

# Approved

## Town of Grantham Board of Selectmen - Meeting Minutes September 14, 2016

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, September 14, 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 #486
- Accounts Payable Manifest #519
- Building Permits:
  - M/L 232-001-013; 21 Corbin Court – Bathroom Remodel
  - M/L 220-020-000; 201 Walker Road – Shed
  - M/L 211-009-000; 639 Miller Pond Road – Shed
  - M/L 234-133-000; 336 Howe Hill Road – Remove Deck & Balcony; Replace Doors & Windows
  - M/L 238-006-000; 53 Jericho Road – Dormer & Bathroom Remodel
  - M/L 212-001-000; 303 Miller Pond Road – Shed
  - M/L 233-009-000; 191 Dunbar Hill Road – Carport

### **APPROVAL OF MINUTES**

Chairman Kimball asked if everyone had a chance to read the draft meeting minutes of August 31, 2016. Selectman Brown stated that he would like the following changes: 1) Under "Appearances", page 2, last sentence that starts "Brown continued to add to what Chairman Kimball said . . ." add the word "grand" before opening; 2) Page 2 into page 3 after "they see that the previous display of signs" change to "exhausted the allotted period of time allowed for temporary signage."; 3) At the end of the first full sentence on page 3, add the word "second" in front of the word "grand"; 4) Under "Other", change first bullet to say "Selectman Brown asked for an update on efforts to identify firms that can conduct the Towns' Chief of Police search."

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A motion to approve the regular meeting minutes of August 31, 2016 as amended was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

A motion to approve the non-public meeting minutes of August 31, 2016 as written was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**

## **CORRESPONDENCE**

- Richard L. Hocker: A letter was received from Richard Hocker giving notice that he resigned as Chairman of the Grantham Conservation Commission effective with the August 15, 2016 meeting. David Wood was nominated and elected as the new Chairman. Hocker will continue to serve on the Commission for the remainder of his term to assist in any transition that is needed. They will continue to monitor the activities in Concord.
- The Coalition Communities: A letter was received from The Coalition Communities informing that all of the bills that attempted to make changes to education funding in the last legislative session did not survive except the bill to increase the cap on education adequacy aid funding for fiscal year 2017 to a level that will make the cap basically nonexistent.
- Paul Holzer: A thank you note was received from Paul Holzer, one of the owners of Grace's Café, for allowing him the opportunity to speak at the last Board of Selectmen meeting.
- New Hampshire Retirement System: Fiscal year 2018 and 2019 employer contribution rates were received from the New Hampshire Retirement System as follows: 1) Group I employees; 11.38 % (an increase of .09%); Group II employees (Police); 29.43 % (an increase of 3.05%).

## **OLD BUSINESS**

- Olde Farms Road Bridge: No new information. Selectman Brown expressed that he would encourage getting somebody under contract soon before cold weather closes in to review the plan set and the as-built survey so they can determine if they have everything they need to review how things were done.
- Miller Pond Road Bridge: Town Administrator White informed that Cindy Dyer, owner of the property that includes the first driveway on the left after crossing the bridge, came into the office and said she thought Neil H. Daniels, Inc. did a good job on the bridge but expressed concern about the two foot paved apron around her driveway being smaller than the original paved apron that was there prior to the bridge construction. White contacted Neil H. Daniels, Inc. and was informed that they completed the apron according to the plans and if the town wanted to expand the apron, it would be an additional cost. Daniels added that they put forth quite an effort to improve the grade of Dyer's driveway to reduce its steepness and paved a little bit of a wider apron than what was on the plan. Selectman Brown asked what Dyer's specific concern was other

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than there is less pavement there now. White replied that Dyer told her she was concerned because the school bus backs down there and it will be muddy in the spring.

Chairman Kimball suggested White talk to Road Agent Hastings and School Superintendent Jacqueline Gillette to determine if it will be necessary to expand the apron. Selectman Brown suggested if it is determined that the work will be necessary, Hastings should complete the work and recommended holding off until they have completed the punch list for the bridge, if there is one.

White informed that Neil H. Daniels, Inc. would like to have a final completion meeting at the bridge and they were flexible with their schedule. White will try to schedule the meeting on September 21, 2016 at 8:00am.

White was also informed that Eckman Engineering is working on the final NHDOT Form 4 and will have that to her soon.

- Mitchell Automotive: No new information.
- Investment Policy: The Investment Policy was reviewed and no changes are needed.

## **NEW BUSINESS**

- Treasurer of Grantham Appointment: A motion to appoint Anne Neu as the new Town Treasurer was made by Selectman Jones; seconded by Chairman Kimball. **Unanimously approved.**

White will talk to Neu about a replacement for her as Deputy Town Treasurer.

- Shoreline Protection Cutting Plans; M/L 215-110, 060, 061-000; West Cove D, B & A Condominiums: A motion to approve the Shoreline Protection Cutting Plans at West Cove D, B and A Condominiums as recommended by the Grantham Conservation Commission was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

## **DEPARTMENT/COMMITTEE REPORTS**

- EMS – August Report: There were a total of eleven (11) calls for service in August. There were eight (8) transports consisting of six (6) ALS calls and two (2) BLS calls. One was not transported and two were cancelled.
- Fire Department – August Report:
  - Responded to 9 calls consisting of 4 EMS and 5 Fire/Rescue.
  - Chief Fountain attended the Mid-Western Hazardous Materials meeting in Sutton where it was decided to upgrade the 4-gas meters the team purchased for each

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town. The new meters will be the same MSA 4-gas that is currently used. They will be 4 years newer and will come with a 3 year warranty.

- It has been one year since we switched ambulance service to Lebanon Fire Department. Lebanon responded to 148 calls for service in the town of Grantham between August 2015 and July 2016. The majority of the comments Chief Fountain has heard have been nothing but positive. He had two people question the transition. He responded to their concerns and they were satisfied with the response.
- The Fire Department will be hosting their annual Open House and Health Fair on October 15, 2016.

➤ Police Department – August Report:

- The Department enjoyed a wonderful luncheon sponsored by SAU 75. It has become an annual event that the Department looks forward to in celebration of working together in our small community.
- The Department received training by Captain Massad Ayoob regarding Handcuffing Refresher, Use of Cover and Shooting While Moving.
- The Department manned the pumps at the Circle K for the annual Serve and Protect Fundraiser for Special Olympics. Pizza Chef generously donated pizzas to all working this fundraiser. \$714.09 was raised for this great cause.
- Officer Cameron started his training at the Police Academy on August 29, 2016 and the graduation is scheduled for December 16, 2016 at 2:00pm.
- Chief Madore received a thank you note from a resident for the quick response time to a call regarding a suspicious person and noted that it was refreshing to receive such a letter with all of the negative publicity toward law enforcement.
- Chief Madore and Sergeant Parsons welcomed the students on their first day of school at GVS on August 31, 2016. There were a lot of familiar smiling faces and some new ones too.

➤ Trustees of the Trust Funds – August Report: The Trustees of the Trust funds August Report was reviewed

➤ Town Administrator:

- The Town Clerk/Tax Collector's Office will be closed September 21 – 23, 2016 for the annual Tax Collector's Training Conference.
- 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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- The Energy Committee will hold a free home energy Button-Up workshop on September 27, 2016 at Town Hall. Doors open at 6:30pm; the presentation starts at 7:00pm.
- White met with KRT Appraisal and went over a few things needed to finalize the MS-1. They will reach out to Bruce St. Peter and Jean Liepold to go over their assessment. Code Definitions were briefly discussed and they will provide White with a guide on how to read your tax card. She will post it on the town website when received.
- The Town Offices and Transfer Station will be closed Monday, October 10, 2016 for Columbus Day.
- The Town Clerk/Tax Collector's office will be closed October 19 – 21, 2016 for the annual Town Clerk's Training Conference.
- The Town Offices will be closed on the following days for the Christmas holiday:
  - Friday, December 23, 2016
  - Monday, December 26, 2016
- The Board of Selectmen will hold its two meetings in December as scheduled.
- White asked the Board what they would like to do with the old town safe that is currently being stored at the Fire Department. The board discussed the possibility of creating a recessed place near the elevator shaft is to display it in Town Hall. More research will be done.
- Upcoming Meetings:
  - The Grantham Conservation Commission meeting is scheduled on Monday, September 19, 2016 at 7:00pm.
  - The Zoning Board meeting is scheduled on Thursday, September 22, 2016 at 7:00pm.
  - The 250<sup>th</sup> Celebration Committee meeting is scheduled on Thursday, September 22, 2016 at 7:00 in Town Hall.

## **OTHER**

- Resident Peter James asked what the status is of the LED street light project. White replied that LightTec, Inc. only funded the buildings for this calendar year but she was told that the street lights will be at the top of the list for 2017.
- A concerned resident reported a motor home that's been sitting in a yard for a long time and now appears to have some plumbing attachment that goes nowhere. There was some discussion and more research needs to be done.
- Selectman Brown stated that he did some research about replacing the equipment that the town has for the cable access channel which no longer works and is obsolete. He

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said White was given a quote of less than \$3,000.00 by our current vendor for a similar used unit and a second quote of \$4,800.00 for a used Leightronix Nexis unit with a one year warranty. In his research, Brown was told that once these pieces of equipment cease to work, they are done and commented that it would not be prudent to purchase something that could stop working and the town would be out the money. He reached out to a company called TelView which has been making inroads in New England and reported that they allow a lot more functionality than what we have now. He said there is the bulletin board function which is basically what we have now but with more graphics and they also have video capabilities, however, the cost is on the higher end of the price range. He stated further that he also spoke with someone at Concord Community Television who recommended Carousel by Tightrope Media Systems (the website is [www.trms.com/carousel/](http://www.trms.com/carousel/)) and explained that their boxes are scalable and are capable of having up to five channels and you pay for a license for the software per channel. He was told that we could probably get into the low end of that for around \$3,500.00. Brown explained that would allow us to broadcast short video in addition to the bulletin board stuff. He said a big advantage is that it is all network based so you can log in from home and update messages without having to come in to town hall to do so. He said another advantage is you can stream the video out to YouTube or Facebook so the content can reach people on their mobile devices as well so we could get emergency messages out to people who aren't sitting home watching the cable access channel. Selectman Brown mentioned that the person he spoke with is a member of the NH Coalition for Community Media ([www.nhccm.org](http://www.nhccm.org)) and was informed that a municipal membership in that organization would cost Grantham \$50.00. He noted that they are really good with model templates for franchise agreements and are always willing to lend advice and thought it would be a good idea to join. Selectman Brown also suggested bringing someone in from Carousel to demonstrate their equipment. He was told that Carousel is better for the bulletin board as far as its user friendliness and the Leightronix is better for video and they can work side by side but we should at least, at this point, get the bulletin board up and running and the video can wait. Chairman Kimball and Selectman Jones agreed.

- NHMA legislative proposals were discussed.
- Chairman Kimball and Town Administrator White both reported that they received a complaint from the same person about a dog, which was with its owner, at Brookside Park. The person said the dog was on a leash but still felt threatened and expressed that dogs should be banned at the park. After discussion, the board agreed that they will not ban dogs from the park and suggested putting up signs asking that people with dogs be respectful of others. Selectman Brown also mentioned that there is a formal trail adoption process that would then allow an organized trail maintenance group, for example, if the Conservation Commission puts together a group that will take care of the trails, that could be brought in under the town's liability protection. He said he will run it by the Conservation Commission at their next meeting.
- Town Administrator White informed that she received a proposal from MRI for search of the Town's next Chief of Police.

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## ADJOURNMENT

There being no further business, Chairman Kimball moved to adjourn, seconded by Selectman Jones; **by Unanimous vote, the Board adjourned at 8:00 pm.**

The next Selectmen's Meeting will be held on **Wednesday, September 28, 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