

# APPROVED

## Town of Grantham - Board of Selectmen Regular Meeting Minutes July 13, 2011

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, July 13, 2011 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; Administrative Assistant Melissa White; Town Administrator Becky Newton; Fire Chief Jeremiah Fountain; Conservation Representative Joe Watts; Building Supervisor/EMD F. Robert Osgood; Police Chief Walter Madore

### ADMINISTRATIVE

#### *For Approval/Signature - APPROVED*

- ✓ 2010 Property Tax Refunds (due to billing error):
  - a) M/L 222-145-000; 25 Road Round the Lake - \$391.70
  - b) M/L 222-139-000; Off Eastman Lake West - \$120.92
  - c) M/L 222-101-000; Slalom Drive - \$26.88
  - d) M/L 234-100-000; 26 Greensward Drive - \$419.61
  
- ✓ 2010 Property Tax Abatement Refunds:
  - a) M/L 216-036-000; Route 10 North - \$55.68
  - b) M/L 216-012-000; 1151 Route 10 North - \$322.56
  - c) M/L 216-014-000; Route 10 North - \$119.04
  - d) M/L 243-005-000; Stocker Pond Road - \$186.24
  - e) M/L 243-004-000; Stocker Pond Road - \$174.72
  - f) M/L 226-014-000; 304 Pillsbury Road - \$154.17
  - g) M/L 221-045-000; Olde Farms Road - \$412.83
  - h) M/L 211-062-000; Tall Timber Drive - \$437.52
  - i) M/L 233-026-000; 120 Route 10 South - \$1,508.26
  - j) M/L 225-014-000; 19 Allen's Drive - \$29.78
  - k) M/L 237-052-003; 28 Sugarwood Lane - \$1,302.72
  - l) M/L 207-014-000; 398 Hastings Hill Road - \$221.58
  - m) M/L 226-016-000; 45 Shaw Brook Road - \$119.42
  - n) M/L 242-025-000; 938 Route 10 South - \$810.76
  - o) M/L 235-019-000; Airpark Drive - \$211.49
  - p) M/L 207-026-000; Butternut Pond Road - \$94.88
  - q) M/L 211-055-000; Tall Timber Drive - \$240.24
  - r) M/L 223-055-000; 20 Whitetail Ridge Road - \$698.71

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- ✓ Building Permits:
  - a) M/L 233-014-000; 79 Pillsbury Road - shed
  - b) M/L 234-048-000; 71 Greensward Drive – expand garage
  - c) M/L 211-011-000; 703 Miller Pond Road - deck
  - d) M/L 213-061-000; 9 Beaver Fells Glen – access ramp
  - e) M/L 221-044-000; 182 Olde Farms Road – addition
  - f) M/L 222-172-000; 19 Whip-Poor-Will Walk - shed

## APPROVAL OF MINUTES

- ✓ Chairman Haddock asked if there were any changes to the regular and non-public meeting minutes of June 22, 2011. Administrator Newton requested that on the regular minutes, page six under OTHER that Karyn Miner's name be added. A motion was made by Selectman Kimball to approve the minutes as amended and the non-public minutes as written; second by Selectman Jones. *Unanimously approved.*
- ✓ A motion was made by Selectman Kimball to approve the July 7, 2011 meeting minutes as written; second by Selectman Jones. *Unanimously approved.*

## CORRESPONDENCE

- Tara S. Romano: A letter was received from Tara S. Romano regarding the tax bill sent to her for property known as M/L 233-111 which is a private road on Sturgis Circle. Ms. Romano doesn't believe she is the party responsible for the tax bill.  
  
Selectman Jones stated the documentation Ms. Romano provided only states who is responsible for maintenance; that there is nothing about the other landowners being responsible for the property taxes.  
  
Newton stated she believes Ms. Romano is responsible for the property and will respond to Ms. Romano and explain that a right-of-way is not the same as a conveyance of property.
- Grantham Conservation Commission: A letter was received from Conservation Chair Richard Hocker requesting to erect a plaque on town-owned property near the bridge to the Flewelling property as a memorial to Ken and Ramona Flewelling.  
  
Newton stated that the Flewelling brothers have approached Don & Karyn Miner about the plaque and they [Miner's] have rejected the idea of erecting the plaque near the road.  
  
Conservation Member Joe Watts stated there are clear right-of-ways and only the State of NH can change them.  
  
There was much discussion regarding access to the Town Forest. Watts will work with the Conservation Commission, Board of Selectmen and the Miner's to find an amicable solution to the public access to the Town Forest.  
  
Selectman Kimball suggested all the other issues regarding access and signage for the town forest be resolved before a decision is made on erecting the memorial plaque. Selectmen Haddock and Jones agreed.
- Grantham Historical Society: An email was received from Ken Story of the Grantham Historical Society requesting permission to use some of the space and add shelving on

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the side of the Archives portion of the building. The Board of Selectmen denied the request.

- Shelby Hanks and Rachel Grohbrugge: A thank you was received from Shelby Hanks and Rachel Grohbrugge for the Town's donation of \$100 toward their Girl Scout Bronze Award Project.

Administrative Assistant White stated she was approached by Groundskeeper Carey about the completion of the project; that it appeared there was still more work to be done. Newton will contact the Girl Scouts and follow up with Carey.

- Christina Murdough, Cross Country Appraisal Group: A letter was received from Christina Murdough of Cross Country Appraisal Group offering her sincerest apologies for sending the final recommendations to the 2010 abatement applications late.
- Grantham Garden Club: An email was received from the Grantham Garden Club thanking Building Supervisor Bob Osgood for his help in clearing the debris from the corner of Routes 10 and 114.
- Town Archivist Lea Frey: An email was received from Town Archivist Lea Frey that re-emphasized the value and importance of protecting the town record books presently stored in the vault at the Archives building. The books are the heart of Grantham and its beginnings; the core of the history of Grantham handwritten by the first Selectmen and Town Clerks. Also stored in the Archives vault are the early Grantham Church and school records.

## OLD BUSINESS

- Relocation of the Town Forest Sign: Newton stated that Conservation Chair Richard Hocker feels the Board of Selectmen approved the sign and its location. Newton will have more information once Hocker returns from his vacation.
- Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)- ETAP Program: Newton stated she hasn't received a proper response UVLSRPC but will follow-up with them.
- Shoreline Protection Cutting Plan Application – M/L 213-086; 23 Shore Road: Selectman Kimball, Conservation Chair Hocker and property owner Richard Karash reviewed the site. Selectman Kimball recommended approving the application.
- Wetlands Complaint – 475 New Aldrich Road; M/L 226-010-000: Newton stated Mark Brunelle no longer owns this property and feels he still has a wetlands violation. Newton requested permission to send him a letter reminding him that he is still under a "cease and desist" order and doesn't have a valid certificate of occupancy.

The Selectmen requested Newton contact Town Counsel for guidance on how to proceed and to review the letter drafted to Brunelle.

- Shack on Smith Lot: The structure has been moved. The Selectmen requested Newton write a letter to John Chaloux acknowledging he has moved the structure and inform him he doesn't need to obtain a building permit for it.
- Comprehensive Shoreland Protection Act (CSPA): Newton said Planning Board Chair Carl Hanson doesn't believe they [Planning Board] have the authority to do the types of things the Conservation Commission wants. Newton continues to work with Conservation Chair Hocker.

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Newton felt the Town of Grantham does not have the resources for enforcement and there is no clear-cut authority under the law yet for municipalities to regulate CSPA to a degree greater than the State of NH and suggested removing those regulations from the Zoning Ordinance.

- Structure on Tall Timber Drive; M/L 211-020-000: No update.
- Online Access of Assessing Data: The links for the online assessing database have been moved from the homepage of the Town's website. They are now located in the Department section of the website.
- Recreation Park Development: The flood zone demarcation may not be in the right place; Newton will meet with TF Moran on July 14, 2011 to go over it.

The Dredge and Fill permit has been submitted. The cost was approximately \$15,000.

The survey on the Hastings Lot is moving forward.

- *A motion was made by Selectman Kimball to approve the invoice from Schauer Environmental in the amount of \$720.00 dated 2/12/2011, numbered 05-5179 and to permit Administrator Newton to request the funds from the Timken Foundation grant money held by the Trustees of the Trust Funds; second by Selectman Jones. **Unanimously approved.***
- *A motion was made by Selectman Jones to approve the invoice from Upper Valley Land Trust for the deposit required for the purchase and sales agreement for the Hastings Lot in the amount of \$1,000.00 to come from the Land Preservation Capital Reserve Fund; second by Selectman Kimball. **Unanimously approved.***

Newton stated the public hearing to purchase the Hastings Lot has been advertised and will be held on July 18, 2011 at 7pm in the Grantham Town Building, Jerry Whitney Memorial Conference Room, 300 Route 10 South.

## NEW BUSINESS

- Vacation Carry-over requests: *A motion was made by Selectman Jones to approve the vacation carry-over requests for Martha Menard – 2.25 hours and Joe Newcomb – 6 hours; second by Selectman Kimball. **Unanimously approved.***
- Motor Vehicle Refund Request: Dan Clary requested a refund of \$51.00 for registering a vehicle he does not own anymore. Since Mr. Clary has registrations due in July, Town Clerk/Tax Collector Rita Friedman suggested issuing a credit of \$43.00. The \$9.85 are non-refundable fees.

