

Approved

Town of Grantham Board of Selectmen - Meeting Minutes March 25, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, March 25, 2015 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; and Athletics Director Marsha Googins

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE – APPROVED

- Payroll Manifest #446
- Accounts Payable Manifest #440
- 2015 MS-232
- 2014 Tax Lien
- Bond Counsel Certificate
- Notice of Intent to Excavate
 - M/L 226-018-000; 163 Yankee Barn Road
- Building Permits:
 - M/L 213-123-000; 408 Road Round the Lake – Addition
 - M/L 237-052-001; 24 Sugarwood Lane - Addition
- Property Tax Refund (due to overpayment):
 - M/L 215-009-031; 831 Covered Bridge Lane

APPROVAL OF MINUTES

Chairman Kimball asked if there were any changes to the regular meeting minutes of March 11, 2015. Selectman Story suggested amending the minutes at the end of the discussion under "Other"; 1st bullet; adding "After discussion the Board determined that they need more information from Casella regarding the specific truck(s) they are using in order to give Chief Madore clarification to his question."

A motion to approve the regular meeting minutes of March 11, 2015 as amended was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

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APPEARANCES

- Greg Heyn, DRA's Real Estate Appraiser District Supervisor for the Municipal and Property Division; and Monitor for Grantham, introduced himself. He advised that Grantham is due for an assessment review in 2015 which happen every five years.

Heyn reviewed with the Board the standards he is required to review:

Assessing practices:

- Access: Review records availability.
- Annual list: April 1 value and reflect construction done by April 1
- Current Use: Current Use parcels and application forms
- Appraisal Contracts: Review Appraisal Contract(s)

Exemptions and Credits:

- Periodic Review: Review Elderly Exemptions and Veteran's Credits
- Annual List: Religious/Educational/Charitable Organizations and required forms

Data Accuracy:

- Material Errors: Property record cards shall be free of material errors
- Data Elements: Verify accuracy of data elements

Proportionality

- Verify PRD: Verify Price Related Differential
- Median Ratio: With 90% confidence level for all three strata within 5% overall median point estimate

CORRESPONDENCE

- New Hampshire Department of Environmental Services: Notice was received from the New Hampshire Department of Environmental Services that the 2014 Periodic Summary Report for the closed Grantham Landfill site is acceptable.
- New Hampshire Municipal Association (NHMA): A letter was received from the New Hampshire Municipal Association informing of the annual Local Officials Workshop beginning in April.
- GM2 Associates, Inc.: An email was received from Tom Levins, an Engineer with GM2 Associates, Inc. regarding the approved warrant article for the Miller Pond Road Bridge Project. He stated he has worked on the design of over 110 bridges (over 50 municipal

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bridges in NH) of all types and sizes. He said he looked at the NHDOT Bridge Inventory and noted the 15 ton posted weight limit, etc. for Miller Pond Road Bridge and recommended a new superstructure made of timber. White said she had a conversation with Levin and relayed that the town is not yet working on this project.

- New Hampshire Interlocal Trust: Notice was received from New Hampshire Interlocal Trust informing that at the end of only two years the New Hampshire Interlocal Trust's Member Surplus had grown so successfully that at their last meeting the Board of Trustees declared a return to Members of approximately \$500,000.00. The notice also outlined the different programs that they offer.
- State of New Hampshire Department of Education: Notice was received from the State of New Hampshire Department of Education that a meeting was being held on March 25, 2015 to discuss the Area Agreement between Grantham, Plainfield and Lebanon School Districts.

OLD BUSINESS

- Olde Farms Road Bridge: Town Administrator White met with Northwoods Excavating, Inc., Bridge Engineer Erin Darrow and Eversource regarding the temporary utility pole. White said the meeting went well and she is working on a formal commitment. She informed that Fairpoint was not at this meeting due to issues connecting with the town's contact, Melissa Auclair and was given a different contact by Eversource; this contact advised that Melissa Auclair will be more than willing to work with the town when she returns on April 7th but if the town needed something done sooner, he could probably help.

White informed that Northwoods asked if they would be allowed to do some preliminary work one week prior to the start date of June 23, 2015. She said this would encompass digging up the road and Northwoods would keep one lane open during that time and provide their own flaggers. The Board approved on the condition that the school bus is able to get through without waiting. White added she will also talk to Superintendent Jacqueline Guillette.

- Ambulance Backup: Fire Chief Fountain had reached out to New London Dispatch and requested the 911 calls that they have responded to in Grantham. New London Police Chief Anderson reported that there were a total of 480 calls in three years. Newport was called to 36 of them and Lebanon was called to one.

White said she forwarded the basic information to Lebanon Fire Chief Christopoulos and is still waiting to hear back from him re: an agreement to provide backup service.

- Recreation Park Use Application: White noted that she has some proposed changes to the Recreation Park Use Application form but has not had time to meet with Athletics Director Marsha Googins to go over them. She added that the town should also require groups to get Tulip Insurance for use of the park. White showed the map of the Recreation Park that Googins had created which will be a part of the form. The map will be posted on the Board at the field and on the website as well.

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- Road Posting Ordinance: The Board is waiting for more information from Casella regarding the specific truck(s) they are using in order to give Chief Madore clarification to his question.
- GASB Statement Nos. 45 and 43; Compliance: White stated that she obtained KMS Actuaries LLC in Manchester and they can work within our time frame to complete the work so the deficiency can be removed from the town audit that ends June 30, 2015. White informed the work will take 8 to 10 weeks at a cost of \$5,000.00.

A motion to contract with KMS Actuaries LLC actuarial services related to the Government Accounting Standards Board Statement Number 45 (GASB 45) was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

NEW BUSINESS

- Master Plan Committee Appointments: A motion to appoint **Joseph Cooper, Thain Allan, Abby Clark, and Marshall Gene Martin** to the Master Plan Committee was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**
- Energy Committee Appointment: A motion to appoint Donald A. Fitzpatrick to the Energy Committee was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**
- Motor Vehicle Refund Request: A request was received from Town Clerk/Tax Collector Rita Friedman to refund \$711.00 to John H. Turko for a motor vehicle registration fee he paid to the town. She said Turko requested a refund of his registration fee from the State of NH Department of Motor Vehicles which was approved and refunded and informed that the town is required to refund if the state refunds.

A motion to approve a refund in the amount of \$711.00 to John H. Turko for a motor vehicle registration fee was made by Selectman Story; seconded by Selectman Jones.

- Bond for Dunbar Free Library: White reported that she has been working on the bond paperwork for the Dunbar Free Library; that the application for the bond is due April 3, 2015. She continued that all legal information is due to bond Counsel by April 17, 2015 and the closing for the Bond proceeds is July 15 & 16, 2015.

White also informed of a Post Insurance Compliance Guideline Policy that Bond Counsel strongly urged the town to adopt. She explained that the purpose of this is to ensure that the town will not be using the money for anything other than its intended purpose and added there will be a lot of work involved to meet the IRS requirements. White said she will provide a copy of the Guidelines Policy to the Board.

DEPARTMENT/COMMITTEE REPORTS

➤ Transfer Station:

January Report:

Solid Waste – 6 runs; 62.75 tons
Construction Demolition Debris – 2 runs; 10.03 tons
Glass – 2 loads; 14.62 tons; Expense 336.26
Aluminum – 1 load; .91 tons; Revenue \$924.83
Fibers – Mixed Loose – (Paper) – 2 loads; 8.52 tons
Revenue: \$298.20
Expense: \$550.00

Comingle – w/o glass – (Plastic) – 2 loads; 4.68 tons
Revenue: \$ 0.00
Expense: \$210.60

Total Tonnage of Material taken away; 100.6 tons
Tickets collected at Transfer Station; \$640.00

Total Revenue from recycling: \$1,223.03
Total Expenses from recycling: \$1,096.86
New Revenue from recycling: \$ 126.17

On January 21, 2015, Transfer Station Supervisor, Chris Scott, participated on a Northeast Resource Recovery Association (NRRA) Solid Waste Advisory Team (SWAT) meeting in Andover, NH. A couple years ago, Andover switched to zero sort recycling and now the Selectmen are questioning the move and asked the NRRA to help them. A representative from the NRRA and four Transfer Station Supervisors, including Scott, met with the Andover Transfer Station crew and Selectmen. After touring the facility and listening to their concerns, the team came up with ideas for them. Scott reported that it was a great experience and he hoped he could be of help again and now knows he can call on the NRRA for help.

February Report:

Solid Waste – 6 runs; 63.52 tons
Construction Demolition Debris – 2 runs; 9.26 tons
Glass – 1 load; 7.31 tons; Expense \$168.13
Cardboard – 1 load; 18 tons; Revenue; \$1,350.00
Tin cans – 1 run; 1.9286 tons; Revenue \$106.07
Fibers – Mixed Loose – (Paper) – 1 load; 3.88 tons
Revenue; \$135.80
Expense; \$275.00

Comingle – w/o glass – (Plastic) – 1 load; 2.78 tons
Revenue; \$ 0.00
Expense; \$125.10

Total Tonnage of Material taken away; 106.6786

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Tickets collected at Transfer Station; \$520.00

Total Revenue from recycling: \$1,591.87

Total Expenses from recycling: \$ 568.23

Net Revenue from recycling: \$1,023.64

➤ Town Administrator

- White reached out to Superintendent Jacqueline Guillette to possibly collaborate with the school on purchasing paper to save money.
- The Town currently collaborates with the School to secure a better rate on the electric bill and they are looking at pooling with Eastman Community Association's usage as well in hopes to secure an even better rate.
- The Transfer Station will be closed Sunday, April 5, 2015 for the Easter holiday.
- Upcoming Meetings:
 - The Zoning Board meeting is Thursday, March 26, 2015 at 7:00pm.
 - The Open Space Committee meeting is Thursday, April 2, 2015 at 8:30am.
 - The Planning Board meeting is Thursday, April 2, 2015 at 7:00pm.
 - The Energy Committee meeting is Monday, April 6, 2015 at 5:00pm.

OTHER

- Administrator White stated that Sergeant Parsons is revamping the department's summons' as they relate to the Town's local ordinances and requested the Board consider revising them.
- White informed the quarterly newsletter will hit mailboxes this week.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-a & c, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:09 pm. Present were: Chairman Warren Kimball; Selectman Ken Story; Selectman Constance Jones; and Town Administrator Melissa White.

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

Following unanimous vote, the Board returned from Non-Public session at 6:45 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 6:50 pm.**

The next Selectmen's Meeting will be held on **Wednesday, April 8, 2015** at 5:00pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant