

Approved

Town of Grantham Board of Selectmen - Meeting Minutes April 27, 2016

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, April 27, 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 Activities Director Jamielynn Garland

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #477
- Accounts Payable Manifest #497
- 2015 Property Tax Abatements:
 - M/L 233-029-000; Springfield Town Line - \$395.57
 - M/L 233-120-000; 8 Sturgis Circle - \$828.00
 - M/L 234-002-000; 75 Longwood Drive - \$940.44
 - M/L 214-041-000; 34 Spring Valley Drive - \$360.92
 - M/L 222-190-000; 9 Turnbuckle - \$1,248.44
- Application for Elderly Exemption
 - M/L 234-128-000; 520 Howe Hill Road
- Application for Veteran's Tax Credit
 - M/L 222-154-002; 39 Pleasant Drive
- Certification of Yield Taxes Assessed
 - M/L 237-016-000; Route 10 - \$150.80
 - M/L 203-001-000; Route 10 - \$737.94

APPROVAL OF MINUTES

A motion to approve the regular meeting minutes of March 23, 2016 as written was made by Chairman Kimball; seconded by Selectman Jones. **Approved by majority vote.**

A motion to approve the regular and non-public meeting minutes of April 6, 2016 as written was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

Approved

A motion to approve the regular and non-public meeting minutes of April 13, 2016 as written was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.**

APPEARANCES

- Jamielynn Garland: Jamielynn Garland informed that she was appearing as a resident of Grantham, not as Activities Director. She stated that she and two other Grantham residents in collaboration with West Central Services would like to organize a "Walk in the Park" event in September in honor of Michelle Parsons and further explained that West Central Services is planning some renovations to the building in which Michelle Parsons worked and this would be a way to honor her with the proceeds from the event going to West Central Services for this project. Garland asked what the town would require from them. Selectman Brown stated that, for liability purposes, there should not be any blurred lines as to who is running the event. Garland informed that she and two other residents will be running the event and West Central Services will be involved as far as advertising the event and receiving the proceeds. Brown stated that, from a town stand point, the most important thing is that there has to be an entity sponsoring this walk and that entity needs to put their name on the permit and whatever else is required. He mentioned that it also might be worth checking with the Charitable Solicitation Division of the Attorney General's office to see if there is a threshold for donations before they are regulated. Garland asked if she should talk to West Central Services about this conversation and report back at another meeting. Chairman Kimball answered yes and added that the Board would like to support this.

CORRESPONDENCE:

- NH Department of Revenue Administration: A revised letter was received from the Municipal and Property Division of the NH Department of Revenue Administration advising that after reviewing the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 6 Report submitted by Vision Government Solutions, Inc. for the town of Grantham for the 2015 tax year, it was concluded that the appraisal complies with all requirements set forth in Standard 6 of USPAP and applicable laws and regulations.
- NH Department of Revenue Administration: A revised letter was received from the Municipal and Property Division of the NH Department of Revenue Administration advising that after its 2015 Assessment Review, it was concluded that Grantham has met all of the standards as recommended by the Assessing Standards Board. The letter further stated that "Your attention to detail, thoroughness, periodic review, integrity and hard work are commendable. You stand out as an excellent example for other communities to follow."
- NH Department of Transportation: A copy of the 2015 State and Municipal Red List Bridges Report was received from the NH Department of Transportation, as required by RSA 234:25-b.
- Primex: The Fiscal Year 2017 Property and Liability Member Contribution Summary was received from Primex; Grantham's contribution is \$32,063.00.

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OLD BUSINESS

- Olde Farms Road Bridge: A Memorandum dated December 21, 2015, and revised April 21, 2016, was received from Bridge Engineer Erin Darrow which provided site observations that identified a punch list of items that Darrow asserts need to be completed before the bridge project can be closed out. An invoice was also enclosed in the amount of \$2,575.00. Selectman Jones noted that Darrow added a few things to the punch list but it all comes back to the same things that she went over before. Jones questioned how the bridge withstood the winter such as; 1) were there icing problems? 2) Did the road grade and the hump cause any problems? 3) Was there any ponding that created problems? Although no problems have been reported, White will check with Road Agent Jeff Hastings.

Selectman Brown asked if this invoice is for all of Darrow's services for this project. White informed that this invoice is for the time period of September 26, 2015 through April 21, 2016 and that previous invoices have been paid. Brown noted that the invoice is not itemized in detail and said he is not inclined to approve it right now and would like more time to scrutinize it and request some further information.

Selectman Jones expressed the need for finalization of this project without having to redo everything. Chairman Kimball agreed and stated they need to narrow down the points that are in question and have them resolved.

- Miller Pond Road Bridge: White said she is waiting to hear from Neil H. Daniels, Inc. and will follow up with them to find out the status.
- Zoning Violation at 172 Cote Road: No new information,
- Mitchell Automotive: No new information, however, there was discussion about the fire pond on the property. Fire Chief Fountain asked how to get the fire pond in the back of the property tested because he believes that it is contaminated with accelerants such as oil and not usable for a fire. Selectman Brown said he is trying to arrange a tour for the NH Department of Environmental Services of certain properties in Grantham and he will add that to the list.
- M/L 233-101-000; 357 Dunbar Hill Road: White received a phone call from the daughter of the property owner regarding the letter that her mother received with the Board's concerns. She told White that she was thankful the Board was concerned about the trailer and stated that they cleaned the trailer last summer; her husband nailed boards over the sliding door opening; that it was structurally sound because last summer three men pushed on it and it didn't move; they are not interested in removing the structure because they feel it's "grandfathered"; and that they will be putting up no trespassing signs. White asked her to send us a reply in writing and she said she would. White stated that the original letter to the property owner gave her 30 days to respond in writing.

