



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

APPROVED AS AMENDED

March 21, 2022 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter, Fire Chief Joe Hempel, Road Agent Paul Perkins, Police Chief- Matt Currier, Planning-Roy Buttrick

Public: Tony and Deb Buckingham, Jim and Jessica Bolduc, Ari Osman, Joe Smith, Jennifer Burnham, Craig Hollinsworth, Jill Smith, Adam Hawkins, Brian Forst, Brett Currier

MEETING MINUTES APPROVAL

1. 03-07-2022

Motion: *On a motion by Vice Chairman Vincent Baiocchetti and seconded by Selectmen Collins it was voted to approve the minutes of 03-07-2022. (2-0) Chairman Warren abstained.*

2022 Board Membership Vote: Previously, voting was done for the Chairman and Vice-Chairman positions. Voting will be done for Selectmen representative for Planning, Budget, Historic District. Vice-Chairman Baiocchetti stated he will remain on Budget Committee. Selectmen Collins would like to alternate positions, he is currently on HDC. Discussion held on rotation; Chairman Warren would like to remain on Planning for at least one more year because he has been involved with planning for the roads. He does agree that rotating might be helpful.

Consensus: Remain in current Selectmen representative committees for another year. Vice-Chairman Baiocchetti, Budget Committee, Selectmen Collins, Historic District, and Chairman Warren, Planning.

CONSENT AGENDA:

2. P.O. – Morton Salt/State Bid 74.47 per ton, approximately TNS-\$35,000.00 for Highway Department

3. P.O. – Nutter Enterprises- 540.93 TNS 1 1/2 crushed stone - \$8,384.47

4. Alexis Fire Equipment Sale Agreement, Warrant Article #04-Fire Truck Replacement: The total amount to be paid is \$834,742. The chassis payment within 10 days of invoice, balance due, plus or minus, any changes upon delivery and acceptance for the Gilmanton Iron Works Fire Station.

TA Recommendation: The total amount is less than the warrant article. She recommends using the money from the unassigned fund balance first, allowing the funds that gain interest in the capital accounts to remain until the end.

5. Locality Equipment Matching Program – Acknowledgement of Grant received - \$29,223.50 for the Fire Department.

Motion: *On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren to accept the consent agenda as proposed. (3-0)*

NEW BUSINESS:

6. Road Concerns – TA Carpenter received an update from the Road Agent and all roads are actively being worked on. Roads of concern are North Road, South Road, Sargent Road, some of Currier Hill Road, Meeting House Road is closed, a portion of Guinea Ridge connecting by way of Crystal Lake is passable, Griffin Road is passable but rough, South Road is rough, Meadow Pond Road is also rough but passable by the Highway Department standards. TA Carpenter reached out to Fire Chief and Police Chief; Fire Chief has received no calls that he was unable to respond to due to road conditions.

Police Chief did note that Officer Akerstrom did have to walk to a call, and there were two calls they were unable to respond to on Meadow Pond Road.

(PUBLIC INPUT STARTED HERE BUT WAS NOT NOTED)

Jenny Burnham – 64 North Rd. – They do not own 4-wheel drive vehicles, only small cars. Currently, they are unable to get up and down the road, so they park up the street and walk 1.2 miles roundtrip from their home to their vehicles. Today a vehicle was stuck in front of her home, in the culvert for 2 hours. This past Friday was the last day she drove her car and recalls about 7 or 8 vehicles that have been stuck in front of her home but stated there are other parts of North Rd. that are worse. She is a bus driver and has not had the bus on the road since the previous Thursday. She understands that it's mother nature but would like to come up with a plan, but her bus routes are rerouted and delayed and kids are walking a mile to get to the bus stop in the dark. She noted her elderly neighbors have not left their house since the previous week. She also noted that she has lived on North Rd. since 2008 and this has been the worst year yet.

Ari Osman – 166 Griffin Rd. - He stated that the roadways are a safety concern. He does not believe the road is passable. His wife's vehicle is damaged and he's now taking a side by side to pick her up. If there were a fire, he does not believe his house would be saved. There are significant improvements that need to be made to the road for it to drain water. He recalled the previous residence had an emergency and the emergency vehicle got stuck in the mud. Vice-Chairman Baiocchi recalls this incident differently because he was present.

Jill Smith – 87 Griffin Rd. - Has lived on Griffin Rd. and has been dealing with this for 30 years. It is a dead end, with only one way in and one way out. She is not asking for it to be paved, but just for it to be crowned and ditched.

Jenny Burnham – Addressed her road is a through road and they have a lot of traffic from Rt 140 to Rt 28. She requested from Road Agent to post a sign for local traffic only and he did post a closed sign, for local traffic only. She believes this should be done on other roads.

Craig Hollingsworth – 274 Sargent Rd. – Distributed handouts to the Board stating previous Boards and previous Road Agents stating there were no emergency services here, buses don't go through, there's no mail and this happens almost every year. He sent this to the Selectmen and acknowledged their quick response. Vehicles are still getting stuck even after it's been worked on. The Road Agent went out Sunday and there was a small drivable area. He expressed consistently there are complaints, they meet and talk about it, a lot of time and money is wasted, but they need solutions. He sees people walking groceries down the road because they cannot get through, 4-wheel drive vehicles are getting stuck, they cannot receive packages, mail. He does not believe an ambulance or fire truck will make it through, a UTV may make it through, but when time matters it's a problem. He marked the bad spots on the road.

Deb Buckingham – 141 Stone Rd. – She lives on the Meeting House end of Stone Rd. This road has not been closed or had any work done to it. Tom spent the entire afternoon pulling vehicles out of the mud. There are 2-foot ditches, people cannot get in and out. She believes if there was a fire right now, they would be in trouble.

Chairman Warren – Explained there is a plan in place. A road assessment was completed and the next step is Planning Board will put together a plan. Whether this will be a 10, 15, 20-year plan or

94 they determine they will do an assessment and it gets bonded, and be the taxpayer's bond.
95 Currently, there is regular road maintenance. He explained the process as an elected official versus
96 Town employees and the Road Agent and the Boards are willing to work with residents to resolve
97 road issues. ARPA funds are being considered for road maintenance that would be sub-contracted
98 out. Utilizing a default budget this year, the funding for these projects has been decreased
99 significantly.

100
101 Jim & Jessica Bolduc – 164 Allens Mill Rd. – They moved here in 2000 and love Gilmanton, and are
102 proud of it. 2001 they had their driveway paved and were told they needed the culvert replaced.
103 They did not do this. The following year the culvert was covered in mud and they couldn't see it. The
104 Road Agent was called, and the homeowner requested the culvert to be replaced, but it was the
105 dugout. The trench was made deeper. If you park on the side of the road near their house you
106 cannot get out of the passenger side without falling into a ditch. 2019 he called the Road Agent
107 because of the hump at the end of the driveway. He called last year because the hump turned into a
108 divet, he thinks the culvert is not collapsed. He did not hear back from the Road Agent. He left a
109 message on Saturday and had not heard anything back. He came in and spoke with TA Carpenter
110 today. He is requesting to get his culvert replaced at the end of his driveway. He also has concerns
111 about the main culvert running from his house. The majority of the water coming into his culvert is
112 from the GYO Park. He had spoken with the assessors when they came out to view the culverts, and
113 he thought that the Town took care of the culverts. He cannot understand why he can't get an
114 answer, why it hasn't been done.

115 Chairman Warren – Advised Mr. Bolduc that writing a letter and attending this meeting is a start. He
116 explained the difference between an elected official and a Town employee. He also explained that
117 roads are one of the topics being worked on this year, and Planning Board is working on this, and
118 Road Agent agrees with helping to create a plan. This Board wants to be responsive to the needs of
119 the community and will do its part to get answers.

120 Adam Hawkins – 99 Griffin Rd. – He has corresponded with TA Carpenter already. He has worked in
121 the public sector for over 18 years. He understands that lack of funding can inhibit what they want
122 to do in the town. He questioned what the timeline was on the ARPA funds and other grants.

123
124 TA Carpenter – ARPA fund use is scheduled out to 2024, at which time they have to be used. She is
125 looking into an additional infrastructure grant which is additional funds to the ARPA funds. By April
126 31st a first report is due for the ARPA funds. Again, they are going to Planning Board with a road
127 system plan. Initially, Meadow Pond Rd., Meeting House Rd., and Sargent Rd because they are used
128 as pass-throughs and are higher traffic. Griffin Rd. was not a road discussed because it was
129 considered a dead end, not a through road. Discussions have happened with residents on Griffin Rd.
130 about the need for an upgrade. There is an amount of ledge on Griffin Rd. which would take a fair
131 amount of engineering to widen and is costly.

