

# APPROVED

## Town of Grantham - Board of Selectmen Regular Meeting Minutes November 13, 2013

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, November 13, 2013 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; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter Madore, Fire Chief Jay Fountain; CIP Committee members: Robert MacNeil; Patricia MacNeil and Paula Bresnick

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Town Administrator Melissa White

### **ADMINISTRATIVE - APPROVED**

- ✓ Payroll Manifest #406 & 407
- ✓ Accounts Payable Manifest #386 & 387
- ✓ Transfer from Reclamation Fund to General Fund - \$1,302.95
- ✓ Building Permits:
  - a. M/L 243-008-000; Sanborn Hill Extension – New Construction
  - b. M/L 221-024-000; 226 New Aldrich Road – New Fuel Tank
  - c. M/L 225-214-000; 33 Walton Heath Drive – Bathroom
  - d. M/L 222-020-000; 19 Fernwood Lane – Garage Remodel
  - e. M/L 237-048-000; 195 Sugarwood Lane – Shed/Workshop

### **APPROVAL OF MINUTES**

Chairman Kimball asked if there were any changes to the regular and non-public meeting minutes of October 23, 2013. A motion to approve the regular and non-public meeting minutes of October 23, 2013 as written was made by Selectman Story; seconded by Selectman Jones.

***Unanimously approved.***

### **APPEARANCES**

- CIP Committee members Robert MacNeil, Patricia MacNeil and Paula Bresnick appeared before the Board of Selectmen to review their recommendations regarding Town Equipment after meeting with Department Heads. Their recommendations are as follows:
  - **Retiring Equipment:** When a piece of equipment is being retired, consider transferring it to another Town Department. If the piece of equipment is not needed within the Town, publicize the availability and accept bids. If the highest bid is more than the trade-in value, sell it to the bidder and put the monies toward the purchase of a replacement.

# APPROVED

- **Leasing:** Research leasing equipment versus purchasing equipment including police cruisers.
  - **Police Department:** The Committee recommends reducing the size of the fleet by one vehicle.
  - **Transfer Station:** The Committee has two recommendations. 1) Reduce the current year reserve from \$10,000 to \$8,000. 2) Rather than purchasing a new back-hoe/loader in 2017/2018, consider transferring the John Deere back-hoe/loader from the Highway Department to the Transfer Station. This back-hoe/loader is proposed to be replaced in 2017/2018 and the usage in the Highway Department is significantly more than the usage at the Transfer Station.
  - **Highway Department:** The Committee met with Road Agent Jeff Hastings who suggested reducing the \$65,000 for the F350 to \$45,000. The Committee questioned whether or not the 1995 John Deere mower should be replaced.
  - **Fire Department:** The Committee recommends increasing the reserve for 2014/2015 from \$50,000 to \$75,000 for future replacement of the engine and tanker.
- Mark Brunelle: The Board of Selectmen asked Mark Brunelle for clarification on setback lines on a map he submitted with a building permit. Clarification was made.

## CORRESPONDENCE:

- State of NH, Department of Safety, Division of Emergency Services and Communications (DESC): A letter was received from the State of New Hampshire, Department of Safety, Division of Emergency Services and Communications informing of address concerns with Al Smith Road and Hastings Hill Road that were discovered during a review of road mapping data and if not corrected could potentially delay emergency response, especially if mutual aid is called in to assist. The concerns are that there is no intersection or clear delineation where Al Smith Road turns into Hastings Hill Road and that some property address numbers are out of sequence. The DESC recommends assigning a single road name to the entire length of the road and assigning new property address numbers based on the address increment. There was discussion on how to proceed and the Board of Selectmen asked Town Administrator White to send a letter to all residents on both roads inviting them to a future Selectmen's meeting to discuss this matter.
- Primex: An invitation was received from Primex to attend one of the programs they are offering through their Center for Public Sector Advancement which is being held in Peterborough and North Hampton, New Hampshire.
- Donald Walker: A letter was received from Donald Walker regarding a repeal of Workforce Housing laws. The Board of Selectmen stated they were not comfortable taking a position on this matter.
- Town of Hanover: Notice of regional impact was received from the Town of Hanover Department of Planning and Zoning regarding the application for a new cell tower on Moose Mountain in Hanover.

# APPROVED

- HealthTrust: A letter was received from HealthTrust regarding the return of surplus for calendar year 2012. The amount of return for Grantham is \$709.07 to be received on September 1, 2014.

## **OLD BUSINESS**

- Open Space Committee: White stated that Craig McArt will be appointed under New Business; A representative from the Conservation Commission and the Planning Board is still needed.
- Olde Farms Road Bridge: A letter was received from the Department of the Army, Corps of Engineers approving the Dredge and Fill permit.

## **NEW BUSINESS**

- Transfer Station Equipment Capital Reserve Fund Withdrawal: A motion to withdraw the amount of \$19,950.00 from the Transfer Station Equipment Capital Reserve Fund for payment of the Compactor purchased from Atlantic Recycling Equipment, LLC was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***
- Shoreline Protection Cutting Plan: M/L 213-137-000; 11 Loon Drive: A motion to approve the Shoreline Protection Cutting Plan at 11 Loon Drive with amendments as recommended by the Grantham Conservation Commission was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***
- Open Space Committee Appointment: A motion to appoint Craig McArt to the Open Space Committee was made by Selectman Story; seconded by Selectman Jones. ***Unanimously approved.***

## **DEPARTMENT/COMMITTEE REPORTS**

- Fire Department – October Report:
  - Responded to 15 calls consisting of 6 EMS and 9 Fire/Rescue.
  - The Fire Department held its annual open house in conjunction with the annual health fair and flu shot clinic on October 12, 2013. FireProTec was in attendance demonstrating, selling and repairing fire extinguishers. The event was well attended.
- Police Department – October Report:
  - Assisted the Grantham Village School for the off-site evacuation drill on October 3, 2013.
  - Sergeant Parsons was the recipient of the Everyday Hero Award presented by the Children's Advocacy Center at the Children's Hospital at Dartmouth on October 4, 2013 in recognition of his exemplary service and dedication to providing quality services and fair treatment to child victims of crime.

# APPROVED

- Chief Madore and Department Secretary Judy DiPadova staffed the table at the annual health fair on October 12, 2013 distributing information and promotional items received from highway safety. They also prepared many child identity kits.
  - National Drug Take Back Day was held on October 26, 2013. Grantham collected 39 pounds of unwanted/unused prescription drugs.
  - Chief Madore attended a seminar on October 29, 2013 sponsored by the Attorney General's office at Police Standards and Training which focused on building resilience and the mental wellness of officers and staff after being involved in a critical incident.
  - The Department was out in force for Halloween Trick or Treat night and handed out light sticks along with the Fire Department. There was a large turnout and it was a fun evening for all.
- Town Clerk/Tax Collector Report:
- The 2<sup>nd</sup> issue 2013 property tax bills were mailed on October 30, 2013 with a due date of December 2, 2013.
  - Town Clerk Rita Friedman and Deputy Town Clerk Cindy Towle attended training in Concord on issuing hunting and fishing licenses and registering off road vehicles.
  - Town Clerk Rita Friedman and Deputy Town Clerk Cindy Towle attended two conferences this fall that were exceptional. Friedman expressed appreciation to the Board of Selectmen for their willingness to allow both of them to attend the conferences.
- Activities Director Report:
- Activities Director Jamielynn Garland reported a good start to the summer with two Music in the Meadow events.
  - The Harvest Dinner & Dance was held in October in honor of Laurie Field and was a success.
  - The Halloween festival was a great success with more than 80 children attending. There were lots of helpful volunteers both new and old.
  - Upcoming winter festivities:
    - Town Hall Tree Lighting; November 24, 2013 from 4:40pm – 5:00pm
    - Breakfast with Santa; December 7, 2013 from 8:00am – 10:00am
    - Tiki Torch Walk; February 1, 2014 – Time TBD
- Trustees of the Trust Funds – As of October 31, 2013: Report as of October 31, 2013 was reviewed.

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➤ Town Administrator:

- The Town Offices will be closed from 12:00 Noon on November 27, 2013 through November 29, 2013 for the Thanksgiving Holiday.
- Meeting Schedule:
  - The Zoning Board Meeting is scheduled on Thursday, November 21, 2013 at 7:00pm;
  - The Conservation Commission Meeting is scheduled on Monday, November 18, 2013 at 7:00pm;

## **NON-PUBLIC**

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 5:52 p.m. to discuss a legal matter. Present were: Chairman Kimball; Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White and Administrative Assistant Ann Jasper.

***Following proper vote, the Board returned from Non-Public session at 5:55 pm.***

## **ADJOURNMENT**

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; ***by unanimous vote, the Board adjourned at 5:56 pm.***

The next Selectmen's Meeting will be held on **Tuesday, November 26, 2013** 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