



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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1 **Board of Selectmen Meeting**

DRAFT

2 **April 1, 2024 – Academy Building 5:00 p.m.**

3 **CALL TO ORDER – ROLL CALL**

4 **PLEDGE OF ALLEGIANCE**

5 **Present:** Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town
6 Administrator Heather Carpenter,

7 **Public:** Paul Blanc – Norway Plains, Brouillard Kevin Crowley, Rich Maher, Patrick Hackley, Mike Greer, Ashley
8 Greer, Rhiannon Fee, Sandi Guarino, Don Guarino

9

10 ***MEETING MINUTES SUBJECT TO CHANGE AFTER REVIEW***

11

12 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to move
13 into Non-Public 91-A:3 (b). (3-0)

14 **NON-PUBLIC 91-A:3 (b) – Hiring**

15 RSA 91-A:3, II (b) The hiring of any person as a public employee.

16 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
17 Public 91-A:3 (b). (3-0)

18 5:37 p.m.

19 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to hire
20 Rhiannon Fee, as a full-time Executive Assistant for the Police Department. Her salary will be Grade 13, Step 5
21 based on a 40-hour work week, eligible for overtime. She will be a probationary employee for a period of 6
22 months. She will be eligible for all the benefits that the town provides and will participate in NH Retirement,
23 Group 1. (3-0)

24 **Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to hire
25 Alexander Greer as a full-time Police Officer with the Gilmanton Police Department. His salary will be Grade 12,
26 Step 13 on a rate, and be paid time and a half as an hourly employee. He will receive \$3 of call per hour. He will
27 be on a 12-month probationary period and required to attend the NH Police Academy. He will receive the town
28 benefits and be paid a \$15,000 stipend over the next three years. He will live within a 20-mile driving period.
29 He will participate in Group 2 Retirement in the State of NH. (3-0)

30

31 **SWEARING IN OF POLICE OFFICER ALEXANDER GREER**

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33 **MEETING MINUTES APPROVAL**

34 1. **12-18-2023** – Non-Public Minutes

35 2. **01-02-2024** – Non-Public Minutes

36 3. **01-15-2024** – Non-Public Minutes

37 4. **03-04-2024** – Public Minutes

38 5. **03-12-2024** – Public Minutes

39 6. **03-14-2024** – In progress

40 7. **03-18-2024** – Public Minutes

41 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the Non-
42 Public Minutes from 12-18-23, 01-02-24, 01-15-24. (2-0)

43 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve
44 the Public Minutes from 03-04-24. (3-0)

45 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve
46 the minutes 03-12-24 and 03-18-24. (2-0) *Selectman Collins abstained from 03-12-24, (3-0) for 03-18-24.*

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CONSENT AGENDA

8. Community Development – Credits and Exemptions

- 426-009, 128-002, 418-098, 406-021, 405-031, 421-010, 421-013, 120-041, 119-212, 408-025.

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

Chairman Warren stated that he wanted to note for the record that an error was found in the Default Budget. They have checked with DRA (Department of Revenue Administration), the auditors, as well as legal counsel to determine how to best rectify it. There is a plan to fix the errors on the Default Budget. He noted there was some discussion from the residents in regards to the Default Budget so they wanted to inform the public that they did see the error and it is in the process of being corrected. They will be working with a close Default number, but different than the one that was voted on. The Budget will become more accurate to what the standards need to be.

NEW BUSINESS

9. Trustees of the Trust Funds - \$1,000 to be withdrawn from the Non-Capital Reserve “Insurance Claims” to reimburse the general fund for invoices expensed by the Police Department.

TA Carpenter noted there have been several claims this year and there is a fund they can draw from to cover the deductible costs.

Motion: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to withdraw \$1,000 from the NH-01-0124-0006 Non-Capital Reserve “Insurance Claim” to reimburse the general fund for the attached invoice expensed by the Police Department. (3-0)

10. Trustee of the Trust Funds - \$3,343.88 to be withdrawn from the Non-Capital Reserve “Court Cases” to reimburse the general fund for invoices expensed for Sansoucy Associates for PSNH/Eversource Superior Court Case.

TA Carpenter stated that this is for the ongoing PSNH lawsuit.

Motion: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to be withdrawn \$1,000 from the NH-01-0124-0023 from the Non-Capital Reserve “Court Cases” to reimburse the general fund for the attached invoice expensed for Sansoucy Associates for PSNH/Eversource superior court case. (3-0)

11. Trustee of the Trust Funds – *This information was presented as an update for the Selectboard, there was an error that is being corrected and will be sent to the Selectboard once completed.*

OLD BUSINESS

12. Governor’s Rd Development – Norway Plains.

Chairman Warren stated that the Selectboard has requested Norway Plains to be present and they wanted to be sure they are creating a pathway forward. The Selectboard has sought legal counsel because they thought there were some areas they may not have been as aware of and the intent of the application may have been correct, but they wanted some clarity on the language in regards to ownership and long-term maintenance of the project.

Paul Blanc – Stated that he received a letter from the Community Development Director and they also received some news from the State on this.

Phil Brouillard - Stated he knew the Selectboard understood 100% that Governor’s Road is a Town Road, owned by the Town. He stated there are responsibilities that go along with owning a road. He stated he wasn’t sure who looked it over for the Selectboard but didn’t know if they understood the road belongs to the town. The water coming off the road, across the other road, belongs to the Town. They haven’t done anything yet. He requested for the Selectboard to keep in mind that some of the responsibility

95 shifting that the Selectboard wanted to effectuate, that Norway Plains had taken care of the drainage
96 and the water so there is no water coming off any individual lot. He stated it's the Town's road. You
97 have to pave it, there is going to be water coming off of it, and the water is going to go somewhere and
98 needs to be dealt with. He is going to let Paul discuss some of those issues, but what struck him about
99 this is that perhaps the person didn't understand that this isn't just 50 acres somewhere and they're
100 putting a private road. He stated that this didn't seem to recognize that.

101 Vice Chairman Baiocchetti stated it is a Class 6 road.

102 Phil Brouillard stated yes, but it's a Town road, and they are bringing it up to speed, but it still belongs to
103 the Town. They will be bringing it up to the Town specifications and will be one of the best roads in
104 Town when it's done. He stated that the application is going well and they received a letter with some
105 notes and revisions that they want today that Paul is going to address.

106 Paul Blanc stated the manual put together may have caused some confusion. The manual provided was
107 for the stormwater maintenance for the two ponds at the end of the road. The water coming off the
108 Town road is directed to the two ponds before being discharged. No water from private lots will be
109 going into the system. Those will be managed with the individual rain gardens. For each of the rain
110 gardens, the homeowner will have to maintain them and there will be a deed written out. One of the
111 comments they are addressing from DES is regarding that. They have done this in several towns and
112 they are recorded. The rain gardens are the burden of the homeowner. Paul addressed the Selectboard
113 and asked if he was answering the questions they had.

114 Chairman Warren stated yes, that was one of the questions because it appeared in the application. The
115 wording was that the Town could potentially have to go onto private property to maintain the rain
116 gardens because it didn't specify.

117 Phil Brouillard stated they would be happy to clarify and the town does not need to do that.

118 Paul Blanc stated the individual lot owners are required to construct rain gardens according to the
119 approved plans. The rain gardens must capture and infiltrate all stormwater runoff on the roofs per the
120 details of the plan. The current lot owner will record Deed restrictions for the construction and
121 maintenance of the rain gardens prior to any offering of the properties for sale. Copies of the recorded
122 Deed must be submitted to DES within 7 days of recording with the Registry of Deeds. After the sale of
123 each lot the inspection and the maintenance requirements of the rain gardens will be the responsibility
124 of the individual homeowner. The rain gardens will be inspected and maintained in accordance with
125 ENV—WQ 1507.07 in the project inspection manual. All record-keeping will be required by the
126 inspection manual maintained by the lot owner and made available to DES upon request. Photographs
127 much accompany this submittal. Paul stated he hoped this addressed their question.

128 Chairman Warren stated that was one of them.

129 Paul Blanc discussed how to maintain the stormwater management system at the end of the cul-de-sac
130 that is on private property. He stated there would be an easement that would be written in that would
131 allow the Town to go onto that property to maintain the sand filter.

132 Paul Blanc stated the next question was regarding the town and the applicant entering into a
133 development agreement related to upgrading the road and construction of the storm water
134 infrastructure.

135 Phil Brouillard stated he could do a draft and submit it.

136 Paul Blanc stated the applicant supplies homeowner association covenants in the form and substance
137 suitable to the Town reflecting the long-term maintenance inspection obligations of the storm water
138 infrastructure.

139 Phil Brouillard clarified the individual ones will be done in the declaration of covenants and he stated he
140 would be happy to the Selectboard. These would contain the same wording that Paul Blanc read to the
141 Selectboard that the State is looking for, for the stormwater management.

142 Phil Brouillard stated the other thing that strikes him is how Paul Blanc designed the road, how he tried
143 to keep it simple so the maintenance will be minimal.

144 Paul Blanc stated the maintenance for each one of these is that they are mowed to ensure no large trees
145 are growing in the ponds.

146 Chairman Warren asked for clarity because some residents came and thought it was going to be a much
147 larger maintenance issue. He asked what was the shape and size of these, can they be mowed around
148 them, are they stone beds that layer into retention pods, or are they grass retention ponds.

149 Paul Blanc stated they would be lined with a seeded loam. He stated there is a swale that's 8 feet wide,
150 and it will need to be maintained by mowing. The grass filters out particles and then it goes into a
151 retention basin. It's similar to a leach field and you just want to keep it mowed.

152 Chairman Warren stated there was some concern over the visual impact going out onto Meetinghouse
153 Rd.

154 Paul Blanc stated it the same way and he tiered that so it wouldn't be very deep and mowable.

155 Phil Brouillard stated it could be mowed once or twice a year. He stated they are going to have a
156 homeowner's association so they could put it in the declaration that the homeowner's would pay to
157 have that and maybe that would alleviate the Town's concern in that regard.

158 Paul Blanc stated the applicant supplies the Town with the necessary easements to sufficient to access
159 and inspect the stormwater infrastructure.

160 Chairman Warren stated that becomes a non-issue because they wouldn't necessarily be going on
161 private property, other than the one where there is an easement. But they would no longer have to go
162 onto private property to take care of the rain gardens, so that is taken care of.

163 Paul Blanc stated when he designs these things he makes them as simple as possible because nobody
164 maintains these things.

165 Selectman Collins asked about the rain gardens because they know someone will not maintain them.

166 Paul Blanc stated it's the same thing, that's why they have the inspection manuals and they have to
167 submit it.

168 Phil Brouillard stated that the Selectboard is familiar with the area and they are looking at some
169 expensive reproduction homes. He believes the people who are going to be up there are going to buy
170 into it all and are the type of people that want to maintain their yard and be interested in maintaining
171 their storm water. It will be someone who knows what they are getting into, and it's a special
172 community.

173 Paul Blanc stated the rain garden is a depression that has plantings in it and you would take the normal
174 foliage out, like the basic working of a regular garden. They are easy to maintain.

175 Paul Blanc stated that the applicant will pay for a third-party engineer to review the proposed
176 construction details to ensure the development will not be adversely impacted.

177 Phil Brouillard stated in the minutes of the Planning Board meeting that Selectman Collins brought that
178 up, and it was discussed extensively. He stated there are some issues with that. They thought with
179 Norway Plains who has been used by the Town of Gilmanton as a third-party engineer previously, that
180 they have a good reputation and are state licensed engineers. They did not ask for a waiver, they didn't
181 request anything. Everything on the subdivision is viable. They submitted their AoT permit and have
182 professionals looking it over. They are in the process of getting state subdivision and then those
183 professionals are going to look at it. He stated it was the thought of the majority of the Planning Board
184 that it would be more in the Town's best interest to have a Clerk of the works hired at the applicant's
185 expense to inspect the road and the improvements as they are being constructed. This way they can
186 make sure they are being designed and installed, and properly done to the plans. The plans have
187 Norway Plains engineering stamp on them. If they do not work, the Town has recourse against Norway
188 Plains because they are the engineer of record.

189 Phil Brouillard stated this is 1,300 feet of Town road that they are bringing up to Town standards. It is
190 not the same as some complex engineering issue. They tried to make everything low maintenance.
191 They are mowable swales, they're loamed, and seeded. They want it to be simple and country. He
192 stated it is prudent to have them pay to make sure things are done right then to just have another
193 engineer look it over. Because then they are in a conundrum on whose liability it is. They have been
194 paid to take the liability and produce the plans, and their plans are going through the State right now.
195 They'll be approved with some notes, and changes, and then they will get an AoT permit. There is
196 nothing complicated or dangerous about the situation. He reiterated it would be one of the best roads
197 in town when it's done. He believes the decision has already been made and they are doing everything
198 in their power to create a great road and make it simple to maintain. He stated it's advantageous for
199 the town to allow them to pay for someone to make sure it's done right.

