

Approved

Town of Grantham Board of Selectmen - Meeting Minutes June 10, 2015

The regular meeting of the Board of Selectmen was called to order at 4:30pm on Wednesday, June 10, 2015 by Chairman 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; Athletics Director Marsha Googins; Activities Director Jamielynn Garland; David Armstrong; Nicole Mason; Jennifer Beaulieu; C. Peter James; Jane Chipman and others

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #452
- Accounts Payable Manifest #455
- Account Information Requests; Lake Sunapee Bank and Sugar River Bank
- Transfer from the General Fund to the Current Use Fund - \$8,000.00
- 2014 Property Tax Abatement:
 - M/L 233-026-000; 120 Route 10 South
- Building Permits:
 - M/L 222-145-000; 25 Road Round the Lake
 - M/L 234-017-000; 9 Par Brae

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of May 27, 2015 as written was made by Selectman Story; seconded by Selectman Jones. **Approved by majority vote.**

CORRESPONDENCE

- COA Chapin Senior Center: A letter was received from COA Chapin Senior Center expressing appreciation to the Board and the voters of Grantham for their support of \$3,800.00 at the 2015 Town Meeting.
- Grantham School District – SAU #75: A letter was received from SAU #75 Superintendent, Jacqueline Guillette, thanking the Board and Town Administrator White for taking the time to hold a joint meeting with the Grantham School Board.

Approved

- Upton & Hatfield: A letter was received from Upton & Hatfield asking if the Board of Selectmen would like the firm to continue to represent the town in the Fairpoint Utility Tax Abatement case or if they would prefer to follow Attorney Matt Serge, who was lead counsel for the case, to Drummond Woodsum in Manchester where he will be employed after June 12, 2015. The Board decided to stay with Upton & Hatfield.
- Blakeman Engineering, Inc.: Notice was received from Blakeman Engineering, Inc. regarding the New Hampshire Department of Environmental Services Shoreland Permit Application that was submitted by Eastman Community Association for M/L 222-145-000 (South Cove Activity Center).
- Elizabeth Paquette: A thank you card was received from Elizabeth Paquette thanking Road Agent Jeff Hastings for his attention to the roads this past winter and his dedication to the town.
- New London Dispatch News: The New London Dispatch News was received which included the total calls for service for April 2015. White said she had requested the number of calls for Grantham to be included in the monthly newsletter.
- HealthTrust: A letter was received from HealthTrust informing of the Health Summit to be held on September 29, 2015 in Concord. This program is designed to educate both employer and employee on the current state of healthcare in New Hampshire and where we are headed. Administrative Assistant Ann Jasper will attend.
- Don and Sandy Noordsy: A donation of \$75.00 was received from Don and Sandy Noordsy to be used toward the purchase of a Doty Belt for the Fast Squad. A Doty Belt is a device that helps emergency responders lift people up. A thank you letter will be sent.
- New Hampshire Interlocal Trust: A letter was received from New Hampshire Interlocal Trust informing that the Board of Trustees voted to return the accumulated surplus of \$525,000.00 to Members of the Trust for the Plan year ended June 30, 2014. Grantham's portion is \$3,688.03. The Trust gave Members three options for having its funds returned. The Board agreed to receive a one-time payment by check which will be issued in August 2015.

OLD BUSINESS

- Olde Farms Road Bridge: White was informed by Tim Ulman, President of Northwoods Excavating Inc., that they will start mobilization towards the end of the week of June 15, 2015. This will be mostly prep work and will not require the road to be closed.

White said the phone line is still on a flying hitch and Diane Burrington, of Fairpoint, will connect with Tim Ulman to make sure he can work with that and, if not, they will do what is needed to accommodate him.

White contacted Michie Corporation and was informed that the bridge will be completed by the end of the week.

Approved

- Ambulance Backup: White stated that New London Ambulance Service has agreed to provide ambulance service for \$52,000.00, however, she has not received anything in writing from them.

