



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Board of Selectmen Meeting**

**April 19, 2021 - Academy Building - 6:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**Present:** Chairman Mark Warren, Vice- Chairman Vincent Baiocchi, Town Administrator- Heather Carpenter, later in the meeting Mr. Don Guarino

**Absent with Notice:** Selectman Evan Collins

**APPROVED AS AMENDED**

**PUBLIC MEETING MINUTES APPROVAL**

- 04-05-2021

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi it was voted to approve the 04-05-201 minutes. (2-0)

**CONSENT AGENDA**

- GYRL-Release of funds request through the approved vote on March 09<sup>th</sup> town vote in the amount of \$47,100.00-WA #17
- Event Requests-Crystal Lake Park- Kingsbury Anniversary Party- June 05<sup>th</sup>, Parker Baby Shower-June 13<sup>th</sup>, Langley Birthday Party- April 24<sup>th</sup>-Ball Field, Thomas Dow- Celebration of life- May 16<sup>th</sup>
- Assessing Items-
  - **Veteran's Credit**  
Map/ Lot: 416-051-granted, 414-089, -granted,120-037-granted, 126-025-granted but deny wood heat exemption; must be the central heat system, 420-016001-granted, 405-085-granted
  - **Solar Exemption**  
Map/ Lot: 403-022-granted
  - **Application for Current Use**  
Map/Lot: 419-005-granted
  - **LUCT-Land Use Change Tax**  
Map/Lot: 415-049 in the amount of \$3,810.00

**MOTION:** On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to approve the consent agenda as amended. (2-0)

**OLD BUSINESS**

**Guardian Tracking-** The Department Head consensus is to move forward with the software, cost breakdown ends up being approximately \$412.00 per department. The cost will be divided between all the departments evenly. Further discussion on the use of the software to be used as an annual tool for each department, allowing for greater communication between Dept. Heads and staff, employees can log in and see the information easily.

The Town Administrator would like clarification on the organizational chart, how the software will be used for the Dept. Head reviews, who is doing the reviews for each department head, and what is the plan moving forward.

Vice-Chairman Baiocchi-The hierarchy can be set up so that the TA can input information on behalf of the Board regarding the Dept. Heads, the Board wants to know if there is an issue between the Dept. Head and the TA or visa versa.

Chairman Warren- If there is a department that isn't fluid with technology, do they have computers, and are we asking them to become proficient using this software?

The software should be utilized regularly, communicating to employees on items that need to be addressed, training, compliments that have been given by the public or by other staff members. The software use should reflect the level of communication between the supervisor and the employee that is happening regularly.

The additional concern that the Chairman has; the tool will only be as good as the user, a reminder at the monthly Department Head meetings to make sure everyone is using it will help to see if everyone is using it fully. TA- It would be good to make sure that in two departments the software is easily accessible because the ease of access will dictate how much the system is utilized. There will be training for users and it should be relatively easy to learn. Each department will need to decide which budget line the cost will come out of.

**Board Consensus:** To move forward with the software as an organization-wide decision, every department will be utilizing it as a part of the new approach to the review process that the Selectmen will be addressing later in the year. The TA will be inputting information for the Board regarding the Dept. Head's to help assist in the annual review process.

**Road Assessment Review-** RSMS Analysis based on the \$150,000.00 budget. Dirt roads are not included in the forecast module, conditions will be provided in the final report.

Chairman Warren- We seem to have challenges at mud season, understanding how to become more proactive with the condition of the roads during a non-mud season.

Further discussion on the cost of upgrading roads, sufficiently staff the department and understand which projects can be contracted out so that staff can focus on upkeep and regular care and maintenance. Based on the paved road timeline given by LRPC, the idea is to find out from the Road Agent his thoughts regarding the timeline and the budget, are the priorities reflected in the report his priorities or are there upgrades on dirt roads that need to be addressed?

The current budget is considered low, the timeline for roads can be placed on CIP to plan for major projects, the larger projects can be put out to bid based on current road conditions and what items need to be addressed first.

**Board of Selectmen Goals in 2021- Personnel Policy and Roads**

Once the report is complete the Board and the Road Agent should review and come up with a plan of action for the remainder of the year and the next budget season. The report should be submitted to the Town by late Spring.

**Atlantic Broadband Cable Franchise discussion and ascertainment statement:** The following information is to inform the public and participation.

Press Release for public ascertainment read aloud at the meeting. Further information that has been provided to the Board is the following; Example of Ascertainment Letter to ABB, the example of Intermunicipal Agreement and System Plant Information received from ABB for informational purposes, and original Section 626 Notice.

**Ascertainment statement-** As part of the renewal process, the Gilmanton Board of Selectmen is soliciting public input to ascertain the cable-related needs and interests of Gilmanton residents in addition to requesting feedback on the performance of Atlantic Broadband under the existing Franchise Agreement.

Unfortunately, federal law does not allow a community to review or regulate the following subject matters when considering the renewal of a cable television franchise agreement: broadcast and channel programming, fees charged for services, internet services, or telephone services. The focus of this renewal process will be on video programming quality, reliability, availability, customer service, and local access channels.

Anyone interested may respond in writing to [hcarpenter@gilmantonnh.org](mailto:hcarpenter@gilmantonnh.org) or you can mail a response to the Gilmanton Board of Selectmen, PO BOX 550, Gilmanton, NH 03237.

The deadline to reply is July 15, 2021.

Further discussion on the amendment process for the cable franchise agreement, the cost-saving by amending the current agreement and doing it as a part of the consortium vs baring the full cost by ourselves. The law firm representing the consortium is DTC who is the Towns IOn a motion by Chairman Warren and seconded by Vice-Chairman Baiocchett it was voted to move forward with the inter-municipal agreement and staying with the consortium. (2-0)

- ☐ **Action Item:** Place the Ascertainment press release on the website and posted at the post offices for public participation.

**Information about Property Tax Relief Options-** Memo per Assessing Office, this memo is provided to inform the Board of the various exemption, credits, abatement processes, and relief that can be utilized by residents.

- **Elderly Exemption-** For those age 65 and up. Exempts a dollar amount from the assessed value; calculates taxes on any remainder. Cannot exceed income and asset limitations.
- **Disabled Exemption-** For those eligible under Title II or Title XVI of the Federal Social Security Act. Exempts a dollar amount from the assessed value; calculates taxes on any remainder. Cannot exceed income and asset limitations.
- **Elderly and Disabled Tax Deferral-** For those age 65 and up or eligible under SSA title II or Title XVI. Defers all or part of taxes due at 5% interest. Places a lien on the property which is repaid at either the time of sale or, upon passing of the owner, by the estate.
- **Abatement-** Can be filed based on poverty or inability to pay. Must state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing, or obtaining some alternative public assistance.
- **Other tax credits/exemptions available:** Veteran's, Permanently & Totally Disabled Veteran's, Blind, Solar, Wood Heating, and Wind.
- **Low and Moderate Tax Relief-** This is a State program that refunds the homeowner either all or a portion of the State education tax paid the prior year.

#### **PUBLIC INPUT 6:56 PM**

Mr. Don Guarino has come before the Board to request the ability to schedule the 4<sup>th</sup> of July fireworks and the parade. In light of the recent lift on the mask mandates, the local area Bike Week and the Gilmanton Old Home Day has been scheduled it is highly recommended that the events be scheduled with the understanding that if anything, big changes the Board can adjust at that time.

The fireworks display has been tentatively scheduled for the last Saturday in June, the 26<sup>th</sup>. The parade will be held on the 4<sup>th</sup> of July weekend rain or shine but Mr. Guarino will reach out to Pastor Stevens to see if the parade should be held on Saturday, the 3<sup>rd</sup> as to not interfere with church services on the 4<sup>th</sup>, once the date is confirmed the information will be relayed to the Town Administrator to update the Board. The parade starts at High St., \$25.00 vendor fee for the event on the Town Hall Common, \$250 cover the band at the fireworks, the gate will be open this year with no fee as the town has supported the event through the through voting.

Volunteers are needed for the Parade- Help with parking cars is always welcomed, reach out to the 4<sup>th</sup> of July Association to find out how the community can get involved. The Association would like to see events like back in the day but to do that volunteers are needed. Volunteers for the Association are also welcomed as participation is dwindling.

**Board Consensus:** The Board is willing to move forward with the events once they hear from Chief Hempel.

- ☐ **Action Item:** Confirm with the Church that the parade should take place on July 3<sup>rd</sup> and volunteers for the event are needed.

#### **NEW BUSINESS**

- **Resignation Letter-** Part-time Officer- Richard Mann- Police Dept.