200 Chairman Warren deferred to the other members of the board regarding an additional engineer to
201 review the plans.

202 Phil Brouillard stated if the Selectboard decides on that, he strongly suggests they do this after the
203 permit is issued. It makes sense for that person to review the permit and the plans at the same time.

204 Chairman Warren stated that he would give Phil and Paul some background of why there is a point of
205 concern for this. He stated every decision they make can set a precedent. Even though Norway Plains is
206 reputable, but what happens if there is a company not reputable, even though they have a stamp that
207 should ensure that they are. Who reviews it to protect the town, and he's not saying that this project
208 even needs the review. But who protects the best interest of the Town?

209 Phil Brouillard stated if the Selectboard was going to require that then it should be made as part of the
210 Planning Board process. He stated the Planning Board extensively dealt with this issue and said that it
211 makes sense for somebody to be there when it's done. At this time Norway Plains has been paid, they
212 are going to have to pay the person who is going to be there to watch it, and then they are going to have
213 to pay someone else to look at the 1,300 feet of road that is already there that belongs to the town and
214 they are upgrading. These points might be well taken if a brand-new road was being built in the middle
215 of nowhere, and requested to keep in mind that the road is already there. If the Selectboard requires
216 that they want applicants to get third-party reviews, that should be done when the plans are submitted
217 and the plans can be sent to an engineering company to review at that point, but not now.

218 TA Carpenter stated the Planning Board should have that as a part of their process, she doesn't disagree.
219 But the Selectboard cannot make the Planning Board rules and regulations for them. So, the
220 Selectboard's concerns are relevant, where the Planning Board was not concerned with it.

221 Phil Brouillard stated he was talking about his own opinion about the appropriateness of doing it at this
222 point. He stated if they want to be upfront and fair, stick to a policy that everybody does that and that's
223 where it should be. Not here, at this point.

224 TA Carpenter stated that she agrees, and for the record, the Selectboard cannot change the Planning
225 Board process.

226 Chairman Warren stated that they had voted to vacate, but it has not been discussed with Phil Brouillard
227 and Paul Blanc.

228 Phil Brouillard stated that maybe they could talk about the letter they received today and stated they
229 were well into the process.

230 Paul Blanc stated that he believes the Community Development Director got a copy of the letter today.
231 The letter stated the general requirements. They were asked to have a blasting plan if there was going
232 to be blasting. He stated there is not going to be any blasting. He stated they want to know if there are
233 any surface waters and then for them to ensure there is a seal from a wetlands scientist on it. He stated
234 there is note keeping items, such as sand filter details, verifying calculations, project narrative, soil
235 information, infiltration report, more testing to be done on the individual rain gardens, and more
236 information about the IM manual, and photos after the rain gardens are inspected.

237 Chairman Warren stated that the issues that he heard from the residents, the Historic District planning
238 board, and also the concerns brought to this Board. For the maintenance of the water structures, if
239 there is a proposal to have HOA maintain those, the rain gardens will already be added to the individual
240 deed restrictions or the protected covenants, that the HOA would be responsible for management of
241 the storm water management swales. He stated they should have some discussion on third party
242 review moving forward. And this probably something they would need to do for some of these
243 applications, but he's not sure. Not necessarily in this case unless they saw some things of concern. He
244 stated the letter of concern was reviewed by legal and they made a recommendation as well. He noted
245 some of those recommendations gave them a reason to go back on some of the issues they talked
246 about. Those issues have been addressed tonight.

247 Selectman Collins stated his concern would be the Town having to cross onto private property.
248 Phil Brouillard stated it is required by DES.

249 Selectman Collins stated also, the maintenance around the ponds. He is not sure who they would even
250 send out to maintain those. If that could be part of the HOA that would be a big deal for him. He asked
251 if there was something brought up about how the permit was filed.

252 Chairman Warren stated the reason it was brought up is because it expressed liability on who is
253 responsible. He stated they own the road, but they are not the ones developing the property.

254 Phil Brouillard stated it's a State form and someone has to be the owner, and that is the Town.

255 Paul Blanc stated that they have worked on projects owned by more than one owner and it gets
256 complicated.

257 Chairman Warren stated in light of what they had heard this evening, he wanted to review the letter
258 received from legal. The only other area of concern for him is how the arrangement will work between
259 them for the agreement to develop the road.

260 Phil Brouillard stated that's a great idea. He thinks what they need to do with that is get plans that are
261 approved with a valid AoT permit. And then either the Town or the developer in the Town has to ask
262 the Town who they would like to be the Clerk of the Works. Then they should have an agreement that
263 the developer is going to employ the person of choice to be the Clerk of the Works and these are the
264 plans that he is going to supervise. The applicant will be responsible for reimbursing the Town so the
265 Town can pay the Clerk of the Works. He stated the proper time and place to do that is when the plans
266 are approved, when the permit is approved, and when the Town decides who they want to be the Clerk
267 of the Works.

268 Chairman Warren asked if they foresee within that packet will be easements, covenants, and deed
269 restrictions altogether.

270 Phil Brouillard stated they can give it altogether, but the documents are separate. There will be an
271 agreement between the developer, the Town, and the Clerk of the Works and they'll take care of that
272 issue. There will be a specimen deed and a declaration of covenants, and the development restrictions,
273 and the HOA will have to do the mowing.

274 Paul Blanc stated as a requirement for DES, they have to submit suggested legal descriptions as part of
275 the permit. So, they have already put together a certain drainage easement adjacent to the north side
276 of Governor's Rd. and referenced the plans. They also have deed restrictions and maintenance
277 inspections. He stated the State does a great job at protecting the public.

278 Vice Chairman Baiocchetti stated the State does a good job of protecting the State and do nothing for
279 the Town. He asked who was going to maintain the road and plow the road once this is built?

280 Paul Blanc stated it's a Town road.

281 Vice Chairman Baiocchetti stated it's a Class 6 road and the Town does not maintain Class 6 roads.

282 Phil Brouillard stated it is not going to be a Class 6 road anymore.

283 Vice Chairman Baiocchetti stated no, not until it's voted in by the Town.

284 Phil Brouillard stated the HOA will maintain it.

285 Vice Chairman Baiocchetti clarified that they are not responsible for any maintenance.
286 Phil Brouillard stated not until the Town accepts it.
287 Chairman Warren stated that these are the things they are going to want to see in place so they agree
288 on who is responsible for what. The areas of concern that the Selectboard had when they became the
289 applicant have been addressed. Chairman Warren addressed TA Carpenter and asked her if she had
290 captured what they agreed to tonight with regards to stating that as long as Norway Plains can provide
291 individual deed restrictions, or things on the deed that DES is already stating regarding the rain gardens.
292 In the HOA, an agreement that the developer is going to move that into the responsibility of the
293 homeowners. This would include the mowing and plowing, if and when it becomes a town-maintained
294 road. Chairman Warren addressed the other members of the board and asked if they were willing to
295 forego the third-party review.
296 Selectman Collins stated at this stage, he would be okay with that.
297 Vice Chairman Baiocchetti stated he is not okay with foregoing the third-party review.
298 Chairman Warren stated that they need to make sure it's a little bit further in the process unless they
299 find that it's a liability for them.
300 Vice Chairman Baiocchetti asked if it was the recommendation from staff and the attorney.
301 TA Carpenter stated yes, it was recommended by staff, the planner, and the Town's attorney.
302 Vice Chairman Baiocchetti addressed Chairman Warren and asked if they were not going to take their
303 expertise.
304 Chairman Warren stated he thought that at this standpoint, with the engineered stamped plan, and in
305 light of the review process and the thoroughness of the review, he feels at this stage to have a third
306 party get involved may not be advantageous to the Town, but it might be. He stated he feels like it's not
307 necessary because it's already been submitted.
308 Vice Chairman Baiocchetti stated that they need someone in their corner, and the State is not and the
309 Selectboard has a responsibility to the public and to the Town.
310 Chairman Warren stated he disagrees and that the State is looking a proper storm water management.
311 He stated that he's not saying the third-party review moving forward is the plan to take, but he is just
312 stating that he's not sure how it's beneficial at this point. Unless they create a stay, where they say to
313 withdraw the application.
314 Vice Chairman Baiocchetti asked if they were doing that anyway?
315 Chairman Warren stated no, because they had addressed the points of concern from his stand point.
316 Vice Chairman Baiocchetti stated the Selectboard was going to go against their legal advice?
317 Chairman Warren stated he felt like the list of concerns were addressed. He stated the other members
318 of the board could speak differently to it.
319 Selectman Collins stated the one reason he would be okay at this point is because they do have the
320 Clerk of the Works they will be able to hire to oversee and it's who they choose.
321 Phil Brouillard stated they will make sure it's done right according to the plan.
322 Vice Chairman Baiocchetti stated that he is of the opinion to go against what the Town's staff members
323 and what their legal department is saying is contradictory to him. He feels that the Selectboard should
324 pay attention to who is responsible for protecting the Town.
325 TA Carpenter asked a question regarding to a comment earlier in the meeting about complication with
326 third party review. She asked Paul Blanc and what kind of complications he has seen.
327 Paul Blanc stated they get review letters that state what may occur. He stated there are opinions in
328 design and sometimes it's noted what might occur. He stated that the Clerk of the Works is going to
329 have their own set of engineering plans that will have an engineer associated with that so they can
330 address issues in the field rather than in pen and paper. The Clerk of the Works will pick up things when
331 they do inspections.

332 TA Carpenter stated the concerns on the Selectboard's end previously were basically that some Clerk of
333 the Works do not work it out in real time and follow the specifications of the plans. And if the
334 specifications are met they move forward.

335 Phil Brouillard stated the Clerk of the Works would be of their choosing.

336 TA Carpenter stated the process that Paul Blanc was giving was a little different.

337 Paul Blanc stated there are road specifications that have to be adhered to because they are the
338 standard. If they get out there, and they're making field adjustments, the design modification is better.
339 They'll call Norway Plains, they'll explain the issue, Paul will drive out or make the change at his desk.

340 Vice Chairman Baiocchetti stated if staff and legal approve it, he will move forward with it, otherwise no.
341 He stated he is not comfortable with staff and legal saying no, and the Selectboard moving forward with
342 it.

343 Chairman Warren stated they could have staff review, but if they specify their individual concerns that
344 legal and staff has indicated, the only sticking point is the third-party review, everything else has been
345 addressed.

346 Vice Chairman Baiocchetti stated until the time comes that staff and legal approve, his vote is no. He
347 just wants to ensure the Town is covered.

348 Selectman Collins agrees.

349 Chairman Warren stated Norway Plains has come to address the Selectboard's concerns. All of the
350 concerns have been met, with the exception of the third-party review. If it is brought back to staff and
351 legal with the discussions of concern from this meeting, he addressed the board members if they were
352 comfortable moving forward.

353 Selectman Collins stated he would like to see it in writing as far as the rain gardens and mowing.

354 Paul Blanc stated he has to do it prior and has until July 26th but he stated he was going to work on it
355 right away.

356 Selectman Collins stated he is not going to vote on it unless they have it in writing anyways.

357 Vice Chairman Baiocchetti stated he wanted to make a motion to vacate the vote from January 15th,
358 2024.

359 Phil Brouillard stated the Selectboard has already signed the form so all they have done is approved an
360 application to be considered by a state agency. The Planning Board has approved it.

361 Selectman Collins asked if Vice Chairman Baiocchetti's motion was going to vacate the entire
362 application and if they would need to start over.

363 Paul Blanc stated that he would not be able to touch it.

364 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted that the staff letter,
365 date March 21st, 2024 has been addressed. Point #1, that the homeowner's associations will be responsible for
366 the inspection maintenance of the storm water infrastructure to include their own personal property, as well as
367 the storm water management that is on Town property and other private property. #2, there's a development
368 agreement related to Governor's Road, that maintains the obligation of storm water management and who is
369 responsible. #3, the applicant provides homeowner's association covenants. Which Norway Plains has stated
370 they are going to do, but the Selectboard will need that, suitable to Town counsel reflecting the long-term
371 maintenance of the storm water infrastructure that Norway Plains has agreed to. #4, Norway Plains has agreed
372 to provide easements sufficient to access and inspect the storm water infrastructures, which will be acceptable
373 to the Town of Gilman's Town counsel and staff. (2-1) *Vice Chairman Baiocchetti, opposed.*

374 Discussion – Selectman Collins stated it will be sent back to staff and legal.

375 Chairman Warren stated that Norway Plains is willing to address all four points in a way that would be satisfying
376 to the best interests of the Town.

377 Selectman Collins stated that the motion is saying it's addressed.

378 Chairman Warren stated he is saying Norway Plains will have to address it for the Selectboard to move forward.

379 Selectman Collins stated that staff and counsel will also have to approve of what they do.

380 Chairman Warren stated staff and counsel will review the documents.
381 Selectman Collins stated he would be okay with that.
382 Vice Chairman Baiocchetti stated, just so he was clear, the Selectboard is going to go against staff and counsel
383 recommendation.
384 TA Carpenter stated that originally when the information was reviewed, the clarity that was brought to tonight's
385 meeting was not at the Planning Board meeting. So, the staff member and the Planner did not have the
386 clarification. Nor did we have information from DES stating their requirements. She stated she is more
387 comfortable where it stands currently. Especially the way the Clerk of the Works was depicted, because their
388 intention is to hire someone with the engineering knowledge.
389 Vice Chairman Baiocchetti asked again if they were not going to follow the staff recommendation and their
390 Town counsel in the stated motion.
391 Chairman Warren stated no, because there was new information presented tonight. He feels the new
392 information presented addresses the concern from Town counsel, and staff.

393 **13. Perkins Painting** – Schedule discussion for main level painting – TA Carpenter stated part of the interior
394 painting from the encumbered funds from 2023 have started. The stairwell on the front of the building
395 has been completed. They are now working their way to the foyer. The contractor has two dates, April
396 4th-7th or April 18th-21st. Where it affects town business, the office would need to be closed on the
397 Friday. She stated the 18th is preferable. He would come in on Thursday night to prep, Friday the
398 building would be closed to start painting, and he can work on the project through the weekend.
399

400 **SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS**

401 **14. Town of Gilmanton Organizational Chart** – TA Carpenter stated there was an older one approved back
402 in 2022 when there were some changes in Boards and the structure of how things went. They had
403 changed the organizational chart as a draft through a DPW and how that affected Parks & Rec., and
404 Transfer Station. So that has been removed due to the vote on the 12th. And this one addresses that
405 the Transfer Station is separate, the Road Agent is still the structure, but has been moved from the
406 elected portion and put under the Selectboard as every other department head. She stated Parks & Rec
407 would fall under Town Administration, and she would like to clarify for public concern. Transfer Station,
408 Highway Department employees, and any employees in the future for Parks & Rec do fall under Town
409 employment. Just because they have a Department Head, does not mean they cannot be utilized in the
410 future for the beach or field to be York raked, and same as the Transfer Station. The idea for the Default
411 Budget, so they do not have to use the subcontractor, would be to have Transfer Station employees,
412 especially if they can keep the additional full-time person there, and take over the ground maintenance
413 of all Town buildings to be helpful and utilize the resources that we currently have. This would avoid
414 paying the increases that you have with the subcontractors.

415 **Motion:** On a motion by Vice Chairman Warren and seconded by Selectman Collins it was voted to approve the
416 Town of Gilmanton Organizational Chart. (3-0)

417 **15. Trustees of the Trust Funds** – Non-Cap Reserve Accounts sheet update

418 **16. Department Heads** – Monthly updates

419 **17. Default Budget** – *As of noon on 3/29/24 the office has not had a response from legal counsel.*
420

421 **PUBLIC COMMENT** – 7:00 p.m.

422 • Sandra Guarino – She is here tonight because of two refusals on a walk in right to know
423 requests. She addressed everybody. She asked if anyone found the answer to her question
424 about the right to know.
425 March 27th at 11:40 she came in to the Selectmen's office and had her second right to know
426 request form stamped by Amanda, the TA's Assistant. While she was here, she wanted to see
427 note, drafts of BOS Meeting 3/18/2024 – a walk in right to know request. The reason being, she

428 didn't know when her written request of 3/20/24 was going to be available and the audio was
429 not out yet. She was refused, went shopping in Tilton, looked at the RSA –
430 Chairman Warren, asked if she could pause for a moment and asked if this was a complaint
431 against an employee.
432 Sandra Guarino stated yes, it is a complaint. And she is also asking if anyone found out the
433 answer why her right to know was refused.
434 Chairman Warren stated if it was a complaint, they will want to address that in non-public.
435 Sandra Guarino asked why other employees information is discussed publicly, and why is she
436 unable to talk to TA Carpenter so the residents know what she went through.
437 TA Carpenter requested to be able to make a clarification.
438 Chairman Warren stated it was okay.
439 TA Carpenter retracted the Non-Public statement. It doesn't have to be done in Non-Public,
440 there is an employee complaint process that is in place. There is a form and a policy and they
441 ask if you are going to put a complaint against an employee, like herself or anybody else, that
442 she goes through the process and the Selectboard adheres to the policy process. As far as
443 Sandra's other statements, TA Carpenter is happy to address them in public so that way we're
444 all on the same page. TA Carpenter stated that what was asked for in the verbalization when
445 Sandra came into the office was working documents for the budget.
446 Sandra Guarino stated no.
447 TA Carpenter stated she needs her moment to talk.
448 Sandra Guarino stated TA Carpenter can talk but that is the problem here.
449 TA Carpenter stated what was related to her – Amanda came into her office, and TA Carpenter
450 reiterated what Sandra Guarino needed. It was working documents of a budget. She cannot
451 give Sandra the working documents, because the Finance Specialist had already changed them.
452 There is no Option A or Option B.
453 Sandra Guarino stated she asked for A and B which were available and in front of a quorum at
454 that time.
455 TA Carpenter stated if Sandra needed copies she could give them to her.
456 Sandra Guarino stated TA Carpenter did not offer the copies.
457 TA Carpenter stated she has three statements from employees that stated –
458 Sandra Guarino interrupted and stated she would like to have them actually in person, and have
459 them interviewed by the police.
460 TA Carpenter stated that's part of the policy.
461 Sandra Guarino stated that is so wrong.
462 Chairman Warren stated Sandra can share her side of the story and TA Carpenter can share her
463 side, but that is why if there is a complaint there is a process for it. They can navigate through
464 that so it's not a back and forth.
465 Sandra Guarino asked if she could read the emails between TA Carpenter and herself.
466 TA Carpenter stated the Selectboard was forwarded every single email between Sandra Guarino
467 and herself.
468 Sandra Guarino asked if she could read them here.
469 Chairman Warren stated he was trying to understand the purpose of it.
470 Sandra Guarino stated the purpose of it shows that what TA Carpenter stated is not the same as
471 what she said at the end of the emails. Sandra stated it was a plural change.
472 TA Carpenter stated it's not, it's Sandra's perspective. She stated if there was going to be a
473 complaint submitted, she would rather have this process in place.
474 Chairman Warren stated the reason why they protect that process is because Sandra's going to
475 give a perspective whether it's true or not.

476 Sandra Guarino stated no, it's emails. She stated she wrote TA Carpenter something and Sandra
477 wrote her back and stated it's what TA Carpenter wrote. Sandra Guarino stated that TA
478 Carpenter stated all the employees heard something different. She stated it's what TA
479 Carpenter wrote and she totally goes against from the beginning to the end.
480 TA Carpenter stated that's Sandra's perspective. TA Carpenter's perspective of the emails is not
481 a contradiction.

482 Chairman Warren stated if Sandra Guarino wanted to give a complaint, because he feels that
483 she's going to be sharing some information that may or may not be true in a public setting. He
484 stated he would rather it be done in non-public or through a complaint process.

485 Sandra Guarino stated she had a complaint, but also wanted to know if anybody called the LGC
486 on the differences on how the RSAs are read and what they meant. She stated that's what this
487 is all about and the interpretation of the right to know. Sandra Guarino stated she had asked all
488 of the Selectboard.

489 Chairman Warren stated he's had multiple conversations with her husband Don Guarino on the
490 phone. He stated again, some of that stuff is interpretation and they follow the law. He
491 understands that Sandra Guarino may have a different perspective of what that is. He stated if
492 it truly is a complaint, then there is a process.

493 Sandra Guarino stated she didn't know if it would be called a complaint, she just wanted to read
494 the emails and go from there. She stated nobody answered her question.

495 Chairman Warren asked her if she wanted to state her question.

496 Sandra Guarino stated her question was, and it was stated to every Selectboard member,
497 regarding how the interpretation is supposed to be through legal counsel, LGC. She stated it
498 was an easy, simple solution. She asked why out of the three Selectmen and the Town
499 Administrator could not have called the LGC for an interpretation or how it's supposed to be.

500 Chairman Warren asked the NHMA?

501 Sandra Guarino stated, yes.

502 Chairman Warren stated he printed off the right to know clarification from NHMA. He stated he
503 shared that with Don Guarino and Don shared his RSAs with the Chairman as well. He stated
504 NHMA does their interpretation of what the right to know law is. He shared this information so
505 it's not his opinion. It is the information that they provide them.

506 Sandra Guarino asked why she couldn't read the RSAs that are in question and maybe they can
507 understand it from her point of view.

508 Chairman Warren stated he would like to understand her point of view. What he is trying to
509 understand why they get into these places. He stated that the Guarino's are his neighbor and
510 this is the Town Administrator. He stated everyone is working really hard to care for this Town
511 and he is in a quandary of why we get in this cycle of getting upset with one another when
512 everybody is trying to do the right thing. He stated for the last two weeks he has been really
513 frustrated with understanding that a lot of people are putting in a lot of hard work and time, and
514 he understands her frustration and that she has a voice as a resident. He doesn't understand
515 why it has to go here. He stated he told Don Guarino, if he had a question, they could talk about
516 it. Nobody is trying to hide anything or keep things from people. Everybody is just trying to do
517 their job in the best way they can and serve the residents that we're here to serve. He stated
518 again, the back for forth frustrates him, because he does not know what it accomplishes. He
519 stated he wanted to address her concerns.

520 Sandra Guarino stated okay, say it's not her, and someone else is making the request. A couple
521 days go by after a Selectboard meeting and she requests notes or drafts, whatever is available to
522 see and/or copy, whatever is readily available right then and there. You say no to that, correct?

523 TA Carpenter stated for clarification, Sandra states notes, drafts of the minutes. TA Carpenter
524 stated comparatively Sandra Guarino made a statement to how things were done in the past
525 versus how they are done now. TA Carpenter stated, her Administrative Assistant does not have
526 notes. All we have is the audio. TA Carpenter stated she does not have control over the audio
527 and it makes a difference whether it is paused or stopped. She stated back in 2016/2017 there
528 was an issue on a non-public that was not non-public. The recorder had not been hit, she got up
529 to go to the door, and the motion was not captured. A resident came back to her and stated she
530 released non-public information and she had not. The motion was not heard because of how
531 the recorder was stopped. So, it sounded as though they were in non-public but that was not
532 the case. She addressed this with the Town Administrator at the time. So, she likes to clarify
533 how it sounds prior to going out to the public. She stated again, the Administrative Assistant
534 does not have notes to show Sandra Guarino. TA Carpenter stated the only thing she had was
535 the Default Budget, Option A and Option B, that is it. The working copy of that, as she stated
536 earlier in the meeting, no longer exists. The copies that Finance had of Option A was turned into
537 Option B and now there is another iteration. So, there is no other copies, except the physical
538 copies. She does not have a scan of that and can only give Sandra Guarino a copy to review, or
539 she could have taken the copies for the cost she gave her. She stated her notes do not exist and
540 the only place they exist is in non-public and those are not available for review. TA Carpenter
541 stated that is the difference between how it used to be and what is available for review now.
542 She stated she does not know how to rectify that, because she does not have what Sandra
543 Guarino is asking for. TA Carpenter stated that the meeting minutes should have been finished
544 by the Tuesday. She stated she called Sandra Guarino Tuesday evening to let her know they
545 were delayed. She stated the Administrative Assistant has been overloaded with the work load,
546 and she stated she was going to get them out to Sandra as soon as possible. TA Carpenter
547 stated she requested clarification in a few areas on the minutes and the minutes were sent to
548 Sandra as soon as they were completed.

549 Sandra Guarino stated that the draft was available, because it was put on TA Carpenter's desk
550 by the Administrative Assistant, and Sandra stated she was not allowed to see that.

