

Approved

Town of Grantham Board of Selectmen Meeting Minutes June 17, 2020

The meeting of the Board of Selectmen was called to order at 10:20 AM on Wednesday, June 17, 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: Chairman Peter Garland; Selectman Constance Jones; Selectman Warren Kimball; Town Administrator Melissa White; Recreation Director Emily Rinde-Thorsen; and Attorney Sheridan Brown

TOWN ADMINISTRATOR WHITE

Town Administrator White requested the meeting to discuss the re-opening of Town Hall to the public. She asked for employee input from the Town Clerk/Tax Collector and Selectmen's Offices. They suggested re-opening in stages to figure out what works and what doesn't, rather than opening and having to make changes later. Some ideas were to open for less hours during the day or only on certain days.

Town Administrator White and the staff discussed how to social distance at the windows and in the foyer. It was suggested that the chain guides used during voting could be placed in the foyer and used for directing the waiting line to the different windows. The public would be required to wear masks, stay home if they are sick, and bring their own pens. She suggested that the public would continue to use online services and the drop box.

Town Administrator White thought adding a barrier between the two windows on the Town Clerk/Tax Collector side would be advisable. It was thought that a barrier should have been installed years ago because the Town Clerk/Tax Collector employees handle sensitive personal information. Chair Garland asked what the barrier material would be and Town Administrator White suggested any opaque material.

Town Hall employees had asked about enforcement of the new policies and Town Administrator White explained there is a conference call at noon today covering this very issue. She then asked the Board and Attorney Sheridan Brown what their thoughts were on re-opening.

Chair Garland explained that the State is lifting restrictions on restaurants and other service areas, therefore the Town Hall should be re-opening as well. He liked the idea of barriers and the guide chains to direct the public toward the different windows with every six feet marked off. His only concern was the two public restrooms in the foyer. Chair Garland did not think the restrooms could be locked to prevent the public from using them. Town Administrator White will ask Primex if they have any guidance on re-opening the Town Hall, specifically around public restrooms. Recreation Director Emily Rinde-Thorsen stated the current requirements are for public restrooms to be cleaned every two hours.

Selectman Jones agreed that she was in favor of the chains. Selectman Kimball asked if there were issues with the way the Town was currently conducting business. Town Administrator White stated that it was working fine but when the weather changes, she did not think the current system would work. Also, she agreed with Chair Garland's point that with more service businesses re-opening, residents will expect

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the Town Hall to re-open. Town Administrator White explained that the current way of operating is more time consuming for the employees.

Selectman Jones agreed that keeping the Town Hall closed would not be appropriate given the current changes, but a staged approach of re-opening would be beneficial. There could be more control over the Town guidelines and the ability to make changes if the Governor changes his guideline.

Chair Garland asked about the number of residents in the foyer waiting to be served and if Town Administrator White thought crowding would be a huge problem. Town Administrator White stated that certain days and times were very busy and could easily exceed the ten-person limit. She thought about having a door buzzer that allowed the public to enter when they called ahead. This would allow the employees to control residents entering the building. Chair Garland asked about a resident using a walker that does not have a cellphone. Town Administrator White stated that there will be different situations that can't be anticipated, and accommodations will have to be made. Chair Garland asked about a two-way communication device with a camera, Town Administrator White stated she would ask Chief Parsons about that option.

Recreation Director Rinde-Thorsen thought the chain guides, six-foot apart marks on the ground, and calling ahead all sounded like good ideas. The Board asked Attorney Sheridan Brown if he had any thoughts on re-opening the Town Hall. Attorney Sheridan Brown spoke about the courts and how they delayed their re-opening. His thoughts were alternating the hours for the Selectmen's Offices and the Town Clerk/Tax Collector Offices would help maintain social distances. Attorney Sheridan Brown thought that implementing changes to the Town Hall were only going to be effective if the public was attentive to the signs.

Town Administrator White has not received any complaints regarding the current situation and she does not believe that Ken has either. Selectman Jones thought that the public could follow what was expected. Her suggestion was to remove the furniture, use the floor markers indicating the six feet, and have adequate signs informing the public what the new rules are. Selectman Kimball thought the Town Hall should look into an intercom system and leave the doors locked.

The Board discussed an electronic card reader for the Transfer Station, similar to what Square or PayPal offer. Selectman Jones still likes the idea of a vending machine similar to what Sunapee was using. Attorney Sheridan Brown thought using the Square or PayPal would increase contact between residents and Transfer Station employees. Recreation Director Rinde-Thorsen mentioned that Square and PayPal have an additional option that is for touchless paying. Attorney Sheridan Brown thought that between security and equipment this option would increase the Town's liability around theft and fraud.

Town Administrator White received a call from the Village District of Eastman, Moderator Lorie McClory regarding using the Lower Level of the Town Hall for their annual meeting as a back-up to South Cove. The Board has no issue with this, if they adhere to the normal regulations for using the space.

Chair Garland asked Recreation Director Rinde-Thorsen about a Sand Lot league circulating around Facebook using Grantham Recreation's equipment. Recreation Director Rinde-Thorsen stated she would investigate the matter.

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NON-PUBLIC SESSION - I

In accordance with RSA 91-A:3 section II-l, a motion was made by Selectman Jones and seconded by Selectman Kimball to enter into a Non-Public session at 11:15 AM. Present on the call were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Attorney Sheridan Brown.

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

A motion was made by Selectman Kimball to leave Non-Public session and return to Public Session at 11:34 AM; seconded by Selectman Jones. *Unanimously approved.*

NON-PUBLIC SESSION - II

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Jones and seconded by Selectman Kimball to enter into a Non-Public session at 11:34 AM. Present on the call 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 was made by Selectman Kimball to leave Non-Public session and return to Public Session at 11:42 AM; seconded by Selectman Jones. *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 11:43 AM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, June 24, 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