

# APPROVED

**Town of Grantham**  
Board of Selectmen Meeting Minutes  
June 24, 2020

The meeting of the Board of Selectmen was called to order at 5:04 PM on Wednesday, June 24, 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.

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; and Board Clerk Emily Owens

Members of the Public: Supervisors of the Checklist Donna Stamper

## **APPROVAL OF MINUTES**

June 10, 2020 - A motion was made by Selectman Jones to approve the meeting minutes June 10, 2020 as written; seconded by Selectman Kimball. *Unanimously approved by Roll Call.*

## **CONSENT CALENDAR**

1. Payroll Manifest 596 & 597
2. Accounts Payable Manifest 630/671
3. 2020 Warrant for Unlicensed Dogs
4. GIS Annual Services Agreement 2020 – 2021
5. Contract Addendum: KRT Appraisal
6. Vacation carry-over request
7. Building Permits
  - a. M/L 216-165-000; 14 Old Spring Drive – Expand Deck
  - b. M/L 226-020-000; 151 Route 10 North – Porch
  - c. M/L 233-105-000; 834 Dunbar Hill Road – Barn/Shed
  - d. M/L 234-048-000; 71 Greensward Drive – Remodel Porch
  - e. M/L 211-018-000; 1024 Miller Pond Road – Repair addition

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

## **CITIZEN COMMENTS**

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

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## OLD BUSINESS

Opening of Town Hall: The Board, Town Administrator White, Police Chief Parsons, and Fire Chief Hastings discussed re-opening the Town Offices. Various towns have started re-opening their town offices and Chair Garland was concerned that residents would think Grantham should be open. Selectman Kimball was concerned that the distance to the wall in front of the service windows is 6.5 feet, so residents would have a hard time passing the Town Clerk/Tax Collector window to get to the Selectmen's window. Fire Chief Hastings thought there should be a limit on the number of people in the building to prevent crowding. Police Chief Parsons thought staggering the hours of the Town Clerk/Tax Collector and the Selectmen's Office so that one office is open in the morning and the other is open in the afternoon, would eliminate the issue. Town Administrator White let the Board know that employees were in favor of a phased re-opening, with the requirement of facemasks. Selectman Jones thought facemasks could be made a requirement to being served, in the Town Offices. Additionally, she mentioned the restrooms in the foyer and closing them to public access.

Fire Chief Hastings expressed his concern about opening the Town Offices to the public simultaneously as everything else in the State is re-opening. He wanted a two-week period to see if there is a sudden increase in cases.

There was no consensus among the group on what should be done. Town Administrator White will review Newport's plan for re-opening, meet with employees in the Town Offices again, and draft something for the Board for the next meeting.

Class VI Portion of Miller Pond Road Utility Pole Relocation: Town Administrator White is waiting to hear from Consolidated and their timetable on relocating the utility pole.

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, Town Administrator White will follow-up with David Beckley.

Hazard Mitigation Plan Updates: There was no new information for this item.

## NEW BUSINESS

Recreation Department: Recreation Director Emily Rinde-Thorsen updated the Board on proposed current activities. Music in the Meadow will start Tuesday, July 18<sup>th</sup> and continue every Tuesday through August 18<sup>th</sup>. She thought there should be a porta-potty, hand sanitizer, and a list of people attending for contact tracing; the Board agreed with the plan. Recreation Director Rinde-Thorsen is arranging for food to be provided during the events but vendors are concerned with how many people would be interested.

Next, she discussed the Recreation Committee Meeting and their plans for Old Home Day. Recreation Director Rinde-Thorsen explained the Committee felt the parade should continue as usual with an emphasis on the graduates and their families. The suggestion was for the graduating grades to put together floats for the parade then they could go to the Recreation Park for a picnic. Recreation Director Rinde-Thorsen is coordinating with the Fire Department for them to sell hotdogs and hamburgers.

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Supervisors of the Checklist – election update: Supervisors of the Checklist Donna Stamper updated the Board regarding the election. They have scheduled two public sessions for July 1<sup>st</sup> and July 18<sup>th</sup> at the Town Offices. The one scheduled on July 18<sup>th</sup> is scheduled during the Household Hazardous Waste Day (HHWD). The Board and Town Administrator White recognized this day, time, and location would not work with HHWD. Supervisors of the Checklist Stamper agreed to cancel the date, instead she suggested a handout could be provided to residents on the date. Additionally, they requested to utilize the electronic message board sign to get their message out. Town Administrator White agreed to handout a flyer during HHWD. Supervisors of the Checklist Stamper discussed doing a mass mailing, but at this time the Town Clerk/Tax Collector is busy collecting first issue tax bills. They will wait until the end of July for the mass mailing. Supervisors of the Checklist Stamper expressed an interest in using the sign at the end of the Town Offices driveway for advertising.

The COVID-19 pandemic is causing a constant evolving salutation with the entire voting process. The Supervisors of the Checklist are doing their best to be proactive but finding the process difficult. Chair Garland asked if the residents that registered to vote had moved from out-of-state. Supervisors of the Checklist Stamper did not recall how many residents were from out-of-state versus from New Hampshire. She thanked the Board for their time and support.

Town Administrator's Report – Town Administrator Melissa White: Grey Ledges Association requested to use the lower level of the Town Offices. The Board had no issues with them using the space, if they agree to wipe down all chairs, tables, and touched surfaces with a sanitizing solution afterwards.

Next, Town Administrator White discussed Attorney Sheridan Brown's interest in having a Zoom celebration for the Sawyer Brook Headwater parcel closing. Attorney Brown would like a virtual toast in the evening, and he agreed to organize the celebration. The Board suggested Mondays, Tuesdays, and Fridays; except the third Tuesday. Town Administrator White agreed to provide Attorney Brown with the suggested dates.

Town Administrator White moved the discussion to updating the Fire Department (FD) written policies. She presented the Board with quotes from Daigle Law Group (Daigle) and Municipal Resources, Inc. (MRI) and suggested a work meeting Monday to discuss the material. The Board agreed and the meeting was arranged. Fire Chief Hastings is unable to attend the meeting, but his opinion is to use Daigle with the included software. The Board had some concerns that the Daigle proposal did not have a cap on the maximum amount they would charge. Fire Chief Hastings had discussed cost with Daigle, and he thought \$15,000 was enough to cover the process.

Town Administrator White asked how long the process would take to complete the policies. Fire Chief Hastings thought the initial policies, mainly dealing with personnel, could be completed quickly. His plan is for Jay Fountain, Assistance Fire Chief, to assist him in the process. Police Chief Parsons discussed his experiences with the system and how streamlined the review/approval process was.

Town Administrator White turned the meeting over to Police Chief Parsons to discuss his need for scene lighting. Police Chief Parsons provided the Board with a handout, regarding detailed specifications on the lights. Currently, the only portable light is provided by the fire department, either from the back of a fire truck or from gas powered light stands. Neither can be accessed easily by the PD, set-up by one person, or are battery operated. Police Chief Parsons has seen the lights demonstrated and two lights can illuminate an entire football field. The lights would be available to the PD, FD, Highway Department, and Transfer Station. Specifically, Police Chief Parsons would use these lights at the Town Meeting and Halloween, in addition to emergencies. He would like the Board to approve the expenditure, split by the PD/FD/EMS departments for this current budget year. The \$9,126.17 quoted would cover two units,

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which includes four lights, two carrying cases, and the cost of shipping. Police Chief Parsons decided to request the purchase of only one unit at roughly \$5,500, which includes two lights, one carrying cases, and the cost of shipping. Selectman Kimball made a motion to approve the purchase, seconded by Selectman Jones. *Unanimously approved by Roll Call.*

Police Chief Parsons moved the discussion to his next request for UTV helmets and lights. He provided the Board with a handout, detailing specifications on the helmets and lights. He is requesting ten helmets and ten lights; six helmets would be black for the PD and four helmets would be orange for the FD. The total quoted cost is \$2,900.60; split 60% to the PD and 40% to the FD budget. Selectman Kimball made a motion to approve the purchase of the UTV helmets and lights, seconded by Selectman Jones. *Unanimously approved by Roll Call.*

Town Administrator White updated the Board regarding the Town Office generator repair, on 6/16, costing \$647.52. Fortunately, the repair was a magnet that relays a signal to the mother board that the motor is turning the correct RPM's. The defective one was registering too high and tripping the motor offline.

The universal power supply (UPS) for the Town Office servers has been ordered.

The Transfer Station generator is now in service. The opening of C&D, metals, electronics, etc., on June 13 was successful. HHWD flyers are being handed out at the Transfer Station and included in the e-news.

Town Administrator White has received the audit package and distributed the information to all who are involved. The audit is scheduled for the week of August 24<sup>th</sup>.

The reverification of elderly exemptions has begun.

Town Administrator White received a Right-To-Know request for records of all settlements reached between the Police Department and individuals over claims of civil rights violations from January 1, 2010 through June 1, 2020. There being none, she responded to the request indicating such.

The Board was provided an updated expense and revenue report as a separate attachment.

### **NON-PUBLIC SESSION**

In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 6:20 PM. Present were: Chairman Peter Garland; Selectman Warren Kimball; Selectman Constance Jones; Town Administrator Melissa White; and Police Chief John Parsons.

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 6:24 PM; seconded by Selectman Jones. *Unanimously approved.*

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In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Kimball and seconded by Selectman Jones to enter into a Non-Public session at 6:25 PM. 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 6:32 PM; seconded by Selectman Garland. 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 6:31 PM.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, July 8, 2020**, at 5:00 PM. Complete details on how to join the 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](http://www.granthamnh.net/calendar).

Respectfully submitted,

Emily Owens  
Board Clerk