

Approved

Town of Grantham
Board of Selectmen Meeting Minutes
November 8, 2017

The meeting of the Board of Selectmen was called to order at 5:03pm on Wednesday, November 8, 2017 by Chairman Sheridan Brown. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief John Parsons; and Deputy Fire Chief David Beckley

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White.

APPROVAL OF MINUTES

A motion to approve the regular and non-public minutes of October 25, 2017 as written was made by Selectman Jones; seconded by Chairman Brown. **Approved by majority vote.**

CONSENT CALENDAR

1. Payroll Manifest #519
2. Accounts Payable Manifest #569
3. Building Permits:
 - a. M/L 215-009-028; 828 Covered Bridge Lane – Replace Deck; Remodel
 - b. M/L 215-060-004; 4 Water View – Replace Bathroom Fixtures
4. Correspondence:
 - a. Gordon J. MacDonald, Attorney General: Police Chief John Parsons was acknowledged by the New Hampshire Attorney General's Office for an event that recently took place that involved a State investigation. Attorney General, Gordon J. MacDonald, commended and thanked Chief Parsons and his Department for their exceptional performance in response to the event and stated that the community was very well served by his high degree of professionalism.
 - b. New Hampshire Municipal Association: Notice of the 2017 NHMA Annual meeting was received. The meeting will be held on Wednesday, November 15, 2017 at 1:00pm at the Radisson Hotel/Center of New Hampshire in Manchester.
 - c. New London Hospital: A letter was received from New London Hospital inquiring about ambulance service.

Chairman Brown removed item 3.a. from the Consent Calendar.

A motion for adoption of the remaining items on the Consent Calendar was made by Selectman Jones; seconded by Chairman Brown. **Approved by majority vote.**

Approved

In reference to item 4.a. on the Consent Calendar, the Selectmen also thanked Police Chief John Parsons and the entire Department for their professionalism and exceptional performance assisting the Attorney General's Office with the investigation of the event that took place. Chairman Brown commented that small communities are not immune to big things and it is always nice to know that we have that level of expertise in our Police Department.

OLD BUSINESS

Comcast Cable Agreement: A letter was received from Comcast in response to a letter sent to them by the Board. Chairman Brown noted that Comcast submitted the franchise renewal proposal under the informal process of the federal statute and under that process, there is no clock running for when it gets approved or denied. He added that he has no desire to drag this out as was suggested in their letter and would like to get this completed by the end of the year. Selectman Jones agreed.

NEW BUSINESS

Fire Department Mower Bid: One bid was received from Justin Hastings in the amount of \$250.00 for the Fire Department Mower.

A motion to accept the bid in the amount of \$250.00 from Justin Hastings for the Fire Department Mower was made by Selectman Jones; seconded by Chairman Brown.

Approved by majority vote.

Lebanon Ambulance –October Report: eight (8) calls for service; five (5) were transported.

Transfer Station – September Report:

Solid Waste – 7 runs; 81.79 tons
Construction Demolition Debris – 10 runs; 45.06 tons
Aluminum – 1 load; .73 tons; Revenue \$548.80
Batteries – 1 load; .23 tons; Revenue \$94.53
Light iron – 2 loads; 9.4553 tons; Revenue \$1,229.19
Brush – 3 loads; 9.39 tons
Glass – 1 load; 7.31 tons; Expense \$219.30
Fibers – Mixed Loose (Paper) – 2 loads; 7.94 tons
Revenue: \$ 99.26
Expense: \$850.00

Comingle – without glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$165.00

Total tonnage of material taken away: 163.8153
Tickets collected at Transfer Station: \$2,215.00

Approved

Total Revenue from recycling: \$1,971.78

Total Expenses from recycling: \$1,234.30

Net Revenue from recycling: \$ 737.48

Trustees of the Trust Funds – September Report: The Trustees of the Trust Funds Report for the prior month as of October 11, 2017 was reviewed.

Selectmen Report: Chairman Brown expressed a BIG THANK YOU to all of the poll workers. He said there are all sorts of new State requirements that the workers have to deal with. They did it cheerfully, accomplished a lot and it ran very smoothly.

Chairman Brown informed that the subject of polling hours came up because someone asked why the polls didn't open at 7:00am. He said he didn't know if it had been tried before but he wanted the Board to think about the possibility of extending the polling hours for the March Town Meeting in case they found themselves in another snowstorm situation. He said that it's in the statute that they can extend the polling hours as long as they make that request more than 60 days in advance.

Chairman Brown asked if anyone saw any problems with reaching out to local businesses via an email invitation to compile sort of a directory of local businesses on the town's website of what businesses are offering and what their services are. He added that it might be nice to have a partnership with some surrounding towns and have an exchange of listings. White said she had explored that idea a few years ago when she was participating in Tamworth's Wage Study. She said that Tamworth does that and it seems to work well.

Selectman Jones thanked Chairman Brown for taking care of the entire election the previous day as she was not able to be present due to unforeseen circumstances. Chairman Brown commented that, for the most part, it was a fun day.

