

APPROVED

Town of Grantham Board of Selectmen - Meeting Minutes November 12, 2014

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, November 12, 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; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; Peter Guillette; Bob Wohlfort; David Wood; Chris Morris; Susan Goodwin; Jenna Chenevert; Marsha Googins; and others

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

1. Payroll Manifest #435 & 436
2. Accounts Payable Manifest #426 & 427
3. Emergency Management Performance Grant (EMPG) for School Emergency Notification System Software
4. Yield Tax Levy
 - M/L 227-020-000; Haystack Road
 - M/L 220-027-000; Dunbar Hill Road
5. Building Permits:
 - M/L 222-216-000; 40 Road Round the Lake – Garage Expansion/Wood Pellet Boiler
 - M/L 234-017-000; 9 Greensward Drive – New Home

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of October 22, 2014 as written was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

APPEARANCES:

- Christopher Morris, Town Treasurer: Town Treasurer, Chris Morris, updated the Selectmen on the following:
 - Investment Policy: Morris stated one his duties outlined in the Investment Policy made him responsible for the administration of the town computer interface with Lake Sunapee Bank. He provided a report which summarized online access. The report also showed the Grantham Lake Sunapee Bank Collateralization Limit per "Agreement to Secure Deposits".

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- FDIC Insurance: Morris reported that he investigated the town's FDIC Insurance and how it is done. Through this research, he discovered that FDIC insurance is not determined by Tax ID number but by control of accounts which means different people who have statutory authority and control over an account at a bank are entitled to separate FDIC insurance. Morris consulted with the Trustees of the Trust Funds and they are working on retitling the accounts with certain identifiers in the names of the accounts.
- PDIP Accounts: Morris explained the New Hampshire Public Deposit Insurance Pool has undergone a number of changes over the years such as offering a very low yield interest rate and dropping their insurance. Morris said when the first collateralization agreement was instituted with Lake Sunapee Bank, most of the money was moved from the PDIP accounts to Lake Sunapee Bank in order to take advantage of the favorable interest rate they were offering. Morris advised that it makes more sense to move the remaining PDIP accounts to Lake Sunapee Bank.

Morris asked Town Administrator White if she will send a letter to Lake Sunapee Bank on behalf of the Selectmen requesting a list of all town accounts. White said yes.

White commented that the investment policy is supposed to be reviewed annually and asked Morris if would like to consider this the update session for the investment policy review and note that no changes are necessary. Morris agreed.

- Eastman Energy Committee: Susan Goodwin informed that she and others were here, not as the Eastman Energy Committee, but as people who are interested in energy and live in Grantham. She introduced David Wood, Bob Wohlfort, Jenna Chenevert and Bob Walker and explained that they are seeking permission to start a town Energy Committee in Grantham. She said presently there are three people interested in being on the Committee and she distributed the following information:

Things Town Energy Committees do to help the towns:

- Running Button Up programs to help citizens make their homes tighter;
- Sponsoring solar arrays for generating energy used in town buildings;
- Educating about LLCs to sponsor solar arrays for the township or groups of individuals;
- Helping to negotiate the NH laws on generating energy;
- Educating townspeople about home solar systems;
- Changing street lights to LED;
- Boosting recycling programs;
- Energy Expos;
- Weatherizing homes;
- Helping with town energy audits;
- Changing to LEDs in town buildings;
- Helping to educate school kids;
- Helping develop energy master plans;
- Developing Landfill methane projects;
- Educating about LLC to sponsor solar arrays for the township or groups of individuals; and
- Grant writing

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Bob Walker, Executive Director of the Sustainable Energy Resource Group or SERG, stated that SERG is a non-profit located in Thetford, Vermont which formed in 2002 and started the idea of forming town energy committees. He said they have formed about 100 energy committees in both Vermont and New Hampshire and there are networks in each state that help provide information, resources, programs and other various items that are on the above list which energy committees can implement in their towns. In New Hampshire the network is called New Hampshire Local Energy Solutions and the website is nhenergy.com.

