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Town of Grantham - Board of Selectmen Regular Meeting Minutes January 9, 2013

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, January 9, 2013 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; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter Madore; Fire Chief Jay Fountain; and Conservation Commission Chair Richard Hocker

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator, Melissa White

ADMINISTRATIVE

- ✓ Payroll Manifest #381 & 382
- ✓ Accounts Payable Manifest #354 & 355
- ✓ Building Permits:
 - a. M/L 221-020-000; 274 New Aldrich Road – Generator
 - b. M/L 226-033-000; 1) Demolition and 2) HUD Manufactured Housing
- ✓ Refund of Property Tax Overpayment:
 - a. M/L 222-142-014; 14 Pioneer Point; \$3,694.34
- ✓ Application for Veteran's Tax Credit:
 - a. M/L 234-079-000; 14 Troon Drive
- ✓ Notice of Intent to Cut Wood or Timber:
 - a. M/L 241-007-008; Shedd Road
 - b. M/L 212-016-000; Frye Lane
- ✓ Cartographic Associates, Inc. 2013 Maintenance Contract
- ✓ Police Department Radio grant from NH Department of Safety; \$2,290.08

APPROVAL OF MINUTES

Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of December 12, 2012. A motion was made by Selectman Jones to approve the regular and non-public minutes of December 12, 2012 as written; seconded by Selectman Story. ***Unanimously approved.***

CORRESPONDENCE

- **MVHI:** A letter was received from Mascoma Valley Health Initiative announcing that it has been awarded a grant from the NH Charitable Foundation to help fund the development of a regional public health collaborative. Selectman Jones stated she will

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try to attend the MVHI dinner on January 17, 2013 to get more information about this agency.

- New Hampshire Department of Environmental Services: A report was received from the New Hampshire Department of Environmental Services indicating that the result of the water quality testing at the Grantham Circle K is good.
- Peter Gardiner: A letter was received from Peter Gardiner announcing that he is resigning from the Zoning Board effective immediately. Town Administrator White advised that she has put notices on the Town website and TV station. The Board of Selectmen noted that a thank you letter should be sent to Mr. Gardiner for his service on the Zoning Board.
- Jeremy Turner: A copy of a letter from Jeremy Turner to Richard Hocker, Chair of the Grantham Conservation Commission, was received acknowledging revocation of his membership on the Conservation Commission and thanking everyone for the experience of being able to serve on the Commission.
- New Hampshire Municipal Association: A letter was received from the New Hampshire Municipal Association regarding the "Return of Balance of 28-a Contribution." White explained that there was a retirement funding lawsuit, *City of Concord, et al. v. State of New Hampshire*, filed on behalf of several hundred New Hampshire towns, cities, school districts and counties for the unfunded mandate allegedly violating Part 1, Article 28-a of the New Hampshire Constitution which ended with an adverse result. A check in the amount of \$99.98 was enclosed in the letter which represents the Town of Grantham's share of the monies contributed toward legal fees and expenses by all political subdivisions after all fees and expenses have been paid.
- Upper Valley Lake Sunapee Regional Planning Commission: An update was received from the Upper Valley Lake Sunapee Regional Planning Commission regarding the New Hampshire Department of Transportation 2015-2024 Ten-Year Transportation Improvement Plan. White noted that the UVLSRPC Transportation Advisory Committee will evaluate and prioritize all projects currently on the Ten-Year Plan and all projects previously proposed for Ten-Year Plan consideration. White reported that the Town must provide paperwork to the Commission for re-evaluation by February 28, 2013 and that she will work with Clint Bean and Nathan Miller regarding Route 114. White noted that Route 114 has been included in prior Ten-Year Plans and that re-submission will require minimum work. White added that Clint Bean will be working with the New Hampshire Department of Transportation on the condition of Route 10 between Exits 13 and 14.
- Wetlands Permit Application: M/L 234-052-000; 13 Walton Heath Drive: The New Hampshire Department of Environmental Services has received a wetlands permit for 13 Walton Heath Drive.

OLD BUSINESS

- Miller Pond Road Bridge: White reported that she received a Memorandum from Bridge Engineer Erin Darrow with her recommendations regarding the heavy vehicle permit

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application from Richard Eastman for using his overweight Pulp Truck and Chip Truck on the Miller Pond Road Bridge. Darrow's recommendations are as follows: Chip Truck: A 50% load for the chip truck would bring the gross weight of the truck to 90,600 pounds, or 45.3 tons. The total weight on the bridge cannot exceed 21.7 tons, so this means that the axle loading on each axle four, five, and six can be a maximum of 7.23 tons. A 50% load for the chip truck should allow for the total weight of the truck on the bridge at any one time to fall within this threshold. Pulp Truck: A 25% load for the pulp truck would bring the gross weight of the truck to 96,575 pounds, or 48.2875 tons. As stated above, the total weight on the bridge cannot exceed 21.7 tons, so the axle loading on each axle four, five, and six can be a maximum of 7.23 tons. A 25% load for the pulp truck should allow for the total weight of the truck on the bridge at any one time to fall within this threshold. A motion to issue a heavy vehicle permit to Richard Eastman for his Chip Truck and Pulp Truck as specified by Bridge Engineer Erin Darrow's recommendations was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

White added that Darrow also provided an update to the status of replacing the Miller Pond Road Bridge. Darrow estimated that the cost of the bridge replacement would be approximately \$500,000. Darrow reported in her Memorandum that both a letter of intent for pre-disaster hazard mitigation, as well as an application for post-disaster hazard mitigation has been submitted to FEMA and although funding for the 2012 pre-disaster hazard mitigation was not allocated by FEMA; it is possible that it may be allocated in 2013 for both 2012 and 2013. Darrow stated in her Memorandum that if funding is allocated, she believes this project would be a strong contender for this grant opportunity. Darrow explained that post-disaster hazard mitigation funding provides funding for projects that experience damage from storm events, in particular storm events that have been declared disasters by FEMA. Currently in New Hampshire, Hurricane Sandy hazard mitigation applications are being accepted. Darrow advised that FEMA grants typically provide 75% of the total cost of the project, with a 25% match required from the recipient which can be made by in-kind services or payment, over a three-year period that starts from the time of the grant award.

Darrow recommended that an application for the state bridge aid program should also be submitted as a back-up plan. The wait time for the bridge aid program is ten years. Darrow advised with the state bridge aid program, the New Hampshire Department of Transportation provides 80% of the total cost of the project, with a 20% match in direct payment required from the municipality. Darrow explained that the total cost of the project would be closer to \$650,000 - \$700,000 with the New Hampshire Department of Transportation bridge aid program due to additional design and construction requirements.

- Recreation Park Development: White stated that she was made aware of a potential grant opportunity for the pavilion. The State of New Hampshire has a Land and Water Fund Grant which is a federally funded program that provides matching funds to state and local governments for the acquisition and development of public outdoor recreation areas and facilities. White forwarded the information to Athletics Director Marsha Googins for the Grantham Recreation Park Committee to investigate.
- Zoning Complaint; 172 Cote Road: White informed the Board of Selectmen that she met with one of the property owners and received a response in writing from the other property

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owner. They both informed White that the dumpster is not used solely for their business and that they are also in the process of renovating their house but that they both work more hours than a full time job and have two children that they try to spend as much quality time with as possible so the home renovation is taking longer than usual. The owners proposed being able to keep the dumpster on their property and stated that they will ensure that no debris is laying around outside the dumpster. The owners offered to move it to a different location on the property providing it is physically possible to move it to another location. The Board of Selectmen instructed White to send a letter to the owners asking them to advise when they are nearing the completion of the home renovations so that the dumpster issue can be resolved.

- M/L 237-057-000; Cote Road/Brick Pile: White reported that Grantham Conservation Commission Chair Richard Hocker visited the lot on December 17, 2012 and concluded that the cinder blocks were covered in moss and had not been moved.

NEW BUSINESS

- Maple Sugaring request on Smith Lot/Miller Pond Road: A request was received from Jack Wallace to tap some maple trees on the town owned Smith Lot on Miller Pond Road for sugaring. White informed the Board that she forwarded the request to Richard Hocker and Merle Schotanus, Grantham Conservation Commission, for their opinion.

There was much discussion and a suggestion to hold a lottery with the proceeds going to the Grantham Conservation Commission as a possible option. The Board of Selectmen have deferred any action on this until the Grantham Conservation Commission can review it and make a recommendation.

- Grantham Conservation Commission Appointment: A motion to appoint Sheridan T. Brown to the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Transfer Station – December Report:

Solid Waste – 8 runs with a total tonnage of 76.24 tons
Construction Demolition Debris – 6 runs 22.12 tons
Glass – 1 load 7.31 tons; Expense \$168.13
Light Iron – 1 load 6.76 tons; Revenue \$1,486.98
Tin Cans – 1.91 tons; Revenue \$229.28
Freon Recovery – 118 units; Expense \$944.00
Bailing Wire – 5 coils; Expense \$364.45
Tires – 2.99 tons; Expense \$343.85
Fibers – Mixed Loose – (Paper) – 3 Loads 15.14 tons
Revenue \$808.05
Expense \$500.00
Comingle – w/o glass – (Plastic) – 2 loads 3.6 tons

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Revenue \$0.00
Expense \$63.01

Total Tonnage of Material taken away 136.07 tons
Tickets collected at Transfer Station \$1,260.00

Total Revenue from recycling \$2,524.31
Total Expenses from recycling \$2,383.44
Net Revenue from recycling \$140.87

➤ Police Department – December Report:

- On December 4, 2012 the local Cub Scouts visited the Department and met their requirement toward their Bear Badge. The originally scheduled 45 minutes turned into one and one half hours and the boys have been talking about their visit ever since according to a thank you note received.
- On December 8 – 9, 2012, Chief Madore attended the annual New Hampshire Chiefs of Police Winter Conference in Conway, New Hampshire and received training on Bio-Hazards.
- On December 19th the Department held its annual firearms classroom training.
- There were no major incidents over the long holiday weekends.

➤ Fire Department – December Report:

- Responded to 28 calls consisting of 11 EMS and 17 Fire/Rescue
- The Fire Department and Association held the annual Friends Helping Friends Campaign where food and coats were collected along with a Toys for Tots drive. Two full boxes were collected for Toys for Tots, a smart car was filled with coats and two boxes of food were sent to the town office to go to one of the local food pantries.
- All of the mutual aid meetings in December were cancelled because of the holidays.
- December training was on the operations of the tanker.

➤ Trustees of the Trust Funds – As of December 31, 2012: Report as of December 31, 2012 was reviewed.

➤ Town Administrator:

- White advised that she worked with EMD David Beckley to process the FEMA paperwork for the damage done by Hurricane Sandy. If approved, the town could receive reimbursement of approximately \$3,000.

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- White reported that New Hampshire has a dedicated amount of money from FEMA for Hurricane Sandy. Lance Harbour, the Hazard Mitigation Officer for New Hampshire Homeland Security and Emergency Management has advised us to submit a letter of intent for the replacement of the Miller Pond Road Bridge #105/128. As stated in Old Business above, Bridge Engineer Darrow has already done so. Darrow stressed the importance of documenting all damages (written notes as well as photos), not just for bridges but also roads and culverts regardless of any disaster declaration. White stated she will work with the Highway Department to maintain these records.
- Notice was received that the town has been awarded \$261,375 from the State of New Hampshire Department of Homeland Security and Emergency Management for the culvert replacement on Olde Farms Road (a.k.a. Olde Farms Road Bridge #107/113). The total cost of the project is expected to be approximately \$348,500 with the Town portion being \$87,125 which can be paid by "in-kind" labor. There will be a public hearing to inform the public of receipt of these monies which can be done in conjunction with a regular Selectmen's meeting. White stated she will publish the notice this week so the hearing can be held at the next Board of Selectmen's meeting on January 23, 2012.

To get the project started, White reported that she issued a purchase order to Surveyor, Clayton Platt, to draw up the base survey map and instructed Bridge Engineer Darrow to start the state permitting process. Darrow indicated to White that it is possible to advertise for "Request for Proposals" by the end of January. The Request for Proposals will include specifications to utilize the Highway Department to haul material and debris as well as spreading the loam and seed after the project is complete. White advised that she has made the Highway Department aware of this and will update them as she receives information. Surveyor Platt expects to complete the base map without exceeding \$1,800.00. A motion to withdraw up to \$1,800.00 from the Bridge Capital Reserve Fund for Surveyor, Clayton Platt, to draw up the base survey map for the culvert replacement on Olde Farms Road was made by Selectman Story; seconded by Selectman Jones.

- Upcoming Meetings:
 - Planning Board Public Hearings on the Prime Wetlands Designation will be held on January 22, 2013 and February 5, 2013 at 7:00pm in the Grantham Town Building, Lower Level Meeting room, 300 Route 10 South.
 - Town Budget Hearing on February 6, 2013 and February 13, 2013, if needed, at 5:00pm in the Grantham Town Building, Lower Level Meeting room, 300 Route 10 South.
- White advised that she will not be in the office on January 15 – 16, 2013 but will be available by cell phone.
- Notice was received that Jane Ferrini, an Assistant City Attorney for the City of Portsmouth, has accepted some of the responsibilities Pat Remick had as the

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Coalition Coordinator of Coalition Communities. The notice stated that Jane will be contacting White to hear thoughts about how the Coalition will move forward in 2013. A meeting of Coalition members will be scheduled in late January or early February.

OTHER

Selectman Jones reported that resident Phil Schaefer has contacted her asking that the town set up a List Serve similar to the one Eastman has with the town being in charge of it. There was much discussion and the Board of Selectmen agree that the town does not want to get involved with this type of List Serve at this time and that it should be a private endeavor that is not affiliated with the Town.

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 Jones, seconded by Selectman Story to enter into a Non-Public session at 6:09 p.m. to discuss personnel matters and a legal matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Selectman Constance Jones, Town Administrator Melissa White, Administrative Assistant Ann Jasper, Police Chief Walter Madore and Fire Chief Jay Fountain.

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

Following proper vote, the Board returned from Non-Public session at 6:50 pm..

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Story; **by unanimous vote, the Board adjourned at 6:50 pm.**

The next Selectmen's Meeting will be held on **Wednesday, January 23, 2013** 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