

# Approved

## Town of Grantham Board of Selectmen - Meeting Minutes November 23, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Monday, November 23, 2015 by Chairman 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 Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; Deputy Fire Chief and Emergency Management Director David Beckley; F. Robert Osgood; Alden H. Pillsbury; and C. Peter James;

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Town Administrator Melissa White

### **ADMINISTRATIVE - APPROVED**

- Payroll Manifest #463 & 464
- Accounts Payable Manifest #477 & 478
- Notice of Intent to Cut Wood or Timber: M/L 220-028 & 031-000; Dunbar Hill Road
- 2015 Property Tax Abatements:
  - M/L 215-148-000; 8 Sugar Hill Road - \$12.09
  - M/L 222-283-000; 38 Niblick Lane - \$79.55
  - M/L 222-025-000; 3 Draper Mill Road - \$300.41
  - M/L 213-108-000; 35 Shore Road - \$113.82
- 2015 Property Tax Refunds (due to overpayment)
  - M/L 216-128-000; 31 Old Spring Drive - \$4.52
  - M/L 215-013-000; 8 Cove Drive - \$141.82
  - M/L 225-290-000; 117 Greensward Drive - \$107.75
  - M/L 233-040-000; 43 Longwood Drive - \$298.61
  - M/L 215-146-000; Sugar Hill Road - \$9.93
  - M/L 222-210-000; 18 Highwood Way - \$15.84
  - M/L 213-056-000; 32 Anderson Pond Road - \$72.10
  - M/L 216-043-000; 96 Burpee Hill Road - \$571.23
  - M/L 222-234-000; 38 Deer Run - \$17.80
  - M/L 234-061-000; 15 Troon Drive - \$0.12
  - M/L 215-199-000; 4 Bright Slope Way - \$88.86
  - M/L 214-094-000; Off Whitetail Ridge - \$4.94
  - M/L 216-194-000; 22 Butternut Road - \$22.72
  - M/L 222-107-000; 25 Slalom Drive - \$62.53
  - M/L 222-162-001; 74 Pleasant Drive - \$63.69
  - M/L 225-311-000; 5 Longwood Drive - \$249.82
  - M/L 215-187-000; 3 Morning Hollow Lane - \$37.02

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- M/L 213-108-000; 35 Shore Road - \$104.04
- M/L 222-157-003; 66 Pintail Knob - \$81.35
- M/L 225-060-000; 3 Wedgewood Drive - \$173.48
- M/L 222-011-000; 7 Double Diamond Drive - \$130.51
- M/L 215-200-000; 2 Bright Slope Way - \$47.54
- M/L 207-027-000; Route 10 North - \$5.04
- M/L 215-126-000; 56 Bright Slope Way - \$380.21
- M/L 225-070-000; 23 Wedgewood Drive - \$307.10
- M/L 234-004-000; 81 Longwood Drive - \$301.76
- M/L 225-280-000; Fairway Drive - \$362.41
- M/L 212-052-000; 30 Butternut Road - \$19.83
- M/L 213-110-000; 39 Shore Road - \$32.00
- M/L 215-061-002; 2 Bay Tree Lane - \$1,646.07

## **ADMINISTRATIVE - APPROVED; PENDING RECEIPT OF APPLICATION FEE**

- Building Permits:
  - M/L 225-031-000; 6 Allens Drive – New Home

## **APPROVAL OF MINUTES**

A motion to approve the regular meeting minutes of November 9, 2015 as written was made by Selectman Jones; seconded by Selectman Brown. ***Unanimously approved.***

## **APPEARANCES**

- Keith Philip; Sawyer Brook Plaza: Keith Philip requested to be on the agenda but was not present so Town Administrator Melissa White gave the Board a brief summary of the issue he spoke to her about regarding Mitchell Automotive and all the vehicles that are there. His concerns are as follows:
  - Did the Planning Board approve the use of the facility for storage?
  - How many parking spaces were granted?
  - Do they have permission to use it as a junkyard? Philip estimated there to be at least 16 unregistered vehicles with 6 – 10 of the vehicles having been there for the last year.
  - The vehicles are encroaching onto the Sawyer Brook property.

White said that the Planning Board minutes did not mention a specific number of designated parking spaces.

After discussion, the Board agreed that despite the number of designated parking spaces being unclear, the business does not have a junkyard permit and instructed White to contact Town Counsel.

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- F. Robert Osgood: F. Robert Osgood gave the Board a letter outlining some concerns that he has with the Grantham Police Department. Osgood read the letter to the Board as follows:

Topics of Discussion: Ways to Improve the Grantham Police Department

Plan for the future

1. Recruitment and Retention plan for new officers
2. Schedules for new hires
3. Training for new hires
4. More training for critical areas such as accident/crash investigations
5. Residency requirements
6. Supervision vs. micromanagement
7. Selection process for Chief's position
8. Computer updates
9. Streamline paperwork: Too much unnecessary documentation
10. On call status for Chief and Sgt. Question, Duty hours? Do we need someone at five a.m.?

Since Russ Lary stepped down in 2008, the following full time officers have left Grantham:

1. Cara Tibbets, now Cara White
2. Tom Harriman
3. Matthew Merrill
4. Courtland Smith
5. Dakota Titorenko-Geary

How long can we expect present officers, Ryan Gamble and Travis Soucy to stay here in Grantham? The writing is on the wall.

These topics of discussion are not mine alone. They are from retired Grantham Police Officers, all the way up to the state level, who have served here in Grantham, who had/have daily contact with the present department. The need for discussion with you as the governing power elected by the citizens of the town, can write policy, and set the stage for where the Police Department needs direction.

I respectfully submit this concern as a taxpayer here in Grantham, a long time resident, and served on the Grantham Police force for twenty five plus years. I am proud to say, "Grantham is my hometown."

Osgood added that he thinks the selection process for a Chief's position must be placed very high on the list of things that need to be dealt with.

Alden Pillsbury stated that he agrees with Osgood. He said that they sat down with a State Trooper who brought up a lot of these issues and they believe some direction is

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needed. He suggested the Board bring in a third party to come into the town and look at how many people live here and give detailed recommendations for what the Police Department needs are for a town of this size such as how many full time and part time officers are needed, hours, number of cruisers, etc. Chairman Kimball asked about that and Town Administrator Melissa White said that Municipal Resources Inc. can provide those services. C. Peter James added that they have a pool of mostly retired people who have been very successful in their field in whatever area you need.

C. Peter James remarked that the most contentious articles at town meetings have to do with the Police Department. He said there are four full time police officers and four cruisers and yet the cruisers are not assigned to specific officers. He thought that if each officer was assigned a specific cruiser, that officer would be responsible for that particular cruiser and make sure it is well taken care of.

Selectman Jones stated, speaking for herself, the Selectmen have been getting these kinds of questions about the Police Department for a very long time. The questions have mainly been about the number of officers needed, the number of cruisers necessary, hours of coverage weekly and scheduling. She said now that the Chief is planning to retire in April 2017, she felt that it is time to start planning for the future but they can't do this without a better understanding of where we are now and where we want to be in the next 5 – 10 years. She believed that in the next census, Grantham will be above 3000 people and towns with over 3000 people fall into another category and that changes what the State Police do in our town. She explained that Troop C covers Grantham and 18 communities total and there is one State Trooper that covers the entire area and if we need someone, that Trooper could be many, many miles away. She said that just because there are a few State Troopers that live in Grantham, they are not obligated to police the town when they are home and off duty. She suggested having the Lieutenant from Troop C come in and talk to us and explain exactly what their job is, what they can do for us and what they can't do for us and have that brought out into the open so that the residents understand exactly what their purview is.

She continued that the other thing to do would be to hire a professional agency such as Municipal Resources Inc. to evaluate our Police Department; that other towns our size have done this and have benefitted greatly. She explained that the report that is generated would become a public document and would answer most of the questions emanating from our most vocal citizens. It will also show that the Selectmen take their concerns seriously and are doing their job. She emphasized that they need to start thinking now of where the department is going and what the goals are. Even though the Selectmen do not oversee the daily activities of the Police Department, it is in their purview to oversee the budget and work together to insure that goals and expectations are met.

There was a brief discussion regarding the selection process for the next Chief. Jones stated that the evaluation will be done first and the group conducting it will probably also advise us as to forming a committee and the whole selection/hiring process for the next Chief.

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## **CORRESPONDENCE**

- New Hampshire Department of Transportation: A Memorandum was received from the New Hampshire Department of Transportation stating that the New London/Grantham Interstate 89 Resurfacing Project has been completed and accepted.

## **OLD BUSINESS**

- Olde Farms Road Bridge: White reported that the shouldering work has been completed and Road Agent Jeff Hastings will meet with Bridge Engineer Erin Darrow to conduct a final inspection.

White asked Fire Chief Fountain if they had looked at the dry hydrant that was installed. Deputy Fire Chief Beckley said he did and it is not set low enough in the water and the pipe is also exposed so it will probably freeze because it is not deep enough to put a pressure cap on that would keep the water level below freezing level on the ice. Fountain said the other problem is the location of where the hydrant is now might not work as far as getting an engine to it. Selectman Brown asked if the depth issue is fixable. White said when Northwoods installed it, they moved the hydrant from the location it was originally designed to go and attached it to the bridge but that it is fixable. Selectman Brown asked if they talked to anybody before changing the design. White said she believed it was Road Agent Hastings suggestion.

Selectman Jones asked how deep the water generally is in the middle of winter when it is freezing. Beckley stated that by the bridge it has not been deep historically but that was with the culverts and he didn't know what is underneath there now. White said there is river stone there now. Beckley said the pool where the hydrant was supposed to go was 10 – 15 feet and about 6 feet deep so if you got 3 feet down and out it would be sufficient even at low water.

White said she will contact Northwoods to see what can be done to fix it.

- Miller Pond Road Bridge: White informed that the RFP's will be opened at the next Board of Selectmen meeting on December 9, 2015.
- Zoning Violation at 172 Cote Road: The property owner was not in attendance. Selectman Brown said he will work on some strategies over the next week.

## **NEW BUSINESS**

- Review of the 2015 Hazard Mitigation Plan: The Board reviewed the 2015 Hazard Mitigation Plan.
- Resolution to Adopt the 2015 Hazard Mitigation Plan: After review of the 2015 Hazard Mitigation Plan, Selectman Jones read the following Resolution:

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## **A Resolution Adopting the Grantham Hazard Mitigation Plan Update 2015**

WHEREAS, the Town of Grantham received assistance from the Upper Valley Lake Sunapee Regional Planning Commission through funding from NH Homeland Security and Emergency Management to prepare a hazard mitigation updated plan; and

WHEREAS, several planning meetings to develop the hazard mitigation plan update were held in June through July 2013 and October of 2014 and then presented to the Board of Selectmen for review and discussion on November 23, 2015; and

WHEREAS, the Grantham Hazard Mitigation Plan Update 2015 contains several potential future projects to mitigate the hazard damage in the Town of Grantham; and

WHEREAS, the Board of Selectmen held a public meeting on November 23, 2015 to formally approve and adopt the Grantham Hazard Mitigation Plan.

NOW, THEREFORE BE IT RESOLVED that the Grantham Board of Selectmen adopt the Grantham Hazard Mitigation Plan Update 2015.

ADOPTED and SIGNED this 23<sup>rd</sup> day of November, 2015.

The foregoing is a true copy of the Resolution Adopting the Grantham Hazard Mitigation Plan Update 2015 adopted on November 23, 2015.

A motion to enter into the Resolution Adopting the Grantham Hazard Mitigation Plan Update 2015 was made by Selectman Jones; seconded by Selectman Brown.

***Unanimously approved.***

- Shoreline Protection Cutting Plan; M/L 213-133-000; 19 Loon Drive: A motion to approve the Shoreline Protection Cutting Plan at 19 Loon Drive as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. ***Unanimously approved.***
- Shoreline Protection Cutting Plan; M/L 215-061-000; West Cove A Condominium Association: A motion to approve the Shoreline Protection Cutting Plan at West Cove A Condominium Association as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. ***Unanimously approved.***
- Grantham Conservation Committee Appointment: A motion to appoint Dennis Ryan as an alternate member of the Grantham Conservation Committee was made by Chairman Kimball; seconded by Selectman Jones. ***Unanimously approved.***

## **DEPARTMENT/COMMITTEE REPORTS**

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## ➤ Activities:

- 38 Scarecrows were put up this year including four new ones at \$75.00 each at Dunkin Donuts, Country Homes, Yoga Connection and Salty Dog Fitness. Two residential Scarecrows sold at \$50.00 each. Next year, 34 contracts are up for renewal. Garland said the process was time consuming but the reward of comments, watching everyone stop to photograph them and the benefits of fundraising for future Activities programs made it well worth it.
- The Monster Mash Dinner Dance had a big turnout, the costumes were amazing and the games and music were again a big hit. Pumpkins that were purchased at Daisy Hill Farm and Horton's Farm were sold for the following Friday event of Light the Park which made the pumpkin sales more successful. 35 pumpkins lit the park on Friday, October 30<sup>th</sup> and the number should grow for many years to come. There were 78 children in attendance plus their parents.
- Cookie classes with Missy Walla were a big success. The three month series was posted on a Friday and filled by the following Tuesday. The first class was Halloween haunted houses which the children decorated with peep shaped gravestones, varieties of spooky candy and LED lights to create a glow effect. The class size is 12 children. Missy also offered her first adult cookie class. The class was \$45.00 and 11 people attended.

