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Town of Grantham - Board of Selectmen Regular Meeting Minutes October 10, 2012

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, October 10, 2012 by Chairman Warren Kimball. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Warren Kimball; Selectman Ken Story (arrived at 5:23pm); Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter Madore and Fire Chief Jay Fountain;

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Administrative Assistant, Ann Jasper.

ADMINISTRATIVE

- ✓ Payroll Manifest #373
- ✓ Accounts Payable Manifest #341
- ✓ Building Permits:
 - a. M/L 211-014-000; 1017 Miller Pond Road - Deck
 - b. M/L 215-061-013; 13 Bay Tree Lane – Skylights
 - c. M/L 225-031-000; 6 Allens Drive – Demolish fire damaged residence
 - d. M/L 223-027-000; 10 Fox Run – Garage
 - e. M/L 225-089-000; 72 Troon Drive – Four Season Porch
- ✓ Corrective Deed (2009): Town of Grantham to David Ducharme
- ✓ Deed: Town of Grantham to Brian Hastings; 49 Hemlock Lane
- ✓ Appointments to Office:
 - a. David Beckley, Emergency Management Director
 - b. Mary Hutchins, Alternate Member of the Planning Board

CORRESPONDENCE

- State of New Hampshire Department of Revenue Administration: Notice of the Sullivan County Apportionment for 2012 was received from the State of New Hampshire Department of Revenue Administration. Grantham's share represents 10.6548% of the County Tax.

Selectman Jones noted that the three small towns along the I-89 corridor, Grantham, Springfield and Sunapee, with a total population of 7,661, pay 40% of the county taxes and the three largest towns of Claremont, Charlestown and Newport, with a total population of 25,000, pay 32.1996%.

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- Sullivan County Nutrition Services: A thank you letter was received from Sullivan County Nutrition Services thanking the town for its \$200.00 donation to their Nutrition Program.
- MVHI: An invitation was received from the Mascoma Valley Health Initiative to take part in a focus group discussion about a proposed Upper Valley Public Health Collaborative to be held on October 24, 2012 from 8:00 to 9:30 AM at the Senior Center in Lebanon.
- State of New Hampshire Department of Environmental Services: Notice was received from the State of New Hampshire Department of Environmental Services regarding the public water system at Sawyer Brook Plaza. There was a violation for monitoring and reporting.

OLD BUSINESS

- Miller Pond Road Bridge: Town Administrator White reported that she is in the process of finalizing the permit application process for anyone who will be traveling over the Miller Pond Road Bridge in excess of the 15 ton posted weight limit. White noted that Bridge Engineer Erin Darrow will be finalizing her report which will set out specific parameters for the permit.

White stated that letters will be sent to all residents who live beyond the Miller Pond Road Bridge giving notice of the weight limit of the bridge and that any vehicle in excess of the posted weight limit that will be using the bridge will have to apply for a permit.

White explained that Erin Darrow has requested additional information from Richard Eastman, the logger for the Sherwood Forest property, regarding his trucks so that she can finalize her report and make a recommendation to the Board. White forwarded that request to Eastman on Friday, October 5, 2012.

White also reported that the town will work with local law enforcement agencies to insure compliance for all vehicles over the posted weight limit.

- Town Hall Insulation Project: A quote was received from Leslie Goumillout, of Franklin, New Hampshire in the amount of \$19,876.00. Chairman Kimball reported that this quote includes installing a plywood floor prior to the insulation and the other two companies did not want to install the plywood floor. Chairman Kimball explained that this is a very reasonable quote for the amount of work to be done with the supplies needed and that Engineer Timothy Schaal approved of the proposed changes. A motion to approve the quote of \$19,876.00 from Leslie Goumillout, of Franklin, New Hampshire, and to withdraw that amount from the Town Building Repair and Maintenance Capital Reserve Fund was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**
- Recreation Park Development: Chairman Kimball reported that much progress has been made and all of the soil type of work should be completed this fall. He stated that the next phase will be building the pavilion but the plumbing and electrical work underneath it has been completed. White added that the approval for the septic design was received Tuesday, October 9, 2012.

White reported that Athletics Director Marsha Googins emailed her an invoice in the amount of \$179.00 from Shawn Sleeper for plumbing material for the Recreation field

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pavilion; PUC pipe and fittings. White stated this invoice will be paid from the general fund. White recommended putting all spending at the Recreation Park on hold until the Trustees can catch up with the invoices that are in transit. The Board agreed.

The Board of Selectmen reminded the Recreation Park Committee that they are not authorized to approve expenditures; that all purchase requests must be approved by the Board of Selectmen before committing town funds to a vendor.

White asked Chairman Kimball if he knew what else will need to be done at the Recreation Park to which he answered the electrical wiring and that he should have a specific figure by the next meeting on October 24, 2012. White added that she will have the spreadsheet updated by the next meeting.

Chairman Kimball relayed that the Recreation Park Committee members will be doing some fundraising for the cost of the pavilion and that they have been working very hard to get a good price for the cost of materials. They worked with LaValley Building Supply and when LaValley Building Supply found out what the material was for, they had an interest in reducing the cost. White asked if the Recreation Park Committee is recruiting volunteers to help build the pavilion.

DEPARTMENT/COMMITTEE REPORTS

- Police Department – September Report:
 - Fall has arrived with its brilliant colors, cooler temperatures and the Scarecrows, always a welcome sight along Route 10.
 - National Drug Take Back Day was held on September 29th. Compared to previous collections, this was a light turnout, however, one full box of expired, unwanted or unused prescription drugs was collected for destruction.
 - Chief Madore complimented that the beautification project around Town Hall was refreshing and welcoming.
 - White asked Chief Madore how often they use the speed trailer. Chief Madore stated that they use it about once per month, sometimes more.

- Fire Department – September Report:
 - Responded to 25 calls consisting of 12 EMS and 13 Fire/Rescue.
 - Chief Fountain attended both the Upper Valley Mutual Aid and Kearsarge Mutual Aid Meetings.
 - September training was ropes and the practical portion was attended at Springfield's extrication training. Grantham brought Engine 1 over and

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demonstrated some of the tools we have so they will be familiar with our equipment as well.

- October trainings will be chimney fires and pumps.
- Trustees of the Trust Funds: Report as of October 1, 2012 was reviewed.
- Town Administrator:
 - White advised the Board that she went to the Archives last week and discovered the basement was flooded with approximately four inches of water. She explained that a sump pump in the boiler area was clogged and stopped working. White recruited Custodian Bruce Hinz and Groundskeeper Glenn Carey to clean the area and reported that they did a fabulous job. She added that Custodian Hinz will be checking the building on a regular basis especially as cold weather approaches.
 - White reported that forms MS-1 and MS-4 have been completed and submitted to the New Hampshire Department of Revenue Administration. White explained that in order to get the tax rate set, the following needs to be completed:
 - Town – MS-5 (Prepared by Auditors)
 - School – MS-25 (Their Audit is being done this week)
 - Village District has all of their forms completed and submitted to DRA
 - An email was received from New Hampshire Department of Environmental Services regarding a grant for Household Hazardous Waste Day. White advised the Board that Kristina Burgard, a member of the Conservation Commission, offered to write the grant. White explained that this grant is a 50/50 grant and that it is for fiscal year 2013 -2014 but the next scheduled Hazardous Waste Day is after July 2014. White stated that Burgard offered to monitor the grant applications next fall for the following year.
 - White advised that she and Selectman Kimball attended a meeting in Sunapee hosted by Sunapee Town Manager, Donna Nashawaty, regarding the New London Hospital Ambulance Agreement. It was explained that New London Hospital is refusing to have any group meetings with the towns involved to answer questions on the contract but will talk to the towns individually. White stated that one of the questions that Grantham has is, are New London Hospital's books going to be open, especially to the people auditing our books. White added that Nashawaty relayed several key points to the attendees of the meeting:
 - All towns should have the same contract;
 - Definition of "Budget" or "fiscal" year versus New London Hospital's fiscal year (it is unclear in the contract);
 - Replacement of New London Hospital's ambulance at \$150,000.00, five years (unclear);
 - The loss for reserve (unclear)
 - No escape clause.

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There was much discussion about the vagueness and many problems with the New London Hospital Ambulance Agreement and possible alternatives such as Lebanon ambulance or Newport ambulance.

- Budget Memos were sent to Department Heads; Budget work sessions will be on November 14, 2012.
- White was advised by Groundskeeper Carey that the Juniper bushes in Hilldale Cemetery are obstructing the stones and inquired if he should remove them or prune them. The Board agrees that they should be pruned.
- The Health and Safety Fair and Flu Shot Clinic is October 13, 2012, 10:00am – 1:00pm.
- The Flu Shot Clinic for all Full Time Employees is October 12, 2012, 11:00am – 12:00pm.
- The Sherwood Forest Annual Walk is October 14, 2012 at 9:30am.
- The Town Clerk's office will be closed October 17 – 19, 2012 for staff training.
- White reported that she and Administrative Assistant, Ann Jasper, will be at New Hampshire Interlocal Trust for training on October 25, 2012.
- Town wide Trick or Treat will be October 31, 2012, 5:30pm – 7:30pm.

APPROVAL OF MINUTES

Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of September 26, 2012. Selectman Story requested that there be clarification to Page 3, Paragraph 2 of the regular meeting minutes to read “. . . volunteer students from Cardigan Mountain School, Community Program, . . . “. A motion was made by Selectman Jones to approve the regular minutes as amended and non-public minutes of September 26, 2012 as written; seconded by Selectman Story. **Unanimously approved.**

NON PUBLIC

In accordance with RSA 91-A:3 section II-a and RSA 91-A:3 section II-e, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:40 p.m. to discuss a personnel and legal matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Selectman Constance Jones; Town Administrator Melissa White and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:55 pm.

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ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; **by unanimous vote, the Board adjourned at 6:56 pm.**

The next Selectmen's Meeting will be held on **Wednesday, October 24, 2012** at 5pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant