

# APPROVED

## Town of Grantham - Board of Selectmen Regular Meeting Minutes May 23, 2012

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, May 23, 2012 by Chairman Warren Kimball. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Warren Kimball; Selectman Constance Jones; Selectman Ken Story; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; Brad Moses; Maynard Goldman; Jim Donoghue; James Coffey; William Weber; Amy Lewis; Marsha Googins; Missy Walla; Jeremy Walla; Brian Harding, Assistant General Manager of Eastman Community Association; Todd Cartier; Robert Fairweather; Matt Carl; Brian Hastings and Conrad Frey

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White.

### ADMINISTRATIVE

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

- ✓ Payroll Manifest #362
- ✓ Accounts Payable Manifest #320/346
- ✓ 2012 1<sup>st</sup> Issue Tax Warrant
- ✓ Timber Tax Levy;
  - a. M/L 243-012-000; 2221 Stoney Brook Road - \$210.20
  - b. M/L 237-011-000; Route 10 South - \$6,233.43
  - c. M/L 226-014-000; 304 Pillsbury Road - \$902.93
  - d. M/L 212-016-000; 58 Frye Lane - \$222.18
  - e. M/L 211-070-000; 816 Miller Pond Road - \$258.58
- ✓ Building Permits:
  - a. M/L 225-053-025; 25 Niblick Lane – Generator
  - b. M/L 221-051-000; 650 Route 10 North – Remodel Basement

### APPROVAL OF MINUTES

- ✓ Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of May 9, 2012. A motion was made by Selectman Jones to approve the May 9, 2012 minutes as written; seconded by Selectman Story. ***Unanimously approved.***
- ✓ Chairman Kimball asked if there were any changes to the non-public meeting minutes of May 15, 2012. A motion was made by Selectman Story to approve the May 15, 2012 minutes as written; seconded by Selectman Jones. ***Unanimously approved.***

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## APPEARANCES

- Eastman Sewer Company: Brad Moses, President of the Board of Directors for the Eastman Sewer Company explained that the Eastman Sewer Company, a for profit company, is owned and operated by the Eastman Community Association, a not for profit entity, and is presently under the authority and regulation of the Public Utilities Commission. He stated that the Eastman Sewer Company Board of Directors has determined that it would be in the best interest of the sewer users in the community to remove the company from the control of the Public Utilities Commission for the reasons that it would save significant operating costs and allow the Company to apply for funding for future projects. For that purpose it is the company's goal to municipalize the sewer operation in Eastman and there are two alternatives available to the Company for such purpose; one being a merger with the Village District of Eastman or set up another district in the Town of Grantham.

Brian Harding, Assistant General Manager for the Eastman Community Association and General Manager for the Eastman Sewer Company gave some background information on how they arrived at this decision.

Robert Fairweather, one of three Commissioners of the Village District of Eastman, reported that the Commissioners feel at this time that incorporating the sewer company with the Village District of Eastman might not be in the best interest of the Village District of Eastman but are willing to continue to work with all parties to determine what would be best. Mr. Fairweather asked for some feedback from the Board of Selectmen as to how they feel about these choices.

Maynard Goldman, President of the Eastman Community Association, announced that he is not in favor of creating another administrative structure within the Eastman Community Association and is in favor of establishing a private district in the Town of Grantham and set forth his reasons for the decision.

Bill Sullivan, a Commissioner of the Village District of Eastman, stated that he would prefer establishing a municipal district in the Town of Grantham.

Mr. Fairweather reiterated that the Commissioners would like to know the Board of Selectmen's opinion about these choices and how it would impact the town.

Chairman Kimball stated that the Board does not have enough background to give an opinion at this time and requested a flow chart that shows the pros and cons of all three of the different entities that have an interest.

Selectman Jones asked if there should be a consensus among the people who live in the Eastman Community to find out what the residents of the community want even though approximately one third of the residents are on the sewer system.

## CORRESPONDENCE

- Upper Valley Lake Sunapee Regional Planning Commission: A letter was received from the Upper Valley Lake Sunapee Regional Planning Commission urging the Board to

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appoint somebody to their Transportation Advisory Committee. Town Administrator White will put out a request.

## OLD BUSINESS

- Ambulance Study: No new information. Administrator White requested permission to remove this item from the Agenda until there is new information to report. Chairman Kimball agreed.
- UVLSRPC – ETAP Program: Selectman Kimball stated he has not had time to contact a second insulation contractor for a second opinion but hopes to in the near future.
- Recreation Park Development: Bob Bowman and Liz Hoffman from Timken requested an update on the project and money spent so far. A copy of the Timken Grant Expense Outline was provided to them and Chairman Kimball updated them on the progress that has been made to this point and projected dates for completion. Town Administrator White also explained that the permitting process has delayed the progress.

Matt Carl asked if funds from the sale of the Wien house could be used for the engineering and permitting instead of the Timken Grant Money. White said no.

Town Administrator White went over the Grantham Recreation Park Committee Meeting Minutes of May 17, 2012. There was a detailed discussion regarding the six proposed amendments made by TF Moran to the original specifications and the Committee's position on each amendment and proposal to the Board of Selectmen.

The Grantham Recreation Park Committee voted unanimously to request the Board withdraw from the construction oversight contract that was signed to save \$3,000.00. Administrator White said TF Moran would allow the Town to withdraw from the contract. White cautioned that part of the construction oversight is the inspection checklist that is required to be sent to the Environmental Protection Agency and if the contractor completes it they would be verifying their own work. The Recreation Park Committee felt that they are capable of overseeing the construction.

Town Administrator White asked the Board if they want to enter into a contract with one contractor or put it out to bid. Chairman Kimball stated that the Recreation Park Committee felt comfortable with Brian Hastings; that Mr. Hastings had done work on the other field and there haven't been any problems so far. A motion to obtain a proposal from Brian Hastings and work with him directly was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***

A motion to withdraw from the construction oversight contract with TF Moran was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***

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Administrator White will contact TF Moran and request a revised set of plans with the new elevations as discussed and an explanation for the manhole elevation.

## NEW BUSINESS

- Letter received requesting reimbursement for car registration error:
  - Two cars were registered by Mrs. Dolkart and one of them is not owned by her anymore so she is requesting a refund of \$55.00 which is the Town's portion. There was a discussion about refunding half of the amount. A motion to refund \$27.50 was made by Selectman Jones; seconded by Selectman Story. ***Unanimously approved***
  
- Invoice from James S. Kennedy:
  - An invoice in the amount of \$1,737.50 from James S. Kennedy was paid on August 26, 2011. The work that was done was a requirement of DES and the Wetlands Permit, therefore, Administrator White asked permission to withdraw the money from the Timken Grant. A motion to approve the invoice from James S. Kennedy in the amount of \$1,737.50 and to withdraw that amount from the Timken Grant Fund was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***
  
- Invoice from TF Moran:
  - An invoice was received from TF Moran for the remaining amount due on the bid assistance in the amount of \$600.00. They are billing at 95% complete. Administrator White called TF Moran because she did not see the \$250.00 credit that they promised us for not going to the mandatory pre-construction bid meeting and Jeff Kevan said to deduct it from this invoice. A motion to approve payment of the TF Moran invoice in the amount of \$350.00 to come from the Timken Grant money was made by Selectman Jones; seconded by Selectman Story. ***Unanimously approved.***
  
- Recreation Park Committee Appointments: A motion was made by Selectman Story to appoint the following people to the Recreation Park Committee: Eleanor "Missy" Walla, Todd Cartier, Richard Anderson, Marsha Googins and Jonathan Ames; seconded by Selectman Jones. ***Unanimously approved.***

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## DEPARTMENT/COMMITTEE REPORTS

- Town Administrator:
  - A letter was received from the Town Clerk on the impending tax deed for unpaid 2009 property taxes. Town Administrator White stated she does not recommend taking the property by tax deed and recommends giving waivers for all five properties. A motion to issue waivers for all five properties was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***
  
  - The Membership Agreement from NH Interlocal Trust was reviewed. A motion to authorize Town Administrator White to sign the Membership Agreement was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***

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- o Flexible Spending Accounts: White said she would like to offer this benefit to full time employees starting July 1, 2012. A motion was made to allow Flexible Spending Accounts with a ceiling of \$1,000.00 by Selectman Story; seconded by Selectman Jones. *Unanimously approved.*
- o Bridge #107/113 Olde Farms Road over Skinner Brook: Erin Darrow of Right Angle Engineering, LLC has completed the grant with FEMA. FEMA will pay 75% and the town will pay 25%. If we are awarded this grant, we will look to replace this bridge next summer.

The invoice from Right Angle Engineering, LLC in the amount of \$1,695.00 was reviewed. A motion was made to approve payment of \$1,695.00 to Right Angle Engineering, LLC to come from the Bridge Capital Reserve Fund by Selectman Jones; seconded by Selectman Story. *Unanimously approved.*

White reported that in order to get Ms. Darrow started on the engineering of this bridge, the town paid her \$400.00 which can also come from the Bridge Capital Reserve Fund. A motion was made to withdraw the \$400.00 from the Bridge Capital Reserve Fund by Selectman Story; seconded by Selectman Jones. *Unanimously approved.*

- o An ad for the position of Building Custodian will be in the Valley News for three days from May 24 – May 26. Lorie McClory will run it in her column. It is also posted on the Town's website and around town on yellow paper.

## **NON PUBLIC**

In accordance with RSA 91-A:3 section II-a and section II-e, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:34 p.m. to discuss a legal matter and a personnel matter. Present were: Chairman Warren Kimball, Selectman Constance Jones, Selectman Ken Story, Town Administrator Melissa White, Administrative Assistant Ann Jasper and Conrad Frey.

*Following proper vote, the Board returned from Non-Public session at 7:44 pm.*

No votes or decisions were made while in non-public session.

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## ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; ***by unanimous vote, the Board adjourned at 7:45 pm.***

The next Selectmen's Meeting will be held on **Wednesday, June 13, 2012** at 5pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

*Respectfully submitted,*

*Ann Jasper  
Administrative Assistant*