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Town of Grantham - Board of Selectmen Regular Meeting Minutes August 11, 2010

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, August 11, 2010 by Chairman Harold Haddock Jr. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Present: Chairman Harold Haddock Jr.; Selectman Constance Jones; Town Administrator Becky Newton, Esq.; Administrative Assistant Melissa White; Joey Holmes; Missy Walla; Jeff Walla; Fire Chief Jay Fountain; Deputy Fire Chief Dave Beckley; EMD F. Robert Osgood; Kathryn Osgood; Carlisse Clough and others

ADMINISTRATIVE - APPROVED

- ✓ Building Permits:
 - ✓ M/L 216-007-000; 90 Silo Lane – finish basement
 - ✓ M/L 215-063-000; 10 Turner Brae - generator
 - ✓ M/L 215-082-000; 4 Winter Hill Road - deck
- ✓ MS-1 Extension

APPROVAL OF MINUTES

- ✓ Chairman Haddock asked if there were any changes to the regular meeting minutes of July 28, 2010. There being none, a motion was made by Selectman Kimball to approve the minutes as written; second by Selectman Jones. ***Unanimously approved.***

APPEARANCES

- Missy Walla: Mrs. Walla stated that the Buy-A-Brick fundraiser ended on July 31, 2010 and summarized the bricks sold and money that was raised. Walla explained that \$12,540 was raised, less the cost of material and installation of \$8,894.42. Walla reviewed the next phase, the installation of the shade garden, and stated she has secured some in-kind donations for the installation; that Brian Hastings will donate all of his labor and Paul Osgood will donate his labor and concrete for the border of the brick patio. The remaining cost for installation is \$7,241.42 with a total contribution to the playground of \$3,645.58.

Administrator Newton stated that she came up with a cash deficit for the playground and shade garden and suggested they meet to discuss the difference.

Selectman Jones asked if the development of the Recreation Park was in a deficit what dollar amount did they start with.

Newton stated that approximately \$80,000 has been received in revenue which came from grants, donations and \$25,000 from Warrant Article 14 at the 2010 Town Meeting. Newton informed that the \$25,000 still needs to be transferred from the Capital Reserve

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Fund to the general fund.

Jones asked for the exact language of Warrant Article 14 and if the money was for the "ball fields" or "playground". Newton stated that the difficulty is that the money has not been in a segregated fund; that she hasn't had the ability to have the auditors put it into one fund where it can be tracked all by itself.

Jones stated that expenditures for the Recreation Park can't be made if there is still a cash deficiency.

Chairman Haddock requested Newton prepare an expense and revenue spreadsheet for the Recreation Park.

Newton read the article which states:

To raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to come from the Athletic Fields Capital Reserve Fund previously established for that purpose and to expend said funds on building new playing fields and for other physical upgrades at the Recreation Park.

Newton felt the \$25,000 could be used for anything pertaining to the Recreation Park.

Jones asked if the \$25,000 would pay for the "shade garden" and what is owed to Star Granite. Newton reiterated that the \$25,000 can be used for anything pertaining to the Recreation Park but cautioned that there is a deficit now because the playground is over budget.

Jones stated she does not want to go over what is budgeted for the development of the Recreation Park. Newton stated that the playground went over budget by approximately \$6,000 and with the \$3,000 contribution from the Buy-A-Brick fundraiser there is still a deficit of approximately \$3,000.

Walla stated her concern was that Star Granite has a payment due date of August 20th. Newton stated the invoice didn't match the spreadsheet Walla provided. There was general discussion regarding the invoice from Star Granite; Walla will research the discrepancy between her spreadsheet and the Star Granite invoices.

CORRESPONDENCE

- Chief Walter Madore – Call Volume Report: A call volume report was provided to the Board of Selectmen.
- Kathryn Osgood: A letter was received from Kathryn Osgood regarding the outside sales of Closet Treasures. It informed that she & her husband had a used furniture store there for 15 years and that they had displayed their stock outside during business hours.
- Jaime Osgood Hastings: A letter was received from Jaime Osgood Hastings in support of Closet Treasures displaying their merchandise outside.
- Coalition Communities: A letter was received from Pat Remick of Coalition Communities that provided talking points over the education funding. Newton will forward this onto Keith Pfeifer, SAU #75 Superintendent.

OLD BUSINESS

- Closet Treasures: Newton stated she has been instructed to send a letter to Carlisse Clough, owner of Closet Treasures requesting her to seek a variance from the Zoning Board

APPROVED

of Adjustment for outside sales but in the mean time she could continue her practice so long as she did it in a reasonable scope.

Ms. Clough asked if the letter had been sent. Newton said it was on the way.

Clough provided the Selectmen with copies of letters as well as a petition signed by approximately 80 residents in support of her displaying her stock outside during business hours. Newton said she will forward the letters to the Zoning Board.

Clough asked what parameters were being set for her. Selectman Kimball reiterated that she could display her stock outside in a reasonable manner until she has an opportunity to apply for a variance with the Zoning Board.

Clough stated she has a back log of items and asked how many she could display outside. Jones asked that the big items be placed on the edge of the lawn and smaller ones be put in the front of the building.

Clough clarified that she doesn't sell anything outside; that patrons come inside the store to finalize the purchase.

Jones informed that Clough has recently expanded her business and that it's quite nice.

- Name of the old Town Hall: Kathryn Osgood informed there is a plaque on the building that says Grantham Hollow School #7 dated 1857. The Selectmen voted to change the name accordingly.
- Sale of the Wien House: Newton informed an on-site meeting was held to decide how to proceed with the sale of the house and what projects were needed to be done before it could be put on the market and have an open house.

Prices on leasing and buying storage units were discussed. Newton will continue to explore this.

The Assessor's have completed the interior inspection and the market value is \$317,196. They noted the roof needs to be replaced as well as the carpets downstairs. The kitchen is outdated but functional.

The Selectmen agreed to advertise the house for not more than \$300,000.

Newton informed she has contacted Serve Pro to get a quote on cleaning the house before the open house.

There was discussion about an area of the roof that may need to be fixed. Selectman Kimball will obtain a quote.

Building Supervisor Bob Osgood informed he has cleaned the lower level of GHS#7 so the Activities and Athletics department can move their stuff out of the Wien House.

- Request for Qualifications for Engineering at the Recreation Park: Newton will proceed with advertising for the Request for Qualifications for Engineering. Todd Cartier, Rick Anderson, Brian Hastings, the Selectmen and Newton will participate in on the selection process. Chairman Haddock asked if Recreation Director Marsha Googins wanted to participate. Newton will contact Googins.
- Business "Road-Side" Signs: Newton informed that letters were sent to Dunkin' Donuts, Spencer's Closet and 65 Roses requesting they take down their "road-side" signs.
- Grantham Hollow School #7 (GHS #7): Newton informed that Aggressive Heating provided a quote of \$284.57 for parts and \$225.00 for labor. The Selectmen requested Newton have Aggressive Heating complete the work needed on the boiler.

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- Reney Memorial Forest – Parking: Newton informed the Library Trustees minutes from the March 2010 meeting stated they agreed to the trail cut and sign made asking people to park in the church parking lot when the Library was open with the contingent that the policy be reviewed annually.

The Board of Selectmen gave permission for the Society for the Protection of NH Forests to have a sign made directing users of the Reney Memorial Forest to park in the church parking lot when the Library is open.

- Sawyer Brook Trees: Newton is working to obtain three quotes to cut the trees as well as the specifications as loggers are more skilled and knowledgeable at working around water. It has not been determined yet if a skidder will enter from the school end or if the trees will be cut from the roadside.

Osgood didn't feel using the skidder would be the best approach as it makes a mess.

Selectman Jones asked if the School had been contacted. Newton informed she spoke with Superintendent Pfeifer and he gave the Town permission to enter through their lot and even suggested there might be a way to do some cost sharing.

- Conservation Commission - Shack on the Smith Lot: Newton has spoken to Mr. John Chaloux and he contends he doesn't have any legal responsibility for the structure and suggested the Fire Department burn it. Fire Chief Jay Fountain will look to see if the structure could be burned.

- Conservation Commission - Sugar River Flooring (parking): Newton has contacted the owner, Angie Beaulieu regarding the paving of their parking lot and she said she had checked with NH DOT and was told they didn't think she needed any special permits from the State.

Newton passed that information onto the Conservation Commission and they still felt it should be reviewed by DES. Newton contacted Beaulieu and asked her to call the people at Shoreland Protection. Beaulieu will call as soon as she can.

Newton said that she was told most of the pavement was already there; that they (Beaulieu) only re-surfaced it.

- Flewelling Property Easement: Newton informed she has talked with Don and Karen Minor on whether or not the driveway is public access. Newton has also talked to Steve Walker from the State and he is working toward a resolution.
- Deputy Health Officer: The information has been sent to Health Officer Roger Woodworth.

NEW BUSINESS

- Direct Deposit: Administrative Assistant Melissa White is working with Treasurer Chris Morris and Lake Sunapee Bank to implement direct deposit for employees.
- Motor Vehicle Refund Request: A motor vehicle refund request was received from Evelyn Reilly for \$88. Due to financial hardship, a motion was made by Selectman Jones to approve the refund of \$88; second by Selectman Kimball. ***Unanimously approved.***
- Zoning Board of Adjustment: A motion was made by Selectman Jones to appoint Margery Bostrom as an alternate to the Zoning Board of Adjustment for a term of three years; second by Selectman Kimball. ***Unanimously approved.***

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DEPARTMENT REPORTS

➤ Activities "Our Town" – Upcoming Fall Event:

- 1st Annual 5K race is being planned for October 16th. The race will start at the Recreation Park, up Cote Road and down into Split Rock Road. This is a family activity with a 1 mile "fun run" at the park for the "little ones".

The Selectmen are in full support of this event. Stayed tuned to www.granthamnh.net/activities for registration information and complete details of this event.

➤ Emergency Management Director & Building Supervisor – August Report:

- A request has been sent to all departments who have an interest in ICS 100 & 200 training.
- September 7th RCC meeting will be held at Grantham Town Hall
- October 6th – attending the 3rd annual NH State Working Conference for Emergency Planning
- October 14th – WebEOC training in Lempster. Fire Chief Fountain and Deputy Fire Chief Beckley are attending. Osgood is coordinating with other departments to attend.
- October 28th – 29th – attending training in planning and preparing for a national or domestic all hazards catastrophe.
- Osgood requested permission to obtain quotes to get to get more heat in the rear exit of Town Hall. The Selectmen authorized Osgood to obtain the quotes.

➤ Fire Department – July Report:

- Responded to 19 fire/rescue calls and 12 EMS calls.
- Responded mutual aid to Springfield to assist with a structure fire. 12 other departments responded as well.
- Engine 4 repairs are almost complete.
- July training – Lieutenant LaHaye reviewed radio operations with both Fire and EMS.
- On July 29th Engine 1 was brought to the Library for their "Touch-a-truck" event. It was a big hit with about 20 children attending.

➤ Police Department – July Report:

- Officer Schwartz completed his Firearms Instructor Recertification.
- Sergeant Parsons participated in a training seminar for Project 54 at UNH.
- A thank-you was received from Theresa Field for traffic control during the Old Home Day parade.
- Annual firearms qualifications were held on July 17th.

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- Received and responded to numerous calls regarding black bears. Sergeant Parsons had an email sent out on the Town's list serv about this.

➤ Town Administrator:

- A letter was received from NH Department of Revenue Administration that informed the Governor signed House Bill 1448 that clarifies that every municipality must conduct an audit of the accounts of any officer or agent handling funds of the municipality at least annually.
- The engagement letter from Plozdik & Sanderson was received. They will be auditing the financial records of the Town the week of August 30th.

*A motion was made by Selectman Jones to allow Administrator Newton to sign the letter on behalf of the Board of Selectmen; second by Selectman Kimball. **Unanimously approved.***

- A letter was received from Upper Valley Lake Sunapee Regional Planning Commission that explained there is an opportunity to obtain some federal grant money for regional planning and requested the Town send a formal letter of support. The Selectmen authorized Newton to send the letter indicating Grantham's support.

OTHER

Administrator Newton announced the retirement of Wendy Wallace as the Police Department Secretary.

NON PUBLIC

In accordance with RSA 91-A:3 section II-A, a motion was made by Selectman Kimball, second by Selectman Jones to enter into a Non-Public session at 6:15 p.m. to discuss personnel matters. Present were: Chairman Harold Haddock, Selectman Constance Jones, Town Administrator Becky Newton and Administrative Assistant Melissa White.

No votes or decisions were made while in Non-Public session.

Following proper vote, the Board returned from Non-Public session at 6:35 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; ***the Board voted unanimously to adjourn at 6:37pm.***

The next Selectmen's Meeting is scheduled to be held on **Wednesday, August 18, 2010** at 5:00PM in the Grantham Town Building; Jerry Whitney Conference Room at 300 Route 10 South.

Respectfully submitted,

*Melissa M. White
Administrative Assistant*