



AGENDA

MEETING OF THE GORHAM BOARD OF SELECTMENS
Monday, April 8, 2019, 5:00 PM
Gorham Town Hall Public Meeting Room 2nd Floor

1. **Call to Order 5:00 PM**
Non Public Session RSA 91-a:3, II, a
2. **Public Hearing 6:00pm:**
 - a) Arguin – Broadway Ave.- Release of servitude pursuant to RSA 131:52
 - b) Grone – Railroad Street- Release of servitude pursuant to RSA 131:52
3. **New Business:**
 - a) Discussion on 37 Dublin Street – Sale of town property.
 - b) Appointments to Androscoggin Valley Regional Refuse Disposal (AVRRD)
 - c) Action on policy previously discussed: Stop Intersections; Yield Intersections; Violation and Penalties
 - d) Second reading and Action on ‘Capital Assets Policy’ and ‘Rules and Regulations for Cemeteries’
4. **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 (March 25, 2019 Regular Meeting, March 25, 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.

TOWN OF GORHAM
NEW HAMPSHIRE

LEGAL/PUBLIC NOTICE

RE: Release from Servitude of the undeveloped portion of Broadway Ave

According to the New Hampshire Revised Statutes Annotated 231:52, it is required that all abutters be notified of a Public Hearing.

As an abutter, you are hereby notified that the Board of Selectmen will hold a public hearing pertaining to a petition received from Dennis & Nancy Arguin for the town to release from servitude the undeveloped portion of Broadway Ave.

The hearing will be held at **6:00 pm on April 8, 2019** at the **Town Hall** located at **20 Park Street** on the second floor in the **Public Hearing Room** during a regular meeting of the Board.

For your information, enclosed is a map indicating the portion of Broadway Ave to be discussed.

Michael Waddell

Chairman, Select Board

TOWN OF GORHAM

NEW HAMPSHIRE

LEGAL/PUBLIC NOTICE

RE: Release from Servitude a portion of Railroad Street

According to the New Hampshire Revised Statutes Annotated 231:52, it is required that all abutters be notified of a Public Hearing.

As an abutter, you are hereby notified that the Board of Selectmen will hold a public hearing pertaining to a petition received from The Grone Family Revocable Trust, Stephen & Erica Grone, Tr for the town to release from servitude a portion of Railroad Street.

The hearing will be held at **6:00 pm** on **April 8, 2019** at the **Town Hall** located at **20 Park Street** on the second floor in the **Public Hearing Room** during a regular meeting of the Board.

For your information, enclosed is a map indicating the portion of Railroad Street to be discussed.

Michael Waddell

Chairman, Select Board

TOWN OF GORHAM, NEW HAMPSHIRE

Code Amendment:

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

210-43 Schedule II: Yield Intersections

As provided in 210-19, the following described intersections are hereby designated as yield intersections at which vehicles approaching such intersections on the controlled streets shall yield the right of way to traffic approaching on the unregulated streets, and yield signs shall be installed as follows:

Fraser Street	East	Elm Street
Glen Road	North	Pleasant Street/Prospect Terrace
Hemlock Road	South	Evergreen Drive
Oak Street	West	Elm Street
Stony Brook Road	North	Mt. Carter Drive

Gorham Board of Selectmen

1. _____
2. _____
3. _____

Amendment Notes:

Effective March 25, 2019

The amendment updated yield intersections to comply with 911 mapping and new street names.

TOWN OF GORHAM, NEW HAMPSHIRE

Code Amendment:

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

210-44 Schedule III: Stop Intersections

Alpine Street	South	Main Street
Bangor Street	East	Route 2
Bell Street	South	Washington Street
Bellevue Place	East	Main Street
Blunden Street	North	Route 2
Blunden Street	South	Evans Street
Broadway	South	Main Street
Brook Road	South	Crestwood Drive
Candy lane	South	Jimtown Road
Cascade Flats	North	Route 16
Cascade Flats	South	Route 16
Cascade Hill	South	Route 16
Church Street	North	Main Street
Clay Brook Road	South	Marion's Way
Corbin Avenue	East	Alpine Street
Cottage Street	East	Alpine Street
Cottage Street	West	Jewell Street
Crestwood Drive	South	Jimtown Road
Cross Street	South	Route 2
Dublin Street	North	Main Street
Elm Street	West	Main Street
Evans Street	North	Route 2
Evergreen Drive	West	Clay Brook Road
Exchange Street	South	Railroad Street
Fieldstone Road	Upper/West	Gorham Heights Road
Fieldstone Road	Lower/West	Gorham Heights Road
First Street	South	Wentworth Avenue
Fraser Street	East/West	Pine Street
Fraser Street	West	Spruce Street
Gill Street	East	Route 16
Glen Road	South	Main Street
Gordon Avenue	North	Cascade Street
Gordon Avenue	North/South	First Street
Gordon Avenue	North/South	Second Street
Gorham Heights	North	Route 2
Gorham Heights	North	Route 2

Gorham Road	East	Route 16
Hamlin Avenue	East	Spruce Street
Hemlock Road	South	Evergreen Drive
High Street	North	Route 2
High Street	South	Route 2
Highland Avenue	North	Main Street
Hitchcock Street	North	Bangor Street
Howland Avenue	West	Jewell Street
Jewell Street	South	Pleasant Street
Jimtown Road	East	Route 2
Lary Street	North	Route 2
Libby Street	North	Route 16
Libby Street	South	Mill Street
Macleod Street	North	Cross Street
Madison Street	West	Main Street
Malloy Avenue	North	Main Street
Marion's Way	East	Route 16
Marois Avenue	South	Hamlin Avenue
Marois Avenue	East	Spruce Street
Mascot Street	North	Main Street
McFarland Street	East	Alpine Street
McFarland Street	West	Androscoggin Street
Mechanic Street	East	Exit GMHS parking lot x2
Mechanic Street	South	Main Street
Mill Street	North	Route 16
Mill Street	South	Route 16
Mt. Carter Drive	South	Clay Brook Road
Normand Avenue	North	Main Street
Normand Avenue	South	Potter Street
Palmer Street	East	Jewell Street
Palmer Street	West	Alpine Street
Park Street	North	Main Street
Peabody Street	North	Washington Street
Peabody Street	South	Mill Street
Perkins Brook Road	South	Jimtown Road
Pine Street	South	Route 16
Pisani Street	East	Route 16
Pleasant Street	West	Alpine Street
Potter Street	East	Dublin Street
Powerhouse Road	South	Route 2
Promenade Street	East	Route 16
Promenade Street	East	Church Street
Railroad Street	East	Route 16
Railroad Street	West	Church Street
Ray Street	East	Route 16
Ray Street	North/South	Gill Street
River Street	North	Cascade Street

School Street	North	Main Street
School Street	South	Railroad Street
Shady Drive	East	Church Street
Simmons Avenue	North	First Street
Simmons Avenue	South	Second Street
Smith Street	West	Main Street
Stony Brook Road	North	Route 16
Sunset Street	East	Normand Avenue
Sunset Street	East/West	Wight Avenue
Sunset Street	West	Malloy Avenue
Underhill Street	South	Bangor Street
Union Street	West	Ed Fenn driveway
Union Street	North	Main Street
Washington Street	West	Route 16
Water Street	South	Main Street
Wentworth Avenue	North	Cascade Street
Wentworth Avenue	South	Second Street
Western Avenue	North	Second Street
White Birch Lane	East	Route 16
Wight Avenue	North	Main Street
Wight Avenue	South	Potter Street
Wilfred Street	East	School Street
Wilfred Street	South	Railroad Street
Willis Place	East	Alpine Street
Willis Place	West	Androscoggin Street
Wilson Street	West	Church Street
Wilson Street	South	Promenade Street
Woodland Park	South	Main Street

Amendment Notes:

Effective March 25, 2019

The amendment updated stop intersections to comply with 911 mapping and new street names.



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 \$10,000 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 \$10,000, but the aggregate cost of a quantity of the same item purchased is in excess of the \$10,000 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 April _____, 2019.

Michael L. Waddell, Chairman

Judith LeBlanc

Adam White

Town of Gorham

Rules and Regulations for Cemeteries

Schedule of Rates and Charges

The purpose of these regulations is to establish requirements for the purchase of cemetery lots, interment of deceased, lot site regulations, and maintenance of facilities and grounds for all public cemeteries in the Town of Gorham.

Town Cemeteries

Old Town Cemetery

Evans Cemetery

Mount Hayes Cemetery

Lary Cemetery

The cemetery is open to visitors during dawn to dusk hours. The cemeteries will be closed to vehicle access after the first snowfall each winter. This will remain in effect until April 15. No skateboarding, roller skating, recreational bicycling or any other recreational activities are allowed on cemetery grounds.

Section 1. Price of lots: The price of all lots sold includes perpetual care as follows:
Single lot \$400.00 - 10'x10' \$1,005.00 - 10'x20' \$2,010.00

Section 2. Perpetual Care: Included with purchase of lot.

Section 3. Interment: Interment services including opening and closing of grave shall be as follows:

Adult.....\$500.00 from Nov. 1 to April 30,
\$350.00 from May 1 to Oct. 31
Cremation.....\$200.00
Saturdays, Sundays, & Holidays.....\$150.00 extra

Late funerals (arrival after 3:00 P.M.) will be an additional charge of \$50.00 per hour until grave is closed.

A single grave may include two bodies, or one body and one cremation, or two cremations.

Section 4. Disinterment: Disinterment service including opening and closing shall be as follows:

Adult.....\$400.00 from Nov. 1 to April 30,
\$350.00 from May 1 to Oct. 31
Cremated remain.....\$200.00
Removal of old vault.....\$20.00 extra

Section 5. All other work: All other work will be cost plus 10%. Installment plan may be arranged at discretion of Town Manager.

Section 6. Condition of Sale: Conditions – Limitations and Rights:

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 mowing 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 for Fall burials, plastic is suitable for cremation 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)*
- Section 18.** Plants: Annual plants are only allowed on graves. No perennial plants, trees, benches, or shrubs of any kind allowed. All plants, plastic, decorative items, or otherwise must be removed by November 1st or the Town of Gorham reserves the right to remove such items.
- Section 19.** Single Graves/New section of the Evans Cemetery: Size restriction of headstone is 18”H x 24”W. Foot markers will be allowed.

The Gorham Board of Selectmen adopted the above Rules and Regulations on June 15, 1981 and were amended in 1984, 1986, 1988, amended and adopted on:

Adopted:

The Gorham Board of Selectmen

Date: April 8, 2019

Michael Waddell, Chairman

Judy Leblanc, Selectmen

Adam White, Selectmen