

Approved

**Town of Grantham
Board of Selectmen - Meeting Minutes
January 13, 2016**

The regular meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, January 13, 2016 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 Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; and C. Peter James;

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #466 & 467
- Accounts Payable Manifest #480 & 483
- Property Tax Refunds (due to overpayment)
 - M/L 233-002-000; 18 Dunbar Hill Road - \$181.80
 - M/L 215-009-008; 808 Covered Bridge Lane - \$554.76
 - M/L 236-026-000; 133 Stocker Pond Road - \$167.89
 - M/L 222-075-000; 25 Summit Drive - \$191.67
 - M/L 225-252-000; 16 Fairway Drive - \$50.00
 - M/L 225-109-000; 3 Bogie Place - \$129.57
 - M/L 242-026-000; 908 Route 10 South - \$2,058.69
 - M/L 227-024-000; 1033 Olde Farms Road - \$4,053.81
- 2015 Property Tax Abatement:
 - M/L 238-001-000; Crooker Road - \$1009.05
- Notice of Intent to Cut Wood or Timber
 - M/L 241-007-018; Hummock Road
 - M/L 212-006-000; Miller Pond Road
- Application for Veteran's Tax Credit:
 - M/L 233-023-000; 50 Pillsbury Road
 - M/L 215-061-000; 47 Old Beach Circle
 - M/L 215-061-000; 47 Old Beach Circle
- Pole License and Petition; Olde Farms Road
- Building Permits:
 - M/L 233-023-000; 50 Pillsbury Road – Shed

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APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of December 9, 2015 as written was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

A motion to approve the non-public meeting minutes of December 9, 2015 as written was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

CORRESPONDENCE

- Eastman Community Association Board of Directors: A letter was received from the Eastman Community Association Board of Directors encouraging the Board of Selectmen to support the proposed warrant article recommended by the Grantham Energy Committee which would adopt the provisions of RSA 72:61 through RSA 72:72 inclusively as they apply to renewable energy. The Board of Selectmen had already given their support to this proposed warrant article and agreed that it is good to know that Eastman Community Association gave their support as well.

OLD BUSINESS

- Olde Farms Road Bridge: Subsequent to a Memorandum from Bridge Engineer Erin Darrow in which she addressed her concerns regarding the guardrails, certification was received from Premier Fence that the guardrails were fabricated and galvanized according to the New Hampshire Department of Transportation's specific guidelines.

White reported that there was a closeout site visit with FEMA and Beth Peck, the town's Hazard Mitigation Program Manager Representative, on January 12, 2016 and will proceed to close out the grant portion of the project. She added that they are still moving forward with trying to get the overage covered.

White stated that Bridge Engineer Erin Darrow was informed that the town is happy with the guardrails (i.e. with where they are placed as long as they meet NH DOT specifications which has not been finalized) so Darrow can move forward with finalizing the as built plans.

White informed that Northwoods is requesting all but \$1,200.00 of their retainage be released to them. White noted that they have to come back in the spring to do some clean up and felt that was too much money to release until they see how things weather through the winter. Selectman Brown expressed concern about the project being over budget and said that even though we might have the opportunity to get some additional reimbursement, there are still a few unanswered questions about the way things were laid out and installed and which party, if either, is responsible for those cost over runs. He said he would like to see more information from Northwoods, as had been promised, before releasing most of the retainage just to analyze how we got to where we did in the final stages and if we don't get additional reimbursement from FEMA, we might want to consider asking them to discount the project in some way. He continued that he thinks the bridge is good and we corrected a lot of things but it seems

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like we still got a product that is in some ways less than what it would have been if built exactly to specification. He emphasized that he was stating this based on what he knew to date which he believed still needed some clarification. He said that he would not want to rush to give up a large amount of the retainer until they have a chance to look at the plans again as far as where the bridge is laid out, what the grading is, etc. and make sure there are not any issues down the road such as erosion. Selectman Jones said Northwoods has held back money from the guardrail company and there is nothing that can be done about that at this time of year and we need to wait and see how it goes through this winter. She stated that she would be in favor of giving them some of their money but she would want something in writing that would hold them to returning in the spring to complete what they need to do. Jones went on to say that we also need to get the guardrail company back to correct the area that is a little too high and make sure all of the guardrails conform to the correct height. She commented that there is bound to be some erosion due to the layout of the land but from the time since the bridge opened, we have had a lot of rain and there has not been a problem with pooling, ponding, and hydroplaning, etc. but in the spring, we will be able to see how everything has held up.

Chairman Kimball asked White what the payment would be if we paid everything except the \$1,200.00. White estimated approximately \$19,000.00. After discussion, the Board agreed that releasing \$8,000.00 of the retainer was adequate at this time.

- Miller Pond Road Bridge: Chairman Kimball asked if we should give the same consideration to the school buses as we did with the Olde Farms Road bridge project. White said there will be a lane open while the bridge is being worked on and we will work with the contractor to be sure that school buses are not delayed.

White recapped that there were concerns about the way the proposal was written, that it implies that it is also a contract and stressed that they should be sure that they reserved the right to have this be a proposal only with a formal contract to be discussed and finalized at a later date.

White said she had discussions with Road Agent Jeff Hastings who expressed concerns about the exposed concrete deck that is proposed. He said either the bare deck or the membrane and pavement is acceptable, but his biggest concern which he wasn't sure about is if ice clears as quickly on a concrete deck as it does with asphalt because people coming down Miller Pond Road will be approaching on a slight downward incline and then maneuvering the corner before the bridge. She suggested getting two proposals, one with the exposed deck and one with membrane. She said she spoke with the contractor and the cost difference could be roughly \$20,000.00 and would depend on how they end up putting the membrane on; because they are doing one side of the bridge at a time, they would have to do two mobilizations which would cost more. White said she also discussed the above mentioned concerns about the proposal and they were fine with making some changes and having two proposals as mentioned and then drawing up a contract after the proposal is accepted. Chairman Kimball suggested Hastings reach out to some other towns that have the exposed deck to ask about the icing concerns.

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White said she spoke to Steve Liakos at the New Hampshire Department of Transportation and he recommended staying with the NH DOT 101 guard rail and not to go with the alternative.

Selectman Brown suggested the following language for proposal purposes: "accepted contingent upon negotiation of a formal contract including at a minimum the following terms" which would be the things already in the proposal. He said he could also draft some language for the contract if needed.

White said she will get the revised proposals to review at the next Board of Selectmen meeting.

White stated that she called a few towns and got very favorable feedback about Neil H. Daniels, Inc.; that they would definitely hire them back and they were on time or under budget.

➤ Zoning Violation at 172 Cote Road: No update.

White noted that the Zoning Board of Adjustment is moving forward with an amendment to the Zoning Ordinance that makes some changes to the definition of junk and junk yards. Selectman Brown explained that the two major deficiencies with the current ordinance are that it doesn't specifically refer to household waste or construction demolition debris. He said if you look at the ordinance, they are clearly included within the intent but they make it arguable. The items that are considered junk will be clearly defined in the amendment. The other big improvement is under obnoxious use which prohibited the storing of junk that was defined as motor vehicles that were unregistered and inoperable, but the other strange thing that was in there was junk exceeding in bulk two motor vehicles and no one knows if that was referring to weight or size so that has been totally struck out now, so going forward, it will turn on those pieces of the obnoxious use provision of whether it has a detrimental impact on the neighborhood and visual impact is specifically included now as that was also missing from obnoxious use. Selectman Brown said there was some disagreement on the Planning Board but there were enough votes to move it forward.

Selectman Brown wanted to make it clear that the change to the Zoning Ordinance is not being done to specifically target any one property, that it's something in which we recognize some deficiencies and we're looking prospectively at how to safeguard against some of the problems that other towns are experiencing. Selectman Jones pointed out that zoning amendments have to be voted on at town meeting and, if it passes, will not take effect until one year after town meeting.

➤ Mitchell Automotive: There has been no response from Mr. Mitchell and there doesn't appear to be any improvement on the property. Chairman Kimball asked White if she contacted the property owner. White said she did not, that she was giving Mitchell a chance to respond without involving the property owner. She said she will send a certified letter to Mitchell and give the Board an update at the next meeting.

