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Town of Grantham Board of Selectmen Meeting Minutes June 10, 2020

The meeting of the Board of Selectmen was called to order at 5:00 PM on Wednesday, June 10, 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; Recreation Director Emily Rinde-Thorsen; and Board Clerk Emily Owens

APPROVAL OF MINUTES

May 26, 2020, May 27, 2020, May 28, 2020 and June 2, 2020 - A motion was made by Selectman Kimball to approve the meeting minutes of May 26, 2020, May 27, 2020, May 28, 2020 and June 2, 2020 as written; seconded by Selectman Jones. *Unanimously approved by Roll Call.*

CONSENT CALENDAR

1. Payroll Manifest #594 & 595
2. Accounts Payable Manifest #721
3. Yield Tax – M/L 220-059-000; New Aldrich Road - \$381.50
4. Shoreline Protection Cutting Plans
 - a. M/L 213-086-000; 23 Shore Road
 - b. M/L 222-142-000; 1-15 Pioneer Point
 - c. M/L 213-015-000; 3 Auburn Brae
5. Building Permits
 - a. M/L 225-068-000; 19 Wedgewood Drive – shed
 - b. M/L 215-061-025; 25 Bay Tree Lane – air conditioning mini-split system
 - c. M/L 225-017-000; 25 Allens Drive – convert porch to living space
 - d. M/L 222-223-000; 11 Deer Run – deck
 - e. M/L 237-024-000; 730 Route 10 South - shed
6. Correspondence
 - a. United States Bankruptcy Court: The Town received a letter regarding the sale of a piece of property off Dunbar Hill Road through Bankruptcy Court.

A motion to approve the Consent Calendar as written was made by Selectman Jones, seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

VOTE ON THE ACCEPTANCE OF GIFT OF LAND:

Chair Garland entertained a motion to accept the gift of land from Andrew and Andrea St. Peter located at 36 Greensward Drive; M/L 234-098. Selectmen Kimball made the motion, seconded by Selectmen Jones. *Unanimously approved by Roll Call.*

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CITIZEN COMMENTS

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

OLD BUSINESS

Class VI Portion of Miller Pond Road Utility Pole Relocation: There was no new information for this item.

Miller Pond Road Safety and Drainage Improvement Project: There was no new information for this item.

Emergency Operations Plan Updates: There was no new information for this item.

Hazard Mitigation Plan Updates: Town Administrator White has staff collecting the information requested by the Planning Commission on all the properties located in the floodplain.

NEW BUSINESS

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

Police Department – May Report: The Board reviewed the submitted report from Chief Parsons for May.

Recreation Department – Recreation Director Emily Rinde-Thorsen: Tasked with reviewing applications for electronic payment options, Recreation Director Emily Rinde-Thorsen spoke with Interware Development and summarized her findings to the Board. The model Interware uses, is to pass the convenience fees of \$1.50 on to the purchaser and the transaction fee of 2.79% is taken from the amount collected, reducing the overall revenues collected. To compensate for this reduction, Recreation Director Rinde-Thorsen would recommend raising the price of the item. For Transfer Station tickets, she does not think this model would work because residents can't print the tickets out from home. This would require Town employees to print the tickets and coordinate with the residents for pick-up or mailing. The Board asked about the Town of Sunapee and their automated Transfer Station ticket dispenser. Recreation Director Rinde-Thorsen was unable to connect with someone from the Town of Sunapee but she did learn that the machine is broken, the cost to repair it exceeds the value of the machine, and Sunapee has no plans on repairing the machine.

Chair Garland asked about the ratio of contractors to residents buying tickets. The Board discussed trying to streamline the process of obtaining Transfer Station tickets. The difficulty was resolving the issue of printing tickets at home, using some type of bar code to track the amount left on the ticket, and purchasing additional equipment to support the effort. Recreation Director Rinde-Thorsen will continue to research different options.

Recreation Director Rinde-Thorsen updated the Board on proposed current activities. The decision to have Music in the Meadow and Old Home Day will be made on July 6th. The Governor of New Hampshire has permitted yard sales but there are still some restrictions around large organized yard sales. Recreation Director Rinde-Thorsen is waiting for guidance from the governor's "Stay at Home Order 2.0", expected out June 15th.

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Trustees of the Trust Funds – Report as of May 31, 2020: The Board reviewed the May 31, 2020 report from the Trustees of the Trust Funds. The Board asked about the September departure of Trustee Robert Fogg. The position of Trustee of the Trust Funds has been posted online and sent out in the e-news.

Town Administrator's Report – Town Administrator Melissa White: The Lexan clear plastic for the service windows in the offices of the Selectmen and Town Clerk/Tax Collector have been installed. The Board and Town Administrator White discussed how to re-open the offices. Selectman Kimball suggested having the windows open with the doors locked but still have residents call when they need to enter. The Board discussed using different color tape to mark six feet apart for residents to stand and posting a sign limiting the number of residents waiting inside the building. Selectman Jones suggested initially having a staff member help regulate the flow of residents. It was decided that further discussions needed to occur around this issue, with a firm plan in place prior to opening.

Town Administrator White is working with HSEM on the grant application for reimbursement of expenses related to CV-19. She will continue to update the Board regarding this issue.

There were 34 property transfers this spring, they have been updated in the system. The 1st issue tax commitments, due July 7th, have been printed and mailed.

The Highway Department has received the new plow truck that was ordered in March 2019. The logos for it should be available by the end of the month and Town Administrator White suggested the Board look at the new truck.

Transfer Station (TS) – C&D opens this Saturday, June 13th. The Town Office has been extremely busy selling tickets. Household Hazardous Waste Collection day is 7/18/2020 from 9 AM – Noon, at Town Hall. Town Administrator White has included this in the e-news, posted it on the website calendar, and had flyers printed so that TS staff can hand them out. Additionally, the generator has been installed at the TS. Town Administrator White anticipates a very busy weekend.

Recently, the Town Offices had some issues surrounding electronics. The battery supplies (UPS) for the servers for the PD and Town Offices were damaged during a recent power outage. They were able to be reset but a replacement is needed because they are old and unreliable. The cost is approximately \$1,600 and Town Administrator White suggests the Town seek reimbursement from the Town Office Equipment Capital Reserve Fund (CRF). The Town Office Equipment CRF has approximately \$16,000 remaining after the reimbursement for the recently ordered new computer for the Town Administrator. The Board agreed, Selectman Jones made a motion to authorize the Town Administrator to purchase a replacement UPS system and to come from the Town Office Equipment CRF, seconded by Selectman Kimball. ***Unanimously approved by Roll Call.***

Town Administrator White received some complaints regarding code violations for the property owned by Crystal Brownell. The complaint was filed a while back, but the court needed additional information, which they have now. Town Counsel is actively working on this issue and it should be resolved in the next few months.

July 3rd the Town Offices will be closed, and July 4th the Transfer Station will be closed.

The water pressure tank has been installed at the recreation field and Town Administrator White asked about the status of the painting project. Recreation Director Rinde-Thorsen stated the painter is updating his quote and she is looking for a business or organization to donate the paint. Recreation Director Rinde-

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Thorsen has the color scheme selected by the Recreation Committee and has already discussed them with the painter, she does not foresee any issues with the choices.

Town Administrator White updated the Board that the Sawyer Brook Headwater parcel has a tentative scheduled closing date for June 22nd.

Chair Garland asked if the Board should consider merging the recently gifted land of 36 Greensward Drive; M/L 234-098 with the current Town owned tax deeded property 34 Greensward Drive; M/L 234-099. The Board decided not to merge the properties because a person might only be interested in one parcel and if they decided to purchase both properties Eastman requires the properties be merged.

ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, seconded by Selectman Jones; by unanimous roll call vote, the Board adjourned at 5:46 PM.

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 either meeting 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