NEW BUSINESS:

- Prepayment of Real Estate Taxes: White informed that this topic needs some more study and asked that it be removed from the Agenda. The Board agreed.

Approved

DEPARTMENT/COMMITTEE REPORTS

- Activities: Activities Director Jamielynn Garland went over some of the upcoming events such as Mother/Son Brunch; Father/Daughter Dinner Luau; and the Town Wide Yard sale. The Bike Rodeo has been cancelled.
- Town Administrator:
 - Notice was received from the NH Department of Resources and Economic Development informing that Grantham was awarded the 2016 Volunteer Fire Assistance Grant. A check in the amount of \$981.25 was received toward the cost of forestry hose.
 - Notice was received from New Hampshire Interlocal Trust informing that Grantham's renewal rate for group health insurance is 10.51% and that we will be receiving a return of surplus in the amount of \$7,212.73 which will be distributed in August. The surplus brings the renewal rate down to 8.61%.
 - The Town Clerk/Tax Collectors office has revised hours due to the training of the new Deputy Town Clerk/Tax Collector. There will be no evening hours or Friday hours until further notice.
 - The first week in May is Municipal Clerks week in the United States, Canada and 15 other countries.
 - Notice was received from Comcast of their intent to renew Grantham's Franchise Agreement. White will meet in the near future with a Comcast Representative to go over some things followed by an appearance at a Board of Selectmen meeting.
 - In the last two weeks, white has spent a considerable amount of time troubleshooting software issues and it has been determined that the server needs to be replaced.
 - The DARE Graduation will be held Monday, May 2, 2016 at 8:45am at the Grantham Village School. White and the Board have been invited.
 - The Grantham Energy Committee is holding an informational Solar Energy Session at Town Hall on May 10, 2016 at 7:00pm.
 - The Transfer Station will be closed for training on Monday, May 16, 2016.
 - The Town Offices and Transfer Station will be closed on May 30, 2016 in observance of Memorial Day.
 - The Board of Selectmen meeting on May 11, 2016 has been rescheduled to Monday, May 9, 2016 at 5:00pm.
 - Upcoming Meetings:
 - The Zoning Board meeting is scheduled on Thursday, April 28, 2016 at 7:00pm;

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- The Open Space Committee meeting is scheduled on Thursday, May 5, 2016 at 8:30am;
- The Planning Board meeting is scheduled on Thursday, May 5, 2016 at 7:00pm;
- The Grantham Conservation Commission meeting is scheduled on Monday, May 16, 2016 at 7:00pm;
- The Master Plan Committee meeting is scheduled on Monday, May 16, 2016 at 6:00pm;

OTHER

- Fire Chief Jay Fountain informed that there was an emergency call the night of April 15, 2016 of a woman in labor. He informed that there will be a small recognition ceremony on May 3, 2016 at 7:00pm for the group that delivered the baby and invited the Selectmen to join them.
- Fire Chief Fountain informed that the Fire Department will be hosting a car seat safety class in May. This is training for the trainers.
- Selectman Brown stated that he has been participating in New Hampshire Municipal Association's Legislative Policy Committee for Land Use Infrastructure and Development. He explained that it's about a six meeting process where they vet proposals that are brought to them by towns as well as reassess their standing policies as legislation comes up and what they are going to support. Here are a few interesting things that have come up:
 - Recently, legislation was passed requiring towns to have provisions in their zoning ordinances allowing accessory dwelling units wherever they have single family dwellings. Brown said it doesn't totally strip municipalities of what they can do such as regulate size, whether there has to be owner occupied property and some other things so there are ways to make it manageable.
 - Eliminating the net metering cap for solar power, specifically on the portion that utilities have to purchase from municipalities.
 - Compact areas were discussed as far as if a town has a compact area like the ones in statute; the town ends up picking up the tab for the maintenance of the state road in the compact area.
- Chairman Kimball stated that he participated in the perambulation that was conducted on Monday, April 25, 2016 with great success from the Conservation Commission. Six markers were located as well as where the Green family cottages used to be.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Brown, and seconded by Chairman Kimball to enter into a Non-Public session at 6:37pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

Approved

*A motion to leave Non-Public session and return to Public Session at 6:38pm was made by Selectman Jones; seconded by Selectman Kimball. **Approved by unanimous vote.***

In accordance with RSA 91-A:3 section II-b, a motion was made by Chairman Kimball, and seconded by Selectman Jones to enter into a Non-Public session at 6:39pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

*A motion to leave Non-Public session and return to Public Session at 7:18pm was made by Selectman Brown; seconded by Selectman Jones. **Approved by unanimous vote.***

A motion to seal the minutes of this non-public session was made by Selectman Brown, seconded by Selectman Jones; because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. **Approved by unanimous vote.**

In accordance with RSA 91-A:3 section II-c, a motion was made by Chairman Kimball, and seconded by Selectman Jones to enter into a Non-Public session at 7:20pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; and Town Administrator Melissa White

*A motion to leave Non-Public session and return to Public Session at 7:25pm was made by Selectman Jones; seconded by Selectman Kimball. **Approved by unanimous vote.***

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Chairman Kimball; **by unanimous vote, the Board adjourned at 7:35 pm.**

The next Selectmen's Meeting will be held on **Monday, May 9, 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