

Approved

Town of Grantham
Board of Selectmen Meeting Minutes
March 25, 2020

The meeting of the Board of Selectmen was called to order at 4:00 PM on Wednesday, March 25, 2020, by Chairman Garland. The meeting was held in the Grantham Town Building, Lower Level Meeting Room at 300 Route 10 South, Grantham, NH.

Present: Chairman Peter Garland; Selectman Constance Jones; Selectman Warren Kimball; and Town Administrator Melissa White

APPROVAL OF MINUTES

March 11, 2020 – Regular & Non-Public: Administrator White requested that under the Consent Calendar, item #2, Accounts Payable Manifest; the number be changed from 663 to 664. A motion was made by Selectman Jones to approve the regular meeting minutes as amended and the non-public minutes as written; seconded by Selectman Kimball. *Unanimously approved.*

March 17, 2020: A motion was made by Selectman Jones to approve these minutes as written; seconded by Selectman Kimball. *Unanimously approved.*

CONSENT CALENDAR

1. Payroll Manifest #588
2. Accounts Payable Manifest #665/714
3. Appointments to Office
 - a. Representative to the Upper Valley Lake Sunapee Regional Planning Commission: Andy Gelston
 - b. Zoning Board of Adjustment: Carl “Tod” Lloyd; Peter Gardiner; C. Peter James
4. Building Permits:
 - a. M/L 225-070-000; 23 Wedgewood Drive - new home
 - b. M/L 223-008-000; 12 Deer Run – roof-mounted solar
5. Correspondence
 - a. Comcast: Two letters were received from Comcast. One regarding the postponement of the Cartoon Network moving to the digital preferred package, and the other regarding the continuation of communications services during the COVID-19 national emergency.
 - b. NH Department of Environmental Services: A copy of a letter that was sent to Kennebec Lumber Company was received regarding their Wetlands Permit Application and the requirement for more information.
 - c. Stephen Rauh: Notification was received from Stephen Rauh for his Shoreland Permit Application to NH DES for the construction of a 2-car garage.

A motion to approve the Consent Calendar as written was made by Selectman Jones, seconded by Selectman Kimball. *Unanimously approved.*

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Pursuant to 91-A, Chairman Garland declared an emergency in the Town of Grantham, and as such, allows the Board of Selectmen to formally accept the vote made on Friday, March 27, 2020, to modify the operations at the Transfer Station, and to implement emergency meeting provisions for the Board of Selectmen.

There was discussion regarding whether this applied to all boards and committees of the Town. Administrator White stated that there is no clear guidance yet on how to properly hold a public hearing.

NEW BUSINESS

Ratification of Revised Operations of the Transfer Station: A motion was made by Selectman Kimball to ratify the vote to modify the operations at the Transfer Station, which include not accepting anything but household trash; second by Selectman Jones. Unanimously approved.

Chair Garland asked how things were going at the Transfer Station. White said things were going amazingly well and stated that she had checked in with Supervisor Scott over the weekend, as did Chief Parsons. White explained that since the changes were so drastic from what our residents are used to, that Chief Parsons had one of his Officers be present during the opening and closing for both Saturday and Sunday.

Highway Department: Road Agent Jeff Hastings submitted a memo requesting the purchase of two pieces of equipment. The first was the chipper, which, he had been researching different options for a chipper that was approved in November 2019 up to \$25,000. However, the chipper he hoped to buy, fell through. Upon further research, he found:

- 1... Morbark Chipper: New (2019), 12" gas chipper for \$35,100
- 2... Bandit Chipper: 2018, 12" gas chipper, 75 hours for \$32,900

Road Agent Hastings asked for permission to purchase the 2018 Bandit Chipper. A motion was made by Selectman Kimball to approve the purchase of the 2018 12" Bandit Gas Chipper for \$32,900, and to authorize the withdrawal of that amount to come from the Highway Equipment Capital Reserve Fund; second by Selectman Jones. Unanimously approved.

The Board stated that this vote replaces the vote they took in November 2019.

The second request was to move forward with the purchase of a new plow truck. Chair Garland felt it was important to start the process now since we have not received the plow truck that was ordered last March. White stated that it was in Vermont being upfitted, but Vermont had just ordered all non-essential businesses to shut down, so it's not clear how much longer it would be for that truck to be completed.

There was discussion on how much the new plow truck would cost. White stated that Hastings has high confidence it will fall within the \$150,000. A motion was made by Selectman Kimball to authorize the purchase of a new plow truck, including upfitting costs, up to \$150,000 to come from the Highway Equipment Capital Reserve Fund; second by Selectman Jones. Unanimously approved.

Town Administrator: White provided the Board with an updated expense and revenue report. She also reported that since Town Hall is closed to the public that Greg is painting the main lobby. White also provided an update on COVID-19 informing that she had been participating in conference calls and reading the emails from all the State agencies regarding COVID-19. She reported that things in the Town Office are running smoothly so far and that accommodations are being made with residents to

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process necessary applications, etc., while following the CDC guidelines for social distancing, etc. Board stated that they are willing to help in any way they can.

White said it's been extremely hectic following all of the guidance from the State because it changes as they learn more too.

White informed that the Emergency Management Team had a COOP planning meeting, which discussed the town operations, and CDC guidelines. Chair Garland expressed concern about the town operating with such a limited number of staff in any given department and asked what the backup plan is if someone gets sick. Garland asked about the highway department and if private contractors could be hired to plow if the need arose. White stated that Hastings has been working on a backup plan, which includes utilizing his part-time summer person, as well as his previous part-time summer person. The difficult thing about hiring a private contractor is that they don't know our roads. Garland then asked about the Police Department. Selectmen Jones thought that State Police could be utilized, or the Sheriff's Department.

The Board requested that White reach out to Chief Parsons and find out how the Police Department would have coverage if the Officers were not able to perform their duties.

White felt that everything was going well for the Town and that all the department heads are communicating well, and feeding each other the information as it comes in. White stated that the focus has been on our first responders. She also ensured the Board that all staff is practicing the social distancing, washing hands frequently, making sure work surfaces are disinfected regularly, etc.

Selectman Garland said that giving the circumstances of COVID-19, he felt the Board should review their duties and the duties of Administrator White. He felt they (the Board) should also review what duties have been delegated to her, what duties of the Board they want to delegate to her, and what duties they might want to retain during this time. Garland felt that retaining some of their duties would ease the burden on White, but also recognized that some tasks of the Board are required by law. There was discussion about the duties of the Board and White. Garland reiterated his concern about not overburdening White, but also ensuring that they (the Board) are doing their due diligence according to state law. Selectman Jones will help gather the information surrounding White's duties.

Garland asked how the Board will adhere to RSA 91-A, where meetings are to be open to the public while having someone physically present at the meeting location (Town Hall). White stated that Governor Sununu relaxed that requirement in his Executive Order #12, so having someone physically present in Town Hall is no longer required. Under that order, boards and committees are now able to meet telephonically, as long as the public can join the meeting by phone. White stated she has been looking at options for the Town to hold meetings telephonically.

White asked about closing the Town Archives building. A motion was made by Selectman Kimball to close the Town Archives building to the public; second by Selectman Jones. Unanimously approved.

Selectman Garland asked about the monthly training Fire Department usually has. White said that they are going to be using online training programs.

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In accordance with RSA 91-A:3 section II-1, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 5:01 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; and Town Administrator Melissa White.

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 5:05 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-c, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 5:05 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; and Town Administrator Melissa White

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 5:47 PM was made by Selectman Kimball; seconded by Selectman Jones. Unanimously approved.

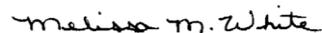
A motion to seal the minutes of this non-public session was made by Selectman Kimball; seconded by Selectman Jones. *Unanimously approved.*

ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, seconded by Selectman Jones; by unanimous vote, the Board adjourned at 5:47 PM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, April 8, 2020**, at 5:00 PM. Complete details on how to join will be included on the agenda, which will be posted at the Grantham Post Office and on the Town's website calendar at www.granthamnh.net/calendar.

Respectfully submitted,



Melissa M. White
Town Administrator