White previously asked Fire Chief Jay Fountain to compose a list of pros and cons regarding the two ambulance services; New London Ambulance and Lebanon Fire Department. Chairman Kimball noted that Fountain had several concerns about staying with New London. Jane Chipman, who works at New London Hospital, asked what Chief Fountain's concerns were because, in her opinion, he is not medically qualified to make these decisions, that he is a fireman and she might be able to counteract them. Chairman Kimball read the following from Fountain's list:

- Not forthcoming with information requests;
- Lack of transparency, seem to play with numbers to make themselves look better;
- Doesn't seem like everyone in the organization is on the same page;
- Lack of understanding on how back-up works;
- Not listening to the towns they serve;
- Repeatedly have asked them to fix their billing and back-up system, with no changes being made and now we are going to be charged to fix what we have been asking them to look into;
- Unknown future expenditures. We don't know what will happen next year when other towns work on new budgets. Will our costs go up again? What happens when other towns drop out?
- The Town of New London has been working toward housing their own ambulance; if they leave, New London Hospital would not be able to provide ambulance service leaving the other towns to find their own coverage.

Chipman assured the Board that the New London Fire Department is not looking at having its own ambulance service and that she believed the services provided by New London Ambulance are far superior to any services a Fire Department offers because Fire Departments are not as well versed in medicine. She commented that it has been unfortunate that Newport decided so abruptly to stop providing mutual aid to the surrounding towns and New London Ambulance Service has had to scramble to figure out what they were going to do to provide service to all the surrounding towns. Now as the dust has settled, they are looking at what they need to be doing and if everybody is on board, details can be worked out down the road. She said she is not sure what Lebanon has said but New London is going by about 170+ calls for Grantham this year. White informed that she had requested a dispatch log for Grantham for this year to date and has not yet received it.

Selectman Jones stated one of her concerns with New London Ambulance Service is that things always happen at the last minute and there is always some grand catastrophe about numbers. She said there was a big ambulance study a few years ago that Grantham put quite a bit of money into and it never really amounted to much and asked Chipman how many ambulances New London was planning to have. Chipman said they were hoping to have three. She clarified that they presently have three ambulances but do not staff all three 24/7. Selectman Jones asked who the back-up is for New London Ambulance Service or if the three ambulances are enough.

Approved

Chipman replied that they hope with the way they are planning to schedule them that the three ambulances are all anyone will need.

White said that Riley also advised her that they would be meeting with the Newport Selectmen on Monday, June 15, 2015 to finalize back-up for their service. They are hoping that once they get this new system in place and the second ambulance staffed the need for back-up will be greatly reduced and that Newport would be willing to provide that back-up as they have in the past. She continued that Riley told her Sunapee is still on the fence, currently New London Ambulance services 50% of Sunapee and Newport services the other 50% and that New London has a bid in to provide service to 100% of Sunapee.

Selectman Jones asked if all of the other towns have responded. White and Chipman said yes.

Chairman Kimball said one of the problems that he finds frustrating is that New London Ambulance Service will not give a definitive answer to many questions and the answers are vague such as they "hope" to do this or they will "try" to do that.

White said what she finds frustrating is that we are talking about ambulance service again and there is not much consistency. She stressed that their service is not the problem, it's the constant negotiating and not having information requests met. Chipman said that she hopes with Riley on board now that there will be more consistency and said middle and upper management has all changed again.

Resident C. Peter James asked Chipman if New London Hospital does the billing for its ambulance calls and how high the collection rate is. She said they do the billing and it has improved. White said that has been part of conversations that they've had, that New London is not willing to provide that information to us but Lebanon will.

Selectman Jones pointed out that Lebanon has kept an open mind since 2011 and has been willing to service Grantham and expressed that her biggest concern is what happens if in a year or so some of the other towns pull out. She said she can understand why we would all feel more comfortable staying with New London since New London knows us, we know New London, they know where we are but looking down the road, how much of a financial burden does that then place on the people of Grantham should any of the other towns decide to not stay with New London and at that point, Lebanon may not be willing to take us and then we are really in a dilemma. Chipman said her concern is that if the Lebanon ambulance is out and we have to wait for West Lebanon or for staff to come in to cover their second or third ambulance that it will take a tremendous amount of time to respond.

Chairman Kimball reiterated that part of the problem with New London Ambulance Service is that we are not always getting the information we are asking for and they are not always willing to take recommendations about things that are a problem. They say they will fix the problems but never do.

Approved

White commented that the future with New London is unpredictable and there's no guarantee that they wouldn't say the same thing next year, that they are increasing our cost another 61%.

Selectman Story said he has the same concerns as mentioned earlier but what he is concerned about the most is the issue Selectman Jones raised about the uncertainty of the ambulance service and that Lebanon is willing to take us now but may not be in a position to take us in the future should things not work out with New London. He stated further that although he would like to be a good regional partner with the other towns involved we need to think about our tax payers.

The Board agreed to postpone a decision until the next Board of Selectmen meeting on June 24, 2015.

- Miller Pond Road Bridge: No new information.
- Master Plan Committee Survey: Jamielynn Garland, Clerk of the Master Plan Committee, informed that the Master Plan Committee was able to go through the whole survey at their meeting on June 9, 2015 and there are maybe five questions that they need to rephrase and one or two questions that no longer apply since the last survey was done. Garland said the Committee will have a new re-draft of the questions at their next meeting on July 20, 2015.
- Grantham/New London Adult Softball League: See "Recreation Park Committee" under "Department Reports".

NEW BUSINESS

- Investment Policy: White stated that the Investment Policy must be reviewed and updated annually and advised that Town Treasurer, Chris Morris, is unable to make any recommendations for changes until after June 30, 2015. The Board reviewed the Investment Policy and agreed that no changes are needed at this time.
- Fund Balance Policy: White stated the Fund Balance Policy also must be reviewed and updated annually. The Board reviewed the Fund Balance Policy and agreed that no changes are needed at this time.
- Motor Vehicle Refund Request: Charles W. Hoag, Jr. requested a refund of his vehicle registration fees in the amount of \$78.00. The State of New Hampshire has approved and refunded his state fees.

A motion to approve the refund of \$78.00 for vehicle registration fees to Charles W. Hoag, Jr. was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

Approved

- HealthTrust Membership Agreement: An updated Application and Membership Agreement was received from HealthTrust.

CERTIFICATE OF AUTHORIZING RESOLUTION

I hereby certify to *HealthTrust, Inc.* ("HealthTrust"), that the following is a true copy of a resolution adopted by the Governing Body of Town of Grantham at a meeting duly held on June 10, 2015:

RESOLVED: That Town of Grantham shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

RESOLVED: That **Melissa White/Town Administrator** is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of Town of Grantham, the "Application and Membership Agreement" in substantially the form presented to this meeting.

RESOLVED: That **Melissa White/Town Administrator** is hereby authorized and directed to execute and deliver to HealthTrust a certificate of this resolution.

A motion to enter into the HealthTrust, Inc. Application and Membership Agreement and to duly authorize Melissa White, Town Administrator, to execute said Agreement on behalf of the Town was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**

A motion to enter into the HealthTrust, Inc. COBRA Administrative Services Agreement and to duly authorize Melissa White, Town Administrator, to execute said Agreement on behalf of the Town was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

A motion to enter into the HealthTrust, Inc. Retiree Billing Administrative Services Agreement and to duly authorize Melissa White, Town Administrator, to execute said Agreement on behalf of the Town was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

- Recreation Park Committee Appointment: A motion to appoint Jennifer Beaulieu to the Recreation Park Committee was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Fire Department – May Report:
 - Responded to 15 calls consisting of 4 EMS and 11 Fire/Rescue.
 - Chief Fountain attended the Upper Valley and Kearsarge Mutual Aid meetings and the Mid-Western Hazardous Materials meeting.

Approved

- Members attended a walkthrough of the Durgin & Crowell Lumber Company for training.

