

# Approved

## Town of Grantham

Board of Selectmen Meeting Minutes

March 8, 2017

The meeting of the Board of Selectmen was called to order at 5pm on Wednesday, March 8, 2017 by Chairman Warren 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 Constance Jones; Selectman Brown; Town Administrator Melissa White; Fire Chief Jay Fountain; Police Chief Walter Madore; Tom Swenson, Operations Manager of Northstar Fireworks

### Pledge of Allegiance

The Pledge of Allegiance was led by Town Administrator Melissa White

### Approval of Minutes

1. Budget Hearing Meeting Minutes of 2/15/2017 – Selectman Brown requested, on page eight, first paragraph, second sentence, the word Victoria's be changed to Victorias. Selectmen Brown suggested, on page nine, the discussion under Article 12, change the last sentence to read "C. Peter James asked if the new truck would be used by the groundskeeper."

A motion was made by Selectman Brown to approve the minutes of February 15, 2017 as amended; seconded by Selectman Jones. **Unanimously approved.**

2. Regular and non-public minutes of 2/22/2017 – Administrator White stated the motion to deny the current use application was omitted and requested an amendment to include it.

A motion was made by Chairman Kimball to approve the regular meeting minutes of February 22, 2017 as amended; seconded by Selectman Jones. Selectman Brown abstained. **Approved by majority vote.**

A motion was made by Chairman Kimball to approve the non-public minutes of February 22, 2017 as written; seconded by Selectman Jones. Selectman Brown abstained. **Approved by majority vote.**

3. Regular and non-public minutes of 3/01/2017 – Selectman Brown suggested that on page two, Old Business, second paragraph, after the first sentence add "The terms of the non-disclosure agreement were discussed and the Board found that it adequately protects the town's interest as well as that of Comcast"; and in the third paragraph, change the sentence to read "The Board felt that Mr. Bairos was very responsive to the town's most recent request for additional information."

A motion was made by Selectman Brown to approve the regular minutes of March 1, 2017 as amended; seconded by Selectman Jones. **Unanimously approved.**

A motion was made by Selectman Jones to approve the non-public minutes of March 1, 2017 as written; seconded by Selectman Brown. **Unanimously approved.**

# Approved

## Consent Calendar

1. Notice of Intent to Cut Wood or Timber: M/L 243-012; 2221 Stoney Brook Road
2. GIS Services Maintenance Agreement
3. Shoreline Protection Cutting Plan: 37 Granite Way
4. Yield Tax Warrant: M/L 243-012-000 - \$46.09
5. Veterans' Tax Credit: M/L 234-014-000; Folse, Ray & Folse, Deborah
6. Building Permits:
  - a. M/L 242-009-000; 50 Doc's Drive – bathroom
  - b. M/L 220-037-000; 346 Walker Road - addition
  - c. M/L 237-052-001; 24 Sugarwood Lane - addition

A motion was made by Selectman Brown to withdraw the Veterans' Tax Credit application for M/L 236-055-000; Lemelin from the Consent Calendar; seconded by Selectman Jones. *Unanimously approved.*

A motion was made by Selectman Jones to move for adoption the remaining items on the Consent Calendar; seconded by Selectman Brown. *Unanimously approved.*

## Appointments with the Board

Tom Swenson, Operations Manager of Northstar Fireworks discussed the proposal for a fireworks celebration. Selectman Brown stated the tentative date being considered is August 22, 2017 and felt the lower and middle tier quotes fit within the resources the town currently has. Brown asked what sort of local resources are needed. Mr. Swenson said that all of the proposals he provided are flexible, so if fundraising does occur and there is an opportunity to hold a larger event, he could accommodate that. Swenson said his prices are all-inclusive so there wouldn't be any extras fees. Swenson said he would conduct a site visit to make sure it complies with state regulations and federal regulations for distances from buildings, highways, etc. Once mapped, he would work with us to figure out what we wanted the show to look like. Swenson further explained the time needed for setup and cleanup and stated that he would need the town's support in securing the perimeter; either police or fire to setup barriers. Swenson said that pursuant to state regulations, a member of the Fire Department, with radio contact in case of an emergency, will need to be on site from the time Northstar arrives until cleared by Northstar.

Selectman Brown asked what the deadline would be to reserve a date. Swenson said the sooner the better but the minimum would be 15 business days in order to meet local and state permitting requirements. Swenson suggested deciding on rain dates in advance so that they can be included on the permit.

Selectman Brown asked if it would be possible to upgrade from a lower tier option to one of the higher tier options. Swenson said that he would need to know that before the permit is submitted because he has to include how many and what types of fireworks are going to be discharged. Swenson said the permit could be amended but it would fall under the 15 business day requirement.

Selectman Brown asked what the costs from Fire and Police would be. Chief Fountain stated he would only need to provide one person on site once Northstar arrives and that cost could be covered in his operating budget. Administrator White informed that Sergeant Parsons had contacted her when he learned of the fireworks event; and Police Officers from other towns would need to be hired to accommodate the extra coverage needed for this event. White thought approximately \$2,000 could cover the costs associated with hiring outside Police Officers.

# Approved

## Old Business

Comcast Cable Agreement: The non-disclosure agreement was received and signed.

## New Business

Ambulance – February report: 18 calls for service; 9 were transported.

Fire Department – February report: Grantham Fire and EMS responded to a total of 19 calls; eight for fire/rescue and Grantham FAST Squad responded to 11 of the 18 calls. Fire calls for service were:

- 1 – 311 Medical assist, assist EMMS crew
- 2 – 412 Gas Leak (natural gas or LPG)
- 2 – 460 Accident potential accident, other
- 1 – 463 Vehicle Accident, general cleanup
- 1 – 671 Hazmat release investigation w/ no hazmat
- 1 – 746 Carbon Monoxide detector activation, no CO

Training was the review of basic building construction and what types of construction that can be seen in Grantham. In addition, Firefighter Labombard taught a class on ventilation and work on in-line pumping from one engine to another was conducted.

Chief Fountain attended the Mid-Western NH Hazmat meeting and training in Sunapee where we reviewed new equipment that the team received through a grant. This new equipment is for large area monitoring and puts our team in line with more of the teams throughout the state. All the teams in the state are working towards getting and using the same equipment in order to work better together when called to large events.

Police Department – February report: Officer Gamble attended a 3-day law enforcement leadership class at Police Standards and Training which focused on the fundamentals of leadership and management and how supervisors can create productive environments while fostering work satisfaction and good morale.

Trustees of the Trust Funds Report: The report of the Trustees of the Trust Funds as of February 28, 2017 was reviewed.

Town Administrator – February report:

The 2017 Town Meeting Warrant and MS-636 (Budget of the Town) was finalized.

Town Report was completed and sent to the printers.

The draft audit report was received on February 10<sup>th</sup>, and the Management Discussion and Analysis letter (MD&A) was completed for inclusion in the final report. The MD&A letter is a requirement of GASB.

Forestry and Timber Harvesting agreements were reviewed and approved.

The street lighting contract was reviewed and approved.

Custodian Greg Stender has repaired and repainted the walls in the lower level meeting room of town hall. He also installed bumper guards on the pillars and the wall where the tables and chairs are stored to help prevent future damage to the sheetrock.

Stacey Chiocchio, our alternate representative to UVLSRPC's Transportation Advisory Committee provided an update on DOT's 10-year transportation plan.

# Approved

The biennial inspection report of municipally owned bridges was received from NH DOT.

The report of red listed bridges, updated for 2016 was received from NH DOT.

A letter was received from Mary Hutchins informing that she was withdrawing from her position as an Alternate to the Zoning Board of Adjustment. Selectman Brown asked if the reappointments of the members on the Zoning Board of Adjustment had been resolved. White said yes; that three members expire on March 26, 2017 and one member expires on March 14, 2017. White said she would make sure to have the reappointment for the member expiring on March 14, 2017, prepared for the Selectmen's work meeting on March 15, 2017.

A request was received from the Grantham Energy Committee to reconsider the solar project for Town Hall by signing a similar document like Eastman Community Association did. White explained that ECA has signed a letter of intent that would allow them to withdraw at any time if everyone wasn't on board with the project.

The Selectmen's Office processed nine building permits, five planning board applications, four abatement applications and one veterans' tax credit application in the month of February.

Upcoming meeting schedule:

Board/Committee	Date	Time	Place
Selectmen's Meeting (regular)	Wednesday, March 08, 2017	5pm	JW Conference Room
Town Meeting	Tuesday, March 14, 2017	10am	Town Hall, Lower Level
Town Meeting Deliberative	Tuesday, March 14, 2017	5pm	Town Hall, Lower Level
Selectmen's Meeting (work)	Wednesday, March 15, 2017	9am	JW Conference Room
Trustees of the Trust Funds	Tuesday, March 21, 2017	1pm	JW Conference Room

Administrator White informed that on Friday, March 3, 2017, at approximately 8:30pm, the 2015 International plow truck caught fire while Road Agent Hastings was sanding roads. There were no injuries or any other property damage. The truck was towed to SG Reed in Claremont. Primex has approved the claim so SG Reed can get started on the repairs. White said that the insurance adjuster said that we were fortunate that Hastings acted so quickly in putting the fire out because his actions substantially reduced the amount of damaged that occurred. Chief Fountain said that Hastings also took the sand from the truck and made sure that the leaking hydraulic fluid didn't spread.

Selectman Brown asked if there was a timeline in which the repairs would be completed and if there was a contingency plan for dealing with any potential winter storm. White said she didn't know how long it would take; that Hastings had said he would have to make do with the equipment he has.

## **Non-Public**

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 6:11pm. Present were: Chairman Warren Kimball; Selectman Brown; Selectman Constance Jones; and Town Administrator Melissa White

Roll Call vote to enter non-public session:

Chairman Warren Kimball;	Yes
Selectman Constance Jones;	Yes
Selectman Sheridan Brown;	Yes

# Approved

A motion to leave Non-Public session and return to Public Session at 6:17pm was made by Selectman Jones; seconded by Selectman Brown. *Unanimously Approved.*

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 6:18pm. Present were: Chairman Warren Kimball; Selectman Brown; Selectman Constance Jones; and Town Administrator Melissa White

Roll Call vote to enter non-public session:

Chairman Warren Kimball;	Yes
Selectman Constance Jones;	Yes
Selectman Sheridan Brown;	Yes

A motion to leave Non-Public session and return to Public Session at 6:43pm 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 Brown; seconded by Selectman Jones. *Unanimously Approved.*

## Other

Selectman Brown stated that there are many groups in town planning events for the 250<sup>th</sup> celebration throughout the year and asked if there is a need for the committee to continue since attendance at meetings has been low. Chairman Kimball felt there should be a point person or coordinator to keep the Selectmen informed and up-to-date.

## Adjournment

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; *by unanimous vote, the Board adjourned at 7:00pm.*

The next meeting of the Board of Selectmen will be held on **Wednesday, March 15, 2017** at 9:00am in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,

*Melissa M. White*

Melissa M. White  
Town Administrator