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NEW BUSINESS

- Zoning Board of Adjustment Appointment: A motion to appoint Peter Gardiner as an alternate member of the Zoning Board of Adjustment was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**
- Energy Committee Appointment: A motion to appoint Andy Gelston as a member of the Energy Committee was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**
- Shoreline Protection Cutting Plan; M/L 222-036-000; 8 Azure Brae: A motion to approve the Shoreline Protection Cutting Plan at 8 Azure Brae as recommended by the Grantham Conservation Commission was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

DEPARTMENT/COMMITTEE REPORTS

- Emergency Medical Services (EMS) – December Report: There were a total of 11 calls for service in December. There were eight transports consisting of seven ALS calls, one BLS call and three no transport.
- Fire Department – December Report:
 - Responded to 13 calls consisting of 7 EMS and 6 Fire/Rescue. Chief Fountain reported total runs for 2015 were down.
 - The Grantham Fire Department Association hosted the annual Friends Helping Friends event on Saturday, December 5, 2015. They collected 60 plus toys along with cash donations for the Toys for Tots Program, 100 plus pounds of food and more cash donations for the Newport Food Pantry and coats for the Shepherd Realty Coat Drive. They also had a touch a truck event and the Grantham Cub Scout Pack hosted a cookie decorating event.
 - Chief Fountain reported that it was another great year for the Fire Department. They installed the new exhaust system in July and took delivery of their new air packs. They are looking at updating the station in the next year or two by updating lights and adding insulation to the roof along with painting the interior and replacing the wood and trim on the exterior.
 - A new backup generator has been installed and as soon as Irving connects the propane, they will be up and running. Luckily, there have not been extended periods of power outages.
- Police Department – December Report:
 - Chief Madore attended the Chiefs of Police Winter Conference in North Conway on December 4 – 6, 2015.

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- Chief Madore completed his annual Intoxilyzer Recertification on December 7, 2015.
- The Police Department would like to thank Sheridan and Debra Brown for hosting this year's holiday party. Everyone had a wonderful time.
- The Police Department recognized and awarded Officer Robert Schwartz for his 21 years of service to the Town of Grantham on December 18, 2015. Officer Schwartz was presented new shirts with the hash marks depicting his years of service and was promoted to the honorary rank of senior patrolman.
- The Department completed all firearms training and Taser re-certification.

➤ Transfer Station – November Report:

Solid Waste – 8 runs; 86.35 tons
Construction Demolition Debris – 7 runs; 33.02 tons
Freon – 171 units; Expense \$1,368.02
Cardboard – 23.44 tons; Revenue \$1,992.40
Tin – 1.9821 tons; Revenue \$89.19
Aluminum - .8670 tons; Revenue \$508.00
Propane Tanks – 629 units; Expense \$444.00
Light Bulbs – 280 units; Expense \$24.30
Electronics – 3.14 tons; Expense \$1,028.27
Light Iron – 3 runs; 11.0358 tons; Revenue \$785.27
Tires – 583 tires, \$805.25 comes out of reclamation fund
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 19.86
Expense: \$650.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons
Expense: \$161.70

Total Tonnage of Material taken away; 170.4149
Tickets collected at Transfer Station; \$1,315.00

Total Revenue from recycling: \$3,394.72
Total Expenses from recycling: \$3,676.29
Net Expense from recycling: \$ 281.57

- Treasurer's November Report: The Treasurer's November Report was reviewed.
- Trustees of the Trust Funds – December Report: The Trustees of the Trust Funds December Report was reviewed.
- Town Administrator:
- Notice was received from FEMA that the town's Hazard Mitigation Plan was approved. This is a five year approval and allows the town to apply for hazard mitigation grants.

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- Notice was received from Primex that coverage will be expanded to include: cyber liability and damage, unmanned aircraft (“drones”) liability and damage, and veterinary care for injuries to working dogs and horses. Beginning in July 2016: doubling the limit of property coverage for qualifying bridges, and substantially broadening the scope of contractual indemnification coverage;
- **Filing Period for Town Elected Offices begins January 20, 2016 and closes on January 29, 2016 at 5:00pm.**
 - Selectman3 year term
 - Selectman2 year term
 - Planning Board.....3 year term
 - Town Clerk/Tax Collector3 year term
 - Trustee of the Trust Funds3 year term
 - Cemetery Trustee3 year term
 - Trustee of the Dunbar Free Library3 year term
 - Trustee of the Dunbar Free Library3 year term
 - Moderator2 year term
 - Supervisor of the Checklist6 year term

Applications and position descriptions are available at the Town Clerk's office.

