

# APPROVED

## Town of Grantham - Board of Selectmen Regular Meeting Minutes September 9, 2009

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, September 9, 2009 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, Esq.; Administrative Assistant Melissa White; Police Chief Walter Madore; Emergency Management Director F.R. Osgood; Manfred Eldring; Joyce Eldring; Lightec Sales & Marketing Manager Kathy Beliveau; Todd Cartier; Rick Anderson; Phil Schaefer and others

### **ADMINISTRATIVE**

For Approval/signature – **APPROVED**

- ✓ Building Permit Applications:
  1. M/L 222-178-000; 12 Whip-Poor-Will Walk; Breezeway
  2. M/L 236-030-000; 215 Stocker Pond Road; Carport
  3. M/L 222-285-000; Burpee Hill Road; New home
- ✓ Pole License Petition; # 375/27; Cote Road
- ✓ Payroll & AP Manifests

### **APPROVAL OF MINUTES**

- ◆ Chairman Haddock requested any changes to the regular and non-public meeting minutes of August 26, 2009. Administrative Assistant Melissa White said there was a spelling error on page 7, third bullet, the word hocker's should be spelled hawker's. Selectman Kimball made a motion to approve the regular meeting minutes of August 26, 2009 as amended and the non-public meeting minutes as written; second by Selectman Jones. **Unanimously approved.**

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## APPEARANCES

- ◆ **Lightec Sales & Marketing Manager Kathy Beliveau:** Ms. Beliveau handed out some information about Lightec and stated they are an energy services company that has been in business for over twenty years; that their primary focus was high-efficiency lighting services. Ms. Beliveau stated that recently towns and schools have demanded more services so they partnered with a group of other experts to be able to offer a full energy audit.

Ms. Beliveau informed Lightec has received the Reggie Grant from the Public Utilities Commission and is offering the comprehensive energy audits free of charge to various towns and schools. There will be no charge to the Town of Grantham.

Selectman Jones asked what other towns Lightec had worked for. Ms. Beliveau answered that they had most recently worked for the Town of Gorham, Town of Wolfeboro, Town of Derry, and Town of Moultonboro.

Selectman Kimball asked if multiple buildings could be included. Ms. Beliveau confirmed that they would look at any public building.

Chairman Haddock asked when the audit could start. Ms. Beliveau stated they could start within a week of receiving a verbal approval.

Ms. Beliveau also informed Lightec works with Clean Air – Cool Planet and a letter will be going out soon to inform businesses of their combined services.

***A motion was made by Selectman Jones to have Lightec preform an energy audit of the town's buildings; second by Selectman Kimball. Unanimously approved.***

Ms. Beliveau will coordinate the work with Administrator Newton.

- ◆ **Resident Manfred Eldring:** Mr. Eldring explained that back in August of 2005 the Assessors were supposed to fix the dimensional errors on his house but found in 2008 they had not been corrected. Mr. Eldring stated that now the dimensional errors are fixed but new value codes on the unit costs had been changed resulting in approximately a one percent error and requested they be fixed.

Administrator Newton agreed with Mr. Eldring stating that unit costs are usually not altered and should stay fixed until the next assessment change of 2010. Newton had contacted the Assessors and asked how come they upwardly adjusted the unit cost. The Assessors said that it was a policy decision of the Town to use new values whenever someone went out for a new list and measure.

The correct assessment is \$243,900 BLD; \$74,700 Land for a total of \$318,600.

Board of Selectmen granted the abatement refund of \$37.08.

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- ◆ **Emergency Management Director (EMD) F.R. Osgood:** EMD Osgood updated the Board of Selectmen on the H1N1 flu and stated that Grantham's Point of Distribution (P.O.D.) will most likely be open sometime in mid to late November; that only about 10% of the vaccines needed will be available at that time.

Police Chief Walter Madore stated he received information that the H1N1 flu vaccinations will be given to those most at risk first.

### CORRESPONDENCE

- ◆ **NH Municipal Energy Assistance Program:** A letter was received from the NH Municipal Energy Assistance Program that informed of the assistance in energy conservation and efficiency to municipalities. Administrator Newton is on their list serve and will keep the Board of Selectmen informed.

### OLD BUSINESS

- ◆ **Conservation Easement Deed:** Administrator Newton stated she had Town Counsel review the proposed language for the conservation easement deed and is waiting for a response.

- ◆ **Recreation Park – Athletic Field Groundbreaking Ceremony/Progress:** Rick Anderson informed that the site work is done and the fields are scheduled to be hydro-seeded on Thursday, September 10, 2009. Mr. Anderson stated a full-sized soccer field will be established and that the big-diamond baseball field is in.

Mr. Anderson stated there is concern about keeping people off the area; that rope and signs will be placed and asked for the Police Department to provide some extra patrol as well. Chief Madore confirmed the extra patrols would be conducted.

A notice from the Board of Selectmen will also be posted.

Administrator Newton stated if the geese become a problem to let her know.

- ◆ **Traffic Concern with the Community Market:** Administrator Newton informed she had been notified of the date of the third and final market; that it will be September 25<sup>th</sup> from 3pm – 6pm.
- ◆ **Business Owner Request to hand out business cards on the side of the road:** Administrator Newton informed there is not an anti-solicitation ordinance in Grantham or business licensing. Newton stated she provided the gentleman with a copy of the hawker's and peddler's statute and requested he provide the exact details of what he wants to do and when; that more information is still needed to see if he qualifies as a hawker or peddler under state law.
- ◆ **Lightec Energy Audit:** Tabled until the work is started.