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to accept the resignation of Part-time Officer Richard Mann. (2-0)

- **Request Proposal for the Care and Maintenance of Crystal Lake Park-** Submission by Tom Nielsen

Mr. and Mrs. Nielsen have requested that the Board consider their proposal to fill the vacant Park Attendant role. Their request would split the duties, Mr. Nielsen would be the one handling grounds and maintenance, and Mrs. Nielsen would schedule the events, check on the park, and clean the bathrooms.

Mt. Nielsen would remain as a sub-contractor for the Town and Mrs. Nielsen would go through the interview process for the seasonal employee role with the TA and the Park Committee Chairman. Background checks would be conducted on both individuals.

**Board Consensus:** To move forward with the proposal and the interview process. The TA will set up the interview process with Mrs. Nielsen and Mrs. Lines shortly.

- **Proposal for Meeting Audio System-**The proposal presented covers the audio system for the auditorium meeting space and the additional WIFI upgrade to deal with the acoustic and technology gaps present in the Town Hall. The total cost of the proposal is \$22,733.92. The information given is based on the needs of the space and of the largest Board of nine, to be sufficient for all of the Town's meeting needs with high-quality sound for the physical space and virtually. Acoustic tiles have been included in the quote.

This item was not specifically budgeted for.

**The following are questions that need to be answered regarding the system;**

- Is it simple enough to use?
- Will the mixing counsel need an employee to run it during the meeting or is it going to be set for space and we don't have to touch it?
- Do the microphones have an on/off switch.
- Is the system too large for the needs of the organization?

**Board Consensus:** The TA will reach out and forward the information to the Board.

**Event Item-Gilmanton Women's Club:** The following item was received after the agenda was written and is being presented as an amendment; The Gilmanton Women's Club is requesting the use of the Town Hall Common's green space and bathrooms starting in June for fundraising purposes.

**Board Consensus:** The Women's Club will need to fill out an event form, the request for the green space use is approved but not the use of the bathrooms within the building. The TA will reach out regarding the form and the specific dates.

### **SELECTBOARD ITEMS**

Vice-Chairman Baiocchetti would like to set up a workshop for the Emergency Operation Plan to include the Road Agent, Fire Chief, Police Chief, and the Town Administrator.

Topics that will be discussed are communication, ordinances, weather events-snow and mud season, & signage-road closed vs travel at your own risk.

- ☐ **Action Item:** The meeting will be a workshop, scheduled for no more than two hours between 5 p.m.-7 p.m. Pizza will be ordered and the TA will confirm if April 28<sup>th</sup> or May 05<sup>th</sup> will work for everyone's schedule.

### **NON-PUBLIC Pursuant to RSA 91-A:3, II (I)-Legal Review FairPoint and ITW Settlement**

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to enter into non-public session RSA 91-A:3, II (I)-Legal Review. (2-0)

1<sup>st</sup> Discussion- This meeting was held to discuss the FairPoint settlement, the amount owed by the Town, and the payment options.

2<sup>nd</sup> Discussion-This discussion was held to resolve the final negotiation on the ITW cell tower case, there are two options given by legal counsel.

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to come out of non-public session RSA 91-A:3, II (I)-Legal Review. (2-0)

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to seal the minutes of non-public session RSA 91-A:3, II (I)-Legal Review until the case is resolved. (2-0)

**NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee/Highway-** This meeting is being held to request clarification on employee Dylan Beaulieu's wage increase, the Road Agent has requested that the employee receive retroactive pay as of Jan. 01<sup>st</sup>.

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti voted to approve the 4% increase retroactive to Jan. 01<sup>st</sup>, 2021. (2-0)

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to come out of non-public session Pursuant to RSA 91-A:3, II (a). (2-0)

#### **ADJOURNMENT**

**\*MOTION:** On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at 8:32 P.M.

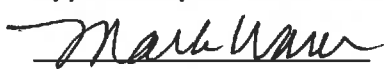
(2-0 Voice Vote – Chairman Warren -yes, and Vice-Chairman Baiocchetti-yes).

Respectfully Submitted,



Heather Carpenter  
Town Administrator

**Approved by the Board of Selectmen**



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins

*\*Amendment- On the motion to adjourn, typo- Selectmen Collins, changed to Vice-Chairman Baiocchetti.*