551 TA Carpenter asked for clarification that the Administrative Assistant stated she put it TA
552 Carpenter's desk for review, and that she was not in the office on Wednesday, and she could not
553 review it. She stated she would clarify with the Administrative Assistant because that could just
554 be an understanding part. If the notes from the clarification were left on the side bar, where
555 that would be a working internal draft, she may not have wanted to take those off so TA
556 Carpenter could review, before giving them to the public.

557 Sandra Guarino asked for clarification, if she can come in and ask for this information if it's
558 readily available right then and there, for notes, audios, or any type of material that has been in
559 front of a quorum and it states it in the RSA. She doesn't understand why they don't
560 understand. That's what the RSA says, preliminary draft. Things that have not gone in front of
561 the Selectboard, or in front of a public quorum, is not available for public inspection. She asked
562 for Plan A, Plan B, and then they had C. She stated later after TA Carpenter emailed her and
563 stated Sandra was talking about preliminary drafts and sent the RSA to her. It was then Sandra
564 realized that Plan C was not available to the public because it had not gone to a quorum. Sandra
565 stated she is trying to understand.

566 Chairman Warren stated he appreciated that.

567 TA Carpenter stated that Sandra could have had copies of Option A and Option B.

568 Sandra Guarino stated, she guesses she just needs the form.

569 Chairman Warren stated yes, that would be the proper channel if that's something she would
570 like to do.

571 Sandra Guarino stated that she didn't feel like they are addressing what the RSAs are and what
572 they mean, because she is interpreting it differently.

573 Chairman Warren stated he would do the work because of the conversations with Don Guarino,
574 but he has not talked to attorneys, but he's been trained on non-public. He will do the work and
575 get the clarification. He noted he came into the office when TA Carpenter was not there and he
576 stated there is a pile of papers with sticky notes, and he would not want to be in a situation to
577 hand any of those out either. He does not know what's there. He stated one thing he knows
578 about this Selectboard and about TA Carpenter is that they are all about transparency and
579 allowing the public to have anything. However, if it's an internal working document it would not
580 be right for that to go out because it just causes confusion and shares information that's half
581 processed. He is trying to avoid that. He stated the Town just received a Default Budget and
582 they have to work with what the community has said we want to work with. Now it's their job
583 to do that, but they want people to have the right information so they can make informed
584 decisions. He apologized if there were any misunderstandings, but he will do the research and
585 become better informed on the RSAs for better understanding.

586 Sandra Guarino stated she felt like the minutes do not get out in time. She stated that the
587 Selectboard states they are all about transparency, but a lot of people can't come to these
588 meetings. She stated either the audio or the draft minutes should be out in five days.

589 TA Carpenter stated the audio is convenience, and the RSA develops when the minutes should
590 be applied and it is within five business days. TA Carpenter stated that unfortunately the
591 Administrative Assistant is behind on the minutes. Unfortunately, with the staff that we have,
592 we have been overloaded and we are behind. She stated that Sandra Guarino is correct, we did
593 not meet the statutory requirements. The March 28th minutes were moved forward so that
594 Sandra Guarino could have them because she had a right to know request on them. The audios
595 for all the minutes are online. Unfortunately, welfare has been busy, and there have been other
596 projects that take precedence, but we do try to get them out as fast as possible.

597 Sandra Guarino asked if she fills out the employee complaint form, does it just get tucked away
598 and forgotten.

599 Vice Chairman Baiocchetti stated it follows a timeline and it will get assigned to another
600 Department Head to investigate it, and then that Department Head reports the findings to the
601 Selectboard.

602 • Don Guarino stated he sent email to Chairman Warren and wanted to talk to him about the
603 Default Budget. He was looking at what the Default number starts from in the Executive Branch.
604 But he had a question about what the purchase policy was before an item went to bid. This was
605 something he discussed personally with Chairman Warren. At one time, anything greater than
606 \$5,000 needed to be placed out to bid. The only item he saw a request for a bid proposal last
607 year was for the Frisky Hill parking area.

608 Chairman Warren stated that he wanted to check on this. He believes the bid policy threshold is
609 \$10,000, but he wants to confirm this. He stated sometimes this is up for discretion, because
610 they are unable to get the three bids.

611 Don Guarino stated he had some concerns about some things he picked up in the minutes
612 regarding the Default Budget. When you look at the budget that is submitted for the Transfer
613 Station, most of the increases were based on the change in personnel or change in insurance. It
614 wasn't necessarily municipal solid waste disposal. It wasn't pulling containers. In the budget for
615 2023, you don't find any increases in anything that has to do with disposal. He stated this
616 budget could be operated in 2024 if somebody paid attention to it. He stated he was seeing
617 phrases like they could run out of money in certain places at the Transfer Station. They might
618 have to stop because there is only so much available for container pulls. He disagreed. He

619 cannot calculate why the operating budget has an add of \$66,000 at the Transfer Station. It
620 does not look like a contract to him.

621 Chairman Warren stated that Don Guarino was not present when he made his statement that
622 their voted upon Default Budget is incorrect, there was an error in calculating it. They have
623 gone back to DRA, their auditors, and legal counsel to rectify the errors. He stated that the
624 Town is going to be working with a lower Default Budget then was voted upon. He stated that a
625 lot of the numbers, and this is why the Default Budget is going to be challenging, because they
626 will have to be taking away all of the healthcare. We already had the 80% that was in there
627 from last year and they added healthcare in there for a benefit. It was in the Default Budget,
628 but has to be removed now. The reason there may be a difference is because when an
629 employee goes onto a family plan, it's significantly more than an individual plan. There were
630 some people who changed their plans midway through the year that now have to be carried
631 over into a default budget. The expenses are still going up, so there will have to be a reduction
632 in some areas, but the adjustments in healthcare changes have to be honored moving forward.
633 Don Guarino asked if they changed their personnel at the Transfer Station from part-time to full-
634 time.

635 TA Carpenter made a statement for the clarification of the insurance. The added insurance is
636 not in the Default Budget. 80%, which has always been provided is the 15.6% of the increase
637 from this year that was added in there. She stated that she did not know that you could not add
638 family plan changes in the Default Budget even if a vacant position is filled. That is the
639 inaccuracy in the Default Budget. On the statement regarding the Transfer Station, only two
640 positions in the budget request were for full time, and insurance, and retirement. They are
641 trying to see if the budget can handle the two full time positions, retirement, and the altered
642 insurance need for those positions.

