



Board of Selectmen Town of Gilmanton, New Hampshire

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6 APPROVED

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8 Meeting

9 May 28, 2020

10 **5:00 pm** – Meeting was conducted telephonically using FreeConferenceCall.com and live
11 streamed on the Town Facebook homepage, in accordance with State of N.H. Governor's
12 Emergency Order #12 pursuant to Executive Order 2020-04.

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14 **Present:** Chairman Mark Warren, Vice Chair-Selectman Vincent Baiocchi, Selectman Michael
15 Wilson and Town Administrator Patrick Boré (Gilmanton Academy building – Auditorium).

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17 Also present in the audience for the initial part of the meeting: Chief of Police Matt Currier, Fire
18 Chief/Health Officer Paul Hempel, Road Agent Paul Perkins and Patrol Officer Robert
19 Akerstrom

20 21 **Open Public Meeting**

22 *Disclaimer: these minutes represent topics discussed and not a reflection of verbatim discussion.*

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24 **5:00 pm** Chairman Mark Warren opened the meeting, informed the audience that due to an HDC
25 Meeting starting at 7pm, this meeting would need to end at 6:45pm which may not allow for Public
26 Input. Chairman Warren then took attendance of those present and voting (Selectman Baiocchi,
27 and Selectman Wilson) and led the Pledge of Allegiance.

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29 Chief Currier introduces Patrol Officer Robert Akerstrom, a 17-year Police Officer, who has
30 worked as part-time Police Officer in Gilmanton previously. Officer Akerstrom has been promoted
31 to a Full-time position in the Gilmanton Police Department and is being sworn in by Chairman
32 Warren.

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34 Patrol Officer Akerstrom leaves the meeting.

35 36 **COVID-19 UPDATE**

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38 Chief Hempel provides a brief update on the COVID-19 situation.

39 Town government started the process of re-opening to public starting Wednesday, May 27 with
40 Town Offices being open by appointment and Transfer Station resuming recycling. Chief Hempel
41 emphasizes the importance of following guidance set by the Governor's Office. Chief Hempel
42 praises the Town staff and community for their flexibility in adapting to the situation and
43 participation in efforts to flatten the spreading of the virus.

44
45 Chief Hempel then talks about the 4th of July festivities in town which typically include the parade
46 in the Corners District and fireworks at Crystal Lake Park. Chief Hempel indicates that

47 surrounding communities have decided to cancel/postpone their festivities because the current
48 COVID-19 related restrictions do not allow for the type of people gatherings these events typically
49 create.

50 Chief Hempel mentions a decision needs to be made rather sooner than later with respect to the
51 fireworks as materials needs to be purchased from a third-party vendor and security/insurance
52 coverage matters addressed.

53 Selectman Baiocchetti wonders if the fireworks could be postponed. Chief Hempel believes it may
54 be a good solution: if we had to make a decision now, based on current restriction his thoughts are
55 the Town may not be able to allow to host the fireworks at Crystal Lake Park.

56 Don Guarino, for the 4th of July Association, joins the meeting over the phone. Mr. Guarino
57 mentions he has had initial discussions with Chief Hempel and Currier about the 4th of July
58 festivities and is hoping that Governor Sununu will address the 4th of July events at his conference
59 on Friday, May 29.

60 With respect to fireworks, Mr. Guarino talks about potential venues other than Crystal Park, which
61 could allow for some type of "drive-in" scenario where attendance would be able to park at the
62 venue and watch the fireworks while staying in their cars. Mr. Guarino indicates he did look into
63 GYO Park as one of these venues but came to the conclusion there would not enough space to
64 entertain such a scenario and fireworks would have to be set to close to the tree lines.

65 Mr. Guarino indicates he has thought of the Elementary School as another potential venue with a
66 larger parking space and fairly central location in town. Next School Board meeting is June 9.

67 The fireworks vendor is amenable in terms of adjusting the date, currently being scheduled for the
68 last Saturday in June, may even be able to do it on the 4th because they have received many
69 cancelations. The permitting process is on the critical path according to the vendor, because it
70 usually takes time to receive approvals from the Fire Department.

71 T.A. Boré inquires with Mr. Guarino about the timeframe and a drop-dead decision date as we
72 await words from the Governor's Office.

73 Chief Hempel states that nobody wants to cancel these events before we hear from the Governor
74 and that unless restrictions as they exist today are lifted for the purpose of these 4th of July
75 festivities, he does not believe that Crystal Lake Park would be able to host the fireworks while
76 guaranteeing the safety and security of the community.

77 Selectman Wilson inquires about the option of a later date towards end of summer, such as
78 combining the fireworks with the Labor Day event, which the organizer of is amenable to.

79 Mr. Guarino suggests that if the decision is to postpone until end of summer, we should pay the
80 vendor in advance, which Selectman Wilson disagrees with.

81 Selectman states the decision should be tabled until Governor Sununu has addressed the 4th of July
82 activities. In the meantime, he recommends Mr. Guarino inquires with his vendor for availability
83 later in the summer in case we have to postpone.

84 Chief Hempel reiterates that the current guidelines that Governor Sununu has asked everybody in
85 the State to adhere to will not allow us to conduct festivities as Gilmanton has historically been
86 conducting them and that the venues mentioned in the discussion will not work in terms of social
87 distancing and gatherings restrictions.

88 Answering Selectman Wilson about potential liability for the Town, Chief Hempel indicates it is
89 more a matter of principle that Town government's responsibility is to adhere to the Governor's
90 orders and guidance.

91 Chairman Warren concludes the discussion by stating that the current COVID-19 situation has
92 unfortunately forced all of us to renounce a lot of things. He thanks Chief Hempel and Chief
93 Currier for their leadership in this matter, which the Board looks to when having to make this type
94 of decisions.

Mr Guarino leaves the meeting.

The Selectmen confirms to Chief Currier that they will meet with him on June 4.

Chief Currier and Chief Hempel leave the meeting.

Road Agent Perkins is then invited for a discussion about the Highway Department as a follow-up of the Town Meeting vote on the Operating Budget and Warrant Articles.

T.A. Boré reminds the Board that the Town voted against the creation of a Director of Public Works, which was pursued to allow for the Road Agent to expand his duties over certain activities not included in the statutory definition of a Road Agent's scope of work. This vote has implication with respect to one of the two new positions included in the Highway Department as part of the Operating Budget, an "hybrid" position with duties such as Town building lawn mowing and Facility Maintenance in addition to a typical equipment operator scope of duties. This full-time position carries a salary of \$26,560 on line 117 of the Highway Administration Department plus benefits on other lines. Road Agent Perkins confirms that his status does not allow him to have these extra duties performed under him.

T.A. Boré suggests that the hybrid position could report to the Road Agent for the duties under his status and to another Department for the lawn mowing/building

T.A. Boré clarifies that the 2 new positions were voted under the operating Budget, not special warrant article in answer to Selectman Baiocchetti.

T.A. Boré confirms with Road Agent that the Highway Department has been a 4-position department for many years, that currently 3 of the 4 positions are filled, the foreman position having been vacant for awhile now with the Town having had difficulties filling the position. Road Agent states that a key reason for the foreman to resign was the new pay scale policy with pay increases being effective after vote by the Town Meeting and not retroactive to January of the year.

The 2 positions are funded under the operating budget, although the hybrid position can not happen for statutory reasons. Chairman Warren indicates that in the current COVID-19 situation the Town is seeking to avoid unnecessary expenses. The Road Agent confirms that he needs the additional, fifth position. And that he takes care of roads and does not want to open the door to something else.

General consensus from the Board to freeze the budget lines related to the hybrid position, line 117 for salary and all related amounts in benefits line.

With respect to warrant articles voted through, one was to purchase a new pickup truck with a trailer, one for purchasing a zero-turn mower to go on the new trailer. With the freezing of the hybrid position, no need to purchase the mower, nor the trailer. Discussion ensued on the new pickup truck, which the Road Agent states he needs, potentially for the new foreman. The pickup truck would be financed by pulling the funds from the Highway CRF, no taxation impact. If the truck is not purchased, funds would remain in the CRF. The \$ amount in the warrant article is for an F-250 4x4 Reg cab gas, which selectmen do not believe is the right equipment nor the right timing.

Board general consensus to freeze the hybrid position, proceed with hiring of 5th operator position, not to act on pickup truck + trailer nor mower purchase.

143 T.A. Boré then talks about the 2 warrant articles voted through for the funding of a Road
144 Assessment and Stream/Culvert Assessment by LRPC. Question is whether Road Agent under the
145 current short-staffing situation can handle these 2 projects now. T.A. Boré states that LRPC has
146 indicated minimum prep work would be required from Road Agent for the assessments. Road
147 Agent confirms he can handle both. Discussion touches on traffic count as part of the Road
148 Assessment and whether now is the right time to conduct such a count. T.A. Boré to follow up on
149 that specific point with LRPC.

150 Selectman Baiocchi asks about the purpose for these assessments. Road Agent and T.A. mention
151 that only available data are from the 1993 Master Plan, that the expectation is to get guidance/data
152 to better plan road work and be able to share with residents. Selectman Baiocchi and T.A. Boré
153 also both talk about what work could/should be done by the Highway versus being outsourced,
154 which should be an outcome of the assessment as well, for instance between patching/repaving,
155 shim & overlay or reclaiming which requires different equipment.

156 T.A. Boré asks Road Agent whether in his opinion Culverts/streams are in better shape than roads
157 altogether since Culverts/Stream assessment makes more sense to occur first in the event there is
158 a decision to be made to have only one assessment conducted this year if the Board does not believe
159 he can handle both. Road Agent feels comfortable he can do his part of the assessments.

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161 **General Board consensus is to proceed with both assessment unless traffic count is confirmed**
162 **to be a major factor in the Road Assessment in which case this one may have to be**
163 **reconsidered.**

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165 Chairman asks the Road Agent if he needs anything else from the Board. The Road Agent states
166 he is ok right now and thanks the Board for upping his PO approval authority which facilitates the
167 purchasing process.

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169 Selectman Wilson asks the Road Agent if gravel is up for bid. Road Agent states that he buys
170 gravel all year round, so no ongoing bidding right now, but for sand he is putting it up for bid now.

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172 T.A. Boré talks about the RFP issued for repaving of the Academy Building driveway. Only one
173 bid was received despite being posted on several media and over 26 companies approached. The
174 bid is \$114,100, while the Town raised and appropriated \$98,350 under warrant article voted by
175 the Town. That number was based on a quote obtained last year by a local company.

176 This would be an additional financial burden on the Town at a time we are careful about cashflow.
177 T.A. Boré's recommendation to the Board is to not award the project at this point and wait for later
178 in the summer to reconsider based on Town's cash flow and overall financial situation
179 uncertainties.

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181 Chairman Warren reminds the Road Agent about the Town's bidding policy, which the Road
182 Agent confirms is nothing new to him. Road Agent confirms salt is under a State Bid. Selectman
183 Wilson inquires about bidding out plowing services. Road Agent states it is his opinion we do not
184 need to do that. Selectman insists this is the Town Policy that bidding is required starting at \$5,000
185 and all the snow-plow contractors are currently making more than that. Road Agent restates he
186 does not want to put that business out to bid, prices will go up. Selectman Wilson states he will
187 not accept payment requests if no bidding. Chairman Warren states he wants to find a way to work
188 together with the Road Agent for a resolution. Selectman Baiocchi indicates that the bidding is
189 not only about pricing.

191 Road Agent leaves the meeting.

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193 T.A. Boré indicates the Board needs to address two items in priority next because of time
194 constraints:

195 - Grant Agreement for COVID-19 related expenses under GOFERR Cares Act Funding

196 - Tax Warrant

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198 T.A. Boré explains that the Governor's Office Governor authorized the allocation and expenditure
199 of \$32 million to municipalities to cover eligible COVID-19-related expenses incurred from March
200 1, 2020 to August 31, 2020.

201 The \$32 million have been allocated based on 2018 population figures. Gilmanton's maximum
202 amount of eligible expenses that will be reimbursed is \$89,634. Eligible reimbursements through
203 other federal sources, including FEMA and any state or local match must be excluded Any eligible
204 expenses submitted for reimbursement above that amount will, after August 31, 2020, lapse back
205 to the GOFERR Coronavirus Relief Fund to be available to the State for other disbursement. In
206 September, local governments will be required to estimate the additional COVID-19-related
207 expenses they will incur through December 30, 2020. GOFERR will use this information in
208 considering whether further relief might be needed after August 31, 2020.

209 Grant Agreement: Each local government must submit by e-mail no later than June 1, a signed
210 grant agreement to GOFERR to be eligible for the funds.

211 Reimbursement Requests: Local governments must submit reimbursement requests to GOFERR
212 by email, including expense details/explanations, estimates, if applicable, and supporting
213 documentation. The initial request for reimbursement may be submitted with the completed grant
214 agreement, and must be submitted by June 1, 2020.

215 Gilmanton's first reimbursement request is for \$6,510.27.

216 To-date, the anticipation is that we should be way under the \$89,634 maximum amount.

217 The reimbursements are to be treated as unanticipated revenues and as such must be accepted
218 under RSA 31:95 (b) or RSA 21-p:43, the difference being that under the latter there is no need
219 for a Public Hearing prior to acceptance of the funds.

220 T.A. Boré recommends that:

221 - the Board accept the future receipt of up to \$89,634 in unanticipated revenue under RSA 21-
222 P:43, give Mark Warren, as Chairman, authority to execute the GOFERR Grant Agreement.

223 - Give Mark Warren, as Chairman, authority to sign the Town first reimbursement request of
224 \$6,510.27.

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226 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice-Chairman Baiocchi, it
227 was voted unanimously to accept the future receipt of up to \$89,634 in unanticipated revenue under
228 RSA 21-P:43, and give Mark Warren authority to sign the GOFERR Grant Agreement. (3-0 Voice
229 Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Wilson – yes).

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232 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice-Chairman Baiocchi, it
233 was voted unanimously to authorize Mark Warren to sign the first reimbursement request of
234 \$6,510.27. (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman
235 Wilson – yes).

T.A. Boré presents the Tax Warrant to the Board of Selectmen to authorize the Tax Collector to collect \$6,165,056 as part of the Town's 2020 Real and Personal Tax Warrant, which payment are due on or before July 1, 2020.

MOTION: On a Motion by Vice-Chairman Baiocchetti and seconded by Selectman Wilson, it was voted unanimously to approve the Tax Warrant in the amount of \$6,165,056. (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes).

T.A. Boré then talks about a recommitment letter to be approved by the Board with respect to the Lakes Region HHW Collections program. In November 2019, the BOS submitted a Letter of Commitment indicating that Gilmanton would commit resources to the Lakes Region HHW Collections, enabling residents and taxpayers to participate in the collection.

LRPC is seeking re-commitment after being notified by a couple of communities that they have decided to withdraw from this year's HHW Collections. 2020 appropriation for Gilmanton - \$3,853 will remain the same. For Gilmanton, collection occurs in Belmont. Belmont has confirmed they are re-committing.

Collection to occur on July 25 and/or August 1, 2020.

MOTION: On a Motion by Vice-Chairman Baiocchetti and seconded by Selectman Wilson, it was voted unanimously to authorize Chairman Warren to sign the recommitment letter to the 2020 Lakes Region HHW Collections program (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes).

In interest of time T.A. Boré recommends to the Board to table all remaining posted items and asks the Board for availability for a meeting next week to address these items and any other new items.

Board agrees to meet on Thursday, June 4th, from 2PM to 4PM.

Selectman Baiocchetti enquires about resuming public presence at B.O.S. meetings. T.A. Boré reminds that we are still under the Stay-At-Home Order until May 31, which limits gatherings to 9 people. The NHMA email received during the meeting implies this restriction is going to be extended by the Governor for the foreseeable future. Unless this is lifted, we cannot resume public attendance.

Depending on what is announced by the Governor this week end, T.A. Boré hopes the Selectmen's office could reopen counter services to the public next week.

Adjournment: On a Motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to adjourn at 6:49 pm (3-0).

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Respectfully Submitted,


Patrick Boré

Recording Secretary

Approved by the Board of Selectmen


Chairman Mark E Warren


Vice-Chairman A Baiocchetti


Selectman Michael J. Wilson