

Approved

Town of Grantham

Board of Selectmen Meeting Minutes
August 28, 2019

The meeting of the Board of Selectmen was called to order at 5:00 pm on Wednesday, August 28, 2019, by Chairman Warren 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; Town Administrator Melissa White; Administrative Assistant Ann Jasper; and Police Chief John Parsons

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 August 14, 2019; seconded by Chairman Kimball. **Approved by majority vote.**

CONSENT CALENDAR

1. Payroll Manifest #569
2. Accounts Payable Manifest #643/686
3. Zoning Board of Adjustment Appointment: Andy Gelston
4. Ethics Policy
5. Social Media Policy
6. Building Permits:
 - a. M/L 233-051-000; 69 Longwood Drive – Enclose Screened Porch
 - b. M/L 225-116-000; 1 Clearwater Drive – Deck
 - c. M/L 238-015-000; 52 Jericho Road – Generator
 - d. M/L 212-005-001; 330 Miller Pond Road – Garage
7. Correspondence
 - a. Comcast: Notice was received from Comcast regarding changes to Xfinity TV service. Impacted customers were notified of the changes through a bill message.
 - b. NH Department of Environmental Services: Notice of an alleged violation for constructing a pond in a stream against the owner of 380 Dunbar Hill Road was received from the NH Department of Environmental Services.
 - c. NH Department of Transportation: Notice was received from the NH Department of Transportation informing that the State Highway Block Grant Aid available to Grantham in Fiscal Year 2020 will total \$70,097.11.
 - d. Sullivan County Nutrition Services: A letter asking for support in the amount of \$200.00 was received from Sullivan County Nutrition Services. This would help the Meals-on-Wheels program. Enclosed was a factoid regarding the history of SCNS and statistics relative to this request.

Approved

Town Administrator White requested the removal of item number 5 as it is still pending review and not ready for approval.

A motion to approve the remainder of the Consent Calendar after the removal of item number 5 was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

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.

Code Enforcement: (no new information)

- a. M/L 211-067-000; Tall Timber Dr.; Brownell, Crystal & Farmer, Jason
Obnoxious Use (Junk); Unpermitted Structure.
- b. M/L 236-056-000; 172 Cote Road; Stires, Amy & Hayward, Shawn
Obnoxious Use (Junk); Unpermitted Structure.
- c. M/L 237-054.42-000; 360 Cote Road; Webb, Douglas
Obnoxious use (junk).
- d. M/L 241-004-000; 29 Cote Road; Gilson, Janet & Howard, Adam
Operation of Business in Residential District.
- e. M/L 233-124-000; 96 Dunbar Hill Road; Barton, Jack O.
Obnoxious use (junk). Unpermitted structure
- f. M/L 237-025-000; 565 Route 10 S.; Wilson, John
Obnoxious use (junk).
- g. M/L 236-065-000; 578 Route 114; Hoh, Donald
Obnoxious use (junk)

NEW BUSINESS

Highway Roof RFP: The following bid was received for the Highway Department's Roof Project:

- Aaron J. Reney \$17,500.00

Selectman Jones asked White if they will be able to replace the roof this fall. White said she will check with Mr. Reney.

A motion to accept the proposal from Aaron J. Reney in the amount of \$17,500.00 if he can guarantee that the roof project will be completed this year was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

Fire Department – July Report: Grantham Fire and EMS were called to 25 emergency incidents in the month of July 2019. There were 7 calls for Fire/Rescue and 18 EMS calls – of which Grantham EMS responded to 10.

Approved

Fire Department Responses for July:

- 1 – Passenger vehicle fire
- 1 – Overheated motor
- 1 – Dispatched and canceled en route
- 1 – Alarm system sounded due to malfunction
- 2 – CO detector activation due to malfunction
- 1 – Alarm system sounded, No fire – Unintentional

Equipment:

Radio Repeater in E1 OOS.

Three training sessions were completed:

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| 07/09/2019 | Road recognition/Pre-planning |
| 07/16/2019 | Roof operations/Ventilation |
| 07/23/2019 | Hanover dispatch visit |

Fire Chief Hastings reported that July tends to be a busy month with prepping for the Chicken BBQ and Old Home Day festivities and they enjoyed spending the day with their community in a non-emergency capacity. There was a minor malfunction during the parade with one of the sirens, but it didn't seem to disrupt or disappoint the spectators.

Training on the Fire Department's rooftop was finally completed. The prop allowed the members to practice ventilation techniques used during a structure fire. Chief Hastings thanked Yankee Barn for the generous donation.

Trustees of the Trust Funds – July Report: The Trustees of the Trust Funds July Report was reviewed.

Town Administrator: In the month of July, the office processed: 9 Building Permit Applications, 1 Planning Board Application, 1 Zoning Board Application, and 14 property transfers.

On July 24, 2019, Facilities Maintenance Manager, Greg Stender, delivered the food donations to the Newport Food Pantry which yielded five grocery carts of food.

Removal of the old garage at 275 Route 10 South (across from the Post Office): The garage is gone, and the hole is filled. Road Agent, Jeff Hastings, and Assistant Road Agent, Brian Hastings, will spread topsoil and grass seed soon.

Statistical Update: KRT Appraisal, LLC has sent a contract to DRA. Once they have approved it, it will come back to White and the Selectmen for signature. White anticipated having the start-up meeting with KRT and DRA in mid-October.

Traffic Counts: UVLSRPC will place the traffic counting equipment after Labor Day.

Approved

Annual Audit: The fieldwork of the Town's annual audit is done. The MS-535 should be completed this week.

White stated that she received a note from resident Sheridan Brown praising the Fire Department and first responders for a job well done during a house fire that occurred just up the road from where he lives. He said the wood involved in the fire was very dry and they did a good job getting it under control quickly. He said he is proud of his Town.

White told the Selectmen that she would like to hold a work session meeting in September. They set September 17, 2019, as a tentative date.

White informed that she received notice from Nationwide, the 457(b) Deferred Compensation Plan, that changes to the guaranteed minimum interest rate would be taking effect. After review of the options with the Selectmen, a motion to accept Option number 1, from Nationwide was made by Selectman Jones; seconded by Chairman Kimball.

Approved by majority vote

Holidays/Town Office Closures:

- September 2, 2019: Labor Day
- September 5, 2019: Town Offices closed for Training from 9:00 AM – 10:30 AM
- September 11 – 13, 2019: Town Clerk's Office closed for training
- October 14, 2019: Columbus Day
- October 16 – 18, 2019: Town Clerk's Office will be closed for training.

Police Chief Parsons reported that the phone system in the building is starting to malfunction. He called MCCT, who provides repair services about it and was told that it is an old system, and these are signs that it is about to fail completely. He stated that he will be applying for a grant to help pay for a new phone system and he is hoping that the current one will hold out until then.

In accordance with RSA 91-A:3 section II-e, a motion was made by Selectman Jones and seconded by Chairman Kimball to enter into a Non-Public session at 5:18 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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

A motion to leave Non-Public session and return to Public Session at 5:25 pm was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

A motion to seal the minutes of this non-public session was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

Approved

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Jones and seconded by Chairman Kimball to enter into a Non-Public session at 5:25 pm. Present were: Chairman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Administrative Assistant Ann Jasper

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

A motion to leave Non-Public session and return to Public Session at 5:32 pm was made by Selectman Jones; seconded by Chairman Kimball. **Approved by majority vote.**

ADJOURNMENT

There being no further business, Selectman Garland moved to adjourn, seconded by Selectman Jones; by unanimous vote, the Board adjourned at 5:33 pm.

The regular meeting of the Board of Selectmen will be held on **Wednesday, September 11, 2019**, 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