He said one of the things that SERG does is host an annual round table of energy committee representatives to talk about various projects they are working on and share information.

Goodwin informed the Energy Committee in Eastman is about 2 ½ - 3 years old. She said they are much more knowledgeable now and thought maybe it was time to start a committee in Grantham so they can help the whole town.

White asked how an energy committee can help with the weatherization of homes; that the wait list for Southwestern Community Services is one to three years. Walker said that is probably the best route to go for people whose income qualifies for those programs. He advised that for those who can pay for weatherization of their home, there is a program run through the New Hampshire utilities called Home Performance with Energy Star which is if your home qualifies as performing badly enough, the electric utilities will pay for the cost of the audit which typically runs \$400.00 - \$500.00 and they will pay 50% of the cost of weatherization improvements on homes up to \$4,000.00. He added that there are limited dollars available for this program.

Selectman Story clarified that this committee would be an official town committee which the Selectmen would oversee. Walker said yes, it would be an advisory committee to the Board of Selectmen and could provide advice on projects like if the town plan is being updated, the energy committee could look at the energy chapter and give advice on that; if purchasing new equipment the committee could advise on what would be the most energy efficient, etc.

Peter Guillette introduced himself to Walker as the Grantham representative to the Upper Valley Lake Sunapee Regional Planning Commission. He advised that the Commission can provide technical assistance to the Energy Committee and give guidelines in terms of the master plan and urged them to utilize the Commission. Walker noted that the Commission is one of their partners that helps to organize the annual round table discussions.

A motion to create the Grantham Energy Committee as an advisory committee to the Board of Selectmen was made by Selectman Story; seconded by Selectman Jones.
Unanimously approved.

Guillette reported that the CIP Committee has completed its work and they will be submitting the Report to the Planning Board for approval at the next meeting and it will then be forwarded to the Board of Selectmen.

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OLD BUSINESS

- Olde Farms Road Bridge: White reported the RFP has been compiled and is ready with the exception of correcting the dates.
- Stocker Brook Realty, LLC, 631 Route 114; M/L 236-010-000: Stocker Brook Realty has been served with the Court paperwork by the Sheriff's Department.

NEW BUSINESS

- Shoreline Protection Cutting Plan: M/L 215-061-000; Bay Tree Lane: A motion to approve the Shoreline Protection Cutting Plan at Bay Tree Lane (West Cove A Condominium Association) as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Story.
Unanimously approved.
- 2002 Chevy Tahoe Sealed Bids: The 2002 Chevy Tahoe Sealed Bids were opened by Town Administrator White and are as follows:
 - \$3,003.00 submitted by Chris Chaleux;
 - \$1,255.99 submitted by Cynthia Towle; and
 - \$1,201.00 submitted by Sue-Ann Connary

A motion to accept the bid from Chris Chaleux in the amount of \$3,003.00 was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

- Primex Worker's Compensation Contribution Assurance Program (CAP): Notice was received from Primex offering the town the option of extending its Membership Agreement in the Worker's Compensation Contribution Assurance Program (CAP) through December 31, 2017 which assures that any increases cannot exceed 10% of the prior year's contribution.

A motion to enter into the Primex Worker's Compensation Contribution Assurance Program (CAP) and authorize Town Administrator Melissa White to sign on behalf of the Board of Selectmen was made by Selectman Jones; seconded by Selectman Story.

Unanimously approved.

A motion to adopt the following Resolution by the Board of Selectmen: "We hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex3) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of November 12, 2014, and to be contractually bound to all of the terms and conditions of Primex3 risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex3 in each year of membership shall be as then set forth in the Coverage Documents of Primex3" was made by Selectman Jones; seconded by Selectman Story.

Unanimously approved.

- Grantham Conservation Commission Appointment: A motion to appoint Laura L. Nagy as an alternate member of the Grantham Conservation Commission was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

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- Emergency Management Performance Grant (EMPG): White explained a motion was made at the previous Board of Selectmen meeting on October 22, 2014 but the dollar amounts were incorrect.

A motion to accept the terms of the Emergency Management Performance Grant by the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management in the amount of \$2,388.00 for the purchase and installation of the School Emergency Notification System Software; 60 devices at the Grantham Village School and 4 Grantham Police Department devices, was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Athletics: Athletics Director Marsha Googins gave the following update:
 - Soccer:
 - Grantham is still with the Merrimack Valley Soccer League which everyone enjoys, however, travelling has been a big issue. Googins said she is trying to push into different regions to help alleviate that problem.
 - Basketball:
 - Basketball season is off to a great start despite the count being a little lower.
 - The Quad Valley Basketball League is newly re-organized which is putting more emphasis on a skill building learning approach rather than competition.
 - Grantham Village School has employed a custodian to work on Saturdays which will help with any needs for site care during the game season.
- Police Department – October Report:
 - Police Chief Madore attended Critical Incident Response Training for Executives at UNH on October 6, 2014 and Officer Gamble attended the Patrol Officers Training on October 7, 2014.
 - Police Chief Madore and Department Secretary, Judy DiPadova, passed out safety information at the annual health fair.
 - Department Secretary, Judy DiPadova, attended the NH Chiefs of Police Secretaries Association's Annual Conference in North Conway on October 16 and 17, 2014. The guest speaker was Mary Kay MacNichol, CJIS Systems Officer with the NH State Police, who presented basic NH State information relating to forms, filings, etc. HealthTrust also presented information and discussions were held regarding women's health.

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- Chief Madore attended Creating Organizational Alignment training at Primex in Concord on October 21, 2014.
- The local Cub Scout Bear Den visited the Police Department on October 23, 2014 and Chief Madore helped them meet their requirement toward their Bear Scout Achievement 7 Badge "Law Enforcement is a Big Job". They reviewed the importance of knowing and posting emergency telephone numbers and discussed how to be safe in your home and neighborhood. They were all given a child ident-a kit to take home to their parents to complete.
- National Drug Take Back Day was held on October 25, 2014. Grantham collected one full box of unwanted/unused prescription drugs.
- Members of the Department attended Search and Seizure training on October 23 and 24, 2014 in Newport.
- Chief Madore and Officer Gamble attended a three hour training in Claremont on Best Practices, How to Handle Domestic Violence Cases.
- The Department was out in force for Halloween Trick or Treat night and handed out light sticks along with the Fire Department. It was a fun evening with a very large turnout.

➤ Transfer Station – September Report:

Solid Waste – 7 runs; 88.52 tons

Construction Demolition Debris – 7 runs; 29.81 tons

Tires – 360 tires; \$450.00 from the reclamation fund

Fibers – Mixed Loose – (Paper) – 3 loads; 11.28 tons

Revenue: \$394.80

Expense: \$825.00

Comingle – w/o glass – (Plastic) – 3 loads; 3.05 tons

Revenue: \$ 0.00

Expense: \$106.75

Light Iron – 1 load; 4.3036 tons; Revenue \$882.24

Glass – 2 loads; 14.62 tons; Expense \$336.26

Total tonnage of material taken away: 151.5836 tons

Tickets collected at Transfer Station: \$1,850.00

Total Revenue from recycling: \$1,277.04

Total Expenses from recycling: \$1,268.01

Net Revenue from recycling: \$ 9.03

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- Trustees of the Trust Funds – November update: Trustees of the Trust Funds Report as of November 2, 2014 was reviewed.
- Town Administrator
 - The second Board of Selectmen meeting in November will be held on Monday, November 24, 2014 due to the Thanksgiving holiday.
 - Upcoming Meetings:
 - The Zoning Board meeting has been cancelled for November.
 - The Conservation Commission meeting is Monday, November 17, 2014 at 7:00pm.

NON-PUBLIC

In accordance with RSA 91-A:3 section II- a and e, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:07pm. Present were: Chairman Warren Kimball; Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Athletics Director Marsha Googins

Following proper vote, the Board returned from Non-Public session at 6:22 pm.

ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; ***by unanimous vote, the Board adjourned at 6:40 pm.***

The next Selectmen's Meeting will be held on **Monday, November 24, 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