

# APPROVED

## Town of Grantham - Board of Selectmen Regular Meeting Minutes June 8, 2011

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, June 8, 2011 by Selectman Jones. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Present: Selectman Constance Jones; Selectman Warren Kimball; Administrative Assistant Melissa White; Town Administrator Becky Newton; Joey Holmes; Police Chief Walter Madore; Fire Chief Jay Fountain; Deputy Fire Chief David Beckley; Missy Walla; Richard Hocker

### ADMINISTRATIVE

#### *For Approval/Signature - APPROVED*

- ✓ Supplemental Tax Bill: M/L 241-006-000; 119 Shedd Rd. - \$2,536.32
- ✓ Timber Tax Abatement: M/L 243-012-000; 2221 Stoney Brook Rd. - \$297.74 (*due to billing error*)
- ✓ 2011 Warrant for Unlicensed Dogs
- ✓ Building Permits:
  - a) M/L 238-011-000; 15 Kingdom Way - remodel
  - b) M/L 226-018-000; 163 Yankee Barn Rd. - replace cell phone antennas
  - c) M/L 212-016-000; 58 Frye Lane - replace cell phone antennas
  - d) M/L 222-256-000; 38 Hummingbird Hill - porch
  - e) M/L 225-319-000; 29 Clearwater Drive - deck
  - f) M/L 212-036-000; 43 Butternut - deck & shed
  - g) M/L 222-065-000; 5 Summit Drive - deck
  - h) M/L 213-090-000; 3 Finch Lane - addition

### APPROVAL OF MINUTES

- ✓ Selectman Jones asked if there were any changes to the regular and non-public meeting minutes of May 25, 2011. There being none, a motion was made by Selectman Kimball to approve the regular and non-public meeting minutes as written; second by Selectman Jones. *Approved by majority vote.*

### CORRESPONDENCE

- Joey Holmes: A letter was received from Joey Holmes regarding the change in her property assessment. Mrs. Holmes stated that she didn't understand why, when the mistake was found after the statistical update last year, there wasn't a notice in the tax bill. Administrator Newton said including a statement in with the tax bills was considered

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but decided to hand them out at the window when property owners came in. Holmes felt most people wouldn't have come into the Selectmen's office had the notice been included with the bill.

Newton explained that depreciation was factored in and brought the values up to date but what wasn't known was the condition of the buildings. Newton suggested that Mrs. Holmes make a request to have the Assessors visit her property to look at the condition of the buildings. Holmes didn't understand how a value could be placed on something if it's not looked at and felt that they [Assessor] should look at all the properties.

Newton stated that all the properties are looked at only when a full revaluation is done; that the town may be nearing the possibility of having one but they cost approximately \$100,000.

Selectman Jones felt a full revaluation would cost nearly \$160,000 and said that the NH Department of Revenue Administration (DRA) requires that a statistical update or full revaluation be conducted every five years. Jones stated that since a full revaluation was just done in 2005 that the Board felt doing a statistical update would be better since the cost was about \$60,000.

Holmes suggested having a warrant article for next year's Town Meeting to change the limits of the Elderly Exemption. Jones requested Newton check with DRA and the limits of the Elderly Exemption and said that if there is something the Town can do, they will.

Newton reiterated that if there is an error in their property assessment, the owner can request in writing to have the Assessor's look at their property.

- US Census Bureau: A thank you letter was received from the US Census Bureau for the Town's help with the 2010 census and informed of the website where general population and housing statistics can be obtained.
- Upper Valley Lake Sunapee Regional Planning Commission: A letter was received from the Upper Valley Lake Sunapee Regional Planning Commission informing of the ETAP program (Energy Technical Assistance and Planning). This program is funded by the American Recovery and Reinvestment Act (ARRA) of 2009 through the US Department of Energy. If the Town is interested in participating, a letter needs to be sent and they will evaluate the buildings for ways to improve energy efficiency.

The Selectman felt this would be a good idea as long as it doesn't cost the Town anything.

- Town Clerk/Tax Collector Rita Eigenbrode: A memo was received from Town Clerk/Tax Collector regarding some properties that could be taken by tax deed.

### OLD BUSINESS

- Wetlands Complaint – 475 New Aldrich Road; M/L 226-010-000: Richard Hocker stated he spoke with the property owner Mark Brunelle on May 31, 2011 and expressed concern with the amount of fencing he [Brunelle] had put up, about 60 feet along one side which included the ditch that runs across the east end of the property. Hocker said that Brunelle did not do anything to the front of the house where he [Brunelle] has been filling in the wetlands in front of the house. Hocker said he suggested to Brunelle to extend the fencing along the front of the house and more along the east side so it swept around the back to preclude the soil he [Brunelle] had placed on that edge of the house from reaching into

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the wooded areas. Hocker said his [Brunelle] answer was that it would be up by Friday, June 3, 2011. Hocker said as of 2pm today it was not and it appears that more material has been deposited in the front of the house. Selectman Kimball asked if this area was wetlands. Hocker said, "it looks like, slowly but surely he is filling in the wetlands".

