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Town of Grantham - Board of Selectmen Regular Meeting Minutes November 23, 2009

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Monday, November 23, 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; Todd McIntire; Tanya McIntire; Isaac Everett Reney McIntire; Noah Vernon McIntire

ADMINISTRATIVE

For Approval/Signature – **APPROVED**

- ✓ Smith Lot Conservation Easement
- ✓ Account Payable Manifest
- ✓ 2009 Tax agreement with Eastman Community Association

APPROVAL OF MINUTES

- Chairman Haddock requested any changes to the regular and non-public meeting minutes of November 10, 2009. There being none a motion was made by Selectman Kimball to approve the regular and non-public meeting minutes of November 10, 2009 as written; second by Selectman Jones. **Unanimously approved.**

CORRESPONDENCE

- NH Department of Transportation (DOT): A letter was received from NH DOT informing that the contract for bridge guardrail work on I-89 is now complete.
- Primex: A letter was received from Primex thanking the Town of Grantham for hosting the Chain Saw Safety training on October 15, 2009 which stated in part "You were most accommodating and helped to make this a great day of training. We were pleased that we were able to offer this program at an offsite location and the Town of Grantham was a great place to hold the session. Many attendees remarked on the positive aspects of the program and the site-specific accommodations."

Administrator Newton stated the classroom portion of the training was held at Town Hall and the hands-on portion was held at the Transfer Station.

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OLD BUSINESS

- Purchase of two, 30 yard containers for the Transfer Station: Administrator Newton informed a bill was received from Ralph L. Osgood, Inc. in the amount of \$8,180 for the purchase of two, 30 yard, open-top containers for the recycling of brush. Newton requested permission to pay the bill out of Reclamation Fund.

A motion was made by Selectman Kimball to approve the payment of \$8,180 to Ralph L. Osgood, Inc. from the Reclamation Fund; second by Selectman Jones. Unanimously approved.

- Wells Fargo Lawsuit: A letter was received from Barton Mayer (town Counsel) that stated he recommended filing a "no appearance" or "answer" and make no claim. Mr. Mayer stated the Town will be secure in its tax payment by virtue of the lien, which will be recorded in the event the current owner fails to make payment in a timely fashion.
- Winterizing the Recreation Park Building: Administrator Newton informed that two estimates were received to winterize the boiler at the Recreation Park Building; one for approximately \$460 and one for approximately \$375.

A motion was made by Selectman Jones to accept the estimate submitted by Wilmot Plumbing and Heating for approximately \$375; second by Selectman Kimball. Unanimously approved.

- Columbarium: Selectman Kimball informed the Cemetery Trustees will have a meeting on Tuesday, November 24, 2009. Kimball anticipates after the meeting to be able to send the columbarium information to the Capital Improvement Projects (CIP) Committee.

Selectman Jones stated it was her understanding that the Cemetery Trust Funds had enough money to complete the columbarium. Kimball stated he didn't think so; that there was some money that is to be used for "specialty stuff" like trimming trees.

NEW BUSINESS

- Trustees of the Trust Fund Resignations: Administrator Newton stated on November 19, 2009 she was given the resignation of Kristina Burgard as a Trustee of the Trust Funds due to changes in personal circumstances. The resignation will be effective at the close of business on December 17, 2009. Administrator Newton and the Board of Selectmen accepted Ms. Burgard's resignation with regret.

Administrator Newton went on to say that at the conclusion of the Trustees of the Trust Fund meeting on November 19, 2009 she received a second resignation from Don Noordsy that was effective immediately. Administrator Newton and the Board of Selectmen accepted Mr. Noordsy's resignation with regret.

Mr. Todd McIntire, the remaining Trustee of the Trust Fund stated that when Ms. Burgard was elected as a Trustee she "took the reins" and put all the Trust Fund material into electronic format and formalized the meetings.

Mr. McIntire informed that he contacted the bank and because he is the primary signer nothing needs to be changed.

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Chairman Haddock informed that resident Connie Howard has expressed interest in helping out until a replacement is found. Mr. McIntire expressed his concern over keeping the Trust Fund documents electronic. Administrator Newton stated that according to RSA 31:22 the Board of Selectmen need to fill the vacancy for the remainder of the term. Newton stated that typically Selectmen appoints someone until the next Town Meeting and then staggered terms go on the ballot. The Board of Selectmen prefers to appoint someone only to the next Town Meeting.

Mr. McIntire stated there shouldn't be any transactions until March; that if there is a transfer that needs to be done he would take care of it.

Newton asked if an advertisement should be placed to fill the vacancies. Selectman Jones stated yes, but only two weeks before the filing date.

Administrator Newton stated she spoke with Ms. Burgard about her experience as a Trustee of the Trust Funds and that she (Ms. Burgard) felt the work is beyond what a volunteer is expected to do. Newton went on to say that there is a section in the statute that calls for compensation for the bookkeeper (which would be one of the three Trustees) or an outside bookkeeper could be hired.

Newton stated the other option is that some bigger banks are providing services to do the Trust work and present reports but she isn't sure what the fees would be.

Newton stated she felt some of the work of a Trustee of the Trust Fund can be quite complex especially the perpetual care of the cemetery funds. Mr. McIntire stated he doesn't have any experience with the cemetery funds; that it was something Ms. Burgard took care of when she was elected and Connie Howard before that. Selectman Kimball reiterated that Mrs. Howard is willing to help out until a replacement is found. Mr. McIntire requested to be kept informed.

Selectman Jones felt that it was important for the Trustees of the Trust Fund to have their own computer. Administrator Newton informed that Ms. Burgard had purchased a laptop with her own money to complete the Trustee work.

Chairman Haddock asked Mr. McIntire if he planned to run again as Trustee of the Trust Funds. McIntire stated yes.

➤ Statistical Update: Administrator Newton informed she had prepared a draft request for proposal for assessing services in preparation for the statistical update. Administrator Newton explained that the NH Department of Revenue Administration (DRA) requires towns to have the assessments looked at every five years; that there are four different ways to do that which are:

1. Statistical Update: Analyzing market sales throughout the entire municipality to identify and implement needed value changes to the affected areas (neighborhoods) or classes of property.
2. Partial Revaluation: A specialized portion of a municipality or any individual properties either using a full data collection effort complete with or without use of or access to existing or prior appraisal data or less than a complete data collection effort.
3. Cyclical Revaluation: A measure and list of all municipal properties within a three to five year time period. Property assessments will be updated during the last year of measuring and listing including the verification of all

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municipal market sales. This is the fastest growing revaluation work in NH and is considered a full revaluation once complete.

4. Full Revaluation: A complete measure, listing and valuation of all taxable and non-taxable properties with or without use of or access to existing or prior appraisal data.

Chairman Haddock asked if the Town had to have a full revaluation. Newton stated no, a full revaluation is not required. Haddock asked if a full revaluation should be done. Newton stated that it can be done but they are very expensive. Haddock wondered if the other options would satisfy the taxpayers. Newton stated her concern with doing a full revaluation is doing it at the low part of the market; that it might be required again anyway.

Selectman Jones felt a full revaluation was too costly and is concerned that a statistical update will cost upwards of \$50,000 to \$75,000; that only \$10,000 has been put into a Capital Reserve Fund so far. Newton stated she had spoken with the Town of Candia, who has 1,900 parcels with no large industrial base or condominium associations and they spent \$56,000 this year for their statistical update.

Chairman Haddock stated the Town of Grantham has approximately 3,000 parcels. Administrator Newton agreed.

Selectman Jones felt a full revaluation was too expensive.

After much discussion regarding the four options available it was decided to send out Request for Proposals (RFP's) for both a statistical update and a full revaluation.

Administrator Newton informed she will also advertise for a Utility update as well.

- Petition to pave Burpee Hill Road: Administrator Newton informed there are enough signatures to proceed with the petition at Town Meeting.
- Petition to pave New Aldrich Road: Administrator Newton informed there are only 15 verified signatures on the petition. Newton has notified the petitioners, Robert Gasser and Edith Herrin and informed them that if they wanted the petition to move forward they would have to get more signatures.

Newton stated she had the Town Engineer, Peter Blakeman look at New Aldrich Road and prepare an estimate as if it were being put out to bid.

- Stocker Pond Road – Driveway issue: Administrator Newton informed that property owner Mark Brunelle was put on notice for failure to adhere to the terms of his driveway permit. Newton explained that Mr. Brunelle was diverting storm water onto the Town's road; that after reviewing the driveway permit it was discovered he was supposed to have a cross culvert but hadn't installed it.

After complaints were received about Mr. Brunelle's work it was found that he put approximately three loads of 1 ½ inch round rock in the Town's ditch.

- Budget Schedule: The Board of Selectmen will meet with department heads for the first review of the budget on December 9th and January 13th. The public hearing will be determined at a later date.
- Equalization Ratio: Administrator Newton explained the equalization ratio and informed there were 68 sales in Grantham last year. Newton stated she will have the report ready for the Selectmen's signature at the next meeting.

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Chairman Haddock stated there is generally a separate calculation on Eastman properties. Newton will obtain a separate equalization ratio report for Eastman.

- Primex – Property & Liability Multi-Year Agreement (through the year 2013):

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its **Property & Liability 7.5% Multi Year Discount Program** as of the date of the adoption of the resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the **Property & Liability 7.5% Multi-Year Discount Program**. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

A motion was made by Selectman Kimball to accept the Primex Property & Liability 7.5 % Multi-Year Discount Agreement; second by Selectman Jones. Unanimously approved.

