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Town of Grantham – Board of Selectmen - Meeting Minutes May 14, 2014

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, May 14, 2014 by Chairman Warren 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 Constance Jones; Selectman Ken Story; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter A. Madore, Sr., Fire Chief Jay Fountain; Athletics Director Marsha Googins; Louise Stark; Todd McIntire; C. Peter James; and Brooks McCandlish

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE – APPROVED

- ✓ Payroll Manifest #420, 421 & 422
- ✓ Accounts Payable Manifest #405 & 406
- ✓ Reimbursement to the Reclamation Fund from the General Fund - \$14,143.00
- ✓ Reimbursement to the General Fund from the Conservation Town Forest Maintenance Fund - \$1,026.00
- ✓ Yield Tax Warrant:
 - M/L 226-018-000; 163 Yankee Barn Road - \$18.00
 - M/L 231-001-000; Nelson Road - \$2,737.30
 - M/L 241-007-018; Shedd Road - \$724.11
- ✓ Notice of Intent to Cut Wood or Timber:
 - M/L 243-012-000; Stoney Brook Road
- ✓ Building Permits:
 - M/L 238-014-000; 20 Kingdom Way – Drywall Garage
 - M/L 216-003-000; 59 Silo Lane – Deck
 - M/L 225-288-000; 113 Greensward Drive – Walk-in-Closet
 - M/L 216-189-000; 12 Mill Pond Lane – Relocate Boiler Exhaust
 - M/L 233-045-000; 57 Longwood Drive – Garage & Relocate Storage Shed
 - M/L 220-037-000; 346 Walker Road – Screened in Porch
 - M/L 226-020-001; 151 Route 10 North – Commercial Building
 - M/L 206-002-000; 295 Frye Lane – Add Antennas & Cables to Cell Tower

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of April 23, 2014 as written was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

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PUBLIC HEARING

Chairman Kimball opened the public hearing on the acceptance of unanticipated monies at 5:02pm.

Town Administrator Melissa White explained that the town received \$16,422.00 for the buyout of Officer Dakota Titorenko-Geary's contract. C. Peter James asked if that was payment of his tuition while he was at the Police Academy. Police Chief Walter A. Madore, Sr. explained that the amount is based on his salary during his training period, monies added in for the administrative fee to cover his benefits, uniforms and equipment.

A motion to accept the unanticipated monies in the amount of \$16,422.00 for the buyout of Officer Dakota Titorenko-Geary's contract was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

The hearing was closed at 6:07pm.

APPEARANCES

- Todd McIntire: Todd McIntire informed the Board of Selectmen that he has questions and concerns regarding the demolition of the house next to the Dunbar Free Library. He said that he understands this property was bought by the Trustees of the Library and then it was given to the town at some point.

McIntire stated some of his questions and concerns as follows:

- Was this purchase made public knowledge and did it require a town vote?
- Is this house now town property and should it be considered for historical preservation because it is in the historical part of Grantham?
- Do they really need to tear it down for a parking lot when the town owns a parking lot across the street?
- If it is town property, why didn't the demolition go out for public bid to contractors?
- Was there a lead and/or an asbestos abatement plan done?
- He said the water supply for that house comes from Split Rock Road and then under the river and asked if the water supply will be shut off before the demolition of the building.

McIntire asked if there was any documentation that can be presented that shows how this was all transacted, what the agreement was and if there is insurance in place for the contractor.

Chairman Kimball asked McIntire if he could submit all of his questions in writing and Selectman Jones informed McIntire that he really needs to direct these questions to the Library Trustees. McIntire said he will draft a letter and copy it to the Library Trustees.

- Louise Stark: Louise Stark questioned the Board of Selectmen as to what the future plans are for Miller Pond Road. She stated the fabric that has been added to the road is an improvement but expressed concerns that the road is building up higher than it should

APPROVED

be. She emphasized that she pays her taxes and is still unable to get her mail or other deliveries on some days and is also fearful that emergency vehicles will not be able to respond when the road is in bad condition. Fire Chief Fountain and Police Chief Madore both assured Stark that their emergency vehicles would be able to make it to her house on any day if necessary. Chief Madore and Chief Fountain explained that they are still able to respond to emergency calls on Miller Pond Road.

