



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVED AS AMENDED

Board of Selectmen Meeting

May 2, 2022 - Academy Building – 5:01 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Warren, Vice-Chairman Vincent Baiocchi, Selectmen Evan Collins, Town Administrator Heather Carpenter, Krista Nielsen – Park Attendant, Glen Waring – Town Treasurer

Public: Joe Haas

PRESENTATION AND DISCUSSION –

2. Treasurer – Glen Waring – The appointment recommendation was received at the 04-18-2022 meeting. The Board requested the treasurer come to tonight's meeting to discuss the recommendation for the Deputy Treasurer. A Deputy is required and it would be preferred to keep it "in-house", the Town Administrator, or someone else in the office. A discussion was held regarding the delegation of duties. It is helpful when the Deputy role is held in-house, if there is an inability for the Treasurer to come Tuesday evenings or Wednesday mornings, the Deputy has the ability to provide signatures to allow employees and vendors to get paid. It has been a long-standing practice that the Deputy is an employee of the town. No check is authorized without the signature of the Select Board and the signed manifest allows Finance to issue checks. The Treasurer reviews those items and does not keep a separate set of books, this is delegated to the office. According to the RSAs, he has full delegation authority to allow those items to be covered by the office. The only thing that has changed with this delegation of duties for the Deputy Treasurer is TA Carpenter's position within the office. Currently, the Finance Officer and Clerk input all the information, TA Carpenter will sign the checks but does not input any information. Vice-Chairman Baiocchi disagrees with the delegation to town employees and feels it puts them in a potential conflict with their position. Even though nothing is being done wrong, if there is a mistake, issue, or an accusation it puts the employees in the middle unnecessarily. His recommendation is to have someone outside the office appointed. Selectmen Collins's recommendation is to have an in-office appointment so there is no deadline missed. TA Carpenter agrees, however, the term of the Deputy can be re-evaluated, and potentially next year a recommendation for another employee can be made. If the delegation of authority is adjusted, the Treasurer may be in a position he has to resign due to his other responsibilities.

Motion: On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to appoint the Town Administrator as the Deputy Treasurer for 1-year. (2-yes, 1-no).

1. Park Update – Krista Nielsen – Park Attendant

Vice-Chairman Baiocchi attended a meeting with Parks and Recreation Committee to discuss the park and how to be able to use it. Krista Nielsen-Seasonal Park Attendant and Tom Nielsen-Contracted Groundskeeper were in attendance, as well as four members of the committee. Krista and Tom will learn how to put the buoys out, volunteers will help clean up the park instead of placing that responsibility on Krista. They would like to hold a park cleanup day. There are some repairs and maintenance that will have to be worked on for the budget in August, warrant article for replacing the beach sand, poles on the pole barn are rotted, and fencing needs to be replaced and repaired. The volunteers would like to host some of the programs as they have done before, music in the park, yoga classes, etc., but if there is an outside individual, what would a teacher be allowed to charge for the class? TA Carpenter clarified they cannot charge or collect on town property or on behalf of the town.

Chairman Warren questioned if there was anything the town needed to think about for insurance if there were organized groups charging, not on behalf of the town. TA Carpenter stated anyone is able to use the public open space without notifying the town.

Vice-Chairman Baiocchetti stated there were some budget items discussed for 2023 and working out a policy for use of the park. The committee would like people to come to the park and utilize it even though the town is not scheduling events. Cathy Lines will be writing up the minutes from the committee meeting which will have to be brought in within a certain time. TA Carpenter requested a list of a seasonal schedule of when meetings will take place and the town can post them in an effort to be sure it's not conflicting with other meeting times. She also clarified that if a PO is needed for a vendor because specific documents are required or items need to be ordered communication to the office is necessary.

TA Carpenter stated the office has already begun working with DES on the type of permits required to add more sand to the beach area. Information was received that there is some vegetation growth on the beach, so the Groundskeeper is looking into what is growing and is going to have it tested by UNH.

MEETING MINUTES APPROVAL

3. 04-18-2022 – Line 176 Chairman Warren abstained from voting on the Meeting House Rd vote for the RFP, (2-0), and Sargent Rd vote (3-0).

