

# Approved

## Town of Grantham Board of Selectmen - Meeting Minutes September 28, 2016

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, September 28, 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; Police Chief Walter A. Madore, Sr.; and Fire Chief Jay Fountain

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

### ADMINISTRATIVE - APPROVED

- Payroll Manifest #488
- Accounts Payable Manifest #520
- 2016 MS-535
- 2016 Property Tax Abatement:
  - M/L 237-022-001; 760 route 10 South - \$212.26
- 2013 Property Tax Abatement:
  - M/L 237-024-001; 730 Route 10 South - \$611.30
- Building Permits:
  - M/L 215-010-052; 652 Marten Road - remodel
  - M/L 227-020-000; Haystack Road – new home
  - M/L 221-027-000; 178 New Aldrich Road – finish basement
  - M/L 222-153-006; 37 Pleasant Drive – stairs and landing
  - M/L 222-285-000; 464 Burpee Hill Road – finish basement

### APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of September 14, 2016 as written was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

A motion to approve the regular and non-public meeting minutes of September 21, 2016 as written was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**

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## CORRESPONDENCE

- Listen Community Services: Information was received from Listen Community Services in Lebanon about its Holiday Basket Program which assists low income families with children and seniors who are 65 and older who live in Canaan, Enfield, Dorchester, Grafton, Grantham, Hanover, Lebanon, Lyme, Orange and Plainfield. The program provides warm clothing for children and seniors and a \$50.00 food certificate for each family. Families must contact Listen Community Services at (603) 448-4553 for an appointment to complete a Holiday Basket Application between October 3, 2016 and November 7, 2016 at the latest.
- Open Space Committee Final Report: The final report from the Open Space Committee was received. The Committee was established by the Board of Selectmen in 2013 and was charged with inventorying all Grantham's undeveloped land parcels of 10 acres or more with the goal of identifying and prioritizing land that could be considered important in preserving Grantham's rural character. The committee compiled a file of 125 such parcels. Data sheets were completed to summarize the details of each open space parcel's features and characteristics. The Committee developed an Open Space Protection Plan which was delivered to the Master Plan Committee in the spring of 2016. The Committee felt that its mission has been completed and has disbanded. The Committee also extended its appreciation and thanks to the Board of Selectmen, Conservation Commission and the staff for their support and assistance. The Board of Selectmen expressed much appreciation for all their hard work and job well done.

Selectman Brown informed that he recruited Thain Allen to replace him as the Outreach Committee Representative for Ausbon Sargent.

- Health Trust – Public Hearing Notice: A Public Hearing Notice was received from HealthTrust. There will be two public hearings on rate setting and surplus returns for HealthTrust coverage lines on October 4, 2016. One is at 9:30am at the Littleton Opera House in Littleton, NH and the other is at 5:30pm at HealthTrust in Concord, NH.

## OLD BUSINESS

- Olde Farms Road Bridge: Town Administrator White met with Engineer Peter Blakeman but has not yet received his response regarding the as-built plans.

White recapped that the total project was over budget with what was estimated for a FEMA grant by about \$30,000.00 and was contacted back in November 2015 by Beth Peck of NH Department of State, HSEM, the town's Hazard Mitigation representative, informing that some other projects have come in under budget so if the town's overage met the benefit cost analysis, the town might be able to recoup some of it. White said she reached out to Peck in April and May and was then contacted by Heather Dunkerley in August who informed her that Peck was no longer there and she was taking over for her. White forwarded the email chain with Peck to Dunkerley and asked her to look into the benefit cost analysis. White checked in with Dunkerley on September 20, 2016. Dunkerley responded in an email; *"now that I have had a chance to settle in, unfortunately, we won't be able to cover the overages due to the closing*

