

Approved

Town of Grantham
Board of Selectmen Meeting Minutes
April 24, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, April 24, 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 Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Fire Chief Justin Hastings; Assistant Fire Chief Jay Fountain; and Mary Hutchins

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 regular meeting minutes of April 10, 2019; seconded by Chairman Kimball. **Approved by majority vote.**

CONSENT CALENDAR

1. Payroll Manifest #559
2. Accounts Payable Manifest #625/666
3. Reimbursement to Reclamation Fund - \$6,611.50
4. Reimbursement to General Fund from Conservation Fund – \$1,513.32
5. Reimbursement to General Fund from Sherwood Forest Fund – \$326.07
6. Reimbursement to General Fund from Town Forest Maintenance Fund-\$8,051.72
7. Refund of 2019 Dog Licensing Fee - \$2.50
8. Application for Veteran's Tax Credit:
 - a. M/L 227-008-000; 125 Meadowbrook Road
 - b. M/L 216-102-000; 50 Draper Mill Road
9. Zoning Board of Adjustment Alternate Member Appointment:
 - a. Quinn P. Colgan
10. Correspondence
 - a. Shaun Mullholland, City Manager, City of Lebanon, NH: The City of Lebanon, NH mailed a letter to all of their Solid Waste Commercial Account Holders that the Lebanon Landfill will discontinue the acceptance of C & D waste in order to extend its disposal capacity.

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- b. MHF Design Consultants, Inc.: A copy of a NH Department of Environmental Services Application for the Construction of New or Substantially Modified Underground Storage Tank (UST) Systems was received from MHF Design Consultants, Inc. for Irving Oil/Circle K in Grantham.

A motion to approve the Consent Calendar was made by Selectman Garland; seconded by Chairman Kimball. **Approved by majority vote.**

CITIZEN COMMENTS:

Mary Hutchins: Mary Hutchins, who lives on Route 10, requested that the Selectmen ask Road Agent Jeff Hastings or Assistant Road Agent Brian Hastings to look at her side yard because the culvert that is there has flooded it. She said there is a huge stream of water that is constantly pouring into her yard now and it is worse than ever. Town Administrator White informed her that the State owns Route 10 and the Town does not have legal authority to do any work on Route 10 or in the State's right-of-way. Hutchins said she knows that and informed the Selectmen and White that she has already spoken to the NH Department of Transportation but got nowhere. She felt that she will probably have to drive to Concord to speak to them in person and explained that she is asking for the Town to help her find relief. White suggested that she contact Brian Sullivan who lives in Grantham and is the State Representative for our District and added that she should also contact Nancy Mayville or Doug King who work at NH DOT for District 2 (which includes Grantham) and gave her the phone number. Hutchins thanked them for their help.

NEW BUSINESS

Fire Department – March Report: Grantham Fire and EMS were called to 20 emergency incidents in the month of March. There were 10 calls for Fire/Rescue and 10 EMS calls – of which Grantham EMS responded to 3.

Fire Department Responses for March 2019:

- 1 – Building fire
- 3 – Medical Assist, assist EMS crew
- 1 – Gas Leak (Natural gas or LPG)
- 1 – Dispatched and cancelled on route
- 1 – Steam, vapor, fog or dust thought to be smoke
- 1 – False alarm or false call, other
- 1 – Smoke detector activation due to malfunction
- 1 – Alarm system sounded, no fire-unintentional

Equipment:

Annual air pack test completed – 2 air packs needed to be repaired
SCBA compressor service completed with no issues

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Training:

03/10/2019: Live burn on Howe Hill

03/26/2019: Doll house burn (smoke reading/flow path)

Fire Chief Hastings reports the following: Over the past year the Department's main focus has been going back to the basics. With a number of new members it was imperative that the Department prepare them to be and feel safe performing life saving activities. March was the Department's opportunity to evaluate their progress while helping to plan the next step in training. On March 10, 2019, Springfield joined Grantham in live burn training at a house given to them by the Eastman Community Association. They were able to have eight fires in the building. This was the first time that some of the new firefighters had the opportunity to experience high heat and low visibility. Present were instructors from Lebanon, Hanover and Hartford Fire Departments. As the Department moves forward with their new concentrated approach, they will focus on more specific and detailed training.

Each officer has taken on new key responsibilities like training, facilities, equipment, EMS Liaison, etc. The officers will work with the Chief and Assistant Chief to meet goals set by the group monthly, quarterly and yearly. These goals will be designed to continue building the Department while giving them more ways to track and manage their progress.

Fire Chief Hastings provided an update regarding traffic control during the fire call on December 26, 2018 in Eastman. He has requested that officers and members make this a high priority at all incidents even if it means requesting security or Police Department assistance. Chairman Kimball asked what the issue was. Hastings informed that the incident was on a corner and Eastman security never showed up and they are the people who usually direct traffic for them in that situation. He added that the Police Department was already busy.

