

Approved

Town of Grantham Board of Selectmen - Meeting Minutes May 9, 2016

The meeting of the Board of Selectmen was called to order at 5:00pm on Monday, May 9, 2016 by Selectman Jones. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Jay Fountain; Road Agent Jeff Hastings; and F. Robert Osgood

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Refund \$3.00 Overpayment of 2016 Motor Vehicle Registration
- Notice of Intent to Cut Wood or Timber
 - M/L 218-001-000; Croydon Turnpike
 - M/L 241-011-000; 77 Cote Road
- 2015 Property Tax Abatements:
 - M/L 207-026-000; Butternut Pond Road - \$496.86
 - M/L 221-030-000; 90 New Aldrich Road - \$330.00
- Building Permits:
 - M/L 226-020-000; 151 Route 10 North – Shop/Storage

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of April 27, 2016 as written was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.**

A motion to approve the non-public meeting minutes of May 2, 2016 as written was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.**

CORRESPONDENCE:

- NH Board of Tax and Land Appeals: A copy of the completed NH Board of Tax and Land Appeals Notice to All Tax Collectors was received from Town Clerk/Tax Collector Ken Story which provided the Board of Tax and Land Appeals the date on which the final tax bill was sent for the property warrant for 2015 pursuant to RSA 76:13.

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- NH Department of Revenue Administration: Notice was received from the NH Department of Revenue Administration with the final figures for the total Equalized Valuation of 479,155,959.
- In re: Lithium Ion Batteries Antitrust Litigation: Notice of a class action lawsuit regarding lithium ion batteries was received from the Settlement Administrator of the litigation. Since Grantham has not suffered any damages from lithium ion batteries, no action is needed.

OLD BUSINESS

- Olde Farms Road Bridge: Town Administrator White informed that she has been in contact with Beth Peck from NH Homeland Security regarding the FEMA Grant and to see if the BCA would qualify to cover the overages for the project which at this time amount to \$28,514.98. Peck stated that they can only accept what was expended during the period of performance which was over on December 10, 2015 and that the project needs to be closed out in order to stay within the FEMA guidelines or else they might have to liquidate the rest of the monies. White stated that is the balance of the retainage owed to Northwoods Excavating, Inc. in the amount of \$12,777.60. White explained the current status of the project to Peck and asked for some additional time to meet with the Board to coordinate finalizing the project and Peck gave her a deadline of May 20, 2016 to pay Northwoods Excavating, Inc. and request reimbursement.

White said she received a call from Tim Ulman of Northwoods Excavating, Inc. informing that they would like to finish the remaining work as soon as possible. He told White they will add more hard pack under the guardrails, rake, reseed, mulch and remove the correlogs. She explained that Northwoods believes there is a design flaw in the engineer's plans; that the bridge was installed according to Darrow's design. White requested a copy of the plans from Northwoods that would prove this. Ulman wanted to make sure that Grantham is happy and said he would provide that in a few days.

White asked the Selectmen how they wish to proceed with Bridge Engineer Erin Darrow's observation and revised punch list. Selectman Brown said his proposal would be as follows: make it clear to Darrow that we don't need her to do any more site visits without first being asked because it is unnecessarily running up the bill; secondly, we need a much clearer, detailed, invoice from her including when exactly she's been out here, what hours she has put into what specifically; and to respond to her question in her latest email of do we want to address the runoff issue, the answer is the same as it was when we stood at the site and talked about it in the fall which was no, there was no solution other than tearing the road back up and no one wanted to do that. White said this is happening because the grass hasn't been established yet and Ulman knows this and they are waiting to get back here when we give them our okay. Road Agent Hastings reiterated that Northwoods did know that.

There was a lengthy discussion about the guardrails and the improvements that have been made since the initial installation and it will be expressed to Darrow that the Board will accept the guardrails the way they are. Selectman Brown emphasized that we have a short window in which to work if we want to get reimbursed by the State so we

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need to get Northwoods back here as soon as possible to take care of the stuff that is a safety concern. He suggested creating a written punch list of items for Northwoods to complete.

- Miller Pond Road Bridge: White reported that Neil H. Daniels, Inc. is expecting the design plans from their engineer by May 13th to review and will have them make any corrections, if needed; that the plans should be received by the end of May. She said they are expecting to start work around mid-July and finish up near the end of August but that could change slightly.
- Zoning Violation at 172 Cote Road: No new information,
- Mitchell Automotive: No new information.
- M/L 233-101-000; 357 Dunbar Hill Road: White informed that she has not received the written response to her letter as requested and it is now about five days past the 30 day deadline. She asked the Board how they would like to proceed. Both Selectman Brown and Selectman Jones remarked that it looks worse now than it did before as the two doors of the trailer have fallen in. Selectman Brown noted that it's becoming more of a hazard now that things are caving in since the family was here to close it up. The Selectmen said they will take the next step which is to send another letter giving the owner a deadline in which to clean up the property.

NEW BUSINESS:

- Dunbar Free Library: White informed that she met with Ed Jenik, Treasurer of the Library Trustees, regarding the expansion project and the amount of money that should be withdrawn from the Library Repair Capital Reserve Fund and the Library Expansion Capital Reserve Fund.

A motion to withdraw \$21,420.00 from the Library Repair Capital Reserve Fund was made by Selectman Brown; seconded by Selectman Jones. **Approved by majority vote.**

A motion to withdraw \$185,247.67 from the Library Expansion Capital Reserve Fund was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.**

White reported that a check in the amount of \$176,979.42 was received from the Library and deposited. She explained that said monies came from funds the Library had in their custody.

DEPARTMENT/COMMITTEE REPORTS

- Emergency Medical Services (EMS) – April Report: There were a total of sixteen (16) calls for service in April. There were twelve (12) transports consisting of eight (8) ALS calls and four (4) BLS calls. Three were not transported and one was cancelled.

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There was also a year to date report included and there have been 55 calls through May 1, 2016.

Selectman Jones added that Former Selectman Harold Haddock would like to commend Police Chief Walter A. Madore, Sr. and Police Officer Ryan Gamble for going to his house when he needed assistance. He said they were excellent.

- Highway Department: Road Agent Jeff Hastings submitted his 5 Year Paving Plan to the Board and updated them that the roads have been swept and ditching work will commence once they dry out.
- Trustees of the Trust Funds – April Report: The April 2016 Trustees of the Trust Funds Report was reviewed.
- Town Administrator:
 - The Upper Valley Lake Sunapee Regional Planning Commission will hold its 2016 Annual Meeting and Dinner on June 15, 2016 from 5:00-8:00pm at the Common Man in Claremont. Clark Freeze of the NH Department of Environmental Services will discuss the challenges facing New Hampshire's environment and how the partnership between DES and the Planning Commissions can help address those challenges.
 - 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.
 - Upcoming Meetings:
 - The Trustees of the Trust Funds meeting is scheduled on Tuesday, May 10, 2016 at 1:00pm;
 - The Master Plan Committee meeting is scheduled on Monday, May 16, 2016 at 6:00pm in Town Hall;
 - The Grantham Conservation Commission meeting is scheduled on Monday, May 16, 2016 at 7:00pm;
 - The Zoning Board meeting is scheduled on Thursday, May 26, 2016 at 7:00pm;
 - The 250th Celebration Committee meeting is scheduled on Thursday, May 26, 2016 at 7:00pm in Town Hall.

OTHER

- Selectman Brown said that he asked White if, in the past, the Selectmen have ever developed any set of procedural rules. He explained that this is one of the things that

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came up in the recent Municipal Association's work shop and he thought that if we didn't already have them, it would be worth undertaking at some point. Selectman Jones confirmed that they do not have any set procedural rules; however, she said that they have always allowed the public to speak at meetings and have done things in a certain order. She said she thinks it is a good idea.

- Selectman Brown informed that there was a bill that was just signed into law (SB 328) by the Governor which allows for the combining of some functions for staff that work for both the school district and the town. He said he learned this through his participation in the New Hampshire Municipal Associations Legislative Policy Committee for Infrastructure Development and Land Use.
- Fire Chief Jay Fountain informed that the insurance adjuster came to the Fire Department to view the damage to the fire engine and it will be towed for repairs.

NON-PUBLIC – SESSION I

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 5:53pm. Present were: Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Resident F. Robert Osgood.

*A motion to leave Non-Public session and return to Public Session at 6:40pm was made by Selectman Brown; seconded by Selectman Jones. **Approved by majority vote.***

A motion to seal the minutes of this non-public session was made by Selectman Jones, seconded by Selectman Brown; 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 majority vote**

NON-PUBLIC – SESSION II

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Jones, and seconded by Selectman Brown to enter into a Non-Public session at 6:41pm. Present were: Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Road Agent Jeff Hastings

*A motion to leave Non-Public session and return to Public Session at 7:03pm was made by Selectman Brown; seconded by Selectman Jones. **Approved by majority vote.***

A motion to seal the minutes of this non-public session was made by Selectman Jones, seconded by Selectman Brown; 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 majority vote.**

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NON-PUBLIC – SESSION III

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 7:03pm. Present were: 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 7:10pm was made by Selectman Brown; seconded by Selectman Jones. **Approved by majority vote.***

NON-PUBLIC – SESSION IV

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Jones, and seconded by Selectman Brown to enter into a Non-Public session at 7:10pm. Present were: 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 7:13pm was made by Selectman Jones; seconded by Selectman Brown. **Approved by majority vote.***

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; **by majority vote, the Board adjourned at 7:13 pm.**

The next Selectmen's Meeting will be held on **Wednesday, May 25, 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