



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Approved**

**Board of Selectmen Meeting**

**March 14, 2024 - Academy Building – 10:00 A.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**Present:** Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Collins, Town Administrator Heather Carpenter, Transfer Station Foreman Alex DeCoste, Fire Chief Hempel, Police Chief Currier, Interim Manager Paul Perkins, Finance Specialist Lauraine Paquin

This meeting is being held to go over the options addressing a Default Budget. No decisions will be made today. The Selectboard will be addressing it at their Board of Selectmen meeting being held on Monday, March 18<sup>th</sup>, 2024 and will be taking public input at that meeting.

Chairman Warren addressed the members of the board and asked how they would like to address the Default Budget and reducing it by approximately \$354,000.

TA Carpenter stated the Default Budget is \$5,428,378.

Vice Chairman Baiocchi asked what last year's budget was \$5,782,377.

TA Carpenter noted the discrepancy on the summary page and will make the adjustment, decreasing it by \$300.

Chairman Warren stated based on the numbers presented, it is \$354,299.

Vice Chairman Baiocchi stated they are working off of the \$5,428,378. They are not making any increased and staying within the Default Budget.

Chairman Warren stated yes, but how do they.

Selectman Collins stated they will go through and see what lines can be cut. The Park is one. The Default Budget may affect some services to some extent, there is no way around that.

Vice Chairman Baiocchi stated they should look at what they did during the start of COVID when they restricted the flow of money.

TA Carpenter stated that should be something to consider because it can be frozen until they can figure out where they are at. The Department Heads are going to be mindful of all the purchases through the year, because the Default Budget is significantly tighter.

Vice Chairman Baiocchi stated they needed to look at overtime.

Chairman Warren stated there are options, different approaches, unfilled positions, reducing hours at the Transfer Station and days open, looking at the health insurance, and his approach has always been looking after the people who look after the residents. His preference would be to try to care for the employees, because good people create better services. The reason they went without increases for the staff and tried to find other ways to retain employees but in a cost effective way, and they had found it was the less expensive option to go with the health insurance. In his opinion, if they still can, he would like to see what they can do to try to keep that option still.

Vice Chairman Baiocchi stated that they should not look at cutting any benefits from the employees. He would like to make that a motion and cutting benefits and salaries is off the table for the present discussion for this meeting.

Selectman Collins stated if it can be managed within the budget, he would agree with that.

Chairman Warren stated there are unfilled positions. One in the Fire Department, two in the Police Department. Further discussed was Police Department staffing and not cutting all of those positions.

Chief Hempel stated that his open position is currently a funded position and they are already going to have changes in services. He stated they lost \$50,000 in their per diem line with the Default Budget. He stated they would manage, but it's \$50,000 for staff that is no longer available. If that is taken away and another position,

46 then they're really crippling their level of service.

47 Chairman Warren asked if they would lose the 24-hour service.

48 Chief Hempel stated they would lose some of that.

50 TA Carpenter stated if positions are taken away, it overloads the current staff. She stated she would speak to  
51 her staff and they are already at max. If her open position is not filled it puts an unfair burden on the salaried  
52 position.

53 Chairman Warren asked her to explain the positions the Selectmen's office and what the functions are, and why  
54 she is vying to keep the full-time position.

55 TA Carpenter stated that they have always had a position like that, and it used to be part time. It used to be part  
56 time in Zoning, Planning, Assessing has always been full time, Administrative Assistant has always been full time,  
57 Town Administrator, and the other part time was Finance. Due to Accounting standard changes, governmental  
58 changes that the Finance position has to be full time. She stated they do what is most important, but everything  
59 else has fallen to the wayside. Currently, there is one individual on the Assessing side covering Planning, Zoning,  
60 Conservation, and HDC if the Assistant is not hired. Building inspection has remained at part-time. If they lose  
61 him, she is unsure that they will be able to fill that part-time position with someone as well versed as he is. The  
62 part-time staff that has been removed from the budget and the work from that position has been given to the  
63 full-time Finance and to the Administrative Assistant. And then the Town Administrator fill in the rest of the  
64 gaps.

65 Chairman Warren from his perspective, seeing the work that the Community Development Director has and he  
66 understands no one wants larger positions. The challenge is resident wanting development of things that  
67 generate revenue, but they are never in a position of forward thinking planning, because they are basically just  
68 getting through with addressing applications and the work that has to be done in each of those departments.

69 TA Carpenter stated her department's position has to be filled in some manner. Part-time positions are not  
70 viable. She was also reminded that the full-time Finance position is still assisting building. She is offsetting that  
71 position because the Community Development Director cannot do it all by herself. The assistant role, especially  
72 in a reeval year, does put a burden and requirement on the staff because it was never the intention to not give  
73 the Community Development Director any support.

75 Chairman Warren stated, another option was to reduce a day at the Transfer Station. He addressed Foreman,  
76 Alex DeCoste regarding what his thoughts are on the impact to the community.

77 Alex DeCoste stated they are only open one day during the week, and both weekend days with Sunday being the  
78 busiest. If they do close down, they would save on electricity and they would see an influx on residents coming  
79 in on the open days. His only concern with the influx on certain days and the containers getting backed up and  
80 traffic. They could reevaluate how they are going to send residents through the facility.

81 TA Carpenter stated the Transfer Station staffing levels and if there are any changes compared to Highway,  
82 because currently there is the hybrid role that helps. Part of that is the Transfer Station does not get a full-time  
83 individual. She asked if they were separating that position out, are they giving the hybrid role to Transfer  
84 Station, or leaving them at the Highway Department.

86 Vice Chairman Baiocchetti stated they have to cut \$354,000. Where are they going to cut it, because it's a lot of  
87 money for some of these budgets. They had already instructed the Department Heads to present them trimmed  
88 budgets to begin with.

89 Selectman Collins stated even talking about the Transfer Station for a day, understanding it will save on  
90 electricity, but as far as the budget, how do they show that it will save them a certain amount of money. If that  
91 is one of the cuts, how is that taking from the \$354,000.

92 Vice Chairman Baiocchetti stated the majority of the cuts would be personnel. Fortunately, they do not have to  
93 lay anyone off. Each Department is already short staffed. They need to address each Department Head and see  
94 where they are able to sustain cuts.

95 TA Carpenter asked if there were any concerns with the model she presented and stated the Selectboard has  
96 every ability to adjust. This was to give a platform.

97 Chairman Warren stated it is an option.

98 TA Carpenter stated budgets are tight, so spending needs to be managed.

99 Vice Chairman Baiocchetti stated the park is gone. They don't need to worry about mowing, electricity,  
100 plumbing, opening the bathhouses, swim lessons, there will be nothing.

101 Chairman Warren stated one of the options is not opening the park for the season at all. He asked what would  
102 be saved?

103 Vice Chairman Baiocchetti stated that is the first department that would be cut.

104 TA Carpenter stated that it will save \$23,347. She stated she left \$5,800 for occasional mowing.

105 Vice Chairman Baiocchetti stated they are not mowing it.

106 Chairman Warren stated there was approximately \$20,000-\$25,000 depending if they chose to keep mowing  
107 and that will be determined.

108

109 Vice Chairman Baiocchetti reviewed Patriotic Purposes.

110 TA Carpenter reduced this by \$800.

111 Vice Chairman Baiocchetti stated he's talking about reducing the entire.

112 Chairman Warren stated that they'll have to discuss much larger lines.

113

114 Vice Chairman Baiocchetti asked about the Conservation Commission line.

115 TA Carpenter stated they cannot touch it.

116 Vice Chairman Baiocchetti asked about Street Lighting.

117 TA Carpenter stated that Street Lighting cannot be touched.

118 Chairman Warren stated its power for their lights.

119 TA Carpenter stated that it's an obligation.

120

121 Chairman Warren stated they are just looking at options and not making determinations. Work has been done  
122 to create options for the Selectboard. They want to hear from the community, Department Heads and how it  
123 will impact their operation, and what services will be impacted.

