

# APPROVED

**Town of Grantham**  
Board of Selectmen Meeting Minutes  
April 26, 2023

The regular meeting of the Board of Selectmen was called to order at 5:00 PM on Wednesday, April 26, 2023, by Chairman Peter Garland. The Board met in the Grantham Town Building, Jerry Whitney Memorial Conference Room, 300 Route 10 South, Grantham, NH.

Present: Chairman Peter Garland; Selectman Warren Kimball; Town Administrator Melissa White; Administrative Assistant Ann Jasper; Police Chief John Parsons; and Recreation/Activities Director Emily Rinde-Thorsen

## **APPROVAL OF MINUTES**

A motion was made by Selectman Kimball to approve the meeting minutes of 04/12/2023; seconded by Chairman Garland. *Approved by majority vote.*

## **CONSENT CALENDAR**

1. Payroll #680
2. Accounts Payable #848
3. Investment Policy Review
4. Police Department Budget Line Item Transfer
5. Report of Wood or Timber Cut:
  - a. M/L 237-011-000; Route 10
6. Notice of Intent to Cut Wood or Timber:
  - a. M/L 237-011-000; Route 10
7. Applications for Veteran's Tax Credits:
  - a. M/L 225-037-000; 24 Hummingbird Hill
  - b. M/L 225-189-000; 94 Greensward Drive
  - c. M/L 225-189-000; 94 Greensward Drive
8. Application for Elderly Exemption:
  - a. M/L 226-019-000; 161 Yankee Barn Road
  - b. M/L 216-184-000; 13 Mill Pond Lane
9. Building Permits:
  - a. M/L 221-061-002; 382 Burpee Hill Road – Frame Room in Basement
  - b. M/L 222-138-005; 5 Lakeview Place – Bathroom Remodel
  - c. M/L 225-319-000; 29 Clearwater Drive – Convert Laundry Room into Bathroom
  - d. M/L 213-094-000; 4 Finch Place – Replace Slider with Window
  - e. M/L 222-043-000; 14 Fernwood Lane – Add Roof to Pergola
  - f. M/L 225-022-000; 30 Allens Drive – Kitchen & Bath Remodel
  - g. M/L 215-121-000; 7 Loon Drive – Kitchen & Bath Remodel
10. Correspondence:
  - a. Comcast (3): Three notices were received from Comcast regarding changes to Xfinity TV service. Impacted customers were notified of the changes through a bill message.
  - b. Lake Sunapee VNA Annual Report 2022: The Lake Sunapee VNA Annual Report was received.

# APPROVED

- c. NH DOT (2)
  - 1) A copy of the 2022 submittal of State and Municipal Red List Bridges, compiled by the NH Department of Transportation (NHDOT), was received.
  - 2) Notice was received from NHDOT about the 2023 District Resurfacing Program and the state roads in Grantham that are scheduled for paving in 2023. *(Later in the meeting, Chairman Garland noted that we should let residents know when Route 114 will be paved, when we have that date from the State. White said she will put that in the Grantham News).*
- d. UVLSRPC April 2023 E-Bulletin: The UVLSRPC April 2023 E-Bulletin was received.

Town Administrator White requested the removal of item #8. b.

A motion to approve the Consent Calendar as amended, after the removal of item #8. b., was made by Selectman Kimball; seconded by Chairman Garland. ***Approved by majority vote.***

White recommended a motion to deny #8. b. because the applicants did not qualify. A motion to deny the Application for Elderly Exemption in item #8. b. was made by Selectman Kimball; seconded by Chairman Garland. ***Approved by majority vote.***

The following Notice of Intent to Cut Wood or Timber is added to the Consent Calendar:

- o Notice of Intent to Cut Wood or Timber for M/L 233-121 & 122, Dunbar Hill Road was approved. See discussion under ***“New Business”, “Town Administrator”***.

The following Health Officer Appointment is added to the Consent Calendar:

- o A motion to appoint Cory Howarth as Grantham Health Officer was made by Selectman Kimball; seconded by Chairman Garland. ***Approved by majority vote.*** See discussion under ***“New Business”, “Town Administrator”***.

## **CITIZEN COMMENTS**

There were no citizen comments.

## **OLD BUSINESS**

MPR Safety and Drainage Improvements: Now that it's spring, White will connect with the project manager and Road Agent Hastings.

Fire Truck Update: An update was provided in the Fire Department Report under New Business.

Stamper Parcel Conservation Land Parking Area: On hold until after nesting season is over.

Energy Audits: No update.

# APPROVED

## NEW BUSINESS

Fire Department Truck Update: Fire Chief, Justin Hastings, reported that the fire truck is done and still at the factory. Glenn at Lakes Region Fire will be flying out for a site visit on May 1 to inspect it. Town Administrator White asked Hastings if someone from the Town is also going to inspect it, like someone from the truck committee. Hastings said no, no one is going to the factory, but when the truck is brought back to Lakes Region Fire, then he and others will go there to inspect it, because it still has to be outfitted.

Police Department – March Report: The Police Department March Report was reviewed.

Recreation: The Recreation report was reviewed.

Chairman Garland thanked Recreation/Activities Director, Emily Rinde-Thorsen, for the coffee connection event she held on April 20 at town hall. Rinde-Thorsen thought it was better attended than she anticipated and went well. She said she is hoping to gain some momentum by holding one monthly if the Selectmen approve. The Selectmen agreed.

Rinde-Thorsen said that she and White spoke about holding a community dinner in the evening and would like to do that on Saturday, June 17. It would be a potluck, held in town hall with no additional activities, just come and meet your neighbor. The town would supply the main course of the meal. She will have a registration form with the names of the attendees that will include the dish that person will bring. Chairman Garland asked her if there was anything else that stood out on the questionnaires that were filled out at the coffee connection. She said it ran the gamut but the community dinner was the main event, and game night was maybe second.

Rinde-Thorsen asked the Selectmen if they approved of the verbiage in the proposed sign for the Spectator Code of Conduct Policy that she submitted, so she can get that printed out and ready to hang in the recreation park. She informed that everyone in the KVCRB League will be posting a sign at games, it's not just us. The Selectmen gave her their approval.

Town Administrator: The Highway Department started spring clean-up for roads and cemeteries.

KRT Appraisal is nearing completion with the annual pick-ups. They also provided us with a copy of the 2022 USPAP report which is available in the office and on our website.

White sent reminders to property owners and their loggers who have not yet filed their reports of wood cut.

The re-verification process of those receiving the elderly exemption has begun.

We are getting ready to start the recertification process for the Veteran's Tax Credits.

White registered the Selectmen for NHMA's Local Officials Workshop on June 1, 2023 that they will attend remotely in the Jerry Whitney Room. White posted the notice.

White reiterated how well the coffee connection went. There were eight residents in attendance as well as some town employees and the Selectmen and everyone seemed to have a good time.

# APPROVED

White was approached by a resident after town meeting about the problems they were having with the sound system in town hall. She met with him the previous day and they did some troubleshooting. Overall, it seems to be working better, however, there is one microphone input that still has an issue. She said they can troubleshoot that a little bit further if needed. He also looked at the wireless microphone and fixed the problem. She said there is a way to sort of clip the wireless microphone near your collar and speak into it, but the one we have isn't working. She said she can look into the cost of new ones if the Selectmen are interested. They were interested.

White is working through the .gov registration transition. We are going through step two and step three should be completed on Thursday with our IT technician.

White met with Primex last week. Primex did a cybersecurity review and will be sending White some recommendations.

White informed the Board that the office received an Intent to Cut Wood or Timber after the Agenda was set for Map 233, Lots 121 and 122; Dunbar Hill Road. There is a short time period in which to approve it once it is received, so she is covering it under her report. The Board approved and signed the Notice of Intent to Cut Wood or Timber.

White met with Cory Howarth regarding the Health Officer Appointment. She said he is currently working as a nurse practitioner and is passionate about public health. She recommended that the Board appoint him as Health Officer for Grantham. A motion to appoint Cory Howarth as Grantham Health Officer was made by Selectman Kimball; seconded by Chairman Garland. *Approved by majority vote.*

A Notice to Municipalities was received to inform that Forbes Tavern and Events LLC has made an application to the Division of Enforcement for a Retail Tobacco Liquor License under the provisions of RSA 178:19-a.

Chairman Garland stated that there are three committees that are in need of being appointed:

- Grantham Electric Aggregation Committee (recommended by the Energy Committee): To investigate Community Power Aggregation for the Town of Grantham and present an Energy Aggregation Plan to the Select Board, for subsequent approval at Town Meeting by citizen's vote.
  - A motion to appoint the Energy Committee as the Grantham Electric Aggregation Committee was made by Selectman Kimball; seconded by Chairman Garland. *Approved by majority vote.*
- Government Building Expansion Committee: To provide analysis, advice, and recommendations to the Select Board related to the Town's buildings, with priority on what the most urgent need is.
- Rolloff Truck Committee (recommended by the CIP Committee)

White suggested that they develop a specific mission for the Government Building Expansion Committee before advertising for members, so that it will be clear what will be expected. She thought

# APPROVED

they should schedule a work meeting to discuss that and any requirements for the Rolloff Truck Committee. Chairman Garland agreed.

C. Peter James, former member of the CIP Committee, joined the conversation and made some suggestions for the Rolloff Truck Committee, such as having someone with knowledge of large equipment.

## **NON-PUBLIC SESSION**

In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Kimball and seconded by Chairman Garland to enter into a Non-Public session at 5:40 PM. Present: Chairman Peter Garland; Selectman Warren Kimball; Town Administrator Melissa White; and Police Chief John Parsons

Roll Call vote to enter non-public session: Chairman Warren Kimball - Yes; Selectman Constance Jones - Absent; Selectman Peter Garland – Yes

A motion was made by Selectman Kimball to leave the Non-Public session and return to Public Session at 5:50 PM; seconded by Chairman Garland. *Approved by majority vote.*

A motion was made by Selectman Kimball and seconded by Chairman Garland to seal this Non-Public session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. *Approved by majority vote.*

In accordance with RSA 91-A:3 section II-1, a motion was made by Selectman Kimball and seconded by Chairman Garland to enter into a Non-Public session at 5:50 PM. Present: Chairman Peter Garland; Selectman Warren Kimball; and Town Administrator Melissa White

Roll Call vote to enter non-public session: Chairman Warren Kimball - Yes; Selectman Constance Jones - Absent; Selectman Peter Garland – Yes

A motion was made by Chairman Garland to leave the Non-Public session and return to Public Session at 6:10 PM; seconded by Selectman Kimball. *Approved by majority vote.*

A motion was made by Chairman Garland and seconded by Selectman Kimball to seal this Non-Public session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. *Approved by majority vote.*

In accordance with RSA 91-A:3 section II-1, a motion was made by Selectman Kimball and seconded by Chairman Garland to enter into a Non-Public session at 6:10 PM. Present: Chairman Peter Garland; Selectman Warren Kimball; and Town Administrator Melissa White

Roll Call vote to enter non-public session: Chairman Warren Kimball - Yes; Selectman Constance Jones - Absent; Selectman Peter Garland – Yes

A motion was made by Selectman Kimball to leave the Non-Public session and return to Public Session at 6:18 PM; seconded by Chairman Garland. *Approved by majority vote.*

# APPROVED

A motion was made by Selectman Kimball and seconded by Chairman Garland to seal this Non-Public session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. *Approved by majority vote.*

## ADJOURNMENT

There being no further business, Selectman Kimball moved to adjourn, seconded by Chairman Garland; by majority vote, the Board adjourned at 6:19 PM.

The next regular meeting of the Board of Selectmen will be held on **Wednesday, May 10, 2023, at 5:00 PM.**

Respectfully submitted,



Ann Jasper  
Administrative Assistant