

# Approved

## Town of Grantham

Board of Selectmen Meeting Minutes  
October 23, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, October 23, 2019, 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: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief John Parsons; Athletics/Activities Director Emily Rinde-Thorsen; Attorney Sheridan Brown; and Tod Lloyd

### **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 non-public meeting minutes only of October 2, 2019; seconded by Chairman Kimball. **Approved by majority vote.**

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of October 9, 2019; seconded by Selectman Garland. **Approved by majority vote.**

### **CONSENT CALENDAR**

1. Payroll Manifest #575
2. Accounts Payable Manifest #648/691
3. 2019 Equalization Municipal Assessment Data Certificate
4. Social Media Policy
5. Building Permits:
  - a. M/L 233-051-000; 69 Longwood Drive – Electric & Gas Heater; Enclosed Porch
  - b. M/L 225-161-000; 6 Bogie Place – Replace Roof with some changes; Kitchen & Pantry Cabinets
  - c. M/L 233-124-000; 96 Dunbar Hill Road – Pole Barn
  - d. M/L 222-128-000; 2 Slalom Drive – Replace Generator
  - e. M/L 222-089-000; 10 Summit Drive – Generator & Propane Tank
6. Correspondence
  - a. Sullivan County Commissioners' Office: A letter was received from the Sullivan County Board of Commissioners expressing support of Newport Cable Television (NCTV) Executive Director John Lunn's initiative to raise awareness, funding, and to increase municipal participation on NCTV. Lunn asked the Commissioners to reach out to municipalities in the County that do not have their own local access capability to pass along his interest in using NCTV as a platform to share videos of town board meetings and other proceedings.

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- b. Sullivan County Commissioners' Office: The Sullivan County Tax Apportionment and Update was received from the Sullivan County Commissioner's Office. In accordance with RSA 29:11, the Sullivan County Treasurer's warrant for the collection of the property taxes payable to the County no later than December 17, 2019 was enclosed. Grantham's Apportionment of the County Budget is \$1,439,308.00. These amounts are based on the FY2020 budget approved by the County Delegation at its convention on June 28, 2019. Meeting minutes are available on the County's website, at [www.sullivancountynh.gov](http://www.sullivancountynh.gov)
- c. The Ausbon Sargent Land Preservation Trust: The Selectmen received an invitation from Deborah L. Stanley, Executive Director of The Ausbon Sargent Land Preservation Trust to attend its annual meeting on Sunday, October 27<sup>th</sup> at 3:00 PM at the New London Historical Society. Stanley stated: "Since we are currently working together to conserve the Sawyer Brook Headwaters property, I would be delighted if any of your board could join us".
- d. Comcast: Notice was received from Comcast regarding changes to Xfinity TV service. Impacted customers were notified of the changes through a bill message.

## **OLD BUSINESS**

Partial Survey of the Class VI Portion of Miller Pond Road: White reported that she knew Clayton (Platt) was working to finalize the Plan last week and said she will contact him to find out the status. After the Plan is recorded, letters will be sent to the abutters with a copy of the Plan.

Miller Pond Road and Safety and Drainage Improvement Project: White said she is expecting to receive the plans before the end of next week, however, the traffic count was received which will be needed to see if the benefit-cost analysis will work as far as the Pre-Hazard Mitigation Grant Application that she submitted. The traffic count yielded an average of about 288 cars per day (144 inbound and 144 outbound).

Code Enforcement: Attorney Sheridan Brown gave the board an update on the following properties:

- a. M/L 211-067-000; Tall Timber Dr.; Brownell, Crystal & Farmer, Jason  
Obnoxious Use (Junk); Unpermitted Structure.  
Brown will need a non-public session for this update.
- b. M/L 236-056-000; 172 Cote Road; Stires, Amy & Hayward, Shawn  
Obnoxious Use (Junk); Unpermitted Structure.  
Brown reported that he received a request for an extension to 11/24/2019. He will need to discuss the details in a non-public session.
- c. M/L 237-054.42-000; 360 Cote Road; Webb, Douglas  
Obnoxious use (junk).  
A motion to issue a Cease and Desist Order to Douglas Webb of 360 Cote Road for Obnoxious use and Accumulation of Junk was made by Selectman Garland; seconded by Selectman Jones. *Unanimously approved.*
- d. M/L 241-004-000; 29 Cote Road; Gilson, Janet & Howard, Adam  
Operation of Business in Residential District.