124 TA Carpenter stated that they are looking for a possible different scenario.

125 The Selectboard confirmed.

126 Selectman Collins stated the option in front of them that gets them to the Default Budget includes still hiring the  
127 positions, and also health insurance.

128 TA Carpenter stated that is correct. There were other concepts, and the one for COLA is still more expensive.  
129 She would like to stay with health insurance, but it doesn't mean it won't change. She does not want to do  
130 drastic plan changes and is something that draws employees in. She stated next year if they get a Default  
131 Budget again next year it will be problematic.

132 Chairman Warren stated if they decided not to fund positions, how does it impact the potential Default Budget  
133 for the following year.

134 TA Carpenter stated that the intention is not to zero it out. The Default Budget will still be there unless they  
135 zero out the lines. It will remain for a period of time in the Default Budget and then falls off.

136

137 Chairman Warren stated he would like to start with the biggest impacts first. Positions typically are the largest  
138 numbers because they come with a salary and benefits. Each of the police roles are approximately \$100,000 per

139 position with retirement. This is the same with fire. The Administration is less because it's not as costly,  
140 \$60,000-\$75,000 depending on the position.

141 Discussed were the roles for Transfer Station and the cost of shutting down one day and employee hours.  
142 TA Carpenter stated that Wednesday has to remain an open day, because the vendors only work during the  
143 week.

144 Vice Chairman Baiocchi stated just because they are closed to the public doesn't mean that it's not open for  
145 the employees to work. He also mentioned Town Hall, and if they closed down Friday, the employees would  
146 work 4, 10 hours shifts Monday-Thursday and close the building, and save on electricity. But the building would  
147 be closed to the public and would not reducing staff.

148 Chairman Warren stated that they need three employees to be open at the Transfer Station, but wouldn't  
149 necessarily need three people if they are closed.

150 Vice Chairman Baiocchi addressed Alex DeCoste regarding the number of employees.  
151 Alex DeCoste stated it was himself, Pete Kotsakis, and Austing Russell-Simonds.

152 Vice Chairman Baiocchi stated Austin might end up going to the Highway Department or be fully at the  
153 Transfer Station.

154 Alex DeCoste stated he needs 3 people on the open days and he is there 40 hours a week.

155 Vice Chairman Baiocchi stated the other full-time position would be there 40 hours a week, and bring Pete in  
156 because help is still needed.

157 TA Carpenter clarified for Paul Perkins, Road Agent that if Austin was pulled from the Highway Department over  
158 to Transfer Station he would then have 2 vacant roles.

159 Paul Perkins stated as it is, they are spread thin.

160 TA Carpenter stated there is still the opportunity to fill the vacancies and they are not looking to short change  
161 the departments.

162 Vice Chairman Baiocchi stated there is a misconception that they are going to continue with the same  
163 services that they have been providing. That is not going to happen. They are going to lose services. The last  
164 Default Budget the Selectboard made sure the residents had the least amount of impact. Because these are  
165 tight budgets, services will suffer.

166 Chairman Warren stated it didn't sound to him that reducing a day at the Transfer Station does not seem to be a  
167 benefit.

168 TA Carpenter stated she didn't feel that they would have to reduce a day unless they couldn't get staff. If they  
169 can't get staff they are going to overburden the current employees and expect them to provide the same level of  
170 service. During the summer they cannot work with a reduce staff and keep up with everything.

171 Selectman Collins stated to be fair with the cuts, they are cutting from the increase they were asking for. The  
172 Default Budget from last year is about \$370,000 more. They are cutting it back from what they're asking this  
173 year.

174 Chief Hempel stated that this document is a working document that has adjustments, and the bottom line is  
175 sufficient for the Departments to go forward.

176 TA Carpenter stated yes, minus the \$300 error that they found this morning.

177 Chief Hempel stated that he would present it to the Department Heads, this is your Default Budget, this is what  
178 you have to work with, and give it to the Department Heads. He doesn't believe they need to make cuts. They  
179 can stay within the constraints of the budget. He had \$50,000 and he will figure out what to do and reallocate.  
180 He stated this budget looks manageable.

181 Vice Chairman Baiocchi stated they have to have enough money to be able to cover any issues that present.  
182 This budget doesn't give them a buffer for anything and they need money for a buffer.

183 TA Carpenter stated they are trying to balance the needs of the residents who are asking for increased services  
184 on roads, and fire, and increased services in PD, and the issues with the Transfer Station. And she stated the  
185 only area where the residents seem to get upset is about the Executive office and she feels it's because they do  
186 not understand what the office does. The residents do not want to see the employees fortified, but that is not

187 an option. You cannot give the employees nothing. COLA is not a raise. It is a bridge to fill the gap of increased  
188 costs everywhere and is also felt by the employees. It was at 10% for the last COLA but that was not given, and  
189 they gave less. She understands everyone feels the pinch, but it is not an option to give nothing to the  
190 employees.  
191 She stated the option given was based on 100% insurance coverage, but it could be adjusted to 90%.  
192 Chairman Warren address TA Carpenter and asked her to walk them through some of the options.  
193 Vice Chairman Baiocchi stated no, that it is the Selectboard's responsibility.  
194  
195 Vice Chairman Baiocchi stated if they go through the budget and take the small ones out, Park, Patriotic  
196 Purposes, and lights, take out lesser, by the time they get to bigger cuts it should results in lesser cuts. He stated  
197 they keep \$1 in each line.  
198 Chairman Warren address Patriotic Purposes and asked if we had flags from last year.  
199 TA Carpenter stated these are just replacements of placard flags.  
200 Chairman Warren stated there can be a reduction in the Building Inspection line just because of the employee  
201 and his efficiency.  
202 Vice Chairman Baiocchi stated every department has overtime, training, unfilled positions, and then the  
203 option of closing facilities. Training is important and they can look at no cost trainings, but they can look at  
204 paring it down. General Assistance cannot be touched.  
205 TA Carpenter stated that if they do go over in General Assistance with the budget this tight, the potential to go  
206 over the bottom line is a possibility. There is an offset of funds, but the operation budget is utilized first. Last  
207 year the cost of assistance doubled. It's not something that can forecasted, and a lot of offsets come from  
208 federal and state resource.  
209 Vice Chairman Baiocchi stated they can remove the executive appreciation line, 01- 4130-271, \$1,000. He  
210 asked what was under Executive miscellaneous, 4130-690, \$400.  
211 TA Carpenter stated when the Selectboard decided to have the background checks go through our office, that  
212 was the offsetting line.  
213 Vice Chairman Baiocchi asked about elections.  
214 TA Carpenter stated they cannot touch elections. She questioned how it was calculated, and elections are in the  
215 Default Budget because they are a State mandate.  
216 Vice Chairman Baiocchi asked about the meals, sterilizing, and set up.  
217 TA Carpenter stated she cannot speak to any of that.  
218 Chairman Warren stated they can require the election workers to provide their own lunch. He would like to  
219 leave it, but it is an option.  
220 Chairman Warren stated they an reduce wages from the Finance office, \$10,000. Line 4150-110.  
221 Selectman Collins, asked about the Finance retirement line.  
222 TA Carpenter stated that could be reduced. \$1,354 can be removed from that line.  
223 Chairman Warren stated the annual audit is contractual and state mandated.  
224 TA Carpenter stated that the mileage line is used for the Post Office, trainings, and bank deposits. The bank has  
225 been reduced because they got inhouse check scanning, so that takes care of the mobile deposit for the  
226 Executive office and TC/TX.  
227 Vice Chairman Baiocchi asked what the Budget Committee expenses covered.  
228 TA Carpenter stated it covers the binders, but they do try to reuse them, but additionally tabs are used or  
229 individuals do not return them.  
230 Vice Chairman Baiocchi stated the Town Clerk/Tax Collector has a position that will not be filled, so they can  
231 remove \$21,800, 115. They can also reduce training by \$1,700. He asked on page 11, Professional Services for  
232 the TC/TX for \$10,000 and what it was for.  
233 TA Carpenter stated she could not answer that.  
234 Chairman Warren asked for more information to be provided on that.

