

Approved

Town of Grantham
Board of Selectmen Meeting Minutes
September 13, 2017

The meeting of the Board of Selectmen was called to order at 5:02pm on Wednesday, September 13, 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 John Parsons; Margaret Drye, Republican Candidate for District 1 Special Election; Cary Whipple, United Construction; Janice Vien; 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 August 30, 2017 as written was made by Selectman Kimball; seconded by Selectman Jones. ***Unanimously approved.***

CONSENT CALENDAR

1. Payroll Manifest #515
2. Accounts Payable Manifest #565
3. 2017 MS-535
4. 2016 Abatement:
 - a. M/L 216-032-000; 33 Draper Road
5. Shoreline Protection Cutting Plans:
 - a. M/L 215-053-000; 432 Road Round the Lake
 - b. M/L 213-086-000; 23 Shore Road
6. Building Permits:
 - a. M/L 214-063-000; 23 Spring Valley Drive – Finish Basement
 - b. M/L 232-011-000; 634 Dunbar Hill Road - Interior Stairway in Garage
 - c. M/L 215-057-000; 440 Road Round the Lake – Enclose Porch and Area Below
 - d. M/L 233-088-001; 105 Howe Hill Road – Demolition & Garage
 - e. M/L 221-014-000; 112 Rawson Ridge – Shed
 - f. M/L 215-010.036; 636 Marmot Lane – Propane Fireplace
 - g. M/L 211-013-000; 1001 Miller Pond Road – Garage
 - h. M/L 227-005-000; 51 Meadowbrook Road – Generator
 - i. M/L 235-027-008; 99 Woodland Heights – Garage
 - j. M/L 226-020-001; 149 Route 10 North – Remodel
 - k. M/L 227-005-000; 51 Meadowbrook Road – Electrical
7. Correspondence:
 - a. Federal Emergency Management Agency (FEMA): Notice was received from FEMA with corrections to the National Flood Hazard Layer for Sullivan County;

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- b. NH Department of Transportation; Bureau of Planning & Community Assistance: Notice was received regarding transportation projects planned between 2019-2028 with the Fall 2017 Public Hearing Schedule.
- c. West Central Behavioral Health: A thank you was received from West Central Behavioral Health for the Town's appropriation of \$3,500.00.

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

APPOINTMENTS TO MEET WITH THE BOARD

Margaret Drye, Republican Candidate for Sullivan County State Representative District 1 Special Election to fill the vacancy due to the resignation of Andy Schmidt, introduced herself. Drye highlighted her history and experience as follows:

She moved to Plainfield 37 years ago and, being an EMT at that time, joined the volunteer Cornish Rescue Squad which serves Cornish and Plainfield. Her husband joined one year after that. She was a Cemetery Trustee and Clerk of the Plainfield Village Water District which has 100 customers and her husband is one of the Water Commissioners. She was the Chair of the Town Finance Committee for three years and was on the KUA Tax Study Committee and co-chaired Plainfield's 250th Anniversary Celebration in 2011. At the county level she has been a 4-H Leader for over 25 years and spent a term on the Cooperative Extension Advisory Board where she had a Covered Bridge Club with kids that came from all over. She was on the Board of the Hanover Co-op for 13 years which gave her an appreciation for small businesses and small farms and said the food cooperatives are the biggest growing business in New Hampshire and thought we would do well to encourage that. She has also been writing for the Valley News for almost 30 years.

Drye explained one thing that is near and dear to her heart is helping couples who are aging stay in their home as long as possible especially when they are dealing with a fall or illness. She said she also has come up close to the opioid epidemic and felt that the state has a lot to do in that area.

Drye said she has a Facebook page and her phone number is in the phone book and would be happy to talk to anybody at any time. She thanked the Board for their time and asked if there were any questions. Chairman Brown asked Drye if she had any thoughts, given her experience, on the difficulty that towns face in recruiting volunteers as the older volunteers retire. Drye said one of her sons is a captain on the Cornish Fire Department and they have trouble getting new recruits and one reason for that is that there are a lot more requirements to be a volunteer on the Fire Department and to be an EMT and explained that it takes her longer to recertify as an EMT than it takes her friends who are nurses because it is a rather complex recertification. She felt that, in a way, they have over-regulated it and it turns people off because it is too much work to get over the hurdle. She thought there should be more of a balance between safety and training.

Chairman Brown asked Drye if she had specific issues in Concord where she thought we could do a better job or at least maintain. She said there is not the pressure that she noticed a while ago to develop places that there was maybe in the late 1980's, for example; in Plainfield the

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population and school population is declining so they are not fighting development of fields and things like they were a couple decades ago. She thought her experience with the cooperative movement has shown her that you can actually make a living if you have a small business that has a market that can accept it with a smaller piece of property so that many people can keep open land as a way of support and having a huge farm is no longer needed to make a living. She emphasized that some of the specialty items are now driving the market.

Mutual thanks were exchanged between the Board and Drye.

United Construction: Cary Whipple of United Construction explained that his company is looking for a sign permit for placement of a sign at the entrance of Cote Road and Shedd Road for the Juniper Hill Project and asked what they have to do to get that. He said they submitted the paperwork and were told by their real estate agent to go to the Board of Selectmen and not the Planning Board. Chairman Brown asked for clarification. Town Administrator White explained that she received an inquiry from a representative of United Construction via the contact form on the Town website asking what the rules were for erecting this sign. After receiving the Town's response that Planning Board approval was required, the sign was erected before proper approval was obtained and it was also erected on Town property. Selectman Kimball added that Michelle from Coldwell Banker attended the last Planning Board meeting on September 7, 2017 and said she assumed that they could put up a temporary sign without permission. Brown informed Whipple that there are certain directional signs that do not require permission and also some temporary signs that require permission from the Selectmen as explained in the Town's Zoning Ordinance, however, there are two issues with this sign; 1) the sign is located on town property; and 2) the sign does not qualify as a directional sign or temporary sign. He added that beyond directional and temporary signs, there are "on premises" signs of two different kinds; 1) building mounted; or 2) freestanding and he viewed this as an "on premises, free standing" sign so long as it was on United Construction's property. He said he has some confusion as to why the Selectmen would be looking at this beyond the issue of it being on town property and needing it moved somewhere else. Brown told Whipple they need to remove the sign from Town property and after receiving proper Planning Board approval, place it on United Construction's property.

OLD BUSINESS

Comcast Cable Agreement: The Public Hearing for the Franchise Agreement will be held on October 11, 2017 at 6:00pm following the regular Board of Selectmen meeting at 5:00pm. Chairman Brown mentioned his disappointment about the Comcast Representative who will be in attendance at the hearing being in "listen only" mode. All agreed.

Investment Policy: The Investment Policy was reviewed. Chairman Brown said he asked for a copy of the letter from Lake Sunapee Bank stating they would honor the Agreement to Secure Deposits put in place by former Town Treasurer, Chris Morris, to be attached to the Investment Policy.

Selectmen Jones moved to reaffirm approval of the Town Investment Policy; seconded by Selectman Kimball. **Unanimously approved.**

Upper Valley Humane Society (UVHS) Agreement: Town Administrator White recapped that Town Counsel and General Counsel for the Town's insurance carrier both had an issue with the

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indemnity provision of the proposed agreement from UVHS. She spoke with the Executive Director of UVHS who made it clear to her that UVHS is unwilling to change the proposed agreement in any way because they wanted the same language for all the towns they serve.

Police Chief Parsons stated that the dog laws, NH RSA 466, require certain things such as taking dogs into custody. He said if there is a dog running around without tags, he is required by law to take it into custody and needs to have a place to bring it but without an agreement in place, UVHS will not take the dogs and the Department is not equipped to take dogs. He said all of the 20 or more towns in two states, including Hanover and Lebanon, have signed the same agreement with UVHS. There was discussion and disagreement about the wording and interpretation of the indemnity provision of the agreement.

Chairman Brown asked Parsons if he knew of any other facility that would take dogs. Parsons said Newport uses Pleasant Lake Veterinary Hospital in Elkins but did not know any details about that arrangement.

White will contact UVHS again and ask if they can clarify the indemnity provision of the agreement. She will also contact Pleasant Lake Veterinary Hospital. Parsons asked what he is supposed to do in the meantime should they pick up a stray dog.

A motion to approve the contract with UVHS through the end of the year, after making diligent unsuccessful efforts to find any other option, was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

NEW BUSINESS

Lebanon Ambulance – August Report: 14 calls for service; 6 were transported.

Trustees of the Trust Funds August Report: The Trustees of the Trust Funds August Report was reviewed.

Municipal Resources Inc. (MRI): White reported that Carol Granfield of MRI is working on the pay scale and job descriptions for the Pay and Classification Study and hopes to have everything completed by the end of October, provided she receives the remaining Position Analysis Questionnaires. Chairman Brown asked if there were any positions the Board needed to review in addition to the Activities Director position. White replied no. Brown said he will write up a draft of the Activities Director position with what was discussed previously and email it for review.

Town Administrator: August was a busy month with preparation for the town's annual audit, coordinating the Music in the Meadow events and fireworks celebration.

Office Assistant Martha Norris brought the food donations to the Newport Food pantry in the months of July and August which yielded four large grocery carts of food. Thank you to all who donated and to Martha for delivering them!

September 19, 2017: Special Election for Sullivan County District 1 State Representative. Polls will be open from 8:00am – 7:00pm.

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Vacations: Selectman Kimball - September 14 – 19; Town Administrator White – October 2 – 10
Holidays: Columbus Day: Monday, October 9, 2017

Upcoming meetings:

Board/Committee	Date	Time	Place
Selectmen's Meeting (Work)	Wednesday, September 06, 2017	8am	JW Conference Room
Planning Board Meeting (Master Plan Public Hearing)	Thursday, September 07, 2017	7pm	JW Conference Room
Energy Committee Meeting	Monday, September 11, 2017	5pm	JW Conference Room
Trustees of the Trust Funds Meeting	Tuesday, September 12, 2017	1pm	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, September 13, 2017	5pm	JW Conference Room
Conservation Meeting	Monday, September 18, 2017	7pm	JW Conference Room
Selectmen's Meeting (Work)	CANCELED - 9/20/2017	8am	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, September 27, 2017	5pm	JW Conference Room
Zoning Board Meeting	Thursday, September 28, 2017	7pm	JW Conference Room

NON-PUBLIC

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 6:00pm. 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 6:06pm was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 6:06pm. 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 6:22pm was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

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

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Kimball and seconded by Selectman Jones 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 6:25pm 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 Kimball; seconded by Selectman Jones. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 6:30pm. 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 6:38pm 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 Chairman 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 6:45pm.*

The next Selectmen's Meeting will be held on **Wednesday, September 27, 2017** 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