



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Amended

Board of Selectmen Meeting

February 05, 2024 – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter, Town Clerk/Tax Collector Elise Smith

Public: Kyle McAdam, Parker Hoffacker

MEETING MINUTES APPROVAL

1. 12-18-2023 – Public Minutes

2. 01-15-2024 – Public Minutes

Motion: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the meeting minutes from 12-18-2023. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the meeting minutes from 01-15-2024. (2-0), *Vice Chairman Baiocchetti, abstained*

Discussion regarding minutes from 01-15-2024.

Vice Chairman Baiocchetti asked for clarification regarding whether an engineer study requirement for Governor's Rd.

Chairman Warren stated that is correct. He stated the Selectboard felt that the engineer study was not needed, because the State would be doing a full review of this.

Vice Chairman Baiocchetti stated this is a private road that will turn into a Town Rd. once approved.

Chairman Warren stated it will be a Town Rd. once it's voted on and then it will be maintained.

Vice Chairman Baiocchetti asked if they were going to get an engineering study with that.

Chairman Warren stated no.

Vice Chairman Baiocchetti asked for further clarification as to why they wouldn't require the engineering study.

Selectman Collins stated the Selectboard will be hiring a Clerk of the Works of their choosing which could potentially be an engineer.

Chairman Warren stated he and Selectman Collins had a slightly different view of the project. They need to have a review of the documents and the State was doing this.

Vice Chairman Baiocchetti asked what the State does.

Chairman Warren clarified that because of the amount of area that is disturbed, the project needs to go through a State review process and they will look at all the engineering documents to ensure that it meets State minimum standards and the Clerk of the Works will need to ensure that the standards are being followed. He reached out to an engineer for himself for additional review and it was stated that an engineer working on behalf of the Town would be looking at how this design affects maintenance long term, where the State would be evaluating whether it meets minimum standards.

Vice Chairman Baiocchetti asked if this would need to go before the Town.

Chairman Warren stated that once it goes from a private road to a public road it will have to be adopted by the Town. He stated by no means has the Selectboard set a precedent saying there will not be ongoing recommended reviews.

CONSENT AGENDA

3. PO – DJ Geddes Trucking - \$5,670

4. PO – Robert L. Potter - \$18,125

5. Rules and Regulations for the Conduct of Raffles – Form approval

6. Community Development – Oaths for HDC Appointment – Cody O'Leary and James Allen

47 **7. Community Development – 2023 Equalization Ratio – 59.3%.**

48 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted approved the
49 Consent Agenda as presented. (3-0)

50 Vice Chairman Baiocchetti would like more information and be able to review the plowing and sanding invoices
51 before they sign off on them.

52 Invoices were presented for review and discussed.

53 Chairman Warren asked about the equalization ratio at 59.3%.

54 Vice Chairman Baiocchetti stated that should be changing next year after reval.

55 TA Carpenter stated yes, once the reval happens it will be updated.

56 Vice Chairman Baiocchetti asked when it would go into effect, 2024 or 2025

- 57 ☐ **Action Item:** TA Carpenter to ask when the new numbers will go into effect from the reval, 2024 or
58 2025.

59 Chairman Warren spoke on behalf of the appointment for HDC. He was present at the meeting where the
60 candidates came forward and he recommended them to be appointed. He believes they will be a good addition
61 to HDC and are residents currently living in the Historic District.

62
63 **NEW BUSINESS**

- 64 **8. Trustees of Cemeteries -** A \$495 donation to be deposited into the McIntyre Family Care Fund to
65 purchase a new sign for Wilson Hill Cemetery.

