

APPROVED

Town of Grantham - Board of Selectmen Regular Meeting Minutes June 22, 2011

The regular meeting of the Board of Selectmen was called to order at 5:06pm on Wednesday, June 22, 2011 by Chairman Harold Haddock, Jr. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Present: Chairman Harold Haddock, Jr.; Selectman Constance Jones; Selectman Warren Kimball; Administrative Assistant Melissa White; Town Administrator Becky Newton; Joey Holmes; Deputy Fire Chief David Beckley; Richard Hocker; Merle Schontanus; Don Miner; Karyn Partin

ADMINISTRATIVE

For Approval/Signature - APPROVED

- ✓ DRA PA-28 Inventory of Taxable Property form for 2012
- ✓ Notice of Intent to Cut: M/L 211-070-000; 816 Miller Pond Road
- ✓ Building Permits:
 - a) M/L 216-064-000; 6 Oak Lane – remodel kitchen
 - b) M/L 215-133-000; 53 Bright Slope Way – remodel bathroom
 - c) M/L 216-092-000; 10 Bobbin Hill – new home
 - d) M/L 234-001-000; 71 Longwood Drive – windows
 - e) M/L 211-043-000; 266 Tall Timbers Drive – addition
 - f) M/L 226-021-000; 249 Route 10 North – gas/diesel tank removal (contingent on state permitting requirements)

APPROVAL OF MINUTES

- ✓ Chairman Haddock asked if there were any changes to the regular and non-public meeting minutes of June 8, 2011. Administrative Assistant Melissa White stated that on page three, old business, the address for the wetlands complaint had been incorrect. The correct address is 475 New Aldrich Road, M/L 226-010-000. A motion was made by Selectman Kimball to approve the regular meeting minutes as amended and the non-public meeting minutes as written; second by Selectman Jones. ***Approved by majority vote. Selectman Haddock abstained.***

APPEARANCES:

- Administration Newton explained that the Conservation Commission had a concern for some trees marked by blue blaze to be cut situated off Leavitt Hill Road were actually on town property. Newton contacted the property owner Don Miner and his forester Brooks McCandlish regarding the trees that were marked to be cut. Mr. McCandlish confirmed he had used blue blaze to mark what he wanted to have cut but he took the GPS coordinates given and the trees were not on town property.

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Newton stated she wanted to be sure that representatives from the Town and Mr. Miner's logging operation are present when the cut takes place.

Mr. Miner explained it is not his intention to cut anything that isn't on his property; that his forester was using a survey of his [Miner's] property as a reference to where the back bound of the property is.

Newton said she felt Mr. Miner has done everything he needs to do to make sure he doesn't violate the law and asked Conservation Chair Richard Hocker if she had addressed everything that he wanted to address.

Hocker stated that the issue is there are stone walls on either side of the road and their (Conservation Commission) understanding is that they constitute the boundaries of the town owned property. Hocker stated the trees marked to be cut lie between the stonewall and the road.

Newton stated she would like to have a Selectman present when Mr. Miner begins his cut to give authorization to cut the trees that are on town property. After they are cut, timber value will be discussed with Mr. Miner.

CORRESPONDENCE

- Forester Brooks McCandlish: A letter was received from Forester Brooks McCandlish. This letter was in response to a letter sent by Conservation Chair Richard Hocker regarding concerns the Conservation Commission has of tree cutting on the former Flewelling property.
- State of NH Department of Motor Vehicles Audit Report: The audit report from the NH Department of Motor Vehicles was reviewed and Grantham is in compliance with all applicable statutes, rules and procedures.
- Jerry Bieszczad: An email was received from Jerry Bieszczad thanking Activities Director Laurie Field for coordinating the Father/Daughter dance.
- Rich Leute: An email was received from Rich Leute thanking Activities Director Laurie Field for all she does for the community.

OLD BUSINESS

- Upper Valley Lake Sunapee Regional Planning Commission – ETAP Program: Newton stated she is just starting the correspondence with them about the details of the grant program.
- Shoreline Protection Cutting Plan Application – M/L 213-086; 23 Shore Road: Newton will schedule a meeting with the land owner, Conservation Commission and Selectmen to review the site.
- Elderly Exemptions: Newton stated the RSA's were reviewed and the parameters of the elderly exemptions can be changed at the local level at Town Meeting.
- Health Insurance Stipend: Administrator Newton suggested increasing the health insurance "buy-out" option to \$3,500 per year. Newton explained that employees have to prove they are covered on another health insurance plan to receive this payment and stated they will have to sign a form certifying they have health insurance coverage. A motion

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was made by Selectman Jones to increase the health insurance stipend to \$3,500 per year; second by Selectman Kimball. *Unanimously approved.*

- Vacation carry-over requests: Vacation carry-over requests for Chief Walter Madore – 40 hours, Sergeant John Parsons – 40 hours, Officer Matthew Merrill – 80 hours, Administrative Assistant Melissa White – 10.5 hours, Deputy Town Clerk/Tax Collector Cindy Towle – 78.5 hours were reviewed. A motion was made by Selectman Jones to approve all the carry-over requests; second by Chairman Haddock. *Unanimously approved.*
- Abatement Applications: Newton stated the Assessor's have not provided the denied abatement letters; that they [Assessor's] will be here on June 23, 2011 and she [Newton] will talk to them about why they weren't ready for today's meeting.

