

APPROVED

Town of Grantham - Board of Selectmen Regular Meeting Minutes January 26, 2011

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, January 26, 2011 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; Selectman Warren Kimball; Town Administrator Becky Newton; Administrative Assistant Melissa White; EMD F. Robert Osgood; Bob Lewis; Bob Fogg; Alice Ely; Phil Schaefer

ADMINISTRATIVE

For Approval/Signature - APPROVED

- ✓ Building Permit: 226-010-000; New Aldrich Road – new home
- ✓ Supplemental Tax Bill: M/L 241-006-000; 119 Shedd Road - \$1,012.61
- ✓ Abatement Refunds:
 - a) M/L 222-040-000; 20 Fernwood Lane - \$0.20
 - b) M/L 222-110-000; 31 Slalom Drive - \$0.45
- ✓ Current Use Applications:
 - a) M/L 211-011-000; 703 Miller Pond Road
 - b) M/L 233-025-000; Pillsbury Road

APPEARANCES

- Alice Ely, Executive Director of Mascoma Valley Health Initiative (MVHI): Ms. Ely requested a town appropriation of \$1,874.25 based on a formula of 75 cents per capita (population of 2,499) and stated that the same request had been made of all 13 towns they serve.

Ely outlined the services of MVHI that are available to Grantham that includes Upper Valley Immunization Initiative, and the Upper Valley Healthy Community Project. The Upper Valley Immunization Initiative provides community education about immunizations, organizes and facilitates school-based vaccination clinics, support for regional emergency preparedness, promotes adult and adolescent immunizations.

Ely explained that she works with EMD Bob Osgood and that in Grantham in 2009/2010 the H1N1 vaccination clinics served 120 youth and staff at Grantham Village School (GVS), 139 youth and staff at Lebanon Junior High, and 254 at Lebanon High School. In 2010/2011 seasonal flu vaccination clinics served 68 youth at GVS.

The Upper Valley Healthy Community Project has program goals of determining the priority health needs of New Hampshire's Upper Valley Communities, identifying the barriers to accessing the services, developing creative partnerships to meet those needs, funding by the US Health Resources and Services Administration and involving regional stakeholders in planning the needs assessment and gathering input from community members.

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Selectman Jones asked if any monies come from the Counties. Ely said no. The Board of Selectmen will consider the request.

- Robert Lewis, Trustee of the Trust Funds: Mr. Lewis introduced Robert Fogg and requested Fogg be appointed as a Trustee of the Trust Funds. A motion was made by Selectman Jones to appoint Robert A. Fogg as a Trustee of the Trust Funds; second by Selectman Kimball. ***Unanimously approved.***
- Rita Eigenbrode, Town Clerk/Tax Collector: Ms. Eigenbrode requested approval to accept credit card payments for all Town Clerk/Tax Collector charges and explained that acceptance of the electronic payments will not incur costs to the municipality.

A motion was made by Selectman Jones to allow the Town Clerk/Tax Collector's office to accept credit card payments; second by Selectman Kimball. ***Unanimously approved.***

- Alden Pillsbury: Administrator Newton stated that Mr. Pillsbury could not attend the meeting but wished to have his concerns regarding his assessment to the Board of Selectmen. Newton explained that Mr. Pillsbury has filed an abatement based on his 2005 appraisal; that the Assessor's said that appraisal is too old.

Newton said she had encouraged Pillsbury to have an updated appraisal but Pillsbury preferred the Board consider his request to lower his assessment to the value it was in 2005 because he has already been to the Board of Land and Tax Appeals just a few years ago.

- Armond Osgood: Newton explained that the matter Mr. Osgood was going to bring before the Board had been resolved; that there was an error with the acreage on one of his properties. Administrative Assistant White found the survey that was recorded at Sullivan County Registry of Deeds.

Newton said that Osgood was also asking about the status of Butternut Pond Road and whether or not it's a Class VI road. Newton said it is her policy to tell people they are welcome to come look at the road file and have the person who is examining the title make their own opinion.

There was discussion regarding the road and Selectman Jones said the legal answer is that Butternut Pond Road is a Class VI Road. Resident F. Robert Osgood asked who is able to use the road. Newton said everyone has a right to use the road.

- Mark Brunelle: Newton explained that Mr. Brunelle has submitted a driveway permit for his property on New Aldrich Road and that she was notified from an abutter that driveway culvert may be serviced by a perennial stream which would require a wetlands permit.

Newton said she had explained to Brunelle that until he provided a letter from a certified wetlands scientist saying it doesn't need a wetlands permit that she would have to make it a condition of approval.

Brunelle provided Newton with a letter from Peter Schauer, Schauer Environmental stating that he meets all the setback requirements from the wetlands and that a wetlands permit is not needed for the driveway and culvert because it is not crossing a wetland area.

Brunelle stated that Sawyer Brook runs through the back of his property and that it is covered by the Shoreland Protection for Grantham not the Department of Environmental Services (DES).

Newton stated that Zoning Board Chairman Conrad Frey set her an email that said Brunelle did not have to go to Zoning for a variance but he requested two conditions be put on the building permit:

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- 1) No removal of trees, understory, shrubs within 75 feet of Sawyer Brook
- 2) Within the 75 foot to 150 foot zone, only 50% of trees may be removed after deducting from impervious areas.

Brunelle said he can meet the requirements above and stated that he has finished cutting the trees. Newton reminded Brunelle that a permit is needed to cut trees if cutting is being done near a water body that is protected. Newton went on to say that even though an Intent to Cut may not be needed, he would need to go before the Conservation Commission and/or Zoning Board because of the Comprehensive Shoreland Protection Act.

Chairman Haddock asked if Brunelle had been to the Conservation Commission and Zoning Board. Newton said no but stated that Brunelle had cut some trees. Selectman Kimball asked if the trees were cut within the 150 foot area. Brunelle answered yes. Kimball asked if he had a base count. Brunelle said he would look at it; that the cutting was sporadic and that he wasn't anywhere near the 50%.

Kimball asked if there was a record of the number of trees that were there before he cut them. Selectman Jones asked if the stumps were still there. Brunelle said the logs are still on the property and that he buried the stumps.

A motion was made by Selectman Jones to approve the building permit application with the conditions that 1) No removal of trees, understory, or shrubs within 75 feet of Sawyer Brook and 2) Within the 75 foot to 150 foot zone, only 50% of trees may be removed after deducting from impervious areas; second by Selectman Kimball.

Unanimously approved.

CORRESPONDENCE

- Dartmouth College Real Estate Office: A letter was received from Dartmouth College Real Estate Office that they are in the permitting process of an audible emergency warning system.
- GeoInsight Environmental Strategy & Engineering: Notice was received from GeoInsight stating they have received a revised Standard Dredge and Fill Application from United Construction for wetland impacts associated with a 17-lot residential subdivision project located in Grantham. Newton pointed out that there will be a realignment of one of the subdivision roadways and construct a temporary road to access a Croydon parcel to assess a potential Phase II development.

Newton said she would inform the Planning Board. Chairman Haddock requested Newton to find out how big the potential subdivision will be and if there is any other access through Croydon.

Selectman Jones stated that the Town of Grantham does not usually have roads from a subdivision connecting to other towns. Newton said it becomes a development of regional impact which would require additional notices.

- New Hampshire Department of Transportation (DOT): A notice was received from NH DOT that outlines the Highway Block Grant Aid for 2011. The total is \$61,700.70

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- Edward English: A letter was received from Edward English requesting an abatement application be sent. Administrative Assistant White sent a letter and included the abatement application on December 22, 2010.
- Stephanie Guthman: A letter was received from Stephanie Guthman requesting a full refund for overpayment and overbilling of land taxes from 2003 through 2010. Newton said Ms. Guthman had been taxed on 8.45 acres of land but only owns 5.145 acres and that an abatement refund has been issued.
- Cote & Reney Lumber Company: A thank you letter was received from Cote & Reney Lumber Company for the Town's patronage in 2010.

OLD BUSINESS

- Agreement with Newport Ambulance: Newton stated that Selectman Jones contacted the Newport Town Manager and that they will still respond mutual aid to Grantham without a financial contribution.
- Online Access of Assessing Data: No update.
- Statistical Update – Neighborhood Analysis Report: Newton informed that the Uniform Standards of Professional Appraisal Practice (USPAP) report has been received from Cross Country Appraisal Group. This report also includes the Neighborhood Analysis. A copy of this report is available for review at the Selectmen's Office and on the website at www.granthamnh.net.
- Fiscal Year 2010 Audit and adjustment to cash balance: Newton explained the adjustment to cash balance is from fiscal year 2009 and that the Trial Balance was under the bank balance and that the full correction was not made last year.

Newton said that Crane & Bell have made all the adjusting entries and the books can be closed soon.

- GHS #7 Boiler Repairs: Administrative Assistant White informed that the boiler repairs were completed on January 11, 2011.
- Sale of the Wien House: Selectman Kimball informed that house was sold on January 14, 2011 to Jessica and Kenneth Duryee. Chairman Haddock, Selectman Jones and Administrator Newton thanked Kimball for his efforts in selling the house.

Kimball stated that he will not seek re-election as Selectman.

- Recreation Park Engineering: Newton stated she met with DES in December 2010 and that a wetlands permit will be required to develop the fields. The fees for the permits will be approximately \$20,000. In addition to that, more engineering will need to be done which will be approximately \$11,000.

A motion was made by Selectman Kimball to use the money received from the Timken Foundation for the wetlands permitting; second by Selectman Jones. ***Unanimously approved.***

- Conservation Commission - Shack on the Smith Lot: Newton stated she will be sending a letter to the property owner with a deadline for removal of the structure.

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NEW BUSINESS

- Resolution to enter Primex Property & Liability 7.5% Multi Year Discount Program:
RESOLVED: To hereby accept the off of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability 7.5% Multi Year Discount Program as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability 7.5% Multi-Year Discount Program. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

A motion was made by Selectman to accept the resolution to enter Primex Property & Liability 7.5% Multi Year Discount Program; second by Selectman Kimball. ***Unanimously approved.***

- General Assessing Contract - Cross Country Appraisal Group: The annual contract for general assessing was reviewed and signed with the removal of the last item "measure and list 25% of all parcels in town roughly $2,700 \times .25 = 675 @ \$39/\text{parcel} = \$26,325$ ".

Chairman Haddock asked Newton to arrange for Jeff Earl of Cross Country Appraisal Group & Greg Heyn from the Department of Revenue Administration to come to a future Selectmen's meeting.

- 2011 Holiday Schedule: The 2011 holiday schedule was reviewed.
- Local Food Pantry: Newton explained that there has been a move in town for Grantham to have its own food pantry to be located at 65 Roses. Newton stated they would not be part of the NH food bank so the food would stay local and question arose as to what the Town would do with the food that is dropped off at the Town Offices.

Selectman Jones asked if they would be open every day. Newton stated the proposed hours are Friday's 4pm – 5pm and Saturday's 9:30am – 11:00am.

Chairman Haddock felt the proposed hours of service are short and asked that the location be looked at to see how it could work.

- 79 Miller Pond Road: Newton stated she wrote a letter to Theresa Sak, owner of the property located at 79 Miller Pond Road, to advise of the number of dwelling units on her property. Ms. Sak responded via certified mail that she has a single dwelling house.
- Lease agreement for folding machine: A motion was made by Selectman Jones to allow Town Administrator Becky Newton to sign the lease agreement for a folding machine on behalf of the town; second by Selectman Kimball. ***Unanimously approved.***
- Right to Know Request: Newton explained that resident Phil Schaefer made a right-to-know request for the email addresses of those who have subscribed to the Town's list serv and that after consulting with Town Counsel it was discovered those email addresses are protected information.

Mr. Schaefer said Town Counsel's letter made the analogy that email addresses are the same as name and addresses which are already public and on the Town's website and felt the email addresses should be released.

Chairman Haddock asked Schaefer what he was going to do with the email addresses. Schaefer said send out emails; that if it is public information then he wants the right to have it.

The Selectmen requested Newton contact Town Counsel again for further clarification.

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- Proposed 2011/2012 Budget: Newton asked if the \$10,000 to be put into the Athletic Field Capital Reserve Fund should be removed. The Selectmen said yes.

Newton said she forgot to include the warrant article for the removal of the underground fuel tank at the Fire Station. The Selectmen said to add it as a warrant article.

DEPARTMENT/COMMITTEE REPORTS

- EMD – December Report: The December EMD report was reviewed.

EMD Osgood provided the Board of Selectmen with a packet for the adoption of the National Incident Management System (NIMS). Osgood explained that this is a legal document and many of the questions have to be certified by the Chief of Police, Fire Chief, First Responders, Board of Selectmen and general staff to meet Federal Preparedness and compliance requirements.

Osgood explained that he has tried to meet with Department Heads to go over this but has been unsuccessful. The Town has two more years to complete this; failure to do so may result in not being eligible for Federal grant money.

Chairman Haddock said that documents of this nature should be directed to the Board of Selectmen. Osgood said he thought a copy had gone to Administrator Newton.

Selectman Jones felt it was important to follow through with the NIMS adoption because failure not to could result in the town not being eligible for Federal money.

- Police Department – December Report: The December Police Department report was reviewed.
- Transfer Station – December Report: The December Transfer Station report was reviewed.

ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, second by Selectman Jones; ***by unanimous vote, the Board adjourned at 6:25pm.***

The next Selectmen's Meeting is scheduled to be held on **Wednesday, February 9, 2011** at 5:00PM in the Grantham Town Building; Jerry Whitney Conference Room at 300 Route 10 South.

Respectfully submitted,

Melissa M. White

*Melissa M. White
Administrative Assistant*