

Approved

Town of Grantham Board of Selectmen - Meeting Minutes August 26, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, August 26, 2015 by Selectman Jones. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White, Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; Chair of the Zoning Board of Adjustment Conrad Frey; Willy Newhall; and Phil Schaefer

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #457
- Accounts Payable Manifest #469
- Building Permits:
 - M/L 233-012-000; 23 Pillsbury Road – Residential Garage
 - M/L 222-230-000; 43 Deer Run – Mudroom & Porch
 - M/L 227-012-000; 178 Meadowbrook Road – Garage
 - M/L 222-122-000; 18 Slalom Drive – Wood Shed & Replace Deck
 - M/L 220-035-000; 406 Walker Road – Rooftop Solar Array

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of August 12, 2015 as written was made by Selectman Brown; seconded by Selectman Jones. **Approved by majority vote.**

CORRESPONDENCE

- New Hampshire Department of Transportation: Notice was received from the New Hampshire Department of Transportation informing that the State Highway Block Grant Aid for Fiscal Year 2016 will total \$64,850.17.
- New Hampshire Department of Revenue Administration: A letter was received from the New Hampshire Department of Revenue Administration addressing concerns about how the state's unresolved operating budget will impact the 2015 local property tax rate setting process. The letter made clear that the Department expects to establish the 2015 property tax rates in a routine manner without any material impact from the ongoing budget discussions in Concord.

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- Town of Grantham Planning Board: The Town received notice as an abutter to the Eastman Community Association's proposed expansion project for the Center at Eastman; the Site Plan Review Application will go before the Planning Board on Thursday, September 3, 2015 at 7:00pm at the Grantham Town Hall, lower level.

OLD BUSINESS

- Olde Farms Road Bridge: White informed that it will most likely be the end of September before the guardrails are installed and that Road Agent Jeff Hastings is not concerned about the paving of the road after that time period.

White reported that Bridge Engineer Erin Darrow expressed concern about the road's sub-base because testing for that was not done and her concern is that paving over sub-par compaction could cause the road surface to crack. White said she spoke to Hastings about this and he was not concerned about the compaction of the material over the bridge because there will be a significant amount of time before it is paved over. Additionally, White stated all the material the contractor used for the bridge has met or exceeded the compaction requirement criteria. Selectman Brown asked what Darrow's proposal was to deal with this. White replied the only way to deal with it is to ask the contractor to dig it up and redo it. Selectman Jones emphasized the Board will not do that and stated that she has confidence in Hasting's opinion.

White informed that the contract with Northwoods included installing a dry hydrant for the Fire Department and during construction the contractor said he would be happy to install it but wanted to bring to their attention that it is just going to fill in with sediment and require constant maintenance. She said Fire Chief Fountain has been involved in this discussion and the question of whether or not to install it. Chief Fountain said he looked at the brook earlier in the day and without a pool on the downstream side of the bridge, it will fill in with sand and require constant maintenance. White stated that Darrow said the design plans required an area to be dredged to increase the water depth and a river stone base be installed and said the designs meet the standard specifications for NRCS installation of dry hydrants. She said this is all part of the approved Wetlands Permit. Chief Fountain said they would have to dig a deep pool in order to get it to fill and stay with water so that the pipe won't fill with sediment. He added that the good thing about having it installed now is that once it's in, it's in; that it would be easier to get permits to fix it years down the road. Selectman Brown asked how this initially got into the proposal. White explained that it was part of the project that the contractor bid on. Selectman Jones said that if this is part of the project and they can do it, we have the permits to do it and it's included in the payment, let's have them install it. Selectman Brown stated if we felt it was beneficial enough to include in the initial proposal, he would like to see it go forward. White said she will contact Northwoods and instruct them to install the dry hydrant.

- Miller Pond Road Bridge: White told the Board that the RFP (Request For Proposal) has been completed and forwarded to Town Counsel for review. She said Road Agent Hastings recommended having the bid be due in December because this is a busy time for contractors trying to complete projects prior to winter.

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- Zoning Violation at 172 Cote Road: White informed that she drove by the residence earlier in the day and did not see much progress. She said the property owner did say he would need a couple of weeks to get it done.
- Zoning Violation at 29 Cote Road: White reported that she met with the property owner and the business sign has been removed. She inquired about the construction equipment and was told that some of the construction equipment is needed for the renovations they are doing to the property. She was informed that the dump truck will be kept inside the garage. White said there were also a brush hog and some large trailers that haul excavators on the property. Conrad Frey, Chair of the Zoning Board of Adjustment said the trailers are not permissible and that the Zoning Ordinance is clear on a home business. White said the owners assured her that those things will be gone after their home renovation is complete.
- Building Permit; M/L 242-025-000; 938 Route 10 South: White informed that the owners, William Newhall and Eryn Bagley, submitted a letter with conditions following discussion with Zoning Board Chair Conrad Frey about the problem their Building Permit Application for a new home that would result in two dwelling units on the property upon completion. Mr. Newhall was present to answer any questions the Board may have. White stated that, initially, Newhall's wife, Eryn Bagley, inquired about using the apartment above the garage for elderly housing for their parents in the future. White wanted to make it clear that would never be allowed. Newhall said he believed that he would have to subdivide in order to do that. Frey affirmed. Selectman Brown asked Frey if he was comfortable with the conditions in the letter to which he answered yes. Selectman Brown and Selectman Jones both agreed that approval is dependent upon all of the conditions set forth in the letter from William Newhall and Eryn Bagley to the Board of Selectmen dated August 19, 2015 being incorporated in the application by reference.

A motion to approve the Building Permit Application (Permit number 2015-52) submitted by William Newhall and Eryn Bagley with the following condition: ***The conditions outlined in the letter from William Newhall and Eryn Bagley to the Board of Selectmen dated August 19, 2015 are incorporated herein by reference;*** was made by Selectman Jones; seconded by Selectman Brown. ***Approved by majority vote.***

NEW BUSINESS

- 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 as recommended by the Grantham Conservation Commission with the addendum that the removal of a few small evergreens from the border, as desired, was made by Selectman Jones; seconded by Selectman Brown. ***Approved by Majority Vote.***
- Shoreline Protection Cutting Plan; M/L 213-086-000; 23 Shore Road: A motion to approve the Shoreline Protection Cutting Plan at 23 Shore Road as recommended by the Grantham Conservation Commission was made by Selectman Brown; seconded by Selectman Jones. ***Approved by Majority Vote.***
- Shoreline Protection Cutting Plan; M/L 213-087-000; 25 Shore Road: A motion to approve the Shoreline Protection Cutting Plan at 25 Shore Road as recommended by the

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Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. **Approved by Majority Vote.**

- Shoreline Protection Cutting Plan; M/L 222-147-151; 153-160; 162-163-000; East Cove Condos; Pleasant Drive: A motion to approve the Shoreline Protection Cutting Plan at East Cove Condos; Pleasant Drive as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. **Approved by Majority Vote.**
- Request for Abatement of Property Tax Interest; M/L 216-159-000; 26 Old Spring Drive: A request for abatement of property tax interest was received from Ashley Ladd. She stated in a letter to the Board that she became aware on August 19, 2015 via a letter from the Grantham Tax Collector that their property tax payment was late and they owed interest on the total due. She said they took the proper steps in filling out two change of address forms to insure their tax bill would arrive to them, but it did not. She paid the taxes in full as of August 25, 2015 but did not include the interest and asked that the interest of \$39.57 be waived.

Administrative Assistant Ann Jasper, who processes the property transfers in the Selectmen's office, researched the above and found the following:

- Ashley Ladd and Gary R. Ladd acquired the property from Deutsche Bank National Trust Company by Warranty Deed recorded February 20, 2015 at Book 1936, Page 95 of the Sullivan County Registry of Deeds. The address for Ashley Ladd and Gary R. Ladd is stated in this deed as "42 Fairgrounds Road, Plymouth, NH 03264". Jasper processed this transfer on March 12, 2015 using the address stated in the deed.
- On April 24, 2015, Ashley Ladd submitted a Change of Address form listing her new address as "PO Box 523, Grantham, NH 03753". This was processed on April 24, 2015 and April 27, 2015 in the two software programs used to maintain and update property files.
- Subsequent to the change of address being processed, a new deed was recorded in which Ashley E. Ladd and Craig William Switzer, wife and husband, acquired the property from Gary R. Ladd and Ashley Ladd by Quitclaim Deed recorded May 14, 2015 at Book 1943, Page 63 of the Sullivan County Registry of Deeds. The address for Ashley E. Ladd and Craig William Switzer is stated in this deed as "43 Wolf Road, Apt. 133, Lebanon, NH 03766". Jasper processed this transfer on May 20, 2015 using the address for Ladd and Switzer stated in the deed.
- On August 6, 2015, Ashley Ladd submitted a second Change of Address form listing her new address as "PO Box 523, Grantham, NH 03753". This was processed on August 17 & 18, 2015 in the tax software and assessing software.

Jasper stated that the first Change of Address form submitted by Ashley Ladd was processed in a timely manner. She explained that when she processes property transfers, the procedure is to use the address contained in the deed for the new owners and there was a new deed transferring the property after the Change of Address form was submitted and processed. The new transfer using the address from the deed supersedes

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the change of address done prior from the form. Jasper continued that if not for the Quitclaim Deed which conveyed the property from Gary R. Ladd and Ashley Ladd to Ashley E. Ladd and Craig William Switzer, the address change Ladd submitted would still be in effect, therefore, the town is not at fault for the "Change of Address" not being in place when the property tax bills were mailed initially. Additionally, Jasper noted that it is not the responsibility of the town if the deed did not contain the correct address for the new owners.

A motion to deny Ashley Ladd's request for abatement of \$39.57 for the property tax interest on M/L 216-159-000; 26 Old Spring Drive was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.**

DEPARTMENT/COMMITTEE REPORTS

- Grantham Athletics: White recapped that Dave Armstrong, Manager of the Grantham/New London Adult Softball League, came to a Board of Selectmen meeting in early June and asked the Board to waive the deposit fee for his organization to use the Grantham Recreation Park ball fields. The Board agreed to do that. White reported that despite conversations in years past regarding alcohol use and the trash the League leaves behind, the problem continues. She said they had a tournament on August 16, 2015 and Groundskeeper Glenn Cary reported on Monday, August 17, 2015, that there were empty beer cans, cigarette butts and trash all over the place and the third base dugout doors were left open and not locked. Although the League is finished for this year, Athletics Director Marsha Googins wrote a letter to Armstrong expressing disappointment not only with the condition in which his League left the park, but that it also violated the alcohol ordinance. The alcohol ordinance was not only violated on August 16, 2015 but also on August 9, 2015, when the Grantham Police Department issued a warning specifically to a member of the Home Run Hunters team. She cautioned that moving forward, there will need to be discussion about expectations required for continued field use.
- Town Administrator:
 - The Master Plan Survey has been mailed to residents and there is also a link on the town website to complete the online version of the survey. The deadline to complete the survey is Labor Day, September 7, 2015.
 - The field work of the town's annual Audit was conducted during the week of August 17, 2015. It went very smoothly and the Auditors completed the work in three days instead of the five that was scheduled.
 - Energy Audits of town buildings were done earlier in the month and White is awaiting the reports. The Energy Committee will also meet with a vendor to look at the street lights for possible recommendations.
 - Due to holiday conflicts with the Selectmen's regular meeting schedule in November, White recommended they be moved to Monday, November 9 and Monday, November 23. White said she will tentatively set the meetings for those two dates and they could confirm in October.

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- Upcoming Meetings:
 - The Zoning Board meeting is scheduled on August 27, 2015 at 7:00pm.
 - The Conservation Committee meeting is scheduled on Monday, August 31, 2015 at 7:00pm.
 - The Open Space Committee meeting is scheduled on Thursday, September 3, 2015 at 8:30am.
 - The Planning Board meeting is scheduled on Thursday, September 3, 2015 at 7:pm, Lower Level of Town Hall.
 - The Trustees of the Trust Funds meeting is scheduled on Tuesday, September 8, 2015 at 1:00.
 - The Energy Committee meeting has been rescheduled to Monday, September 14 2015 at 5:00pm

OTHER

- Selectman Jones and Town Administrator White attended an Education Adequacy Aid Meeting held in Concord and put on by the City of Dover wherein the City of Dover informed they have filed a lawsuit claiming RSA 198:41 unconstitutional; that 44 towns in New Hampshire are underfunded because of this statute.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Brown, seconded by Selectman Jones to enter into a Non-Public session at 5:50pm. Present were: Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 5:57 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; **by unanimous vote, the Board adjourned at 6:15 pm.**

The next Selectmen's Meeting will be held on **Wednesday, September 9, 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