



# AGENDA

**MEETING OF THE GORHAM BOARD OF SELECTMENS**  
**Monday, March 25, 2019, 6:00 PM**  
**Gorham Town Hall Public Meeting Room 2<sup>nd</sup> Floor**

1. **Call to Order 6:00 PM**
2. **New Business:**
  - A. Board Organization and Appointments
  - B. Petition to amend pole and conduit licenses
  - C. Broadband Presentation by Carol Miller, Advocate of Broadband Technology  
Division of Economic Development  
Department of Business and Economic Affairs - State of New Hampshire
  - D. **Public Hearing - 7:00pm**  
Discussion (4<sup>th</sup>) & Action on administrative Policies/Town Code revisions (7):  
Snowmobile access to Main Street; Heavy Traffic Prohibited; Wild Animal Ordinance; Stop Intersections; Yield Intersections; Violation and Penalties, and Overnight Parking)
  - E. First reading for ‘Capital Assets Policy’ and ‘Rules and Regulations for Cemeteries’
  - F. Action on New Moose on the Common proposal
3. **Old Business/Updates:**
  - a. CMA/snow storage
4. **Public Comment:** In consideration for all please limit comments to 2 minutes
5. **Other Business:**
  - a) Selectmen’s Updates
  - b) Town Manager’s Report
  - c) Approval of Minutes (February 11, 2019 Regular Meeting, March 11, 2019 Regular Meeting, March 11, 2019 Non-Public Session)
6. **Non-Public Session:** RSA 91-a:3, II, a,b,d,e [If Needed]
8. **Adjournment**

*(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

*(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.*

*(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

*(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.*

**This notice is posted as a legal requirement. Do not remove until at least one day following the meeting date.**

# PUBLIC HEARING NOTICE TOWN OF GORHAM, N.H.

## REVISION OF ADMINISTRATIVE POLICIES/TOWN CODE

The Town of Gorham's Board of Selectmen will hold two consecutive Public Hearings on Monday, March 11, 2019 at 6:00 PM and on Monday, **March 25, 2019 at 7:00PM** at the Town Hall on 20 Parker Street, Public Meeting Room 2<sup>nd</sup> Floor, Gorham, N.H. to hear public comments on the following revision of administrative Policies/Town Code:

1. Snowmobile access to Main Street;
2. Heavy Traffic Prohibited;
3. Wild Animal Ordinance;
4. Stop Intersections;
5. Yield Intersections;
6. Violation and Penalties, and Overnight Parking Plan;

Interested persons are invited to attend and comment on the proposed application and planning documents. Please contact the Town of Gorham at (603) 466-3322, five days in advance if you need assistance to attend or participate in the hearing. Anyone wishing to submit written comments should address them to the Town of Gorham, Town Manager's Office, 20 Park Street, Gorham, New Hampshire.

### Public Posting Place:

1. Gorham Town Hall (bulletin board). 20 Park Street, Gorham, N.H.
2. Gorham Town website at <http://www.gorhamnh.org>

Code of the Town of Gorham, NH

Part II General Legislation

Chapter 95

Operation of Snowmobiles

**95-1. Purpose**

The Town of Gorham, NH is a tourism community that welcomes recreational snowmobile activities. To enhance snowmobiling activities, the Town offers access to downtown Main Street for dining, lodging, shopping and other offerings. This ordinance is intended to identify permitted access travel routes in the Town of Gorham.

**95-2. Authority**

NH RSA 31:39	Purpose and Penalties
NH RSA 41:11	Regulation of Use of Highways. Etc.
NH RSA 215-C:8	Operation of Snowmobiles
NH RSA 215-C:31(I)	Regulations of Political Subdivisions
NH RSA 236:56, II(e)	Prohibition of Certain Vehicles Within Highway Rights of Way

**95-3. Definitions**

"Public way" means any public highway, street, sidewalk, avenue, alley, park or parkway, or any way that is funded by state, city, town, county, or the federal government, or laid out by statute, or any parking lots open for use by the public or vehicular traffic, or any frozen surface of a public body of water; provided, however, the off highway portion of any trail established specifically for snowmobiles shall not be a public way.