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date of the DR4026 (the project number). This DR end date is November 25, 2016 and there isn't sufficient time to get the contract amendment paperwork to you and have it go before Governor and Council for approval before the November 25<sup>th</sup> end date. If Beth could have taken care of it prior to her departure, there would have been enough time. We would have to have the signed agreement to the business office on September 19, 2016 to get on the October Agenda and as I stated earlier, the DR end date is November 25, 2016." White said she asked her what exactly was involved in processing the contract amendment paperwork and if she processed the benefit cost analysis. She also mentioned that the November Governor and Council meeting was on November 16, 2016 and was curious as to why we can't try to get the paperwork in. Dunkerley told White that there was a lot involved in processing the paperwork and there just isn't enough time to run the numbers, send in the request to FEMA, get their approval, generate the amendment paperwork to you, have it executed on your end, get it back to us and have it go through the review here and get it on the Governor and Council's Agenda in time. She said the paperwork has to be at the business office at least a month and a half prior to the meeting. White said she reached out to Councilor Joe Kenney for help who subsequently informed her that he had been in touch with Perry Plummer, Director of Homeland Security and Emergency Management, and will let her know when he hears back from Plummer. Selectman Brown said he will follow up with Kenney and also contact the Governor's office.

- Miller Pond Road Bridge: The NHDOT Form 4 load rating sheet for the new bridge was received from Eckman Engineering. He also explained that HL-93 loading is the current highway loading requirement mandated by AASHTO. It is what every highway bridge is designed to support and represents a series of tandem trucks each weighing 72,000 lbs. (placed on the bridge to create the worst possible loading scenario) and an additional lane live load of 640 pounds per lineal foot.

Selectman Brown wondered if the Selectmen have any authority to post the bridge for a lower limit so that people don't push the absolute outer limits of what the bridge is capable of. He asked White to look into that when she contacts NHDOT.

White said she emailed Matt Belden, Daniels Construction, to inquire about a final plan set and he said they didn't change substantially from what was submitted and didn't think it was necessary. The Board said they would like a final plan set.

### **NEW BUSINESS**

- Office of Highway Safety Grant Agreement – E-Ticket Equipment; \$2,300.00: A Grant Agreement in the amount of \$2,300.00 was received from the Office of Highway Safety for E-Ticket Equipment for the Police Department. Police Chief Madore explained that E-Ticketing allows citations to be submitted to the court electronically from the cruiser while providing a printed copy for the defendant. He said Grantham is working on a consolidation of records with Newport which will alleviate the need for our officers to duplicate all activity when tracking statistics for monthly reporting. Newport will soon be implementing this initiative and he felt that we should be prepared to implement this also. White asked Chief Madore how quickly he will get the equipment once this is approved. Madore said he will order the equipment once it is approved and then it will

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be a matter if installing the equipment and training which the Department will pay for as it is an 80/20 grant.

A motion to accept the Office of Highway Safety Grant Agreement in the amount of \$2,300.00 for the purchase of E-Ticket Equipment was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**

- Shoreline Protection Cutting Plans; M/L 222-188-000, 5 Turnbuckle: A motion to approve the Shoreline Protection Cutting Plan at 5 Turnbuckle as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

## **DEPARTMENT/COMMITTEE REPORTS:**

- Transfer Station – August Report:

Solid Waste – 8 runs; 93.89 tons  
Construction Demolition Debris – 8 runs; 30.84 tons  
Glass – 1 load; 7.31 tons; Expense \$219.30  
Brush – 1 run; 2.69 tons  
Cardboard – 1 load; 20.8 tons; Revenue \$2,392.00  
Light Iron – 1 load; 4.625 tons; Revenue \$393.13  
Fibers – Mixed Loose – (Paper) – 3 loads; 13.74 tons  
Revenue: \$ 157.26  
Expense: \$1,275.00

Comingle – w/o glass – (Plastic) – 3 loads; 4.51 tons  
Revenue: \$ 0.00  
Expense: \$295.90

Total tonnage of material taken away; 178.405 tons  
Tickets collected at Transfer Station; \$1,630.00

Total Revenue from recycling: \$2,942.39  
Total Expenses from recycling: \$1,790.20  
Net Revenue from recycling: \$1,152.19

Transfer Station Supervisor Chris Scott reported that a very successful Hazardous Waste Day was held on August 20, 2016 in which 159 vehicles visited.

- Trustees of the Trust Funds – August Report: The Trustees of the Trust Funds Report as of September 1, 2016 was reviewed.
- Town Administrator:
  - The Town Offices and Transfer Station will be closed Monday, October 10, 2016 for Columbus Day.

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- The Grantham Fire Department Open House, Health and Safety Fair and Flu Shot Clinic will be held Saturday, October 15, 2016 from 9:00am – 12:00pm.
- The Town Clerk/Tax Collector's office will be closed October 19 – 21, 2016 for the annual Town Clerk's Training Conference.
- Highlights of White's week:
  - Met with Magee Office re: copier issues (x3);
  - Met with a resident concerned about the response times of the ambulance and shared the statistics which is around 18-20 minutes on average;
  - Updated the website calendar for 2017;
  - Met with Comcast and Mike Bodeur to switch out the modem and troubleshoot internet connection issues with laptop;
  - Followed up on HMGP for OFR Bridge and reached out to Councilor Kenney for additional help.
  - Received and copied the CIP worksheets from Department Heads;
  - Reached out to Irving for a fixed price quote on propane and oil for the upcoming heating season;
  - Obtained quotes for the parking lot to be restriped and worked on scheduling for it (weather hasn't cooperated with their schedule);
  - Followed up on heat issue in front foyer; met with ARC when they were here. Still not resolved;
  - Attended workshop on managing public meetings;
  - Reviewed Building Permits (5);
  - Reviewed and approved invoices; and
  - Attended a webinar by DRA that reviewed the tax rate setting process.
- Upcoming Meetings:
  - The Energy Committee meeting is scheduled on Monday, October 3, 2016 at 5:00pm.
  - The Planning Board meeting is scheduled on Thursday, October 6, 2016 at 7:00pm.
  - The Grantham Conservation Commission meeting is scheduled on Monday, October 17, 2016 at 7:00pm.

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- The Trustees of the Trust Funds meeting is scheduled on Tuesday, October 18, 2016 at 1:00pm.
- The Zoning Board meeting is scheduled on Thursday, October 27, 2016 at 7:00pm.

## OTHER

- Selectman Jones stated that she received a complaint about dogs being walked in Memorial Cemetery and the subsequent dog poop that is left behind. Posting signs in the cemetery to address this issue was discussed. Chairman Kimball said he will bring this up at the next Cemetery Trustees meeting.
- Selectman Brown drafted Rules of Procedure for the Board of Selectmen and briefly went over them. Chairman Kimball and Selectman Jones will review them for discussion and adoption at the next Board of Selectmen meeting.
- Police Chief Madore stated that he understands the Board is trying to identify firms that can conduct the Town's Chief of Police Search and wanted them to know that the New Hampshire Chiefs of Police Association is one option. Town Administrator White mentioned that she put out a request on her Municipal Managers' List Serv to find companies for the search and that some towns have used the New Hampshire Chiefs of Police Association. Piermont used them recently at a cost of \$3,000.00. Chief Madore asked if this was going to be an application process and if they will consider promoting from within. Selectman Brown expressed his opinion that internal candidates should not be discouraged from applying. However, the Board of Selectmen has a responsibility to ensure that the next Chief is hired through a fair and transparent process conducted with the assistance of an independent party that possesses expertise in the area of executive recruitment for law enforcement positions. Due to the level of autonomy possessed by police departments, the position of police chief is among the most important hiring decisions the Board must make.

Nothing about the recruitment process should deter internal candidates, Brown said because having worked within this department already, they would be able to speak with more specificity regarding how they would address its unique challenges. Brown said it also helps an internal candidate to go through that process because if they are selected they can enter the position with maximum legitimacy and the support of residents who know finalists were selected on the basis of merit. Selectman Brown added that one of the things the Board wants to do as part of the search is a community question and answer session akin to what some towns have done with City/Town Managers. Once the independent process produces a pool of top candidates, residents would be invited to meet the finalists and ask them questions.

- Dates for a budget work session were discussed. November 15, 2016 at 8am worked for everyone.
- Increasing the Veteran's Credit, pursuant to NH RSA 72:35, I-a (tax credit for service-connected total disability) was discussed.
- Increasing the limits for elderly exemptions was discussed.

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## **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 6:02pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; and Town Administrator Melissa White.

*A motion to leave Non-Public session and return to Public Session at 6:30pm was made by Selectmen Jones; seconded by Selectman Brown. **Unanimously approved.***

A motion to seal the minutes of this Non-Public Session was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

## **ADJOURNMENT**

There being no further business, Chairman Kimball moved to adjourn, seconded by Selectman Jones; **by Unanimous vote, the Board adjourned at 8:00 pm.**

The next Selectmen's Meeting will be held on **Wednesday, October 5, 2016** at 8:00am in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper  
Administrative Assistant