage schedule as an example, FD Vallee stated that the new overtime rate would be the average of the three rates. FD Vallee stated that in the current policy, a sentence in the Bereavement Leave section had been left off, and the Amendment simply puts that information back in. FD Vallee went on to tell the Board that due to the Health Care Act, the definition of part-time hours worked has changed to employees who work at least 30 hours per week will have the opportunity to purchase insurance through the Town. The employee is, however, responsible for 100% of the cost of the coverage. Selectman Schall asked what kind of a financial impact will take place. FD Vallee said that it will save the Town \$0.38 per hour. **After further discussion, Selectman Schall made a motion to accept the changes to the Personnel Policy as presented, seconded by Chairman Robitaille, voted unanimously.**

5. Public Comment:

Jay Holmes asked how much an employee has to pay for their insurance with the Town. FD Vallee told him that it was approximately \$37 for a single and \$70 for two people. Mr. Holmes wanted to tell the Board that he is in favor of a public access fee for use of town streets. Mr. Holmes went on to tell the Board that he is concerned about the \$5 million increase in total values. Mr. Holmes asked about the Solid Waste Study. TM Frost said that she anticipates that Mr. Pride will reschedule his appointment within the next two meetings.

Henry Sanschagrín asked if the press would not include his comments in the newspaper. Mr. Sanschagrín went on to say that he is not in favor of the access permit sticker and asked the Town not to go the way of other cities. Mr. Sanschagrín went on to say that he felt it is discrimination against ATVers. Mr. Sanschagrín stated that he felt that HB 383 is not being enforced by anybody and that needs to be done. He went on to say that it is the Town's responsibility to enforce because Fish & Game will not. Further discussion took place regarding the proposed trail access and streets that will be included.

Ron Donato stated that a hand written note had been left with the Town Manager with regard to Jimtown Road, so that the Highway Department could be informed. He wanted to know what is going on. TM Frost informed him that she had informed them, and that it is on their list. Mr. Donato went on to say that since TM Frost has been here, that his taxes have gone up \$10 per thousand. He asked if anyone could see the trend. Mr. Donato went on to question TM Frost's work hours, stating that she should be here at 8:00 am every day. He went on to say that he disagrees with the hours and stated that something should be done about it. Chairman Robitaille informed him that the Board is very aware of her schedule. He went on to say that Mrs. Frost is here usually 50-60 hours per week, and that she has never not given us the time she is paid for. Mr. Donato stated that he doesn't buy it.

6. Other Business:

a) Town Manager's Update: TM Frost stated that speaking of taxes; last year's school meeting's attendance was as follows, noting that this was a paper ballot vote for Article 3 regarding the creation of a school budget committee: 36 Gorham voters-30 Shelburne voters-38 Randolph voters. She went on to say that this shows that they (Shelburne/Randolph) can out vote the Gorham voters. TM Frost said that voters needed to come out.

TM Frost informed the Board that she has finished looking into becoming Appalachian Trail Community. There is no required cost to the Town and it is good public relations. TM Frost said that she would like to be able to get back to Hawk Methey and ask what is next to be able to move the Town forward. Further discussion took place and it was agreed that the Town should become an AT Community.

TM Frost informed the Board that she has spoken with Jim Wheeler, Berlin City Manager. Both of them have department head meetings. They decided that they would like to have a meeting together so that the department heads can have the opportunity to meet one another. They have planned to each take their department heads to the Warming Hut at Jericho State Park by OHRV. Both feel that it will be good to have the department heads be able to see firsthand what the ATV trail system is about. They are hoping to be able to work closely together on this matter.

b) Selectmen's Updates: Selectman Schall stated that he did not have anything at this moment that he was simply waiting for the budgets.

Chairman Robitaille stated that he had been contacted by a Cascade Flats resident who is concern about old playground and two parking lots that are on the mill's property, stating that there are unregistered vehicles and stuff being left there. Chairman Robitaille also stated that

there is a two story house located across the street from Mary's Pizza that has bags of what he is assuming is construction debris. He would like to know who owns that property so that the material can get disposed. Chairman Robitaille also noted that there is a TV that was left on the side of the road on Railroad Street in front of the white building and would like to see if that can get taken care of.

c) Approval of Minutes (September 9, 2013): Selectman Schall made a motion to approve the minutes of the September 9, 2013, meeting, seconded by Chairman Robitaille, approved unanimously.

d) Sign Manifest: All manifests were signed.

e) Sign Abatements and Exemptions (if necessary): None were presented.

7. Non-Public Session: RSA 91-a:3, II a-e: There was no need.

8. Adjournment: The meeting was adjourned at 7:25 PM.

REVIEWED AND APPROVED:

Paul Robitaille

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William H. Jackson

Jeff Schall