Newton said she has a written complaint prepared to go to Concord at anytime. Selectman Kimball felt there was no other choice but to send the written complaint. Newton said it has been her experience with Mr. Brunelle that he will continue to do this until something is done.

Kimball stated that he and Jones looked at his property and it appears he doesn't take a lot of interest in controlling the silt because his property has been in the same condition for a number of weeks.

Selectman Kimball requested a letter be sent to Brunelle first outlining all the town's concerns; that a response needs to be obtained from Brunelle within two of days with a plan of corrective action. After that, Department of Environmental Services (DES) needs to be involved.

Newton said she would direct Brunelle to work with Hocker on getting the silt fencing installed and that he is to cease and desist any filling of the wetland.

Jones requested the Police Department hand deliver the letter so the Town is ensured he has received it. Chief Madore requested a "Return of Service" accompany the letter.

- Town Hall – Repair of Drip Edge: Work is ongoing.
- Assessment of Paving: Newton requested this item be taken off the agenda and stated that paving will be assessed during annual pick-ups next year.
- Mrs. Holmes said that her driveway isn't paved but her tax card indicates it is. Selectman Jones requested her tax card be reviewed including the one from 2005.
- Shack on Smith Lot: No correspondence has been received. Newton said she would give Mr. Chaloux until the end of July to respond.
- Comprehensive Shoreland Protection Act (CSPA): Newton met with Zoning Chair Conrad Frey about some changes to the Zoning Ordinance he would propose for next year's Town Meeting including some footnote or delineation in it about which properties are covered by local CSPA and which are covered by State CSPA. GCC is waiting for the "go ahead" from the Planning Board to start working on the rules. Newton said she sent a note to Carl Hanson about the ex-officio member but he was leaving for vacation for three weeks.

Selectman Jones asked if that meant the Planning Board would be increased to seven members. Hocker said that it has been suggested that Hanson appoint a three or four member special sub-committee for the purposes of writing the rules governing the way people proceed with shoreline protection issues. Hocker went onto say that nothing is being changed as far as membership to the Planning Board.

Selectman Jones said she was confused by this because an ex-officio member is a voting member. Hocker reiterated that this is strictly a sub-committee to write the rules.

- Structure on Tall Timber Drive; M/L 211-020-000: Newton said the property has been sold and that efforts are underway to take it down. Newton will visit the property to see if any progress has been made.
- Online Access of Assessing Data: No update.

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- Recreation Park Development: The Timken family will be at the Recreation Park on June 20, 2011 at 10:45 A.M. for an update on the status of the project. Newton said all are invited to attend.

Newton stated that she will be able to inform the Timken family that she did get approval from DES to move forward with submitting the Wetlands application without resolving the mitigation parcel. Newton requested permission from the Selectmen to submit the application with the removal of the reference of the mitigation parcel that will be offered but put in that the Town would be seeking a mitigation parcel versus paying the wetlands impact fee. Newton said by doing this it would get the review of the actual merits of the application going, simultaneously, while the Town decides what to do with the mitigation parcel.

Newton said the application fee would be about \$5,000. Selectman Kimball made a motion to allow Administrator Newton to send in the application with the appropriate fee; second by Selectman Jones. **Approved by majority vote.**

## NEW BUSINESS

- Shoreline Protection Cutting Plan Application – M/L 213-086: Selectman Kimball asked if the property should be observed before making a decision. Conservation Chair Richard Hocker stated that since the Conservation Commission has no role under the current set-up, that if the Selectmen wanted the Conservation Commission to take a look at this application they would be more than happy to do so and advise accordingly.

Hocker stated that the area on Shore Drive has been tough because there have been a number of families that have taken liberties in the past, but doesn't think this property owner is one of them. Hocker went on to say that without visiting the property he has no way of knowing for sure.

Selectman Kimball said he would be more than willing to go with Hocker to look at the property and that he has a clear cutting plan. Hocker said the property owner is definitely in compliance with the State's requirements.

Administrator Newton will arrange an appointment with the property owner, Selectmen and Hocker to look at the property.