Town Administrator –October Report: White completed the MS-1, Summary Inventory of Valuation and started work on the 2018-19 budget.

On October 29 – 30, the Town was hit with a severe wind and rain storm that resulted in electricity, phone and internet outages for several days. White thanked our Emergency Management Team for all their efforts during this event.

White also thanked Office Assistant Martha Norris for delivering the food donations to the Newport Food Pantry on October 24th. It yielded three large grocery carts of food.

Administrative Assistant Ann Jasper attended training at Primex that provided a general overview of Human Resource functions such as HR laws, discrimination, personnel files etc. She also attended the annual meeting of New Hampshire Interlocal Trust which provided discussion on their new wellness platform, NHIT/HPHC medical program and the ACA/healthcare reform.

The office processed: 8 building permit applications, 5 Planning Board applications, 1 inquiry for general assistance and 14 property transfers.

Approved

Holidays/Town Office Closures:

- Veteran's Day (observed): Friday, November 10
- Thanksgiving Break: Wednesday, Nov. 22 at noon through Friday, Nov. 24.
- Christmas Break: Monday & Tuesday, 12/25 & 12/26
- New Year's Day: Monday, January 1, 2018
- Martin Luther King Day: Monday, January 15, 2018
- President's Day: Monday, February 19, 2018

Upcoming meetings:

Board/Committee	Date	Time	Place
Energy Committee Meeting	Monday, November 06, 2017	5PM	JW Conference Room
Conservation Commission Meeting	Monday, November 06, 2017	7PM	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, November 08, 2017	5PM	JW Conference Room
Budget Work Session w/Dept. Heads	Monday, November 13, 2017	9AM	JW Conference Room
Selectmen's Meeting (Work) CANCELED	Wednesday, November 15, 2017	8AM	JW Conference Room
Zoning Board Meeting	Thursday, November 16, 2017	7PM	JW Conference Room
Recreation Park Meeting	Thursday, November 16, 2017	6PM	Lower Level
Selectmen's Meeting (Regular)	Monday, November 20, 2017	5pm	JW Conference Room
Conservation Commission Meeting	Monday, December 04, 2017	7PM	JW Conference Room
Planning Board Meeting	Thursday, December 07, 2017	7PM	JW Conference Room
Selectmen Budget Work Session	Wednesday, December 06, 2017	9AM	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, December 13, 2017	5PM	JW Conference Room
Selectmen's Meeting (Work)	Wednesday, December 20, 2017	8AM	JW Conference Room
Selectmen's Meeting (Regular) CANCELED	Wednesday, December 27, 2017	5PM	JW Conference Room
Zoning Board Meeting	Thursday, December 28, 2017	7PM	JW Conference Room
Selectmen's Meeting (Work) CANCELED	Wednesday, January 03, 2018	8AM	JW Conference Room
Planning Board Meeting	Thursday, January 04, 2018	7PM	JW Conference Room

White met with Road Agent, Jeff Hastings, at the Miller Pond Road Bridge for a final inspection. The bridge looked great and no defects were observed. Hastings reported that he conducted inspections underneath the bridge a couple times over the summer and also checked the joints and it all looked good. White recommended issuing the final payment to Neil H. Daniels Construction, Inc. for the 2% held for the final warranty period in the amount of \$5,763.00.

Approved

A motion to issue the final payment of \$5,763.00 to Neil H. Daniels Construction, Inc. was made by Selectman Jones; seconded by Chairman Brown. **Approved by majority vote.**

White stated that a Public Meeting Notice was received for the Town of Springfield's Hazard Mitigation Plan Update which will be held on November 15, 2017 at 1:00pm at the Springfield Town Office.

A few emails were received thanking Chairman Brown for the updates on the injured owl. Residents enjoyed the updates.

Kudos to Police Chief Parsons for keeping residents updated and informed about the power outage and restoration efforts.

Tax rate setting: Administrator White informed the preliminary tax rate had been received from the NH Department of Revenue Administration (DRA) and discussed options for use of the Unassigned Fund Balance to offset the town's portion of the tax rate. White stated that using \$325,000 would lower the Town's portion of the tax rate by a few cents and also leave the unassigned fund balance at \$2,103,957 or 16.56% which is in line with DRA's recommendations. It would also retain enough to allow for some funding of capital reserves/projects in the FY2018-19 budget, if the Board wished to do that.

A motion was made by Selectman Jones to approve the use of \$325,000 of the Town's Unassigned Fund Balance to offset the Town's portion of the tax rate; seconded by Chairman Brown. **Approved by majority vote.**

Chairman Brown asked Police Chief Parsons what his thoughts were on noise ordinances. Chief Parsons explained that they start to become extremely subjective. He said it falls back under the Disorderly Conduct Statute and an officer's peace cannot be breached, therefore, there must be a complainant or someone willing to go to court as the victim. He explained that enforcement can be a problem and went through the many reasons why.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Chairman Brown; *by unanimous vote, the Board adjourned at 5:50pm.*

The next Selectmen's Meeting will be held on **Monday, November 20, 2017** at 5:00pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant