

Approved

Town of Grantham Board of Selectmen - Meeting Minutes August 31, 2016

The meeting of the Board of Selectmen was called to order at 5:05pm on Wednesday, August 31, 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; Paul Holzer; and Phillip Schaefer

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

ADMINISTRATIVE - APPROVED

- Payroll Manifest #485
- Accounts Payable Manifest #514-518
- 2016 Property Tax Refund (due to overpayment)
 - M/L 225-200-000; 1 Pinehurst Drive

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of August 10, 2016 as written was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

A motion to approve the regular and non-public meeting minutes of August 23, 2016 as written was made by Selectman Brown; seconded by Chairman Kimball. **Approved by majority vote.**

APPEARANCES

- Paul Holzer: Paul Holzer, an owner of Grace's Café, gave a brief history of Grace's Café from the initial Site Plan Application in January to the present and thanked the Town and everyone in Grantham who have been supportive in helping them with the concept and getting open for business.

Holzer stated that the access to getting into the Grantham Greenway is a little precarious and not that easy to find and informed that he has been working with the NH Department of Transportation to look at different options to make it more accessible. He said that

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when he has more information, he will file the appropriate paperwork/application. The Board agreed that is a good idea.

Holzer requested permission to use the temporary signage allowed in the Zoning Ordinance considering this is the beginning of the school year, they are changing their hours and this is what he would consider the grand opening after a two month period of a soft opening. He reported that, in August, they realized that the staff they had was not enough in number to keep the pace of the hours they were open so they scaled back their hours to focus on what demonstrated effectiveness and was successful. He said that they are now going to be open from 6:00am to 9:00pm which were the original intended hours and be a full service coffee shop providing breakfast, lunch and in the evening, coffee and ice cream. He asked that they be allowed to take ten days starting Friday, September 2, 2016, which encompasses two weekends, to place temporary signs in and around Grace's Café along Route 10 that announce that Grace's Café is open with the new hours and provides instructional guidance on how to get in there. Holzer stressed that they will not put the signs along Interstate 89 going forward for safety reasons and informed that he has had conversations with the NH Department of Transportation. He displayed a graph that showed how much business increased over the two weekends that the temporary signs were placed previously and believed that displaying temporary signs with the new hours would be very beneficial to the business.

Chairman Kimball asked Holzer about the temporary signs that were displayed a few weekends ago; if that was something they just thought they could do without prior approval and emphasized that the Selectmen's Office received numerous phone calls about them. He also asked if this request is for a second grand opening. Holzer said he thought they could display the signs temporarily and apologized for any inconvenience it caused the Selectmen's Office. He said he thought that if there were any complaints, they would be directed at Grace's Café and not the Selectmen. Holzer asked if they could reference the Zoning Ordinance as it applies to temporary signs and said he is not asking for an exception to the rule but for consideration under the rule. He said the hours have changed since the display of the previous signs and the main thing they want to call attention to are the new hours that will include serving breakfast.

Holzer also asked if there were restrictions about putting a free standing sign within the property limits. Selectman Brown informed Holzer that he would need to submit a Sign Permit Application to the Planning Board for the free standing sign.

As far as the request for the temporary signs, Selectman Brown said he would not be opposed to a limited amount of signs displayed in a shorter time frame and, in trying to clarify his reasoning, explained that the Zoning Ordinance states "All temporary signs for professional contractors as well as special events such as auctions, fairs, yard sales, seasonal activities shall not exceed . . . ". He said, in his opinion, the use of "such as" is important in this portion of the Ordinance because it is not saying "including but not limited to", it is trying to give an example of the sort of things that comprise special events and then, separately, at the end of the Ordinance is a provision for temporary signs announcing the grand opening of an enterprise, so the Ordinance includes those as two separate things. Brown continued to add to what Chairman Kimball said; in this case the grand opening happened and although there may be a desire to change some things and promote again, for purposes of the Ordinance, they see that the previous display of

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signs exhausted the allotted period of time allowed for temporary signage. He concluded that he believed the Board could grant them a more limited period of time to display signage within the Ordinance which would be just the Labor Day weekend, not a 10 day period, to say that would fit as a seasonal activity at a time where there is a lot of traffic but felt the Board would not be able to approve something that could be considered a second grand opening. Holzer said he appreciated that and asked to revise his request to a maximum of 10 signs to be displayed from Friday, September 2, 2016 to Tuesday, September 6, 2016, with five signs being on each side of the facility. Selectman Brown added that the approval should be contingent upon them placing the signs in accordance with New Hampshire law and asked where they planned to place the signs. Holzer replied that they planned to start at Draper Road and go to the Post Office or beyond which would place the signs at about one every one-half mile on both sides of the road.