- Vacation Carry-over requests: Postponed until the June 22, 2011 meeting.
- Invoices from Schauer Environmental Consultants, LLC: A motion was made by Selectman Kimball to approve the payment of \$1,980.00 to Schauer Environmental Consultants, LLC and to permit Administrator Newton to request the funds from the Timken Foundation Grant money held by the Trustees of the Trust Funds; second by Selectman Jones. **Approved by majority vote.**
- Girl Scout Bronze Award Project: Two Grantham Junior Girl Scouts, Rachel Grohbrugge and Shelby Hanks are trying to achieve their Bronze Award which has to be a project that is new, needed, a positive change for the community, can "live on" and be sustainable. The girls would like to plant trees and flowers at the Recreation Park to provide shade around pavers and bench seating area. The girls have already raised \$259.25 toward the project and requested the other \$100 from Recreation funds to complete this project.

Newton felt this was a beneficial project and felt the Town should support it. A motion was made by Selectman Kimball to approve payment of \$100 to Gilson's Property Management, Inc. second by Selectman Jones. **Approved by majority vote.**

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## DEPARTMENT/COMMITTEE REPORTS

### ➤ Fire Department – May Report:

- 15 calls; seven fire and eight EMS.
- Training consisted of review of forestry tools and techniques.
- Deputy Chief Beckley completed the ICS 400 course and Firefighter Hastings completed Firefighter Level II.
- Chief Fountain attended the Kearsarge and Upper Valley Mutual Aid meetings.

### ➤ Police Department – May Report:

- 185 calls for service including house checks; 108 motor vehicle stops. There was an increase in animal complaints.
- Chief Madore attended the monthly New Hampshire Chiefs of Police Association meeting held on May 10<sup>th</sup>.
- Secretary Judy Desmarais completed Situational Awareness training on May 13<sup>th</sup>.
- A thank-you was received from the Aunt of a young man with developmental disabilities that the department assisted through a trying domestic situation.
- An anonymous person delivered four boxes of Girl Scout cookies on behalf of Girl Scout Troop 12260.

### ➤ Town Administrator:

- Tax bills have been mailed with minimal problems.
- An increase to the stipend paid to employees for not electing health insurance coverage (as long as they provide proof they are covered under another plan) will be discussed when Chairman Harold Haddock returns. Newton said it's currently \$1500 and during the budget review session it was discussed to be increased to \$3000 or \$5000.  
  
Selectman Jones requested an update on what was budgeted for health insurance.
- The Assessors have submitted their recommendations for the abatement applications. Newton provided the board with the list of recommendations. The decisions will be made at the June 22, 2011 meeting.
- Town Archivist job description was reviewed. Newton suggested a meeting with current Town Archivist Lea Frey and the Selectmen to review the things that are still outstanding with the building etc.
- Newton and Transfer Station Supervisor Chris Scott met with an RCAP Solutions representative and reviewed the town's recycling. A report was created (available online at [www.granthamnh.net](http://www.granthamnh.net) under the Transfer Station) on how much money the Town saves when recycling takes place. Recommendations were made to conduct educational sessions at town hall. Selectman Kimball felt it would be important to conduct the educational sessions at the Grantham Village School.

Newton will arrange for these education sessions.

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- A letter will be sent to the Forest family for donations made in memory of Peter Forest.
- Blueberry money has been going to the general fund; Newton requested a motion be made to put the money from the sale of the blueberries to the Recreation Revolving fund. A motion made by Selectman Kimball to deposit the money received from the sale of the blueberries to the Recreation Revolving fund; second by Selectman Jones. ***Approved by majority vote.***
- Purchase of a reel mower for the Recreation Park – Groundskeeper Glenn Carey would like to try them out on site before the final purchase is made. Kimball said he is still looking at them and will work with Carey.
- An invitation was received from the graduating class of GVS to attend the ceremony on June 16, 2011 at 6pm.
- Julia Hautaniemi has expressed interest in the CIP(Capital Improvement Project) Committee.
- Changes to the New Hampshire Retirement System (SB 3) has passed the House today and some changes affect retirees working for another municipality.
- A meeting is scheduled with Jeanne McIntire of the Upper Valley Land Trust (UVLT) and Grantham Conservation Chair Richard for June 9, 2011 to discuss the Hastings parcels instead of the Ministerial lots that had been proposed originally. Newton said a conference call was held with Lori Summer of DES and Jeanne McIntire of UVLT on June 7<sup>th</sup> and that they knew more about the Hastings parcel than Newton because in actuality the Hastings parcel had never come before the Board of Selectmen to be offered for mitigation.

In the telephone conference call, McIntire asked Newton if the town wanted to own the Hastings parcel and Newton told her she couldn't answer that question because it had never been brought before the Board of Selectmen.

Newton said she was shocked to learn that the mitigation parcel had been offered to Lori Summer of DES and that she [Summer] had already sent it to the federal agencies.

