

# APPROVED

**Town of Grantham**  
Board of Selectmen Meeting Minutes  
June 29, 2020

The meeting of the Board of Selectmen was called to order at 9:05 AM on Monday, June 29, 2020, by Chairman Garland.

Present: Chairman Peter Garland; Selectman Constance Jones; Selectman Warren Kimball; Town Administrator Melissa White; Police Chief John Parsons; Town Clerk/Tax Collector Kenneth Story; and Board Clerk Emily Owens

Town Administrator White requested the meeting today to discuss the Fire Department (FD) policies and training software. The FD received two quotes from Daigle Law Group and Municipal Resources, Inc. for writing the FD policies. The FD would like to use the same company and the training software as the Police Department (PD). Police Chief John Parsons stated they have been using the system for over a year and have a favorable opinion of it.

Town Administrator White is asking the Board to agree to incur \$10,000 to cover the cost of writing policies and \$3,000 to purchase the software program Power DMS. Additionally, she is asking for the Board to authorize her to execute the contract with Daigle Law Group. The Board asked if the amount requested is enough to cover both requests. Police Chief Parsons answered the Board's question by explaining that he and Fire Chief Hastings are deciding if the FD and PD should share a training system potentially reducing the cost. The remaining \$3,000 could be allocated to additional policy writing if necessary and legally able to. Police Chief Parsons explained that each department would only see their training items but he would be able to see everything. The Board agreed the software sounded like a system the FD could use.

Selectman Kimball made a motion to appropriate \$10,000 for the polices, \$3,000 for the training software, and authorize Town Administrator White to execute the agreement; seconded by Selectman Jones. *Unanimously approved.*

Town Administrator White moved the discussion to her request for the Board to sign an engagement contract with Attorney Sheridan Brown for drafting local public health regulations pursuant to NH RSA Chapter 147, drafting minimum housing standards pursuant to NH RSA Chapter 48-A, and providing legal counsel on the adoption and enforcement of the above mentioned regulations. Previously, the Board had reviewed the contract, in detail, prior to the meeting.

Selectman Jones made a motion to execute the document; seconded by Selectman Kimball. *Unanimously approved.* The Board signed the document and returned it to Town Administrator White.

Chair Garland discussed the next meeting of the Board of Selectmen will be held July 8<sup>th</sup> and in-person. If anyone is uncomfortable attending or not feeling well, electronic access will continue to be provided. The Board agreed, pursuant to the Governor's orders, that meetings can be held in-person since there are no restrictions on large gatherings.

Town Administrator White further discussed Governor Sununu easing the restrictions on large gatherings and the implications for various Town boards. She reiterated the Town will continue to provide an alternate form of access for those individuals who are uncomfortable meeting in-person. The idea is to have the meetings in the Jerry Whitney Room, utilizing the technology available. Some of the

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larger boards might move to the lower level of Town Hall but the area is so large the sound distorts through the phone. Town Administrator White will leave the decisions to the different boards.

## **NON-PUBLIC SESSION - I**

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 9:20 AM. 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 9:32 AM; seconded by Selectman Jones. *Unanimously approved.*

A motion was made by Selectman Jones to seal the minutes from the Non-Public; seconded by Selectman Kimball. *Unanimously approved.*

## **ADJOURNMENT**

There being no further business, Selectman Kimball moved to adjourn, seconded by Selectman Jones; unanimous approved, the Board adjourned at 9:34 AM.

The next regular meeting of the Board of Selectmen will be held telephonically on **Wednesday, July 8, 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](http://www.granthamnh.net/calendar).

Respectfully submitted,

Emily Owens  
Board Clerk