

Approved

Town of Grantham Board of Selectmen - Meeting Minutes July 22, 2015

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, July 22, 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; Fire Chief Jay Fountain; Phillip Schaefer; and Mauri Schwartz

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #455
- Accounts Payable Manifest #459 & 460
- Building Permits:
 - M/L 220-057-000; New Aldrich Road – New Home
 - M/L 221-046-000; 914 Route 10 North – Replace Shed
 - M/L 222-269-007; 34 Barn Owl Overlook – Deck
 - M/L 237-013-000; 635 Route 10 South – Shed
 - M/L 222-285-000; 464 Burpee Hill Road – Garage
 - M/L 235-025-000; 1237 Route 114 – Electrical Meter Pedestal
 - M/L 225-284-000; 105 Greensward Drive – Generator
 - M/L 225-006-000; 2 Dartmouth Place – Deck
 - M/L 242-014-001; 19A Bouldervale Road - Shed

APPROVAL OF MINUTES

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

APPEARANCES

- Mauri Schwartz: Resident Mauri Schwartz discussed the ditching on Stoney Brook Road and her concern of the length of the town's right of way and how far it encroached on her property. She said this was an unresolved issue from two years ago and at that time nobody knew the answer because it wasn't in the Grantham records. She informed that the previous day, she was provided with a copy of a survey from May 2014 which shows

Approved

the town right of way on Stoney Brook Road to be 33 feet from the centerline; that Stoney Brook Road was laid out in 1849 and was a part of Springfield until 1858 which is why this information was not in the Grantham records. She had asked why she was not provided that information until yesterday. Chairman Kimball apologized and said that when the Board received this information a year ago, it was his intention to send her the information but it inadvertently got set aside. Schwartz commented that if she had that information back then, it certainly would have prevented a lot of upset and expressed that communication could have been a lot better. The Board agreed.

Schwartz inquired about paving and stated that the road is crowning and asked if that was going to be fixed. Chairman Kimball replied that Road Agent Hastings is currently working on the dirt on the sides of the paved road and the road will be paved as it exists, that Hastings is not going to reconstruct the road. Selectman Jones stated that reconstructing the road would cost a lot of money and the town does not have the finances to do that. She added that Hastings is respectful of the stone walls and monuments along the road even though it's not a requirement and if the road was to be reconstructed, that would not always be the case. Schwartz thanked the Board for their time.

- Phillip Schaefer: Phillip Schaefer presented a written copy of his concerns to the Board regarding Eastman's plans to renovate The Center at Eastman. His concerns are as follows:

"After renovation the structure will be 16,107 square feet, an increase of 2031 sq. ft. Some parking spaces will be removed to allow for the expansion. ECA proposes to move its office staff from its existing building on Draper Rd. Those staff members will require full time parking.

1. This means that the usage of The Center will change from recreation/restaurant to recreation/restaurant/business operations. Does there need to be a zoning change to permit the change in usage.
2. Will there be enough parking spaces per code?
3. With the increase in size, is the septic capacity sufficient for the added usage?
4. Some years ago there was an agreement between the town and ECA pertaining to taxation. Does that agreement cover an expansion/renovation of the building (\$4.5M)? Can ECA claim the same exception that was raised when the existing agreement was negotiated? (This situation is no longer similar to that in Waterville Valley in which the community structures were in place before lots were sold.)"

*See Square Foot Comparison (attached).

The Board thanked Schaefer for bringing his concerns to their attention and informed him that Eastman is required to go through the Planning Board and submit a Building Permit Application; that at this point he should bring his concerns to the Planning Board.

Approved

CORRESPONDENCE

- Southwestern Community Services: A thank you was received from Southwestern Community Services for the town meeting appropriation of \$900.00.
- Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC): Notice was received from UVLSRPC of a Citizen Service Skills Workshop to be held on August 20, 2015 from 9:00am – Noon at Grantham Town Hall. Transfer Station Attendants can receive 1-1/2 hours credit from NH DES for attendance.
- Sullivan County Nutrition Services: A thank you was received from Sullivan County Nutrition Services for the town meeting appropriation of \$200.00.
- Chapin Senior Center (COA): A thank you was received from Chapin Senior Center (COA) for the town meeting appropriation of \$3,800.00.
- New London Hospital: A letter was received from The New London Hospital Association expressing their disappointment with the town's decision to switch ambulance services to Lebanon but they state that they respect the decision and will ensure a smooth transition for our residents.
- The Jack and Dorothy Byrne Foundation: Laura Nagy, a member of the Grantham Conservation Commission, wrote a grant letter to The Byrne Foundation requesting \$15,000.00 for the project at Brookside Park including building a bridge over the brook that would be ADA accessible. A check was received from The Byrne Foundation in the amount of \$15,000.00. White informed that the Commission hopes to complete this project in the fall. She also stated that a public hearing will be held on August 12, 2015 to hear public comment and for the Board to vote to accept this gift.
- West Central Behavioral Health: A thank you was received from West Central Behavioral Health for the town meeting appropriation of \$2,500.00.
- Primex: Notice was received from Primex about the Contribution Assurance Program (CAP). This is for members who have demonstrated commitment to the Primex pool and it provides stability by creating a limit on the town's Property and Liability contributions for future renewals. The town has been a participant in the CAP Program in the past and it expired June 30, 2015. The Loss Mitigation Agreement would cap the Property and Liability rates for the next two years at a maximum of 9% regardless of the pool's performance.

Loss Mitigation Agreement Resolution

BE IT RESOLVED: The Town of Grantham, Board of Selectmen hereby accepts the offer of the New Hampshire Public Risk Management Exchange (Primex) Property & Liability CAP Agreement as part of a Loss Mitigation Agreement, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of this Program.

Approved

The Town of Grantham agrees to the conditions of the Property & Liability Loss Mitigation Agreement as outlined above and was voted on by its Board of Selectmen on the 22nd day of July, 2015.

Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

The foregoing is a true copy of the Resolution of the Governing Board of the Town of Grantham adopted on July 22, 2015.

A motion to enter into the Primex FY2017 and FY2018 Property & Liability Contribution Assurance Program (CAP) Agreement, Loss Mitigation Agreement Resolution and Resolution to Enter Primex Property & Liability Contribution Assurance Program (CAP) was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

OLD BUSINESS

- Olde Farms Road Bridge: White informed that the Olde Farms Road Bridge is near completion; that paving and installation of the guardrails remains. Northwoods Excavating is having some difficulty obtaining the required guardrails but will install temporary ones so the road can be reopened. They are hoping to reopen the road by the end of the week with paving to be completed in the next few weeks.
- Miller Pond Road Bridge: No new information.
- Zoning Violation at 172 Cote Road: No new information.

NEW BUSINESS

- Shoreline Protection Cutting Plan; M/L 215-054 & 055-000; 436 Road Round the Lake: A motion to approve the Shoreline Protection Cutting Plan at 436 Road Round the Lake as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Story. **Unanimously approved.**
- Shoreline Protection Cutting Plan; M/L 215-121-000; 7 Loon Drive: A motion to approve the Shoreline Protection Cutting Plan at 7 Loon Drive as recommended by the Grantham Conservation Commission was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

Approved

- Deputy Town Clerk/Tax Collector Appointment: At the recommendation of Town Clerk/Tax Collector Rita Friedman, a motion to appoint Kenneth B. Story as Deputy Town Clerk/Tax Collector effective July 28, 2015 was made by Chairman Kimball; seconded by Selectman Jones. **Approved by Majority Vote.** Selectman Kenneth B. Story abstained from this vote.
- Selectman Appointment: A motion to appoint Sheridan T. Brown as a member of the Board of Selectman to fill the vacancy of Kenneth B. Story until the next election effective July 28, 2015 was made by Selectman Jones; seconded by Chairman Kimball. **Approved by Majority Vote.** Selectman Kenneth B. Story abstained from this vote.
- Motor Vehicle Registration Refund: A Memo was received from Town Clerk/Tax Collector Rita Friedman advising that a mistake was made when processing motor vehicle registration fees for Cameron Shepherd and he was overcharged \$14.29.

A motion to approve the refund of \$14.29 for vehicle registration fees to Cameron Shepherd was made by Selectman Story; seconded by Selectman Jones. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Fire Department – June Report:
 - Responded to 10 calls consisting of 3 EMS and 7 Fire/Rescue.
 - Chief Fountain attended the Mid-Western Hazardous Materials meeting.
 - Training for June was on blood borne pathogens, pump training and a representative for the TurboDraft Fire Educator came up and reviewed what the TurboDraft could do.
- Recreation Park: Chairman Kimball stated the Recreation Park Committee discussed installing a third window in the pavilion and will come up with a recommendation. White said she will work with the Committee to get the pavilion done.

Chairman Kimball said the Committee was also thinking about making the pavilion/concession available to renters of the park to use but he felt it was not a good idea because, among other reasons, that would allow unauthorized people in the pavilion. The Board agreed with Kimball.