Selectman Jones said she found this bizarre since the Town does not even own it and has not talked about buying it. Jones said the Town is in the middle of a process, and been concentrating on the Minister lot as the mitigation parcel and all of a sudden the State has a parcel that the Town doesn't even own nor has the Board of Selectmen discussed owning it (Hastings Lot).

Jones felt that it will come at quite a bit of an extra cost to the Town and hopes that it doesn't hold up the development of the park. Jones said she has been working for 13 years and thousands of dollars have been spent to try to get a ball field for the Town. Jones said that every time the Town takes a step forward, we are pushed back by DES, wetlands, etc. and hoped that the project would not have to be abandoned.

Newton said she is disappointed that the Town is paying someone \$90 per hour to have an Alteration and Terrain permit prepared on the Ministerial lots and then to be told that the Hastings lot was approved; which the Town does not own.

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Selectman Kimball asked if a price for the Hasting lot has been agreed upon. Hocker said not formally, that he had a few conversations with the Realtor and that the Realtor anticipates the Conservation Commission buying the parcels at the stated price.

Hocker said the larger lot is a very good deal; that there isn't any other piece of property for sale in Grantham that comes close to it. Hocker said he felt the other lot was overpriced; that an appraisal firm has been contacted to complete the appraisal. The Conservation Commission will vote on it at their next meeting on June 20, 2011.

Selectman Jones asked about the other costs associated with buying the parcel surveying, pay UVLT an association fee. Newton said there would be an additional \$20,000 in fees.

Hocker said the stewardship fees would apply to any new parcel or the Minister lot; that it's a fixed cost. Newton said UVLT want \$10,000 to maintain the lot. Hocker said that price may be negotiable.

Newton said the project is impacting 2.2 acres and that the mitigation is 15 acres for every acre impacted and the Federal Government says it needs to be more than 15 to 1. Newton questioned why the Town would offer up an entire 98 acre parcel when only two acres are impacted. Newton felt it would be in the Town's best interest to retain something for the next project that comes along.

Hocker said that if the Town continues to support conservation there will be land available for mitigation for future projects that impact wetlands. Jones asked what was meant by the Town supporting conservation. Hocker replied that the commission has proposed to acquire additional lands that are not developed in the Town of Grantham over the coming years. There is discussion with one very large parcel that is still a viable option.

Newton asked as easement would have to be placed on it when the Conservation Commission already does a good job managing conserved parcels. Hocker said that is what the commission would like to do, have the Town own it so it would be available for a future purpose; not necessarily put an easement on it that someone else would hold.

Selectman Jones said she could support that but would not support putting an easement on it. Hocker said it wouldn't make sense to put an easement on that parcel and explained that by acquiring the land the Town controls what happens with its own destiny. Hocker went on to say that in 2005 the Upper Valley Lake Sunapee Regional Planning Commission did a study that showed that Grantham's population could increase to 16,000 residents by the year 2030.

## ➤ Transfer Station – April Report:

- Solid Waste - 7 runs; total tonnage - 67.51 tons
- Construction Demolition Debris - 5 Runs; total tonnage - 17.98 tons
- Glass - 1 load; 7.31 tons; Expense \$160.20
- Tires - 1 load 3.38 tons; Expense \$388.70
- Fibers bailed Cardboard - 1 load 21.55 tons; Revenue \$3,340.25

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- Fibers - Mixed Loose - (Paper) - 2 Loads 9.98 tons  
Revenue \$748.50  
Expense \$500
- Comingle - w/oglass - (Plastic) 2 loads 2.34 tons  
Revenue \$0.00  
Expense \$40.95

Total Tonnage of Material taken away 134.05 tons  
Tickets collected at Transfer Station \$1,075

Total Revenue from recycling \$4,948.75  
Total Expenses from recycling \$1,090.47  
Net Revenue from recycling \$3,858.28

### OTHER

Mrs. Holmes asked if there is anything that can be done with the Brown Cemetery. Holmes explained that some are broken and need to be straightened. Newton will look into this.

### NON PUBLIC

In accordance with RSA 91-A:3 section II-A and E, a motion was made by Selectman Jones, second by Selectman Kimball to enter into a Non-Public session at 6:13 p.m. to discuss a personnel matter and a matter of impending litigation. Present were: Selectman Kimball, Selectman Constance Jones, Administrative Assistant Melissa White and Town Administrator Becky Newton.

*Following proper vote, the Board returned from Non-Public session at 6:49pm.*

*A motion was made by Selectman Kimball to seal the minutes of the non-public session; second by Selectman Jones. Approved by majority vote.*

### ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; *by unanimous vote, the Board adjourned at 6:51pm.*

The next Selectmen's Meeting will be held on Wednesday, June 22, 2011 at 5:00PM in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

*Respectfully submitted,*

*Melissa M. White*

*Melissa M. White  
Administrative Assistant*