132 Adam Hawkins – Questioned who has the authority to spend the funds the Town receives.

133 Chairman Warren – The Select board has the authority to spend those funds. The ARPA funds
134 intended to establish a scope of work needing to be done and it would go out to bid. Then there
135 would be a third party the Town has hired to do the work and the Road Agent would be free to
136 concentrate on regular road maintenance and ditching and culverts.

137 Vice-Chairman Baiocchetti – The cost of addressing some of these issues is significant, and they have
138 been working on ditching and culverts for two years. Assessments are online.

139 Adam Hawkins – Reiterated the concern if an emergency occurs and emergency services are not able
140 to get through. He is hopeful the funding given to the Town will be managed appropriately.

Chairman Warren – Addressed the Road Agent by looking at bus routes first, and then the long-term goal of planning and addressing the roads every year.

Griffin Road residents expressed their concern and worry about a catastrophic event happening at their home and emergency not being able to respond quickly enough because of the roadways.

Chairman Warren – Understands the road conditions and Town’s responsibility, it is not about mitigating liability, it is about caring for other individuals. They are working on trying to find solutions and address them promptly.

Selectmen Collins – Explained there is a comprehensive process with the ARPA funding. They are not just sitting on the funds, there is a process to follow.

TA Carpenter – Explained the process, there are two stages of funding, the first has already been received. There is the first reporting to be completed at the end of April with the plan that they want to utilize the funding. Taxpayers pay a significant amount in taxes, but the amount the town receives towards infrastructure is insufficient, the town is only 25 percent of your tax rate, the bulk of the allocation for the tax rate is from the school at 72 percent. The voter’s priorities are placed on the school, not on infrastructure. However, \$100,000 was passed for the infrastructure warrant article, which deals with roads and buildings within the town. A large-scale bond for the road projects now will solve them presently, but in the future, the tax rate increase is a reality to consistently maintain them.

Vice-Chairman Baiocchi – There have never really been plans in place for improvements, and the roads have always been this way. It will take some time to bring them up.

Currier Hill Rd. – The resident has lived here for 21 years and every year they go through the same thing. She owns a car, the conditions make it difficult to get in, and out and she doesn’t understand why the drainage isn’t being improved. Question asked if the Road Agent knows how to maintain a dirt road and described engineering details involved with road structure. They are understanding it will take money but would like to see it passable.

Griffin Rd Resident - Resident cited RSA 231 describing insufficiency and a letter needing to be written to the town describing the insufficiency. He stated it is a requirement if a towns person was going to seek property damage or personal liability damage against the town. He would like to give a written notice that Griffin Rd. is insufficient.

Chairman Warren – Reiterated points made previously in the meeting and stated Road Agent is up for reelection in 2023. The Select Board will continue receiving the public’s comments and then make recommendations. He noted that the written notice for Griffin Rd. has been received and is on record noticing the complaint.

Griffin Rd - Resident questioned who determines the insufficiency.

Vice-Chairman Baiocchi - Believes this would be determined by an engineer.

Brett Currier – Questioned if the Road Agent was a salaried position.

TA Carpenter – Yes.

Brett Currier – Commented then the Road Agent is not supposed to go home until the roads are passable. If you are a salaried employee and your job isn’t getting completed. Stated he doesn’t care what it costs, the priority is to get the road passable for emergency vehicles. As a salaried employee, he had to do what he’s salaried to do and he is an employee, he’s our employee. The road crew should not stop until these roads are passable. They need to keep working, it’s just the way it is.

Chairman Warren – These concerns will be addressed with the Road Agent, they have information now on roads that concern, they still have not made decisions, but they will look at the ARPA funds and see if they can get a package together to go out to bid, and the Planning Board will be working on a long-term plan to bring the standards up.

Resident – Questioned if the Road Agent knew this meeting was happening and that it was geared toward the roads.

TA Carpenter – Stated that he was notified of this meeting, but requires more than 24-hour's notice is to be given to a Department Head for attendance. He has been working through the weekend, and systematically working on the roadways. This meeting was not intended to be about the roads but came up through community conversations over the weekend. It was not his intention to evade the meeting.