Stark reiterated her question on what the future plans are for improving the road. Town Administrator Melissa White responded that currently there is 2700 feet of fabric in three different areas. Stark asked if there are plans to add any more fabric. White said Road Agent Jeff Hastings does plan to add more fabric to the road, however, the Highway Department is short staffed so he is not sure how soon he will be able to get to it. White added that Road Agent Hastings checks the roads every day in the winter and spring and that more money is spent on Miller Pond Road than any other road in town. Selectman Story added the height of the road is a concern and Road Agent Hastings is aware of that and in time will address that issue.

- Brooks McCandlish: Brooks McCandlish told the Board of Selectmen that he has an Intent to Cut on Miller Pond Road that would involve transporting timber over Miller Pond Road Bridge which has a weight limit of 15 tons and asked how he could do that without causing any safety hazard or damage to the bridge. Chairman Kimball suggested McCandlish contact the Selectmen's Office where there is a very extensive axle spacing, truck loading and dimensions diagram prepared by the town's engineer that can be reviewed. McCandlish asked if there were any other options such as temporary shoring up of the bridge that would stay in place for the duration of his operation. Chairman Kimball said it would not be an option that the town would take; that he, McCandlish, would have to do that at his own expense and would also have to put up some kind of a fee in the event that something happened to the bridge. White asked McCandlish if he could stop by the office sometime and meet with her. He said he could meet with her the following week.

CORRESPONDENCE

- New Hampshire Interlocal Trust: Notice was received from New Hampshire Interlocal Trust informing that our health insurance will increase by 6.29% for July 1, 2014.
- Ken Ryder: Town Administrator White received a verbal resignation from Ken Ryder as our Representative to the UVLSRPC.

OLD BUSINESS

- Olde Farms Road Bridge: White reported that a pre-construction meeting the was held on May 8, 2014, and bridge contractor Mike Hansen has informed that the utility wires are still in the way. White said there is another meeting scheduled with PSNH, Fairpoint, Engineer Erin Darrow and the bridge contractor on Friday morning, May 16, 2014, to talk about alternative options.

APPROVED

- Yankee Barn Road (Private Portion): White reported that she does not have a plan of the proposed road from Robert MacNeil's engineer. She suggested that a plan be obtained so the town engineer has something to go on.

Selectman Jones advised that in reviewing Selectmen Minutes from 2005, MacNeil was given very specific instructions as to what had to be done by letter and by the town engineer and time certain in which he was supposed to do that. She said she has copies of all of the Selectmen's Minutes regarding that time period including copies of what was sent to him and his response and at one point he said he wasn't going to continue any longer. She added that in the letters from Engineer Peter Blakeman, it was stated very clearly the steps that he (MacNeil) had to take. She said she believes MacNeil received two letters from Peter Blakeman regarding the procedure that would have to be followed and in those letters it was discussed that he would have to go back to Planning Board or at least let them know what he was going to do. Selectman Jones emphasized that was all very clearly covered at that time. She continued that this went into 2006 and he never came back until now and, yes, the Selectmen said he could go ahead if he followed the procedure set forth by Peter Blakeman and he has not done that.

- Zoning Concern at 172 Cote Road: White informed that she met with Shawn Hayward and he has cleaned up his construction debris and informed her that the remaining items on his property and under the tarps etc. are his personal belongings and not business related. White felt the zoning violation had been resolved; the Selectmen agreed. She added that Hayward was unable to attend tonight's meeting but will attend the next meeting on May 28, 2014 to talk to the Board of Selectmen.

NEW BUSINESS

- PSNH Tree Cutting on Route 114: White reported that she has had requests from people who want to take the wood that was cut on the town owned parcel of land along Route 114, and after reviewing the site to assess the safety risk felt that it is too dangerous to allow people to retrieve the wood. The Board of Selectmen agreed that safety is the priority and the wood will not be available.
- Board/Committee Appointments:
 - Planning Board: A motion to appoint Peter Guillette as an alternate member of the Planning Board was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**
 - Zoning Board of Adjustment: A motion to appoint Peter Guillette as an alternate member of the Zoning Board of Adjustment was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**
 - Capital Improvement Projects (CIP) Committee: A motion to appoint Richard Valone and Peter Guillette to the CIP Committee was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

