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Town of Grantham - Board of Selectmen Regular Meeting & Public Hearing Minutes February 26, 2014

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, February 26, 2014 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; Fire Chief Jay Fountain; Conservation Commission Chair Richard Hocker; Conservation Commission Member David Wood; Assessor Mike Ryan; F. Robert Osgood; Paul McKenney; Richard Ramano; Ken Rodgers; and Renee Pellerin

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE – APPROVED

Approved:

- ✓ Miller Pond Road Bridge Contract for Engineering Services to secure federal grants
- ✓ Transfer to the General Fund:
 - a. Reclamation Fund; \$304.75
- ✓ Building Permits:
 - a. M/L 215-055-000; 436 Road Round the Lake – Remodel Basement

Denied:

- ✓ Veteran's Credit Application – M/L 216-184-000; Cheney, Raymond

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of February 12, 2014 as written and the regular meeting minutes of February 19, 2014 as written was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

APPEARANCES

- F. Robert Osgood: Bob Osgood expressed concerns about the way the previous Town Meeting was conducted by the Moderator. Osgood referenced his letter dated March 15, 2013 expressing his concerns to the Board of Selectmen and the Board of Selectmen's response to that letter dated April 3, 2013. Osgood's specific concern is for Robert's Rules and how they apply to calling a question and moving a question once ample time has been given for discussion about an article on the floor at Town Meeting. Osgood explained that under Robert's Rules, once a question is called and moved, a vote is taken to approve calling the question with 2/3 vote being required. Osgood stated that when he tried to call a question and move a question at last Town Meeting, he was told by the Moderator that we don't follow Robert's Rules. He felt the Moderator could have said we'll take a vote on it. Osgood believes she was out of order but didn't want to say anything for fear of being removed from the meeting. Osgood referenced

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the Grafton Town Meeting in which they spent two hours discussing two articles and discussed a total of five articles between 6:00PM and 12:45AM because of Robert's Rules. Osgood asked the Board of Selectmen for approval for him to be recognized at the start of Town Meeting to ask about and discuss Robert's Rules. Selectman Jones invited Osgood to come in to the Selectmen's Office and meet with her to look over the rules and regulations that guide the Moderator. Jones said she has books that they could go over together that talk about this and that and none of them recommend strictly following Robert's Rules. Jones said her schedule is flexible and she could meet with him at his convenience. Osgood said he understands that but wishes Town Meeting could be like it used to be. Jones explained that the Selectmen cannot interfere with the Moderator but that with the help of these materials, he could find the proper way to do what he wants to do. Selectman Story and Chairman Kimball agreed that is a good idea and reiterated that they cannot interfere with how the Moderator runs the meeting.

CORRESPONDENCE:

1. HealthTrust: A letter was received from HealthTrust informing Town and School Officials of the John B. Andrews Scholarship Fund which is now accepting applications for that process for any high school senior of a New Hampshire municipal, school, county and village district employee or qualified retirees.

OLD BUSINESS

1. Review and award of proposals for full Revaluation Property: Town Administrator White introduced Paul McKenney and Richard Ramano from Vision Government Solutions and Ken Rodgers and Renee Pellerin from KRT Appraisal who submitted proposals for review. The respective proposals are as follows:
 - Vision Government Solutions - \$89,300
 - KRT Appraisal - \$118,000

White asked both companies the following questions:

- 1) One of our biggest concerns with this project is that good public relations and notifications are maintained. What is your company's approach to both of these concerns?

Vision Government Solutions:

Dick Ramano: We can put public relation notices on the web which will be constantly updated and we intend to mail a notification letter to every property owner before revaluation starts to notify them that someone will be coming to visit them and explain what the procedure is.

Paul McKenney: McKenney said he would be willing to come to any Selectmen's Meeting and explain the process to the people to let them know what we are doing, what we are going to be looking for on the inspections, what happens if they are not home during the inspection and that sort of thing. He said he has

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done that two or three times during the process in other towns. McKenney said he can also post an explanation on the Town's website and TV Channel.

KRT Appraisal:

Ken Rogers: Rogers said they pretty much do the same thing. He stated they run a press release in the local paper. He said they try to figure out where they will be and mail the letters out in batches so it is fresh on the people's minds when they get there as opposed to a blanket letter to everyone in town.