Newton asked the Selectmen if they had any questions on the approved abatements or the abatements marked for denial. Selectman Jones said she doesn't have any questions about the ones granted; that she won't know if she has any questions about the denied abatements until she receives the recommendation in writing.

- Wetlands Complaint – 475 New Aldrich Road; M/L 226-010-000: Newton stated she has a draft complaint letter prepared; that she waited until tonight's meeting to send the letter due to a conflict of interest with one of the Selectmen. Selectman Jones recused herself from the discussion.

Selectman Kimball asked Conservation Chair Richard Hocker if he had looked at the property recently. Hocker replied that the last time he went by there was a gaping hole in the front of the house and the dirt from that hole was pushed into the wetlands area. Selectman Kimball asked if there had been any signs of improvement. Hocker said no.

Hocker said he had a discussion with Jim Berg, NH Department of Environmental Services (DES), Water Division, about two weeks ago regarding the septic system. Mr. Berg indicated to Hocker that he thought the septic system would be installed in front of the house.

Hocker said he hasn't confirmed that, but questioned why the septic system would be installed in an area where, more than likely it would be feeding into a wetlands area.

Chairman Haddock and Selectman Kimball requested the letter Newton drafted be sent to the property owner Mark Brunelle. Newton stated it will be served by the Police Department.

Newton stated that Mr. Brunelle has submitted his request for a Certificate of Occupancy but will not sign it until the septic approval for operation has been received from the State.

- Town Hall – Repair of Drip Edge: Selectman Kimball informed the work is complete and the drip edge is working well.
- Shack on Smith Lot: Deferred until the end of July.
- Comprehensive Shoreland Protection Act (CSPA): Newton said Conservation is working on a sub-committee with the Planning Board to try to get some procedures in place. Newton said she would follow up with Planning Board Chair Carl Hanson.
- Structure on Tall Timber Drive; M/L 211-020-000: Newton said she hopes to visit the property this week to see if the structure has been removed.
- Online Access of Assessing Data: No update.

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- Recreation Park Development: Newton said there is a delay in the wetlands permit application because of a discrepancy with the flood zone line shown on the survey and that the engineers are looking into it.

Newton informed she is actively working on the mitigation parcel and had attended the Conservation meeting on June 20, 2011.

Conservation member Merle Schotanus informed that the Conservation Commission took two formal votes at their June 20, 2011 meeting. The first vote was taken to advise the Board of Selectmen that the Grantham property identified as M/L 208-002 (97 acres Hastings property) serves a vital role in conservation and preservation of town natural resources and that the Commission supports the Board of Selectmen's withdrawal from the Land Conservation Capital Reserve Fund after the deposit therein of \$100,000 authorized by the 2011 Town Meeting Warrant Article 17 of up to \$60,000 to be used solely in connection with costs to purchase such property which includes the purchase price and transactional costs such as surveying, title and closing costs etc. and the lot be dedicated to permanent conservation. Schotanus said the vote was unanimous.

The second vote was taken regarding the contribution by the Conservation Commission out of the conservation fund of a \$10,000 stewardship grant to the Upper Valley Land Trust (UVLT) to provide stewardship for that land (M/L 208-002) once it is conserved. The motion can be found in the Conservation minutes of June 20, 2011.

Selectman Jones stated she finds it interesting that this Hastings lot appears before the Selectmen as the parcel of mitigation for the Recreation Park and the Town doesn't own it nor has a deed been seen and now they [Selectmen] are being advised to buy this land that they know nothing about.

Schotanus said that if UVLT buys this parcel then the Town won't see the deed until the land is purchased. Jones asked if UVLT was buying the parcel. Schotanus said that a negotiation needs to take place between UVLT and the town.

Newton said the process should have been that the parcel come before the Selectmen and suggested as mitigation prior to any approach to DES and now that they (DES) knows they can get 98 acres of land from the Town instead of the approximate 36 acres, they are going to take it.

Newton felt a better job needs to be done at working together as a team and keeping each other advised.

Hocker said that no member of the Conservation Commission had been in touch with DES regarding the mitigation parcel. Newton disagreed and stated that during a conference call with DES she specifically asked how they became aware of the Hastings parcel. Hocker restated that it wasn't any member of the Conservation Commission. Newton said he could listen to the recorded conference call.

Hocker said the Conservation Commission has been discussing conserving the Hastings properties since January 2011.

Hocker said it was decided at a meeting that the easiest and fastest way to achieve the purchase and conservation of the property would be to have UVLT act as the agent for the purchase of the property. Hocker explained that having UVLT act as the agent to purchase the property they (UVLT) can proceed immediately with negotiations with the realtor and begin the process of selecting a surveyor through their own channels which will save several months; that it could be completed by the end of August.