Motion: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins, it was voted to approve the minutes of 04-18-2022 as amended. (3-0)

CONSENT AGENDA: Assessing Items – Credits and exemptions 129-010, 415-034, 409-024-002, 415-029, 409-068, 408-005, Timber Yield & Warrant 414-007.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to accept the consent agenda as reviewed. (3-0)

NEW BUSINESS:

5. **Cemetery Trustees** – Beech Grove Right to Inter Additional Deposit - \$100.00 – Request to accept the amount of \$100.00 from Adrienne Dugal as the fee due for a subsequent interment. Motion and signatures are required.

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to accept the check from Adrienne Dugal as a fee due for the subsequent interment, Adrienne Dugal into lot #F17, Beech Grove to be deposited into the Beech Grove General Care Fund and to direct the check to be forwarded to the Trustees of the Trust Fund for the deposit for that purpose. (3-0)

6. **LCHIP Funds** - \$37,500.00 was received which represents the first 50% payment of the Town's Grant Round 20 award for rehabilitation of the Old Town Hall. Board acknowledged the \$37,500.00 for the 50 percent payment of the Town's Grant Round 20.

7. **Light Commercial Haulers** – Request for renewal from Lakes Region Environmental, 151 South Rd.

☐ **Action Item** - Review Light Commercial Hauler permit process

8. **Overtime Request** – Previously there was a request from the Executive office to adjust hours which was not approved by the Board. The request is to use the vacant position funds in Highway and Town Clerk/Tax Collector that were not anticipated to hire for this year due to the default budget as an ability to use overtime for the office to assist with the current workload. Board questioned how much overtime is proposed and how long it would take for the new employee to be brought up to speed. TA Clarified that the new employee should have at least a month with the CDD and then after that, it will be dependent on the workload from the meetings. The intention is not to use more than 5 hours per employee per week. Discussion held on overtime, training, and whether a new employee should have overtime. New employees work regular hours in the office, but also train at meetings, but if the hours are altered then they do not get trained on the counter. Board discussion on modifying the in-office hours so employees staffing meetings do not go over hours during the week. TA Carpenter requested clarification and discussed not altering office coverage on meeting days, modifying hours causes understaffing when the office is open and it causes it to be ineffective.

There are 40 hours in a week, the office is opened at 9:00 and closes at 4:30, requiring coverage from 9:00 to 4:30, meetings are in addition to this. There is no schedule to offer the board because it is dependent on the workload from the meetings. Overtime was not the first recommendation; it was altering open hours to keep up with the demands of the office. Summer is coming and many people use their vacation time for long weekends etc., this will likely leave the office short-staffed on Fridays and during the summer months and the workload is increased. Board discussion on the length of the proper training period, whether to allow overtime but keep it to a minimum, process, and adequate training.

TA Recommendation: One-month training for meetings for new employees, but does not feel like an individual will be comfortable in the position for a year. Probationary period, 6 months.

Board Consensus: Overtime for regular employees as needed per town policy.

☐ **Action Item:** TA Carpenter keep an ongoing log of short staffing, and OT hours required.

9. **Grant Intent to Apply for Hazardous Mitigation Grant** – The Town has submitted the intent to apply for the Hazardous Mitigation grant which could potentially gain funding to help with the road projects. The application has been submitted within the appropriate timeline.

SELECTBOARD ITEMS, FYI, & OTHER TOPICS

OLD BUSINESS

10. **Highway Update** – 2022 Project List – Chairman Warren clarified information on the RFP for Meetinghouse and Sargent Rd. He requested specifics from the Road Agent with the understanding that emergencies could possibly occur and adjusted the timelines. At the request of the Board, the Road Agent submitted a generalized outline of the seasonal projects that need to be completed. After further review and discussion, they will require more information and specifics on the project list. Specification on timelines, a plan for the work, where the items will be budgeted, such as what items will fall under Highway Block Grant, Road Betterment, or general budget lines. Details for updates and overall understanding is needed for the Board's understanding but also being able to inform residents that ask, and provide information to the public through the website.

11. **Transfer Station Report Update – 04-23-2022** – Ron has been sending in the updates weekly, and April's report has also been received. Electricity is going well. There were additional breakdowns for the compactor, there is a \$2,500 PO that has been received and clarification needs to be made on which budget line it is coming from. Chairman Warren discussed the known closure that took place on Sunday. The TA reinforced the closure protocol for the Academy Building and the Transfer Station, which is approved by the Chairman of the Board.

12. **Clerk of the Works** – The ad has not been produced at this time, but there has been an interest for a Clerk of the Works for the Energy Project and the Road Projects. The Energy Committee has received a resume and will deliberate on it, and then get that information to the Selectmen's Office, but that has not been received yet.

TA Carpenter is looking for information to formulate a Clerk of the Works job description for the Road projects, she found a job description for the Chairman to review.

There are people in town interested in the position. This will be posted on the town's website, NHMA, and the newspaper once a job description and ad are produced. The position description will include the scope, the timeframe, and the pay rate. A discussion was held on whether to allow the interested parties to give a proposal to the Selectmen regarding the scope of work and pay rates. Suggestions include paying an hourly rate for the duration of the project or a lump sum flat fee.

☐ **Action Item:** TA Carpenter and Chairman Warren will work on a job description for the Clerk of the Works position.

13. ARPA Reporting – Reporting was completed on Wednesday of last week. Reporting will get more detailed as projects are planned; this first reporting was simplistic.

Vice-Chairman Baiocchi – We are going to look at all of Belknap County's salaries and get an idea of what towns former employees went to so we can get an idea of pay, where they are going, what the surrounding areas are, and what the market demand is for salaries so we can get ready for budget.

Ordinances and policies are due in June so they can be brought to legal and a public hearing will need to be held. We are also working on updating the job descriptions.

TA Carpenter requested clarification on the date for the ordinances to be in hand by June 1st. The pay scale and job descriptions should be in by the 1st or middle of June. The spreadsheets will be sent out along with the notification to the Department Heads that they need to update their job descriptions.

- **Action Item:** TA Carpenter will direct any pay scale and job description information to Vice-Chairman Baiocchi to compile and present to the Board. He will send it to TA when completed.

PUBLIC COMMENT – 7:00 p.m.

- **Joe Haas** – He reviewed the Town Report 2021 and page 199 has an error and is mislabeled; the State Senator is James Grey. Joe will reach out to Amanda to correct for the next Town Report 2022. Regarding salaries, Title 30 of the US code and a statute he cannot recall the number for, states elected officials are not employees but are receiving a total of \$166,132.26. He stated the individual amounts each elected official was receiving annually. He believes the money deducted is wrongfully going to the federal government and would like the Board to look into it. TA Carpenter stated that the information should be given ahead of time and she could present him with the information. If he would like to provide the information, the research will be done.

SELECTBOARD ITEMS, FYI, & OTHER TOPICS (cont.)

- 14. NON-PUBLIC pursuant to RSA 91-A:3, II (I)** – Legal for the following matter: 323 NH RTE 140 – Raze and Remove order, Varney Rd, South Rd., revision of Employee Complaint Policy – Recommendations per legal counsel, Harassment Issue, and recommendation.

Motion: On a motion by Chairman Warren, and seconded by Selectmen Collins it was voted to enter into Non-Public 91-A:3, II (I). (3-0)

Motion: On a motion by Chairman Warren, and seconded by Vice-Chairman Baiocchi it was voted to come out of 91-A:3, II (I). (3-0)

- 15. NON-PUBLIC pursuant to RSA 91-A:3, II (a)** – Employee- HWY- This meeting was held regarding a probation period matter.

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi it was voted to enter into Non-Public 91-A:3, II (I). (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of 91-A:3, II (I). (3-0)

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi it was voted to seal the Non-Public minutes. (3-0)

Motion: On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to approve Non-public minutes 1 of 1, April 18th, 2022, sealed. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to adjourn the meeting. (3-0)

Adjourned 8:03 P.M.

190 Respectfully Submitted,

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193 **Approved by the Board of Selectmen**

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195 Chairman Mark E. Warren

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Vice-Chair Vincent A. Baiocchetti

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Selectman Evan Collins