

Approved

Town of Grantham Board of Selectmen Meeting Minutes January 8, 2020

The meeting of the Board of Selectmen was called to order at 5:02 pm on Wednesday, January 8, 2020, 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; Police Chief John Parsons; Assistant Fire Chief Jay Fountain, C. Peter James, Keith Grohbrugge, of Blue Mountain Snow Dusters; and others

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 and non-public meeting minutes of 12/11/2019; seconded by Selectman Garland. ***Unanimously approved.***

A motion was made by Selectman Garland to approve the work meeting minutes of 12/18/2019; seconded by Selectman Jones. ***Unanimously approved.***

A motion was made by Selectman Jones to approve the regular and non-public meeting minutes of 12/18/2019; seconded by Selectman Garland. ***Unanimously approved.***

CONSENT CALENDAR

1. Payroll Manifest #581
2. Accounts Payable Manifest #657/706 & #658/707
3. Rules of Procedure
4. FY 2019 Draft Audit
5. Issuance of Accounts Payable Check to the Town of Grantham Conservation Fund - \$17,670.00
6. Reimbursement to the General Fund from the Conservation Fund - \$162.50
7. Reimbursement to the General Fund from the Sherwood Forest Fund - \$581.04
8. Reimbursement to the General Fund from the Town Forest Maintenance Fund - \$460.00
9. Upper Valley Humane Society 2020 Municipal Contract for Services
10. Zoning Board of Adjustment Appointment: Carl "Tod" Lloyd
11. Building Permits:
 - a. M/L 220-020-000; 201 Walker Road – Half Bath & Utility Sink
 - b. M/L 226-018-000; 163 Yankee Barn Road – Telecommunications Tower Antenna modifications
12. Correspondence
 - a. Anonymous – An anonymous letter was received containing complaints about certain property and residents of Tall Timber Drive.

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- b. Linda Bohrer – An email was received from Linda Bohrer setting forth complaints against Kennebec Lumber and asking for an update on the status of the sawmill proposal.
- c. C. Peter James – An email was received from C. Peter James in which he discusses the Highway Department's 2015 plow truck which has broken down numerous times this winter. James suggested that the Town consider selling it and replacing it with something more reliable.
- d. Comcast: Notice was received from Comcast regarding changes to Xfinity TV service. Impacted customers were notified of the changes through a bill message.
- e. Eastman Community Association: The Selectmen expressed their gratitude to the Eastman Community Association for the use of the South Cove Activity Center for the Town's holiday party in December.
- f. NH Department of Transportation: A letter was received from the NH DOT Bureau of Bridge Maintenance informing that they received letters expressing the Town and School's concerns with their proposed bridge work at the I-89 overpass over Miller Pond Road. Based on those concerns they are no longer proposing to do work at this location this winter. The letter stated that the proposed work is not critical at this time and that at some point in the future when they plan to do the repairs, they will notify the Town and School beforehand to ensure they can address any of our concerns at that time.

Town Administrator White asked that item number 3 be removed from the Consent Calendar.

A motion to approve the remaining items on the Consent Calendar after the removal of item number 3 was made by Selectman Garland; seconded by Selectman Jones. **Unanimously approved.**

CITIZEN COMMENTS

Resident and Cemetery Trustee, C. Peter James, asked about the status of the 2015 plow truck that has been breaking down. White stated that the Board of Selectmen plan to request enough monies so that the the Highway Capital Reserve Fund will have enough in it so that it can be replaced sooner than anticipated.

James referenced the joint meeting between the Selectmen and the Cemetery Trustees in which Candia Cemetery Trustee Chair, Holly Haas, demonstrated cemetery software for record-keeping. James asked how they go about getting the software and a new computer on which to install it. Town Administrator White told him to take a formal vote at a Cemetery Trustees meeting and then connect with her.

APPOINTMENTS TO MEET WITH THE BOARD

Keith Grohbrugge, of the Blue Mountain Snow Dusters: Keith Grohbrugge informed that the Blue Mountain Snow Dusters recently became aware of the transfer of what was formerly the Dillon property and is now under joint ownership between the Town and The Conservation Fund. He explained that, as a snowmobile club, they have to get landowner permission to use snowmobile trails that cross a property. They started going through their list and auditing all of the trails that cross Town property to get them all onto one permission form and see if the Selectmen would approve an indefinite permission for all of the properties. He said that if, in the future, they expand trails or cross more Town property, they would have to come back

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and update the schedule and include that property and get permission at that time. That way, anybody can see all the properties that they cross including the Class VI roads.

White asked to double-check the 6.8-acre parcel on Route 114 that the Club has listed and asked if it was the Transfer Station property. Grohbrugge said he believed so but John, who did a lot of the work, was stuck driving home in the snow and running late for the meeting. Chairman Kimball said that he believed it might be the first lot on the left after you go through the underpass and over the small wooden bridge.

White asked what would happen if the Town grants indefinite permission and then sells a property. Grohbrugge said that they would need to seek permission from the new owner. Selectman Garland stated that there is a 30-day clause on the permission form.

Chairman Kimball said, with the 30-day clause, he does not see any reason why they should not grant indefinite permission and he would put the responsibility on the Club to research every year to make sure the Town is still the owner. Selectman Garland suggested the Club come into the office once a year or send a letter to give an update on anything the Town should know. Grohbrugge said they could do that.

Regarding the former Dillon property, White stated that Sheridan Brown is working on getting that form because The Conservation Fund still owns a percentage of that property, and he will contact Grohbrugge when he receives it. Grohbrugge said his understanding is that when there is a final closing on that property, the Town will be one hundred percent owners and the form that the Conservation Fund signed will become null and void. He explained that they submit all of the properties to the Bureau of Trails for the State so that they can get them listed on the State's insurance policy.

The Selectmen signed the permission form. Grohbrugge thanked the Selectmen and said he will stop by the office the following morning to pick it up after White has a chance to make a copy for the Town.

OLD BUSINESS

Partial Survey of the Class VI Portion of Miller Pond Road: No new information.

Miller Pond Road and Safety and Drainage Improvement Project: No new information.

Emergency Operations Plan Updates: No new information.

Hazard Mitigation Plan Updates: No new information.

NEW BUSINESS

Lebanon Ambulance – December Report: There were 12 calls for service; 3 were transported.

Police Department – December Report: The Department completed all firearms qualifications, taser recertifications, use of force, and PBT training for 2019.

Police Chief John Parsons attended the Daigle Law Firm Use of Force symposium on December 2 – 6, 2019.

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Sr. Patrolman Gamble attended Crisis and Trauma in Police training at NHPSTC on December 4, 2019, and Conflict Management for First Line Supervisors training also at NHPSTC on December 11, 2019.

Sergeant Cunningham and Chief Parsons attended S & W Armorer Course training with instructor, Mary Briggs, hosted by Grantham Police Department. The training was attended by several area departments as well as agencies from out of state. The Department was able to host this training without any cost to the Department.

Chief Parsons stated, "For those of us who were able to attend the annual holiday party for town employees, we had a fun evening that included a Yankee swap gift exchange, great food, and wonderful people. Thank you to all who organized and participated in this annual celebration."

The Department received several thank you notes resulting from officers' responses to various calls for service.

Town Administrator: In the month of December, the office processed: 5 Building Permit Applications, 1 Planning Board Application, 1 Zoning Board Application, and 15 property transfers.

Statistical Update: Notices will be posted soon that explains the different phases of this project.

Building Updates: The installation of the new generator for the Transfer Station will be postponed until the spring due to the ground being frozen.

Sale of Tax-deeded Property: The Conservation Commission approved the list at their meeting on January 6, 2020. She will present the list to the Planning Board next.

February 11, 2020 Primary: The Primary is scheduled for February 11, 2020. The Polls open at 7:00 AM. White asked Assistant Fire Chief Jay Fountain for the Fire Department to provide light for the Town Hall side of the building.

Wellness Coordinator: Office Assistant, Marianne Roberts, has agreed to be our Wellness Coordinator and attended a workshop on Monday, January 6, 2020, which reviewed what her role will be in running the program.

Audit: White finalized the Management Discussion and Analysis Letter that is required as part of the Audit for Fiscal Year 2019. The Draft Audit in the Consent Calendar was finalized after the Agenda was set. There were no changes, and the office should receive the final report soon.

Holidays/Town Office Closures:

- January 20, 2020: Martin Luther King Day
- February 17, 2020: President's Day

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In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Garland and seconded by Selectman Jones to enter into a Non-Public session at 5:26 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 5:32 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-l, a motion was made by Selectman Jones and seconded by Selectman Garland to enter into a Non-Public session at 5:32 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 5:40 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.**

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Garland; by unanimous vote, the Board adjourned at 5:40 PM.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, January 22, 2020**, 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