

# Approved

## Town of Grantham Board of Selectmen - Meeting Minutes July 13, 2016

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, July 13, 2016 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; Road Agent Jeff Hastings; Jean Liepold; Bruce St. Peter; and C. Peter James

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Town Administrator Melissa White

### **ADMINISTRATIVE – APPROVED**

- Payroll Manifest #482
- Accounts Payable Manifest #504
- PA-28 Inventory of Taxable Property Form for 2017
- CAI Technologies; 2017 Tax Map Maintenance and Street Numbering Update Contracts
- Application for Veteran's Total Exemption:
  - M/L 222-217-000; 14 Buck Common
- Notice of Intent to Cut Wood or Timber:
  - M/L 211-067-000; Tall Timber Drive
- Building Permits:
  - M/L 211-036-000; 107 Tall Timber Drive – Shed
  - M/L 216-159-000; 26 Old Spring Drive – Replace Deck
  - M/L 214-018-000; 23 Wildwood Drive – Solar Array
  - M/L 234-078-000; 2 Birdie Knob – Kitchen Remodel
  - M/L 234-020-000; 15 Greensward Drive – Solar Array
  - M/L 234-061-000; 15 Troon Drive – New Home; approved with conditions

### **APPROVAL OF MINUTES**

Chairman Kimball asked if there were any changes to the regular meeting minutes of June 22, 2016. Selectman Brown requested that the content in the second appearance under "Appearances" be amended to remove the identifying information about a neighbor because the neighbor was not present at the meeting. The minutes will be amended to reflect that change.

A motion to approve the regular meeting minutes of June 22, 2016 as amended and the non-public minutes of June 22, 2016 as written was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

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## APPEARANCES

- Jean Liepold and Bruce St. Peter: Residents, Jean Liepold and Bruce St. Peter, stated that the Assessor from Vision Government Solutions came to their house to review their concerns mentioned at the previous Board of Selectmen meeting on June 22, 2016. St. Peter said that after reviewing the revised appraisal which addressed their concerns, it was discovered that multiple ceilings in the residence were changed to be classified as cathedral ceilings which had never been classified as that before and they take drastic exception to that. There was discussion about the definition of cathedral ceilings and why they take exception and St. Peter asked that the ceilings go back to their original classification. St. Peter will meet with Town Administrator White to go over specific measurements, etc. and then the Board will address it.

## CORRESPONDENCE

- Southwestern Community Services: A thank you was received from Southwestern Community Services for the town meeting appropriation of \$900.00.
- New Hampshire Municipal Association: A Memorandum was received from the New Hampshire Municipal Association containing the 2017-2018 Legislative Policy Process. The final policy recommendations were included with the Memorandum. The Policy Conference is September 23, 2016 at 9:00am at NHMA's office in Concord. The deadline for submitting floor proposals is August 12, 2016. Selectman Brown said he is planning to attend the conference and added that the town gets to appoint one voting delegate for the meeting and he would be happy to serve. Chairman Kimball and Selectman Jones agreed. This will remain on the Agenda for future discussion of recommendations and proposals.

A motion to appoint Sheridan Brown as the voting delegate for Grantham was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

- Visiting Nurse and Hospice for Vermont and New Hampshire: A request for funding in the amount of \$2,000.00 was received from the Visiting Nurse and Hospice for Vermont and New Hampshire. Town Administrator White will set this aside and revisit at budget time.

## OLD BUSINESS

- Olde Farms Road Bridge: White stated that an as-built plan set is still needed. After discussion, it was determined that White will reach out to Neil H. Daniels, Inc. and Eckman Engineering.
- Miller Pond Road Bridge: White reported that the forms are in place on one side of the bridge and they are ready to lay the steel. She also informed that Neil H. Daniels, Inc. was very happy to comply with a request from the property owner of one of the three driveways that will be most affected, to start with the downside stream of the bridge first due to their haying schedule.

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- Mitchell Automotive: No new information.

## **NEW BUSINESS**

- General Assessing Services RFP: The following Proposal for General Assessing Services was opened:
  - KRT Appraisal; \$65.00/Hour to remain fixed for five (5) years of the contract.

The Board will review the Proposal and make a decision at the next Board of Selectmen meeting on July 27, 2016.

- 2016 Paving RFP: The following Paving Bids for 2016 were received:
  - Blaktop, Inc. (\$63.94 per ton): \$72,188.26
  - United Construction Corp (\$67.90 per ton): \$77,066.50
  - Pike Industries, Inc. (\$68.00 per ton): \$84,898.00

Chairman Kimball asked Road Agent Hastings his thoughts. Hastings said Blaktop has done spectacular work in the past three years.

Selectman Brown asked Hastings if we have a standard contract that is used with Blaktop or if we just go with their Proposal. Hastings said we have used the proposal. Brown asked Hastings if the scope of work listed in the proposal from Blaktop was adequate. Hastings said the name of the road where the work will be done is missing and there could be a more detailed description of the scope of work to be done. Hastings will ask Blaktop to revise the proposal to include that.

A motion to accept the Proposal from Blaktop, Inc. with the above mentioned corrections in the amount of \$72,188.26 and to authorize Town Administrator Melissa White to sign said Proposal was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**

- Shoreline Protection Cutting Plan; M/L 215-054-000 & 215-055-000; 436 Road Round the Lake: A motion to approve the Shoreline Protection Cutting Plan at 436 Road Round the Lake as recommended by the Grantham Conservation Commission was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

## **DEPARTMENT/COMMITTEE REPORTS**

- Emergency Medical Services (EMS) – June Report: There were a total of sixteen (16) calls for service in June. There were eight (8) transports consisting of seven (7) ALS calls and one (1) BLS call. Two were not transported and six were cancelled.
- Fire Department – June Report:
  - Responded to 26 calls consisting of 10 EMS and 16 Fire/Rescue.

