DRAFT

Town of Grantham
Board of Selectmen Meeting Minutes
November 12, 2025

The regular meeting of the Board of Selectmen was called to order at 5:00 PM on Wednesday, November 12, 2025, by Chair Warren Kimball. The Board met in the Grantham Town Building, Jerry Whitney Memorial Conference Room, 300 Route 10 South, Grantham, NH.

Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; Administrative Assistant III Ann Jasper; Transfer Station Supervisor Dana Ramspott; Trustee of the Trust Funds Tom Shemanske; Building Needs Committee Members: Jeff Walla, Steve Bookless, Maria Dahlman, Nathan Demanche, and David Beckley

APPROVAL OF MINUTES

Selectman Garland made a motion to approve the meeting minutes of 10/07/2025, 10/22/2025, and 10/24/2025; seconded by Selectman Walla. ***Unanimously approved.***

CONSENT CALENDAR (public comment not accepted)

1. 2025 Property Tax Warrant – 2nd Issue
2. Acceptance of donation of Treadmill to Grantham Police Department from Peter Hardy
3. Agreement for Emergency Medical Services with City of Lebanon
4. Winter Parking Ordinance
5. Building Permits:
   a. M/L 234-057-000; 7 Troon Drive – Addition & Remodel
   b. M/L 222-153-001; 32 Pleasant Drive – Electrical Panel
   c. M/L 212-016-003; 58 Frye Lane – Cell Tower Equipment Modification
   d. M/L 213-116-000; 51 Shore Road – Propane Space Heater
   e. M/L 216-017-000; Route 10 North – New Home
   f. M/L 225-072-000; 20 Wedgewood Drive – Propane Water Heater
   g. M/L 213-014-000; 1 Auburn Brae – New Home
   h. M/L 215-061-029; 29 Bay Tree Lane – Propane Water Heater
   i. M/L 234-001-000; 71 Longwood Drive – Furnace
   j. M/L 215-064-000; 8 Turner Brae – Kitchen and Bath Renovation
   k. M/L 227-024-000; 1033 Olde Farms Road – Heat Pump System
   l. M/L 237-031-000; 418 Route 10 South – Replace Front Steps with Ramp
   m. M/L 226-020-000; 151 Route 10 North – Remodel Interior and Exterior Door
   n. M/L 234-051-000; 11 Walton Heath Drive – Replace Gas Fireplace
6. Land Use Change Tax Abatement Recommendation: M/L 221-049, 784 Route 10 South
7. Shoreline Cutting Application: M/L 213-014-000; 1 Auburn Brae

8. Correspondence:
    a. Food Pantry
    b. Sean Lyon
    c. Emily Owens, Deputy Treasurer
    d. SAU #75, Grantham School District
    e. Sullivan County Treasurer

Town Administrator Emily Owens asked to pull items 2, 4, and 5.m.

Selectman Walla made a motion to approve the Consent Calendar as amended with the removal of items 2, 4, and 5.m; seconded by Selectman Garland. ***Unanimously approved.***

Item 2: Selectman Walla stated that Police Chief Parsons would like to accept the gift of a used treadmill from resident, Peter Hardy. The original purchase price was $1,200 in 2005. Selectman Walla made a motion to accept the gift of personal property of a treadmill, under the value of $5,000; seconded by Selectman Garland. ***Unanimously approved.***

Item 4: This item will be tabled until the next Board meeting on November 24, 2025.

Item 5.m.: Town Administrator Owens explained that this needs conditional approval because it has to go before the Planning Board for a Site Plan Review. That meeting is tomorrow night (11/13/2025).

A motion for conditional approval of Building Permit listed as item 5.m., pending Planning Board approval, was made by Selectman Walla; seconded by Selectman Garland. ***Unanimously approved.***

OLD BUSINESS

Class VI Highway Ordinance(s): No new information

a. Rescind the 1997 and 2000 Ordinances to close Class VI Highways:
b. Adopt Ordinance regulating weights on Town Highways

Construction of Two Dugouts at the Recreation Park: No new information

NEW BUSINESS

Bids – 2005 John Deere 310 SG Backhoe Loader:

The following Bids were opened by the Selectmen:

- Richard Covill $3,756.00
- Donald Hoh $14,050.00
- Field & Sons Transportation $13,664.89
- Jim Petelle $7,129.00

A motion to accept the bid from Donald Hoh in the amount of $14,050.00 and instruct the Town Administrator to negotiate the Purchase and Sale Agreement with the winning bid, was made by Selectman Walla; seconded by Selectman Garland. ***Unanimously approved.***

Fire-EMS Activity Report 10/12/2025 – 10/25/2025: The report was reviewed. Selectman Walla commented that it was interesting to see that there were three times where there were no people available for response, but they were tough times of the day.

Lebanon Ambulance Report – October 2025: The report was reviewed. Chair Kimball commented that, once again, they are doing a terrific job keeping the time to 22-25 minutes.

Selectman Garland said he wondered if some of the calls are repeat calls. Owens said she wondered the same thing because we no longer have the Community Nursing Program. He asked her to check on that and emphasized that we don't need to know the individual, but maybe there is something we can do to mitigate that a little bit.

Police Department Report – October 2025: The report was reviewed.

Transfer Station Report – November 2025: The Transfer Station Report was reviewed. Selectman Garland commented that revenues are up.

Transfer Station Supervisor, Dana Ramspott, informed that they will now be hauling their own paper and plastic and stated the food scrap pilot program is off to a good start with almost 50 people participating.

Trustees of the Trust Funds Report - October 2025: The report was reviewed.

Town Administrator: For October, the office processed 15 building permits, no planning board applications, no zoning applications, and 20 property transfers.

Town Administrator Owens met with the Board of Selectmen to set the tax rate and completed the paperwork for DRA to set the rate. The Board of Selectmen signed the Warrant, and Town Clerk/Tax Collector Ken Story printed the tax bills.

Administrative Assistant II, Todd Hamm, and Facilities Maintenance Manager, Greg Stender, completed the JLMC Building Inspections.

Owens sent out the RFP's for the 2027 revaluation.

Owens met with Zoning Board of Adjustment Chair Shemanske regarding updating the Zoning Ordinance to cover changes in legislation regarding ADU's and Class VI roads. Chair Shemanske and Paul Nicolai completed the draft changes to the zoning ordinance.

Owens is working with Ausbon Sargent Land Preservation Trust and the Conservation Commission to add two pieces of property to the Conservation District. That will be a warrant article.

Arthur Murphy has launched his AI on the Town's website.

Owens attended the CIPC meeting to update them on changes in the last few months.

The Master Plan survey was closed on October 15, 2025.

Owens asked Town Counsel to look into the Juniper Hills HOA concerns regarding Shedd Road and requested him not to exceed five hours for the project.

Owens received the budget requests from department heads and started entering the information into the software. A budget work session for some Supervisors/Department Heads will occur on November 14, 2025, at 1:00 PM.

Owens continued the process of changing State Agencies, A/P billing information, and administrative functions from MW to herself.

Owens spent more time on the same right to know requests, roughly eight hours, and finished redacting all communications. A list of redacted items (i.e. addresses, plate numbers, names) was sent to Town Counsel.

We received the quarterly payment for the Highway Block Grant and the LEOP Grant from 2023.

Owens participated in her first Halloween with the Board of Selectmen and Town Staff.

Owens met with Habitat for Humanity and helped complete the form for assistance for an elderly couple.

Owens provided the Board with an updated expense report and office calendar.

CITIZEN COMMENTS

There were no citizen comments.

NON-PUBLIC

Session 1: In accordance with RSA 91-A:3 section II-a, a motion was made by Selectman Walla and seconded by Selectman Garland to enter into a Non-Public session at 5:16 PM. Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; Administrative Assistant III Ann Jasper; and Transfer Station Supervisor Dana Ramspott

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 5:23 PM, seconded by Selectman Garland**.** ***Unanimously approved.***

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

Session 2: In accordance with RSA 91-A:3 section II-a and c, a motion was made by Selectman Walla and seconded by Selectman Garland to enter into a Non-Public session at 5:24 PM. Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; Administrative Assistant III Ann Jasper; Building Needs Committee Members: Jeff Walla, Steve Bookless, Maria Dahlman, Nathan Demanche, and David Beckley

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

The Building Needs Committee presented a draft of their Transfer Station Report to the Selectmen, subject to their approval. Jeff Walla stated that the reason for a non-public session is that if there are specific questions regarding the survey they would like to be able to respond as some of the responses to the open ended questions are Town personnel specific and thus inappropriate to discuss in public session.

The Committee passed out a PowerPoint presentation and Jeff Walla reviewed it with the Board starting with the "Overview of Process". Some highlights are:

- The Committee selected Transfer Stations in nearby towns for visitation and interview. They chose Sunapee, New London, and Warner.
- Visited Grantham pre and post management change.
- Conducted Townwide Survey of residents and non-residents who may potentially use the Grantham Transfer Station.
- Identified Best Practices from visits and interviews including those from operations which were determined to be integral to operating a transfer station.
- Reviewed the results of the survey.
- Developed recommendations regarding buildings and equipment as well as operations with consideration given to the best practices identified and the results of the survey.

They reviewed, in detail, their recommendations for Best Practices for Buildings, Structures and Equipment; Traffic Flow; and Recycling. They also presented other recommendations regarding Swap Shop, Expanded Hours, Tire Disposal, C & D, and Cross-department coordination.

After detailed discussion, the following motion was made: A motion to accept the Building Needs Committee Transfer Station Report as submitted was made by Selectman Garland; seconded by Selectman Walla. ***Unanimously approved.***

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 6:15 PM, seconded by Selectman Garland**.** ***Unanimously approved.***

Session 3: In accordance with RSA 91-A:3 section II-d, a motion was made by Selectman Walla and

seconded by Selectman Garland to enter into a Non-Public session at 6:19 PM. Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; and Administrative Assistant III Ann Jasper

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 6:39 PM, seconded by Selectman Garland**. *Unanimously approved.***

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

Session 4: In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Walla and seconded by Selectman Garland to enter into a Non-Public session at 6:40 PM. Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; and Administrative Assistant III Ann Jasper

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 6:48 PM, seconded by Selectman Garland**. *Unanimously approved.***

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

Session 5: In accordance with RSA 91-A:3 section II-c, a motion was made by Selectman Walla and seconded by Selectman Garland to enter into a Non-Public session at 6:48 PM. Present: Chair Warren Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; and Administrative Assistant III Ann Jasper

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 7:40 PM, seconded by Selectman Garland**. *Unanimously approved.***

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

Session 6: In accordance with RSA 91-A:3 section II-b, a motion was made by Selectman Walla and seconded by Selectman Garland to enter into a Non-Public session at 7:40 PM. Present: Chair Warren

Kimball; Selectman Peter Garland; Selectman Jeremy Walla; Town Administrator Emily Owens; and Administrative Assistant III Ann Jasper

Roll Call vote to enter non-public session: Chair Warren Kimball - Yes; Selectman Peter Garland - Yes; Selectman Jeremy Walla – Yes

A motion was made by Selectman Walla to leave the Non-Public session and return to Public Session at 8:04 PM, seconded by Selectman Garland**.** ***Unanimously approved.***

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

ADJOURNMENT

There being no further business, Selectman Garland moved to adjourn, seconded by Selectman Walla; by unanimous vote, the Board adjourned at 8:05 PM.

The next regular meeting of the Board of Selectmen will be held on **Monday, November 24, 2025, at 5:00 PM**.

Respectfully submitted,

Ann Jasper
Administrative Assistant III