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- ◆ **Crosswalk Request:** Administrator Newton sent a response letter to the Girl Scout "Brownies" explaining there is a need for the crosswalk; that more planning needs to be done. The crosswalk request will be tabled until there is more to report on.
- ◆ **Recreation Park Building – Water Damage Repairs:** Selectman Kimball informed he and Selectman Jones checked the area and all the work is completed.
- ◆ **Columbarium:** No update provided. Chairman Haddock asked if the columbarium committee had given up. Selectman Kimball stated that the Cemetery Trustees are working on it.

### **NEW BUSINESS**

- ◆ **Request to sell a cemetery plot back to the Town:** Administrator Newton explained Maggie Duford is moving out of town and had asked if she could sell her cemetery plot back to the Town. Selectman Kimball stated the Town does not buy back cemetery plots; that she could sell it to someone else as long as she notifies the Board of Selectmen who the new owner is.
- ◆ **Letter from Tanya McIntire:** Administrator Newton informed a letter was received from Tanya McIntire that explained she was filing an appeal with the school over a decision or policy the school had in place. Administrator Newton and the Board of Selectmen felt the matter should only be addressed with the school board. Newton will follow up with Mrs. McIntire.

### **DEPARTMENT/COMMITTEE REPORTS**

- ◆ **Activities – July/August/September Report:**
  - Old Home Day was well attended despite the rain.
  - Craft in the Park was held each Tuesday. About 35 children attended each week. Thank you to Brian S. Tilton, LLC for sponsoring this event!
  - Build-A-Scarecrow will be held on September 24<sup>th</sup>.
  - Haunted Pumpkin Festival will be held at GVS on October 24<sup>th</sup>.
  - Grantham 4-H club, the Lucky Charms meet every two weeks during the school year.
- ◆ **Arcs-n-Sparks – September Report:**
  - September 1<sup>st</sup> – Fire Department and Officers' meeting - 7pm
  - September 8<sup>th</sup> – Work Detail - 6:30pm
  - September 11<sup>th</sup> – Remembrance Ceremony - 7pm

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- September 17<sup>th</sup> – FAST Squad meeting - 7pm
- September 24<sup>th</sup> – Work Detail – 6:30pm
- October 3<sup>rd</sup> – Fire Department open house 9am - 12pm

### ◆ Police Department – August Report:

- 175 calls for service and 72 traffic stops; a 46% increase from August 2008.

### ◆ Town Administrator:

- The Selectmen reviewed the draft policy of the Volunteer Service Agreement (attached).

***A motion was made by Selectman Jones to adopt the Volunteer Service agreement as written; second by Selectman Kimball. Unanimously approved.***

- Administrator Newton explained Heath & Field Plumbing was recommended to winterize the Recreation Park Building because they had done it before. Heath & Field Plumbing provided a quote of \$486.50 to winterize the building; excluding the heating system. If the heating system did need to be winterized the price would be approximately \$973.00.
- At the request of Selectman Kimball, Administrator Newton looked into disconnecting the phone at the Recreation Park Building. Newton explained that disconnecting the phone would disable the fire protection for the building. There was much discussion regarding insurance coverage and due to the building still being used as storage by the Activities and Recreation Department it was decided to keep the phone on.  
  
F.R. Osgood asked if the lot would be plowed again this winter. Selectman Kimball stated that Road Agent Newcomb will plow the road but not the parking lot.
- Personnel Policy – Sick Leave: Administrator Newton explained there was discussion regarding how sick time had been credited to full-time employees; that the personnel policy states 96 hours of sick would be applied at the beginning of employment. Administrator Newton felt employees should be credited with the 96 hours at the beginning of the fiscal year.
- Personnel Policy – Comp Time: Administrator Newton stated that some departments have requested a comp time policy. Newton explained that occasionally employees would rather have the time off instead of being paid the overtime. Newton felt having a comp time policy that allowed the accrual of 20 hours would be beneficial to both the employee and the Town as long as it was used as soon as possible and not carried over from year to year.

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Administrative Newton will draft an amendment to the personnel policy.

- Cartographic Associates – Maintenance Contract: Administrator Newton informed there are new rates; not more than \$5.00 on any of their services; that the contract is from April 1, 2009 – March 31, 2010. The Board of Selectmen signed the contract.
- Letter from Fox Tree and Landscape Service: Administrator Newton informed there was correspondence regarding some of the policies and procedures that the Conservation Commission has. Newton met with Conservation Chair Richard Hocker and a plan is in place to get a Clerk to help him with minutes and correspondence. Administrator Newton will attend the next Conservation Commission meeting on September 21, 2009.
- Public hearing will be held during the next Selectmen's Meeting, September 23, 2009 to accept the grant of \$5,000 for the purpose of improvements at the Recreation Park.
- Eastman Community Association (ECA) Tax Abatement: Administrator Newton stated that Barton Mayer, Esq. sent a letter to ECA after the Board of Selectmen came to a decision on what the vacant lots would be assessed at; that he (Mr. Mayer) is still not pleased with the amount because he thought it would be higher.

Selectman Kimball felt the agreement should be the "total amount" and not the value of each lot. Selectman Kimball went on to say the agreement is just to resolve the 2008 tax abatement issue; that next year will have to be re-negotiated.

Chairman Haddock requested Newton further discuss the lots ECA General Manager Ken Ryder. Newton stated she had already contacted Mr. Ryder.

### **ADJOURNMENT**

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; **the Board voted unanimously to adjourn at 5:54pm.**

The next Selectmen's Meeting is scheduled to be held on Wednesday, September 23, 2009 at 5:00 p.m. in the Grantham Town Building; Jerry Whitney Conference Room at 300 Route 10 South.

*Respectfully submitted,*

*Melissa M. White*

*Administrative Assistant*