

Approved

Town of Grantham Board of Selectmen - Meeting Minutes December 9, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, December 9, 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; Police Chief Walter A. Madore, Sr.; Fire Chief Jay Fountain; Barry Sleath of Neil H. Daniels, Inc.; Ray Cheney; Landon Cheney; and C. Peter James;

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #465
- Accounts Payable Manifest #479
- Reimbursement to the General Fund from the Reclamation Fund - \$805.25
- Building Permits:
 - M/L 235-027-005; 23 Woodland Heights – Generator
- Application for Current Use:
 - M/L 217-001-000; 217-001-001; & 217-013-000; Miller Pond Road

APPROVAL OF MINUTES

A motion to approve the Budget Work Session Minutes of November 9, 2015 and November 18, 2015 as written was made by Selectman Jones; seconded by Selectman Brown. ***Unanimously approved.***

A motion to approve the regular meeting minutes of November 23, 2015 as written was made by Selectman Brown; seconded by Selectman Jones. ***Unanimously approved.***

NEW BUSINESS

➤ PROPOSALS/BIDS: MILLER POND ROAD BRIDGE CONSTRUCTION

The following Proposal/Bid for Miller Pond Road Bridge Construction was opened:

- Neil H. Daniels, Inc. \$265,575.00

Approved

After reviewing the Proposal, Town Administrator White asked Barry Sleath of Neil H. Daniels, Inc. if he would be the supervisor of the project. Sleath informed her that Matt Belden would be the manager in the office and there would be a superintendent on site. Chairman Kimball asked Sleath how long the project would take. Sleath responded probably two to three months. He said they would anticipate starting as early in the spring as possible. Selectman Brown asked Sleath in what other towns they have done a similar project. Sleath said they recently completed the Route 114 Bridge Project in Grantham for the State of New Hampshire. White said they would like to review the Proposal with Road Agent Jeff Hastings and might have additional questions for Sleath and Belden.

CORRESPONDENCE

- Sullivan County: Notice was received that a \$6,000.00 NH Moose Plate Conservation Grant has been awarded to Sullivan County by the New Hampshire State Library to preserve unique county registers which date back to the very beginning of the Sullivan County Farm in Unity which opened its doors in 1867. Digital and/or microfilm copies of the collection will soon be available for viewing at the NH State Archives and the NH State Library (both in Concord), the Richards Free Library in Newport, the Fiske Free Library in Claremont, the Unity Free Public Library in Unity and on the Sullivan County website: www.sullivancountynh.gov. The original volumes are stored at the Sullivan County Registry of Deeds in Newport, NH.
- New Hampshire Interlocal Trust: Notice was received from New Hampshire Interlocal Trust informing that the health insurance not to exceed rate is 10.45% for fiscal year 2017.
- State of New Hampshire Election Law Training: Notice of New Hampshire Election Law Training dates and times in January for Moderators, Clerks, Supervisors of the Checklist, Selectmen and Ballot Clerks was received.
- Missy Walla: A thank you was received from Missy Walla for giving her the opportunity to offer low cost cookie decorating classes for children as a town activity and informing that she is ready to expand the number of classes and find a more permanent location.

OLD BUSINESS

- Olde Farms Road Bridge: A memorandum was received from Bridge Engineer Erin Darrow addressing her concerns after a project site review of the bridge replacement. Her concerns are as follows:
 - The sediment and erosion control measures were not removed when construction was completed.
 - White reported Northwoods has since removed them.
 - The grade of the road.

Approved

- White stated that Darrow told her increasing the elevation of the road where it connects to the bridge was part of the grant. White spoke to Beth Peck, of FEMA, about the specific requirements of the grant and was informed that the grant did not include road elevations. White added that Darrow also requested to have an extensive topography survey done. She was informed by Surveyor Clayton Platt that it would be a very time consuming and expensive project that he felt was not necessary.
- The guardrail post spacings are uneven; the terminal end units are not what were specified on the plans, the location of the guardrail appears to not be in the correct location, the posts are crooked and the guardrails appear to be higher than the NHDOT specification.
 - White said she spoke with Tim Ulman, of Northwoods, and he has not yet paid the guardrail company and will not pay them until the guardrails are fixed to everyone's satisfaction. White informed that Darrow was going to take specific measurements at the site and report them to her.

White reported that she invited Darrow to this Board of Selectmen meeting but she was unable to attend so she will make time for her during the December 16, 2015 budget work session. White added that Peck is also available to attend that meeting as well if she is needed.

White concluded that she scheduled a closeout site visit with Peck, of FEMA, for January 12, 2016 at 11:30am, weather permitting.

- Miller Pond Road Bridge: See "New Business" above.
- Zoning Violation at 172 Cote Road: White informed that she has not heard from the owners of 172 Cote Road and asked Selectman Brown if he had given any thought as to how to proceed with this problem. He replied that after reviewing the general provisions of the Zoning Ordinance, it appears that the ability to distinguish between what is business generated debris and residential debris is difficult from an enforcement point of view and so he had a conversation with Conrad Frey, Chair of the Zoning Board, about revisiting the definition of junk in the Zoning Ordinance and improving the language. Frey was agreeable and thought they could address this issue at the next Zoning Board meeting on December 17, 2015, provided there is enough time for the required public notice, and come up with a much more expansive definition of junk that would be more enforceable. They will then go to the Planning Board for consideration at a Public Hearing.
- Mitchell Automotive: Chairman Kimball said he stopped at Mitchell Automotive earlier in the day and spoke with someone who appeared to be the Manager who suggested the town send a letter to Charlie Mitchell with their request. The Manager told Chairman Kimball that some of the vehicles are repairs and some are abandoned. At Chairman Kimball's request, White sent a letter requesting the unregistered vehicles be cleaned up.

Approved

Resident C. Peter James asked Chairman Kimball if he saw all the tires piled up behind the building. Chairman Kimball said he did and also saw some kind of a liquid that comes out from underneath the lift that seems to be headed towards the stream.

DEPARTMENT/COMMITTEE REPORTS

- Emergency Medical Services (EMS) – November Report: There were a total of 4 calls for service in November. There were three transports consisting of two ALS calls, one BLS call and one no transport.
- Fire Department:
 - Responded to 11 calls consisting of 4 EMS and 7 Fire/Rescue.
 - Chief Fountain attended the Upper Valley Mutual Aid Association meeting in West Windsor, VT, the Kearsarge Mutual Aid meeting in Bradford and the Hazardous Materials meeting in Meriden.
 - Chief Fountain attended the annual New Hampshire Fire Fighters Association meeting at the North Country Fire and EMS Conference. There was discussion on ways to increase the number of departments that are signed up with the association. He also attended an all day leadership class with Jim Walsh from Winter Park, Florida; a class on Mayday and Rapid Intervention Team responses; a class on leadership with Director Pendergast from the New Hampshire Fire Academy; and the Bariatric Cache Equipment review.
 - The new sign in front of the Fire Station was installed thanks to Luc Gauvin. This was his Eagle Scout Project and he was in charge of raising funds and managing the entire project. His original project was for Smokey and the Fire Danger sign and the Fire Department added a few pieces to his project. Chief Fountain said he did a great job with this project and dealing with their changes.
- Police Department – November Report
 - Chief Madore and Department Secretary Judy DiPadova attended training on Suicide Prevention for Volunteers in Emergency Response sponsored by the Southern NH Area Health Ed Center on November 2, 2015.
 - Chief Madore and Sergeant Parsons attended the Ben Thompson Law Enforcement Symposium in Meredith on body-worn cameras on November 4, 2015.
 - Sergeant Parsons attended training provided by NH DOJ, Department of Juvenile Justice and Delinquency Prevention on Missing and Exploited Children, Getting to Guilty in CSE Cases on November 13, 2015.
 - Chief Madore met with Sugar River Bank employees to review their alarm policies and procedures on November 18, 2015.

Approved

- Officers Schwartz, Gamble, Soucy and Julian attended the Sexual Assault Resource Team First Responder Training sponsored by the Sullivan County Attorney's Office.
- Department Firearms Qualification is almost complete.
- Chief Madore is happy to report the Thanksgiving holiday weekend was without incident.
- All members of the Department with the exception of Chief Madore and Officer Soucy have completed a three day Active Shooter Training sponsored by NHSP in partnership with Primex. It is Chief Madore's goal that all members will have received this training by the completion of the next training cycle.

➤ Transfer Station:

Solid Waste – 7 runs; 77.63 tons

Construction Demolition Debris – 7 runs; 31.48 tons

Glass – 1 load; 7.31 tons; Expense \$219.30

Light Iron – 2 runs; 9.0089 tons; Revenue \$585.58

Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons

Revenue: \$ 19.86

Expense: \$650.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons

Revenue: \$ 0.00

Expense: \$165.00

Total Tonnage of Material taken away; 136.0089

Tickets collected at Transfer Station; \$1,470.00

Total Revenue from recycling: \$ 605.44

Total Expenses from recycling: \$1,034.30

Net Expense from recycling: \$ 428.86

- Trustees of the Trust Funds – November Report: The Trustees of the Trust Funds November Report was reviewed.

➤ Town Administrator:

- The Trustees of the Trust Funds researched the language of the Town Building Repair and Maintenance Capital Reserve Fund and the Fire Department Apparatus Capital Reserve Fund to determine which fund would be more appropriate for payment of the generator for the Fire Department and it was determined that either would work. The Board felt more comfortable with making payment from the Town Building Repair and Maintenance Capital Reserve Fund. The generator is scheduled to be installed on December 17 & 18, 2015.

Approved

- Town Clerk/Tax Collector Rita Friedman will start her retirement on March 1, 2015. Her last day of work will be February 29, 2015. Friedman thanked the Board of Selectmen for their support during the last 16.5 years.
- A report from Town Clerk/Tax Collector Rita Friedman stated the following as of December 9, 2015:
 - Outstanding 2015 second issue property taxes: \$439,153.69.
 - Outstanding 2015 first issue property taxes: \$ 95,849.12
 - Total: \$535,002.81
- White contacted the Miners to update them on the status of their request for help in reaching out to the abutters of Leavitt Hill Road in using the road for logging purposes. The Miners expressed their appreciation for the help.
- The Town Offices will have the following holiday closures:
 - December 24, 2015: Town offices closed.
Transfer Station closed at 2:00pm.
 - December 25, 2015: Town offices closed.
Transfer Station closed.
 - January 1, 2015: Town offices closed.
Transfer Station closed.
- Energy Committee members inquired if their request for a Warrant Article to adopt the provisions of NH RSA 72:61 through NH RSA 72:62, the wind, solar and wood heating energy system exemption, will be included on the Town Warrant. They said they are planning to move forward with a Petition. The Board said they will include it on the Town Warrant.

The Energy Committee also asked if the Board wished to move forward with including the lighting projects for the town, the street lights and lighting for Town Hall and the Fire Department, on the Town Warrant. The Board said yes with the contingency of being sure we will get the 50% rebate. Selectmen Jones said the Board would like to see what the total cost of this project will be to determine if it can all be done at once or if they need to do it in stages.

- White said she contacted Municipal Resources Inc. to inquire what the cost will be to perform the evaluation of the Police Department. She received a letter informing that depending on the project approach and the specific studies the Board would like them to do, they would provide the service on a time and expense basis, at a not to exceed cost of \$5,000.00 without the written authorization of the Board of Selectmen. Selectman Brown said that wording makes him a little nervous. The Board agreed that they would like to have more specific information on the scope of work to be performed.

Approved

- Upcoming Meetings:
 - The Zoning Board meeting is scheduled on Thursday, December 17, 2015 at 7:00pm.
 - The Conservation Commission meeting is scheduled on Monday, December 21, 2015 at 7:00pm.
 - The Master Plan Committee meeting is scheduled for Monday, December 21, 2015 at 7:00pm in Town Hall.
 - The Energy Committee meeting is scheduled on Monday, January 4, 2016 at 5:00pm.
 - The Open Space Committee meeting is scheduled on Thursday, January 7, 2016 at 830am.
 - The Planning Board meeting is scheduled on Thursday, January 7, 2016 at 7:00pm.
- 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.

OTHER

- Fire Chief Fountain asked how someone notifies the Selectmen that their house is a home business. White said the resident should come in and ask before the home business is started. Fountain then asked if someone is storing stuff outside of a residence for a business and they don't tell the Selectmen, is it a home business. Chief Madore clarified that the person Fountain is alluding to lives in Croydon and has a landscaping business in Croydon but also owns a house in Grantham that his mother is living in and makes big brush piles on that property with construction debris, etc. Fountain said he also turned the lot into a parking lot to store all his stuff and there is a brook right behind it. He explained that they have had problems with him before because he will bring construction debris such as asphalt shingles, mattresses, cabinets, etc. to the Grantham property and burn it in a brush pile on the property. Selectman Brown stated the only home business you can operate without a special exception is one that is entirely computer based that doesn't involve any sort of materials on the property and people going in or out. Fountain told the Board that the State does not allow contractors to burn anything they produce on site but residents who do work on their house can do that. He continued that this person does odd jobs in addition to his landscaping business and the amount of debris in the brush piles on that lot is obviously coming from somewhere else and the Fire Marshall will not let him fine this person until he has been warned three times and so far he has only been warned once. He said he cannot give him a warning unless he catches him burning illegal stuff. Selectman Brown stated that he believes in policing the small stuff before it becomes a bigger problem and he thinks these type of issues that have been brought to the Board's attention should be ranked in order of what the worst issues are and compile a strategy to deal with them.
- Resident Ray Cheney asked Chief Madore if heroin was a problem in Grantham. Chief Madore said not to the extent that it is in other towns.

Approved

NON-PUBLIC

In accordance with RSA 91-A:3 section II-a, a motion was made by Chairman Kimball, seconded by Selectman Brown to enter into a Non-Public session at 6:30pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Sheridan Brown; Town Administrator Melissa White; and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 7:03 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; ***by unanimous vote, the Board adjourned at 7:03 pm.***

The next Selectmen's Meeting will be held on **Wednesday, January 13, 2016** 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