



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

May 03, 2021 - Academy Building - 6:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Vice- Chairman Vincent Baiocchetti, Selectman Evan Collins, Town Administrator- Heather Carpenter, Chief Hempel, Deputy Chief Dennis Comeau, Mr. Brandon Wood, Mr. and Mrs. Wood, and other Fire Dept. staff

Absent with Notice: Chairman Warren

APPROVED

PUBLIC MEETING MINUTES APPROVAL

- 04-19-2021- Minutes Tabled due to the absence of Chairman Warren.
- ☐ Action Item: typo on the adjournment needs to be fixed, remove Selectmen Collins, replace with Vice- Chairman Vincent Baiocchetti and fix numeration.

CONSENT AGENDA

- Cemetery; Right to Inter for lot #63B-4 graves-Richard and Holly Williams; Check made payable to the Town of Gilmanton in the amount of \$400.00 to be deposited in the Town's General Fund for the purchase of the Right to Inter. Second, check to be accepted and made payable to the Trustees of the Trust fund as follows;

MOTION: On a motion by Selectmen Collins and seconded by Vice-Chairman Baiocchetti it was voted to accept the amount of \$1,200.00 from Richard and Holly Williams as a deposit into the Beech Grove Cemetery General Fund and direct the check to be forwarded to the Trustees of the Trust Funds for a deposit for that purpose.

(2-0)

- Assessing Items;

Elderly Exemption

Map/ Lot: 136-011, 125-002, 408-024, 132-064, 410-013, 423-040, 419-081, and 413-021

Yield Tax & Warrant

Map/Lot: 419-089, 135-001, 420-026, 410-023, 423-054

Hardship Abatement discussion to be done in a non-public session

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to accept the consent agenda as recommended. (2-0)

NEW BUSINESS

- **Offer of Employment & Swearing in- Brandon Wood Fire Dept.-** *This item was moved to the top of the meeting for the consideration of their time.*

Chief Hempel and Mr. Wood

- **Bid- Roadside mowing and Crack Sealing-** The Road Agent requested that the bid process be placed on NHMA and the Town website. The following bids are the result of the bid process. The Road Agent is recommending Bert Morse for the mowing, he is the lower bid, and HW Dow for the crack sealing, he was the only bid. We did receive other interested companies, requesting specs but no proposals were submitted. Please review the specification of Mr. Dow's bid as it compares to the forecasted analysis report we received from LRPC. We have not received the full report at this time but the crack sealing listed for 2021 on the report compared to the bid has some differences. I emailed Paul to ask about the reason for the difference for a better understanding.

TA Recommendation: If the Board participates in future bid processes, specs need to be given by the Dept. Head and the bid notification should be formulated by the dept. head. If the dept. head needs assistance with the formulation

process, complete specs should be given to the TA to be able to formulate a complete bid notice. Companies need specs to be able to bid.

OLD BUSINESS

- Finance Policy- This policy includes current policies that we have on record and the new addition of the credit card policy for your review. In the future to make a complete document for "finance" we can add the non-highlighted items if the Board wishes to do so.

VB- I have made some suggestions to the TA, we need to go over the policies due to the age, and items not in use.

The policies will be sent out for review.

Board Recommendations: Clean up the language; such as reviewing any items that state shall and must. The idea is not to be less restrictive because we still need the accountability but you want people to be able to follow it.

1. The example with the credit card policy, the item where it states the credit card bill shall be mailed, look at that to see if the language is necessary.
 2. Within the cash, receipt policy is the two-part receipt followed in every department? On page 4, under 4.4.
 3. Page 6., Spending limit has the correct numeration but the incorrect written amount.
 4. Q: Why is fuel not accepted?
A: When driving a personal vehicle, the employee would record mileage for reimbursement not a credit card for fuel purchase. However, if the employee is sent to training and a rental car is utilized this would not be considered a personal vehicle and the card could be used for fuel.
 5. Page 3 box amounts need to be update
 6. A sign-out form for credit card use was placed in the policy and had been discussed at the prior meeting and was added to the policy.
 7. Pg. 7 A and C should be replaced with the Board of Selectmen; Vice-Chair would like it replaced, Selectmen Collis preference is that c. should remain the TA
- ☐ **Action Item-** Find out what type of receipts are used in the, clean up the language in the overall policy, specification for the cash boxes per department.