*A motion was made by Selectmen Kimball to credit Mr. Clary \$43.00 toward his July registration renewal; second by Selectman Jones. **Unanimously approved.***

## DEPARTMENT/COMMITTEE REPORTS

- Building Supervisor/EMD Report:
  - June 9<sup>th</sup> - attended the fire drill at the school
  - June 14<sup>th</sup> – attended the school safety meeting
  - June 15<sup>th</sup> – met with Steve Allen, Coordinator of the RCC group to finish the final draft of the Point of Distributions Plan for Grantham.

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- June 16<sup>th</sup> – attended the 7<sup>th</sup> Annual Emergency Preparedness Conference
- Working on quotes for the replacement of nine, fiberglass exterior doors for Town Hall. A quote was obtained from LaValley's for approximately \$3,600 installed.

*A motion was made by Selectman Jones to accept the quote from LaValley's, not to exceed \$3,600, for nine fiberglass doors; second by Selectman Kimball. **Unanimously approved.***

Selectman Jones requested the old doors be stored for future use.

- A quote was obtained by Defiance Electric to add two microphones and PA system supplies for \$968.00.

*A motion was made by Selectman Kimball to accept the quote from Defiance Electric, in the amount of \$968.00 for two additional microphones and PA system supplies; second by Selectman Jones. **Unanimously approved.***

## ➤ Police Department – June Report:

- Chief Madore attended the NH Chiefs of Police Conference on June 3<sup>rd</sup>.
- Officer Merrill attended the Field Training and Evaluation Program at Roger Williams University from June 13 – 17<sup>th</sup>.
- Detail coverage was provided on Route 10 for the bicycle portion of the Eastman Triathlon.
- Sergeant Parsons attended training at the Hanover Police Department.
- Officer Smith is scheduled to graduate from the NH Police Academy on July 29<sup>th</sup>.

## ➤ Town Administrator:

- Proposal was received from Michael Ryan for assessing services. Newton felt there was still a possibility to use Ken Rogers; that it might be best to have Rogers and Ryan work together since one weakness Rogers has is he isn't as familiar with the deadlines with the State of NH and Ryan is.
- Invoices from Cross Country Appraisal Group (CCAG) were reviewed. Newton wasn't sure if the Town should pay them since the letter sent to Town Counsel (from CCAG) stated they [CCAG] would take care of any additional expenses. Chairman Haddock felt they should be paid as long as those are the final bills.
- A letter was received from Joanne Burke regarding a stone placed on a plot owned by her family. The Cemetery Trustees are resolving the issue with Ms. Burke.
- Newton provided the board with a list of elderly exemptions list and stated she will be looking for direction over what kind of warrant article to write for the 2012 Town Meeting.

## ➤ Transfer Station – May Report:

- Solid Waste - 8 runs; 76.51 tons
- Construction Demolition Debris - 8 Runs; 26.16 tons
- Glass - 1 load; 7.31 tons - Expense \$160.20
- Electronic Waste - 2.57 tons - Expense \$303.77
- Tin Cans - 1 load; 1.72 tons - Revenue \$292.95

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- Light Iron - 2 loads; 6 tons - Revenue \$1,290
- Aluminum - 1 load; 1720 lbs - Revenue \$1,032
- Fibers - Mixed Loose - (Paper) - 3 Loads 12.46 tons  
Revenue \$934.50  
Expense \$750
- Comingle - w/oglass - (Plastic) 3 loads 2.73 tons  
Revenue \$0.00  
Expense \$47.78

Total Tonnage of Material taken away 135.46 tons

Tickets collected at Transfer Station \$1,585

Total Revenue from recycling \$3,574.45

Total Expenses from recycling \$1,262.37

Net Revenue from recycling \$2,312.38

- Trustees of the Trust Funds – July Update: The July update from the Trustees of the Trust Funds was reviewed.

## NON PUBLIC

In accordance with RSA 91-A:3 section II-A, a motion was made by Selectman Jones, second by Selectman Kimball to enter into a Non-Public session at 6:19 p.m. to discuss a personnel matter. Present were: Chairman Harold Haddock, Jr., Selectman Warren Kimball, Selectman Constance Jones, Administrative Assistant Melissa White and Town Administrator Becky Newton.

*Following proper vote, the Board returned from Non-Public session at 6:30pm.*

## ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, second by Selectman Jones; *by unanimous vote, the Board adjourned at 6:31pm.*

The next Selectmen's Meeting will be held on Wednesday, July 27, 2011 at 5:00PM in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

*Respectfully submitted,*

*Melissa M. White*

*Melissa M. White  
Administrative Assistant*