235 Vice Chairman Baiocchetti asked if that was when they had assistance from Grafton to cover when the TC/TX  
236 was not in the office.

237 TA Carpenter stated that would have come from a vacant position.

238 Selectman Collins asked about filing.

239 TA Carpenter stated no, but she would get more information on that for Monday's meeting.

240 Chairman Warren asked if they could reduce maintenance on page 44, line 4194-430. They know they need to  
241 upkeep their Government Buildings.

242 TA Carpenter stated they could reduce some of that line. Reduce by \$5,900.

243 Chairman Warren asked about OTH, does that mean they slow down the project on that building.

244 TA Carpenter stated no, that is encumbered money. The promise to LCHIP was they would delineate money.  
245 You cannot restore a building and then not have a budget for it. The concept was to put \$10,000 and then they  
246 would increase it over time. She would like a generator this year, but between FD and the TA, they do check on  
247 the building when the electrical goes out in the winter. It could be reduced by half, but she does not want it  
248 zeroed out.

249 Chairman Warren would like to see a reduction in the PD Line for cross training time, 64 weeks was allotted.

250 TA Carpenter stated she sent the budget to him, but he is off today. He will be at Monday's meeting.

251 Vice Chairman Baiocchetti stated they could take out the part time wages.

252 Chairman Warren agreed.

253 Vice Chairman Baiocchetti asked what the PD special detail was on line 125.

254 Laurain Paquin stated it's for town events.

255 Vice Chairman Baiocchetti stated to remove that.

256 This was the Board consensus.

257 Selectman Collins asked for clarification from Chief Hempel on his part time line.

258 Chief Hempel stated it's a collection of part time, per diem and funds vacations for holidays, vacations etc.

259 Vice Chairman Baiocchetti stated line 4210-800, \$2,500.

260 Chairman Warren addressed Chief Hempel regarding overtime and putting holds on it and how it would affect  
261 operations.

262 Chief Hempel stated it would be a significant impact and spent \$100,000 in overtime due to vacancies and  
263 outages. The money requested this year was balanced out by the increase for the per diem line that they lost to  
264 the Default Budget. \$29,347 was spent in call pay last year.

265 Vice Chairman Baiocchetti asked if they could reduce it from \$42,500 to \$35,000.

266 Chief Hempel stated they could try, but last year they came in with only 1% left in the budget. He stated an area  
267 they could look at if they are going to maintain positions is calculating if the position is funded the entire year, if  
268 you want to pull some funds from that and fund it for 6 months. When the candidate is replaced, they can be  
269 replaced in July and delay hiring. But they need to replace their position and maintain employees.

270 Vice Chairman Baiocchetti, 4220-190, take \$7,500, and drop it to \$35,000. He also stated ambulance supplies  
271 goes right into the general fund. He asked what was custodial and housekeeping for \$3,000.

272 Chief Hempel stated it was their cleaning supplies.

273 Vice Chairman Baiocchetti asked what was in their miscellaneous.

274 Chief Hempel stated it's used for if they had a call and they needed to feed people. He stated if they wanted to  
275 take \$1,000 out of that they can keep \$1 figure it out.

276 Vice Chairman Baiocchetti, asked the Highway Interim Manager about his part-time position. 4311-620, \$6,000.

277 Paul Perkins stated that his part time position if they ever find one.

278 Chairman Warren asked about the permit costs line.

279 Paul Perkins stated he had both the Foreman go to training for culverts.

280 Vice Chairman Baiocchetti asked what they were losing in tires at the Transfer Station.

281 Alex DeCoste stated they charge \$5 to get rid of a tire, but it costs \$3.50 to get rid of it and there's an  
282 environmental fee. They are accruing \$1 per tire. This offsets the ones that they find on the side of the road.

283 Vice Chairman Baiocchetti asked what he is using mileage for.  
284 Alex DeCoste stated it's for when they have to go to training or to the store. They do not have a Town vehicle.  
285 Vice Chairman Baiocchetti asked about the medical line for Transfer Station.  
286 Alex DeCoste clarified that this was the new account they added for drug testing for DOT physicals. He also  
287 purchased first aid kits.  
288 The Selectboard further discussed amongst themselves items they would feel comfortable cutting and items  
289 they did not want to cut. They also discussed Street lighting and whether they were legally obligated to keep  
290 them powered.  
291 TA Carpenter stated that she felt it was a safety issue.  
292 Elise Smith was brought in to discuss her professional services line and what was included in it. She stated it was  
293 for her title research but she will look into it and let them know all items that come out of that line.  
294 TA Carpenter noted there was some funding not spent in fuel. She stated that they should be mindful that  
295 during presidential elections gas usually goes down, so there could be some savings during that time period.  
296 Fuel could also have a savings because it's been a light winter. She is just concerned with cutting the budget too  
297 tight.  
298  
299 Vice Chairman Baiocchetti stated he had \$111,085 of lines cut from the budget, just with the small cuts. If they  
300 cut from government buildings that increases it to \$117,000.  
301 Chairman Warren asked if that was without touching positions.  
302 Vice Chairman Baiocchetti confirmed that is without cutting positions and only making minor cuts.  
303 Selectman Collins asked if he was doing the cuts not including the recommendations.  
304 Vice Chairman Baiocchetti stated this was just cuts. They went through the budget, and these were the cuts. It  
305 did not take into account what the TA had already done. He does not know what would have to be added off  
306 her cuts which would give them a buffer.  
307 TA Carpenter stated there is no buffer.  
308 Vice Chairman Baiocchetti stated that is his problem. If General Assistance goes over, where would they get  
309 that funding from.  
310 Elise Smith clarified from her line, it covers the shredding, tax bills, research and she noted she switched  
311 Newfound Title Services, so there should be a savings.  
312 Vice Chairman Baiocchetti asked if they could see where it incorporates into the first plan.  
313 TA Carpenter stated yes, where it alleviates and gives a little more room on items. She asked if there were any  
314 areas they wanted to see more room or certain departments.  
315 Chairman Warren stated if there are any lines that can fortify Highway, because they know it's needed.  
316 Vice Chairman Baiocchetti stated that they should implement some of the things they did during COVID. No out  
317 of state or out of town training.  
318 TA Carpenter stated one is required for Lauraine Paquin's certificate.  
319 Vice Chairman Baiocchetti stated they should not do additional trainings unless it's a requirement.  
320 Paul Perkins stated that Travis Mithcell and Alex DeCoste are still doing the Road Scholar training. Alex will still  
321 need the supervisory course as well.  
322 TA Carpenter stated his aspect of training will be more towards supervision and geared more towards Transfer  
323 Station but there were cross over pieces that are good for both departments, but not specifics to each  
324 department. It was clarified that these are required trainings. She will look into what the positions required for  
325 trainings.  
326  
327 Chairman Warren stated they have discussed options. They are going to hear from the residents on Monday  
328 and make determinations after that meeting. They do need to give the Town Administrator direction on that.  
329 Vice Chairman Baiocchetti asked about the unfilled positions.

330 Selectman Collins stated if they can go with the Town Administrator's recommendation and still hire the  
331 positions he would prefer to keep the option open as long as they are able to stay in budget. He stated it will  
332 just set them back if they are not hiring those positions.

333 Vice Chairman Baiocchetti asked if they are going to stop hiring for now.

334 TA Carpenter and Selectman Collins stated this should exclude the positions with current conditional offers.

335 Vice Chairman Baiocchetti asked what they were going to do with hours and limiting the overtime.

336 Chairman Warren asked how they would limit the overtime.

337 Vice Chairman Baiocchetti stated they could eliminate any unnecessary overtime. He further elaborated on his  
338 definition of unnecessary pertaining to overtime.

339 Selectman Collins stated they are going to be given a budget and know not to spend over that. He asked if it  
340 was necessary to limit the overtime.

341 Chairman Warren asked why don't they approve the overtime budget and that's what they have to work with  
342 and cannot go over it.

343 Vice Chairman Baiocchetti stated they would be limiting FD overtime to \$20,000 in total for all of his positions.

344 Selectman Collins stated Vice Chairman Baiocchetti is saying, don't overspend the overtime, if you don't have  
345 coverage, no one is there.

346 TA Carpenter stated if the Department Heads are cognizant of their budget and it looks like they are going to  
347 overspend, they can come to the Selectboard and ask for a budget transfer if that's something the Selectboard  
348 wants to do to make sure everyone is paying attention to their lines.

349 Vice Chairman Baiocchetti asked the Interim Manager, Paul Perkins if he follows CDL guidelines on the amount  
350 of hours they work in day.

351 Alex DeCoste stated they are technically emergency services.

352 Vice Chairman Baiocchetti stated they could put an hour limit in on it. They cannot go over double their hours  
353 for all departments.

354 The Selectboard further discussed this and will hold a later discussion on the hours.

355 TA Carpenter stated that the Executive office does not do overtime. She stated that it would just be her and she  
356 doesn't get paid for it. She stated for the office meeting schedule, if the employee reaches their 40, they leave.  
357 There is no overtime and all the boards have to understand that.

358

359 TA Carpenter stated she gave Paul Perkins the Road Agent job description instead of the Interim Manager job  
360 description.

361 Chairman Warren stated he his hired as the Interim Manager.

362 TA Carpenter address Paul Perkins stated she would give him the Interim Manager position and stated it's  
363 basically the same.

364

365 Vice Chairman Baiocchetti discussed closing the Academy Building a day a week.

366 Chairman Warren stated to him that is a change in operation and he would like to talk to the office before they  
367 make that determination. He asked what it saved the Town?

368 Vice Chairman Baiocchetti stated it save heat, electricity, air conditioning, and it gives more open office hours.

369 TA Carpenter stated the Selectboard could reduce overtime hours at the Academy building by reducing Friday  
370 hours. The office still works their 40 hours, because they are working in the meetings and doing minutes. She  
371 also stated they are getting online permitting so it eliminates the concern that contractors wouldn't get their  
372 permits on Fridays.

373

374 Chairman Warren addressed Paul Perkins and asked if there were any projects being worked on that is going to  
375 cost the Town.

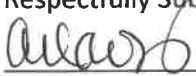
376 Paul Perkins stated the North Road project.



377 TA Carpenter stated that Busby reached out and wanted to know if the same numbers were to be kept on the  
378 contract. They are willing to hold the numbers for the Town. She requested them to write a letter to the  
379 Selectboard for approval.  
380 Chairman Warren reminded Paul Perkins that before any major spending takes place he will need to come  
381 before the Selectboard so they can manage the budget appropriately.  
382 TA Carpenter asked if Paul Perkins will be able to come before the Selectboard and give them an understanding  
383 what projects he wants to work on over the summer and if he can give the prices and what that will look like so  
384 they have an understanding.  
385 Paul Perkins agreed.  
386 Chairman Warren reminded Paul Perkins about the policy, anything over \$2,000 needs to go to TA Carpenter for  
387 approval first.  
388 Paul Perkins stated yes, and anything over \$5,000 goes to the Selectboard for approval. He asked what happens  
389 if there is an emergency.  
390 TA Carpenter stated that there is an emergency funding in the policy, and the Selectboard just requested a  
391 phone call and to be notified.  
392  
393 Finally discussed were the suggestions and work it within what TA Carpenter presented.  
394 Chairman Warren stated she should continue to put all the options on there and give them a chance to total the  
395 final numbers.  
396  
397 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn.  
398 (3-0)

401 **Adjourned 11:04 a.m.**

404 Respectfully Submitted,

405 

406 Amanda Davis, Administrative Assistant

408 **Approved by the Board of Selectmen**

409 

410 Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectmen Evan Collins

411

