

Approved

Town of Grantham

Board of Selectmen Meeting Minutes

August 2, 2017

The meeting of the Board of Selectmen was called to order at 9:00AM on Wednesday, August 2, 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; Road Agent Jeff Hastings

APPROVAL OF MINUTES

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of July 12, 2017 and July 19, 2017 as written; seconded by Chairman Brown. *Approved by majority vote.*

Chairman Brown asked if there were any corrections to the regular meeting minutes of July 26, 2017. Brown requested the discussion regarding the blueberry patch be changed to "There was discussion about blueberry picking for the season and how revenues are used to benefit the Recreation Department". A motion was made by Selectman Kimball to approve the July 26, 2017 minutes as amended; seconded by Selectman Jones. *Unanimously approved.*

CONSENT CALENDAR

1. Payroll Manifest #511
2. Accounts Payable Manifest #561/597 & 598
3. Building Permit Application Fee Refund Request Cameron Shepherd
4. Ronald Hastings Memorial Scholarship Fund Disbursement - \$200
5. Building Permit: 204 Dunbar Hill Road; M/L 233-122 – Ground Mounted Solar Array

A motion was made by Selectman Kimball to withdraw item 3, Building Permit Application Fee Refund Request, from the consent calendar; seconded by Selectman Kimball. *Unanimously approved.*

Selectman Kimball made a motion to move for adoption the remaining items on the consent calendar; seconded by Selectman Jones. *Unanimously approved.*

Item #3 Building Permit Application Fee Refund Request: Chairman Brown stated the application was accepted and held pending receipt of contractor information but still deposited the check. Brown expressed concern about accepting incomplete applications; Selectman Kimball & Selectman Jones agreed and felt a change should be made to not accept incomplete applications. A motion was made by Selectman Kimball to approve the refund request made by Cameron Shepherd in the amount \$139.00; seconded by Selectman Jones. *Unanimously approved.*

The Board made it clear that going forward, the policy is to change and that incomplete applications will not be accepted.

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OLD BUSINESS

Comcast Cable Agreement: Administrator White informed that Comcast Representative Melissa Pierce had called her and informed that they would be willing to provide a five year agreement and the draft should be received early next week.

NEW BUSINESS

Town Administrator: The Fourth of July celebration was very successful! It was a well-attended event with a lot of folks staying longer than they did last year.

The retirement celebration for Chief Madore was held on July 6th and well attended! Special thanks to Judy DiPadova for coordinating this event and Deb Peirce for helping!

On July 7th we held a ceremony to swear John Parsons in as our new Police Chief.

A special thank you to Martha Norris for the extra help she provided me during Ann's medical leave.

The office processed: 1 building permit application and 2 planning board applications.

August 8th & 10th the Selectmen's Office will be closed for annual audit preparation.

August 23rd – 26th: Annual audit

September 4th the Transfer Station and Town Offices will be closed for Labor Day.

September 7th: The Planning Board will hold a public hearing on the draft of the Master Plan. Copies were provided to the Board.

September 19th: Special Election for Sullivan County District 1 State Representative. Polls will be open from 8am – 7pm.

The Board/Committee Meeting schedule was provided through September.

The July expense report was reviewed.

Highway Block Grant Aid – Lump Sum Payment SB 38: White informed that Grantham received \$57,836.53 and that a public hearing to accept the monies is required. Road Agent Hastings felt the best use of the money would be to continue paving New Aldrich Road to its end since the paving contractor will already be there. Hastings said that paving prices are the lowest in many years and that the town would save money in mobilizing costs. Kimball said he felt using these monies to continue paving New Aldrich Road was a good idea. Brown said he needed more time to understand where the key infrastructure needs are. Brown asked if we didn't have these monies, what would be next on the list. Hastings said he would be doing shim and overlays on other roads and then explained that New Aldrich Road is a through road and is used a lot so paving it would help with maintenance. Jones asked about the guardrails on Olde Farms Road Bridge was. Hastings said that everything was all set and that Engineer Peter Blakeman said they were fine as is.

The Board changed their meeting schedule for the month of August as follows:

- Aug. 9: Canceled
- Aug. 16: Regular Meeting and Public Hearing; 5pm
- Aug. 23: Canceled
- Aug. 30: Regular Meeting; 5pm

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The investment policy and completed Position Analysis Questionnaires were provided to the Board for review. Brown asked, as far as the town accounts were concerned, did the change to Bar Harbor Bank affect the collateralization agreement. White said she would talk with Treasurer Maynard Goldman.

Selectmen - Code enforcement: Brown asked the other Board members if they wanted to proceed with enforcement action on United Construction for the sign they erected near the entrance to Shedd Road. White stated she had noticed they are on the August 3rd Planning Board agenda to seek approval of a sign and that it was erected on town owned property. Kimball will ensure the Planning Board is aware the sign is already erected and on town owned property.

Selectman Kimball informed that he contacted Ken Ryder, ECA General Manager, and asked for a list of amenities and areas within the Eastman Community Association that are available to the public.

Kimball also informed that he contacted Connie Howard and requested permission to patrol her property known as Map 242 Lot 24 and Map 241 Lot 3 during the fireworks celebration on August 22. Brown said he would draft the letter. White will contact Northstar Fireworks for a final map.

Kimball stated the draft of the Master Plan refers to Eastman Pond as lake and that it should be changed.

NON-PUBLIC

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Kimball to enter into a Non-Public session at 10:30am. Present were: Chairman Sheridan Brown; Selectman Constance Jones; Selectman Kimball and Town Administrator Melissa White

Roll Call vote to enter non-public session:

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

A motion was made by Selectman Jones to leave Non-Public session and return to Public Session at 10:46AM; 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.*

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Kimball; *by unanimous vote, the Board adjourned at 10:49AM.*

The next Selectmen's Meeting will be held on **Wednesday, August 16, 2017** at 5:00PM 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