66 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to accept
67 the amount of \$495 from Ronald Leclerc from the Kelley Family and deposit it into the McIntyre Family Care
68 Fund and the check be forwarded to the Trustees of the Trust Fund for deposit. (3-0)

- 69 **9. Oaths –** Ballot Clerk and Pro Tem Selectmen

70 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept
71 Melissa Beale, Margot Lucas, and Kelley Sedgley for ballot clerk, and Grace Sisti for pro tem Selectmen. (3-0)

- 72 **10. Lakes Region Cable Television Consortium –** Update, local retail locations have been removed. There
73 has not been a lot of movement with Breezeline negotiations and Gilmanton has a small contract with
74 them. The location in Belmont is just a warehouse now and has shut down the retail location. The
75 closest location is in Rochester. The Consortium has gone back and forth, and let them know that
76 Rochester is not local to our region. The Town has not been approached by Comcast and there's no real
77 competition for Gilmanton, but Comcast has offered a regional store.

78 TA Carpenter asked if the Selectboard was willing to move forward with the contract without Breezeline
79 offering a retail location. She stated if Comcast approaches Gilmanton, the franchise agreements will
80 need to mirror each other.

81 Chairman Warren asked what happens if they don't enter into a contract with Breezeline.

82 TA Carpenter stated there is a one-year extension with them, but after that, they could pull their service
83 out of Gilmanton. But with no one competing for that service, it would leave residents without cable.

84 Chairman Warren would like to fight for the residents who would like to go to a physical location if the
85 Town can.

- 86 **11. Gilmanton Energy Committee –** Elise Smith and Kyle McAdam were present on behalf of the Energy
87 Committee. They are here to present a new name and mission statement to encompass more of what
88 they will be moving forward with in the future. She has presented the Selectboard with a new mission
89 statement with goals and is moving to change the Gilmanton Energy Committee to the Gilmanton
90 Sustainability Committee.

91 Chairman Warren stated that he served on the Energy Committee when it first started and it was just
92 looking at alternative energy sources and this was when solar was starting, wind farming, and so it
93 focused on alternative energy methods.

94 Elise stated that they wanted to keep a lot of what they were already doing but make it sound like they
95 were doing more than just looking at alternative energy. They are also looking at preparedness and
96 adapting to the climate change. They would like to help the Town in being more prepared for the
97 climate action changes that are coming.

98 Vice Chairman Baiocchi asked how they are proposing to meet their goals and what is the cost.

99 Elise stated that it should not cost any more than what their budget is currently, \$250.

100 Vice Chairman Baiocchi stated that instead of reading a proposal, she gave them a mission statement,
101 and he requested to know how they were going to meet their goals.

102 Elise stated that the mission statement was what was originally presented when the committee was
103 started. This will be done through community awareness. They will be moving forward with the
104 legislation that is changing for some of the listed items, they would like to move forward with some of
105 the energy audit items, working with the school and what their movements are in being more
106 sustainable, along with partnerships with the other action committees as well like Clean Energy NH,
107 Community Power Coalition, The Sierra Club, Standard Power America, and NH Listens with DES.

108 Chairman Warren asked how some of these things get executed that are part of the mission. He asked if
109 they were thinking about doing workshops.

110 Elise stated yes, they have a generator company that has options and were present at the Earth Day
111 event last year educating residents, because it's not just about picking up a generator at Home Depot,
112 there are generator companies that offer some really interesting technology.

113 Chairman Warren asked what the partnership would be with the Sierra Club and what do they do.

114 Elise stated they were also present at the Earth Day event last year and have been involved in the
115 updates to the legislation.

116 Vice Chairman Baiocchi stated that she is looking for exemptions.

117 Elise stated yes.

118 TA Carpenter asked if the Energy Committee has reached out to Bre Daigneault in reference to
119 exemptions that the Town already provides.

120 Elise stated no, the only exemptions she understood were for Veterans.

121 TA Carpenter stated that the Town has solar exemptions, she is unsure about wind power, but there is a
122 wood heat exemption. TA Carpenter stated that Elise mentioned roads and the issues that they're
123 having and whether that is from climate change, or the excess in rain, and asked what type of
124 collaboration does that look like to the committee.

125 Elise stated they were not necessarily looking to work with the Highway Department, but they would
126 like to be more collaborative in how decisions are made in Town like electric vehicles, and having a
127 larger conversation about what their options are.

128 TA Carpenter stated this would be a conversation through CIP and noted that movement to change
129 Town vehicles to Hybrid or electric vehicles is much more costly and becomes a budgetary item for
130 discussion. She stated that it wouldn't just be community education and that it would also be
131 departmental education and understanding.

132 Elise stated that there has been very little collaboration with anyone. They have tried to collaborate
133 with the school and it has prompted them to change what they are doing, because it doesn't seem like
134 anyone wants to work with them.

135 Vice Chairman Baiocchi stated that if the Energy Committee cannot get people to buy into it, then
136 there needs to be another approach.

137 Elise stated this is why they are going for a different approach. They want it to be more encompassing.

138 Vice Chairman Baiocchi asked what they have done with the Fire Station upgrades.

139 Elise stated the project is complete, and it was the only one that got completed.

140 Vice Chairman Baiocchi asked which was the next building to upgrade, which is the next least energy
141 efficient building.

142 Elise stated she did not have that information available to her at the meeting.
143 Chairman Warren stated his concern, and knowing the nature of the Town, is that the partners that
144 were suggested could initiate more regulations on the residents of the Town. He believes this is a Town
145 that prefers less regulations. He appreciates the suggestion to change the scope.
146 Vice Chairman Baiocchi stated the questions he's asking are questions that she will be asked later on.
147 He believes she needs to have more solid answers and be able to state what she wants to do, and how
148 much she wants to do.
149 Elise stated she apologizes for not have more and was coming forward with what the Energy Committee
150 had done in the past. She feels the committee is burnt out with what they've tried to do so they were
151 trying to revamp and reorganize but believes that if they are unable to move forward with the
152 committee's suggestions that the committee may dissolve.
153 Vice Chairman Baiocchi asked how much community support does the Energy Committee have
154 currently.
155 Elise stated that at their Earth Day event there was approximately 50 attendees.
156 Vice Chairman Baiocchi stated that she should try doing some PR stuff to get their committee going.
157 Elise stated that was part of the issue and no one was interested because it's just energy focused. She
158 doesn't believe that the previous energy audit was received well. It was voted in, but when it came
159 down to it, the Clerk of the Works didn't do anything.
160 Vice Chairman Baiocchi stated that the recommendation for the Clerk of the Works came from the
161 Energy Committee.
162 TA Carpenter stated when the Energy Committee came in it was very well received by the Selectboard.
163 They assisted with budgeting and allowed the audit to go through. The Clerk of the Works came
164 through with a high recommendation from the Energy Committee but he did not do the work as a Clerk
165 of the Works was required to and they were only able to get one building completed instead of the two
166 that were intended. They have been unable to complete the Highway Department because more
167 funding is needed. TA Carpenter stated that all the other buildings still need to be looked at and the
168 Energy Committee has not revisited these and asked what the recommendation would be moving
169 forward. TA Carpenter asked if the audit was good.
170 Elise stated that she understands that Nate Abbott suggested the Clerk of the Works, but it was her
171 understanding that it was not their job to make sure he was doing his job as a Clerk of the Works.
172 Vice Chairman Baiocchi stated that Nate Abbott was going to work with the Clerk of the Works on
173 that.
174 Chairman Warren stated that the Energy Committee really needs that community support. He used the
175 Conservation Commission Trails Subcommittee as an example and it wasn't that the community was
176 asking for trails, but there were trails that were not marked, cleaned, or used, but then they started to
177 get cleaned, used, and publicized. There was momentum to the committee because you could see the
178 benefit to the community. He stated he is all about being cost effective, but not all the energy sources
179 are cost effective and that is a challenge. The first project didn't go well but he sees it as a learning
180 opportunity and wouldn't be discouraged by it. He stated that understanding what exemptions the
181 Town already has and become a resource for questions the residents may have. He suggested the
182 Energy Committee do a survey with the residents to see what they might be looking for.
183 Elise stated she would like to save the residents money through grants and rebates, and she hopes to
184 have it eventually involve everyone.

185 186 **OLD BUSINESS**

187 **12. Schedule Public Hearing** – Highway Block Grant and Bridge Funds, discussion on fund usage. Bridge
188 payment \$24,581.79; Highway Block Grant \$44,106.60.

TA Carpenter stated that the payments have been acknowledged in a previous meeting. Bridge payments can only go towards a bridge, a road leading to a bridge, and what was decided with the first round of bridge funds was to have it go towards the Meadow Pond Road project. She is still actively looking for grants for that project.

TA Carpenter stated that if the Selectboard wants to hold off on the public hearing until after elections so they have a better idea on whether the town will elect a DPW or Road Agent. The Public Hearing is only needed once they understand what they want the funding to go towards.

Chairman Warren stated that once the decision is made and there is potentially a new individual in that role, there may be some opportunity to leverage the funds in a very productive way.

TA Carpenter stated that she will table the public hearing for now, and bring it up periodically.

Vice Chairman Baiocchi addressed the Planning Board member present, Parker Hoffacker, and asked what they have planned in CIP for the roads.

Parker Hoffacker replied that the Planning Board has not been able to put their full focus into this. They had met and discussed with each of the Department Heads, aside from the Road Agent what they are looking for.

Selectman Collins stated that he feels that meeting with whoever is in charge of the Highway Department will be a key factor in the CIP for the roads.

TA Carpenter stated that part of the problem right now is that CIP does not cover roads and does not have the road system laid out. There is no funding capacity for any of the large-scale infrastructure.

Parker Hoffacker asked if that was something the Planning Board can start, a CIP fund for the roads.

TA Carpenter stated that it would be more the direction of adding it to CIP and understanding the road system and what is needed. She stated that the Planning Board does need someone to collaborate with them and this is where a DPW would be beneficial because their education is more for the planning aspect, management, and operation plan.

Parker Hoffacker stated that the Planning Board is holding a meeting next week to discuss CIP.

SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS

13. Monthly Reports

14. Town Report – Selectmen’s Annual Report Letter for board review.

Vice Chairman Baiocchi stated that he feels the Highway crew and the TA’s work over the last year should be highlighted. He noted while everyone did stuff, but if it wasn’t for TA Carpenter overseeing everything he is not sure that Gilmanton would have a Transfer Station.

Vice Chairman Baiocchi also stated that he sent TA Carpenter a text on Saturday, and he and Selectman Collins were talking to Mr. Bedford and some other people about the action of TA Carpenter at the meeting. They had positive things to say about the way she handled the deliberative session and she gave information with facts and was not trying to sway anyone. He stated that TA Carpenter has come a long way and matured well in her position and she is very factual with information.

TA Carpenter stated that when you have a board and residents supporting you as a whole it gives you the ability to grow in your position and do your job.

Vice Chairman Baiocchi stated there were no negative comments from the public or members of the Budget Committee.

Vice Chairman Baiocchi stated what he believes the Selectboard should do is write a letter regarding misinformation about a six-figure salary for the DPW. They have spent a year on the DPW position, creating a job description similar to the Fire Chief and Police Chief’s position where it’s a working position. It will also be in line with the rest of the Department Heads for planning for the future of the roads. He would like the Selectboard to write a letter opposing Warrant Article #19. He stated the salary for the DPW Director position is \$92,000, which is the least paid Department Head position that

Gilmanton has. The current Department Heads have been with the Town for a long time and the Selectboard requires a lot of them. This Warrant Article is already costing money because now they cannot hire for the position until after the Town meeting. They will have to hire an interim and go through the process. So instead of having somebody ready in March, they likely will not have somebody ready for the position until July. He stated this warrant articles cost the Town money already. The first warrant article was presented without a budget so the Selectboard had to create a budget for it, but now they cannot publish the job posting for DPW until after Town meeting.

Selectman Collins stated he wouldn't mind if the Selectboard formulated an informational letter and he's been approached about the new warrant article and been asked why the Selectboard put this through. He noted the Selectboard did not put it through, that it came from the residents as a petition warrant article.

Vice Chairman Baiocchi stated he would like to stop some of the rumors and misinformation. TA Carpenter address Parker Hoffacker, and stated that they didn't put out a full concept because they do not have one yet. They have a job description, they know what the staff's needs are, they are going to be working on expectations and they'll have a list of priorities so they don't fail, but that has not been formulated yet.

Vice Chairman Baiocchi stated for the educational aspect, they'll have to have the management class, the road scholar, and it's no different then what's required of the other Department Heads.

TA Carpenter stated that the budget committee member stated if a DPW is not hired, what then? And a different manager is being hired on or you're promoting someone who isn't necessarily educated towards those processes or does not have the time to take the whole other department on.

Chairman Warren stated he would be in favor of an educational letter and knows it's in the best interest of the Town. He would like the residents to informed with what the Selectboard has done.

15. Board of Selectmen Goals for 2024

Selectman Collins stated that everyone feels pinched since 2020 and stated that since he's been on the board they've brought some underfunded budgets up. He suggested working with the Department Heads and making no increases between 2024 and 2025 or keeping it minimal.

Vice Chairman Baiocchi stated that the budgets are so tight right now and if you do that there will not be anything in there. Residents want more services and the departments are underfunded. It's either services don't get provided or it has to be paid for. He stated if they get a default budget this year, the town will be lucky not to lose employees. The Town is already short employees for Fire, Police, Highway, and Transfer Station.

TA Carpenter stated there are 9 open positions out of 24 positions. TA Carpenter stated that on the Department Head side, they can look at the budget as a whole and reduce costs with fuel, what is being purchased, energy costs, and insurance costs. The heightened cost of insurance is due to what happened during COVID. She stated that the Selectboard can request only a certain number percentage from the Department Heads and they will have to decide what is a need and what is a want.

Vice Chairman Baiocchi stated that there is \$100,000 in funding for outside agencies.

TA Carpenter stated that those services offset the budget

Chairman Warren stated that you do not want to cut those relationships.

Vice Chairman Baiocchi asked what would be an appropriate area of the budget the work on.

Selectman Collins stated he would not necessarily pick a specific budget. But if they got a default budget then they would have to figure it out, but maybe they could suggest staying within a certain number.

TA Carpenter noted that the building fund is underfunded and that there are always things that are not budgeted for because they're unanticipated.

Vice Chairman Baiocchi stated that with these old buildings comes a lot of maintenance and repair, and preventative maintenance that would not have to be done on a new building.

TA Carpenter noted that the Public Safety Building is getting a new water heater. There was an issue with birds flying into the pipe and damaging the boiler.

Chairman Warren stated he wondered if they could work with the Department Heads to come up with efficiencies or something that has to do with grants or finding resources, or having a discussion about overtime.

Vice Chairman Baiocchi stated that they have to be careful with grants because grants are going to tie them into it later on.

TA Carpenter stated that was her concern. She noted that general assistance is not something that they can control and the office tries to utilize the resources as best we can. But if Federal Funding goes away and depending on how the election goes, the welfare budget could be a real issue. If the Operating Budget is burned through within six months like it was, and then utilize what was in savings for this fund, believing that \$25,000 was enough. However, the amount was doubled last year. There used to be over \$100,000 in the Operating Budget for welfare. If we keep utilizing all the resources and there is no Federal offset or State offset to put residents on, there is a potential to say – even if the request is for no more than a 5% increase, Welfare alone could put that over.

Vice Chairman Baiocchi stated it could go up 300% and they would still have to cover it and where is that funding going to come from.

TA Carpenter stated that direction is great for Department Heads, but if the Selectboard does put a cap or this is the structure that we're looking for, but she does not want to hamper anyone's need. She stated that one thing that was brought up in Public Hearing was the insurance was wages for the employees. She stated that it is not wages. It will give money back to each employee, but more retirement is taken out, more taxes are taken out, so the employee will not get the full amount of the insurance returned to their check. She stated that COLA is not a raise, it is a Cost-of-Living Adjustment.

Vice Chairman Baiocchi stated that they usually use CPI, and usually it is only 1.5%, but they did 7% last year, but the CPI was at 9%. So, the employees received less than they would get with the CPI. The Town employees have not received a merit raise in four years.

TA Carpenter stated what if the election moves the Town in another direction? Inflation comes down, the CPI is zero, then the focus should be merit. Not every employee will get merit and she knows this is hard discussion. This leads to a discussion with Department Heads, and who is excelling above and beyond to get the merit increase, and not just doing standard.

Vice Chairman Baiocchi stated there should be a matrix to show what gets you 1%, 2%, or 4% and what accomplishments were made, or the employee gets nothing. Most Department Heads want to give their employees a raise, because they want to keep people.

Chairman Warren stated when he thinks about goals, he thinks of things they are going to touch multiple times throughout the year, and they want to make sure it's successful in helping the residents in the community. The Selectboard will be changing the road structure regardless of how the community votes, because it will go from elected to at least an appointed Road Agent. He stated that CIP was not up where it needs to be. Even though it is not the Selectboards job to work on CIP, it is their responsibility to ensure it is being done.

Vice Chairman Baiocchi stated that the lack of CIP will cost them more money.

TA Carpenter asked of Vice Chairman of the Planning Board Parker Hoffacker, regarding the CIP process, is the Planning Board interested in doing the work or are they interested in giving the Community Development Director ideas and having her do the work. She can formulate the ideas into a document, but it is not for her to do the work.

Parker Hoffacker stated that it had been put on the back burner, but it is something that he is planning on bringing back up at the next meeting.

TA Carpenter stated that the Selectmen's office is short staffed, and the Community Development Director did lose her assistant.

333 Parker Hoffacker discussed some of the future planning of the Fire Department and Police Department.
334 He stated Brian Forst, Budget Committee Chairman helped a lot and discussed how the Capital Reserve
335 Funds work.

336 TA Carpenter stated that CIP is a structure of savings for an end goal. If the Police Department is asking
337 for a new cruiser every year why isn't that in the Operating Budget.

338 Vice Chairman Baiocchi stated it should be in the Operating Budget as opposed to a Warrant Article.
339 Parker Hoffacker stated he was confused by the Voter's Guide because there were a bunch of items for
340 the Fire Department that he thought were all CIP.

341 TA Carpenter clarified that they are, they are just adding to existing.

342 Parker Hoffacker clarified that it was just to make the existing funds larger and there is a cap on it.

343 TA Carpenter stated that anytime you see "establish a fund" those are funds that the Town does not
344 have. Anytime you see "add to existing" those are funds that already exist. For example, the Town
345 building repair is roughly \$13,000 and she is looking to add \$20,000. She does not know what the
346 current cap is but stated that \$13,000 to \$20,000 is not enough for all of the buildings.

347 Parker Hoffacker stated that was one of the Planning Boards thoughts was creating one fund for all
348 Town buildings.

349 TA Carpenter stated they do have a fund like that, and then there is one for all the separate funds that
350 do wells, driveways, roofs etc.

351 Chairman Warren stated that even though the fund might be Government Buildings, you may have Old
352 Town Hall roof, what year is it going to need to be replaced; Academy Building painting, what year is it
353 done and it's on a ten-year cycle, and how much is it potentially going to cost. The cost is not really
354 known, but you can take the cost from the last time and at 10% for the next ten years and that's what it
355 will be. They are looking at \$250,000 to \$300,000 and request it each year for those funds. Chairman
356 Warren noted that there are some people who are interested in helping on a committee outside of the
357 Planning Board. There are some individuals that have some experience with CIP and are willing to help.

358 Vice Chairman Baiocchi stated that Stephanie Verdile is a State planner, so she has plenty of
359 experience and is the representative for LRPC.

360 Patrick Hoffacker stated that Planning is more productive when he advocates for a special meeting.

361

362 Chairman Warren asked based on the discussion, if the Selectboard feels that they want to build a
363 matrix determining merit.

364 Vice Chairman Baiocchi stated that what they need to do is use the matrix they create when they do
365 their Department Head evaluations. The Selectboard gives them goals and objectives, were they met,
366 etc.

367 Chairman Warren stated they needed to complete the Personnel Policy.

368 TA Carpenter noted there are a few portions left to review but was trying to get through the budget first
369 and has requested Finance/Human Resources to review it, because there was an issue with the
370 application of the policy. She stated that June 1st would be obtainable.

371 Vice Chairman Baiocchi stated that it's a good Personnel Policy. They have done the Supervisors and
372 the Department Head pay scale, now they need to work on the employee pay scale.

373 Chairman Warren agreed and discussed the need to schedule the Department Head reviews.

374 TA Carpenter asked if the expectation is that the Department Heads have goals and objectives but if
375 there are circumstances throughout the year that prevent them from meeting their goals, is survival an
376 accepted goal.

377 Vice Chairman Baiocchi stated, no.

378 TA Carpenter asked, even if they have lost multiple staff members.

379 Vice Chairman Baiocchi stated, no.

380 Selectman Collins stated he would have to see the circumstance.

Vice Chairman Baiocchi stated he would ask why the goals were not met. The job as a Department Head is to plan and supervise.

Chairman Warren asked for clarification is a goal for 2024 surviving or goals were not met because the Department Head was just trying to survive.

TA Carpenter stated, both.

Chairman Warren stated that for the past one, the Selectboard knew about it all along because there were circumstances that were out of people's control. There is no ding on the goals because the priority of the organization was shifted.

Selectman Collins stated, for the Town Administrator for example, if she had goals set and something like the Transfer Station happened, her not completing her goals would not be held against her.

Vice Chairman Baiocchi stated that if they are aware of it they can shift the goals and objectives for the Department Head.

TA Carpenter asked if the Department Heads understand that the goals and objectives given were goals and objectives they brought forward but this is what they would like to do.

Vice Chairman Baiocchi stated one goal for the Department Heads were for all of them to do the management training. The Chiefs completed that training.

Chairman Warren asked if it's helpful to have goals given or is it helpful to have town wide personal goals that the Department Heads come up with.

TA Carpenter stated that if a Department doesn't have direction, that direction is given, or if a Department Head has lofty goals, and does it fit in line with your budgetary perspective. You could have Department Heads who are very self-driven.

Chairman Warren stated that it's a back and forth and between the Selectboard and Department Head they can agree on the goals that are going to be accomplished in the year.

Selectmen Goals for 2024 – Pay Scale, Personnel Policy, Matrix for merit and the Selectboard will have a meeting with their Department Heads early in the year through a work session to talk about the upcoming year and cost savings they could potentially focus on.

Vice Chairman Baiocchi stated they need to do the HR onboarding/hiring process as well and create the check list.

TA Carpenter stated that the checklists were formulated.

Chairman Warren stated that they do not need to make it a goal, but the transition of the DPW Director and the goal is to assess what the needs are going to be. They do have the road assessment and a culvert assessment. The goal is adequate transition of the Highway Department.

Vice Chairman Baiocchi suggested a Town wide inventory.

TA Carpenter asked what is included in the inventory.

Vice Chairman Baiocchi stated anything \$200 or more.

Chairman Warren stated he wasn't sure if the Town has the capacity for that this year.

PUBLIC COMMENT – 7:00 p.m.

No public present to speak.

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

NON-PUBLIC 91-A:3 (c) – Highway Department

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

The Non-Public session was held to discuss hours for the departments and the safety of how many hours are used consecutively on the road and the Selectboard will have the Road Agent attend the next meeting on March 4th.

429

430 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to adjourn.

431

432 **Adjourned** – *Time of adjournment not captured*

433

434

435 Respectfully Submitted,

436 

437 Amanda Davis, Administrative Assistant

438

439 **Approved by the Board of Selectmen**

440  

441 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectmen Evan Collins

