

Approved

Town of Grantham

Board of Selectmen Meeting Minutes
October 9, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, October 9, 2019, by Selectman Peter Garland. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South, Grantham, NH.

Present: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief John Parsons; and C. Peter James

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

A motion was made by Selectman Jones to approve the regular meeting minutes of September 19, 2019; seconded by Selectman Garland. **Approved by majority vote.**

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of September 25, 2019; seconded by Selectman Garland. **Approved by majority vote.**

A motion was made by Selectman Jones to approve the regular meeting minutes only of October 2, 2019; seconded by Selectman Garland. **Approved by majority vote.**

CONSENT CALENDAR

1. Payroll Manifest #574
2. Accounts Payable Manifest #647/690
3. Property Tax Overpayment Refund Request: M/L 235-027-010; 134 Woodland Heights - \$2,390.00
4. Health Officer Appointment: Susan Figley
5. Zoning Board of Adjustment Appointment: Peter Gardiner
6. Recreation Park Committee Appointments:
 - a. Karen A. Hermanson
 - b. Laurie A. Hendricks
 - c. Thomas E. Ripley
7. Building Permits:
 - a. M/L 214-033-000; 10 Catamount Road – Four Season Room
 - b. M/L 222-227-000; 35 Deer Run – Roof over existing entryway
 - c. M/L 233-122-000; 204 Dunbar Hill Road – Add Windows to Barn
 - d. M/L 233-122-000; 204 Dunbar Hill Road – Upgrade Power Line Connections
 - e. M/L 225-227-000; 87 Greensward Drive – Replace & Enlarge Deck
 - f. M/L 213-028-000; 7 Rolling Hill – Generator
 - g. M/L 216-040-000; 143 Burpee Hill Road – Finish Second Floor of Garage
 - h. M/L 216-169-000; 6 Old Spring Drive – Addition

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- i. M/L 222-128-000; 2 Slalom Drive – Replace Generator
- j. M/L 221-033-000; 37 Top O World Road – Generator
8. Shoreline Protection Cutting Plan: M/L 215-056-000; 438 Road Round the Lake
9. Correspondence
 - a. COA Chapin Senior Center: A request for funding in the amount of \$3,900 for 2020 was received from COA Chapin Senior Center. Statistics were provided for 2018 in which COA saw 373 units of participation from Grantham residents.
 - b. Public Health Council of the Upper Valley: A request for funds was received from the Public Health Council of the Upper Valley in the amount of \$2,269.00. They requested financial support at the level of 75 cents per capita based on the population of 3,025.
 - c. NH Department of Revenue Administration: A letter was received from the NH Department of Revenue Administration informing that pursuant to RSA 21-J:11, a Full Statistical Update Contract has been submitted to the Department for its review and recommendations. The Contract for update services has been reviewed, and the Department is not making any contract recommendations.
 - d. VNH Visiting Nurse and Hospice for Vermont and New Hampshire: A request for funds in the amount of \$2,000.00 was received from VNH.
 - e. UVLSRPC E-Bulletin October 1, 2019: The UVLSRPC October 1, 2019, E-Bulletin was reviewed.

CITIZEN COMMENTS

Resident and Cemetery Trustee, C. Peter James, informed that he attended the New Hampshire Cemetery Association meeting earlier in the day. He said there was an extensive presentation on long term record keeping by Holly Hass, a Cemetery Trustee in Candia, using specific software that he thought was very interesting. He thought using software specifically designed for this purpose would be a good idea for Grantham, even if it isn't the software that Haas uses. She made a comment that James thought was important which was by getting the information digitized, *if something detrimental should happen, the town would be able to reconstruct the records*. He suggested contacting her to find out if she would be agreeable to come to Grantham to talk to the Cemetery Trustees and the Selectmen.

James also commented that the cemeteries in town, as well as all town properties, appear to be well taken care of; that Groundskeeper, Glenn Carey, does an excellent job.

OLD BUSINESS

Partial Survey of the Class VI Portion of Miller Pond Road: White reported that Clayton Platt will finalize the survey and get it recorded. After that it will be a matter of following the statute, notifying abutters, etc.