A motion to approve the placement of temporary signage for a Labor Day weekend relaunch which falls in the seasonal category for ten signs to be placed in accordance with New Hampshire State Law governing placement of signs on roadsides from Friday, September 2, 2016 through Tuesday, September 6, 2016 was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

Holzer thanked the Board.

- Phillip Schaefer: Phillip Schaefer thanked the Board for having Hazardous Waste Day and commented that he wished it was held more often.

Schaefer stated that he was looking at the Elderly Exemption on the town website and asked where the rationale came from for the figures that qualify a person or a couple. Selectman Jones told Schaefer that the Board will be going over the figures and addressing it at the next town meeting through a warrant article.

CORRESPONDENCE

- Charles J. McCarthy: A resignation letter was received from Planning Board Member Charles McCarthy. He is selling his home and moving away and said that he appreciated having been able to serve the town in that capacity and in other ways over the past several years and will miss the wonderful group of people that he has worked with.

Chairman Kimball said he will be greatly missed; that he did a fine job and was always very diligent.

- NHMA: A letter was received from NHMA regarding the 2017-2018 Legislative Policy Conference scheduled on Friday, September 23, 2016. Selectman Brown will be attending as Grantham's representative.
- Mr. & Mrs. Gary Gauvin: An invitation was received from Mr. & Mrs. Gary Gauvin and Boy Scout Troop 71 inviting the Selectmen to attend the Eagle Scout of Honor for Luc F. Gauvin on Sunday, September 25, 2016 at 3:00 pm at the First Baptist Church of New London. An RSVP was requested.

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- University of New Hampshire: A letter was received from the University of New Hampshire informing that Road Agent Jeff Hastings has achieved the status of Roads Scholar One.
- Newport Area Association of Churches; Newport Food Pantry: A thank you was received from the Newport Area Association of Churches, of which the Newport Food Pantry is a part, for the town meeting appropriation of \$500.00.
- COA; Chapin Senior Center: A thank you was received from the Chapin Senior Center for the town meeting appropriation of \$3,800.00.
- New Hampshire Department of Transportation: Notice was received from the NH Department of Transportation informing of the Highway Block Grant payments for Fiscal year 2017 totaling \$66,510.39.

OLD BUSINESS

- Olde Farms Road Bridge: No new information.
- Miller Pond Road Bridge: Neil H. Daniels, Inc. is on track to finish work on the bridge by the end of the week. Both lanes are currently open.
- Mitchell Automotive: No new information.
- Investment Policy: Tabled until next meeting.

NEW BUSINESS

- Shoreline Protection Cutting Plan; M/L 215-110-000; 19 Granite Way: A motion to approve the Shoreline Protection Cutting Plan at 19 Granite Way as recommended by the Grantham Conservation Commission was made by Selectman Brown; seconded by Selectman Jones. ***Unanimously approved.***
- Shoreline Protection Cutting Plan; M/L 213-086-000; 23 Shore Road: A motion to approve the Shoreline Protection Cutting Plan at 23 Shore Road as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Chairman Kimball. ***Unanimously approved.***
- Capital Improvement Projects Committee Appointment: A motion to appoint Robert A. Katz as a member of the Capital Improvement Projects Committee was made by Chairman Kimball; seconded by Selectman Jones. ***Unanimously approved.***
- Motor Vehicle Registration Overpayment Refund Request: Town Clerk/Tax Collector Ken Story requested that Shawn O'Meara be refunded \$217.00 due to an error in the processing of his motor vehicle registration which resulted in him being overcharged \$217.00 on the town portion of the fees. A motion to refund Shawn O'Meara \$217.00 for his overpayment of the town portion of his vehicle registration fees was made by Selectman Jones; seconded by Chairman Kimball. ***Unanimously approved.***

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DEPARTMENT/COMMITTEE REPORTS

➤ Fire Department – July Report:

- Responded to 24 calls consisting of 8 EMS and 16 Fire/Rescue.
- Chief Fountain attended the Kearsarge Mutual Aid meeting in Warner, the Upper Valley meeting was cancelled. He also attended the Hazardous Materials Team meeting in Newbury where there was training on the use and operation of the MSA safe sites.
- The Fire Department received new helmets and boots and are now up to code on all of their gear.
- The Firemen's Association held the 6th annual chicken BBQ at Old Home Day on July 4th. It was another good event and the only complaint received was that they sold out and should have ordered more chicken.

