

Approved

Town of Grantham Board of Selectmen Meeting Minutes April 11, 2018

The meeting of the Board of Selectmen was called to order at 5:00PM on Wednesday, April 11, 2018 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: Selectman Warren Kimball; Selectman Peter Garland; Selectman Constance Jones; Town Administrator Melissa White; Police Chief John Parsons; Jay Fountain; Lori Avery; Justin Hastings; C. Peter James; Bob MacNeil; and Pat MacNeil

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White.

APPROVAL OF MINUTES

A motion was made by Selectman Garland to approve the regular and non-public meeting minutes of March 28, 2018 as written; seconded by Chairman Kimball. **Approved by majority vote.** (Selectman Jones abstained.)

CONSENT CALENDAR

1. Payroll Manifests #531
2. Accounts Payable Manifests #583
3. 2018 MS-232
4. Bridge Capital Reserve Fund Withdrawal Request - \$8,903
5. Deputy Treasurer Appointment; Donald D. Noordsy
6. Yield Tax Warrant: M/L 212-016-000 - \$1,011.00
7. Land Use Change Tax
 - a. M/L 226-018-000; 163 Yankee Barn Road - \$191.00
 - b. M/L 237-054-002; Split Rock Road - \$6,000.00
8. Application for Veteran's Tax Credit
 - a. M/L 222-205-000; 27 Highwood Way – Davis, Kevin
9. Building Permits:
 - a. M/L 206-202-000; 295 Frye Lane – Replace Cell Tower Antennas
 - b. M/L 215-092-000; 14 Trillium Lane – New House Construction
10. Correspondence:
 - a. COA Chapin Senior Center: A letter was received from COA, Chapin Senior Center expressing their appreciation to the Board of Selectmen and the voters of Grantham for their support at the 2018 Town Meeting. The funds that were approved will help give them the support necessary to continue to serve the seniors of Grantham.

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- b. New Hampshire Interlocal Trust: A copy of New Hampshire Interlocal Trust's Member Report was received for the fiscal year ending June 30, 2016.
- c. State of NH Dept. of Natural and Cultural Resources; Division of Parks and Recreation: A letter was received from the State of NH Department of Natural and Cultural Resources; Division of Parks and Recreation with information regarding its Land and Water Conservation Fund program.
- d. State of NH Department of Transportation: A letter was received from the State of NH Department of Transportation enclosing the 2017 submittal of state and municipal Red List bridges compiled by the Department.

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

OLD BUSINESS

Comcast Cable Agreement: White will finalize the edits in the draft Comcast Franchise Agreement and forward it to Comcast.

Board of Selectmen Rules of Procedure: White asked the Selectmen to send her their edits so she can incorporate them and give them a draft to review.

NEW BUSINESS

Lebanon Ambulance – March Report: (10) calls for service; seven (7) were transported.

Police Department – February Report: Chief Parsons and Sergeant Cunningham attended the Remington 870 Armorer's Course on March 5 & 6, 2018.

Sergeant Cunningham attended the two week Law Enforcement Supervisors Course at NHPSTC from March 12 – 23, 2018.

Chief Parsons completed the course of instruction in Alternative Rifle Shooting Positions Course at Sig Sauer Academy with instructor Dan Hunt on March 14, 2018.

Chief Parsons attended the NHSP annual six hour in-service training for D.A.R.E. Instructors on March 15, 2018 at the Department of Safety.

Department Secretary Judy DiPadova attended the New Hampshire Law Enforcement Administrative Professionals (NHLEAP) meeting and training on March 16, 2018. Training was for "Ethics for the Law Enforcement Professionals" presented by Retired Chief and current Strafford County Sheriff, Dave Dubois.

Chief Parsons attended training by Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center for "School Behavioral Threat Assessments: An Introduction Train-The-Educator Curriculum".

Approved

Mascoma Bank sponsored a Law Enforcement Breakfast on March 21, 2018 where the guest speaker was DEA Special Agent, Michael Lecuyer, and the topic of discussion was Fentanyl and Fentanyl Analog Awareness.

Sr. Patrolman Gamble attended the 349th Supervisor Leadership Institute for Law Enforcement Executives in Nashua by FBI-LEEDA from March 26 - 30, 2018.

The Department is currently in the process of moving forward the various projects that were supported during Town Meeting.

Transfer Station – February Report:

Solid Waste – 6 runs; 62.63 tons
Construction Demolition Debris – 4 runs; 18.17 tons
Glass – 1 load; 7.31 tons; Expense: \$219.30
Steel cans – 1 load; 2.3839 tons; Revenue: \$207.50
Aluminum – 1 load; .9 tons; Revenue: \$621.25
Batteries & Ballast – 1 load; .16 tons; Revenue: \$78.40
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 0.00
Expense: \$1,290.00

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$182.16

Total Tonnage of Material taken away; 101.2339 tons
Tickets collected at Transfer Station: \$965.00

Total Revenue from recycling: \$ 907.15
Total Expenses from recycling: \$1,691.66
Net Expense from recycling: \$ 784.57

Trustees of the Trust Funds – March Report: The Trustees of the Trust Funds March Report was reviewed.