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- Fire Chief Fountain attended the Mid-Western Hazardous Materials meeting.
  - Training for June was on rope rescue systems, pump and foam training. They also trained on building construction and toured the new and improved Center at Eastman as well as Firefighter Avery's new house which is under construction. New members got to see the structure of the house before it gets covered with drywall and paint. There was also a review of new engineered building materials used in modern construction practices and what they mean for firefighting.
- Police Department – June Report:
- Chief Madore and Sergeant Parsons attended the NH Chief's Trade Show on June 2, 2016 and received training relative to legal updates for Chiefs presented by Attorney Charles Bauer.
  - Chief Madore attended the Annual Chief's Conference on June 3<sup>rd</sup> & 4<sup>th</sup>, 2016.
  - The Police Department provided presence during Grantham Village School's annual Civil War Encampment Day on June 10, 2016.
  - The Police Department provided detail coverage on Route 10 for the bicycle portion of the Eastman Triathlon on June 18, 2016. There were no incidents with this year's event.
  - Chief Madore attended the Grafton and Sullivan County Chiefs of Police meeting on June 22, 2016 which was hosted at Montcalm. There was a presentation on emergency response to critical incidents.
  - Sergeant Parsons attended the D.A.R.E. Training Conference on June 22<sup>nd</sup> & 23<sup>rd</sup>, 2016. This was his annual training certification so that the Police Department may continue to provide this program to the Grantham Village School fifth graders.
  - Ryan Cameron has signed his employment contract with the Department and will be sworn in on July 18, 2016.
- Trustees of the Trust Funds 2016 Capital Reserve Activity Report: The Trustees of the Trust Funds 2016 Capital Reserve Activity Report was reviewed.
- Town Administrator:
- After many months, and a recount of all of the lights in the Town Hall, Fire Station and Transfer Station, LighTec, Inc. has received the funding from Eversource for this project. Funding for the street light improvements was nixed, however, the town is in the queue for the 2017 rebate program.
  - Final payment for Olde Farms Road Bridge in the amount of \$12,777.60 was received from Homeland Security.

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- An email was received from Mike Ryan thanking the staff in the Selectmen's office and the Selectmen for all the support given to him over the years. He said you can't be successful without it. He also said he very much enjoyed working as the town assessor over the last four and one half years and offered his support during the transition of assessors.
- The new server has arrived and White has been coordinating the migration of the data in increments so the office is affected as little as possible.
- The annual Audit is scheduled during the week of August 22, 2016.
- Kevin Leen from Vision Government Solutions asked that the Board release the 10% retainage from the revaluation. The Board was not comfortable releasing that at this time as they still have a concern that they are working out. They will see what the status of this is at the next Board meeting on June 27, 2016.
- Upcoming Meetings:
  - The Grantham Conservation Commission meeting is scheduled on Monday, July 18, 2016 at 7:00pm.
  - The Zoning Board meeting scheduled on Thursday, July 28, 2016 has been cancelled;
  - The 250th Celebration Committee meeting is scheduled on Thursday, July 28, 2016 at 7:00pm.
  - The Open Space Committee meeting is scheduled on Thursday, August 4, 2016 at 8:30 am.

## OTHER

- Election Law Training is scheduled on August 2, 2016 from 9:00am to 11:30am at Grantham Town Hall.
- Selectman Jones informed that there is a new zoning law on accessory dwelling units that will take effect on June 1, 2017. She said there is an article about it in the July/August 2016 issue of New Hampshire Town and City magazine. The Zoning Ordinance will have to be revised to reflect this change by next Town Meeting.
- Selectman Brown informed that he researched what other towns had for Board of Selectmen Rules of Procedure and printed some of the better ones for their review. He said he would be happy to draft one for Grantham. Selectman Jones and Chairman Kimball agreed guidelines should be in place and will review.
- Selectman Brown asked White if the CAI Technologies contract is a continuation or a renewal and asked about the cost of street numbering. White replied that the contract is a renewal and went over the street numbering.

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- Selectman Brown stated that the Building Permit for 15 Troon Drive went before the Zoning Board for a variance and was approved with the following detailed condition: "While maintaining compliance with the New Hampshire Department of Environmental Services laws and rules, vegetation shall be planted surrounding the septic system so that to the greatest extent possible it is screened from abutters view and their privacy protected. Construction shall commence only after the applicant has submitted a landscape plan incorporating these measures and has received approval of the plan by the Eastman Environmental Control Committee." White stated that we can add that condition to the Building Permit Placard and send a copy of the Zoning Board letter to Eastman with their copy of the Building Permit.

## **NON-PUBLIC**

In accordance with RSA 91-A:3, II(e), a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 6:39pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

*A motion to leave Non-Public session and return to Public Session at 7:11pm was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.***

In accordance with RSA 91-A:3, II(b), a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 7:11pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

*A motion to leave Non-Public session and return to Public Session at 7:21pm was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.***

## **ADJOURNMENT**

There being no further business, Selectman Jones moved to adjourn, seconded by Chairman Kimball; **by Unanimous vote, the Board adjourned at 7:32 pm.**

The next Selectmen's Meeting will be held on **Wednesday, July 27, 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