

Approved

Town of Grantham Board of Selectmen - Meeting Minutes May 13, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, May 13, 2015 by Selectman Story. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter A. Madore, Sr.; Fire Chief Jay Fountain; Road Agent Jeff Hastings; Building Inspector Roger Woodworth; Master Plan Committee Member Mary Hutchins; Cameron Shepherd; K.C. Shepherd; and others

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #449 & 450
- Accounts Payable Manifest #449 & 450
- Emergency Operations Plan
- CAI Technologies; GIS Services Maintenance Agreement
- Notice of Intent to Cut Wood or Timber:
 - M/L 221-029-000; New Aldrich Road
 - I-89; State Right-of-Way between Exit 12 and 13
- Certification of Yield Taxes Assessed:
 - M/L 241-007-018; Hummock Lane - \$614.12
- Building Permits:
 - M/L 237-037-000; 424 Splitrock Road – Porch
 - M/L 225-051-000; 31 Hummingbird Hill – Extend Roofline
 - M/L 215-181-000; 14 Bright Slopes – Garage
 - M/L 221-065-002; 500 Route 10 North – Addition
 - M/L 237-024-000; 730 Route 10 South – Replace Mobile Home
 - M/L 222-132-000; 5 Alpine Vista – Garage
 - M/L 233-022-000; 70 Pillsbury Road – Kitchen Remodel
 - M/L 222-225-000; 31 Deer Run – New Construction (approved with Contingencies; see details under “New Business”)

ADMINISTRATIVE – DENIED

- Building Permits:
 - M/L 234-017-000; 9 Par Brae – New Construction (denied pending; see details under “New Business”)
 - M/L 222-191-000; 11 Turnbuckle – New Construction (denied pending; see details under “New Business”)

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- Elderly Tax Exemption Application:
 - M/L 227-009-000; 151 Meadowbrook Road (See “New Business”)

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of April 22, 2015 as written was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

CORRESPONDENCE

- Deputy Town Clerk/Tax Collector: A retirement resignation was received from Cindy Towle, Deputy Town Clerk/Tax Collector effective August 1, 2015.
- Building Custodian: A resignation was received from David Cullen, Building Custodian effective May 22, 2015.
- New London Dispatch News: The New London Dispatch News was received which included an update on calls for service in March 2015. The chart did not indicate the number of calls for Grantham. White said she will inquire.
- Clint Bean, Upper Valley Lake Sunapee Regional Planning Commission: An update was received from Clint Bean, Grantham's representative to the Upper Valley Lake Sunapee Regional Planning Commission's Transportation Advisory Committee, informing that the 2.5 mile section of Route 114 from Route 10 to the Springfield town line is included on the “Prioritized Project on the Non-Federal Aid Highways” list for funding.
- New Hampshire Municipal Bond Bank: Notice was received from the New Hampshire Municipal Bond Bank that the loan application in the amount of \$495,000.00 for 10 years for the Dunbar Free Library renovation was approved.
- New Hampshire Department of Transportation: Information on Red List bridges throughout the state was received from the New Hampshire Department of Transportation.
- New Hampshire Interlocal Trust: Notice was received from New Hampshire Interlocal Trust informing that the health insurance final overall renewal rate for the Town of Grantham is 6.87%.

OLD BUSINESS

- Olde Farms Road Bridge: White reported that the tree has been cut and Eversource will be moving their wires next week. She said she is waiting to hear from Fairpoint as to when they will move their wires.
- Ambulance Backup: White met with Fire Chief Fountain and Lebanon Fire Chief Christopoulos to discuss Lebanon providing ambulance backup as well as full ambulance service to Grantham. White said Lebanon would charge a per call fee of \$325.00. Selectman Jones asked how that compares with what the town is currently

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paying New London. Chief Fountain answered that it is about the same if you average out the last three years using the price New London is currently charging but if New London goes through with their proposed increases, it would add approximately another \$25,000.00 per year. He added that Lebanon also provides most of their own backup service so the amount needed for backup service would be less. Selectman Story and Selectman Jones would like to table this discussion to include Chairman Kimball.

- Recreation Park Use Application: A motion to approve the Recreation Park Use Application was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

NEW BUSINESS

- Building Permit; M/L 222-225-000; 31 Deer Run – New Construction: A Building Permit Application for construction of a new home was submitted by Cameron Shepherd. Town Administrator White explained that Shepherd previously converted the garage on the property to a dwelling unit and is now adding a home that will not be attached to the garage which would constitute two dwelling units on the lot. White stated that the Zoning Ordinance permits only one dwelling unit per lot.

White suggested adding some contingencies to the approval of the permit because Shepherd needs to live in the converted garage until the home is completed. She said after the home is completed, Shepherd is planning to remove the plumbing from the living space and use it as a garage only. Building Inspector Roger Woodworth agreed. White asked Shepherd if he would be willing to provide the town with his plan in writing and he agreed.

The Board of Selectmen approved the Building Permit with the following contingencies: Upon completion of the house construction, the living space in garage must be removed to include removal of all kitchen utilities and bathroom and plumbing. Mr. Shepherd must provide the town with a written letter confirming he will comply. The Building Inspector will not conduct a final inspection or issue a Certificate of Occupancy until those contingencies are met.

- Building Permit; M/L 234-017-000; 9 Par Brae: Building Inspector Roger Woodworth apprised the Selectmen of a developing situation with a building contractor, David Ducharme, at 9 Par Brae. Woodworth informed that Ducharme had significantly altered his Building Permit and constructed a house with a 20' x 16' breezeway with absolutely no support under it. Woodworth said he spoke with Ducharme and notified him of two requirements: 1) That he will need to get a stamped drawing from either an engineer or an architect that is licensed in the State of New Hampshire that shows exactly what he will need to do for support under the breezeway that will meet the code and put that support in place; and 2) because he altered the design significantly, he will need to re-submit his application to the Public Utilities Commission (PUC) for the Energy Code. Woodworth presented the Selectmen with photographs.

A motion to deny the Building Permit for construction at M/L 234-017-000 due to the plans being altered and there being no support for the constructed breezeway, pending the following requirements being met: 1) A New Hampshire licensed engineer or architect

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stamped drawing showing what will need to be done for support under the breezeway to meet the code and putting that support in place; and 2) An updated Energy Code approval was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

- Blue Mountain Snow Dusters: The Blue Mountain Snow Dusters applied to the State for grant aid for trail maintenance; some of it being on Meriden Road which is the discontinued portion at the end of Miller Pond Road. They are aware that they cannot exceed the weight limit of the Miller Pond Road Bridge and are only asking for access to the road.

A motion to approve Blue Mountain Snow Dusters permission to conduct trail maintenance on Meriden Road was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

- Building Permit; M/L 222-191-000; 11 Turnbuckle: A Building Permit Application for construction of a new home was submitted for M/L 222-191-000. White said notice was received from the New Hampshire Department of Environmental Services that they need more information before the Wetlands Permit can be approved.

A motion to deny the Building Permit Application for construction of a new home at M/L 222-191-000 pending receipt of the approved Wetlands Permit from the New Hampshire Department of Environmental Services was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

- Application for Elderly Exemption; M/L 227-009-000; 151 Meadowbrook Road: White informed that an Elderly Exemption Application for M/L 227-009-000; 151 Meadowbrook Road was received on May 13, 2015 and the deadline for filing this year was April 15, 2015.

A motion to deny the Application for Elderly Exemption for M/L 227-009-000, 151 Meadowbrook Road, due to it being received after the deadline was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

- Miller Pond Road Bridge: Road Agent Jeff Hastings suggested hiring a contractor that is in the bridge business as an alternate option to hiring an engineer for the Miller Pond Road Bridge project. He explained that most of these contractors have their own engineer and they could evaluate the bridge and give the town ideas on how to make the existing bridge structurally sound and bring it up to an E2 classification. Hastings felt this would be more cost effective since we already have the plans for the old bridge. Selectman Story and Selectman Jones both strongly agree that this option should be explored. Selectman Jones emphasized that this bridge needs to be replaced in the very near future and this might be a good option to accomplish that goal.
- Motor Vehicle Registration Refund Request: A motor vehicle registration refund request was received from Curtis B. and Jan M. Ward. They stated that after registering their vehicle, they learned that the vehicle failed inspection and the repair costs would exceed the value of the vehicle. They have been refunded the State fees.

A motion to approve the motor vehicle registration refund request in the amount of \$88.00 to Curtis B. Ward and Jan M. Ward was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

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- Town Clerk/Tax Collector Request for Refund of Overpayment of 2014 Tax Lien: A request was received from Town Clerk/Tax Collector Rita Friedman to refund Wells Fargo for overpayment of Louis and Mary Sanborn's property tax lien in the amount of \$14.61.

A motion to refund \$14.61 to Wells Fargo for overpayment of Louis and Mary Sanborn's property tax lien was made by Selectman Jones; seconded by Selectman Story.

Approved by majority vote.

- Impending Tax Deed for Unpaid 2012 Property Taxes (2013 Tax Lien): The impending Tax Deed for unpaid 2012 property taxes (2013 Tax Lien) was reviewed by the Board of Selectmen. Town Clerk/Tax Collector Rita Friedman will need waivers on the properties they do not wish to lien by May 29, 2015.

- Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreement With the New Hampshire Municipal Bond Bank:

The Loan Agreement between the New Hampshire Municipal Bond Bank and the Town of Grantham was executed for the purpose of financing the Dunbar Free Library renovation and addition construction as approved in Warrant Article 2 at the March 10, 2015 Town Meeting.

Also:

A motion to adopt the resolutions as written in the document titled "CERTIFICATE OF VOTE REGARDING AUTHORIZATION OF BONDS AND APPROVAL OF LOAN AGREEMENT WITH THE NEW HAMPSHIRE MUNICIPAL BOND BANK" and cause a copy to be placed on file in Town Clerk records was made by Selectman Jones; seconded by Selectman Story. **Approved by majority vote.**

RESOLVED: That under and pursuant to the Municipal Finance Act, Chapter 33, N.H.R.S.A., as amended, the New Hampshire Municipal Bond Bank Law, Chapter 35-A, N.H.R.S.A., as amended, and other laws in addition thereto, and to votes of the Issuer duly adopted on March 10, 2015 under Article 2 of the Warrant for the annual meeting of the Issuer there be and hereby is authorized the issuance of a \$495,000 Bond of the Issuer (the "Bond") which is being issued by the Issuer for the purpose of financing the renovation and addition construction, including site work, landscaping and parking lot expansion and equipping and furnishing of the town library.

The Bond shall be dated as of its date of issuance, shall be in such numbers and denominations as the purchaser shall request, shall mature in accordance with the schedule set forth in Exhibit A to a certain Loan Agreement hereinafter described (the "Loan Agreement"), shall bear a net interest cost rate (as defined in the Loan Agreement) of three and one-half percent (3.50%) per annum or such lesser amount as may be determined by a majority of the Board. The Bond shall be substantially in the form set forth as Exhibit B to the Loan Agreement and otherwise shall be issued in such manner and form as the signatories shall approve by their execution thereof.

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- RESOLVED: That the Bond shall be sold to the Bond Bank at the par value thereof plus any applicable premium.
- RESOLVED: That in order to evidence the sale of the Bond, the Treasurer of Issuer and a member of the Board are authorized and directed to execute, attest and deliver, in the name and on behalf of the Issuer, a Loan Agreement in substantially the form submitted to this meeting, which is hereby approved, with such changes therein not inconsistent with this vote and approved by the officers executing the same on behalf of the Issuer. The approval of such changes by said officers shall be conclusively evidenced by the execution of the Loan Agreement by such officers.
- RESOLVED: That all things heretofore done and all action heretofore taken by the Issuer and its officers and agents in its authorization of the project to be financed by the Bond are hereby ratified, approved and confirmed.
- RESOLVED: That the Clerk and the signers of the Bond are each hereby authorized to take any and all action necessary and convenient to carry out the provisions of this vote, including delivering the Bond against payment therefor.
- RESOLVED: That the useful life of the project being financed is in excess of fifteen (15) years.

I further certify that said meeting was open to the public; the aforesaid vote was not taken by secret ballot nor in executive session; that notice of the time and place of said meeting was posted in at least two (2) appropriate public places within the territorial limits of the Issuer, or published in a newspaper of general circulation in said area, at least twenty-four (24) hours, excluding Sundays and legal holidays, before said meeting; that no deliberations or actions with respect to the vote were taken in executive session; and that the minutes of said meeting have been promptly recorded and have been or will be made open to inspection within one hundred forty-four (144) hours of said meeting, all in accordance with Chapter 91-A, N.H.R.S.A., as amended.

DEPARTMENT/COMMITTEE REPORTS

- Fire Department – April Report:
- Responded to 8 calls consisting of 2 EMS and 6 Fire/Rescue.
 - Grantham Fire Department hosted the monthly Mid-Western Hazardous Materials Team training. The training consisted of the NH National Guard CST team reviewing the new hazardous materials decontamination procedures and their new decontamination tent and equipment.
 - Grantham Fire Department hosted the annual rabies clinic on April 11, 2015.

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- Training for May will be a walkthrough of Durgin and Crowell Lumber with the Sunapee Fire Department.

➤ Police Department – April Report:

- The Sullivan County Police Chiefs meeting was held on April 8, 2015 at the Grantham Town Hall. Brandon Flanagan, Executive Vice President, and Retired Chief Michael Sielicki, Chief Strategy Officer, of Brandon COPsync, LLC presented information and training regarding the new COPsync system. COPsync is a “Real-time threat alert system” that immediately connects the staff of a building under potential threat with the five officers closest to the building’s location. The meeting was very well attended.
- Sergeant Parsons attended the twelfth annual Shield Our Children from Harm Professional Conference sponsored by CHAD on April 9, 2015 where he learned about the internal and external influences that put adolescents at risk for abuse.
- Officer Travis Soucy graduated from the 166th Police Training Academy on April 10, 2015 and is now deeply involved in his field training program.
- Officer Schwartz attended the Work Zone & Flagger Instructor Training course at NHPSTC on April 13, 2015.
- Sergeant Parsons held the D.A.R.E. Graduation at the Grantham Village School on April 27, 2015. Certificates of completion were handed out to the 43 children who participated in the D.A.R.E. classes this year; one of the largest classes since Sergeant Parsons has been teaching the program.

➤ Transfer Station – March Report:

Solid Waste – 7 runs; 74.24 tons

Construction Demolition Debris – 4 runs; 19.66 tons

Glass – 1 load; 7.31 tons; Expense \$168.13

Textiles (clothes) – 1st quarter; 3186 pounds or 1.59 ton

Light Iron – 1 run; 4.7857 tons; Revenue \$574.28

Fibers – Mixed Loose – (Paper) – 2 loads; 8.16 tons

Revenue: \$285.60

Expense: \$825.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons

Revenue: \$ 0.00

Expense: \$118.80

Total tonnage of Material taken away; 118.3857 tons

Tickets collected at Transfer Station; \$1,063.00

Total Revenue from recycling: \$ 859.88

Total Expenses from recycling: \$1,111.93

Net Expense from recycling: \$ 252.05

Transfer Station Supervisor Chris Scott stated the reason for expenses being high for March is that there was a problem with the long time paper and plastic vendor and the NRRA

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had to get another trucking company to haul to them. He said the Transfer Station is now operating with a new vendor and trucking firm so the numbers will change for plastic and paper.

***The Transfer Station will be closed on Monday, June 8, 2015 for training.**

- Trustees of the Trust Funds Report as of May 1, 2015: Trustees of the Trust Funds Report as of May 1, 2015 was reviewed.
- Town Administrator
 - The final paperwork for the Highway Department 1-Ton Truck approved at Town Meeting has been processed. The truck cost \$2,915.00 less than the approved \$85,000.00.
 - The Building Permit Application form is in the process of being revised. White also created a check list for office staff to use when receiving an application. White noted the application fees have not been reviewed since 2004 and suggested reviewing them when the revised form is complete citing many more requirements of the Building Inspector since that time.
 - White asked the Selectmen to let her know if there were any topics they wished to discuss at the joint meeting of the School Board and the Board of Selectmen on June 2, 2015 so they may be added to the Agenda.
 - Town Administrator White attended a training on Governmental Employees and their Constitutional Protections at Primex on April 28, 2015.
 - A member of the Energy Committee and a representative of Eversource will meet at the Fire Station to go over the lighting and figure out ways to switch over to LED lighting. The Eversource representative will do the same at Town Hall following the Fire Department meeting.
 - White mentioned adding the town's 250th anniversary celebration (which will be in 2017) to the Agenda in the near future and recommended forming a committee. Selectman Story, also President of the Grantham Historical Society, agreed and suggested he and White meet with Activities Director, Jamielynn Garland, and discuss some ideas. White said she will ask Receptionist Norris to do some research with other towns who have celebrated their 250th anniversary.
 - White announced that May 3 – 9 was Municipal Clerks Week. In 1984 and in 1994, Presidents Reagan and Clinton signed a Proclamation to officially declare Municipal Clerks Week the first full week in May. White wished to recognize the municipal clerks for their essential role in local government and all they do.
 - Archivist, Rae Tober, expressed a need for a bigger table to lay out the big maps and resident, Paul Osgood, graciously made a table as a donation to the Town Archives. The town will express their appreciation to Osgood.

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- Upcoming Meetings:
 - The Zoning Board of Adjustment meeting scheduled for May 28, 2015 has been cancelled.
 - The Grantham Conservation Committee meeting is Monday, May 18, 2015 at 7:00pm.
 - The Energy Committee meeting is Monday, June 1, 2015 at 5:00pm.
 - The Master Plan Committee meeting is Tuesday, June 9, 2015 at 7:00pm.

OTHER

- Mary Hutchins, Master Plan Committee Member, asked the Board for their input as to the questions the committee will put on the survey. Hutchins said she would prefer to simplify the questionnaire and reduce the number of sub-questions to every question. She emphasized that it is for the benefit of the whole town and not just part of the town or specific interest groups. There was some discussion and Selectman Jones and Selectman Story said they would like to look at the current plan and the questions that were on the last survey to evaluate it and they would give her their input. Town Administrator White added that she will put a write-up in the summer newsletter that the Master Plan Committee survey will be coming out and mention how important it is to complete and return.

NON-PUBLIC

In accordance with RSA 91-A:3 section II- a, a motion was made by Selectman Jones, seconded by Selectman Story to enter into a Non-Public session at 6:21pm. Present were: Selectman Ken Story; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Road Agent Jeff Hastings.

Following proper vote, the Board returned from Non-Public session at 6:48 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Story; ***by unanimous vote, the Board adjourned at 6:48 pm.***

The next Selectmen's Meeting will be held on **Wednesday, May 27, 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