➤ Police Department – May Report:

- Chief Madore attended the New Hampshire Chief's meeting on May 12, 2015.
- Officer Gamble attended the Reid Technique of Interviewing and Interrogation 3 day training that was held at the Portsmouth Police Department on May 18-20, 2015.
- Department Secretary, Judy DiPadova, attended the NHCOPSA meeting on May 22, 2015 where she received training from Karen Lamb of the Department of Safety regarding NIBRS (National Incident-Based Reporting System) reporting.
- Chief Madore attended a planning session for Police Standards and Training on May 26, 2015. There were about 30 other participants in attendance.
- Sergeant Parsons and Officer Soucy attended the Upper Valley Drug Intel meeting on May 29, 2015 involving area departments on both sides of the river. The meeting was held at the Springfield, Vermont Police Department.

➤ Recreation Park Committee:

- David Armstrong, of the Grantham/New London Adult Softball League, and the Board of Selectmen continued their conversation from the previous Board of Selectmen meeting of May 27, 2015 to work out a long term fee schedule for use of the Grantham Recreation Park. Selectman Story asked Armstrong how he promotes the League. Armstrong said it's mostly word of mouth but, in the past, Town Administrator White has mentioned the League in the summer newsletter and stressed he would like to get more people from Grantham involved.

Athletics Director Marsha Googins told the Board that the Recreation Park Committee recommended changing the definition placed on seasonal use to an eight to ten week period at a cost of \$250.00. White recommended only requiring a security deposit for use of the pavilion. Armstrong stated that is reasonable.

White asked Armstrong if he looked into Tulip Event Insurance. Armstrong said not specifically but he obtained some quotes for liability insurance and the rates were very high. White said she will contact Primex because the rates for Tulip Event Insurance are reasonable.

Armstrong asked the Board if they thought about charging non-resident fees for players or teams that are not from Grantham. He explained that some towns charge players or teams that are not from the town a higher fee than those who are from the town. The Board and White said this is something that could be addressed in the future.

Armstrong asked if there was any chance that in the future this league could become part of the Grantham Recreation Program. Resident C. Peter James

Approved

suggested that would help advertise the league to Grantham residents. The Board said this could also be addressed in the future.

- Athletics Director Marsha Googins informed that many parents have expressed an interest in volunteering to run a concession stand for sporting events at the Recreation Park to raise money for things that the park does not have such as bathrooms, etc. She suggested using the pavilion and invited the parents to attend a Recreation Park Committee meeting to discuss it. She said the Committee has come up with some good ideas and they were here to present them to the Board.

Googins said one of the problems is that the mower is being stored at the Highway Garage and they suggested building a structure off the back side of the Pavilion for the mower storage which, they felt would be more cost effective than building a stand-alone structure. She said they also need a serving window and countertops. White asked Googins what else they would need besides the window and a countertop. She answered a refrigerator.

Jennifer Beaulieu stated she and Googins were discussing the tremendous opportunity to generate income from selling concessions from the pavilion. They estimated revenue of \$200.00 - \$300.00 at each game. She said for the pavilion to sit there and not be used is very unfortunate. Googins said they plan on creating a survey for ways parents can help to volunteer.

White said she and Googins had already talked about this. Googins is willing to provide supplies that are needed; that parent volunteers will be needed to run the concession stand.

Nicole Mason said she obtained some quotes from LaValley's and there was a five foot counter remnant for \$75.00 or a custom sized counter for \$1,350.00; also a single hung, two side by side windows for \$210.00. White said she would be concerned about vandalism with glass windows and suggested a wooden cutout that can be opened and lay flat against the building. Googins said if a window is used a wood covering would be added so that it can be locked up from the inside at night that would protect the windows. Beaulieu said one of the parents had offered to do exactly that.

White explained that more than the mower will need to be stored in the building that the spreader, aerator, weed whacker, gas cans, fertilizer and lyme will also be stored in there. Selectman Jones said the John Deere tractor needs to be stored there too. Chairman Kimball stated a workbench is also needed so maintenance of the equipment can be performed. Beaulieu asked what size addition they would need to store everything and Selectman Jones said at least 16' by 20'; anything bigger would have to be a separate building.

Selectman Jones asked if all the windows are framed in for cutting out. Googins said they are but recommended that the window on the ball field side not be done because it will surely get broken by foul balls.

White said if we are going to do this it should be done right so that it serves us for years down the road. She asked if they would need a freezer. Googins said she

Approved

didn't think so that the freezer in the refrigerator should be adequate. Beaulieu said it would be nice to have a grill to sell hot dogs and burgers, that she sees other towns that have a grill at their concessions and would be curious to see how they do it.

Selectman Jones asked what the projected start date is. Activities Director Jamielynn Garland said she has Music in the Meadow starting on July 28th but the problem is the bands play where the concession will be. There was discussion about using one of the other windows for the concession when Garland has events at the park.

Chairman Kimball expressed concern about storing equipment and fuel in a building that they are going to use for cooking food and didn't believe it would be an advantage to have the storage area as part of the pavilion. He reiterated that for safety reasons, it should be a separate building. Beaulieu said the only reason they didn't suggest a stand-alone building is that she thought the cost would delay the opening of the concession. White felt for the small costs associated with getting the concession portion of the pavilion open that both could probably be done now. Quotes will be obtained for building an addition onto the pavilion for storage versus a stand-alone building to be used for storage.

White requested the Recreation Park Committee find volunteers to pick blueberries this year as it generates revenue for the park. Beaulieu said she wasn't aware of that until recently.

The Board and White thanked all of them for their ideas.

➤ Transfer Station – April Report:

Solid Waste – 6 runs; 68.41 tons

Construction Demolition Debris – 4 runs; 16.88 tons

Glass – 1 load; 7.31 tons; Expense \$219.30

Light Bulbs – 8' bulbs (136), Expense \$8.16; compact bulbs (560), Expense \$196.00

Electronics – 1 run; 2.68 tons; Revenue \$126.56; Expense \$822.37

Fibers – Mixed Loose – (Paper) – 2 loads; 20.78 tons

Revenue: \$ 77.93

Expense: \$650.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.52 tons

Revenue: \$ 0.00

Expense: \$119.70

Tires – 568 tires; \$710.00 out of reclamation fund

Total tonnage of material taken away; 118.58 tons

Tickets collected at Transfer Station; \$1,065.00

Total Revenue from recycling: \$ 204.49

Total Expenses from recycling: \$2,015.53

Net Expense from recycling: \$1,811.04

Approved

- Trustees of the Trust Funds – Report as of May 31, 2015: Trustees of the Trust Funds Report as of May 31, 2015 was reviewed.
- Town Administrator
 - The Actuary Report was received and has been forwarded to the Auditors. The Town is in compliance with GASB Statement No. 45.
 - The Audit is scheduled for the week of August 17, 2015. Preparation has begun. White will be working on a Management's Discussion and Analysis to be included in the audit.
 - Estimated revenues versus actual revenues through the end of May were reviewed. Revenues are approximately 15,000.00 more than we estimated.
 - The summer newsletter has been mailed.
 - White will be on vacation June 22 – 26, 2015.
 - Upcoming Meetings:
 - The Conservation Committee meeting is Monday, June 15, 2015 at 7:00pm.
 - The Zoning Board meeting for June was cancelled.

OTHER

- Resident C. Peter James asked if Road Agent Hastings could look at the culvert at the end of Dunbar Hill Road. White said he will.
- James also asked about the loam outside of the Archives building. Selectman Story said he needs to make a phone call. James said he buys his loam from Gary Quimby and it is high quality at a good price.
- Jennifer Beaulieu wanted to publicly thank the Board for the very nice trash can at the Recreation Park.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Jones, seconded by Chairman Kimball to enter into a Non-Public session at 6:25pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper.

Following proper vote, the Board returned from Non-Public session at 6:28 pm.

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Story, seconded by Selectman Jones to enter into a Non-Public session at 6:28pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Ken Story; Town Administrator Melissa White; and Administrative Assistant Ann Jasper.

Approved

Following proper vote, the Board returned from Non-Public session at 6:29 pm.

ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; **by unanimous vote, the Board adjourned at 6:30 pm.**

The next Selectmen's Meeting will be held on **Wednesday, June 24, 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