

APPROVED

Town of Grantham
Board of Selectmen Meeting Minutes
April 22, 2020

The meeting of the Board of Selectmen was called to order at 5:02 PM on Wednesday, April 22, 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; Police Chief John Parsons; Fire Chief Justin Hastings; and Board Clerk Emily Owens

APPROVAL OF MINUTES

April 8, 2020 - A motion was made by Selectman Jones to approve the meeting minutes as written; seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

CONSENT CALENDAR

1. Payroll Manifest: 591
2. Accounts Payable Manifest: 717 and 718
1. Mailbox Ordinance
2. 2019 Equalization Municipal Assessment Data Certificate
3. Building Maintenance & Repair CRF Withdrawal: \$17,738.68
3. 2020 MS-232 Report of Appropriations Actually Voted
4. Property Tax Refunds (due to overpayment)
 - a. M/L 213-117-000; MacKenzie, Nancy J & Wayne R: \$2,773.00
 - b. M/L 225-053-018; Turco, John & Mary: \$2,999.00
 - c. M/L 222-090-000; Miner, Michael: \$2,107.00
 - d. M/L 215-010-020; Newman-Godfrey, Amanda & Dean M. Godfrey: \$1,995.00
5. 2019 Tax Abatements
 - a. M/L 215-061-034; 34 Bay Tree Lane
 - b. M/L 225-032-000; 16 Azure Brae
6. Application for Veteran's Tax Credit:
 - a. M/L 222-024-000; 1 Draper Mill Road
 - b. M/L 225-177-000; 41 Troon Drive
 - c. M/L 215-061-034; 34 Bay Tree Lane
7. Application for Elderly Exemption – M/L 216-011-000; 1025 Route 10 North
8. Application for Solar Exemption – M/L 227-012-000; 178 Meadowbrook Road
9. Building Permits
 - a. M/L 225-251-000; 18 Fairway Drive – shed
 - b. M/L 220-024-000; 331 Walker Road – greenhouse & shed
 - c. M/L 235-027-005; 23 Woodland Heights – shed
 - d. M/L 221-148-004; 8 Pleasant Drive – mini-split AC system

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10. Correspondence

- a. SoClean, Inc.: A thank you note was sent to SoClean, Inc for the masks they donated to Grantham's first responders.
- b. Linda Bohrer: The Board wrote a letter to Mrs. Bohrer responding to her concerns dated April 22nd.
- c. Comcast (2): A letter was received from Comcast informing the Town of changes to the channel lineup. A second letter was received from Comcast informing the Town that channels change based on contracts.
- d. 2020 Town Meeting Minutes: A copy of the 2020 Town Meeting Minutes is available on the Town website.
- e. Executive Councilor Michael J. Cryans: The Town received a letter from District One Executive Councilor Michael J. Cryans providing a direct office number, an email address, and an offer of assistance as a resource.
- f. Anonymous: An anonymous letter was received regarding 52 Rumbrook Lane and the current state of the property. The letter detailed perceived Zoning Ordinance violations and potential environmental issues.

Selectman Kimball requested the removal of item #5A, 2019 Tax Abatements; M/L 215-061-034; 34 Bay Tree Lane to the Consent Calendar. A motion was made by Selectman Kimball to approve the Consent Calendar as amended; seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

Town Administrator White advised the Board that since they agreed with the recommendation to deny Consent Calendar item #5A, the 2019 Tax Abatements for M/L 215-061-034; 34 Bay Tree Lane, they needed to make a motion. The motion was made by Selectman Kimball to deny the abatement application for M/L 215-061-034; 34 Bay Tree Lane; seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

Chairman Garland confirmed with Town Administrator White that Consent Calendar item #10f, the anonymous letter, was sent to Sheridan Brown for investigation. Chairman Garland mentioned a letter that had been received after the agenda had been posted. The contents of the letter were not discussed but the Board was advised by Chairman Garland that the matter had been referred to the State.

CITIZEN COMMENTS

Chair Garland invited members of the public on the conference call to speak, there being none, he proceeded to the next meeting item.

OLD BUSINESS

Class VI Portion of Miller Pond Road Utility Pole Relocation: Town Administrator White reached out to Consolidated and Eversource and had them open a work order to relocate the utility pole. They went out and put a stake, just inside of the right-away, to indicate the proposed new location for the pole. Chairman Garland asked if this would delay the logging operation an additional eight to twelve weeks. Town Administrator White indicated that the timeline would potentially be August. The Board of Selectmen reviewed the location and agreed with the Town Administrator's recommendation to send the information to the Grantham Conservation Commission (GCC) for their May 4th meeting.

Miller Pond Road Safety and Drainage Improvement Project: No update currently.

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Emergency Operations Plan Updates: Chair Garland asked if the Town was in compliance with the request to extend the deadline of the EOP. Administrator White stated that she has not received an update from EMD, David Beckley. She will reach out to him, make sure the Town is in compliance or has asked for an extension if required, and update the Board at the next meeting. Selectman Kimball indicated his interest in receiving regular updates regarding the Emergency Operations Plan, as well as COVID-19. The Board agreed that because of COVID-19, these updates need to be provided for each Board of Selectmen meeting, until further notice.

Hazard Mitigation Plan Updates: Town Administrator White is utilizing her limited staff to assist in gathering the necessary information and sending it to the Planning Commission.

NEW BUSINESS

Lebanon Ambulance – March Report: There were seven calls for service during the month of March and five were transported to the hospital.

Fire-EMS – January, February, and March Reports: The Board reviewed Chief Hastings' reports for January, February, and March, they had no questions.

Police Department – March Report: The Board reviewed Chief Parsons' report and asked if he wanted to give any additional updates. Chief Parsons updated the Board that the department was working with NH Homeland Security Emergency Management to secure a \$6,500 grant for a trailer and ten helmets for the UTV. He would have a better idea next week on the timeline for the grant, but indicated it was a moderate request. The helmets would not have radio communication equipment included.

Transfer Station – February Report: Supervisor Christopher Scott provided the Board with an update for the month of February. The month included revenue from punch tickets and recycling. Chairman Garland asked if there will be any changes in the revenues and expenses because of the Transfer Station not accepting recyclables. There is insufficient data available for Town Administrator White to judge the cost impact to the Town, but everything would be an expense since there will be no incoming revenues. She did indicate that bills are slow coming into the Town, but she thought by May the Board should receive an update from her regarding this issue. Chairman Garland indicated he had read in the Town e-news update that recyclable material was being accepted in Newport by Casella.

Trustees of the Trust Funds Report as of March 31, 2020: The Board reviewed the Trustees of the Trust Funds Report, as of March 31, 2020, they had no questions.

Town Administrator's Report: Town Administrator Melissa White along with Chief Parsons continue to participate in the daily conference calls conducted by State Officials regarding COVID. She recognized that the Board of Selectmen have participated in these calls when they are able, and feels they are helpful. Town Administrator White is glad that Grantham does not have a campground since there are so many COVID impact discussions. However, staying informed and on top of COVID, continues to dominate most of her time.

In the last week, there has been increased discussions with the State and NHMA regarding fiscal impacts to municipalities. So, NHMA put out a survey to help illustrate what those financial impacts would be. That data was summarized and presented to the Governor's Office For Emergency Relief and Recovery (GOFERR), for their meeting on Friday, April 17, 2020. The Board was provided with a preliminary estimate of the fiscal impact to the Town, what was provided to NHMA, but Town Administrator White cautioned that this was a best guess estimate because it was still too early to tell. She continued to explain

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that motor vehicle revenue for March was down \$10,000 from last year. Town Administrator White will continue to update the Board as the financial impact numbers from the COVID crisis continue to increase. Chairman Garland asked about the maintenance project to install a clear barrier for the Town service windows, like what the police department currently has. Theirs was donated from another police department renovating their building. Town Administrator White will get a quote for bullet-proof glass and tempered glass, she will send the information to the Board.

Town Administrator White and the Board of Selectmen expressed their appreciation to Chief Parsons for being so proactive in securing Personal Protection Equipment from various vendors, including a donation from SoClean, Inc. on behalf of all our first responders. Additionally, Chairman Garland thanked the community volunteers who have sewed masked for the Transfer Station employees and residents of Grantham.

Town Administrator White spoke with Treasurer, Maynard Goldman regarding interest rates on the Town's general fund account at Bar Harbor Bank and Trust (BHBT) and the one at Sugar River Bank (SRB). As you know, interest rates have declined substantially, so BHBT is willing to give us a flat rate of .75%, and SRB is willing to give us .1%. BHBT's flat rate is better than anywhere else, so Treasurer Goldman moved the money from SRB back to BHBT. PDIP was at .95% but that rate moves daily. Town Administrator White agreed with Treasurer Goldman that the difference we might get would be negligible.

Town Administrator White updated the Board on how things are going with the Assessors, KRT, Appraisal, LLC. Their staff have resumed operations and started the collection of data on properties that were issued a building permit in the last year. They will not be conducting any interior inspections; only exterior inspections will be done. Town Administrator White also informed the Board that the gift of land process must be repeated. She explained that the process required public hearings, which were scheduled during the time when Governor Sununu prohibited gatherings of 10 or more people, and there was no clear guidance on how to conduct the hearings remotely. Now that we have that guidance, the Board must agree on new dates to start the public hearings over. The Board agreed the new dates will be May 13th, May 27th, and June 10th, this would coincide with the Board of Selectmen meetings.

Town Administrator White updated the Board regarding some telephone calls she had received. NH Representative Linda Tanner called the Town Office and offered her assistance if the Town required any issues brought to the State House. Also, Richard Monica, a resident on Miller Pond Road, called the Town Office regarding his property and the condition of the road. He stated a lot of people are hiking in the area and parking on his property. Mr. Monica would like the sign changed at the bottom of the road and an update on the logging of the Town forest. He did not feel residents should be responsible for the cost of maintaining the road, when the logging trucks and heavy equipment were causing damage to the road. Town Administrator White informed Mr. Monica that the Grantham Conservation Commission (GCC) would be meeting on May 4th and he could call into the meeting for an update. Chairman Garland wanted Mr. Monica informed of how to join the call and Town Administrator White explained she had provided directions on how to access the information from the Town website. Selectman Kimball wondered if there were pictures of the damage done. Town Administrator White clarified that the logging operation had not started so the only vehicles heading to the Town forest are from hikers. The Board agreed that a tour of the area and documented picture prior to the start of logging should occur. Town Administrator White suggested that before the contract is sign, language should be included holding the logging operation accountable for repairs to the road, should any damage occur. She reminded the Board that Dave Wood, Chair of the GCC, was familiar with the contracts and procedures previously used. Chairman Garland asked Town Administrator White to reiterate to Chair Wood that any legal costs associated with this project will come out of the coffers of the Conservation Commission.

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ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Kimball; by unanimous roll call vote, the Board adjourned at 5:39 PM.

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