➤ Police Department – July Report:

- The July 4th Parade and Old Home Day celebration was well attended and it appears that everyone had a good time.
- Chief Madore was happy to report that Ryan Cameron began his employment with the Department on July 18, 2016 and is preparing for his enrollment for the full time Police Academy on August 29, 2016.
- Chief Madore attended the Sig Sauer Academy along with Officers Gamble and Julian for low light pistol operator training on July 19, 2016.
- All department personnel received their recertification training for first aid, CPR and AED.
- In light of the recent events and tragedies involving police officers, the department has received many thank you messages in various formats from residents. Some have simply stopped by the Department and said thank you while others have delivered baked goods and thank you notes. These kind words and gestures are welcome and appreciated for the entire department and community.

➤ Transfer Station – July Report:

Solid Waste – 8 runs; 94 tons

Construction Demolition Debris – 9 runs; 36.85 tons

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

Brush – 2 runs; 5.98 tons

Aluminum – 1 load; .84 tons; Revenue \$552.00

Light Iron – 1 load; 4.98 tons; Revenue \$377.94

Batteries – 1 load; .3 tons; Revenue \$107.13

Electronic Waste – 1 load; 3.04 tons; Expense \$847.75

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Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 99.26
Expense: \$850.00

Comingle – w/o Glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$165.00

Total tonnage of material taken away: 163.02 tons
Tickets collected at Transfer Station; \$1,630.00

Total Revenue from recycling \$1,136.33
Total Expense from recycling \$2,082.05
Net Expense from recycling: \$ 945.72

➤ Town Administrator:

- The Town Offices and Transfer Station will be closed Monday, September 6, 2016 for Labor Day.
- The Town Clerk/Tax Collector's Office will be closed as follows:
 - September 13, 2016 for State Primary Day;
 - September 21 – 23, 2016 for the annual Tax Collector's Training Conference.
- The Supervisors of the Checklist will hold their required public session September 6, 2016 from 7:00 – 7:30pm for additions to the Voter Checklist.
- The New Hampshire State Primary is September 13, 2016. The Polls are open from 8:00am to 7:00pm.
- Town Administrator White attended Hazardous Waste Day on August 20, 2016. A total of 160 cars went through. White greeted residents and asked how they stay informed about happenings in Grantham. A lot of Eastman residents learned about Hazardous Waste Day through the Eastman weekly email. Others learned about it through the email listserv, the posting at the Post Office, the Spring Newsletter and the handouts at the Transfer Station and Town Offices.
- The Annual Audit took place during the week of August 22, 2016 and went very well.
- Chairman Kimball, Selectman Brown and Town Administrator White attended the Ribbon Cutting Ceremony and Dedication for Brookside Park on August 27, 2016. White thanked Selectman Brown for creating the plaques.
- The carpets were cleaned in the Town Offices and Jerry Whitney Room on August 27, 2016. The Town Hall floors will be stripped and waxed on Wednesday, September 7, 2016.
- The Lighting project for Town hall, Transfer Station and Fire Station will be done during the week of September 26, 2016.

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- Upcoming Meetings:
 - The Planning Board meeting is scheduled on Thursday, September 1, 2016 at 7:00pm.
 - The Open Space Committee meeting is scheduled on Thursday, September 8, 2016 at 8:30am.
 - The Energy Committee meeting is scheduled on Monday, September 12, 2016 at 5:00pm.
 - The Trustees of the Trust Funds meeting is scheduled on Tuesday, September 13, 2016 at 1:00pm.
 - The Grantham Conservation Commission meeting is scheduled on Monday, September 19, 2016 at 7:00pm.

OTHER

- Selectman Brown asked for an update on efforts to identify firms that can conduct the Towns' Chief of Police search. Town Administrator White said she has not yet had a chance to work on it due to the Audit.
- Selectman Brown asked about email and the Community Access Channel issues and if the equipment was still down, what the options were to either fix it or upgrade it. White said there is money in the budget to obtain the equipment needed for the Community Access Channel, however, what is lacking at this point is the time to train on the new equipment. Selectman Brown thought it would be better to get this done sooner rather than later. Chairman Kimball and Selectman Jones agreed. White said she will obtain quotes. White also said she will be looking into a new host for the email account in the near future.
- Rules of Procedure were discussed.

NON-PUBLIC

In accordance with RSA 91-A:3, II(e), a motion was made by Selectman Jones, and seconded by Chairman Kimball to enter into a Non-Public session at 7:10pm. 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 7:25pm was made by Chairman Kimball; seconded by Selectman Jones. **Unanimously approved.***

In accordance with RSA 91-A:3, II(c), a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 7:25pm. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; and Town Administrator Melissa White

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A motion to leave Non-Public session and return to Public Session at 8:03pm was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

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

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; **by Unanimous vote, the Board adjourned at 8:05 pm.**

The next Selectmen's Meeting will be held on **Wednesday, September 14, 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