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Schotanus stated that this process would save about five months and some money and would allow the town to build the other ball field before winter.

Schotanus asked if the Town wants to own the parcel or see UVLT own it and stated the commission would rather see UVLT own it. Schotanus explained that it will be conserved, remain as taxable property and be one less property the commission has to monitor for compliance.

Newton stated the other benefit would be that UVLT may be able to avoid having to conduct wetlands delineation on the ground which could save approximately \$5,000.

A motion was made by Selectman Kimball and seconded by Selectman Jones to authorize the withdrawal of \$60,000, contingent on approval from the Board of Trustees of the Upper Valley Land Trust, for the purchase of the Karen Hastings parcel known as M/L 208-002 (purchase price \$49,000, survey \$5,000, title and incidentals \$5,000 and closing costs \$5,000) to come from the Land Preservation Capital Reserve Fund and to authorize Upper Valley Land Trust to act on behalf of the Town of Grantham for this purchase. Unanimously approved.

NEW BUSINESS

- Quarterly Tax Billing: Newton explained a request was made to consider issuing tax bills on a quarterly basis and that she had discussed the option with Town Clerk/Tax Collector Rita Eigenbrode. Eigenbrode does not support quarterly tax billing and estimated additional costs to the Town of approximately \$5,000 per year.

The Board of Selectmen were not in favor of issuing tax bills on a quarterly basis and stated that if a signed petition was received in time for Town Meeting it could be included as an article for the 2012 Town Meeting.

- Update of Purchase Order Policy: Newton explained that currently a purchase order is required for purchases over \$99.99 and requested the policy be changed to require a purchase order on purchases over \$249.99.

A motion was made by Selectman Kimball to change to the purchase order policy to require a purchase order on purchases over \$250.00; second by Selectman Jones. Unanimously approved.

- Invoice from TF Moran: ***A motion was made by Selectman Jones to approve the payment of \$3,845.00 to TF Moran and to permit Administrator Newton to request the funds from the Timken Foundation Grant money held by the Trustees of the Trust Funds; second by Selectman Kimball. Unanimously approved.***

DEPARTMENT/COMMITTEE REPORTS

- Trustees of the Trust Funds – June Update: The June update from the Trustees of the Trust Funds was reviewed.

Newton stated she received a complaint from SAU #75 that funds are not being transferred in a timely manner. Newton explained they (SAU #75) had made a request for withdrawal from the special education fund and the Trustees made the assertion that

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there weren't bills to back up the request. The SAU believes that bills are not required to back up the request per the state statute and that the School Board can simply make the withdrawal request and it's up to the Trustees to issue the check.

Newton stated she has requested to something in writing from NH Department of Revenue Administration and the School Board but has not received anything at this time.

OTHER

Don and Karyn Miner explained the sign to the Town Forest is situated in a way where people have to climb a steep bank to access the Town Forest but instead people opt to use his private driveway to access the Town Forest. Miner stated he has personally discussed this issue with Conservation Chair Richard Hocker and requested the sign be moved but Hocker has not cooperated. Miner feels he is being harassed by the Conservation Commission.

Miner felt that with approximately 4,000 feet of road frontage the sign could be moved so the public isn't using his private driveway as the public access.

Selectman Kimball asked Miner to inform the Selectmen's Office when the annual "walk-around" of the property will take place so he could attend. Miner said he would.

A motion was made by Selectman Jones to order the Conservation Commission to change the position of the sign to the Town Forest so that it's away from Don Miner's private driveway; second by Selectman Kimball. Unanimously approved.

Karyn Miner stated there are indications that additional signs will be added at the entrance to her driveway and requested communication from the Conservation Commission about what the new signage is going to be. Newton stated the Conservation Commission is asked at every occasion if they have checked with the land owner.

NON PUBLIC

In accordance with RSA 91-A:3 section II-A and E, a motion was made by Selectman Kimball, second by Selectman Jones to enter into a Non-Public session at 6:20 p.m. to discuss a personnel matter and a matter of impending litigation. Present were: Chairman Harold Haddock, Jr., Selectman Warren Kimball, Selectman Constance Jones, Administrative Assistant Melissa White and Town Administrator Becky Newton.

Following proper vote, the Board returned from Non-Public session at 6:35pm.

Administrator Newton made a request to increase the pay for Transfer Station Supervisor Chris Scott to \$15.00 per hour. ***A motion was made by Selectman Kimball to increase the pay for Transfer Station Supervisor Chris Scott to \$15.00 per hour; second by Chairman Haddock. Approved by majority vote. Selectman Jones abstained from the discussion and vote.***

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ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; *by unanimous vote, the Board adjourned at 6:38pm.*

The next Selectmen's Meeting will be held on **Wednesday, July 13, 2011** at 5:00PM in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,

Melissa M. White

*Melissa M. White
Administrative Assistant*