



SELECTMEN'S OFFICE
TOWN OF GILMANTON

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Board of Selectmen Meeting

APPROVED AS AMENDED- 07-19-2021

June 21, 2021 - Academy Building - 6:07P.M.

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Evan Collins, Town Administrator- Heather Carpenter

Members of the Public Present: Kevin Fadden, Kevin Delaney - Representatives from ITW, and Darleen Breton

PUBLIC MEETING MINUTES APPROVAL

- 06-07-2021

Action Item Review from the meeting of 06-07-2021: The Chairman requested to go over the action items represented on this set of minutes which included;

- ☐ Confirmation for the representative for the LRPC TAC meetings. A confirmation has not been received to date. The TA will follow up with the Road Agent.
- ☐ Finance Policy Amendments – This discussion will take place later in the meeting.

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the minutes of 06-07-2021. (3-0)

Private Road Agreement- The Chairman recommends moving to New Business to address the request for the private road agreement. Kevin Fadden, a representative from ITW presented the private road agreement to the Board for their approval. This private road agreement is in line with the settlement of the ITW cell phone tower case. The original application for the cell tower came to the Planning Board with the original request of being 140 ft in height, the settlement agreement reflects a height of 115 ft.

Board Consensus: All three signatures were provided to the private road agreement and will be recorded with the Belknap County Registry of Deeds.

CONSENT AGENDA

1. Assessing Item:

- Abatement Applications: UTIL-NHEC & UTIL-PSNH
- Yield Tax: 116-009, 408-001, 420-099, & 423-067
- Land Use Change Tax- 410-012001, 412-001, 419-015002, 421-012, & 421-014
- Exemption: 413-029, 115-016, 419-085, & 420-042001
- Memo from the Assessing Administrator

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the elderly exemption for Map/Lot 413-029 (3-0).

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi it was voted to approve the consent agenda as presented. (3-0)

COMMITTEE UPDATE

4th of July Association Update: Change from 07-03-2021 to 07-04-2021; the July 04th parade will be held on Sunday, July 04th at 10 a.m. *The PD was not initially consulted on this change only the Fire Dept, this has since been worked out and PD has been able to accommodate the event. In the future, it might be helpful to keep the parade on the actual day of the 4th to lessen any confusion.*

Board Understanding: The 4th of July parade is held on the 4th as it has been done historically.

Public Comment: Darleen Breton- Mrs. Breton came to speak with the Board regarding the speeding issues on Allens Mill Rd, the concern that people can no longer walk the road safely due to speeding cars. The recommendation is to install crosswalks between Beechwood and GYO, and Oakcrest across Allens Mill, painting a line down the road so people are not passing at dangerous points of the road and placing a speed monitor sign on the road. The additional speeding issue from the Corners intersection up the road between the morning and evening commuting hrs; 5:00 a.m. – 7:00 p.m. & 4:00 a.m.- 6:00 p.m.

Board Consensus: Based on the discussion regarding Allens Mill the Board is requesting that the Road Agent and the Chief of Police be present at their next meeting to discuss the issue and possible solutions based on their recommendations. The next Board meeting will be held on July 19th.

OLD BUSINESS

2. Town Clerk/ Tax Collector- Follow-up regarding the current deeding process, the current deed date has been moved to Monday, August 02, 2021.
3. Finance Policy- Draft; A update to the draft has been provided for review, minimal changes have been made. Further discussion and clarification based changes are as follows;
 - ☐ Clarification: Pg. 5 of 7; The \$5,000 limit was per card
 - ☐ **8.5** – Remove the first sentence and add to the bottom of the last sentence “greater than \$5,000.00”
The second sentence will be re-written to state, “ If the Board of Selectmen does not agree with the purchase greater than 5,000.00, the requisition/ purchase order will be returned to the Town Administrator or designee who will return it to the Dept. Head.
The last sentence will be re-written to state- “ A quorum of the Board Of Selectmen must sign/approve each requisition/purchase order greater than \$5,000.00.
 - ☐ **8.8**- Clarification- PO’S are not used for regular bills such as phones, electrical bills, heating fuels employee benefits, and vehicle fuel or hauling fees. These bills are coded and approved by the Board through the weekly manifest.
 - ☐ **7.8**- remove interest charges, replace with all charges. The sentence will read as follows- Employees will be held personally responsible for all charges attributed to their failure to provide the Town with a timely receipt. Timeframe for receipt submission determined by billing cycle and communicated by Finance.
 - ☐ **7.10**- Remove the second sentence completely.

Continued discussion regarding billing date timeframe, approving the policy with additional changes per discussion.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the Finance Policy as amended. (3-0)

4. The consortium of Lakes Region Communities for Cable TV Negotiations; Regarding the addition of the Town of Northfield NH – We had the first consortium meeting on June 16th, the Town of Northfield has received approval from their Board to be able to join us for the amendment/negotiation process. This allows the cost of legal representation to be shared on a wider scale which helps lower the cost.

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to unanimously approve the admission of the Town of Northfield to the Consortium of the Municipalities of Alton, Belmont, Deerfield, Franklin, Gilford, Gilmanton, Laconia, New Durham, and Northwood as a Member Municipality, pursuant to the Intermunicipal Agreement signed by the current Member Municipalities, subject to the Town of Northfield executing:

1. The Intermunicipal Agreement, and
2. An engagement letter with DTC Lawyers, counsel to the Consortium. (3-0)

PUBLIC INPUT: The chairman opens public comment at 7:15, no public present.

Vice-Chairman Baiocchetti- Now that the Emergency Orders are over is the Board going to continue to allow virtual public comment.

The chairman closed public comment at approximately 7:18 p.m.

* Note: Times and order of items are approximate and may be changed at the discretion of the Chairman.

Board Consensus: No issue with allowing public comment via Zoom.

NEW BUSINESS

Request for Employee BBQ – The Dept. Heads requested that the Board would consider supporting an event for an employee BBQ for team bonding.

Continued discussion to incorporate a training session or having it be recognition BBQ for long-term employees/ volunteers possibly having pins for service. In concept the Board agrees, the budget for the event still needs to be determined, date and time will need to be figured out, Selectmen would like to be a part of the event to grill. Details will be discussed with the Dept. Heads.

SELECTBOARD ITEMS & FYI 's

5. FYI information is given; A thank you email to Police Dept. and a letter from Police Standard and Training Council
6. ARPA- Senator Gray gave additional information through Chairman Warren, the information will be sent out to the Board members after the meeting.
7. LPRC- The TA has reached out regarding the Road Report, it was supposed to be sent out last week but it has not been received. The office has not heard back regarding the concept of utilizing the money for stormwater management on a larger scale/ engineering the project TA will follow up with Dave Jeffers this week.

Conclusion:

- The Town Offices will be closed on Monday, July 5th in observation of the 4th of July holiday.
- The next meeting will be held on Monday, July 19th, 2021 at 6:00 p.m.
- Joint Board Meeting will be held on Tuesday, July 20th at the school 1386 NH Rte 140. the meeting will include the School Board, the Board of Selectmen, and the Budget Committee.
- Work Session for Personnel Policy is TBD; The overall concept of the policy is being worked on, the thought process behind the re-work of the document is to reflect the chain of communication from the BOS to the Town Administrator to the Dept. Heads and when there is an employee issue the chain will reflect that it goes from the employees to the Dept. Head and communicated to the TA who will communicate items to HR as required. The goal is not to take away power from the TA, rather a reflection of the correct chain of communication. Once the policy is cleaned up, a date for the workshop with Dept. Heads will be scheduled so we can all go through the policy all at once and everyone understands the changes.
- Harassment Policy will be included in the personnel policy but also a separate sheet with an acknowledgment signature required to be given to all employees, Boards/committees, and volunteers.

Chairman Warren- Q: Was the follow-up information sent out to the Board regarding the vacancy of the Highway position?

A: Yes

ADJOURNMENT

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at approximately 7:42 P.M.

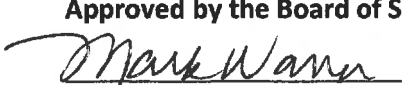
(3-0 Voice Vote – Chairman Warren, Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

Respectfully Submitted,



Heather Carpenter
Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins

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