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Gilson and Howard submitted a Request for a Variance to the Zoning Board of Adjustment. Brown gave the Board his written opinion on this matter outlining the facts of why it should not be granted.

A motion to send the opinion to the Zoning Board of Adjustment in opposition to the Variance requested by the owners of 29 Cote Road, Janet Gilson and Adam Howard, was made by Selectman Jones; seconded by Selectman Garland. *Unanimously approved.*

- e. M/L 233-124-000; 96 Dunbar Hill Road; Barton, Jack O.  
Obnoxious use (junk). Unpermitted structure  
Brown stated that this property can be removed from the Agenda.
- f. M/L 237-025-000; 565 Route 10 S.; Wilson, John  
Obnoxious use (junk).  
Brown stated that this property can be removed from the Agenda.
- g. M/L 236-065-000; 578 Route 114; Hoh, Donald  
Obnoxious use (junk)  
Brown informed that the owner is making a very good effort to clean up the property.
- h. M/L 212-019-000; 1694 Route 10 North; Congdon, Robert K. & Campbell, Sandra  
Operation of Business in Residential District.  
A motion to issue a Notice of Violation for Operation of Business in a Residential District was made by Selectman Garland; seconded by Selectman Jones.  
*Unanimously approved.*

## **NEW BUSINESS**

Police Department – September Report: Sergeant Cunningham, Patrolmen Cameron, and Julian attended the Harassment Training conducted by Primex for Town employees on September 5, 2019.

Sr. Patrolman Gamble attended the 5-day FBI LEEDA 428<sup>th</sup> Command Leadership Institute training in Hampton on September 9 – 13, 2019. This program is designed to prepare law enforcement leaders for command level positions. Students engaged in topics such as credibility, command discipline and liability, dealing with problem employees, and leading change within an organization.

The Department received word on September 19, 2019, that they were approved for an EMPG Grant in the amount of \$40,000.00 for the security camera project.

Patrolman Cameron attended the A.R.I.D.E. (Advanced Roadside Impaired Driver Enforcement) class in Claremont. ARIDE is offered to provide law enforcement personnel and other criminal justice professionals information in the area of drug impairment in the context of traffic safety.

Throughout September, the Department has assisted GVS with several State-mandated safety drills.

The Department has assisted Town officials with various code enforcement activities.

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Athletics/Activities Report: Athletics and Activities Director, Emily Rinde-Thorsen gave the following report:

Athletics: Basketball Registration is open, and the goal is to have enough competitive teams for grades 3 through 6. At this point, there are 13 coaches committed to coaching from K to grade 6 and 5 officials.

The first Coaches and Officials meeting is scheduled for Monday, November 4, 2019, with a patched basketball official present to answer questions and give a little presentation about what should be the most important things for youth basketball. Last week, Rinde-Thorsen attended an organizational meeting for the Merrimack Basketball League, which is basically the same set up as the Soccer League in which Grantham plays. The Basketball League is very organized, there are more diverse opponents, and there is a system in place to seed people in the pre-season. There are two seeding tournaments for the fifth and sixth-grade groups and one for the third and fourth-grade groups, so there will be people there watching how they play to be able to put them into the correct pool. Voting on that will be the first order of business for our new Recreation Committee, to see if this is something that we want to do, but in chatting with them during our first organizational meeting a few weeks ago, everyone was open to that. In the Quad Valley Basketball League, they now have three teams, and she received confirmation from Sunapee that if Grantham moves to the Merrimack Basketball League, they will also move to the League. Rinde-Thorsen reported that the competition is better, but the downside is the travel up and down Interstate 89 in the winter. She said she has no problem rescheduling games during bad weather.

The fifth and sixth-grade girls' soccer team won the Merrimack Valley Soccer League Division A Tournament here in Grantham this past Saturday. They have the Cup, and it is on display in the trophy case at the school. That announcement was made on the Town website in two separate places. They were able to do that because a new set of goals was purchased out of the Rec Revolving Fund and they had two Concession opportunities this fall that raised approximately one-third of the cost.

The Recreation Committee held an open meeting in early October and decided on three members to represent Athletics; right now, there are two members representing Activities; they are still looking for a third member. They created a meeting schedule set, which will alternate between the first Monday and the first Wednesday of each month due to availability. Looking ahead, they would like to fundraise to purchase temporary removable fencing for the baseball field.

Activities: The first Trunk or Treat that the Town is hosting, and the Halloween Dance is Saturday, October 26<sup>th</sup>. To date, there are 25 cars registered for Trunk or Treat, and over 110 people RSVP'd for the dinner and dance.

Looking ahead to the holiday season, the Tree Lighting will be on Sunday, November 24, 2019. There will be cookie decorating to go along with that. Breakfast with Santa will be held on Saturday, December 7<sup>th</sup> and they are joining forces with the Fire Department this year. Santa will be joining them for breakfast and will arrive by Fire Truck. Along with Breakfast with Santa will be the Fire Department's Toys for Tots, Carol Shepherd's Coat Drive, and a Touch-a-Truck event.

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Selectman Garland asked Rinde-Thorsen how she is going to pay for Breakfast with Santa as he has been donating the food in previous years. Rinde-Thorsen suggested they chat, and Selectman Garland said that all he needs is a headcount.

Looking ahead to the future and adding more dynamic activities to the Town, Rinde-Thorsen said she is brainstorming on her own right now and will talk about this with the Recreation Committee but thought about having one activity per month throughout the year even though some months have more than one activity. She went over some of her ideas and said that the next thing she would like to do is figure out how to update the scarecrows as quite a few of them are not in good condition and need to be replaced.

Town Administrator: Town Administrator Melissa White welcomed Tod Lloyd to the meeting and introduced him to the Selectmen. White said she reached out to Lloyd to ask him if he would be willing to serve as an alternate on the Zoning Board of Adjustment, and he came into the office and met with her. Lloyd stated that he is interested and wanted to meet with the Selectmen to give them the opportunity to see in the flesh who Melissa's recommendation was and to say good evening to them and that he is looking forward to the possibility of working on the Zoning Board. White said that she felt his background would be beneficial to the Zoning Board. The Selectmen thought it was great, and Sheridan Brown gave Lloyd his endorsement too. Lloyd thanked the Selectmen and let them know that he would like to attend the Zoning Board meeting the following night to meet the other members of the Zoning Board before he is appointed.

White provided a copy of the Energy Committee's meeting minutes of October 7, 2019.

In September, the office processed: 13 Building Permit Applications, 2 Planning Board Applications, 1 Zoning Application, and 18 property transfers. Also, on October 9<sup>th</sup>, Facilities Maintenance Manager, Greg Stender, delivered the food to the Newport Food Pantry, which equaled six carts of food.

275 Route 10 South, Garage Removal Expenses: The total cost to remove the garage at this location was \$8,727.00, which included engineering, surveying, and disposal of debris. This does not include the cost for the equipment used: 58 hours for the large dump truck, 26 hours for the excavator, and three hours for the roll-off truck. There was a total of 87 highway department man-hours for this project.

Statistical Update: White informed that she received the contract that afternoon from KRT Appraisal, LLC.

A motion to approve the contract from KRT Appraisal, LLC in the amount of \$50,000.00 and to authorize the withdrawal of that amount from the Municipality Revaluation Capital Reserve Fund was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

Training: White and Selectman Jones attended the webinar "Using the Attorney General's Polling Place Checklist to Run a Better Election" the previous week conducted by NHMA. The Town Moderator and Supervisors of the Checklist also participated.

Insurance Costs: Notice was received from Primex that the Town's Property and Liability Insurance will increase by 9%, Worker's Compensation will decrease by .1%, and

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Unemployment will decrease by 16.5%. The Town's health insurance NTE percentage was .9%.

The Town was notified of two dead trees in the Town parking lot across from the Library on Route 10 South. Stender secured a contractor, and the hazardous trees have been removed.

Stender has been working with Powers Generator to repair the generator. They are still troubleshooting to find out why it is not working.

White reported that there are two furnaces at the Highway Garage, and the older one, in the original part of the building, needs to be replaced. Stender obtained quotes for that, and with the generator going in, she asked Stender to get quotes to convert them from oil to propane. White will provide quotes at the next Board of Selectmen meeting.

Municipal Aid: The Town received \$23,342.58 from the State of NH. White informed the Selectmen that NH DRA is working on finalizing the revenues, and she asked the Selectmen if they would like to add these monies to the 2019 MS-434. The Selectmen agreed that they would like to add the \$23,342.58 to the 2019 MS-434. A Public Hearing will be held on October 30, 2019 at 5:00 PM to accept these monies.

White stated it had been several years since the town has held a sale of tax-deeded property and provided the Selectmen with a list of eligible properties. She reviewed the process, which includes bringing the list to the Conservation Commission, the Planning Board and having two public hearings prior to the sale. The Selectmen would like to have some time to review the list.

White informed the Board that she received a request from Charlotte Brodie, of Dubois & King, regarding a conservation opportunity for some land in Springfield, NH. White explained that in order for Kennebec Lumber to get their permit to expand the mill in Grantham, they need to put up a wetland's mitigation parcel. They did not have one in Grantham, but they have a 30-acre parcel in Springfield adjacent to their mill, which would be acceptable to DES. The Wetlands Bureau would require a third party to take on a conservation easement for the property along with the responsibility to oversee conservation of the land in perpetuity, and they wanted to know if the Town would take on this conservation easement. White said she had a brief conversation with Lori Summer at DES and was informed that the requirement would be to check and maintain the property if the town took on this responsibility. White thought that there would need to be some sort of money involved to cover the town's cost of monitoring the land. White asked Sheridan Brown if he had ever heard of any other towns doing this. Brown said he had not but agreed with White about the cost involved in the monitoring. White said she would contact some other towns that have done this. Brown suggested contacting an agency like Ausbon Sargent who would be willing to talk about what is involved in easement monitoring. Selectman Jones asked to clarify that Kennebec Lumber owns the subject 30 acre parcel in Springfield. White replied that is her understanding. White stated that she asked Ms. Brodie what the benefit would be to the Town if they undertook this project and the answer is none. Brown agreed that there is absolutely no benefit to the Town, that this is to fulfill a state requirement of not destroying wetlands. Brown said he has a problem with this and encouraged the Town to ask them for a list of what properties they have considered in Grantham. White said she is still gathering information but wanted to get the preliminary information to the Board. She also informed

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that representatives from Kennebec Lumber will be attending a future Selectmen's meeting to discuss this issue.

Chairman Kimball asked who did the flower arrangements at each side of the entrance to the town building. White replied Marianne Roberts, Office Assistant in the Selectmen's Office. Chairman Kimball said she did a great job; they are beautiful and have lasted a long time. Hats off to Marianne!

An October Expense Report was reviewed.

## Reminders:

- Halloween Trick or Treating; 10/31/2019 5:30 – 7:00 PM. Don't forget your costumes!
- Budget Work Meetings: 11/05/2019 at 9:00 AM  
11/13/2019 at 11:00 AM

## Holidays/Town Office Closures:

- November 11, 2019: Veteran's Day
- November 27, 2019: Town Offices closing at noon
- November 28 & 29, 2019: Thanksgiving
- December 24 & 25, 2019: Christmas Holiday

A schedule of upcoming Board and Committee meetings was provided to the Selectmen.

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 6:18 PM. Present were: Chairman Warren Kimball; 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;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

Selectman Garland left the meeting at 6:40 PM.

A motion to leave Non-Public session and return to Public Session at 6:47 PM was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

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

In accordance with RSA 91-A:3 section II-l, a motion was made by Selectman Jones and seconded by Chairman Kimball to enter into a Non-Public session at 6:47 PM. Present were: Chairman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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

A motion to leave Non-Public session and return to Public Session at 6:58 PM was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

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

## **ADJOURNMENT**

There being no further business, Selectman Jones moved to adjourn, seconded by Chairman Kimball; by Majority vote, the Board adjourned at 7:00 PM.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, November 13, 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