- Park Update- I have met with the Nielsen's to go over their thoughts on the structure of the hybrid Park Attendant/ Groundskeeping Maintenance role that the Board agreed to move forward with. We have budgeted \$3500.00 in groundskeeping and maintenance in the budget and his proposal listed below, comes to \$4000.00 for groundskeeping. For the maintenance piece, he would get paid just as he does in the Academy/ Elections, which is \$25.00 per hour as a sub-contractor.

- ▶ May thru October up to 13 mows and grounds care while there as needed \$2,600.
- ▶ Beachcombing and grounds care while there as needed \$1,000
- ▶ Spring Clean Up and grounds care while there as needed \$200
- ▶ Fall Clean-Up and Grounds care while there as needed \$200

Mrs. Nielsen will only need to work 15-20 hrs. at the same rate as the original park attendant was at; approximately \$16.00+ per hour. The original hours worked were 40 hrs. per week because the attendant also did the groundskeeping. Mrs. Nielsen will be the contact for all event-related needs, questions, and scheduling, spot-check the property nightly, and clean the bathrooms. The interview is being scheduled for next week with Cathy Line-Chairman of the Park Committee and the TA. A Town email will be provided. Under the premise that the Park Attendant will be working half the time, I believe there is enough money in the budget to cover this hybrid solution.

Cathy lines are willing to teach the swim lessons if the Board is good with moving forward without certification.

Board Consensus: To move forward with the proposed solution offered by the Nielsen's, the attendant will start immediately once background information is submitted, the interview process takes place. It is the Boards understanding that Mrs. Lines is well qualified from her years of experience, she can move forward as the swim instructor through seasonal employment.

The swan decoy's heads have been stolen. Game cams are recommended for the Park. The following items and timelines are being worked on at the Park over the next couple of weeks per Cathy;

- We have designated Sat. May 22 (rain date the 23) as Park Clean-up day. Kristen is working on a flyer, sign-up form for Facebook. Would Tom be able to attend that day to run the equipment to move brush piles, sticks? Jim is going to inquire from the Fire Dept if we can pile it in the parking lot for them to burn or maybe Tom or my husband can transport it to the dump via truck. Should we include a crew to clean the bathrooms to give Krista a good start if she/they are hired?
- Swings need to be put up they are in the garage/ shed
- We need a flag to put up on the pole I believe it was fixed. I am going to call Judi about a key I thought it took a small key to raise and lower the rigging.
- Sun. June 27 will be park opening day and Judi presentation day friends and families will be invited to attend, enjoy barrel design and painting, and thank Judi Williams.
- The next park meeting will be Mon. May 17th before the cleanup to finalize our work crews and jobs

Vice-Chairman Baiocchetti asked if the swan theft had been reported and stated it should be.

- ☐ Action Item: TA will reach out to Chief Currier to report the stolen swan heads

NEW BUSINESS

SELECTBOARD ITEMS

- Schedule meetings for Personnel Policy Workshop with Dept. Heads in June
- Schedule a joint meeting with the Board of Selectmen, School Board, and Budget Committee in July but not on the week of the 11th.

- ☐ **Action Item:** TA will reach out to the Chairman to confirm his schedule and then reach out to the rest of the members stated above.

PUBLIC INPUT- Public not present in the building. Road Agent was present on Zoom for listening purposes.

NON-PUBLIC Pursuant to RSA 91-A:3, II (c) - Hardship

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

1. Discussion- This discussion was held to determine the hardship request of map/lot 119-002, 119-104, 119-106, 132-111, and 405-042

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to deny the request for the map and lots listed; 119-002, 119-104, 119-106, 132-111, and 405-042. (2-0)

2. The discussion falls under - NON-PUBLIC Pursuant to RSA 91-A:3, II (b)-Hire-Selectmen's Office as listed on the agenda; This discussion was held to discuss the candidates for the interviews held for the

administrative assistant role, concerns, pay requests that the Board needs to address and a potential change in the use of the budget as it pertains to the candidate's role.

Board consensus: To move forward as recommended by the TA.

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

ADJOURNMENT

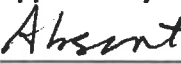
MOTION: On a Motion by Vice-Chairman Baiocchi, and seconded by Selectmen Collins it was voted unanimously to adjourn the meeting at approximately 7:30 P.M.

(2-0 Voice Vote – Selectman Collins -yes, and Vice-Chairman Baiocchi-yes).

Respectfully Submitted,


Heather Carpenter
Town Administrator

Approved by the Board of Selectmen


Chairman Mark E. Warren


Vice-Chair Vincent A. Baiocchi


Selectman Evan Collins