- In an email, Activities Director Jamielynn Garland informed that she has been in constant contact with the Blue Mountain Snow Dusters for snow activities this winter. They are just waiting for some snow.

Other upcoming events are Fancy Nancy on February 8, 2016 and the Easter event on March 26, 2016.

- The Town Offices and Transfer Station will be closed on January 18, 2016 in observance of Martin Luther King Day.
- The following information was received from the following social service agencies:
 - Chapin Senior Center: Transportation Services Provided to Grantham in 2015: 49 rides, 158.75 hours, 3,633.5 miles; Participants: 34 Participants, 285 units; Number of Volunteers: 10 volunteers, 61 units, 358.25 hours, and 1,071.5 miles.
 - Lake Sunapee Region VNA & Hospice: In 2015 for Grantham, they provided over 4,550 hours of nursing, therapy and in-home long term supportive care to 82 residents; provided approximately 2185 in-home nursing, therapy and social work visits to these residents; Eight residents received 206 visits through their hospice program and Community Clinics (flu, blood pressure, Ask-A-Nurse and foot care) and support groups (caregiver, bereavement, parent-child) were utilized by 255 residents. They are asking the town to appropriate \$8,680.00 in FY 2016.
 - Newport Food Pantry: A letter was received from the Newport Food Pantry requesting an appropriation of \$500.00. They provided statistics for November 2015 for Grantham as follows: Households: 4; Adults: 8; Children: 10.

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- Community Alliance of Human Services: A letter was received from Community Alliance of Human Services requesting an appropriation of \$500.00; \$250. for their family services and \$250.00 for their transportation program.
- Selectman Brown attended the last meeting of the newly formed Pollinator Committee which was formed to educate and encourage residents to make changes to help honey bees and bumble bees produce more and updated the Board as follows: He informed that there are two educational events planned in March; one at the school where they will bring in a speaker on native pollinators to present a program where the students will learn about how the bees pollinate plants and what is currently going on with native bees; the second will be a program for adults the following evening which will also show what can be done on their property to improve things for pollinators. The Committee will also be looking at places in town to plant wildflowers with the hopes of helping everyone's gardens and also improving the appearance of the town.
- Selectman Jones informed Chairman Kimball and Selectman Brown that, at the Planning Board meeting with George Evarts, they were discussing Jake brakes and the noise they produce. She subsequently reached out to Sergeant Parsons, who obtained motor vehicle noise ordinances from Lebanon and Troy, NH, and thought it would be a good idea to review them and consider doing something similar to help the residents who live by the saw mill and everyone else. She added that she will also call the State to get more information. Selectman Brown suggested keeping the cost of signs in mind for budgeting purposes.
- Upcoming Meetings:
 - The Zoning Board meeting is scheduled on Thursday, January 28, 2016 at 7:00pm.
 - The Master Plan Committee meeting is scheduled for Monday, January 18, 2016 at 6:00pm in Town Hall.
 - The Conservation Commission meeting scheduled on Monday, January 18, 2016 has been cancelled.

OTHER

- Chairman Kimball thanked Sheridan and Debra Brown for hosting a fabulous party in December. He said it was a lot of fun and it was much appreciated.
- Chairman Kimball expressed appreciation to Selectman Brown for stepping up to fill in for former Selectman Ken Story and would very much like to see him continue as a Selectman in the future as he is an asset to the Board. Chairman Kimball also commended Selectman Jones and stressed that he would very much like to see her continue as a Selectman too.

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- Resident C. Peter James said he had two questions:
 - 1) He could not attend the Planning Board meeting and asked the Board if they are making any progress with Stocker Brook Realty, LLC and George Evarts. Selectman Jones said yes, Evarts is planning to have security cameras installed on the premises this week.
 - 2) He asked how often Veteran's exemptions have to be re-filed. White said they do not need to be re-filed but there is a reverification period every three years.
- Fire Chief Jay Fountain asked if Primex, the town's insurance carrier, has a debrief team. White said she will look into it.

NON-PUBLIC

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

Following proper vote, the Board returned from Non-Public session at 6:40 pm.

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; ***by unanimous vote, the Board adjourned at 6:40 pm.***

The next Selectmen's Meeting will be held on **Wednesday, January 27, 2016** 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