- Ceremony: Administrator Newton informed that Officer Matt Merrill and Grantham resident Courtland Smith are being deployed to Afghanistan and a ceremony in their honor will be held on Sunday, November 29, 2009 at 1pm in Grantham Town Hall.

DEPARTMENT REPORTS

- Emergency Management Director (EMD) F. Robert Osgood: An update was received from EMD Osgood.
- Police Department – October Report: The October report was reviewed.
- Town Administrator:
 - Administrator Newton requested a motion by the Board of Selectmen to pay the Capital Reserve Fund monies voted on at the 2009 Town Meeting to the Trustees of the Trust Funds.

A motion was made by Selectman Kimball to pay the Capital Reserve Fund monies voted on at the 2009 Town Meeting to the Trustees of the Trust Funds; second by Selectman Jones. Unanimously approved.
 - Administrator Newton requested a motion by the Board of Selectmen to transfer the \$70,000 out of the Capital Reserve Fund and into the general fund for the purchase of the highway dump truck.

A motion was made by Selectman Jones to approve the transfer of \$70,000 from the Highway Capital Reserve Fund to the general fund; second by Selectman Kimball. Unanimously approved.
 - A list of all the holidays for the Transfer Station will be obtained and printed in the Town Report. Chairman Haddock felt the holidays for the Transfer Station should be the same as the rest of the town. Selectman Jones felt notices could be posted at the Transfer Station two weeks in advance. Notices are also sent out on the list serve, posted at the Post Office, Town Hall and on the cable access TV channel.
 - Administrator Newton informed she has requested the Fire Department to fuel their equipment at the Highway garage so the non-taxable rate can be obtained but they still are utilizing Rumbrook Market. Newton explained the savings could be at

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least fifteen cents per gallon. The Selectmen will discuss this with Chief Benoit during the budget review session.

Selectman Kimball asked if there was a reason why the Fire Department wasn't utilizing the diesel at the Highway garage. Administrative Assistant White stated they had informed her that the new engine requires the low sulfur diesel; that she had contacted Irving to see if the Highway garage was receiving the low sulfur diesel and they had said yes. Kimball requested a product report be obtained and given to the Fire Department.

OTHER

- Resident Tanya McIntire informed there is erosion and areas that are washed out in Memorial Cemetery; that there is gravel running down onto Learning Drive. The Board of Selectmen will have the Road Agent tend to this.
- Mrs. McIntire informed that the State Department of Education Commissioner held a question and answer session on public education at GVS on November 23, 2009 and only three people attended as well as some GVS staff. Mrs. McIntire felt it was a very informative session.
- Mrs. McIntire stated she was concerned with the Board of Selectmen meeting minutes on November 10, 2009, at the end, where it discussed the Library's purchase of the Ed McNeill property and immediate transfer to the town. Mrs. McIntire read the following from the NH Library Trustees bulletin, summer 2009:

New Hampshire Libraries are autonomous. Autonomy makes New Hampshire Libraries free, independent, separate and a distinct entity within the towns and cities in which they are located. The New Hampshire Supreme Court ruling in April 1994 transformed the library world in New Hampshire forever.

Mrs. McIntire stated she has concerns over the Library acting as a duly authorized agent of the Town because we (the Library Trustees) answer to the voters and not to the Board of Selectmen.

Chairman Haddock clarified that everyone answers to the voters. Mrs. McIntire agreed and stated the Library, according to the rulings, are separate; autonomous within the Town.

Selectman Jones stated the Library Trustees has control over their monies, but the monies have to go through the Board of Selectmen.

Administrator Newton stated that the Library Trustees, as Trustees can hold property.

Mrs. McIntire stated her concern is with the purchase and sales agreement for the Ed MacNeill property makes the Town the owner of the property immediately. Administrator Newton stated the Library Trustees are the only ones that can accept property on behalf of the Town without having to go to Town Meeting.

Mrs. McIntire stated she felt the purchase of the MacNeill property is a good purchase but was concerned that the voters be duly informed to accept the property. The Board of Selectmen took her concern into consideration.

- Selectman Kimball informed that the Blue Mountain Snowdusters has begun work on the sledding hill at the Recreation Park.

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NON PUBLIC

In accordance with RSA 91:A:3, II on a motion by Selectman Jones, second by Selectman Kimball, after proper vote 3-0, the Board entered into Non-Public session at 6:25pm to discuss a personnel issue. Present were: Chairman Harold Haddock, Selectman Constance Jones, Selectman Warren Kimball, Town Administrator Becky Newton, Esq., and Administrative Assistant Melissa White.

No votes or decisions were made while in Non-Public session.

Following proper vote, the Board returned from Non-Public session at 6:39 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; **the Board voted unanimously to adjourn at 6:40pm.**

The next Selectmen's Meeting is scheduled to be held on **Wednesday, December 9, 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*