

Approved

Town of Grantham

Board of Selectmen Meeting Minutes
September 25, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, September 25, 2019, by Selectman Peter Garland. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief John Parsons; Fire Chief Justin Hastings; Road Agent Jeff Hastings; and Olivia Uylzeye of the Upper Valley Lake Sunapee Regional Planning Commission

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of September 11, 2019; seconded by Selectman Garland. **Approved by majority vote.**

CONSENT CALENDAR

1. Payroll Manifest #572 & 573
2. Accounts Payable Manifest #646/689
3. Property Lien: M/L 216-201-000; 8 Butternut Road
4. Notice of Intent to Cut Wood or Timber
 - a. M/L 220-059-000; New Aldrich Road
5. Building Permits:
 - a. M/L 220-057-000; 700 New Aldrich Road - Addition
 - b. M/L 222-151-000; 31 Pleasant Drive – Kitchen Update
 - c. M/L 215-164-000; 25 Bright Slope Way – Replace Garage
 - d. M/L 221-015-001; 69 New Aldrich Road – Shed
 - e. M/L 225-068-000; 19 Wedgewood Drive – Relocate Generator
 - f. M/L 233-035-000; 31 Longwood Drive - Generator
6. Correspondence
 - a. NH Department of Environmental Services: A copy of a “Confirmation of Complete Forestry Notification,” Project Location: Miller Pond Road, Grantham, Tax Map 211, Lot 070 was received from the NH Department of Environmental Services.
 - b. Conrad Frey: Notice was received from Conrad Frey that he and his wife have sold their home and will be leaving Grantham and the Upper Valley and he will be resigning from the Zoning Board of Adjustment effective September 16, 2019. Frye stated that he enjoyed having served as a member on various committees in Grantham and he will treasure the friendships that he made while serving so many great people.

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- c. Eversource: See below.
- d. Cathy Champagne: See below.

Town Administrator White requested the removal of the following items for discussion: items 3, 6.c. and 6.d.

A motion to approve the remainder of the Consent Calendar after the removal of items 3, 6.c. and 6.d. was made by Selectman Garland; seconded by Selectman Jones. **Approved by majority vote.**

White asked the Board to make a motion to authorize her to execute the Property Lien in item 3.

A motion to authorize Town Administrator Melissa White to execute the Property Lien for M/L 216-201-000; 8 Butternut Road, was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

Item 6.c. is a request from Eversource to remove a tree on Route 114, being a red maple with extensive rot that is in close proximity to the power lines.

A motion to accept the request from Eversource and authorize the removal of the above mentioned red maple tree was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

Item 6.d. is a letter received by Cathy Champagne that requires discussion. Champagne informed that she and a friend attended an event at Town Hall a little over two weeks ago that was held at 7:00 PM. She stated that it was dark when they exited the building, and they found it very difficult to find their way out to the road where they parked. She remarked that there are not enough exterior lights in the parking lot and thought it was a dangerous situation. She asked if it would be possible to install floodlights in the parking lot and/or lamp posts where the parking lot and road meet that can be turned on and off from the building. There was discussion, and the Selectmen directed White to explore a way to remedy the situation with money in the current budget and then get it done.

APPOINTMENTS TO MEET WITH THE BOARD

Olivia Uylzeye of the Upper Valley Lake Sunapee Regional Planning Commission: Ms. Uylzeye reviewed the flood resilience of culverts in New Hampshire streams using the Hydraulic Capacity model. The model looks at hydraulic vulnerability which describes how well a stream crossing transports flows during storm events. She reviewed how the data was obtained, how the structures were assessed, and the results. Uylzeye provided the Town with a map of Grantham that shows the results of the assessment.

OLD BUSINESS

Partial Survey of the Class VI Portion of Miller Pond Road: At the September 19, 2019, Selectmen's meeting, the Selectmen decided to utilize its powers under NH RSA 231:27 to

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reestablish the boundary of Miller Pond Road, A.K.A. Mountain Road, in its historical location as shown on the survey plan, to remedy the encroachment.

Miller Pond Road and Safety and Drainage Improvement Project: No new information.

Code Enforcement: No update.

- a. M/L 211-067-000; Tall Timber Dr.; Brownell, Crystal & Farmer, Jason
Obnoxious Use (Junk); Unpermitted Structure.
- b. M/L 236-056-000; 172 Cote Road; Stires, Amy & Hayward, Shawn
Obnoxious Use (Junk); Unpermitted Structure.
- c. M/L 237-054.42-000; 360 Cote Road; Webb, Douglas
Obnoxious use (junk).
- d. M/L 241-004-000; 29 Cote Road; Gilson, Janet & Howard, Adam
Operation of Business in Residential District.
- e. M/L 233-124-000; 96 Dunbar Hill Road; Barton, Jack O.
Obnoxious use (junk). Unpermitted structure
Brown reported that this property has been cleaned up quite a bit since the last update. He will wait and see what happens.
- f. M/L 237-025-000; 565 Route 10 S.; Wilson, John
Obnoxious use (junk).
- g. M/L 236-065-000; 578 Route 114; Hoh, Donald
Obnoxious use (junk)

NEW BUSINESS

Police Department – August Report: The Department thanked Town Administrator White and the Selectmen for the employee luncheon and commented that “It’s great to see the departments come together”.

Police Chief Parsons attended the Glock Armorer Course at the Enfield Outing Club on August 6, 2019, sponsored by Glock.

Department Secretary, Judy DiPadova, attended the NHCOPSA meeting and training on August 16, 2019, where the speakers were: Maureen Sullivan from the CAC (Child Advocacy Center) regarding general information and updates; Carrie Lovering from DCYF also regarding information and updates; and Lt. Peter Morelli regarding workplace safety.

Sergeant Cunningham, Officer Cameron, and Chief Parsons attended training for public safety personnel provided by Primex in Concord on August 29, 2019.

Sergeant Cunningham received a thank you card from an individual he assisted regarding a driver’s license issue.

The Department assisted the Highway Department with their road cleanups through use of the electronic message board.

Chief Parsons was happy to report that the start of the 2019 – 2020 school year at GVS went off without a hitch.

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Chief Parsons updated the Board about the Homeland Security and Emergency Management Grant, and informed that the Department was approved for the \$40,000 grant to redo all of the security cameras at the town building, inside and outside. He was also notified by Homeland Security that there was preliminary approval for the grant to update the phone system.

Town Clerk/Tax Collector: Town Clerk/Tax Collector Ken Story stated that it has been a busy spring in the Town Clerk/Tax Collector's Office. Below is his brief discussion of the noteworthy items, broken down by major duty area below.

Town Clerk (Written by Ken Story)

Debit/Credit Cards

This spring we added the payment option of credit and debit cards. This decision was made after having heard from several residents about wanting the convenience of this payment method, and after having explored the mechanics of implementing this option and the potential affects on both our office, the treasurer, and the Selectmen's Office. The decision was made to add this payment option and it was implemented in May. The response overall has been positive – although the 2.79% convenience fee has discouraged property tax payments – and residents genuinely appreciate having this option available. On the town hall side, this payment option has not caused serious complications with the routine tracking and reconciling process. While change always adds additional workload – at least for the short term – this has been a significant 'customer service' improvement.

Elections

The Secretary of State's office has begun its pre-election training preparation for the upcoming year (in which there will be four elections: Presidential Primary, town meeting, state primary and general election). Penny and I received introductory training at the recent town clerks association conference, but this will be followed-up by more extensive training in Concord. We are scheduled to take this training on different days in October to avoid any office closure. The Secretary's office has also sent links to online training that Penny and I can take at our convenience in our office.

Improved Notifications Regarding Office Closures

In an attempt to communicate more effectively with our residents regarding our annual fall conferences and the office closures they necessitate, this summer we included notices with our motor vehicle renewal notifications for September and October that highlighted these closures and the importance of planning ahead to avoid them. These notices were printed on colored paper and included with the regular renewal notices. We also posted the sandwich board at the end of the driveway announcing the September closure. Coupled with our usual posting of signs around town and placing an ad in The Shopper, these measures appear to have better informed our residents: only one resident came to town hall to conduct business in my office.

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Tax Collector (Written by Ken Story)

BMSI Upgrade

After discussion with the town administrator and vendor staff regarding the purchase and installation of the upgrade to BMSI (our tax collection software), this was also implemented in May. The upgrade has several features that make payment entry and end-of-day reporting easier. Again, there has been a bit of a learning curve, but overall it has been a beneficial enhancement. Also, BMSI was preparing to terminate its support of the previous version, so the upgrade allows us to benefit from their top-level assistance.

Village District of Eastman (VDE) Delinquent Sewer Payment Lien Request

In mid-July we received a letter from the VDE (dated July 11, 2019) requesting the tax collector's assistance in collecting a delinquent sewer payment from one of their residents. NH RSA 38:22 authorizes a village district to obligate the municipality's tax collector to assist them in the collection of a debt using the town's regular lien process. This is the first time in my four years here that I have received such a request, and I could find no record of such a request having been made to this office in the recent past. Extended conversations with town counsel provided sufficient clarity regarding the process, resulting in a letter being sent from me to the VDE outlining my understanding of their obligations and what I need from them to proceed. This letter was mailed on August 14th; I have not heard anything back.

Transfer Station – August Report:

Solid Waste – 8 runs; 90.75 tons
Construction Demolition Debris – 13 runs; 58.82 tons
Light Iron – 2 loads; 7.6160 tons; Revenue: \$764.24
Bailing Wire – 5 bundles; Expense: \$524.90
Tires – 597 tires; \$1,044.75 out of reclamation fund
Glass – 1 load; 7.31 tons; Revenue: \$255.85
Fibers – Mixed Loose – (Paper) – 2 loads; 7.94 tons
Revenue: \$ 0.00
Expense: \$1,376.38

Comingle – w/o glass – (Plastic) – 2 loads; 2.64 tons
Revenue: \$ 0.00
Expense: \$307.32

Total tonnage of material taken away: 175.0760 tons
Tickets collected at Transfer Station: \$2,845.00

Total Revenue from recycling: \$764.24
Total Expense from recycling: \$2,464.45
Net Expense from recycling: \$1,700.21

Transfer Station Supervisor, Chris Scott, noted that under the C & D, the big uptick in loads was due to three loads that were the garage across from the post office.

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Town Administrator:

Dunbar Free Library Granite Bench: Road Agent Jeff Hastings, Assistant Road Agent Brian Hastings and Facilities Maintenance Manager Greg Stender moved the granite bench for the Library.

Statistical Update: White is still waiting for the contract which is at the NH DRA for approval.

Traffic Counts: White is still waiting to find out when the traffic counting equipment will be placed.

Reminders: Selectmen's Work Meeting and Public Hearing on October 2, 2019, at 9:00 AM.

White started working on the FY2021 Budget and anticipated that the Budget Meetings will start in November.

The MS-1 and MS-535 have been sent to NH DRA.

Holidays/Town Office Closures:

- October 14, 2019: Columbus Day
- October 16 – 18, 2019: Town Clerk's Office will be closed for training.

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:48 pm. Present were: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Police Chief John Parsons

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

A motion to leave Non-Public session and return to Public Session at 5:50 pm was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:50 pm. Present were: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Police Chief John Parsons

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

A motion to leave Non-Public session and return to Public Session at 6:08 pm was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

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A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

In accordance with RSA 91-A:3 section II-I, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 6:08 pm. Present were: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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

A motion to leave Non-Public session and return to Public Session at 6:28 pm was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Garland; by unanimous vote, the Board adjourned at 6:28 pm.

A Board of Selectmen Public Hearing and Work Meeting will be held on Wednesday, October 2, 2019, at 9:00 AM. The next regular meeting of the Board of Selectmen will be held on **Wednesday, October 9, 2019**, at 5:00 pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper
Administrative Assistant