## ➤ Fire Department:

- Responded to 19 calls consisting of 10 EMS and 9 Fire/Rescue.
- The Fire Department held its annual open house in conjunction with the annual health fair and flu shot clinic. Fire Pro Tec was in attendance demonstrating, selling and repairing fire extinguishers.
- The Fire Department joined the Police Department on Halloween for Safety Day at the Grantham Village School as well as putting apparatus out on the street to light up safe crossing for the trick or treaters and their parents as well as slowing down cars.
- Training was reviewing the new SCBA and some hose line work.
- Chief Fountain attended the Mid-Western NH Hazmat Team meeting where a possible budget was reviewed to take the team to the next level.

Chief Fountain informed that they received two quotes for a new generator; one at \$19,000.00 and the other at \$21,781.18. He said the \$21,781.18 quote came from Powers Generator and even though it is higher, it included more stuff like a pre-cast concrete pad. Fountain said he would prefer to go with Powers because they take care of the generator maintenance. He added that there is also a rebate for the cost of the transfer switch if it is installed by December 31, 2015.

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White said she emailed Bob Lewis, one of the Trustees of the Trust Funds, to see if the Town Buildings Repair and Maintenance Capital Reserve Fund could be used to pay for the generator. Lewis was going to look into it but she has not yet received an answer.

A motion to approve the purchase of a Koehler 48KW Generator from Powers Generator in the amount of \$21,781.18 and to withdraw said funds from the Town Building Repair and Maintenance Capital Reserve Fund contingent upon the Trustees of the Trust Funds finding that it's an appropriate use of that fund was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

➤ Town Administrator:

- White said she contacted the New Hampshire Division of Historical Resources regarding the 1912 safe that is temporarily being stored at the Fire Department and although they didn't have the specific information she was looking for, they gave her a list of appraisers. She said she needs the manufacturer and the serial number, if possible. Chief Fountain said he looked and didn't see anything but he will look again.
- White asked Chairman Kimball if he had a chance to work on the Miners request for help in using Leavitt Hill Road for logging purposes. Chairman Kimball said he had and discovered that last year Mr. Miner had driven his equipment on the road with no mufflers on it which stirred up most of the people on the road, so he has been spending a lot of time trying to calm them down and assured them that the town has no interest in turning it back into a town road.
- White stated that Elaine Pillsbury had come into the office inquiring about the status of the lights in the Church parking lot. White said the street light was fixed but Pillsbury doesn't feel it will be sufficient and requested another light at the north end of the parking lot. White said that there is a house right there and the light would shine in its windows. Chairman Kimball thought the most practical place for a light would be by the well, perhaps an LED with a motion sensor that would point straight down. Selectman Jones said she would like to wait until the Library is finished and see if the lights in that parking lot will help. Selectman Brown added that he would like to see this become part of the lighting project the town is working on with the Energy Committee and not put something in now that will have to be replaced during that project.
- White said she has secured a one year contract with Standard Power for electricity at 7.4 cents per kilowatt for both the Town and School as well as the Eastman Community Association.
- The Town Offices will have the following holiday closures for Thanksgiving:
  - Close at 4:00pm on Wednesday, November 25, 2015
  - Thursday and Friday, November 26 & 27, 2015 for Thanksgiving

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- White received an email from Garden Club member Jane Clark saying that she was approached about having a town wide pollinating event and the Garden Club would like to plan a community wide event next spring to educate and encourage residents to make changes to help the honey bees and bumble bees produce more. They are hoping to work with the Library and the School to educate the children and would like to plant some wildflowers on some town owned property to help with this process. The Board thought it was a good idea and will support it.
- Upcoming Meetings:
  - The Open Space Committee meeting is scheduled on Thursday, December 3, 2015 at 830am.
  - The Planning Board meeting is scheduled on Thursday, December 3, 2015 at 7:00pm.
  - The Energy Committee meeting is scheduled on Monday, December 7, 2015 at 5:00pm.
  - The Trustees of the Trust Funds meeting is scheduled on Tuesday, December 8, 2015 at 1:00pm.
  - The Board of Selectmen meeting on December 23, 2015 is cancelled. There will be an all day Budget Work Session on Wednesday, December 16, 2015.

## **ADJOURNMENT**

There being no further business, Selectman Brown moved to adjourn, seconded by Selectman Jones; **by unanimous vote, the Board adjourned at 6:37 pm.**

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