

Approved

Town of Grantham Board of Selectmen - Meeting Minutes April 8, 2015

The regular meeting of the Board of Selectmen was called to order at 5:07pm on Wednesday, April 8, 2015 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 A. Madore, Sr.; Police Sergeant John Parsons; and Fire Chief Jay Fountain;

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE

APPROVED

- Payroll Manifest #447
- Accounts Payable Manifest #444, 445 & 446
- Application for Current Use:
 - M/L 226-006-000; New Aldrich Road
- Yield Tax Levy:
 - M/L 243-012-000; 2221 Stoney Brook Road - \$229.59
- Notice of Intent to Cut Wood or Timber:
 - M/L 243-012-000; 2221 Stoney Brook Road
- Building Permits:
 - M/L 221-015-001; 69 New Aldrich Road - Bathroom
 - M/L 215-098-000; 103 Road Round the Lake – Bathroom renovation
- 2014 Property Tax Abatements:
 - M/L 216-135-000, 23 Robin Lane
 - M/L 215-060-043, 43 Terrace View
 - M/L 220-015-000, 668 Olde Farms Road
 - M/L 215-057-000, 440 Road Round the Lake
 - M/L 215-010-036, 636 Marmot Lane
 - M/L 215-010-047, 647 Marmot Lane

DENIED

- M/L 222-281-000, 24 Clearwater Dr.
- M/L 205-001-000, 205-002-000, 205-003-000, 205-004-000; Butternut Pond Road

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APPROVAL OF MINUTES

Chairman Kimball asked if there were any changes to the regular meeting minutes of March 25, 2015. Town Administrator Melissa White stated the Non-Public section was omitted and requested an amendment to include it.

A motion to approve the regular meeting minutes of March 25, 2015 as amended was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

CORRESPONDENCE

- Ken O'Keefe: A complaint was received from resident, Ken O'Keefe, of Jericho Road stating that the property located at 172 Cote Road was a mess again. White recapped that this was previously addressed as a zoning violation due to the owners' home business; that a home business is supposed to be contained wholly within the home. She said the problem would be to prove the material outside is from the home business. Chairman Kimball suggested contacting the home owners to let them know there is a concern and asking if they would be willing to do some spring cleaning on the property.
- Roger Woodworth: A resignation was received from Roger Woodworth tendering his resignation as Health Officer effective April 1, 2015. White said the Deputy Health Officer, Richard Sachs, is interested; that she plans to meet with him soon.
- New London Dispatch: The monthly New London Dispatch News was received which includes calls for service by day of week and time of day.
- Southwestern Community Services: A letter was received from Southwestern Community Services which included their 2015 Economic Impact Report. The report outlines all of the towns in Sullivan County and shows they served 89 residents of Grantham and provided direct assistance of \$24,780.00. The economic impact was \$61,950.00.
- New Hampshire Department of Revenue Administration: A letter was received from the New Hampshire Department of Revenue Administration informing that the equalization ratio is at 114% for tax year 2014. It is anticipated that the revaluation will adjust it down.
- HealthTrust: Notice was received from HealthTrust that the dental insurance rates will remain the same for the next fiscal year. As previously communicated, HealthTrust will distribute a return of the FY2014 surplus on August 20, 2015.

OLD BUSINESS

- Olde Farms Road Bridge: White is working to coordinate a meeting with Fairpoint, Bridge Engineer Erin Darrow and Northwoods Excavating, Inc. to discuss options for the telephone lines.
- Ambulance Backup: No update.
- Recreation Park Use Application: White informed that she and Athletics Director Marsha Googins are working on the edits to the Recreation Park Used Application form and she

Approved

anticipates having the final application ready for the next Board of Selectmen's meeting.

- Road Posting Ordinance: White said she called Casella and was informed that they are using the smallest truck they have and are in Grantham one day per week to service about 10 residents in Grantham and about 20 residents in Eastman. They also advised White to call them and let them know if there is a road in really bad shape and they will stay off that road.

The Board agreed that Casella is making a good effort to work with the town. White asked the Board if they intend to have rubbish removal companies fall under number 2 of the exceptions in the Town Ordinance Regulating Heavy Hauling Over Town Highways. The Board answered yes, as long as the companies work with the town as Casella has including staying off the road if the town informs them that the road is in bad shape.

- Updates to Town Ordinances: There was discussion regarding the Town Ordinances and Sergeant Parsons will work on updating them.
- GASB Statement Nos. 45 and 43; Compliance: A motion to enter into an Agreement with KMS Actuaries LLC, of Manchester, NH, for an actuarial valuation and related consulting in accordance with Governmental Accounting Standards Board Statement Number 45 (GASB 45) was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**
- Bond for Dunbar Free Library: White informed that the Bond Application for the Dunbar Free Library expansion was submitted and that all the material requested by Bond Counsel has been mailed to them.

White informed that in conjunction with the Bond, the Town should have a Post-issuance Tax Compliance Policy.

A motion to adopt the following Resolution of the Board of Selectmen of the Town of Grantham, New Hampshire was made by Selectman Jones; Seconded by Selectman Story. **Unanimously approved**

RESOLUTION OF THE BOARD OF SELECTMEN OF THE TOWN OF GRANTHAM, NEW HAMPSHIRE

April 8, 2015

WHEREAS, the Town of Grantham, New Hampshire (the "Town") from time to time, on a tax-exempt basis, issues (i) bonds and bond anticipation notes to finance capital projects, (ii) tax anticipation notes to pay the Town's maintenance and operation expenses and (iii) municipal leases to finance the lease-purchase of certain equipment, all pursuant to the provisions of New Hampshire RSA Chapter 33, as amended;

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WHEREAS, the federal income tax laws included in the Internal Revenue Code of 1986, as amended (the “Code), require that issuers of tax-exempt debt comply with certain post-issuance requirements set forth in the Code;

WHEREAS, for purposes of maximizing the likelihood that the Town complies with such requirements of the Code, the Board of Selectmen of the Town (the “Board”) desires to adopt the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

VOTED: That the Post-Issuance Tax Compliance Policies and Procedures, attached hereto as Exhibit A are hereby approved.

VOTED: That the Board hereby names the Town Administrator as the “Coordinator” under the Post-Issuance Tax Compliance Policies and Procedures and that the Town Administrator has accepted such nomination.

VOTED: That this resolution shall take effect from and after its adoption.

NEW BUSINESS

- Master Plan Committee Appointment: A motion to appoint Westin Greene to the Master Plan Committee was made by Selectman Story; seconded by Selectman Jones.
Unanimously approved.
- Energy Committee Appointment: A motion to appoint Tanya McIntire to the Zoning Board of Adjustment was made by Selectman Jones; seconded by Selectman Story.
Unanimously approved.
- KS StateBank Contract: White explained that the Kansas State Bank Contract for the police cruisers and SCBA's requires the Board to adopt the Obligor Resolution shown as Exhibit D below.

Exhibit D OBLIGOR RESOLUTION

RE: Government Obligation Contract dated as of July 15, 2015, between KS StateBank (Obligee) and Town of Grantham, New Hampshire (Obligor)

At a duly called meeting of the Governing Body of the Obligor (as defined in the Contract) held on April 8, 2015 the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Obligor as follows:

1. **Determination of Need.** The Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of July 15, 2015, between the Town of Grantham, New Hampshire (Obligor) and KS StateBank (Obligee).

Approved

2. **Approval and Authorization.** The Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

Authorized Individual(s): _____
(Printed Name and Title of individual(s) authorized to execute the Contract)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Obligor evidence the adoption by the Governing Body of this Resolution.

Signature: _____
(Signature of Secretary, Board Chairman or other member of the Governing Body)

Printed Name & Title: _____
(Printed name and title of individual who signed directly above)

Attested by: _____
(Signature of one additional person who can witness the passage of this Resolution)

Printed Name & Title: _____
(Printed Name of individual who signed directly above)

A motion to adopt the Obligor Resolution from Kansas State Bank which sets forth Determination of Need; Approval and Authorization; and Adoption of the Resolution regarding the Government Obligation Contract between Kansas State Bank and the Town of Grantham, New Hampshire was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

- Master Plan Service Agreement: A motion to enter into the Master Plan Service Agreement Between Upper Valley Lake Sunapee Regional Planning Commission and the Town of Grantham in which costs are not to exceed \$18,600.00 was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**
- Motor Vehicle Registration Refund Request: White reported that due to a miscommunication error when resident Thomas Darling was registering his vehicles, a vehicle was registered that he did not intend to register in the amount of \$33.00.

A motion to approve the motor vehicle registration refund request in the amount of \$33.00 to Thomas Darling was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

Approved

DEPARTMENT/COMMITTEE REPORTS

- Board of Selectmen: The Board of Selectmen forwarded the resolution regarding funding for State Education needs contained in Article 3 of the 2015 Town Warrant to our Governor and State Legislators. A thank you letter was received from the Governor.

- Fire Department – March Report:
 - Responded to 19 calls consisting of 7 EMS and 12 Fire/Rescue
 - Chief Fountain attended the Upper Valley Mutual Aid meeting where copies of the updated NH Statewide Fire Mobilization plan were handed out. He also attended the Kearsarge Mutual Aid and Mid-Western Hazardous Materials meetings.
 - March training was tanker and pump operations. Training for April will be cold water and ice rescue with Captain Thibeault from Hanover. Springfield and Croydon have been invited to join in this training.
 - The Department will host the annual Rabies Clinic on April 11, 2015 at the Fire Station.
 - The search has begun to replace the current self-contained breathing apparatus (SCBA). On March 31, 2015, a representative from Firematic presented the MSA (Mine Safety Appliances) G1 SCBA. This is one of two SCBA brands the Department will be looking at for replacements of our current air packs. The second brand will be Scott Safety and their representatives will be in on April 7, 2015 to present their Air-Pac X3 SCBA. Both have passed the current 2013 NFPA 1981 and 1982 standards.
 - On March 30, 2015, Chief Fountain met with Hugh Gibson, Regional Manager, International Organization for Standardization (ISO), to find out what the department needed to do in order to improve its ISO rating. Gibson will have the local ISO representative contact Chief Fountain with more information to fill out and send back to see exactly how much the department can improve. Most insurance companies use the ISO rating to set their rates, the lower the rating the lower the rate. Chief Fountain reported Primex does not use the ISO rating for municipal coverage and said he will be talking to a couple of insurance companies to find out what the savings should be for each level of improvement.

- Police Department – March Report:
 - Chief Madore and Sergeant Parsons attended the Law Enforcement Breakfast sponsored by the Mascoma Savings Bank on March 18, 2015. The Guest Speaker was a special agent, Mike Lecuyer, from Drug Enforcement Administration regarding Meth Labs.
 - Sergeant Parsons and Officer Gamble attended training for Search Warrant Affidavits on March 27, 2015.
 - Chief Madore informed he will add signs to direct people to the Police Department when they enter Town Hall.

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- Trustees of the Trust Funds Report as of March 31, 2015: Trustees of the Trust Funds Report as of March 31, 2015 was discussed.
- Town Administrator
 - White reported the Energy Committee held their first meeting on April 6, 2015 and the Fire Department gave them their first project; they will inspect the building and make recommendations to make it more energy efficient. The Committee will meet on the first Monday of every month at 5:00pm.
 - White extended a special thank you to Town Clerk/Tax Collector Rita Friedman, Deputy Town Clerk/Tax Collector Cindy Towle and Jamielynn Garland for the support they gave the Selectmen's Office while it was short staffed in February and early March.
 - White informed that she and Administrative Assistant Ann Jasper met with Jeff Reardon of Davis & Towle Group Insurance and Financial Services in Concord, NH which has a municipal section that Reardon manages. The discussion centered on short term and long term disability and life insurance. Reardon obtained some quotes which all came in much higher than what the town is currently paying with Sun Life Assurance Company. The closest quote was from Unum which came in at \$245.00 more per month for the same level of benefit provided by Sun Life. White added that Aflac insurance which provides accident and cancer insurance was also discussed and asked the Board if they would be interested in providing that as a benefit. She said there would have to be a minimum of three employees enrolled and the benefit would be paid entirely by the employee through a payroll deduction. The Board said they would like more information before making that decision.
 - Vision Government Solutions provided an update on the revaluation project: The data collection and data entry are 100% complete; the quality control has been done on all the completed work; the sales analysis and residential valuation is 80% complete; the commercial data collection is 99% complete; the residential field review is 95% complete; the commercial and income expense notices have been sent; digital imaging is complete and the informal hearings are scheduled to be held in the early summer.
 - The Emergency Operations Plan should be delivered this week and the Hazard Mitigation Plan is complete.
 - White hired JP Pest Services for the Business Protection Plan to deal with the wasp issue at the front of the building. The plan guarantees prevention of rodents, ants and other invading pests.
 - Upcoming Meetings:
 - The Open Space Committee meeting is Thursday, April 9, 2015 at 8:30am.
 - The Grantham Conservation Committee meeting is Monday, April 20, 2015 at 7:00pm.
 - The Zoning Board of Adjustment meeting scheduled for April 23, 2015 has been cancelled.

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OTHER

- Chief Madore said there was a discussion in the recent Joint Loss Management Committee meeting about leaving the front doors of Town Hall unlocked at night if there is a police officer on duty. He agreed with this idea and stated the officer will make sure the doors are locked when he goes off duty and if for some reason, there is not an officer on duty, the Town Clerk/Tax Collector's office or the Selectmen's office will be notified to lock the doors when they close. The Selectmen agreed that this is a good idea.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Story; **by unanimous vote, the Board adjourned at 6:10 pm.**

The next Selectmen's Meeting will be held on **Wednesday, April 22, 2015** at 5:00pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant