

MINUTES OF SELECTMEN'S MEETING  
TOWN OF GORHAM  
MONDAY, April 9, 2012, 6:30 pm  
TOWN HALL CONFERENCE ROOM

Selectmen present: Chairman David Graham, Paul Robitaille, Bill Jackson.

Also present: Robin L Frost, Town Manager, EMS Director Chad Miller

Melissa Grima, *Berlin Daily Sun*, Sue Cloutier, Angela Brown, Donna Lane, Jeff Schall.

**1. Call to Order:** The meeting was called to order at 6:30 by Chairman Graham.

**PUBLIC HEARINGS CDBG:**

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects and up to \$350,000 emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This is a proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Feasibility Study funds to look at possible new locations for the Gorham Community Learning Center. The majority of the children served at the Center are of low or moderate income.

This project conforms with Gorham's Housing and Community Development Plan's Goal of: Pursue CDBG funding to look at possible new location for Gorham Community Learning Center. (Short-term goal).

a) Chairman Graham opened the public hearing on the proposed application to CDFA for a feasibility study for Gorham Community Learning Center. Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, public facility and housing projects and up to \$350,000 emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants.

This is a proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Feasibility Study funds to look at possible new locations for the Gorham Community Learning Center. The majority of the children served at the Center are of low or moderate income.

This project conforms with Gorham's Housing and Community Development Plan's Goal of: Pursue CDBG funding to look at possible new location for Gorham Community Learning Center. (Short-term goal).

Sue Cloutier of the GCLC explained that they have looked at a few empty places in town and have contacted the landowners. They would hopefully be able to expand and serve more families, if they were able to move.

The public hearing was closed at 6:39 pm

b) Chairman Graham opened the public hearing on the Housing and Community Development Plan. The Board reviewed the Plan, which explains affordable housing in Gorham. This plan needs to be adopted every three years.

This public hearing was closed at 6:44 pm.

c) Chairman Graham opened the hearing on the Residential Antidisplacement and Relocation Assistance Plan. This plan provides for the relocating of residents who might be displaced by the funding and implementation of the grant. This is not a concern in this instance since the proposal is for a feasibility study only.

This public hearing was closed at 6:45 pm.

**On a motion by Selectman Jackson, seconded by Selectman Robitaille, the Board voted unanimously to adopt the Housing and Community Development Plan.**

**On a motion by Selectman Robitaille, seconded by Selectman Jackson, the Board voted unanimously to adopt the Residential Antidisplacement and Relocation Assistance Plan.**

**On a motion by Selectman Jackson, seconded by Selectman Robitaille, the Board voted unanimously to appoint TM Frost as the signatory on all documents relating to the CDBG request.**

## **2. Appointments:**

a) **Chad Miller – EMS and EMD Updates:** Mr. Miller distributed a report covering the activities of the past quarter. Selectman Robitaille asked how coverage was working and Mr. Miller replied that they missed three calls during the quarter. Those calls were answered by mutual aid. Selectman Jackson asked if cross-training is working. Mr. Miller felt that cross-training is a benefit to the Town as a whole, but if a person is only interested in being on the Fire Department, then that is fine. Each person is, however, encouraged to train for both entities. He went on to explain that educational programs impact availability the most. Mr. Miller then changed hats and gave a brief outline of the Emergency Management part of his duties. He reported that the applications for hazard mitigation are due on April 20<sup>th</sup>. There are a couple of projects in Gorham which should score high for these grants. One such project is the culvert on Spring Road.

## **3. New Business:**

a) **Sansoucy Contract Execution:** The Board had all the questions answered from the last meeting regarding this contract. **On a motion by Selectman Jackson, seconded by Selectman Robitaille, the Board unanimously approved the contract with George Sansoucy for assessing of utilities, telephone property, and the mill.**

b) **Recreation Revolving Fund:** TM Frost explained how this newly created fund will work. The revenues from fundraisers and summer programs will go into this fund to cover the costs of these programs in future years. Selectman Jackson expressed his concern about these types of funds in that it takes the voter out of the equation. TM Frost explained that the goal is to make the programs self-funding and therefore the expenses of said programs will come out of the regular budget. The Board of Selectmen will approve or disapprove expenditures from this fund after recommendation from the Recreation Director.

#### **4. Old Business:**

a) **Revaluation Update:** TM Frost stated that assessors from KRT will be starting tomorrow in town. There has been notification in the Berlin Daily Sun that the work will begin very soon. All assessors will have a letter from the Town Manager as well as a picture ID on their person. Dispatch will also be given the information in case they receive any calls.

**5. Public Comment:** Jeff Schall asked how and when the Budget Committee will meet, since the Chair and Vice-Chair are no longer on the committee. TM Frost will get email information to Mr. Schall so he can organize a meeting.

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

a) **Town Manager's Update:** TM Frost stated that she walked Main Street with Bill Lambert and Brian Schutt from NHDOT as well as Buddy Holmes. There was a determination that the parking issue near Moose Meadow and Icy Gulch could be alleviated by extending the no parking zone on the northbound side of the street from McDonald's to about 250 feet past the exit from Moose Meadow. **On a motion by Selectman Robitaille, seconded by Selectman Jackson, the Board unanimously approved this extension.** TM Frost will send a letter to Mr. Lambert at NHDOT.

In response to Selectman Jackson's question about BTLA cases, right now the Town has two ongoing cases, which are Portland Pipe Line and Great Lakes Hydro.

TM Frost reported that there are department head meetings every third Wednesday of each month. Both Chairman Graham and Selectman Robitaille have attended one of these meetings. Selectman Jackson was welcomed to visit a meeting as well.

TM Frost included a copy of the IT RFP in the Board members' packets. The Board reviewed the RFP and gave their blessing to move forward with this posting.

It is time to apply for a tax anticipation note. The procedure will be the same as in past years, with the Town receiving a line of credit and using the funds only as absolutely necessary. This time we will be asking for a limit of \$450,000. **On a motion by Selectman Robitaille, seconded by Selectman**

**Jackson, the Board unanimously approved the issuance of a tax anticipation note in the amount of \$450,000.** Paperwork will be signed out of session as soon as issued by the bank.

**b) Selectmen's Reports:** Selectman Robitaille met and travelled along the Androscoggin River with Dick Huot in order to find a suitable place for a canoe/kayak launch. They started at the PSNH landing and proceeded north. There is a suitable place at the end of Elm Street on the old Cote property. Selectman Robitaille also mentioned that he spoke with Mayor Grenier recently and Mayor Grenier suggested that the Berlin City Council and the Gorham Board of Selectmen have a joint meeting to discuss area issues.

Chairman Graham attended the regional Selectmen's meeting in Bethel. Tony Donovan of the Maine Rail Coalition was the guest speaker. It was well done and well attended.

**c) Approval of Minutes (March 26, 2012): On a motion by Selectman Jackson, seconded by Selectman Robitaille, the Board voted unanimously to approve the minutes as presented.**

**c) Sign Manifest:** The Board signed the manifest as prepared.

**d) Sign Abatements (if necessary):** There were no abatements.

**7. Non-Public Session: RSA 91-A:3, II:** There was no need for a non-public session.

**8. Adjournment:** The meeting was adjourned at 8:16 pm.

**REVIEWED AND APPROVED:**

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**David Graham**

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**Paul Robitaille**

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**William H. Jackson**