Vision Government Solutions:

Dick Ramano: Romano added that because this project will start this summer, their letters would be addressed to the seasonal people first.

- 2) The other concern we have is responsiveness to resident's questions. What will your company's availability be to answer residents' questions and what is the time frame to return phone calls or emails?

KRT Appraisal:

Ken Rogers: Rogers said their response is pretty rapid, that they are very good about getting back to people either via email or phone call. He added that they pride themselves on their responsiveness to residents and town officials.

Vision Government Solutions:

Paul McKenney: McKenney stated they respond via phone call or email and maybe a letter if a letter was received. He said his company stays on top of responding to resident's questions. He added that they send out a monthly status report on the project which could also be posted on the website.

KRT Appraisal:

Ken Rogers: Rogers added that their data collectors are also appraisers and a lot of the questions can be answered while they are at the property as opposed to later on, waiting for a hearing.

Vision Government Solutions:

Paul McKenney: McKenney added that this is a 2015 valuation and most of the work will be done this year so the values will be hard to determine for 2015. So, they would not be able to answer questions on value until after the revaluation has been completed.

KRT Appraisal:

Renee Pellerin: Pellerin said she thinks Rogers point is more about the process of how it works, that it is better to have someone there who is knowledgeable to answer questions versus just a data collector, so to speak.

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- 3) Is your company able to meet all of our deadlines including the data collection for properties in the Eastman community between June and September 2014?

Vision Government Solutions:

Paul McKenney and Richard Ramano: Yes.

KRT Appraisal:

Ken Rogers: Yes.

- 4) Who will be the project supervisor and how many other data collectors will be involved with our project?

KRT Appraisal:

Ken Rogers: Rogers reported the project supervisor would be Rob Tozier who has thirteen years experience. There will be two data collectors, Dave Glynn and Josh Gendron.

Vision Government Solutions:

Paul McKenney: McKenney reported that he would be the project supervisor and Rick Culp, Joe Jenkins and Steve Griffin would be the data collectors.

- 5) How will you guarantee valuation consistency and accuracy for our project?

KRT Appraisal:

Ken Rogers: Rogers replied that it is mass appraisal. They analyze two years worth of sales and develop a model from the two years worth of sales then apply it back to the rest of the population. They then do a field review which is when they go out and look at each property. They are looking for consistency in the data and consistency in the valuation.

Vision Government Solutions:

Paul McKenney: McKenney reported pretty much have the same process. They will create a model and a data base and statistically get the model working correctly and properly and distribute the same characteristic values to everybody.

White asked if anyone else had any questions. Rogers asked if the US PAP manual from the last evaluation was ever certified with the Department of Revenue Administration. White said she didn't know but would check. Ramano asked if Michael Ryan would be overseeing the evaluation. Ryan responded that it was his understanding that it would proceed that way. Selectmen Story confirmed that Ryan will be overseeing the revaluation to protect the Town's interest. Selectman Jones added that Greg Heyn will be our State Monitor.

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White reported Towns and Cities was contacted regarding both companies and both received good feedback saying they were both responsive, professional and competent.

There was discussion regarding which company to award the project to and the Selectmen all agreed that it is a difficult decision to make with both companies being comparable, but because of the significant difference in cost, they would award the project to Vision Government Solutions. A motion to award the Property Revaluation RFP project to Vision Government Solutions at a cost of \$89,300.00 was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

2. Al Smith Road and Hastings Hill Road Name Change and Renumbering: Chairman Kimball asked if any more input had been received since the Public Hearing of February 12, 2014. Administrator White said no. He said it appears that at the very least, the address numbers are going to change even if the road names do not, so they won't be able to help the people who expressed concerns about change. Selectman Story said his biggest concern is for the 911 safety aspect of this. He stated he is not sure how important the road name change is but believes the numbering of the houses clearly needs to change. Chief Fountain recommended changing the names of the two roads to one name and explained that if someone from another town is responding to help, they are not going to know to look for another road name in the middle of the road. Fountain said if the road names are not changed the numbers will have to start over again. The Selectmen will consider changing the name of Al Smith Road and Hastings Hill Road to Smith Hastings Road and renumber and vote at the next Selectmen's Meeting on March 12, 2014. The Selectmen emphasized that they are considering the road name change and renumbering because this is a serious safety issue.
3. Olde Farms Road Bridge: Chairman Kimball recommended contacting the contractor to see if he can stockpile materials prior to the start of the project if it will help the project go faster.

NEW BUSINESS

1. Shoreline Protection Cutting Plan: M/L 213-129-000; 12 Cherry Lane: A motion to approve the Shoreline Protection Cutting Plan at 12 Cherry Lane, M/L 213-129-000 as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

➤ Transfer Station – January Report:

Solid Waste – 9 runs; 68.25 tons
Construction demolition Debris – 5 runs; 22.65 tons
Glass – 1 load; 7.31 tons; Expense \$168.13
Fibers – Mixed Loose (Paper) – 2 loads; 8.44 tons
Revenue; \$295.40
Expense; \$550.00
Comingle – w/o glass (Plastic) – 2 loads; 2.79 tons
Revenue; \$ 0.00

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Expense; \$69.75

Total tonnage of material taken away; 109.85 tons

Tickets collected at Transfer Station; \$1,265.00

Total Revenue from recycling; \$295.40

Total Expense from recycling; \$787.88

Net Expense from recycling; \$492.48

Transfer Station Supervisor Scott reports that once again he had two loads of MSW that were frozen which added two runs to the hauling and that there would have been 7 runs if they had not been frozen. It has been a cold winter.

➤ Town Administrator

- On February 20, 2014, Bud Sweeney was welcomed to the Transfer Station in a temporary capacity.
- The Open Space Committee has started to meet and they do have representatives from the Planning Board and Zoning Board of Adjustment. The regular meeting schedule will be the first Thursday of every month at 8:30am.
- The last remaining task in the Archives basement is for the lights and electrical wires to be secured. Chairman Kimball reported he should be able to have it completed by the middle to end of next week.
- White reported that two Planning Board violations were brought to her attention.
 - a. The cell tower with an address of Frye Lane had three antennas added that were supposed to be camouflaged and that hasn't been done yet. White said she has a call into U.S. Cellular but has not received a call back.
 - b. A complaint was received that the saw mill on Route 114 was operating before 6:00am. The planning Board approved their hours of operation from 6:00am to 6:00pm. White reported that because this is the second violation, a Notice of Violation with a Cease and Desist was issued with the fine structure that is in place if they don't comply. The Police Department will be monitoring.
- Upcoming Meetings:
 - Town Meeting is Tuesday, March 11, 2014 with the Polls being open from 8:00am to 7:00pm. The Deliberative Session starts at 5:00pm. The Town Clerk/Tax Collector and Selectmen's Office will be open from 8:00am to 4:00pm.
 - The Open Space Committee meets Thursday, March 6, 2014 at 8:30am.
 - The Planning Board meets Thursday, March 6, 2014 at 7:00pm.
 - The Conservation Commission meets Monday, March 17, 2014 at 7:00pm.

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OTHER

The Board of Selectmen emphasized that the sand available to residents at the Sand Receptacle is **for private use only and to be collected by private individuals**. There shall be **NO** use of the sand facility by Commercial Sanding/Plow Operators and it is not for use on private roads. In the event of questions regarding use of the sand receptacle the judgement of the Road Agent will be final. There is a potential fine involved for each violation. See the full wording of the By-Law; "Pursuant to the Use and Removal of Town Sand by Town Residents" on the town website (www.granthamnh.net) under "Departments", "Public Works", "Policies", seventh bullet down.

The Board of Selectmen also wanted to remind residents of the "Street Obstruction Ordinance" which can be found at the bullet above the Town Sand Use By-Law mentioned above. This Ordinance states in part; "No person(s) shall deposit by any manner or means anything on or in a highway which causes it to be unsuitable for travel. **This Ordinance also applies to the placement of snow and the covering of fire hydrants with debris or snow on all town roads, lanes, and alleys in accordance with RSA 236:20.**" There is a penalty for violation of this Ordinance prescribed by law (RSA 31:39).

NON-PUBLIC

In accordance with RSA 91-A:3 section II-d & a, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:00pm to discuss real property and a personnel matter. Present were: Chairman Kimball; Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White; and Conservation Commission Chair Richard Hocker.

Following proper vote, the Board returned from Non-Public session at 6:24 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Story; ***by unanimous vote, the Board adjourned at 6:25 pm.***

The next Selectmen's Meeting will be held on **Wednesday, March 12, 2014** 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