Town Administrator: In the month of March, the office processed: six Building Permit Applications, one Planning Board Application, three Veteran's Tax Credit Applications, two Elderly Exemption Applications, and 17 property transfers.

Other Topics/Items or ongoing matters:

Credit Cards: Town Administrator White attended the training with Town Clerk/Tax Collector, Ken Story, and Deputy Town Clerk/Tax Collector, Penny Palmer, regarding how the acceptance of credit cards will work. Story is in the final stages of being able to offer this service. Hopefully, they will be available for use by the end of May.

Removal of the old garage at 275 Route 10 South (across from the Post Office): The Town has received the Permit By Notification from NH DES and obtained quotes for tree

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removal. Barriers will need to be placed along Route 10 before work starts and then around the perimeter of the hole to keep people from falling into it.

The following quotes were received:

- North Woodlands, Inc., Newport, NH: \$1,950.00
- Fox Tree & Landscaping Services: \$2,400.00
- Gallagher Tree Service LLC: \$3,280.00
- Beaulieu Logging and Tree Service: \$3,800.00

A motion to accept the bid from North Woodlands, Inc. in the amount of \$1,950.00 for tree removal at 275 Route 10 South pending proof of adequate insurance coverage was made by Chairman Kimball; seconded by Selectman Garland. **Approved by majority vote.**

Automatic Door Opener at Town Offices: Facility Maintenance Manager, Greg Stender, is in the process of obtaining quotes.

Town Archives Building Air Quality Testing: A contractor has been secured to perform the air quality testing which will be done on May 7, 2019. The results should be received two to three weeks afterward.

Impending Tax Deed on the 2016 Tax Levy: If the Selectmen choose not to accept the Tax Collector's Deed, a waiver will need to be signed prior to June 12, 2019.

Statistical Update: White has been working on the RFP for the statistical update. It should go out to assessing contractors soon.

Reverification of Elderly Exemptions: White has begun the reverification process of those currently receiving the Elderly Exemption.

Timber Intents to Cut Wood: All but one Report of Wood Cut for the last tax year has been received. Doomsday letters have been sent to the property owner and logger.

May 2, 2019 Planning Board Meeting: The Conservation Commission has requested a public hearing for the May 2, 2019 Planning Board Meeting to discuss the purchase of the Hastings lot off Leavitt Hill Road. White brought this to the Board's attention to ensure that a Selectmen's Representative will be there.

Transfer Station Closures:

- May 20, 2019 – closed for required training;
- May 27, 2019 – closed for Memorial Day.

Reminders:

May 7, 2019 at 6:30 pm: The Selectmen attend the School Board Meeting regarding efforts toward zero carbon footprint.

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May 27, 2019: Town Offices closed for Memorial Day.

Selectman Garland asked, regarding item number 10.b. on the Consent Calendar, if Irving Oil/Circle K was going to do anything with the old garage that is on the property. White said the application is for the gas station and the underground tanks. Garland said it would be nice if they were to revamp the whole thing. Everyone agreed.

Hutchins asked what the difference is, referring to the Agenda, between Citizen Comments and Appointments to Meet With the Board. Chairman Kimball explained that an Appointment to meet with the Board would be arranged ahead of time with White and Citizen Comments would be someone who is sitting here during a meeting that might have a comment. White added that Citizens Comments are limited to three minutes and Appointments with the Board are guaranteed more time for discussion.

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Garland and seconded by Chairman Kimball to enter into a Non-Public session at 5:29 pm. Present were: Chairman Warren Kimball; 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;	Absent
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 5:33 pm was made by Chairman Kimball; seconded by Selectman Garland. **Approved by majority vote.**

In accordance with RSA 91-A:3 section II-e, a motion was made by Chairman Kimball and seconded by Selectman Garland to enter into a Non-Public session at 5:34 pm. Present were: Chairman Warren Kimball; 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;	Absent
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 5:38 pm was made by Chairman Kimball; seconded by Selectman Garland. **Approved by majority vote.**

In accordance with RSA 91-A:3 section II-l, a motion was made by Selectman Garland and seconded by Chairman Kimball to enter into a Non-Public session at 5:38 pm. Present were: Chairman Warren Kimball; 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;	Absent
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 5:47 pm was made by Selectman Garland; seconded by Chairman Kimball. **Approved by majority vote.**

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

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Garland and seconded by Chairman Kimball to enter into a Non-Public session at 5:48 pm. Present were: Chairman Warren Kimball; 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;	Absent
	Selectman Peter Garland	Yes

A motion to leave Non-Public session and return to Public Session at 6:00 pm was made by Selectman Garland; seconded by Chairman Kimball. **Approved by majority vote.**

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

ADJOURNMENT

There being no further business, Selectman Garland moved to adjourn, seconded by Chairman Kimball; by unanimous vote, the Board adjourned at 6:05 pm.

The regular meeting of the Board of Selectmen will be held on **Wednesday, May 8, 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