

Approved

Town of Grantham Board of Selectmen Meeting Minutes May 22, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, May 22, 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; Road Agent Jeff Hastings; Bob MacNeil; Pat MacNeil; and Sheridan Brown;

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Town Administrator Melissa White.

APPROVAL OF MINUTES

Approval of the regular and non-public meeting minutes of May 8, 2019 was postponed until the next regular meeting of the Board of Selectmen due to requested changes.

CONSENT CALENDAR

1. Payroll Manifest #561
2. Accounts Payable Manifest #627/668
3. Withdrawal from the Town Building Repair and Maintenance CRF - \$12,592.74
4. Master Services Agreement
5. Plodzik & Sanderson, P.A. Engagement Letter FY19
6. CAI Technologies GIS Internet Services Annual Maintenance Agreement 2019-2020
7. Building Permits:
 - a. M/L 226-018-001; 165 Yankee Barn Road – Utility Building w/apt.
 - b. M/L 207-018-000; 30 Smith-Hastings Road – Electric Baseboard Heat
 - c. M/L 222-136-000; 13 Alpine Vista – New Underground Propane Tank
 - d. M/L 213-010-000; 37 Anderson Pond Road - Gazebo
8. Correspondence
 - a. Public Health Council of the Upper Valley: A letter was received from the Public Health Council of the Upper Valley thanking the Town for its generous 2019 Town Appropriation in the amount of \$1,000.00.
 - b. Derek Ferland, Sullivan County Manager: An update was sent to all Regional Economic Profile Members with a summary of what each task force has been up to.

Town Administrator White asked to remove item number 4, Master Services Agreement, from the Consent Calendar. White explained that this is the agreement with Liftoff to

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migrate our current email hosting with Microsoft and asked the Selectmen to make a motion to allow her to execute the agreement at the beginning of June to start the migration process.

A motion to authorize Town Administrator White as signing agent for the Liftoff Master Services Agreement was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

A motion to approve the Consent Calendar after the removal of item number 4 was made by Selectman Jones; seconded by Selectman Garland. **Unanimously approved.**

CITIZENS COMMENTS:

Richard Monica of 1107 Miller Pond Road (the Class VI portion of Miller Pond Road), informed that new signs are directing the public up to the Class VI portion of Miller Pond Road, one of which is on Monica's private property and asked the Selectmen to contribute to the maintenance of it (the Class VI portion of Miller Pond Road). After some discussion, the Selectmen agreed to add Mr. Monica to the June 12, 2019 agenda to allow for more discussion of this matter.

NEW BUSINESS

Fire Department – April Report: Grantham Fire and EMS were called to 13 emergency incidents in the month of April. There were 4 calls for Fire/Rescue and 9 EMS calls – of which Grantham EMS responded to 6.

Fire Department Responses for April 2019:

- 1 – Passenger vehicle fire
- 1 – Power lines down
- 1 – Public Service – Tree in the road
- 1 – Heat detector activation due to malfunction

Training:

- 04/09/2019 – Low angle rescue, ropes and knots, Z-system
- 04/16/2019 – Cold water rescue (classroom)
- 04/20/2019 – Cold water rescue – Eastman boat launch
- 04/23/2019 – Pump training – Flush dry hydrants in town
- 04/30/2019 – Ladders, equipment rise and lower, ventilation – GVS roof

Fire Chief Hastings stated that the Department continues to enjoy a large number of active members participating in training. Year to date they have had 16 trainings with an average of 11 members per training. The dedication of these members has given their officers the ability to expand the trainings and focus on building the overall strength of the department.

Lebanon Ambulance – April Report: 9 calls for service; 5 were transported.

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Trustees of the Trust Funds – April Report: The Trustees of the Trust Funds April Report was reviewed.

Town Administrator: White informed that the air quality testing report has been received for the old town office/archives building. The report had some minor recommendations but stated the air quality is fine and there is no mold.

Reminder: The Selectmen and Town Administrator White will tour the headquarters of Kennebec Lumber Company on Solon, Maine on Wednesday, May 29, 2019. They will depart Grantham Town Hall at 6:00 AM.

The trees have been cut at 275 Route 10 South. Road Agent Hastings will post the Permit by Notification from NH DES and the plan is to start removing the structure in early July.

The Town Clerk/Tax Collector's office has gone live with accepting credit cards.

The deadline for the statistical update RFP's is Friday, May 24, 2019. White asked to schedule a work meeting on Wednesday, June 5, 2019 at 9:00 AM to open the RFP's. The Board agreed.

White scheduled a site meeting on Miller Pond Road with Engineer, Peter Blakeman, and Road Agent, Jeff Hastings, on June 19, 2019 at 9:00 AM with a rain date of June 20, 2019. If those dates don't work, alternatively, June 26, 2019 with a rain date of June 27, 2019. White informed that they need to meet when it is not raining because Blakeman will have the construction plans to review. White will confirm those dates with Blakeman.

White provided an updated Town Committee and Board meeting schedule for the Selectmen as well as an updated Expense and Revenue Report.

White informed that NHMA has certain programs that they offer where they will come to the town. They have specific programs for Planning and Zoning Board members and asked the Selectmen if they would like to have a refresher course for the Town's land use boards. The Selectmen thought it was a good idea.

In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:40 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Road Agent Jeff Hastings

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 5:43 pm was made by Selectman Jones; seconded by Selectman Garland. **Unanimously Approved.**

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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-a, a motion was made by Selectman Garland and seconded by Selectman Jones to enter into a Non-Public session at 5:44 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 5:44 pm was made by Selectman Garland; seconded by Selectman Jones. **Unanimously Approved.**

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 5:45 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 5:50 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-a, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:50 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 5:55 pm was made by Selectman Garland; seconded by Selectman Jones. **Unanimously Approved.**

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

Approved

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Garland; by unanimous vote, the Board adjourned at 5:57 pm.

The regular meeting of the Board of Selectmen will be held on **Wednesday, June 12, 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