Brett Currier – His view is that the Selectmen hold the money, if the Road Agent can't get the work done in the next two to three weeks, the Selectmen need to hire sub-contractors to do the job so the residents can be safe in their own home.

Jenny Burnham – What is going to be done right now? They cannot wait three weeks to be able to have emergency services be able to get down their road.

TA Carpenter – When she receives a roads update, Griffin Rd. was listed as passable. The administration is not going out and checking each road, but when a complaint is received by phone call or email concerning the safety of the roads, her first call is to the Fire Department and the Police Department. She has requested that they assess the roads and decide if emergency vehicles can get down them. We are taking the information that we are given and listing the update. They will not direct that more stone be dropped, because it's redundant at this point. If the town cannot do anything further, they can hire outside and get the equipment that is needed, but this determination cannot be given this evening on that, all that can be done right now is to come up with a plan. In her estimation, passable would be if a car/truck can travel down it. She has not asked the Road Agent what his estimation of passable classifies as.

Brett Currier – Is this a time when the Select board, Fire Chief, Police Chief, and Road Agent hold an emergency meeting. This seems like an emergency and needs to be dealt with immediately. His opinion is that all the roads need to be paved and the dirt roads are wasting money. \$100,000 a year is not enough to put away a year to maintain the roads. Spend the money, stretch it out over a long period, keep the least amount of tax burden on the people, and get these things done. The Road Agent is not a road builder.

Roy Buttrick – He agrees with Brett. They worked on Loon Pond but before anything was done there was extensive grating. If the drainage and the culverts are not put incorrectly, it will not be done right.

Vice-Chairman Baiocchetti – When did the Road Committee stop meeting?

Brett Currier – Right after Loon Pond was completed. There was no interest left and it dissolved.

Roy Buttrick – Noted that for CIP, Planning Board has workshops and no one shows up to give input and that is part of the problem. If you have a problem with the road, it is advised that you attend the workshop and express what is needed. He agrees on bonding out some of the work, an assessment needs to be done, a plan made, and then a budget needs to be voted on to do it.

Currier Hill Resident – Expressed thanks for Paul coming out and responding to her call, but paving will not fix their road.

Consensus: Sargent Rd., Griffin Rd., North Rd., Meeting House Rd., culvert issues on Allens Mill Rd.

NEW BUSINESS (cont.)

7. **Personal Action Form** – Fire Dept. Call Department pay increase. Vice-Chairmen Baiocchetti has recused himself. Chief Hempel has listed this as an old rate and a new rate, if this is being brought forward, he believes he has it in his budget, separated into wages, withholdings, operating budget, health, and dental.

☐ **Action Item:** TA to request Chief Hempel to come to a meeting to discuss and give background on the timing of the request.

8. **Land Auction Price Review** - \$3,250.00. St. Jeans will be attending the April 04th meeting to discuss the auction process with the Board. Detailed questions have been asked regarding the two properties with

significant clean-up. Clean-up was not fully budgeted for, St. Jeans has suggested a larger clean-up and will need to be discussed. TA believes the auction will be held in late summer due to the noticing that has to happen prior.

9. Conditional Offer of Employment – This is for the vacant 40-hour Community Development Assistant position in the Selectmen’s Office. To be discussed later.

10. Process for Complaint from the public regarding Department Heads – Previously, any written complaints about Dept. Heads were dealt with at the TA level, then to the Select board if necessary. Currently, there are no written processes for a member of the community to send in a complaint on a Dept. Head. Organizationally, the TA is a peer to Dept. Heads, but acts as a liaison to the Select board. She sends Dept. Heads complaints received but do not handle disciplinary measures. Vice-Chair Baiocchetti does not believe they should be investigating complaints as they make the final decision and need to be free of bias. TA can conduct investigations, but is currently in a peer status, and will not unless the Board makes the decision and is requesting direction in the process. Selectmen Collins suggested the Board assess this particular case together and then come up with the process from there. He does not agree a peer or single Selectmen should be reviewing. Further discussion to take place in non-public.

OLD BUSINESS

11. Default Budget – Discussions were previously held to scale back operations or adjust funding for it. Brian Forst – Chair Budget Committee has concerns regarding these previous discussions.

TA Carpenter- We are in the process of adjusting the proposed budget versus the default and trying to come up with a way to still give employees increases. The proposal on the 16th included a 6 percent increase for half a year, if the default budget happens again next year, they would have to cover the 6 percent in that year because it is a wage obligation, which would cause us to use funds from daily operating costs. For this year the budget can be managed operationally. Highway Department had a surplus, there was a \$15,000 surplus that was not in our proposed budget but is in the default budget, a slight surplus in health and dental as there are employees that made changes. TA has suggested a flex day on Friday to negate the overtime issue that was not achieved through the proposed budget. Fire Dept. can handle his operational budget as is. The operational portion is status quo, for now, however, if a secondary default budget is voted for next year, they would not be able to carry over and would have to start cutting operational services. We are going to discuss how it can be approached differently next season.

Brian Forst expressed hard work and every effort was made, legal steps were followed, and public hearings were held regarding the budget. He feels the current Board is very proactive. He would like to figure out while going into budget season next year to find a platform to have discussions before where there is no ability to make changes because once Deliberative has passed it is going onto the ballot. They try to do the right things but have very minimal attendance at the meetings.

Chairman Warren agreed with Budget Chairman Forst, the Select Board works for the people of the town. Funding for roads was added to the proposed budget, and the budget was voted down now they are addressing road issues and complaints. Everyone is working for the betterment of the town.

TA Carpenter addressed the other portion of the budget, Chairman Forst’s point is the reality of educating the voters about the old style of Town meetings they used to have vs what they can do with SB2. An SB2 budget can still be pared down at Deliberative. She encouraged the community to be informed by reading the meeting minutes and attending the Deliberative session prepared.

Budget Committee Chairman Forst would like to figure out how to make the community more informed on the process to lessen the effect of misinformation being spread.

TA Carpenter started a full review of the budget process and ideas are being gathered.

282 **NEW BUSINESS (cont.)**

283 6. Road Concerns – Chairman Warren addresses the discussion regarding roads with Fire Chief Hempel and
284 emergency services being unable to respond to calls. He asked who assesses if a road is adequate for emergency
285 personnel. Chief Hempel responded that they communicate with the Highway Department about where trouble
286 spots are and communicate at the station about game plans and do the best they can to be aware and try to
287 adapt. They have the means to navigate and may be challenged, but the situation is very short term and they've
288 never had an incident. He revisited the Griffin Rd. incident as previously mentioned and stated it was incorrect,
289 they did respond and adapted to the situation. In any situation of response, there are conditions that need to be
290 met and adapted to.

291 **OLD BUSINESS (cont.)**

292 Default Budget – TA Carpenter presented the 6 percent increase at the March 16th meeting, which could be
293 done from mid-2022 forward. If the budget defaults for the following year, the wages are legally binding and
294 will need to be followed into the next year. If there is a default budget next year, they will be unable to carry
295 it and it would cut into the operating budget. A three percent increase could be done and carried for the
296 entire year, she believes this could be covered next year even in a default budget situation. An option is to
297 give three percent, carry it out mid-year, and carry it through the next year, offsetting it with ARPA funds to
298 supplement the 3 percent and bring it to 6 percent. The COLA is to adjust to inflation because the goal was
299 to bring up wages with the 4.5 percent COLA and 1.5 percent merit, but COLA is addressing what is happening
300 on a national level.

301 TA Carpenter believes the 3 percent increase option can be done within the default budget. Increases for
302 employees are valuable and an increase is necessary to adjust to their basic needs.

303 Vice-Chairman Baiocchi is leaning towards the option of the 3 percent increase and supplementing the
304 other 3 percent with ARPA. With the increase of municipalities giving sign-on bonuses, it's difficult to
305 keep really good employees.

306 TA Carpenter explained utilizing a portion of the ARPA funds for a one-time give. It is not a wage. She
307 can check with legal if 3 percent for wages can be used and a one-time give-through budget instead of
308 using ARPA funds. Generally, 1.5 percent for COLA and 1.5 percent for merit are given. If no increases
309 are given and the budget defaults next year, then increases are two years behind. They consistently look
310 at new hires and try to be sure that wages are where they should be and can remain competitive. The 6
311 percent has never been requested before, but the request is based on current conditions and to gain
312 employees and keep them.

313 Chairman Warren feels 3 percent flat across, but, if there could be an ability to look for another couple
314 percent. TA Carpenter clarified that anytime it is added to wages we will have to honor that the following
315 year. So, the additional percentage would have to be a one-time give. She believes it's a possibility that
316 6 percent could be given this year, but does not want to cut into operations for the following year. TA is
317 requesting percentage and what the Select board is interested in providing, and Finance can work the
318 spreadsheet.

