

APPROVED

Town of Grantham Board of Selectmen Meeting Minutes May 7, 2020

The meeting of the Board of Selectmen was called to order at 10:01 AM on Thursday, May 7, 2020, by Chairman Garland. As Chair of the Grantham Select Board, due to the COVID-19/Coronavirus and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes. Please note that there is no physical location to observe and listen comprehensively to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are meeting telephonically, the numbers were posted on the notice for the meeting as a toll-free number with a pin.

Present on the Call: Chairman Peter Garland; Selectman Constance Jones; Selectman Warren Kimball; Town Administrator Melissa White; Transfer Station Supervisor Chris Scott; and Board Clerk Emily Owens

Transfer Station Supervisor Chris Scott explained the purpose of the meeting was to discuss his proposal for Transfer Station operations. He provided a diagram explaining how he envisions re-opening the different sections. Previously, the small bins in front of the building were for tin, glass, and plastic; inside the building, cardboard and aluminum were collected. The proposal is for these bins to be removed and replaced with either the Planet Aid collection bins, painted green, or larger bins. Aluminum would be placed parallel to the building on the left side followed by paper in the same previous location, cardboard, tin, plastic (formerly C&D), and glass (formerly metal). C&D, metal, and brush would be located behind the building, where brush has always been. Two new spots would have to be constructed to hold the bins. The proposed plan would allow more room between recycling bins and keep the same drive pattern residents are accustomed to.

Selectman Kimball asked if residents could back their cars perpendicular to the bins, thereby limiting the number of people congregating at the bins. Supervisor Scott stated that most residents don't have enough recycling material to require backing up to the bins but that he could see that happening out back at the C&D, metal, and brush bins. He thought residents interested in recycling could pull into the three existing lanes and residents with only household waste could continue through, as the pattern exists now. He clarified that instead of taking the loader and depositing aluminum, plastic, and glass into larger 25-foot bins, residents will deposit items directly into the 25-foot bins. This will limit employees handling recycling material and increase distances between residents recycling.

Town Administrator White asked about the cardboard container being placed near the glass container, instead of in front of the paper container. Supervisor Scott wanted to keep the bin closer to the building because this is closer to its original location and easier for employees to empty. He plans on putting together a packet to handout to residents and laminate signs for the bins. Town Administrator White suggested having Staples make larger laminated signs for the bins.

Lastly, Supervisor Scott discussed the cost of changing the layout of the Transfer Station. It will cost roughly \$2,300 for two new pads with wall blocks to contain the new C&D and metal bins. Where he can, Supervisor Scott will re-use blocks from around the Transfer Station. Additionally, he mentioned moving C&D and metal out back will cutdown on nails residents are spreading through the Transfer Station parking lot. Town Administrator White thought it would cutdown on some of the congestion that previously occurred at the C&D and metal bins.

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There was some concern about having additional bins out back behind the building. Supervisor Scott thought a camera might need to be added. Town Administrator White mentioned a quote for installing a camera system had been obtained some months prior, the cost for wiring was \$1,200. The plan was to re-use the old camera system from Town Hall. She suggested that they investigate the cost of purchasing an automated arm to block the road behind the building.

The timeline for opening the additional sections of the Transfer Station are as follows: brush and tire May 9th and composting and recycling May 16th. Selectman Kimball made a motion to approve the \$2,300 for the changes to the layout of the Transfer Station and an additional \$2,000 for the installation of a camera system, seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

Supervisor Scott suggested closing the Swap Shop for the remainder of this year. Other transfer stations have decided to close theirs and the concern is for the safety of residents because items could be coming from out-of-state. Also, the Town wide yard sale has been postponed and Supervisor Scott is concerned about there being a surge in items. It was suggested that residents have other online platforms for selling or donating unwanted items. Selectman Jones made a motion to keep the Swap Shop closed for the remainder of the year, seconded by Selectman Kimball. ***Unanimously approved by Roll Call.***

Town Administrator White inquired about the budget freeze impacting PPE and sanitizing items. She wanted to make sure the Board was okay with the additional purchases that are being made to cover Town employees during the COVID pandemic. The Board understood the need and felt these expenses did fall under daily operations.

The next items discussed were how to re-open the Town Hall. Primex, the Town's insurance carrier, sent members a bulletin on how to re-open town areas to the public. She would like to share the bulletin with employees specifically in the Town Office. As previously discussed at Board meetings, the front windows in the Town Office are going to be replaced by either bullet-proof glass, Plexiglass, or Lexan. She obtained quotes on bullet-proof glass for roughly \$26,0000 and the wait is roughly three months. The use of bullet-proof glass is not very effective because the walls surrounding the windows are not bullet-proof. Additionally, Town Administrator White learned the Town can't use regular Plexiglass because sanitizing the material will cause a permanent cloudy appearance damaging the material. The final option of Lexan appears to be the best choice for the Town and some rough quotes have been obtained from different vendors for under \$800. Town Administrator White believed the material can be installed by Town employees. Selectman Kimball made a motion to purchase and install Lexan for the Town Office windows, seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

Town Administrator White discussed rearranging the office areas to limit the contact Town Office employees would have with Town employees. Her proposal is to move the mailboxes outside to the hallway. Then the doors to the Tax Collector's Offices and Town Offices would remain closed. Selectman Kimball made a motion to purchase two twelve pocket wood display cases, seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

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NON-PUBLIC

Selectman Kimball made a motion to enter non-public session under RSA 91-A:3, II(1), Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present, seconded by Selectman Jones. Chairman Garland conducted a Roll Call of all Present Members, a vote was taken to enter the non-public and all Board Members indicated “Aye”, affirming the entering of the non-public session. Non-Public Entered at 10:48 AM.

Selectman Jones made a motion to leave Non-Public session and return to Public Session at 11:58 AM; seconded by Selectman Kimball. Unanimously approved.

Selectman Jones made a motion to seal this non-public session; seconded by Selectman Kimball. Unanimously approved.

ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, seconded by Selectman Jones; by unanimous roll call vote, the Board adjourned at 11:58 AM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, May 13, 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,

Emily Owens
Board Clerk