Town Administrator: On March 2, 2018, White met with Kelly Spiller and Dean Cashman of Bar Harbor Bank. Cashman replaced Dennis Driscoll who recently left the bank to pursue another career opportunity. They informed that the Lake Sunapee Bank name will slowly be replaced with the Bar Harbor Bank name but the service they provide the town will not change. They also discussed options for commercial lending.

Selectman Jones and White attended the 5th Grade D.A.R.E. graduation on March 7, 2018. White said this is a valuable program that our police department provides to these students and she always looks forward to this annual event!

On March 22, 2018, the required quarterly Joint Loss Management Committee meeting was held with Deputy Town Clerk/Tax Collector Penny Palmer as the Chair.

Approved

The office processed: 4 Building Permit Applications, 3 Planning Board Applications, 2 Veteran Tax Credit Applications, 1 Elderly Tax Deferral Application, 1 Yield Tax Warrant and 18 property transfers. The office also received 1 Abatement Application which has been forwarded to the Assessor.

Looking ahead:

- May 2, 2018: The Town Clerk/Tax Collector's Office will be closed for training.
- May 9 & 10, 2018: White will be attending the annual Primex Training Conference.
- May 21, 2018: The Transfer Station will be closed for annual training.

Holidays/Town Office Closures:

- Memorial Day: Monday, May 28th
- July 4th: Wednesday, July 4th
- Labor Day: Monday, September 3rd
- Columbus Day: Monday, October 8th
- Veteran's Day (Observed): Monday, November 12th
- Thanksgiving Break: Close at noon, Wednesday, 11/21 through 11/23
- Christmas Break: Monday, 12/24 and Tuesday, 12/25

Upcoming meetings:

Board/Committee	Date	Time	Place
Library Trustees Meeting	Monday, April 16, 2018	5:15PM	Dunbar Free Library
Public Hearing	Thursday, April 19, 2018	5PM	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, April 25, 2018	5PM	JW Conference Room
Zoning Board Meeting	Thursday, April 26, 2018	7PM	JW Conference Room
Planning Board Meeting	Thursday, May 03, 2018	7PM	JW Conference Room
Conservation Commission Meeting	Monday, May 07, 2018	7PM	JW Conference Room
Trustees of the Trust Funds Meeting	Tuesday, May 08, 2018	1PM	JW Conference Room
Selectmen's Meeting (Regular)	Wednesday, May 09, 2018	5PM	JW Conference Room
Energy Committee Meeting	Monday, May 14, 2018	5PM	JW Conference Room
Library Trustees Meeting	Monday, May 21, 2018	5:15PM	Dunbar Free Library
Selectmen's Meeting (Regular)	Wednesday, May 23, 2018	5PM	JW Conference Room
Zoning Board Meeting	Thursday, May 24, 2018	7PM	JW Conference Room

Approved

An estimate in the amount of \$8,280.00 was received from CWS Fence & Guardrail for the damage done to the guardrails on the Miller Pond Road Bridge approach in February by a resident. The town will be seeking reimbursement from the person who caused the damage.

OTHER

White said she received an email on Sunday afternoon from Linda Bohrer regarding activity at the saw mill on Route 114. Bohrer requested that White share the email with the Selectmen. Bohrer's email contained a record of violations and stated that she reviewed the conditions placed on the saw mill by the Planning Board at the March 1, 2018 meeting. White said the Board of Selectmen, as the enforcing body, would need to make a decision on whether the violations that they were made aware of are egregious enough to go back to court and issue a Notice of Violation of the Site Plan approval.

Chairman Kimball asked White to let Bohrer know that they are aware of the violations and will investigate what recourse might be pursued.

In accordance with RSA 91-A:3 section II-b, a motion was made by Chairman Kimball and seconded by Selectman Garland to enter into a Non-Public session at 5:12pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; Selectman Constance Jones; Town Administrator Melissa White; Jay Fountain; and Justin Hastings

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

A motion to leave Non-Public session and return to Public Session at 5:39pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Garland and seconded by Selectman Jones to enter into a Non-Public session at 5:41pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; 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 Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 5:45pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:45pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; Selectman Constance Jones; and Town Administrator Melissa White

Approved

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

A motion to leave Non-Public session and return to Public Session at 5:53pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Garland and seconded by Selectman Jones to enter into a Non-Public session at 5:54pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; 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 Peter Garland Yes

A motion to leave Non-Public session and return to Public Session at 5:59pm was made by Selectman Garland; seconded by Selectman Jones. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:59pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; 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 Peter Garland Yes

A motion to leave Non-Public session and return to Public Session at 6:05pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 6:06pm. Present were: Chairman Warren Kimball; Selectman Peter Garland; 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 Peter Garland Yes

A motion to leave Non-Public session and return to Public Session at 6:22pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

ADJOURNMENT

Approved

There being no further business, Selectman Garland moved to adjourn, seconded by Selectman Jones; by unanimous vote, the Board adjourned at 6:32pm.

The next Selectmen's Meeting will be held on **Wednesday, April 25, 2018** at 5:00PM in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

The Board of Selectmen will hold a public hearing on **Thursday, April 19, 2018** at 5:00PM in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH regarding the petition from NH Department of Transportation and to determine if there is an occasion for the use of such portion of Old NH Route 10 for town highway purposes.

Respectfully submitted,



Ann Jasper
Administrative Assistant