- Town Clerk/Tax Collector: Effective August 3, 2015 until further notice, the hours for the Town Clerk/Tax Collector's Office will be as follows:
 - Monday & Tuesday; 8am – 5pm
 - Wednesday; 8am – 6pm
 - Thursday – CLOSED
 - Friday; 8am – 12pm; 1pm – 4pm

Approved

➤ Transfer Station:

May Report:

Solid Waste – 7 runs; 80.84 tons
Construction Demolition Debris – 8 runs; 30.3 tons
Light Iron – 1 load; 4.72 tons; Revenue \$565.72
Aluminum - .86 tons; Revenue \$516.00
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 59.56
Expense: \$650.00

Comingle – w/o Glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$125.40

Total tonnage of material taken away; 126.44 tons
Tickets collected at Transfer Station; \$1,870.00

Total Revenue from recycling: \$1,141.28
Total Expenses from recycling: \$ 775.40
Net Revenue from recycling: \$ 365.88

June Report:

Solid Waste – 8 runs; 88.32 tons
Construction Demolition Debris – 8 runs; 35.49 tons
Glass – 1 load; 7.31 tons; Expense \$219.30
Light Bulbs – 4' bulbs; 1656 feet; Expense 99.36
Tin Cans – 1 run; 1.7679 tons; Revenue \$997.23
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$59.56
Expense: \$650.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$125.40

Tires – 472 tires; \$607.00 out of reclamation fund
Clothes – 2.2885 tons of clothing recycled in 2nd Quarter

Total tonnage of material taken away; 163.2286 tons
Tickets collected at Transfer Station; \$1,580.00

Total Revenue from recycling: \$1,293.94
Total Expenses from recycling: \$2,031.52
Net Expense from recycling: \$ 737.58

Approved

- Treasurer's Reports for Month ending June 2015 and Fiscal Year ending June 30, 2015: The Treasurer's Reports for Month ending June 2015 and Fiscal Year ending June 30, 2015 were reviewed.
- Town Administrator:
 - The Master Plan Committee told White that they are looking for input from the Board of Selectmen regarding placement of collection boxes at different town locations for the community surveys and distribution of extra surveys as needed. The Committee discussed the following collection locations: the Town Offices, the Transfer Station, and the Library. The Committee also discussed a place that extra surveys could be handed out such as the town offices. Other locations were suggested such as Rum Brook Market and the banks.
 - Upcoming Meetings:
 - The Zoning Board meeting scheduled on July 23, 2015 has been CANCELLED.
 - The Conservation Committee meeting was rescheduled to Monday, July 27, 2015 at 7:00pm.
 - The Energy Committee meeting is Monday, August 3, 2015 at 5:00pm;
 - The Open Space Committee meeting is Thursday, August 6, 2015 at 8:30am;
 - The Planning Board meeting is Thursday, August 6, 2015 at 7:00pm;
 - The Master Plan Committee meeting is Monday, August 17, 2015 at 7:00pm, Lower Level of Town Hall

OTHER

- The Board of Selectmen presented retiring Deputy Town Clerk/Tax Collector Cindy Towle with an engraved Boston Rocker in appreciation of her 20 years of dedicated service to the town. Board members told Towle that it has been a pleasure working with her, that she was always pleasant and helpful and she will be missed. Town Administrator Melissa White expressed gratitude that Towle was always willing to go the extra mile and help her and the Selectmen's Office when needed. Towle thanked all of them for this gesture and said it has been a joy working for the Town of Grantham.

NON-PUBLIC

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 6:12pm. Present were: Chairman Warren 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 6:35 pm.

Approved

ADJOURNMENT

There being no further business, Selectman Story moved to adjourn, seconded by Selectman Jones; ***by unanimous vote, the Board adjourned at 6:35 pm.***

The next Selectmen's Meeting will be held on **Wednesday, August 12, 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

TCBC
 SQUARE FOOT COMPARISON
 March 30, 2015

The Center – Area Comparison

Footprint – Gross Sq. Ft.
 Center Gross Sq. Ft.
 ECA Office
 Total Gross Sq. Ft.

Program Space – Net Sq. Ft.

- Draper Room
- Table Seating Capacity
- Draper Room – Storage
- Pub (with wait station)
- Table Seating Capacity
- Bar Seating Capacity
- Dining Room
- Table Seating Capacity
- Kitchen (wait station & bridge in existing & reno)
- Golf & Ski Retail (& Office)
- Flex / Conference Room
- Mechanical / Utility
- Coat Closets (2nd floor in Current & Reno)
- Chef's office
- Rest Rooms (2nd floor) (multi-gen in Build New)
- Water Closets Women
- Water Closets Men
- Locker Rooms & Rest Rooms (1st floor)
- Water Closets Women
- Water Closets Men
- Unisex Rest Rooms
- Water Closets
- Total Rest / Locker Room

