

# Approved

## Town of Grantham Board of Selectmen Meeting Minutes March 11, 2020

The meeting of the Board of Selectmen was called to order at 5:02 pm on Wednesday, March 11, 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; Fire Chief Justin Hastings; C. Peter James; and Darren Fagan

### **PLEDGE OF ALLEGIANCE**

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

### **ORGANIZATIONAL MEETING**

#### 1. Election:

Selectman Garland was elected Chair of the Board of Selectmen.  
Selectman Kimball was elected Vice Chair of the Board of Selectmen.

#### 2. Designation of selectmen ex-officio board and committee members:

The Board confirmed the following designations of Selectmen ex-officio board and committee members:

Selectman Constance Jones:	Zoning Board of Adjustment
Selectman Warren Kimball:	Planning Board Recreation Committee Fire Truck Committee
Chairman Peter Garland:	Conservation Commission Energy Committee

#### 3. Review and Adoption of the rules of Procedure:

The Board adopted the Rules of Procedure with no changes.

#### 4. Upcoming meeting schedule:

The regular Selectmen meetings will continue to be held on the second and fourth Wednesday of every month at 5:00pm unless a change is necessitated. If a business meeting is scheduled between regular meetings, the time will be determined at the time of scheduling the meeting.

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## APPROVAL OF MINUTES

A motion was made by Selectman Kimball to approve the Budget Hearing minutes of 02/05/2020; seconded by Selectman Jones. **Unanimously approved.**

A motion was made by Selectman Kimball to approve the Regular and non-public meeting minutes of 02/26/2020; seconded by Selectman Jones. **Unanimously approved.**

## CONSENT CALENDAR

1. Payroll Manifest #587
2. Accounts Payable Manifest #664/713
3. Conservation Commission Appointments:
  - a. David Wood
  - b. Susan Buchanan
4. Notice of Intent to Excavate
  - a. M/L 226-018-001; Yankee Barn Road
5. Application for Veteran's Tax Credit:
  - a. M/L 226-018-001; 165 Yankee Barn Road
  - b. M/L 216-011-000; 1025 Route 10 North
6. Application for Elderly Exemption
  - a. M/L 216-011-000; 1025 Route 10 North
7. Application for Solar Energy Systems Exemption:
  - a. M/L 220-016-000; 642 Olde Farms Road
8. Correspondence
  - a. Linda Bohrer: A letter was received from Linda Bohrer regarding her ongoing concerns of the operation of the sawmill including hours of operation, excessive traffic, lights and noise.
  - b. Grantham Zoning Board of Adjustment Notice of Decision: Notice was received that Case # ZBA 2 – 2020 – 01, Map 225, Lot 070; Variance, Article V-A Section C was approved by the Grantham Zoning Board of Adjustment on February 27, 2020.
  - c. State of New Hampshire Office of the Governor: A letter was received from Governor Sununu in which he discussed House Bill 1402 about net energy metering.
  - d. State of New Hampshire Department of Transportation: Copies of biennial bridge inspection reports, for six municipally owned bridges in the Town of Grantham, were received.
  - e. Upper Valley Lake Sunapee Regional Planning Commission: Notice was received from UVLSRPC that the Upper Valley Brownfields Advisory Committee is looking for potential brownfield sites in the Upper Valley. The Regional Planning Commission has EPA funding to evaluate potential brownfields. Informative Brochures were enclosed.
  - f. Upper Valley Lake Sunapee Regional Planning Commission March E-Bulletin: The Upper Valley Lake Sunapee Regional Planning Commission March E-Bulletin was reviewed.

Item number 8.a. was pulled from the Consent Calendar. White will gather information for discussion at the next regular Board of Selectmen meeting.

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A motion to approve the Consent Calendar, after the removal of item number 8.a., was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.**

**PUBLIC HEARING:** To accept a gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098.

At 5:10 PM, pursuant to NH RSA 41:14-a, Chairman Garland opened the Public Hearing to hear comments regarding the acquisition of a gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098.

Town Administrator White informed that the Conservation Commission and the Planning Board have approved of this acquisition.

There were no comments from the public.

At 5:30 PM, a motion to close the Public Hearing and accept the gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive, M/L 234-098, was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

## **CITIZEN COMMENTS**

Resident C. Peter James said that everyone at town meeting should be congratulated for good presentations and decorum.

## **APPOINTMENTS TO MEET WITH THE BOARD**

Darren Fagan: Resident, Darren Fagan, previously volunteered to form a committee to study technology development in Grantham. He prepared a PowerPoint presentation entitled "Grantham Technology Development Committee Proposal" that was distributed to the Selectmen prior to the meeting.

Fagan reviewed the Mission Statement with the Selectmen:

Purpose/Mission: The purpose/mission of the committee is to assess technology on behalf of the town.

Goals/Objectives:

1. Find technology solutions to reduce existing costs at the town.
2. Find technology solutions to improve productive or reduce burdens for existing challenges at the town.
3. Use technology to improve quality of life for people at the town.

Length of Sanction: 3 years from sanction or to be renewed by the selectmen

Members: Up to 5 members

The team will take minutes of meetings for town records.

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A motion to establish the Grantham Technology Development Committee and approve the Mission Statement presented by Darren Fagan was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.**

## **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 – February Report: There were 10 calls for service; 7 were transported.

Police Department – February Report: Patrolman Cameron attended “Strangulation – Investigating the Perfect Weapon” on February 4, 2020 at NHPSTC.

The new phone system has been installed at the municipal building. This upgrade was made possible by applying for and receiving the Emergency Operation Center (EOC) Equipment Grant in the amount of \$17,416.00 provided by NH Department of Safety, Homeland Security and Emergency Management (HSEM).

The security camera project at the town hall has been completed. This project was to purchase and install interior and exterior cameras at town hall which is used as the Emergency Operation Center for the town. This project was funded by the Emergency Management Performance Grant (EMPG) in the amount of \$40,000.

Members of the Department have been participating in records management software demonstrations.

The Department received two thank you cards.

Town Clerk/Tax Collector Update: Town Clerk/Tax Collector Ken Story reported the following:

Debit/Credit Cards: The debit/credit card option continues to be popular, especially for motor vehicle registrations and dog licenses. The 2.79% convenience fee discourages their use for such larger payments as property taxes, but the office continues to receive positive feedback regarding this payment option. A few modifications had to be worked out in their record-keeping to facilitate the month-end reconciliations, but this was easily implemented.

Elections: The State Presidential Primary, which occurred on February 11, 2020, finished with a turnout of over 50%. This election was significant in that, for the first time in recent memory, the polls opened at 7:00 AM instead of 8:00 AM, allowing an extra hour of voting. While some were skeptical of how worthwhile this would be, 143 voters took advantage of this extra hour (that is, 143 residents voted between 7:00 AM and 8:00 AM). Overall a very successful day.

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Property Taxes: The collection of property taxes continues apace. They are happy to report the collection of back taxes for at least one property on which there was a substantial lien balance. They also received significant payments recently on outstanding 2019 property taxes, greatly reducing the balance eligible to go to lien later this month. All of this points to the good financial health of the community.

Village District of Eastman (VDE) Delinquent Sewer Payment Lien Request: The office has heard nothing further regarding the letter from the VDE (dated July 11, 2019) requesting the tax collector's assistance in collecting a delinquent sewer payment from one of their residents. Story said that he does not anticipate hearing anything further on this matter.

## Transfer Station – January Report

Solid Waste – 9 runs; 89.22 tons  
Construction Demolition Debris – 4 runs; 20.53 tons  
Aluminum – 1 load; .89 tons; Revenue: \$357.00  
Glass – 7.31 tons; Expense: \$255.85  
Batteries - .09 ton; Revenue: \$28.78  
Cardboard – 22.23 tons; Revenue: \$778.05  
Fibers – Mixed Loose – (Paper) – 3 loads; 11.91 tons  
Revenue: \$ 0.00  
Expense: \$2,078.37  
Comingle – w/o glass – (Plastic) – 3 loads; 3.96 tons  
Revenue: \$ 0.00  
Expense: \$470.05

Total tonnage of material taken away: 155.16 tons  
Tickets collected at Transfer Station: \$1,110.00

Total revenue from recycling: \$1,163.83  
Total expenses from recycling: \$2,804.27  
New expense from recycling: \$1,640.44

Trustees of the Trust Funds – February Report: The Trustees of the trust funds February Report was reviewed.

Town Administrator: In the month of February, the office processed: Five Building Permit Applications, one Planning Board Application, and nine property transfers. Facilities Maintenance Manager, Greg Stender, brought food donations to the Newport Food Pantry, which equaled five grocery carts of food.

Road Agent, Jeff Hastings, posted roads on March 2, 2020. Notices are posted to reflect this. It also went out in the e-news.

White met with Kerry Rochford Hague and Linda Martin from Turning Points Network about establishing a Town of Grantham team for their Steppin' Up fundraising event on May 2, 2020. Emily Rinde-Thorsen is working on creating a team for us.

White has been attending briefings and webinars provided by the State regarding the Corona Virus. Selectman Jones, Chief Parsons and White also participated in a meeting that ECA had to discuss plans to address it.

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Overflow Parking Lot for Town Hall: The Town has been unable to use the overflow parking lot for the last few large events and elections. White discussed this with Road Agent Hastings and he thought that we should make that area a "real" parking lot with proper gravel. White does not know what it would take to do this as far as state permits go, but Hastings said that he could fit it in with his regular summertime tasks. The Selectmen thought it was worth looking into so White will get more information as to costs and permits that may be needed.

An updated meeting schedule was provided to the Selectmen as well as a copy of the Energy Committee meeting minutes of February 3, 2020 and the Recreation Committee meeting minutes of March 4, 2020.

Holidays: Transfer Station Closed on Sunday, April 12, 2020 (Easter)

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 5:33 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Fire Chief Justin Hastings

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

A motion to leave Non-Public session and return to Public Session at 5:45 PM was made by Selectman Jones; seconded by Selectman Kimball. **Unanimously approved.**

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

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 5:45 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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

A motion to leave Non-Public session and return to Public Session at 5:50 PM was made by Selectman Kimball; seconded by Selectman Jones. **Unanimously approved.**

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

In accordance with RSA 91-A:3 section II-c, a motion was made by Chairman Garland and seconded by Selectman Jones to enter into a Non-Public session at 5:52 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; and Town Administrator Melissa White

