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## Town of Grantham - Board of Selectmen Regular Meeting Minutes September 14, 2011

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, September 14, 2011 by Chairman Warren Kimball. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Present: Chairman Warren Kimball; Selectman Constance Jones; Selectman Ken Story; Administrative Assistant Melissa White; Town Administrator Becky Newton; Fire Chief Jeremiah Fountain; EMD/Building Supervisor F. Robert Osgood; Deputy Fire Chief David Beckley; Joey Holmes; Richard Monica

### ADMINISTRATIVE

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

- ✓ Veteran's Credit Application: M/L 213-017-000; James Raymond
- ✓ Intent to Cut: 403 Burpee Hill Road; M/L 222-001-002
- ✓ Land Use Change Tax: 800 Route 10 North; M/L 221-048-000
- ✓ 2010 2<sup>nd</sup> Property Tax Warrant - \$5,149,037.89
- ✓ Building Permit Applications:
  - M/L 204-002-001; Route 10 North – new home
  - M/L 233-108-000; 500 Dunbar Hill Road – electrical upgrade

### INTRODUCTION

Chairman Kimball welcomed Ken Story as Selectman. Story was appointed as Selectman to fill the remaining term of Harold Haddock.

### APPROVAL OF MINUTES

- ✓ Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of August 24, 2011. There being none, Selectman Jones made a motion to accept the regular and non-public meeting minutes as written; second by Chairman Kimball.  
*Approved by majority vote.*

### APPEARANCES

- Richard Monica: Mr. Monica discussed the possibility of making Mountain Road (the Class VI portion of Miller Pond Road) an emergency lane pursuant to RSA 231:59-A.

Mr. Monica said there is not a fund in place by the property owners to maintain the road and stated the residents have a plan to repair the road that includes increasing the size of the culverts and installing cross culverts. Monica explained that he has a contractor to do

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the work for only the cost of material and fuel for the equipment but not all the residents can afford to bear their portion of the costs. Monica asked the Board to pay for the gravel (approximately 10 loads). Jones asked where the gravel would come from. Monica said Bob McNeil's site at \$12/yard.

Monica said that other area towns have helped their residents in situations like and thanked the Board for the help given so far.

Administrator Newton said a driveway permit is needed if a change in culvert size is done and that a wetlands permit might be needed, but depends on the percentage of increase in the size of the culvert.

EMD Osgood informed there is assistance through FEMA (Federal Emergency Management Agency). Osgood then asked Monica if the situation was handled appropriately and with FEMA standards. Monica said he felt grateful to be able to get into his driveway and thanked the town for doing what they could do.

Monica stated that he will not be able to plow the road the way it is now but his biggest concern is that a fuel truck cannot get into his driveway and asked again for help in paying for the gravel costs.

Newton said the town can be reimbursed for 75% of the costs through FEMA's public assistance program if the town does the work. A meeting will be held on Tuesday, September 20<sup>th</sup> in Claremont. Deputy Fire Chief David Beckley said FEMA will hold a session for individual assistance at the Canaan Fire Department either September 23<sup>rd</sup> or 24<sup>th</sup>.

Selectman Jones felt a quicker result could be obtained through the public assistance program and suggested the individual assistance also be looked into.

Chairman Kimball confirmed the town will look into the public assistance program and see what the Highway Department can do.

## CORRESPONDENCE

- State of NH Board of Tax and Land Appeals (BTLA): A letter was received from BTLA explaining that Pillsbury Family Trust has filed an appeal on their 2010 property taxes. Newton said the Assessors will be in the office on September 15<sup>th</sup> and she has left it in their box to address it that day. The town has until September 30<sup>th</sup> to respond.
- Communities United Regional Network of Sullivan County: A letter was received from Communities United Regional Network of Sullivan County informing of their mission to reduce drug and alcohol abuse in Sullivan County and requesting the town take a short survey to help in this effort.
- NH Department of Environmental Services Shoreland Impact Permit: Newton stated this permit is in regards to the Recreation Park; that they are ready to issue the permits once the remaining one from the Army Corp of Engineers is obtained. Newton informed a letter has been drafted that addresses their issues; that the permit cannot be obtained until the closing of the Hastings parcel. Newton explained the closing of the Hastings parcel has been delayed because a boundary line adjustment has to be completed on the parcel.
- Police Chief Walter Madore: Newton stated the Chief is out of town and would address the memo when he returns.

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- Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC): An invitation was received from UVLSRPC to attend the Sullivan County Mobility Conference on October 26<sup>th</sup> from 8:30am – noon at the Claremont Senior Center. Attendees will learn about the work of the Sullivan County Regional Coordination Council for Community Transportation and the efforts to improve mobility for residents.
- Edward O'Connor: An email was received from Edward O'Connor seeking permission to use a four-wheeler in the town forest to retrieve a moose. The Board requested Newton contact Chief Madore to see if four-wheelers are allowed to be driven on Class VI roads.
- Town Clerk/Tax Collector Rita Friedman: An invitation was received from Town Clerk/Tax Collector Friedman for the Board of Selectmen, Treasurer and Newton to attend her user group meeting being held at the Grantham Town Hall on September 27<sup>th</sup>. At 1pm they will discuss credit cards online and give an over-the-counter demonstration.

## OLD BUSINESS

- Shoreline Protection Cutting Plan – M/L 215-051-000; 428 Road Round the Lake: Chairman Kimball said he and Conservation Chair Richard Hocker conducted a site visit and all looked good except for one tree of which they removed the marker on. Twenty six trees are marked for approval. A motion was made by Selectman Jones; second by Chairman Kimball. Unanimously approved.
- Health Insurance Transition: Newton stated she will be attending a meeting on September 15<sup>th</sup> along with Selectman Jones and Administrative Assistant White. Newton stated she had a meeting with LGC on the dental insurance and the coverage can be increased to \$2,000 for just a small increase.
- Recreation Park Use Application: Newton said the Recreation Park Committee is still working on this application.
- Tax Sale M/L 211-023-000; 49 Hemlock Lane: Newton said everything is prepared but the sale has not been published yet.
- Relocation of the Town Forest Sign: Newton said she is still working to schedule the meeting with all parties involved.
- Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)– ETAP Program: Newton informed she had a meeting today and the next step will be a site visit to all the buildings.
- Elderly Exemptions: Newton asked for a proposal so she can budget accordingly. Newton explained the elderly exemption credit will be increased; that Grantham's threshold is near the State's minimum.
- Comprehensive Shoreland Protection Act (CSPA): Newton stated she needs to become familiar with the new provisions that came into effect July 1, 2011.
- Structure on Tall Timber Drive; M/L 211-020-000: Newton stated she has mailed a certified letter to the property owner informing the structure has to be removed.
- Recreation Park Development: Chairman Kimball reported the locking sign case has been installed and that the softball tournament and overnight tenting went well. The group was quiet and didn't leave any messes.

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## NEW BUSINESS

- Safe at the Library: White explained the safe at the Library belongs to the Town; that the Library Trustees have asked if the Town wants to keep it once the addition to the Library is complete. Story stated it is a 1912, significantly large safe and could be moved but maybe difficult. The Selectmen said they wanted to keep it.

## DEPARTMENT/COMMITTEE REPORTS

- Police Department – August Report:
  - August 20<sup>th</sup> – Firearms/Range training completed by the department.
  - August 22<sup>nd</sup> – Officers Merrill and Smith completed CPR/AED training.
  - A thank you was received from Jane Toussain-Fenn for help in locating her husband. Thanks were also extended to ECA for their assistance; they posted an alert on the Eastman list serv which was instrumental in locating Mr. Fenn.
- Town Administrator:
  - A letter was received from NH Local Government Center (LGC) that explained the flaws they had in their bookkeeping system.
  - A draft budget memo was reviewed. The Selectmen requested the memo be sent to the Department Heads. Dates to hold the budget work session with Department Heads will be determined at a later date.
  - A farewell party in honor of Selectman Harold Haddock is planned for September 29<sup>th</sup> from 3pm – 6pm at the Center at Eastman. Light refreshments will be served. All are welcome.
  - A public notice was received informing that the Governor’s Advisory Commission and Intermodal Transportation (GACIT) will hold public hearings to review and receive input on the update of the State’s Ten Year Transportation Improvement Plan (2013 – 2022).
  - MS-1 is almost complete; waiting for Cross Country Appraisal Group to address the errors in the report.
  - Newton stated that Tyler Woolson has not had his third abatement request acted upon by Cross Country Appraisal Group.
  - An updated job description was reviewed for the Building Maintenance Manager. Kimball requested the addition of “ability to drive a snow plow truck” and that he asked Groundskeeper Carey for his input.
  - A motion was made by Selectman Story to approve the withdrawal of \$34,479.55 from the Recreation Park Project Fund; second by Selectman Jones. ***Unanimously approved.***
  - A petition was received to hold future town meetings at the Grantham Village School Gymnasium. Fire Chief Fountain expressed a great deal of concern about holding the annual meetings there due to the difficulty to get apparatus out or bring more in should there be an emergency.
  - The Groundwater Management Permit renewal (required every five years) for the old landfill was discussed. Newton provided the Board with copies of the renewal

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packet. A copy is also on file with Town Clerk/Tax Collector Friedman for members of the public to review.

Selectman Jones asked about the mowing of the old landfill. Kimball said he is looking to find someone to mow it.

- Adjusting journal entries have been completed by Crane & Bell and the auditors can be called to complete their work.
- Trustees of the Trust Funds – September Update: The September update was reviewed.

## OTHER

- Selectman Jones stated the Fire Department had a very nice ceremony on September 11<sup>th</sup> with many residents attending.
- Selectman Story discussed the access to archives building and the Grantham Historical Society and stated that over 90% of the collection in the archives building belongs to the historical society. Story asked for the permission for the Historical Society (four officers and three other board members) to have full access to the building with the understanding that everything will be handled in an archival responsible way and nothing will leave the building without permission.

Jones said she has great concern for the maps and the books that were obtained by the Moose Grant; that those items can only be looked at under supervision. Jones said she would agree to Story's request with the understanding that it is in place only until an Archivist is found.

- Jones informed that EMD/Building Maintenance Manager Osgood has resigned from his positions but is willing to stay on as a Deputy EMD. Jones said the position of EMD is a very important one and has to be filled by someone who knows the town and be available whenever an emergency occurs.

Jones said the position requires attendance at meetings held during the weekday and felt former Police Chief Russell Lary would be a good candidate. Jones went on to say that Lary has a good command presence, knows the town and in Concord, knows how to apply for grants, and is computer literate. Jones said she doesn't know if he would accept the job, but felt he would be the best candidate and could "hit the ground running". Osgood said he would support Lary.

Beckley asked if the position would be open to others and stated there are other resumes that the Board may want to consider. Jones said others can apply, but the applicant would have to guarantee that emergencies in Grantham are their first priority.

The Board will accept letters of interest with a resume.

The Board accepted Osgood's resignation with extreme regret.

- Jones thanked Officer Bob Schwartz for his attentiveness during Hurricane Irene and stated he kept EMD Osgood and Administrator Newton informed of the road conditions and flooding.

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## ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, second by Selectman Jones; *by unanimous vote, the Board adjourned at 6:30pm.*

The next Selectmen's Meeting will be held on Wednesday, September 28, 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*