	Existing	Build New Plan D Sept 2014	Renovate	Build New	Renovate vs Existing	Build New vs Existing	Build New vs Renovate	Build New vs Plan D
Footprint – Gross Sq. Ft.	14076							
Center Gross Sq. Ft.	1800							
ECA Office	15876	14590	16107	13997	231	-1879	-2110	-593
Total Gross Sq. Ft.	14076	14590	16107	13997	231	-1879	-2110	-593
Program Space – Net Sq. Ft.								
Draper Room	2200	2352	2750	2486	550	286	264	134
Table Seating Capacity	1427	157	183	166	36	19	17	9
Draper Room – Storage	95	81	81	184	36	89	53	103
Pub (with wait station)	749	846	131	1200	666	451	215	354
Table Seating Capacity	50	25	94	81	44	31	13	56
Bar Seating Capacity	9	12	11	16	2	7	5	4
Dining Room	825	1147	687	920	138	95	233	-227
Table Seating Capacity	55	76	46	61	9	6	15	-15
Kitchen (wait station & bridge in existing & reno)	101	713	1054	915	77	86	15	-15
Golf & Ski Retail (& Office)	1775	1607	1247	1318	172	143	139	202
Flex / Conference Room	453	484	339	331	114	-122	71	-289
Mechanical / Utility	348	221	320	100	-28	-248	-8	-153
Coat Closets (2 nd floor in Current & Reno)	50	0	77	76	27	26	1	-121
Chef's office	102	95	93	83	9	19	10	76
Rest Rooms (2 nd floor) (multi-gen in Build New)	355		411		56	-19	-10	-12
Water Closets Women	3		4		1	-355	-11	0
Water Closets Men	2		2		0	-3	2	0
Locker Rooms & Rest Rooms (1 st floor)	1007	741	868	63	-139	-254	115	12
Water Closets Women	4	6	5	8	1	4	3	2
Water Closets Men	2	3	2	4	0	2	2	1
Unisex Rest Rooms	2	106	92	53	92	53	39	1
Water Closets		2	1	1	92	1	0	-53
Total Rest / Locker Room	1362	847	1374	806	9	-556	-565	-1

TCBC
SQUARE FOOT COMPARISON

March 30, 2015

The Center - Area Comparison

Kitchen Support (Food, Event, etc. 1st floor)
 Recreation Storage (Golf & Ski)
 Misc. Storage & Support
 Total Storage
 Sub-Total Net Sq. Ft.
 ECA Office
 Total Useable Sq. Ft. with ECA office

Sub-total Kitchen & Storage (1st & 2nd floors)
 Sub-total Pub & Dining
 Sub-total Retail & Recreation Storage
 Total Restroom Fixtures
 Women
 Men
 Unisex
 Total Table / Bar Seating Capacity

Notes:
 Renovation:
 Total addition to Gross Sq. Ft. = 2031
 May be an opportunity to create storage space above Port Coohere

Build New:
 Kitchen currently keeps some kitchenware in Misc. storage area in current Center building and in Renovation plan. Build New should accommodate all kitchen storage with appropriate organization
 May be an opportunity to create storage in the attic space with e/drop-down staircase

Plan D:
 Lockers include two shower stalls for both men and women (current Reno & Build New have only one shower each)

	Existing	Build New Plan D Sept 2014	Renovate	Build New	Renovate vs Existing	Build New vs Existing	Build New vs Renovate	Build New vs Plan D
Kitchen Support (Food, Event, etc. 1 st floor)	615	720	647	723	92	108	176	3
Recreation Storage (Golf & Ski)	490	302	530	400	40	-90	30	98
Misc. Storage & Support	530		430		100	-530	230	0
Total Storage	1635	1022	1607	1123	484	-512	484	101
Sub-Total Net Sq. Ft.	10095	9415	11091	9542	996	-553	1549	127
ECA Office	1800	725	1310	1287	490	-513	23	562
Total Useable Sq. Ft. with ECA office	11895	10140	12401	10829	506	-1066	1572	689
Sub-total Kitchen & Storage (1 st & 2 nd floors)	1746	1433	1701	1638	15	-78	63	205
Sub-total Pub & Dining	1693	2030	2207	2217	574	584	10	187
Sub-total Retail & Recreation Storage	1665	1909	1777	1718	112	53	59	-191
Total Restroom Fixtures	111	11	14	13	3	2	1	2
Women	7	6	9	8	2	1	1	2
Men	4	3	4	4	0	0	0	1
Unisex	0	2	1	1	1	1	0	1
Total Table / Bar Seating Capacity	261	270	334	324	73	63	10	-1