643 Don Guarino asked wasn't it premature while they are going through this process to place it out
644 there that you don't think you can make it. He noted the comment about a recliner being
645 disposed at Casella was costly, but he stated he uses Casella and the minimum over the scale
646 was \$35 plus the cost per ton. He stated an 8 ft long couch would not cost \$300 to dispose at
647 Casella. He wanted to talk about a different budget. He stated Parks & Rec is still on the table
648 based on trying to figure out where they are going to get the money. He stated Parks & Rec is
649 fully funded. Maybe they don't spend as much on maintenance, or purchase bark mulch, but
650 the swim instructor and the individual maintaining the ball field, and beach. He stated the
651 Budget Committee did withdraw because they figured if they did the actual there would be a
652 cross over for funds that would have been for assistance in mowing. He stated if you look at the
653 2023 budget he can't see why Crystal Lake Park can't operate in a normal way. He noted the
654 Selectboard has said that they are struggling with the things that they're pulling out of the
655 Default Budget and there are things that may not have necessarily been in there. But if the
656 plans presented are going to change the services of the Town because they're trying to find
657 money from other departments and trying to change services, that he couldn't believe that's
658 what the tax payers want. He stated he didn't change his position when he was debating all of
659 this budget. He stated that the residents didn't want 100% coverage on the insurance and if
660 they are trying to take budgets from other departments to cover something that they want to
661 provide for the employees he thinks it's wrong. He stated as well if the Selectboard told him
662 they were going to get a DPW Director even though the residents voted against it, but they said
663 they could find enough money to get a DPW Director anyway, it would be disrespectful to the
664 voter. He stated he realized something and they wonder why they get into jams with legal
665 questions. He referred to Sandra Guarino's question previously in the meeting, and stated when
666 a quorum had reviewed an item and is readily available in the office during business hours, can

667 the citizen have access to it. He doesn't mean in progress. He used to stop at the LGC with no
668 appointments and get questions addressed. He stated all they need to do was send an email
669 and get an answer.

670 Chairman Warren stated he appreciated Don and Sandra Guarino coming to the meeting to
671 express the views that they have. He stated that they made some comments that the
672 Selectboard is going to do what they want to do. He stated that the Selectboard represents the
673 community and they have to make decisions looking at the whole picture and have to look at
674 the best interests of the employees and the community. He stated that the Selectboard is not
675 the big bad government, they are also residents. He appreciates the debate of ideas, because it
676 helps them formulate decisions that are better. He stated that just because they disagree on
677 something doesn't mean they are against them, they just view things differently.

678 Selectman Collins stated that Don was looking back at the Transfer Station in 2023 and for a
679 considerable part of the year they were not hauling anything but household trash. He noted
680 that in those minutes, it was the Transfer Station foreman commenting that if they kept hauling
681 at the pace they currently are, it's a possibility he could run out of funds in those lines.

682 Don Guarino stated they have discussed the Default Budget and the only thing they differed on
683 is where they will find the money. He stated he believes they carry an appropriation of about
684 \$40,000 a year to maintain the structure, which in normal circumstances is a minimal thing. He
685 believes they may have access to the infrastructure money. He stated the fact that the voters
686 voted to paint and the wording was in the repair that they could actually use those funds for
687 what they want to do on this building to a certain point, and they could use the \$40,000 for
688 what they are trying to do.

689
690 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
691 Public 91-A:3 (d). (3-0)

692 Non-Public 91-A:3, II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if
693 discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general
694 community.

695 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
696 Public 91-A:3, (d) (3-0)

697 This Non-Public was held to discuss a potential donation.

698

699 TA Carpenter pointed out a PO that was not in the Consent Agenda and Paul Perkins, Interim Manager had given
700 it to her before the meeting. This PO is for salt. She stated if they wanted to wait until she got an Option B.

701 Paul stated that he needs salt and there is another storm coming.

702 Chairman Warren stated he prefers not to sign it.

703 Vice Chairman Baiocchetti and Selectman Collins also agree with not signing.

704 Vice Chairman Baiocchetti stated they could discuss this in Non-Public.

705 TA Carpenter will be presenting the Selectboard with Option B, in draft form.

706

707 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
708 Public 91-A:3 (b).

709 Non-Public 91-A:3, II (b) Hiring of any person as a public employee. (3-0)

710 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
711 Public 91-A:3 (b) (3-0)

712 This Non-Public was held to discuss hiring for the Police Department.

713

714 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
715 Public 91-A:3 (c).
716 (3-0)
717 Non-Public 91-A:3 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any
718 person, other than a member of this board, unless such person requests an open meeting. This exemption shall
719 extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based
720 on inability to pay or poverty of the applicant.
721 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
722 Public 91-A:3 (c). (3-0)

723
724 TA Carpenter stated there was a request for a training that was identified in 2023 and registered in 2023
725 because it's when the registration opens. There are no refunds for any of the things that have been purchased
726 so far. The only thing that has to be covered is food, hotel, and travel to the airport. She has not been
727 presented with a schedule to cover while they are away. When they received the Default Budget there was no
728 out of state travel but this has already been booked, and there are no refunds possible. She asked if they
729 wanted to put it forward and take it out of a line that has money in it to cover the remainder of what is owed.
730 Vice Chairman Baiocchetti stated there is going to be one full timer and two probationary employees by
731 themselves.
732 TA Carpenter stated they could ask what the budgetary impact will be for hotels, food, overtime, and what the
733 schedule will be.
734 Vice Chairman Baiocchetti stated that he doesn't want to say no since part of it is already paid for, but what
735 happens if someone else asks.
736 Chairman Warren stated that he would be in agreement to see what the full ramifications are. And
737 unfortunately, this is the nature of a default budget.
738 TA Carpenter stated in the future they should look at the travel policy and add to it so that when employees are
739 buying airfare that they need to buy the insurance. The employee stated there are no refunds for any money
740 spent this year. She stated that he felt it could be covered within that budget line and no go over. She is unsure
741 what the impact will be because they are already at limitations in the budget lines.

742 **Board Consensus:** They would like to see the impact from staffing and overtime and additional expenses for the
743 conference.

744
745 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn.
746 (3-0)

747
748 **Adjourned** 9:10 p.m.

749
750
751 Respectfully Submitted,

752 _____
753 Amanda Davis, Administrative Assistant

754
755 **Approved by the Board of Selectmen**

756 _____
757 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectmen Evan Collins