

**MINUTES OF SELECTMEN'S MEETING
TOWN OF GORHAM
MONDAY, MARCH 24, 2014, 6:00 PM
GORHAM TOWN HALL**

Gorham Selectmen present: Jeff Schall, Bill Jackson, Grace LaPierre

Also present: Robin Frost, Town Manager; Michelle Lutz, Assessing Clerk; Kirsten Lukasak, Berlin Daily Sun; PJ Cyr, Chief of Police; Mike Waddell, Henry Sanschagrin, Josephine Belleville

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

2. Appointments:

a) Josephine Belleville – Assessing Certification Process: Ms. Belleville said that she asked to come before the Board to discuss the Assessments Review Standards plan that the State has come up with because of a 2003 court case. She presented Chairman Jackson with a packet of information explaining the State's plan. This packet also includes the relative State Statutes. She went on to review the 2014 Assessment Review Standards, and what is entailed for review/work for each category. The categories that she will be reviewing directly are B-Assessing Practices, C-Exemptions and Credits, D-Data Accuracy; while Sections A-Level and Uniformity and E-Proportionality will be reviewed by the Equalization Department. Because the Town's values had been updated in 2012, Section F-USPAP is already completed and will not be looked at. Ms. Belleville went on to explain to the Board what will be looked at for each category and how she plans to move forward. She noted that she will always be very open and plans to always ask AC Lutz for her time. Further discussion took place regarding the Assessment Review Standards process. Ms. Belleville stated that she feels that her portion will be completed by September or October, with the balance being completed in February or March of next year. She said that the Town will receive a letter from Steve Hamilton with the results. In the meantime, if she has any questions or concerns, she will be in contact with the Board.

3. New Business

a) Town Survey: Chairman Jackson stated that this topic of discussion was triggered by some of his previous notes. He said that he feels it is important to find out what the public wants through a surveying process. Chairman Jackson's goal would be to get input on what services the public would like to have or keep. With that being said, Chairman Jackson wants to make sure that the public is fully informed with regard to the costs of the services being in place and how much the same service will cost if completed through a public entity versus the Town, i.e. costs to residents for services as well as if there are still costs to the Town itself as there is for trash removal and tonnage fees to the Town regardless of who picks up trash. Further discussion took place with regard to how the surveys could be completed and followed up by public forums. TM Frost agreed with Chairman Jackson noting that there is no easy way to complete this project, but said that if a survey is done correctly it will garner more responses. She stated that public meetings could be scheduled after the surveys have been completed to discuss the findings. Further discussion took place with regard when the last survey had been completed and Mike Waddell suggested that he believed that it was the last time the master plan was updated. He stated that the master plan outlines the spirit of ordinances. Mr. Waddell stated that it is time to complete this process. As a member of the Planning Board, he said that the Planning Board would be interested in working on this with the

Board. It was suggested to have a two-part survey, one part dealing with the master plan and the second for Town services. Selectman Schall feels that the survey needs to focus on the tax rate, and that it should outline what services cost and what might be able to be done to lower the tax rate. Further discussion took place regarding how to proceed with completing a survey.

b) Police Radar Trailer: Chairman Jackson stated that he knows that the current police radar trailer has seen its better days and asked Chief Cyr if the Town might be able to utilize a local school woodworking class to rebuild the trailer. Chief Cyr stated that every February the Highway Safety Department asked the Police Department what their anticipated requests for Grants will be for the year. This February Chief Cyr said that he actually included a new radar trailer in this year's list, and that Lt. Lemoine had priced a new one at \$7,500. He said that the grant will cover half of the cost of the new equipment and that he planned to use the Police Special Equipment Capital Reserve Fund to fund the balance of the equipment cost. Chief Cyr anticipates receiving the equipment by fall.

c) Security at Town Buildings: TM Frost informed the Board that she had spoken with Pope Security with regard to the Town obtaining a security system that includes the Library and Public Works Garage. TM Frost said that the proposal includes portable panic alarms that can be kept on employees. The quote is for \$1,000 or \$1,500 with the Town Hall, with an additional \$250 per year monitoring system per building. Further discussion took place regarding the proposed security system and the possibility of adding video surveillance. Selectman Schall indicated that while the Town is looking at doing this, it should at having an IP network to connect all buildings, noting that after the initial investment the Town would save money.

4. Old Business

a) Public Safety/Ambulance Contracts: TM Frost presented the Board with the updated Public Safety and Ambulance Contracts for their signature. All contracts were signed. Chairman Jackson stated that he would like to propose that a committee be formed to assist TM Frost with the 2015 Public Safety and Ambulance Contracts. He suggested that TM Frost be the Chairman and the committee should include the Fire Chief, EMS Director, Michael Waddell, Budget Committee Chairman and a member of the Board of Selectman. He feels that the committee could assist TM Frost on working on developing the contracts along with the negotiation process. Mike Waddell suggested that Police Chief PJ Cyr be on the committee as well. Further discussion took place with regard to which Board member would represent the committee and it was decided that Selectman Schall would be on the committee.

b) Verizon Lease: TM Frost stated that Lynn Sabean at Ed Boutin's office has the Lease and has been working on reviewing it. She said that the Lease references a Prime Lease and that Attorney Sabean has yet been able to get a copy of that Prime Lease from Verizon. At this time Attorney Sabean is not comfortable with signing off on the Lease without knowing what is in the Prime Lease. The Lease is, however, a boiler plate Lease. It contains a clause that includes an option to extend the lease for three five-year terms. Further discussion took place regarding the lease and it was suggested that the renewal dates be put in a tickler system.

c) Town Garage Roof and Building: TM Frost informed the Board that the proposed spray foam insulation for the Town Garage roof is not going to be in between the girders and the roof. However, it will seal in the roof and that it will have an "R" factor of 6 per inch, and that the roof itself does not add any insulation. The contractor stated that the spray foam will in fact seal the roof

from condensation issues. Mike Waddell suggested that the Town ask Dave Laurin for a roof detail that would be specific to any "R" factor so that the Town can get pricing based on the detail. Further discussion took place regarding the installation of the roof and insulation. TM Frost also presented the Board with a rough drawn floor plan for the proposed Public Works offices. Further discussion took place regarding the proposed office area.

d) Tax Deeding Update: TM Frost presented the Board with a written outline and update of the current tax deeding process. She informed them that the 30-day notices should go out in mid April and that the redemption date is scheduled for May 23. TM Frost said that the Board will have information on the properties prior to the deeds being prepared. Chairman Jackson asked for an updated list of properties that were currently being included in the tax deeding process. Further discussion took place regarding the tax deeding process.

5. Public Comment

Henry Sanschagrin stated that he was concerned, because of timing issues, about the property research and paperwork that he had dropped off with TM Frost and when the Town's assessor, Rich Dorsett of KRT Appraisals, would be able to verify the property's ownership with regard to the easement for the proposed ATV trail. He said that he is concerned that the possibility of being able to open the trail on the power line easement for the office opening on trails on May 23, will not happen because of KRT Appraisals not getting the information until April 10. Further discussion took place between the Board and Mr. Sanschagrin. The Board and TM Frost assured Mr. Sanschagrin that they want to approach this trail proactively and that TM Frost will contact Howie Wemyss to speak with him regarding the proposed trail and land. Mr. Sanschagrin also expressed his concern regarding a survey of the Crestwood Drive neighborhood, and asked that he not need to be responsible to take care of that matter. The Board stated that they did not want Mr. Sanschagrin to do anything formal, but to just simply ask a few neighbors what they thought of the trail opening up on Crestwood Drive, they are only looking for a general idea.

Michelle Lutz stated that she did not know why the Board would be surveying the residents of Crestwood Drive about the trail, when the Town did not survey any other residents in the Town, and wondered if the public meeting would be enough.

Mr. Sanschagrin expressed another concern in the timing. He asked the Board if they would contact Chris Gamache, Director, NH Bureau of Trails now to request a public hearing for the State owned portion of Jimtown Road. Further discussion took place and it was agreed that TM Frost would contact Chris Gamache to let him know that we are working on the Crestwood Drive trail.

Mike Waddell stated that the Budget Committee is getting ready to queue up and that because there are more than one member of the Planning Board on the Budget Committee, Barney Valliere will give up the Budget Committee. Mr. Waddell would like to have someone from the Town Clerk's office create a letter asking all people that were write-ins during the last election if they would like to be on the Committee. He asked that the letter include a date of April 18th as the deadline to respond. Further discussion took place regarding these letters and it was agreed that TM Frost would work on this for the Committee.

6. Other Business

a) Town Manager's Update: TM Frost stated that with regard to RSA 126 which covers Therapeutic Medicinal Marijuana as it relates to the personnel policy, she will be forwarding the material to Ed Boutin's office. TM Frost presented the Board with a list that was put together by EMS Director Miller that shows the number of transfers taken and declined by month. She said that EMS Director Miller will be going through his material to determine why calls were declined. She will present that material to the Board as soon as she receives it. Chairman Jackson noted that the hospital has had an increased number of calls that require paramedics. TM Frost stated that Yves Zornio will continue to serve on the AVRRDD Board, but that an alternate needed to be elected. Further discussion took place. **Chairman Jackson made a motion to elect Grace LaPierre as the alternate member for the Town of Gorham on the AVRRDD Committee, seconded by Selectman Schall, voted unanimously.**

b) Selectmen's Update: Selectman Schall stated that he was looking at the NH Business Review magazine and saw that rates for flood insurance was on the rise and asked Mr. Waddell what his thoughts were because he had been working on the Flood Plain for the Town. Mr. Waddell stated that a bipartisan committee asked the government to back off for a few years. Further discussion took place regarding this matter.

Selectman LaPierre stated that Janice Gingras of the Rural Development Office spoke to her about the Library and the possibility of receiving grants to complete work on the building. Further discussion took place regarding the Town's possibility of using space in the Library, and it was agreed to pass that information along to the Library Trustees.

Chairman Jackson stated that on March 13, HB126 was voted on by the House with a 216 to 92 vote to legalize one ounce of marijuana, but that should not negate the rules and regulations of the Town's Employees and noted that it should be referenced in the Policy Manual. Chairman Jackson stated that he had received an invitation to WMCC's Annual Advisory Board Meeting which will be held on April 15 from 5:30pm to 7:00pm. He feels that it is worth having representatives of the Town at the meeting.

c) Approval of Minutes (March 10, 2014 & March 18, 2014): Chairman Jackson reviewed changes to both the March 10 and March 18 minutes, as they relate to motions made in the minutes. Further discussion took place regarding the changes. **Selectman Schall made a motion to approve the Minutes of March 10 and March 18, with the changes recommended by Chairman Jackson, seconded by Selectman LaPierre, voted unanimously.**

Chairman Jackson stated that he felt it is time to send out "thank you" letters to those members of Boards/Committees that have retired and asked TM Frost to take care of sending them out.

d) Sign Manifest: All manifests were signed.

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

7. Non-Public Session: RSA 91-a:3, II a-e: On a motion by Chairman Jackson, seconded by Selectman LaPierre, the Board voted unanimously by roll call to move into non-public session at 8:29 pm under the provisions of RSA 91-A:3,II(e). Jackson – Aye, Schall – Aye, LaPierre – Aye.

On a motion by Chairman Jackson, seconded by Selectman Schall, the Board voted unanimously by roll call to come out of non-public session at 8:50 pm. Jackson– Aye, Schall – Aye, LaPierre – Aye.

8. Adjournment: The meeting was adjourned at 8:51 PM.

REVIEWED AND APPROVED:

William H. Jackson

Jeff Schall

Grace LaPierre