

# Approved

## Town of Grantham Board of Selectmen - Meeting Minutes October 5, 2016

The meeting of the Board of Selectmen was called to order at 8:15am on Wednesday, October 5, 2016 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 Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Town Administrator Melissa White

### **OLD BUSINESS**

- Olde Farms Road Bridge: Town Administrator White recapped that she reached out to Executive Councilor Joe Kenney for help recouping the cost overruns for the bridge and that Selectman Brown wrote a letter to the Governor's office. Subsequently, White was contacted by Heather Dunkerley, NH Department of Safety, HSEM. Dunkerley requested a letter with all supporting documentation of the cost overruns so she could forward them to FEMA. White provided the requested documents and reported that FEMA now has everything they need and are working to get the cost overruns approved by mid-October. Dunkerley told White that once approved, she will prepare the grant agreement amendment paperwork and email it to her to be executed by the Selectmen and returned as soon as possible. When received, she will put a "rush" on it and Perry Plummer, Director of Homeland Security and Emergency Management, will get it on either the October 26, 2016 or November 16, 2016 Governor and Executive Council's Agenda as a late item. White explained that part of the paperwork Dunkerley needed was to show which area put the project over budget and it was determined to be the concrete arch; the grant application estimated the cost to be \$70,000.00 and it came in at almost \$120,000.00.
- Miller Pond Road Bridge: Town Administrator White stated that she asked Matt Belden, Daniels Construction, for a final plan set and he said he would work on it and try to have it completed by the end of the week.

White forwarded Eckman Engineering's Form 4 to NHDOT and asked when they would be able to complete the bridge inspection and make a recommendation on the posting requirement. She was informed that they will be visiting the structure in late October and that once the inspection is completed and the bridge is found to be rehabilitated in accordance with the plans, a recommendation will be made to post the

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bridge according to Eckman Engineering's Form 4. They also noted that this is a municipally owned structure and Grantham has the jurisdiction to make a posting decision without DOT's involvement. There was further discussion as to if the Selectmen have authority to post the bridge for a lower limit so that people don't push the absolute outer limits of what the bridge is capable of handling and, if so, what the limit should be. Chairman Kimball said he will do some research on what the limit should be.

- Board of Selectmen Rules of Procedure: The proposed Town of Grantham Board of Selectmen Rules of Procedure were discussed. The following changes will be made:

The word "Executive" will be replaced by the word "Administrative" in Article 1, Sec. 10, (b) and Article 1, Sec. 13.

Selectman Jones suggested that when a motion is made, a Board member other than the Chair initiate the motion. It was agreed and the language "other than the chair" will be added to Article II, Sec. 17.

A motion to accept the Town of Grantham Board of Selectmen Rules of Procedure as amended was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

## **DEPARTMENT/COMMITTEE REPORTS:**

- Town Administrator Report:
  - The lighting project for Town Hall, Fire Department and Transfer Station consumed the week along with the processing of payroll and accounts payable.
  - Upcoming Meetings:
    - The Planning Board meeting is scheduled on Thursday, October 6, 2016 at 7:00pm.
    - The Grantham Conservation Commission meeting is scheduled on Monday, October 17, 2016 at 7:00pm.
    - The Trustees of the Trust Funds meeting is scheduled on Tuesday, October 18, 2016 at 1:00pm.
    - The Zoning Board meeting is scheduled on Thursday, October 27, 2016 at 7:00pm.

## **OTHER**

- Chairman Kimball asked about the painting for the Town Hall and Highway Garage. White stated that she has started the process of obtaining quotes. Selectman Brown asked if it would make sense to put out an RFP. He thought it would be more efficient to have everyone respond at once and then look at prices before having a conversation with individual contractors. The Board agreed.

# Approved

White explained that she didn't know how much it would cost so for budgeting purposes a quote would give us a rough idea.

- Concerns about the availability of the school gym for basketball practice were discussed. The Board of Selectmen will invite the School Board to one of their meetings to discuss this matter.
- The Zoning Ordinance as it pertains to home businesses and signs was discussed.

## **NON-PUBLIC**

In accordance with RSA 91-A:3, II(e), a motion was made by Selectman Jones, and seconded by Chairman Kimball to enter into a Non-Public session at 8:30am. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

*A motion to leave Non-Public session and return to Public Session at 8:40am was made by Selectmen Jones; seconded by Chairman Kimball. **Unanimously approved.***

A motion to seal the minutes of this Non-Public Session was made by Selectman Jones; seconded by Selectman Brown. **Unanimously approved.**

In accordance with RSA 91-A:3, II(a), a motion was made by Selectman Brown, and seconded by Selectman Jones to enter into a Non-Public session at 8:40am. Present were: Chairman Warren Kimball; Selectman Sheridan Brown; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

*A motion to leave Non-Public session and return to Public Session at 9:35am was made by Selectmen Brown; seconded by Selectman Jones. **Unanimously approved.***

A motion to seal the minutes of this Non-Public Session was made by Selectman Brown; seconded by Selectman Jones. **Unanimously approved.**

## **ADJOURNMENT**

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Brown; **by Unanimous vote, the Board adjourned at 10:25am.**

The next Selectmen's Meeting will be held on **Wednesday, October 12, 2016** at 5:00pm in the Grantham Town Building; Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Respectfully submitted,



Ann Jasper  
Administrative Assistant