

**Town of Grafton  
Board of Selectmen  
Tuesday, January 16, 2018**

**Members Present:** Merle Kenyon, Chairman, Jennie Joyce, Leon Dugan, Sue Smith (recorder)

**Others Present:** Raymond LeBlanc, John Babiarz, Travis Anderson, Cindy Kudlik, Ed Grinley

The meeting was called to order at 6pm.

**Acceptance of Minutes:**

Jennie motioned to accept the public and non-public minutes of January 2, 2018. Leon seconded both sets of minutes. Motion passed.

**Selectmen Announcements:**

Leon stated that the '09 Highway Truck broke down and is currently being repaired. The Road Agent is hoping to get the truck back this week.

**Ex-Officio Reports:**

Jennie stated that the Budget Public Hearing was held on Friday, January 12<sup>th</sup> at the Town Hall. There were only 4 people in attendance.

**Appointments:**

Raymond LeBlanc came before the selectmen to discuss a culvert that is being blocked on Johnson Lane. Mr. LeBlanc informed the selectmen that the culvert runs under Johnson Lane from the Johnson Farm to 17 Johnson Lane into a natural ditch. According to Mr. LeBlanc, the property owner of 17 Johnson Lane has been seen filling the natural ditch with various items (sand, PVC pipe, etc.). Due to the opening being blocked, the water is now flowing over, instead of under, Johnson Lane and causing flooding issues. Mr. LeBlanc shared some pictures of the area where the water should be flowing out of the culvert. After a brief discussion, the Board informed Mr. LeBlanc that they will look into whether 17 Johnson Lane has a driveway permit on file as well as where the town right of way is located on Johnson Lane.

Cindy Kudlik, Cemetery Trustee, informed the selectmen of the following changes to the cemetery deed process: Ed Grinley, Cemetery Sexton, sells the lot and then turns the money into the selectmen office, but the buyer information will go in the cemetery trustees inbox for the book keeper to type up an official deed with full legal names. Once the deed has been completed, it will go to the selectmen for signatures and to be notarized at the same time. Once the deed has been signed and notarized, it will be given to the Town Clerk for signature, filing and a copy to be mailed along with cemetery regulations to the owner of the deed.

After a brief discussion, Cindy made a request to have the selectmen ask the highway department to plow the main path in Pine Grove Cemetery as people do visit grave sites during the winter months and for possible burials for religious purposes.

The non-public session did not take place with Oscar Butman and Cheryl Mason. Merle informed the Board that the Police Chief witnessed the signatures of both Oscar and Cheryl with regards to the 30 day waiver. The selectmen will follow-up with Russell prior to any further communication with Oscar and Cheryl.

Ed Grinley, Budget Committee, came before the selectmen to discuss the following issues:

- Ed made the selectmen aware of four departments that went over their budgets in 2017. The departments are (1) Library Trustees – over on the operating budget portion and will have to reimburse the town from the gross basis portion of the budget; (2) Highway Department due to the unfunded mandate of retirement for the full-time employees as well as the October 30<sup>th</sup> storm clean-up; (3) Ambulance Department -went over on the operating budget and only used \$11,000 of the revolving account instead of the \$20,000 asked; and (4) Fire Department due to the pumps being inspected and having to be repaired.
- Department Heads making purchases without prior approval from the selectmen, for example the new refrigerator at the Town Hall. Ed was informed that the Board gave prior approval to the Road Agent to go ahead and purchase the refrigerator.
- The incentive stipend for the volunteers on the ambulance department. Ed was under the impression that the incentive stipend was used for equipment needed. Leon stated that he believed there was an email about the incentive stipend from legal inquiries and how it was to be handled. The selectmen stated that they will look into the stipend more this year.
- Ambulance and Fire Department elections – Ed wanted to know if the selectmen were informed of the nominees and if so, did the selectmen approve them. There was a brief discussion, no decisions were made.

#### **New Business:**

2018 Warrant Articles –The selectmen reviewed and discussed the order of the warrant articles, both money and petition. There are a total of 15 warrant articles but a couple more non-money articles may be added later this week.

Maintenance – Job Description – The selectmen discussed the possibility of hiring a maintenance worker to help maintain the municipal buildings, instead of using the highway department. The selectmen will be working on drafting a job description for this position.

#### **Other Business/Correspondence:**

The Board reviewed and discussed the action item list. The only item on the list to work on is the dedication for the annual report.

The Board reviewed, discussed and signed the following applications:

- Abatement applications for Guiou (Map 11 Lot 1237-3) Merle motioned to go with the recommendation of the assessor and to approve the application. Leon second. Motion passed. and Series 15/Watrous (Map 20 Lot 862) Leon motioned to go with the recommendation of the assessor and to approve the application. Jennie second. Motion passed. Both applications were signed.
- Current Use Applications – Stewart (Map 2 Lot 1122-1) and Bennison (Map 2 Lot 1122). Both applications were approved and signed.

The Board reviewed and discussed the following correspondence:

- Letter from UNH Cooperative Extension
- Letter from DRA regarding the 2017 Equalization for Grafton. The median ratio is 96.6% and the sales ratio is 97.9%
- Email from Primex regarding the repair of the Ambulance.

**Final Comments from the Selectmen:**

Jennie stated that a person wanted to use the Recreation Field for a wedding reception in June. The Board asks that this person sign a waiver of liability.

Jennie motioned to adjourn. Leon second. Motion passed. Meeting adjourned at 7:35pm.

Respectfully submitted,

Sue Smith, Administrative Assistant