APPROVED

- Representative on the UVLSRPC: A motion to appoint Peter Guillette as a Representative on the UVLSRPC was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Trustee of the Trust Funds Report as of April 30, 2014: Trust Funds Report as of April 30, 2014 was reviewed.
- Police Department – April Report:
 - Chief Madore and Police Department Secretary, Judy DiPadova, attended the NHCOP's meeting in Keene on April 8, 2014 where the Secretaries' Association hosted training regarding customer service.
 - Sergeant Parsons attended the annual Shield our Children from Harm conference in Quechee, Vermont sponsored by CHAD. As part of the conference, Michelle Parsons from West Central Services, Sergeant Parson's wife, received the Unsung Hero Award for her work with child victims.
 - Sergeant Parsons completed Firearms Instructor Re-Certification on April 10, 2014 at NHPSTC.
 - On April 26, 2014, the Department participated in the Drug Take Back Day which resulted in collecting one full box of prescription drugs that was then turned over to the Drug Enforcement Administration (DEA).
 - Sergeant Parsons and Police Department Secretary, Judy DiPadova, attended Sex Offender Registry training in Concord on April 29, 2014.
- Town Clerk/Tax Collector: Town Clerk/Tax Collector Rita Friedman submitted a memo to the Board of Selectmen for the impending Tax Deed for unpaid 2011 property Taxes. She will need to know the Selectmen's wishes by May 28, 2014.
- Recreation Park Committee: Athletics Director Marsha Googins explained that the storage shed located at the school is in very poor condition and would not survive a move to the Recreation Park. A quote was obtained from Steve Hastings in the amount of \$10,500.00 to build the shell for the pavilion that would provide the storage that Googins needs and would also protect the conduit and utilities that are currently there. Previous estimates to build the pavilion were \$25,000 - \$50,000. Selectman Jones asked if there was anything else coming out of the Athletic Fields Capital Reserve Fund. White responded no. A motion to approve the quote from Steve Hastings in the amount of \$10,500.00 and to withdraw said amount from the Athletic Fields Capital Reserve Fund was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

Googins also informed that she has a boy scout scheduled to make the dugouts on the back field and the new owners of the old Cote and Reney business are interested in giving their support to the Recreation Park.

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➤ Fire Department – April Report:

- Responded to 9 calls consisting of 4 EMS and 5 Fire/Rescue.
- Chief Fountain attended the Mid-Western Hazardous Materials meeting in April.
- April training was on radio communication and the forestry trailer and pumping with engine one.
- Training for May will be driver training.
- In June, Grantham will host an SCBA & PPE course for new members and members from Springfield and New London. In July, training will be on fire prevention presented by Retired Director Richard Mason of the New Hampshire Fire Academy. This training will also be open to area departments.

➤ Town Administrator

- Vision Government Solutions has started their field data collection work. As was stated in their letter, if no one is home, they will leave a door knocker with a toll free number to call for an appointment. A website has also been set up which people can use to schedule an appointment.
- The Town of New London would like to meet to discuss EMS dispatching after their Town Meeting is over (which was May 13, 2014). White contacted the New London Town Administrator and advised that Wednesday afternoons opposite our Selectmen's meetings would work best for us.
- A request was received from Sergeant Parsons to carry over up to 10 vacation days. This request comes from the staffing constraints at the Police Department over the last budget year. White reported Parsons is attempting to use 5 of the 10 days prior to June 30th but is not sure if he will be able to use them. A motion to approve Sergeant Parsons' request to carry over up to 10 vacation days was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**
- A fund balance policy is being drafted with hopes to approve it in the near future.
- Upcoming Meetings:
 - The Zoning Board of Adjustment meeting scheduled on May 22, 2014 has been cancelled.
 - The Conservation Commission meets on Monday, May 19, 2014 at 7:00pm.

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NON-PUBLIC

In accordance with RSA 91-A:3 section II- b and e, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:08pm to discuss a personnel and legal matter. Present were: Chairman Warren Kimball; Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:15 pm.

ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; ***by majority vote, the Board adjourned at 6:15 pm.***

The next Selectmen's Meeting will be held on **Wednesday, May 28, 2014** at 5pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant