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Town of Grantham - Board of Selectmen Regular Meeting Minutes September 12, 2012

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, September 12, 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 Ken Story; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; David Beckley; Marsha Googins; Todd Cartier; and Richard Anderson

PLEDGE OF ALLEGIANCE

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

ADMINISTRATIVE

For Approval/Signature – APPROVED

- ✓ Payroll Manifest #371
- ✓ Accounts Payable Manifest #336, 338 & #339
- ✓ Building Permits:
 - a. M/L 237-052-003; 28 Sugarwood Lane – Attached Cold Cellar; Shed Roof
 - b. M/L 212-006-000; 124 Miller Pond Road – Basement renovation
 - c. M/L 207-008-000; Al Smith Road – Convert 2nd Floor of Garage to living area
 - d. M/L 238-018-000; Juniper Hill – Construction of New Home
- ✓ Land Use Change Tax:
 - a. M/L 207-008-000; 65 Al Smith Road - \$4,300

APPROVAL OF MINUTES

- ✓ Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of August 22, 2012 and the non-public minutes July 31, 2012. A motion was made by Selectman Story to approve the regular and non-public minutes of August 22, 2012 and July 31, 2012 non-public meeting minutes as written; seconded by Chairman Kimball.
Approved by majority vote.

PUBLIC APPEARANCES

- Athletics Director Marsha Googins addressed the Board regarding Towne Studios, a photography company in Lebanon, New Hampshire that she has been using during the last few years to photograph all of her sports programs. Googins reported that they are now asking for a three year contract. She stated that as part of the contract they are offering her 10% of the proceeds. Googins explained that she is a little uncomfortable with their service because they get a lot of packages wrong but she spoke to them about it and they are going to try to improve. She added that her biggest concern is that they

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would be the official photographer for three years for every sport that she offers. She stated that they will accept a one year contract but they are pushing for the three year option. Selectman Story and Chairman Kimball suggested that she ask for the one year contract to see how it goes.

In another matter, Googins stated that two students going through the Sports Management Program at Colby Sawyer College will be doing an internship with the Grantham Recreation Department. Googins explained that the students will "shadow" her for 43 hours each and she will evaluate them at the end of the internship.

CORRESPONDENCE

- Listen Community Services: Information was received from Listen Community Services about their Holiday Basket Program and they are asking for our help in letting families and seniors know about the program.
- Chapin Senior Center: Information was received from the Chapin Senior Center of New London with an overview of what they provide for services as well as requesting a little more money than we gave them last year.
- Danbury Planning Board: Notice was received from the Town of Danbury about a public hearing on September 18, 2012 regarding a special permit Verizon Wireless has requested for installing and removing various antennas.
- Sullivan County: An invitation was received from Sullivan County to tour the County's Unity Complex which will be held on Tuesday, September 25, 2012 at 4:30.
- Letter from David Weinberg: A letter was received from David Weinberg, 29 Bay Tree Lane, stating that he had been in Japan and "due to an error or misunderstanding involving the international mail" his real estate tax bill failed to reach him and requested the Board of Selectmen to forgive and waive the penalty fee. The Board felt that because the change of address was completed by the Town as directed by Mr. Weinberg and that the mail was not returned from the post office as undeliverable, that his request should be denied. A motion to deny David Weinberg's request was made by Selectman Story; seconded by Chairman Kimball. ***Approved by majority vote.***

Town Administrator White will send a letter to Mr. Weinberg.

- Memorandum from Police Chief Walter Madore: A memorandum was received from Police Chief Walter Madore stating that pursuant to the Board's Warrant for Unlicensed Dogs, the dogs have all been accounted for.
- H.E. Bergeron Engineers, Inc.: A letter was received from H.E. Bergeron Engineers, Inc. with information about their company and a request to provide services to the Town of Grantham specifically with the Miller Pond Road bridge. Kimball requested White send a letter informing them that the town already has an engineer.
- Community Alliance of Human Services: A letter was received from Community Alliance of Human Services outlining Family Services that are currently available to families living in Grantham.

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- New Hampshire Municipal Association: A notice was received from the New Hampshire Municipal Association regarding the 2013-2014 Legislative Policy Conference which will be held on Friday, September 21, 2012.
- The Coalition Communities: A letter was received from the Coalition Communities thanking the Town for the \$1,000.00 contribution to the Coalition Communities to fund the continued monitoring of the education funding/Statewide Property Education Tax issue in our state.
- New Hampshire Department of Environmental Services: A letter was received from the New Hampshire Department of Environmental Services regarding the public water system at Gray Ledges stating that the Consumer Confidence Report has been received and the violations noted in the letter have been corrected.

OLD BUSINESS

- Miller Pond Road Bridge: Chairman Kimball reported that the Town has received a preliminary report from Erin Darrow, of Right Angle Engineering. He stated that her work is proceeding but she has not provided any new information.
- Town Hall Insulation Project: Chairman Kimball stated that the Town has a couple of companies to choose from with different methods of resolving the problem but are waiting for feedback from Engineer Timothy Schaal as to which method would be best. Town Administrator White will follow-up with Mr. Schaal.
- Recreation Park Development: Chairman Kimball reported that work is progressing in a timely manner and that hydro seeding is scheduled for September 13, 2012. In addition, the backstop fences have been installed.

Rick Anderson stated that he provided a spreadsheet to Town Administrator White which she reported she incorporated in an all-inclusive spreadsheet showing all monies spent and owed to this point with the amount left to spend. Copies were provided to the Board of Selectmen. Anderson reported that the Grantham Recreation Park Committee would like to get approval for the pavilion slab which Paul Osgood of Osgood's Concrete has offered to install at no cost. The cost of the 20' by 38' slab is \$2,300.00. Osgood has already donated and installed the two dug out slabs at his own cost. Anderson recommended that the Town send a thank you letter to Paul Osgood.

Todd Cartier stated that they also have a contract from Wragg Brothers of Vermont for drilling the well. He reported that the contract is for \$6,500.00 but that they are requesting up to \$8,000.00 because the package price includes 40 feet of casing and hydrofracking if necessary. Cartier informed the Board that Wragg Brothers of Vermont is also donating 100 feet of drilling.

A motion to approve the expenditures of \$2,300.00 for Osgood's Concrete for the pavilion slab and \$8,000.00 for Wragg Brothers of Vermont, Inc. for the drilling of the well and to withdraw both amounts totaling \$10,300.00 from the Athletic Field Capital Reserve Fund was made by Chairman Kimball; seconded by Selectman Story. **Approved by majority vote.**

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NEW BUSINESS

- Shoreline Protection Cutting Plan – M/L 213-085-000; 21 Shore Road: A motion was made by Chairman Kimball to approve the Shoreline Protection Cutting Plan for M/L 213-085-000 as written; seconded by Selectman Story. **Approved by majority vote.**
- Upper Valley Lake Sunapee Regional Planning Commission: A motion was made to appoint Thain Allen as a representative to the Upper Valley Lake Sunapee Regional Planning Commission by Chairman Kimball; seconded by Selectman Story. **Approved by majority vote.**

DEPARTMENT/COMMITTEE REPORTS

- Fire Department – August Report:
 - Responded to 26 calls consisting of 13 EMS and 12 Fire/Rescue.
 - Chief Fountain attended the Mid-Western Hazardous Materials Team meeting in Sutton.
 - Two department trainings in August: The first was on portable pumps held at Grantham Fire Department. The Second was held at the Springfield Fire Station where there was a classroom portion of auto extrication and hybrid vehicle training. September training will be on ropes and ladders.
- Police Department – August Report:
 - Summer has come to an end and school is back in session.
 - White added that there is an Internet Scam where people have responded to ads on Craig's List for rental properties in Grantham but the ads are not associated with any known real estate agencies. It involves people being asked to wire monies to foreign countries. The Police Department urges anyone looking into renting or purchasing any good or services via the internet to thoroughly investigate the claims made by the listing party. The scam has been posted on the list serve, Town of Grantham website and at the post office.
- Transfer Station – July Report:
 - Solid Waste – 9 runs with total tonnage of 95.39
 - Construction Demolition Debris – 7 runs 23.76 tons
 - Glass – 1 load 7.31 tons Expense \$168.13
 - Light Iron – 1 load 3.77 tons Revenue \$678.22
 - Tin – 1 load 1.55 tons Revenue \$193.08

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Tires – 2 loads 4.82 tons Expense \$554.30

Fibers – Mixed Loose – (Paper) – 3 loads 10.52 tons
Revenue \$582.00
Expense \$750.00

Comingle w/o Glass – (Plastic) – 3 loads 3.4 tons
Revenue \$0.00
Expense \$59.50

Total Tonnage of Material taken away 150.52 tons
Tickets collected at Transfer Station \$1,465.00

Total Revenue from recycling \$1,453.30
Total Expenses from recycling \$1,531.93
Net expense from recycling \$78.63

- Trustees of the Trust Funds: Report as of September 3, 2012 was reviewed.

- Town Administrator:
 - White received a phone call from a resident concerned about West Nile Virus and inquired if the town is planning to test or spray for it. White stated that she researched the process and found out the town must obtain a state permit to spray. Information from the Department of Health and Human Services states the best protection is personal protection such as long sleeves and pants and using an insect repellent that contains 30% deet. White stated that she will obtain more information regarding the costs of spraying for consideration in the next budget cycle.
 - An email was received from Jessica Smith, Planning Board Clerk, reporting that alternates are needed. White will put out a request for alternates.
 - White reported that Jamie and Erin Chaisson of 1017 Miller Pond Road have erected a porch-like structure on the side of their house without a building permit. Building Inspector Roger Woodworth has sent them a letter by certified mail but there has been no response from the Chaissons. The Board of Selectmen instructed White to send another certified letter.
 - White informed the Board that on Tuesday, September 18, 2012, she will be at an LGC sponsored workshop in Manchester and Administrative Assistant Ann Jasper will be in training at Primex in Concord .

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NON PUBLIC – SESSION I

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 5:57 p.m. to discuss a personnel matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White, Administrative Assistant Ann Jasper and Fire Chief Jay Fountain.

Following proper vote, the Board returned from Non-Public session at 6:07 pm.

NON PUBLIC – SESSION II

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:08 p.m. to discuss a matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:17 pm.

NON PUBLIC – SESSION III

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:18 p.m. to discuss a personnel matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:19 pm.

NON PUBLIC – SESSION IV

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:19 p.m. to discuss a personnel matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:20 pm.

NON PUBLIC – SESSION V

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:20 p.m. to discuss a personnel matter. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:25 pm.

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NON PUBLIC – SESSION VI

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Story, seconded by Chairman Kimball to enter into a Non-Public session at 6:26 p.m. to discuss a matter of impending litigation. Present were: Chairman Warren Kimball, Selectman Ken Story, Town Administrator Melissa White and Administrative Assistant Ann Jasper.

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

ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Chairman Kimball; *by majority vote, the Board adjourned at 6:31 pm.*

The next Selectmen's Meeting will be held on Wednesday, September 26, 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*