Miller Pond Road and Safety and Drainage Improvement Project: White said she is waiting to hear from Peter Blakeman. She also reported that she applied for a Pre-Hazard Mitigation Grant through Homeland Security to see if this project would qualify.

Code Enforcement: No update.

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- a. M/L 211-067-000; Tall Timber Dr.; Brownell, Crystal & Farmer, Jason
Obnoxious Use (Junk); Unpermitted Structure.
- b. M/L 236-056-000; 172 Cote Road; Stires, Amy & Hayward, Shawn
Obnoxious Use (Junk): Unpermitted Structure.
- c. M/L 237-054.42-000; 360 Cote Road; Webb, Douglas
Obnoxious use (junk).
- d. M/L 241-004-000; 29 Cote Road; Gilson, Janet & Howard, Adam
Operation of Business in Residential District.
- e. M/L 233-124-000; 96 Dunbar Hill Road; Barton, Jack O.
Obnoxious use (junk). Unpermitted structure
Brown reported that this property has been cleaned up quite a bit since the last update. He will wait and see what happens.
- f. M/L 237-025-000; 565 Route 10 S.; Wilson, John
Obnoxious use (junk).
- g. M/L 236-065-000; 578 Route 114; Hoh, Donald
Obnoxious use (junk)

NEW BUSINESS

Transfer Station – August Report Correction: Transfer Station Supervisor Chris Scott corrected the August Report as follows: "Just a quick note that under the C & D, the uptick in loads, was due to three loads that came from the demolition of the garage located across from the post office."

Trustees of the Trust Funds September 2019 Report: The Trustees of the Trust Funds September 2019 Report was reviewed.

Town Administrator:

Highway Garage Roof: The roof at the highway garage is done. Road Agent Jeff Hastings monitored the work and felt they did an excellent job.

Statistical Update: DRA has approved the contract. White is waiting for it to be returned to the Selectmen's office for signature. The start-up meeting with KRT and DRA should occur this month.

Traffic Counts: UVLSRPC placed the traffic counter on Miller Pond Road. White should have the results soon.

Budget: Department Heads have started working on the 2020/21 budget.

An application for the Sled Dog Race was received and discussed. The date needs to be confirmed.

Police Chief Parsons informed that the anticipated start date for the security camera upgrade is January 6, 2020.

Holidays/Town Office Closures:

Approved

- October 14, 2019: Columbus Day
- October 16 – 18, 2019: Town Clerk's Office will be closed for training.
- November 7, 2019: Veteran's Day
- November 27, 2019: Town Offices closing at noon
- November 28 & 29, 2019: Thanksgiving
- December 24 & 25, 2019: Christmas Holiday

A schedule of upcoming Board and Committee meetings was provided to the Selectmen.

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 5:30 pm. Present were: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Police Chief John Parsons

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|---|----------------------------|--------|
| Roll Call vote to enter non-public session: | Chairman Warren Kimball; | Absent |
| | Selectman Constance Jones; | Yes |
| | Selectman Peter Garland | Yes |

A motion to leave Non-Public session and return to Public Session at 5:40 pm was made by Selectman Garland; seconded by Selectman Jones. **Approved by majority vote.**

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

In accordance with RSA 91-A:3 section II-e, 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: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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|---|----------------------------|--------|
| Roll Call vote to enter non-public session: | Chairman Warren Kimball; | Absent |
| | 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. **Approved by majority vote.**

In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:44 pm. Present were: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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| Roll Call vote to enter non-public session: | Chairman Warren Kimball; | Absent |
| | 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. **Approved by majority vote.**

Approved

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

In accordance with RSA 91-A:3 section II-e, 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: Selectman Constance Jones; Selectman Peter Garland; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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|---|----------------------------|--------|
| Roll Call vote to enter non-public session: | Chairman Warren Kimball; | Absent |
| | Selectman Constance Jones; | Yes |
| | Selectman Peter Garland | Yes |

A motion to leave Non-Public session and return to Public Session at 6:03 pm was made by Selectman Jones; seconded by Selectman Garland. **Approved by majority vote.**

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

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Garland; by unanimous vote, the Board adjourned at 6:03 pm.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, October 23, 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