

**Town of Grafton  
Board of Selectmen  
Tuesday, October 30, 2018**

**Members Present:** Jennie Joyce, Chairman, Steve Darrow, Sue Smith (recorder)

**Members Absent:** Leon Dugan

**Others Present:** Bonnie Haubrich, Stacy Allen, Debie Clayton, Maureen O'Reilly, Vincent McDow, III

The meeting was called to order at 6pm.

**Acceptance of Minutes:**

Steve motioned to accept the public minutes of October 23, 2018 as amended. Jennie seconded the motion. Motion passed.

Steve motioned to accept the non-public minutes of October 23, 2018. Jennie seconded the motion. Motion passed.

**Selectmen Announcements:**

Steve read an email from Andrew Cushing regarding the Town placing a tarp over the roof of PAC. After a brief discussion, the selectmen stated that the Town is unable to do anything to the building as they do not own the church building.

**Ex-Officio Reports:**

Jennie stated that the Budget Committee is moving along with their budget recommendations.

**Public Comment:** None

**Appointments:**

Stacy Allen and Debie Clayton, HealthTrust representatives, met with the Board to discuss the current health insurance plan. Packets of the current health insurance plan and other health insurance options were presented to the Board along with several handouts. Stacy informed the Board that if the Board would like to make any changes to the current plan, HealthTrust will need to know by November 27, 2018. The Board thanked Stacy and Debie for their presentation.

Steve motioned to go into non-public session with Vincent McDow, III in accordance with RSA 91-A:3, II(c) regarding property taxes at 6:44pm. Jennie seconded the motion. Motion passed.

Steve motioned to come out of non-public session and to seal the minutes. Jennie seconded the motion. Motion passed.

Public session resumed at 6:51pm.

Jennie announced that no decisions were made.

## **New Business:**

TAN Loan Signatures – the Board signed the TAN Loan documents and Bonnie Haubrich notarized the signatures.

2018 Budget Review – The Board reviewed the following budgets:

- Fire Warden – requested budget for 2019 - \$1000. This is the same amount as requested in 2017. After a brief discussion, the selectmen made the decision to send the recommendation as is to the Budget Committee.
- Emergency Management – requested budget for 2019 - \$445. This is an increase of \$345 from the 2018 budget. The increase reflects in the following line items: Office supplies \$75; License Fee for Waste Management \$50; Training and Mileage \$200; Base Rate for FEMA project management \$120. A computer system CAD/GIS was also requested and the amount asked for this system is \$5200. The system is requested to keep track of all culverts and maintenance activity that is subject to the local hazard mitigation plan. After a brief discussion, the selectmen made the decision to send the budget recommendation to the Budget Committee as is. As for the computer system, the selectmen decided to have this placed as a warrant article.

Property Tax Deeding – A tax payment agreement expires on October 31, 2018 for the following properties located on Ruggles Mine Road – Map 5 Lots 156 and 712. After a brief discussion, the selectmen instructed the Tax Collector to start the deeding process should the property owner not fulfill the agreement.

## **Other Business/Correspondence:**

Action Item List – no updates to report.

The Board reviewed and discussed the following correspondence:

- Letter from Mark Stetson, Avitar re: Preliminary DRA Assessment to Sales Ratio. In the letter, Mark asked if he could send information to DRA on behalf of the Town of Grafton and to have the selectmen sign the 2018 Equalization Municipal Assessment Data Certificate to be forwarded to DRA as well. After a brief discussion, the selectmen decided to have Mark send the information to DRA and they signed the Certificate.
- Approval for Operation – Map 11A Lot 939
- Approval for Construction – Map 12 Lot 431-3
- Email from Valerie Carr re: NHDES well sampling. The email serves as an agreement for the lab fees for sampling, mailing certified letters to 7 residents and reporting fees. The selectmen agreed to the terms set within the agreement will notify Valerie Carr tomorrow morning.

Jennie gave the following update regarding the original drawings for Grafton's history book: The police chief was able to speak with Gretchen Renee about the drawings and she told him that she has decided to keep the drawings and will not give them back to the Town.

After a brief discussion, the selectmen made the decision to contact the Town Attorney to get an opinion on how to proceed with this issue.

**Public Comment:**

Bonnie Haubrich reminded the selectmen that when a property tax issue is discussed, the tax collector should be present in those meetings to help answer questions.

Bonnie also informed the selectmen that she sent property tax bills via certified mail to the PAC Board Members as of 2016.

Maureen O'Reilly commented that the selectmen have not had a discussion regarding a noise ordinance in Grafton. She stated that she would like to see this discussion take place.

**Final Comments from the Selectmen:**

Jennie commented that the selectmen should start thinking about advertising for an assistant to the Administrative Assistant. There was a brief discussion between the selectmen and the administrative assistant regarding this position. The administrative assistant was asked to make a list prioritizing what is most important to least important for the assistant position.

Steve motioned to adjourn. Jennie seconded the motion. Motion passed. The meeting adjourned at 7:45pm.

Respectfully submitted,

Sue Smith, Administrative Assistant