"Snowmobile" means any vehicle propelled by mechanical power that is designed to travel over ice or snow supported in part by skis, tracks, or cleats. Only vehicles that are no more than 54 inches in width and no more than 1200 pounds in weight shall be considered snowmobiles under this chapter.

"Snowmobiles" shall not include OHRVs as defined in RSA 215-A.

**95-4. Permitted travel routes (See Appendix 1)**

- A. Snowmobiles are permitted to gain access to the south side of Main Street (Routes 2 and 16) from Corridor 19 of the Presidential Rail Trail by way of the following streets:
  - i. Glen Road
  - ii. Church Street
  - iii. Bellevue Place
  - iv. Lary Street

Amendment Notes:

- B. In accordance with NH RSA 236:56, snowmobiles are authorized to travel on the southern sidewalk of Main Street from the Moose Brook Motel on the Lancaster Road to Bangor Street on Lower Main Street.
- i. The operator of any snowmobile that approaches a pedestrian using the sidewalk shall reduce speed, pull to the extreme right of the sidewalk and stop until the pedestrian has passed the snowmobile.
  - ii. Snowmobiles may access the north side of Main Street in accordance with the following provisions of NH RSA 215-C8 X:
    - (a) The crossing shall be made at an angle of approximately 90 degrees to the direction of the public way and at a place where no obstruction prevents a quick and safe crossing;
    - (b) The operator shall bring the snowmobile to a complete stop before crossing the shoulder or, if none, the public way, before proceeding;
    - (c) The operator shall yield the right of way to all motor vehicle traffic on such public way which constitutes an immediate hazard to such crossing;
    - (d) The operator shall possess a valid motor vehicle driver's license or shall have successfully completed the approved snowmobile or OHRV safety training course.

#### **95-5. Prohibitions**

- A. No person shall operate a snowmobile the length of sidewalk located on the north side of Main Street to gain access to a business or residence.
- B. No person shall operate at a speed greater that is reasonable and prudent under the existing conditions and without regard for actual or potential hazards. In all cases, speed shall be controlled so that the operator will be able to avoid collisions with any person, vehicle or object.
- C. No person shall operate a snowmobile on a public way at a speed greater than 10 miles per hour.

#### **96-6. Penalties/Enforcement**

- A. Any person that violates the provisions of this ordinance shall be guilty of a violation and fined \$150.
- B. Enforcement of this ordinance will be in accordance with NH RSA 31:39.

TOWN OF GORHAM, NEW HAMPSHIRE

Code Amendment:

Part II           General Legislation  
Chapter 210      Vehicles and Traffic  
Article II         Traffic Regulations

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***210-25-a Heavy Traffic Prohibited***

*No person shall Drive or operate trucks, truck tractors, truck and trailer combinations or truck-tractor combinations exceeding 20,000 pounds licensed gross weight on the following routes:*

- a. Cascade Flats (South entrance only) from US Route 16 to southerly entrance to River Street. If one or more routes set forth above are the only means of accessing a business-related destination or delivery point, trucks subject to the prohibitions of this section may use only the shortest and most direct portions of such routes as is necessary to access and exit such destination or delivery point.*
- b. This section shall only apply to commercial vehicles whose licensed gross weight is in excess of 20,000 pounds.*

**Amendment Notes:**

**Effective March 12, 2019**

The amendment substituted "Heavy Traffic Prohibited" with "2010-25-a Heavy Traffic Prohibited".

TOWN OF GORHAM, NEW HAMPSHIRE

Code Amendment:

Part II           General Legislation  
Chapter 210    Vehicles and Traffic  
Article III     Parking Restrictions

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*210-26 Violations and penalties*

*Unless otherwise provided, any person who violates this Article shall be fined not less than fifty dollars (\$50) nor more than one-hundred dollars (\$100). Each violation of this Article shall constitute a separate offense.*

**Amendment Notes:**

**March 12, 2019**

The amendment substituted “not less than five dollars (\$5) nor more than ten dollars (\$10)” with “not less than fifty dollars (\$50) nor more than one-hundred dollars (\$100”).

TOWN OF GORHAM, NEW HAMPSHIRE

Code Amendment:

Part II           General Legislation  
Chapter 210    Vehicles and Traffic  
Article III      Parking Restrictions

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*210-28 All night parking in winter*

*No vehicle or trailer shall be parked on any public street or public parking lot between the hours of 11:00 PM and 6:00 AM from November 15 to April 15<sup>th</sup>. Any person who violates this Article shall be fined:*

*\$100   First Offense  
\$200   Second Offense  
\$500   Third Offense*

*Each violation of this Article shall constitute a separate offense.*

Amendment Notes

Effective March 12, 2019

The amendment added "Any person who violates this Article shall be fined: \$100 First Offense, \$200 Second Offense, \$500 Third Offense".





## Conditions – Limitations and Rights

- Section 6.** Condition of Sale: Owners of burial lots acquire simply the right and privilege of burial of the dead, subject to the conditions, rules, and regulations now in force, or which may be enacted hereafter. One headstone per lot is allowed centered. Placement of said headstone, corner markers, or foot markers will need to be approved by the Cemetery Sexton before placement.
- Section 7.** Residency: Lots shall be sold only to residents and former residents of Gorham.
- Section 8.** Perpetual Care Required: All other hereafter sold in the cemetery shall be provided with perpetual care services. The expense of such is included in the price of the lot at the time of the sale.
- Section 9.** Purchase of Perpetual Care: Owners of lots sold without perpetual care may secure the benefits of perpetual care by paying to the Trustees of Trust Funds a sum pursuant to the schedule as adopted by the Board of Selectmen.
- Section 10.** Perpetual Care to Include: Perpetual care shall include watering and moving of lots and graves, seeding, filling in sunken graves to lot level and other maintenance meaning and intending the general preservation of lots, grounds, walks, roadways, boundaries and structures, to the ends of sold grounds shall remain and be reasonably cared for as cemetery grounds forever.
- Section 11.** The Town will take reasonable precaution to protect lot owners within the cemetery from loss or damage but it disclaims any and all responsibility for loss or damage from causes beyond its reasonable control and especially from damage caused by the elements, acts of god or vandals.
- Section 12.** Work To Be Done By the Town: All cutting and removal of trees and shrubs, all openings and closing of lots and all interments, disinterment and removals shall be made by the Town.
- Section 13.** Use of the Vault in the Winter: “The Town will open graves for the burial of the dead, as requested during the winter season of the year, ALL additional expenses are to be paid for by the deceased estate.” *(Passed at the 1986 Town Meeting)*

**Section 14.** Disinterment and Removals: No disinterment of a body, once properly interred, shall be made except in accordance with State Law.

**Section 15.** Endowments for Special Care: Endowments for special care of lots by the Town may be set up with the approval of the Selectmen and Trustee of Trust Funds and they shall determine the charge for such services.

**Section 16.** Vaults: The Town of Gorham hereafter will require a suitable concrete vault or cement liner be used in all burials. (*Passed by Selectmen April 30, 1984*)

**Section 17.** Repurchase of Unused Cemetery Lots: The Town of Gorham will, as a matter of policy, guarantee to repurchase at the original sale price any lot or lots which are unused or with which the owners are unsatisfied for any reason. (*Passed by Selectmen on March 3, 1984*)

The Gorham Board of Selectmen adopted the above rules and regulations on June 15, 1981 and were amended in 1984, 1986, 1998, amended and readopted on:

Date: May \_\_\_\_\_, 2019

\_\_\_\_\_  
Michael Waddell, Chairman

\_\_\_\_\_  
Judith Leblanc, Selectmen

\_\_\_\_\_  
Adam White, Selectmen



## TOWN OF GORHAM

# CAPITAL ASSETS POLICY

### **Purpose:**

The Town of Gorham, NH has implemented the financial reporting provisions of Governmental Accounting Standards Board Statement No. 34 (GASB 34). While GASB 34 requires many significant changes on financial statement reporting, one of those areas is the reporting and depreciation of capital assets. This policy seeks to determine capitalization thresholds, define asset classes, establish useful lives and describe the procedures for identifying asset additions and deletions. The policy is to provide control of and accountability for the Town's capitalized fixed assets, ensuring all recorded assets are classified properly, accurately, systematically and consistently.

### **Capitalization Thresholds:**

Capitalization is a financial reporting concept. This policy does not eliminate the need for proper tracking of Town assets for insurance needs or other purposes. Capital assets are tangible plant assets that are valued at more than \$20,000 with an estimated useful life of more than five years. The exception to this is police cruisers, which the town has determined a three-year useful life for these assets.

If the cost of a single item is less than \$20,000, but the aggregate cost of a quantity of the same item purchased is in excess of the \$20,000 capitalization threshold, the items should not be capitalized as a group. The only exception to this is if the Town purchases computers or vehicles in bulk.

### **Asset Valuation:**

Capital assets should be recorded at the actual purchase price including any ancillary costs based on the vendor invoice. Ancillary costs include transportation charges, installation costs and other expenditures necessary to place the asset into its intended use (not including engineering costs). Donated assets should be recorded at the fair market value of the asset. Fair market value represents the price that a willing buyer would pay to obtain the asset.

### **Asset Types:**

Capital assets are categorized on land, land improvements, construction in progress, buildings, building improvements, machinery and equipment, vehicles, and infrastructure. Below are definitions for each category:

**Land:** Expenditures for the purchase of land. This includes closing costs, appraisals and purchase of rights-of-way and/or site preparation. Land is characterized as having an unlimited useful life.

**Land Improvements:** Expenditures for acquiring improvements to land (not associated with building) intended to make the land ready for its purpose. Land improvements can be either non depreciable or depreciable. Examples of non-depreciable includes land excavation, fill, grading, drainage and the demolition of buildings less salvage. Examples of depreciable land improvement includes drive-ways, parking lots/sidewalks, Septic systems, flagpoles, fencing, athletic fields and outdoor lighting.

**Construction in Progress:** Expenditures for construction work on a capital project undertaken, but not yet completed. Expenditures for this category will be capitalized into the appropriate category when completed or placed into service. A project is considered complete if it is at least 90% complete and is being used for its intended purpose.

**Buildings:** Expenditures for structures that are permanently attached to the land, is partially or completely enclosed by walls and is not intended to be moveable.

**Building Improvements:** Expenditures for improvements to existing buildings, including property permanently attached to, or an integral part of, the structure. This includes major permanent structure alterations, roof replacements, interior and exterior renovations, fire-protection systems, electrical and plumbing upgrades. Heating, ventilation and air conditioning systems (HVAC), elevators, power generation and other service systems of buildings.

**Machinery and Equipment:** Expenditures for equipment usually composed of a complex combination of parts, excluding vehicles.

**Vehicles:** Expenditures for the acquisition of vehicles. All vehicles owned or leased by the Town and are covered by the Town's insurance policy should be included in this category.

**Infrastructure:** Expenditures for construction of, or major renovation to, long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Roads, bridges, drainage systems, and water and sewer systems are all considered infrastructure assets. Engineering costs associated with infrastructure assets are not to be capitalized.

Proposed on March 25, 2019

Adopted by the Board of Selectmen on \_\_\_\_\_, 2019.

\_\_\_\_\_  
Michael L. Waddell, Chairman

\_\_\_\_\_  
Judith LeBlanc

\_\_\_\_\_  
Adam White