

APPROVED

Town of Grantham - Board of Selectmen Regular Meeting Minutes August 10, 2011

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, August 10, 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; Fire Chief Jeremiah Fountain; Police Chief Walter Madore; Conservation Chair Richard Hocker; Building Supervisor F. Robert Osgood; Treasurer Chris Morris; Town Clerk/Tax Collector Rita Friedman; Deputy Town Clerk/Tax Collector Cindy Towle; Don Miner; Karyn Partin Miner; Catherine Bausha, Esq.

ADMINISTRATIVE

For Approval/Signature - APPROVED

- ✓ Current Use Land Change Tax: M/L 216-093-000; 10 Bobbin Hill
- ✓ Intent to Cut: M/L 222-001-002; 403 Burpee Hill Road
- ✓ Building Permits:
 - a) M/L 213-087-000; 25 Shore Road – generator
 - b) M/L 225-319-000; 29 Clearwater Drive – shed
 - c) M/L 233-081-000; 43 Route 114 – deck
 - d) M/L 233-117-000; 35 Sturgis Circle – shed
 - e) M/L 212-084-000; 68 High Pond Road – expand deck
 - f) M/L 216-046-000; 1078 Route 10 North – garage
 - g) M/L 233-081-000; 43 Route 114 – deck
- ✓ Building Permit (conditional approval): M/L 233-026-000; 120 Route 10 South – new building. Permit not valid until construction drawings are received.

APPROVAL OF MINUTES

- ✓ Chairman Haddock asked if there were any changes to the regular and non-public meeting minutes of July 27, 2011. There being none, Selectman Kimball made a motion to accept the regular and non-public meeting minutes as written; second by Chairman Haddock. *Approved by majority vote.*

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APPEARANCES

- Town Clerk/Tax Collector Rita Friedman: Town Clerk/Tax Collector Friedman explained that her office was recently asked to lock Town Hall when leaving for the night; that she was under the impression the Police Department was responsible for securing the building at night. Friedman felt her office should not be responsible for locking Town Hall on the evenings they work until 8pm.

Deputy Town Clerk/Tax Collector Cindy Towle stated she was very uncomfortable locking the doors at night time especially since the public knows their hours and that they work alone. Towle explained that last week, during the day, she had a customer that was so angry two employees came to make sure she (Towle) was okay. Towle went on to say that if that had happened at night and the customer had seen no one else around, she would be at his mercy.

Selectman Jones asked Chief Madore if there is usually a Police Officer on duty on Tuesday's and Wednesday's. Madore said yes, that generally there is an Officer on duty every week night and their instructions are to secure the building before leaving for the night.

Madore felt that if an Officer is on duty and working in the office that the doors should be left unlocked in case someone needs assistance they can ring the bell. The Selectman agreed so long as the doors are secured at the end of the Officer's shift and if there is not an officer on duty, Osgood is to be notified.

Upon request from Osgood, the Selectmen said a written policy of securing Town Hall would be developed.

- Update from Town Treasurer Chris Morris:
- Summary of FY 2011: Ended FY 2011 with approximately six million dollars in Lake Sunapee Bank with the low point hitting approximately two million dollars. Morris felt that the town is very conservatively financed and run. Total receipts were 12.5 million dollars and total disbursements were 11 million dollars. Interest earned was \$65,000.
 - Summary of Investments and Investment Policy: The summary of investments was reviewed.

Morris stated the Selectmen are required to review the investment policy annually; that the agreement to secure deposits with the Treasurer is the investment policy. Morris explained the auditors would like a more definitive investment policy and will work on updating it.
 - Summary of Online Banking: Morris provided the Selectmen with a log of access and daily ACH limits to the Lake Sunapee Bank Business account.
 - Summary of Credit Card Efforts: Morris stated he has weighed the benefits, costs and risks and the after discussions with other town treasurer's and the vendor's costs to implement use of credit cards would be substantial. Morris explained that the Clerks separate their work between Town Clerk receipts and Tax Collector receipts and he can easily reconcile the deposits; that the problem with the system the vendor offered was that they did not distinguish the money (Town Clerk deposits versus Tax Collector deposits).

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Another issue is the vendors "day" is whenever customers chose to process their transaction and may not coincide with the work day of the Town Clerk/Tax Collector's office. Morris stated in this instance there would be a mismatch in deposits and would be difficult to reconcile.

Morris felt that in time there would be a vendor that could provide software that is adequate enough to offer this.

- Don Miner: Mr. Miner stated he was present with his wife Karyn Miner and attorney Catherine Bausha, Esq. and is still seeking to have the sign to Sherwood Forest moved so the public doesn't access Sherwood Forest through his private property. Miner felt the sign currently is confusing and misleading to the general public. Miner stated that he has tried to work with the Conservation Commission to find a solution but hasn't been able to.

Miner stated he has proposed an alternative access point via Faye Road with the Conservation Commission but they (Conservation Commission) felt it was too difficult to get to and too far to walk.

Attorney Bausha summarized that her clients are good stewards of the land and have done everything that has been asked of them (forest management plan, walk the property annually, etc.) that the problem is the public is being invited onto private property by a sign, creating a liability for the private landowner. Bausha felt that with all the other access points to the conservation land that it's unfathomable that an agreement can't be reached to relocate the sign.

After much discussion of alternate access points, Conservation Chair Richard Hocker said they (Conservation Commission) have a plan for alternate access for foot traffic if the Miner's are agreeable to it. Selectman Jones clarified that this alternate access point would include relocating the sign. Hocker said yes, the sign would be relocated.

Selectman Kimball suggested all parties meet to discuss the alternate access plans. The Board agreed this would be the best way to resolve these issues. Kimball agreed to be the Selectman Representative for this.

CORRESPONDENCE

- Sean Madigan: An email was received from Sean Madigan that inquired if trapping was allowed in the Grantham Town Forest. Conservation Chair Hocker stated that trapping was allowed from November 1st to April 10th. The Selectmen requested Mr. Madigan contact the Selectmen's office prior to setting the traps.
- Kris McAllister: An email was received from Kris McAllister inquiring about assessing services. The Selectmen said that Grantham is not looking for an assessor at this time.

OLD BUSINESS

- Health Insurance Transition: Selectman Jones stated meetings should be taking place in mid-September.
- Recreation Park Use Application: The Selectmen requested another copy to review.
- Tax Sale M/L 211-023-000; 49 Hemlock Lane: No update.
- Relocation of the Town Forest Sign: Discussed above (Appearances – Don Miner).

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- Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)– ETAP Program: White informed that utility account information had been sent to UVLSRPC.
- Elderly Exemptions: No update.
- Wetlands Complaint – 475 New Aldrich Road; M/L 226-010-000: No update.
- Comprehensive Shoreland Protection Act (CSPA): No update.
- Structure on Tall Timber Drive; M/L 211-020-000: No update.
- Recreation Park Development: White informed a letter was received from NH Department of Environmental Services that states the alteration and terrain permit has been accepted.

NEW BUSINESS

- Shoreline Protection Cutting Plan – M/L 215-051-000; 428 Road Round the Lake: The Selectmen requested a walk of the property be conducted with the property owners, Conservation Commission and a Selectman. Kimball and Hocker volunteered to do this.
- Shoreline Protection Cutting Plan – M/L 222-156-000; 43 Black Duck Spur: Hocker stated this was a thinning of saplings only.

A motion was made by Selectman Jones to approve the Shoreline Protection Cutting Plan application for M/L 222-156-000; 43 Black Duck Spur; second by Selectman Kimball. *Unanimously approved.*

- Invoice from Pennyroyal Hill Land Surveying & Forestry, LLC: A motion was made by Selectman Kimball to approve the payment of \$420.00 to Pennyroyal Hill Land Surveying & Forestry, LLC 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.*

DEPARTMENT/COMMITTEE REPORTS

- Police Department – July Report:
 - A thank you was received from Theresa Field for traffic control conducted during Old Home Day.
 - A thank you was sent to Sergeant Parsons for conducting a house check that revealed an unlocked door and alarm.
 - July 20th Officer Schwartz attended FBI LEOKA training at the Sunapee Police Department.
 - July 23rd the Department participated in the annual Fueling Dreams/Serve and Protect fundraising efforts for NH Special Olympics that raised \$1,200.
 - July 27th Chief Madore attended the Sullivan County Chief's meeting at the Superior Court in Newport.
 - July 29th Officer Smith graduated from the Police Academy.

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NON PUBLIC

In accordance with RSA 91-A:3 section II-C, a motion was made by Selectman Jones, second by Selectman Kimball to enter into a Non-Public session at 6:42 p.m. to discuss a personnel matter. Present were: Chairman Harold Haddock Jr., Selectman Constance Jones, Selectman Warren Kimball, and Administrative Assistant Melissa White.

Following proper vote, the Board returned from Non-Public session at 6:54pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, second by Selectman Kimball; *by unanimous vote, the Board adjourned at 6:55pm.*

The next Selectmen's Meeting will be held on Wednesday, August 24, 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*