

Approved

Town of Grantham Board of Selectmen Meeting Minutes January 9, 2019

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, January 9, 2019, by Chairman 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 Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Justin Hastings; Assistant Fire Chief Jay Fountain; Athletics Director Marsha Googins; Sheridan Brown; and C. Peter James

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of December 12, 2018; seconded by Selectman Garland. **Unanimously approved.**

CONSENT CALENDAR

1. Payroll Manifest #550 & #551
2. Accounts Payable Manifest #614/655, 615/656 & 616/657
3. Upper Valley Humane Society 2019 Animal Shelter Services Agreement
4. 2018 Tax Abatements:
 - a. M/L 233-076-000; 275 Route 10 South - \$664.54
 - b. M/L 222-283-000; 38 Niblick Lane - \$128.56
 - c. M/L 215-172-000; 32 Bright Slope Way - \$121.00
5. 2012-2016 Tax Abatement:
 - a. M/L 237-022-001; 635 Route 10 South - \$2,033.91
6. Shoreline Protection Cutting Plans:
 - a. M/L 213-126-000; 416 Road Round the Lake
7. 2018 Property Tax Refund Request
 - a. M/L 233-057-000 - \$3,771.64
 - b. M/L 234-107-000 - \$2,932.58
8. Building Permits:
 - a. M/L 215-010-007; 607 Otter Road – Kitchen & Bath Remodel
9. Correspondence:
 - a. John Larrabee: A letter was received from John Larrabee informing of his resignation from the Grantham Conservation Commission effective

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immediately. He stated that he had been an alternate commissioner for almost three years and enjoyed his tenure.

- b. Karen Goldstein: In a letter to Librarian/Director Dawn Huston, Karen Goldstein tendered her resignation as Children's Librarian and Programming Assistant at Dunbar Free Library. Her last day of employment was December 22, 2018, and she stated that it has been an honor to work with Huston, library staff, volunteers, and trustees during the past five years.
- c. Sullivan County Nutrition Services: A letter was received from Sullivan County Nutrition Services asking for financial support in the amount of \$295.00 for the meals-on-wheels program as this would allow them to continue to provide a hot meal and a safety check to elderly and disabled individuals living in our community at a cost of .30 cents per meal.
- d. New Hampshire Lottery Commission: A letter was received from the New Hampshire Lottery Commission following up on a letter sent earlier in the fall about the option to allow Keno by voting for it at the annual town meeting.
- e. New Hampshire Municipal Association (NHMA): The 2018 edition of NHMA's *State Aid to Municipalities: History and Trends* was received from NHMA.
- f. UVLSRPC E-Bulletin – January 2019: The UVLSRPC E-Bulletin – January 2019 was received.

A motion to approve the Consent Calendar was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

CITIZEN COMMENTS

Resident C. Peter James stated that he regularly looks at houses for sale in Grantham in the real estate ads and commented that there is a big difference in sale prices versus assessment values much of the time with the sale price being a lot higher than the assessment. There was some discussion about revaluation and it sometimes goes the other way with sale prices being lower than the assessment or very close to it.

OLD BUSINESS

Stocker Brook Realty, LLC, et al v. Town of Grantham: The Court Order ruling in favor of the Grantham Planning Board was received. The Plaintiffs have 10 days to file a motion to reconsider with the Sullivan County Superior Court or 30 days to file an appeal with the New Hampshire Supreme Court.

Complaints have been received from abutters that the mill is operating outside of the approved hours and there is concern about the fill in wetlands areas.

Town Treasurer Investment Policy: Pursuant to RSA 41:9 paragraph VII, the Selectmen are required to review and adopt an investment policy annually.

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White stated that the name of the bank should be changed from Lake Sunapee Bank to Bar Harbor Bank & Trust and asked the Selectmen if they would like any other changes. The Selectmen agreed with the name change and said no other changes were necessary.

NEW BUSINESS

Buildings Report – December Report: Facilities Maintenance Manager, Greg Stender, reported that December was a busy month:

- The roof over the propane tanks at the Archives was completed;
- The hinges on two of the window seats at the Library were replaced;
- The outside fire alarm box at the Library was covered;
- The furnaces at the Library and Town Hall were serviced
- Two cabinets were purchased and he is also building a custom cabinet to replace the ones that fell off the wall in the Library work room. They will all need to be finished.

Town Hall has been busy with all of the holiday events going on which included setting things up and taking them down for each event.

In January, Stender hopes to order two more hinges for the window seats at the Library, He ordered four more emergency lights for the Library as the last four were all defective. He hopes to have the cabinets ready and installed. There are also some shelves at the Library that need to be raised and cabinet door child safety latches to purchase and install.

In January, the carpets at Town Hall are scheduled to be cleaned; Stender will have door stops for the upstairs doors; and he will attach shelving units to the wall in the elevator shaft.

Police Department – December Report: Police Chief John Parsons extended a *Happy New Year* from all personnel at the Police Department.

The Department was notified that they were awarded the EMPG (Emergency Management Performance Grant) for the purchase of the traffic control trailer, traffic control equipment and electronic message board. All of this has been ordered and they anticipate delivery in late January or early February. They also received notification that they were awarded a grant through NH Traffic Safety for the purchase of two MDTs. This equipment is expected to be installed in late January.

The Department completed the required firearms and baton training and Taser recertification for 2018.

Officer Gamble attended the PBT Instructor training at NHPSTC on December 5, 2018.

Officers Schwartz and Cameron attended training at NHPSTC regarding Dealing with Emotionally Disturbed Person(s) on December 12, 2018.

Sergeant Cunningham attended training titled Conflict Management for Supervisors at NHPSTC on December 12, 2018.

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In 2018, the Department responded to 3757 calls; 1110 were for traffic citations/warnings and motor vehicle related arrests (17).

The switch-over of dispatching services from Newport to Hanover began on December 27, 2018 and is proceeding on schedule.

Transfer Station – November Report:

Solid Waste – 8 runs; 81.47 tons
Construction Demolition Debris – 8 runs; 37.32 tons
Electronics – 2.64 tons; Expense: \$1,279.81
Computers - .25 tons; Revenue: \$65.91
Aluminum - .77 tons; Revenue \$385.00
Batteries - .19 tons; Revenue: \$64.38
Glass – 1 load; 7.31 tons; Expense: \$255.85
Light Iron – 2 loads; 9.2768 tons; Revenue: \$969.29
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 0.00
Expense: \$1,336.65

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$249.64

Total tonnage of material taken away: 149.0068
Tickets collected at Transfer Station: \$3,065.00

Total Revenue from recycling: \$1,484.58
Total Expenses from recycling: \$3,121.92
Net Expenses from recycling: \$1,637.34

Trustees of the Trust Funds – December Report: The Trustees of the Trust Funds December Report was reviewed.

Town Administrator: White stated that, as the Board is aware, Town Clerk/Tax Collector, Ken Story, and Town Treasurer, Maynard Goldman, have been exploring options to be able to accept credit cards in the Town Clerk/Tax Collector's office. The next step in the process is for the Selectmen to make a motion. Selectman Garland asked if the town will have to pay any fees for accepting credit cards. White said the Town will add a service charge to the amount due to cover any fees.

A motion to authorize the Town Clerk/Tax Collector and Deputy Town Clerk/Tax Collector to accept payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction was made by Selectman Garland; seconded by Selectman Jones.

In December, White continued work on the budget and sent requests for each Department's annual Town Report. The office processed 16 property transfers and there were no building permits or planning board applications.

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White met with UVLSRPC regarding the RSMS project they are working on for the town. The data collection was completed and together they rated each paved road by traffic and importance. The next items in phase one are to calculate the PCI and conditioning and mapping of the baseline. She anticipated another meeting with them in late January.

On December 12, 2018, Greg Stender delivered the food donations to the Newport Food Pantry which totaled eight large grocery carts of food.

White met with Town Treasurer, Maynard Goldman, who informed her of his work on exploring interest rates.

White met with Town Engineer, Peter Blakeman, regarding the safety and drainage improvements needed on Miller Pond Road. Blakeman has preliminary plans done and construction estimates are almost complete.

Newport Town Manager, Hunter Reiseburg, called white about the Town's decision to move the Police Department's dispatching needs to Hanover and stated that if the Town ever needed their services in the future, Newport would welcome us back.

The expense report for December was given to the Selectmen for review.

Holidays/Town Office Closures:

- Martin Luther King Day: Monday, 1/21/2019
- President's Day: Monday, 2/18/2019
- Memorial Day: Monday, 5/27/2019

NON-PUBLIC:

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:28 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Athletics Director Marsha Googins.

Roll Call vote to enter non-public session:	Chairman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:02pm was made by Selectman Garland; seconded by Selectman Jones. **Unanimously approved.**

A motion to seal the minutes of this non-public session was made by Selectman Garland; seconded by Selectman Jones. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 6:02 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town

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Administrator Melissa White; Administrative Assistant Ann Jasper; Conservation Commission Chair David Wood; and Sheridan Brown.

Roll Call vote to enter non-public session:	Chairman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:37pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 6:38 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Sheridan Brown.

Roll Call vote to enter non-public session:	Chairman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:55pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

A motion to seal the minutes of this non-public session was made by Selectman Garland; seconded by Selectman Jones. **Unanimously approved.**

ADJOURNMENT

There being no further business, Selectman Garland moved to adjourn, seconded by Selectman Jones; by unanimous vote, the Board adjourned at 7:01pm.

The next Selectmen's Meeting will be held on **Wednesday, January 23, 2019** 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