

Approved

Town of Grantham

Board of Selectmen Meeting Minutes
June 14, 2017

The meeting of the Board of Selectmen was called to order at 5:00pm on Wednesday, June 14, 2017 by Chairman Sheridan Brown. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Sheridan Brown; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief Walter A. Madore, Sr.; Fire Chief Jay Fountain; and C. Peter James

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White

APPROVAL OF MINUTES

A motion to approve the regular and non-public meeting minutes of May 17, 2017 as written was made by Selectman Kimball; seconded by Selectman Jones. ***Unanimously approved.***

A motion to approve the regular and non-public meeting minutes of May 24, 2017 as written was made by Selectman Jones; seconded by Selectman Kimball. ***Unanimously approved.***

A motion to approve the regular and non-public meeting minutes of June 7, 2017 as written was made by Selectman Kimball; seconded by Selectman Jones. ***Unanimously approved.***

CONSENT CALENDAR

1. Payroll Manifest #507
2. Accounts Payable Manifest #549
3. Motor Vehicle Registration Refund Request; James Provencal - \$13.00
4. 2016 Property Tax Abatements:
 - a. M/L 225-139-000; 22 Moose Run - \$761.37
 - b. M/L 237-038-000; 416 Splitrock Road - \$4,630.83
5. Tax Deed for Unpaid 2014 Property Taxes (2015 Tax Lien): The Board issued Deed Waivers for the following properties:
 - a. M/L 226-019-000; 161 Yankee Barn Road
 - b. M/L 222-267-000; 15 Barn Owl Overlook
 - c. M/L 225-053-020; 20 Niblick Lane
 - d. M/L 211-058-000; Tall Timber Drive
 - e. M/L 237-022-001; 760 Route 10 South
 - f. M/L 233-020-004; 210 Pillsbury Road
 - g. M/L 213-118-000; 2 Shore Road
 - h. M/L 234-013-000; 2 Fairway Drive
 - i. M/L 221-062-000; 84 Nightingale Lane

Approved

6. Building Permits:
 - a. M/L 215-061-024; 24 Bay Tree Lane – Deck Expansion
 - b. M/L 215-072-000; 5 Winter Hill – Deck
 - c. M/L 227-003-004; 949 Dunbar Hill Road – Shed
 - d. M/L 213-132-000; 11 Cherry Lane – Outdoor Shower
 - e. M/L 216-042-001; 150 Burpee Hill Road – Solar Array
 - f. M/L 222-156-008; 50 Black Duck Spur – Screen Porch
 - g. M/L 222-041-000; 18 Fernwood – Replace Sunroom
7. Correspondence:
 - a) Sullivan County Health Care
 - b) Sullivan County Commissioner's Proposed FY2018 budget. MS-46 was received

A motion to move for adoption of the Consent Calendar was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

CITIZEN COMMENTS

Resident C. Peter James expressed his unhappiness with the banners put up at Grace's Café. He showed pictures of three banners they have up in addition to the business sign on their roof which he stated is the only sign approved by the Planning Board. James informed that he attended the Planning Board meeting during which the applicant for Grace's Café formally withdrew the request for a banner after being informed by Chair Hanson that only one sign is allowable for a business under the Zoning Ordinance and they would need to go to the Zoning Board of Adjustment for a variance. James also voiced his displeasure with Grace's Cafe being granted a variance for their liquor license for beer/wine rather than a special exception. There was some discussion and Chairman Brown informed that there is proposed legislation that would change the variance RSA to require a roll call vote with rationale for each item of hearing criteria to be met.

James felt that the Town Wide Yard Sale was not properly advertised and hoped that Old Home Day and the 250th Anniversary Celebration will be properly advertised. James also felt that the maps for the Town Wide Yard Sale were inadequate compared to previous year's maps.

Lastly, James congratulated the Board on their excellent choice of John Parsons as the next Police Chief when Chief Madore retires.

OLD BUSINESS

Comcast Cable Agreement: Town Administrator Melissa White informed that Comcast representatives are available to meet on Wednesday, July 19, 2017 at 10:00am. The Board agreed on that time and will change the scheduled Selectmen's Work Meeting from 8:00am to 10:00am on that day.

Chairman Brown stated that he is working on the letter to Comcast.

Fireworks: Price quotes from Atlas Fireworks and Northstar Fireworks were reviewed for a 250th Anniversary fireworks display on August 22, 2017. Both quotes came in at \$7,000.00 and Chairman Brown asked White how much was left in the Activities budget that could be used towards that. White responded that there is \$12,900.00 and it would have to be encumbered by June 30, 2017. After discussion, the Board decided to go with Northstar Fireworks. White will ask Northstar to provide a contract for \$7,000.00 with a summary of what the \$7,000.00 range includes.

Approved

A motion to enter into a contract with Northstar Fireworks in the amount of \$7,000.00 to provide a fireworks display on August 22, 2017 contingent upon the contract being legally sufficient was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

NEW BUSINESS

Ambulance Report – May Report: 9 calls for service; 9 were transported

Fire Department – May Report: Grantham Fire and EMS (Fast Squad) responded to a total of 10 calls; there were four (4) calls for Fire/Rescue and nine (9) total calls for EMS of which Grantham EMS was able to respond to and transport all nine (9). Fire calls for service were:

- 1 – 445 Arcing, shorted electrical equipment (trees on the power lines)
- 1 – 463 Vehicle Accident, general cleanup
- 1 – 700 False alarm or false call, other

Chief Fountain attended the Kearsarge Mutual Aid meeting along with the Mid-Western Hazardous Materials meeting but was not able to attend the Upper Valley Mutual Aid meeting. The Upper Valley Mutual Aid Group has a Vice President for both New Hampshire and Vermont and at that meeting, Chief Fountain was voted in as the new Vice President for New Hampshire.

On May 24, 2017, the Department started an Emergency Medical Responder class. There are 12 students enrolled: Four (4) from the Police Department; six (6) from the Fire Department; and two (2) new members who will be EMS only to start.

Police Department – May Report: Sergeant Parsons held the D.A.R.E. Graduation at the Grantham Village School on May 1, 2017. Certificates of Completion were handed out to the fifth grade students who participated in the D.A.R.E. classes this year.

Police Department Secretary, Judy DiPadova, attended the NH LEAP (NH Law Enforcement Administrative Professionals) meeting and training at the Rye Police Department. Carol Kilmister from Primex discussed personnel files, records and record retention.

Sergeant Parsons attended the 261st FBI LEEDA Supervisor Leadership for Law Enforcement on May 22, 2017. This was a four day program built especially for first-line supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees engaged in personality diagnostics, leadership case studies, mentoring, developing your people, performance management, risk management and credibility.

Police Department Secretary, Judy DiPadova, attended an informational meeting for the 2017 IMC User Groups for TriTech and Zuercher which was held in Gilford on May 24, 2017.

Chief Madore attended the Sullivan County Chiefs' meeting on May 31, 2017 where Attorney Alex Scott from the Attorney General's office gave a presentation on 2017 Exculpatory Evidence protocol and Schedule.

Sergeant Parsons and Officers Julian, Gamble and Cameron have started the Emergency Medical Responder Course which is being taught by Andrew White, NRP. The course consists of classroom and on-line classes with a planned completion date of August 23, 2017.

Approved

Chief Madore informed that Massad Ayoob, an expert firearms and self-defense instructor and who has provided much training to the Department over the years, has retired. Chairman Brown asked Chief Madore to provide a list with some highlights of Ayoob's time here so the Board can send him a thank you letter.

Transfer Station –April Report:

Solid Waste – 7 runs; 76.09 tons
Construction Demolition Debris – 7 runs; 30.15 tons
Glass – 1 load; 7.31 tons; Expense \$219.30
Light Iron – 1 load; 4.7411 tons; Revenue \$426.70
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$138.96
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: 128.8711 tons
Tickets collected at Transfer Station: \$1,495.00

Total Revenue from recycling: \$ 565.66
Total Expense from recycling: \$1,234.30
Net Expense from recycling: \$ 668.64

The Trustees of the Trust funds May Report was reviewed.

Town Administrator: May Report: KRT Appraisal finished the annual pickups which allowed for the merging of the data and printing the tax commitment. Tax bills were mailed on May 25, 2017 and are due by July 5, 2017. They have started on their review of the abatements for tax year 2016 and should have them finished by early June.

White worked with Treasurer Steve Adamic as he transitioned out of his role as Treasurer and then with Maynard Goldman as he assumed the role on June 1, 2017.

The streetlight replacement project was completed in one day and the new lights look fantastic. Traffic safety was provided by Officer Ryan Cameron.

The office also processed:

- 6 Building Permits
- 5 Planning Board Applications
- 1 Current Use Application
- 1 Abatement Calculation
- 3 Veteran's Tax Credit Applications
- 5 Elderly Exemption Applications
- 9 Property Transfers
- 4 Yield Tax Warrants

Approved

Upcoming meetings:

Trustees of the Trust Funds	Tuesday, June 13, 2017	1:00pm	JW Conference Rm
Selectmen's Meeting (Regular)	Wednesday, June 14, 2017	5:00pm	JW Conference Rm
Selectmen's Meeting (Work)	Wednesday, June 21, 2017	8:00am	JW Conference Rm
Zoning Board Meeting	Thursday, June 22, 2017	7:00pm	Cancelled
Selectmen's Meeting (Regular)	Wednesday, June 28, 2017	5:00pm	JW Conference Rm
Selectmen's Meeting (Work)	Wednesday, July 5, 2017	8:00am	Cancelled
Planning Board Meeting	Thursday, July 6, 2017	7:00pm	JW Conference Rm

Chairman Brown asked White the status of town funds at Lake Sunapee Bank as was discussed at the May 24, 2017 BOS meeting. White reported there is no update from the Trustees of the Trust Funds.

Chairman Brown asked White what the status of the Treasurer is at this point. White reported that Maynard Goldman assumed the role of Treasurer on June 1, 2017 as Steve Adamic's resignation was effective May 31, 2017. Brown asked if Goldman has appointed a Deputy Treasurer. White said he has not and he really didn't have anyone in mind at this point. Brown suggested that the town post an ad to help Goldman have some additional candidates to evaluate who might have the right qualifications for that position.

Chairman Brown asked White if they were all set for Old Home Day or if there was still stuff that needed to be done where he could pitch in. White said she still needed volunteers for parking cars and would reach out to some people she had in mind and that she was meeting with Nikki on Friday for an update. White stated that food vendors and tents were all set and the Fire Department was cooking chicken.

Selectman Jones said she was asked who was organizing the parade by a resident and didn't know the answer. White said everyone meets at Yankee Barn and they get lined up for the parade. Selectman Jones asked how people know to show up. Selectman Kimball said there is a time posted as to when to meet there. Chairman Brown said he would be happy to be there to help steer people in the right direction and he will also draft a press release.

Chairman Kimball stated that when he was going through the draft Master Plan, he came upon a phrase for recreation that says *except for Eastman Lake, the access to amenities for residents of Grantham that are not Eastman property owners is somewhat limited and may involve a daily or annual fee* but that it is not outlined anywhere so he will try to get some detailed information from Ken Ryder.

Chairman Brown asked Selectman Jones and Selectman Kimball what they thought about reaching out to Town Counsel to ask what he recommends for things we could do to be helpful to the Zoning Board of Adjustment for purposes of code enforcement such as; if his firm does regular updates to towns on ZBA issues; if he has developed Rules of Procedure for Zoning Boards, etc. Selectman Jones and Selectman Kimball agreed that is a very good idea.

Approved

Chairman Brown asked what the next steps are to getting somebody as a backup for office coverage to supplement the Receptionist position in the Selectmen's Office and do they want that person to also work part time when Receptionist, Martha Norris, is here to help with tasks

such as putting bulletins on the Community TV Station that current staff does not have time to do. White stated that she would have to draft a job description and advertise for the position and thought it was important that this person work on a somewhat regular basis to get and stay familiar with the procedures in the office. Chairman Brown commented that it would be great to have someone in on a regular basis if there is funding and suggested that they think about areas where the person could be cross trained. He asked White to put together a proposal for the Board with the job description, number of hours and rate of pay so they can revisit the budget and get that squared away.

Chairman Kimball asked if they could do something about the sign violation at Grace's Café. After discussion: A motion to take enforcement action and send a notice of violation to Grace's Café was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.** Chairman Brown will draft a letter.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Kimball, and seconded by Selectman Jones to enter into a Non-Public session at 6:09pm. Present were: Chairman Sheridan Brown; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

Roll Call vote to enter non-public session:	Chairman Sheridan Brown;	Yes
	Selectman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes

A motion to leave Non-Public session and return to Public Session at 6:21pm was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.**

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

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Jones, and seconded by Selectman Kimball to enter into a Non-Public session at 6:22pm. Present were: Chairman Sheridan Brown; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

Roll Call vote to enter non-public session:	Chairman Sheridan Brown;	Yes
	Selectman Warren Kimball;	Yes
	Selectman Constance Jones;	Yes

A motion to leave Non-Public session and return to Public Session at 6:30pm was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

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

Approved

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Kimball; **by unanimous vote, the Board adjourned at 6:46pm.**

The next Selectmen's Meeting will be held on **Wednesday, June 21, 2017** at 8:00am in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant