

Approved

Town of Grantham Board of Selectmen Meeting Minutes November 25, 2019

The meeting of the Board of Selectmen was called to order at 5:02 pm on Wednesday, November 25, 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; Assistant Fire Chief Jay Fountain; Road Agent Jeff Hastings; Moderator Lorie McClory; Attorney Sheridan Brown; C. Peter James; Amy Hayward; Shawn Hayward; Donna Stamper and others

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 work session minutes of November 15, 2019; seconded by Selectman Garland. **Unanimously approved.**

CONSENT CALENDAR

1. Payroll Manifest #577
2. Accounts Payable Manifest #650/693
3. Notice of Intent to Cut Wood or Timber: M/L 234-127-000; Howe Hill Road
4. 2019 Tax Abatements:
 - a. M/L 241-002; Croydon Town Line - \$1.00
 - b. M/L 231-002; Croydon Turnpike - \$450.00
5. State of NH Department of Safety, DMV; Confirmation of Automobile Inspection Station: JS Quality Automotive & Equipment Repair LLC; M/L 233-0270000; 84 Route 10 South
6. Building Permits:
 - a. M/L 225-204-000; 7 Waldon Heath Drive – Convert Wood Stove to Propane
 - b. M/L 232-001-014; 25 Corbin Court – Generator
 - c. M/L 237-058-000; 14 Jericho Road – Basement & Bath Remodel
 - d. M/L 220-015-000; 668 Olde Farms Road – Replace Generator
 - e. M/L 211-071-000; 508 Miller Pond Road – Convert Wood Stove to Propane
 - f. M/L 216-199; 12 Butternut Road – Remodel Stairwell
7. Correspondence
 - a. James Coakley: James Coakley submitted his resignation as a Trustee of the Trust Funds effective December 31, 2019. He stated that he enjoyed his nearly eight years as a trustee and hoped that the year-end date will allow the Town to find a successor Trustee before Town Meeting.
 - b. Quinn P. Colgan: Quinn P. Colgan regrettably submitted his resignation as Alternate Member of the Zoning Board of Adjustment. He stated that his

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schedule and commitments have increased to the point where he felt he could not give his role on the ZBA the time and attention it deserves and said perhaps he will find himself in a better position to serve at some point in the future.

- c. Southwestern Community Services: A request for funding in the amount of \$500.00 was received from Southwestern Community Services.
- d. State of NH Office of Professional Licensure and Certification; Division of Technical Professions: A letter was received from NH Office of Professional Licensure and Certification Division of Technical Professions informing that the State of New Hampshire requires anyone who installs a manufactured home and/or concrete pad to be licensed by the Manufactured Housing Installation Standards Board. The Board is asking local enforcement agencies to list the installer's name and license number on the certificate of occupancy issued after the installation's satisfactory inspection.
- e. State of NH DRA; Education Tax Warrant for Tax Year 2020: The Education Tax Warrant for Tax Year 2020 was received from NH DRA which stated in part: To the Selectmen or Assessors of Grantham, In accordance with the provisions of RSA 76:8 II, you are hereby required to assess the sum of \$1,010,186 for the 2020 Education Tax.

A motion to approve the Consent Calendar was made by Selectman Garland; seconded by Selectman Jones. ***Unanimously approved.***

CITIZEN COMMENTS

Resident C. Peter James said he has noticed that when there is a presentation in the Jerry Whitney room, the presenters often have a difficult time displaying their presentation. He thought that a large screen or monitor mounted on the wall with an HDMI connection and a projector would help make the presentation visible to everyone in the room. Police Chief, John Parsons, informed James that they have all of that equipment as part of the Emergency Operations Center (EOC) grant and are waiting to install it.

APPOINTMENTS TO MEET WITH THE BOARD

Town Moderator, Lorie McClory: Town Moderator, Lorie McClory, told the Board that she met with the Supervisors of the Checklist and she also spoke with Town Clerk/Tax Collector Ken Story about the idea of opening the polls for the Presidential Primary at 7:00 AM instead of 8:00 AM. She informed that this needs the approval of the Selectman not fewer than 60 days before the event. McClory stated that there are many residents who need to be at work before the polls open and thought this would help.

A motion to have the polls open from 7:00 AM to 7:00 PM for the two federal and one state election held in the year 2020 was made by Selectman Jones; seconded by Selectman Garland. ***Unanimously approved.***

Chris Moen, NH DOT Bureau of Bridge Maintenance: Town Administrator Melissa White told the Board that Chris Moen called to inform her that he could not make it to this meeting, however, she would like to discuss the reason he was to meet with the Board. She asked Road Agent Jeff Hastings to briefly update the Board on his conversation with Moen. Hastings stated that Moen stopped at the Highway Garage the morning of November 18 and told

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them that they were going to be doing repairs on the interstate bridges over Miller Pond Road. Moen told Hastings that the north bound side of the bridge would be blocked off by Jersey barriers. Hastings felt that by the time all the jobsite equipment, as well as employee vehicles were added to the area that it would create additional safety issues. Hastings said he was taken by surprise at the time and went to talk to White and Chief Parsons about it. They determined that this is not a good idea to do in the wintertime. Hastings said that there is not a clear line of sight from one end of the bridges to the other, so if they (DOT) blocks that entire side of the road, which was apparent in the photos White showed the Selectmen, it's a safety hazard. Hastings stressed that, safety wise, maintenance of these bridges in the wintertime is not a good choice. Chairman Kimball clarified that Moen's intent is to do this in the winter and Hastings said, yes. Hastings also thought that this is probably a fill in job for them. Chairman Kimball asked Hastings if he expressed his concern to them. White stated that Moen never came into the office until she called him and then he told her that her Road Agent was on board with it. She informed him that was not the case and that they have a lot of safety concerns with this project. She stated further that Moen has not provided the Town with a jobsite layout and it is not clear where he intends to place all of his jobsite equipment.

Police Chief John Parsons added that he had several concerns because this is not anything that can be done with a stop sign and a yield sign, this is something where they are going to have to use those temporary traffic controls. Moen seemed to think that just a few extra police patrols would be able to handle that. Parsons made it very clear that is not going to happen. Furthermore, he explained that the Miller Pond Road morning school bus route comes down Miller Pond Road after picking up all of the kids and then stops at the intersection of Miller Pond Road and Route 10 to offload all of the kids. With all of this potential layout, the buses will no longer be able to do that so they would have to find an alternate place, potentially, in the morning time only to offload and load, first the junior high-senior high kids in the dark and then the elementary school kids. With any type of change in the roadway structure, they have to go in and do a safety check to see if the buses would even be allowed to continue up Miller Pond Road so if they deem it not safe, their buses don't run and then we will have many families with school age kids who are going to have to figure out how to get their kids from their home to where they are going to pick the buses up. Parsons stressed that these buses are on a very tight timeline in terms of where they have to get to so just the installation of these traffic lights is going to mess that up and potentially cause issues with how they run their routes. He opined that this was not a well thought out idea by NH DOT.

The Selectmen will send DOT a letter stating their specific concerns and position. The Executive Council and Representatives will be copied.

OLD BUSINESS

Partial Survey of the Class VI Portion of Miller Pond Road: White informed that the letters to abutters and the Secretary of State will be mailed, Tuesday, November 26, 2019 along with a copy of the recorded plan. Sheridan Brown added that once the plan is filed with the Secretary of State's Office and the abutters have received their notices, it becomes the boundary. That is not appealable, it becomes the road layout. There is a 60 day period within which abutters could petition the Superior Court for damages if they believe the road is now laid out in a place different from what was historically laid out but it would be their burden to demonstrate that the town has it in a place other than where it was historically. That was the point of having a professional survey, so we know that is not the case.

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Miller Pond Road and Safety and Drainage Improvement Project: No new information. White is still waiting for final construction estimates.

Proposed Zoning Changes: Proposed Zoning changes were reviewed and discussed.

A motion to send the proposed Zoning changes to the Planning Board for review was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

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.
This will be filed with the Superior Court this week.
- b. M/L 236-056-000; 172 Cote Road; Stires, Amy & Hayward, Shawn
Obnoxious Use (Junk)
Shawn and Amy Hayward were present. Brown informed that Shawn sent a letter with some supplemental information as to why the lot is not cleaned up by the extension date and requested another extension. Brown supplied the Board with pictures of the property taken that day and said that Shawn raised some issues regarding our interpretation and application of the Zoning Ordinance in this case and thought that because of how longstanding the questions have been, potentially going to court would help both parties. Amy Hayward asked if she could interject and said that she and Shawn have made a lot of gains on the property in the last 30 days and she knows that there is some more headway to be made and that is why they are asking for an extension. She said that the cleanup is an expensive process, Shawn's medical problems have set them back financially and they just need more time. After many questions and much discussion, the Selectmen agreed to give them an extension until January 6, 2020 and will do a site visit on December 18, 2019 to check progress.
A motion to grant Shawn and Amy Hayward an extension until January 6, 2020 was made by Selectman Garland; seconded by Selectman Jones.
Unanimously approved.
- c. M/L 237-054.42-000; 360 Cote Road; Webb, Douglas
Obnoxious use (junk).
Brown stated that this property has been cleaned up quite a bit but still has a few issues. He recommended sending a notice to his other address, whereas the first one went unclaimed, to get an update on what his timeline is. If they are unsuccessful with that then it will get filed with the Superior Court.
- d. M/L 241-004-000; 29 Cote Road; Gilson, Janet & Howard, Adam
Operation of Business in Residential District.
Brown said there is nothing new to report other than they had a variance request before the Zoning Board of Adjustment that was denied.
Adam Howard was present and said he was curious what the issue is and what they are watching for. Chairman Kimball answered operation of a business in a residential district. Howard said that's not happening, you can call off your watch dogs, we're done, I am sick of being harassed and I don't need anybody down there taking pictures of my property anymore. Chairman

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Kimball asked Howard if he has completely qualified for all of the regulations that cover his property. Howard brought up the Zoning Board meeting and the conversation became a little hostile. Brown recommended to the Selectmen that this should not be discussed in this forum. Brown also recommended that, at this point, this matter should go to court because it would help resolve for the parties whether we are interpreting the ordinance reasonably. Howard had more questions, and the Board took under advisement that this is not the forum for this discussion.

- e. M/L 236-065-000; 578 Route 114; Hoh, Donald
Obnoxious use (junk)
Brown informed that the cleanup is still progressing, and they will send a check in letter for a timeline.
- f. M/L 212-019-000; 1694 Route 10 North; Congdon, Robert K. & Campbell, Sandra
Operation of Business in Residential District.
Brown will draft a letter for the Board to sign.

NEW BUSINESS

EMD: Emergency Management Director, David Beckley, reviewed the Hazard Mitigation Plan for FY21. White informed that the Emergency Operations Plan expires in May 2020 and the Town's Hazard Mitigation Plan in November 2020. He said he would file an extension for the EOP, and then get started on the HMP in 2020.

White asked Beckley about the storm a few weeks ago during which Dunbar Hill Road was closed. Beckley said he placed a priority call to Eversource at 5:00 AM that morning about Dunbar Hill Road and even with a priority call from him, it still took them all day to get the wires cleared. White asked him if that road closure was logged into Web EOC. Beckley said Web EOC was only partially opened that day and it was not entered. White said that the reason she asked was because she had applied for a Pre-Hazard Mitigation Grant for the Miller Pond Road Project and there is a lot of data that we need to collect as a town in order to get any sort of FEMA funding. She explained that one of the resources that we can use is looking at WEB EOC to see what roads were closed and why. When she met with the representatives from HSEM, they stressed the importance of logging that information. She asked if the EOC has to be open in order to log the incident. Beckley said that HSEM has to create the incident and they didn't do that until after 10:00 AM that morning. White asked if the incident could have been logged after the fact. Beckley said the road would have still been closed, so, yes, they could have logged the incident. She reiterated the importance of logging road closures, partial road closures and what type of events caused them with WEB EOC because the Town couldn't meet the BCA requirements to qualify for the Pre-Hazard Mitigation Grant. White stated that it is always difficult to recall specific events years down the road when trying to obtain funding for a project.

Town Administrator: In the month of October, the office processed: 16 Building Permit Applications, one Planning Board Application, one Zoning Board Application, one General Assistance Application and nine property transfers. Also, on November 20, 2019, Greg (Stender) delivered the food to the Newport Food Pantry, which equaled six carts of food.

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Statistical Update: White will meet with DRA and KRT Appraisal on December 2, 2019 for the start-up meeting for the statistical update.

Building Updates: The generator at Town Hall was repaired on November 16, 2019. It conducts weekly testing on Monday mornings, so Stender will monitor it.

The new generator for the highway garage is scheduled to be installed the week of November 25, 2019. The new propane Modine heaters will also be installed that week, as well.

The new generator for the Transfer Station is scheduled for the week of December 18, 2019.

The smoke detectors in Town Hall were replaced on November 15, 2019.

Sale of Tax-deeded Property: White gave a list of properties the town acquired by tax deed, to the Selectmen to review. Chairman Kimball told her there were no problems and she can move forward with the process.

2020 Town Meeting: White informed that there have been several residents who have requested that the business portion of town meeting be held later than 5:00 PM. White asked the Selectmen if they would like to change the time. The Selectmen agreed to change the start time of the business portion of town meeting to 6:30 PM.

Holidays/Town Office Closures:

- November 27, 2019: Town Offices closing at noon
- November 28 & 29, 2019: Thanksgiving
- December 24 & 25, 2019: Christmas Holiday
- January 1, 2020: New Year's Day

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 6:50 PM. Present were: Chairman Warren Kimball; 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;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:53 PM was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

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

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Garland and seconded by Selectman Jones to enter into a Non-Public session at 6:53 PM. Present were:

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Chairman Warren Kimball; 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;	Yes
	Selectman Constance Jones;	Yes
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:56 PM was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

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

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Garland; by unanimous vote, the Board adjourned at 6:57 PM.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, December 11, 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