

APPROVED

Town of Grantham Board of Selectmen Meeting Minutes May 13, 2020

The meeting of the Board of Selectmen was called to order at 5:02 PM on Wednesday, May 13, 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; Recreation Director Emily Rinde-Thorsen; Attorney Sheridan Brown; Jodie Poljacik; and Board Clerk Emily Owens

APPROVAL OF MINUTES

April 22, 2020, April 23, 2020 and April 30, 2020 - A motion was made by Selectman Kimball to approve the meeting minutes of April 22, 2020, April 23, 2020 and April 30, 2020 as written; seconded by Selectman Jones. *Unanimously approved by Roll Call.*

MESSAGE FROM THE BOARD OF SELECTMEN

Chair Garland read a statement from the Board of Selectmen. As we reflect on Peace Officer Memorial Day and National Police Week, the Grantham Board of Selectmen wishes to acknowledge the contributions of all those who have served our community, both past and present, as members of our Police Department. Especially, we wish to thank and honor the lives of Robert A. Schwartz and Trooper First Class Drew W. Keith. We thank all of you for your dedication and service. After completing the statement Chair Garland further thanked Chief Parson and his department for their service.

CONSENT CALENDAR

1. Payroll Manifest #592
2. Accounts Payable Manifest #719
3. Safety Policy
4. Emergency Management Performance Grant - \$4,200
5. 2019 Tax Abatement: M/L 225-032-000; 16 Azure Brae - \$1,153.40
6. Application for Elderly Exemption – M/L 234-122-000; 239 Howe Hill Road
7. Plodzic & Sanderson – Audit Engagement Letter FY2020
8. Shoreline Protection Cutting Plan: M/L 213-017-000; 51 Anderson Pond Road
9. Building Permits
 - a. M/L 213-017-000; 51 Anderson Pond Road – Garage
 - b. M/L 242-022-000; 50 Bouldervale Road – Garage
 - c. M/L 233-103-000; 393 Dunbar Hill Road – Garage
 - d. M/L 216-199-000; 12 Butternut Road – Pergola
 - e. M/L 225-200-000; 1 Pinehurst Drive – Shed

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- f. M/L 215-138-000; 5 Sugar Hill Road – Replace deck/Add Pavilion

10. Correspondence

- a. Anonymous – An anonymous letter was received regarding the condition of a property on Tall Timbers Drive.
- b. Department of Revenue Administration – A letter was received from the NH Department of Revenue Administration regarding notification of 2019 Total Equalized Valuations.
- c. Plodzik & Sanderson – A letter was received from Plodzik & Sanderson regarding FY 2020 year-end purchasing and COVID-19 impacts. The letter is an update that GASB has proposed postponing the implementation of certain guidelines. However, Plodzik & Sanderson will implement GASB #84 in their June 30, 2020 audit regardless of GASB's decision.
- d. Gerard Desmarais – Mr. Desmarais, a resident in the Woodland Heights area sent an email to Melissa Pierce, Manager of Government and Regulatory Affairs for the Western NE Region of Comcast and the Town Administrator requesting the installation of high-speed internet cables.
- e. Comcast - Ms. Pierce responded to the email from Gerard Desmarais that installing lines is not a quick process, costing a minimum of \$73,000 for the residents of the Woodland Heights development, plus the cost of crossing two interstate highways on Route 114. She asks that if residents are interested they contact her at Melissa.Pierce@comcast.com for an updated cost estimate which would include each participant's share cost.
- f. City of Lebanon – An email from Marc Morgan, Solid Waste Manager for the City of Lebanon, letting the Town know that residents cannot bring their recycling material to the facility.

Chair Garland requested the removal of items #9a and 9b under Building Permits from the Consent Calendar. A motion was made by Selectman Jones to approve the Consent Calendar as amended and further to accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,200 to purchase an emergency management trailer, furthermore the Board acknowledges that the total cost of this project will be \$8,400 which the Town will be responsible for a 50% match at \$4,200; seconded by Selectman Kimball. ***Unanimously approved by Roll Call.***

Town Administrator White discussed Consent Calendar item #9a, M/L 213-017-000; 51 Anderson Pond Road – a building permit for a detached garage. She recommended that a condition be required prior to issuing the building permit to indicate the detached garage cannot be used as a dwelling unit. The motion was made by Selectman Kimball to apply a condition to this building permit that states the detached garage cannot be used as a dwelling unit, seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

Town Administrator White discussed Consent Calendar item #9b M/L 242-022-000; 50 Bouldervale Road – a building permit for a detached garage with a loft. She recommended that a condition be required prior to issuing the building permit indicate the detached garage must adhere to the Grantham Zoning Ordinances and cannot be used as a dwelling unit. Selectman Kimball thought this qualified as a dwelling unit, but Town Administrator White said she checked the Town Ordinances and it does not. The application from the homeowner stated the loft area would be used for a workshop and storage space for owners and renters. The property is a multi-family unit and renters occupy an apartment in the main dwelling. The motion was made by Selectman Kimball to apply a condition to this building permit that states the detached garage must adhere to the Grantham Zoning Ordinance and cannot be used as a dwelling unit, seconded by Selectman Jones. ***Unanimously approved by Roll Call.***

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PUBLIC HEARING:

Chair Garland opened the Public Hearing to accept the gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098. At this time, there were no comments from the public regarding this matter.

CITIZEN COMMENTS

Chair Garland invited members of the public on the conference call to speak, there being no comments, he proceeded to the next meeting item.

OLD BUSINESS

Class VI Portion of Miller Pond Road Utility Pole Relocation: No update currently.

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

Emergency Operations Plan Updates: No update currently.

Hazard Mitigation Plan Updates: No update currently.

NEW BUSINESS

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

Emergency Management Director – David Beckley provided an update to the Board.

Fire-EMS – April Report: Chief Hastings' stated the report is coming for April, and he indicated that the Fire Department had re-elected him as Chief. The Board indicated their acceptance of Chief Hastings in the position of Chief and offered their congratulations. Chief Hastings advised the Board that he had accepted a new job, but the hours would not interfere with his position as Chief.

Police Department – April Report: The Board reviewed the submitted report for April. Chief Parsons indicated that he has been able to source personal protective equipment (PPE), specifically face shields for the Transfer Station, from Hypertherm. The Board thanked him for his efforts in continuing to source PPE.

Recreation Department – Recreation Director Emily Rinde-Thorsen updated the Board that Team Snap is in the process of refunding all the money owed to parents who have registered their children for sports. Fifty-two people have been refunded their registration fees; the town lost the processing fees of those refunds, which totaled \$110.98. Twenty-four people still need to be refunded at an estimated cost of \$60. Four families have asked that their registration fee be donated, which will stay in the Recreation Revolving Fund, essentially offsetting the cost of the fees incurred from refunding the seventy-six people. Chair Garland asked if these fees can be added to the list of unexpected COVID-19 costs. Although unsure if they qualify, Town Administrator White will add them to the list after obtaining the total cost from Recreation Director Rinde-Thorsen.

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The next item, Recreation Director Rinde-Thorsen discussed with the Board, was soccer registration. Currently, the registration is scheduled to start June 1, but she suggested delaying that until July 1. Additionally, pre-school soccer was supposed to start July 14, but she suggested delaying the start of that until August 1. She stated that all the dates are tentative and will be clearly indicated on the website. The Board had no questions and agreed with Recreation Director Rinde-Thorsen decisions to delay instead of cancel sports.

Next, Recreation Director Rinde-Thorsen discussed the Town Wide Year Sale, Music in the Meadow, and Old Home Day. She suggested delaying the Town Wide Year Sale from June 6 to Saturday, August 1, again tentatively. It was discussed that online registration for the Town Wide Year Sale should not begin until after the Governor has authorized yard sales. With regards to Music in the Meadow, the band that has been booked has cancelled touring, but they have not yet cancelled the Town's event. Recreation Director Rinde-Thorsen is still waiting on a final decision. Recreation Director Rinde-Thorsen offered a recommendation on Old Home Day, to postpone until August 15, tentatively. She would like to include seniors and grade 6 GVS graduates in Old Home Day festivities in some way. Chief Parsons is working with different school officials to coordinate a DARE graduation. Recreation Director Rinde-Thorsen offered to work with Chief Parsons and coordinating something for Old Home Day if needed.

Town Administrator White asked if the Fire Department could get the chicken for Old Home Day, if it occurred on August 15. Chair Garland asked if the Fire Department could still have the chicken even if Old Home Day had to be cancelled. Chief Hastings was not concerned about the issue. Recreation Director Rinde-Thorsen and Town Administrator White agreed that July 13 was a reasonable date for the Board to decide if Old Home Day will be cancelled. Lastly, Recreation Director Rinde-Thorsen asked about playgrounds being officially closed and if there should be a port-o-potty. The Board agreed that the playgrounds should remain open but without a port-o-potty. Chair Garland asked about the pile of crushed stone and the plan for spreading it. Recreation Director Rinde-Thorsen stated she is working with different Town employees to see about the clean-up of the playground. Town Administrator White explained the history of the crush stone pile; there were questions about the permit and if the pile could be spread. These questions have been resolved, and everyone looks forward to seeing it disappear.

Town Administrator's Report: Town Administrator Melissa White updated the Board on COVID-19 and the installation of the plexiglass material for the service windows in the offices of the Selectmen and Town Clerk/Tax Collector. She is still waiting on quotes for bulletproof glass.

Supervisors of the Checklist are frustrated with not getting answers from Secretary of the State's office on how to hold public sessions. They have some upcoming deadlines and are concerned on how they are going to meet them. Town Administrator White asked Donna Stamper to email her the details, so she can better understand their concerns. Town Administrator White received that email today, and she has forwarded the email to the Secretary of the State's office. If she does not hear something from them by the end of next week, she will follow-up with Homeland Security on the conference calls or email them.

Earlier this week, Town Administrator White provided the Board with an updated expense report. She has not had a chance to enter revenues but will provide an update later this week. Additionally, motor vehicle revenues for April were \$64,856, which is \$10,000 less than last year. Town Administrator White will continue to monitor the financial impact of COVID-19. There are grants available for expenses incurred by the pandemic, and she will participate in a conference call tomorrow to learn more.

Town Administrator White discussed plans the Library has for its reopening. The DFL Board has established a special committee to address a phased reopening in conjunction with the CDC guidelines for workplace safety and advice from the NH Library Trustees Association. She let the Trustees know

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that if they needed help procuring plexiglass barriers, Dawn could communicate directly with Greg on this matter. The Library staff have reached out to the Suzy Stitches for masks and have obtained them.

Town Administrator White updated the Board that she had spoken with Rob Fogg, Trustee of the Trust Funds, and he had announced his resignation for the end of September. He is staying on to complete the MS-9, MS-10, and Cemetery Allocation forms.

Town Administrator White has been working with Health Trust on establishing a webinar for employees to review the current services offered by the Town's health insurance. This will take place on May 18, coinciding with open enrollment, so the new options for the Town's health insurance will also be reviewed via a webinar.

Town Administrator White received a letter from Senator Sheehan in response to the Town Meeting vote on article 24, regarding the healthcare resolution. The letter arrived on Monday, and a copy will be sent to the Board and Ken Dolkart, one of the petitioners.

Jeff Hastings has informed Town Administrator White that the GVS Walking Bridge is in need of repairs. Currently, only one plank needs to be repaired, but the Town should plan on a full deck replacement at roughly \$2,000-\$3,000 for materials, labor can be done by Jeff. The bridge is safe, and it just needs to be replaced after the budget freeze is removed or in the next fiscal year.

PUBLIC HEARING:

Chair Garland asked if anyone on the call wished to speak regarding the gift of land. There being none, Selectman Jones made a motion to close the Public Hearing to accept the gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

ADJOURNMENT

There being no further business, Selectman Jones moved to adjourn, seconded by Selectman Kimball; by unanimous roll call vote, the Board adjourned at 5:55 PM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, May 27, 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