319 Selectmen Collins prefers 3 percent flat. The other option for review is 3 percent with 3 percent given
320 from ARPA.

321 Projects – Vice-Chairman Baiocchi, we have \$10,200 for the striping, is this still going to be completed
322 to alleviate some of the issues on Allens Mill Rd. Brief Board discussion understanding the speeding issues
323 and also considering the culverts and ditching.

324 Crystal Lake Park – Events, including fireworks and Labor Day, swim lessons. Chairman Warren would like
325 to keep the swim lessons. Selectmen Collins agrees. The town does not take in money for conducting the
326 swim lessons. The Park Attendant has 21 hours to rake the beach, clean the bathrooms, and maintain the
327 park. Events take a lot of time to conduct.

TA Carpenter requested clarification on the March 16th meeting, if reformulating is what the Board wants, she will need that information before she can give solid numbers. If events are being conducted, it's more time, and more money, more cleaning up after events, garbage, cleaning kitchen area.

Board discussed allowing community events versus private events. 4th of July Committee would need to pick up the track and clean up after the event. This also includes the Labor Day event.

Board Consensus: Continue swim lessons, \$3,200. No events other than community-wide events except for the 4th of July and Labor Day, but they are responsible for trash pickup and clean-up. If Park Attendant has to do any extra clean-up, there will be no community events the following year. The community can use the park for events, but it will not be a scheduled event where the park is reserved.

Road striping – Add to budget for next year.

☐ **Action Item:** TA to review the budget sheet and give the monetary number that corresponds with the 3 percent increase. Due to April 04th meeting.

☐ **Action Item:** TA to have Finance work the spreadsheet for a 3 percent increase with the additional 3 percent given from ARPA funds. Due to April 04th meeting.

NEW BUSINESS (cont.)

9. Conditional Offer of Employment – This is replacing a position, Community Development Assistant. TA Carpenter and Community Development Director interviewed the candidate. She is a highly qualified candidate with 7 years of municipal experience and has experience in Assessing, Planning, and Zoning. The Director will continue with Planning and ZBA, the new hire will take on HDC and Conservation and any overflow from Planning, ZBA, and assist with Assessing. Due to the default budget, this position absorbed vacant positions within other departments to accommodate requirements for retirement, health, dental. Department Heads were agreeable.

Motion: On a motion by Vice-Chairman Baiocchi and seconded by Selectmen Collins it was voted to hire, Lorraine Paquin, Community Development Assistant, her rate will be \$22.75 per hour for a 40-hour week. She will participate in the NH Retirement System and receive all the benefits that are afforded to the full-time employees of the town. She will serve a probationary period of 6-months unless otherwise extended by her supervisor. Effective 4/25 upon a completed and successful background check. (3-0)

SELECTBOARD ITEMS, FYI, & OTHER TOPICS

- Joshua Mann: Emailed a request that additional information is added to the Selectmen's Agenda. Packets given to the Board; he is requesting to be placed online under the agenda. Any type of legal paperwork/discussions would have to be done non-public because those details should not be given out to the public. Select Board and TA discuss options because this is an additional step and takes additional time to complete to provide the extra information.

Board Consensus: Give the public information that the Board is being presented with the agenda.

- It has come to attention that a particular property has gone through an inappropriate process through a change in tenancy. The property owner should be noticed that they have not followed the process and they need to come into the proper process before the next Planning Board meeting. They are requesting assistance to be sure this property owner is following our process and rules. The Planning board had a unanimous request for the Select Board to write a letter and ask code enforcement to address it.

Board Consensus: Select board writes a letter and code enforcement inspects.

OUTSTANDING ACTION ITEMS

- Chairman Warren questioned if any of the outstanding action items needed to be addressed. TA Carpenter responded that it was requested by the Selectboard to keep it going. There are five outstanding

items listed and the goal is to have them completed by the next meeting. This is more for public information to show what's been addressed.

1) NON-PUBLIC Under RSA 91-A:3, II (a)- Employee

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to go into non-public (3-0).

This meeting was held to discuss disciplinary action regarding an employee. Determination was made under a sealed set of minutes.

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to seal the minutes (3-0)

2) NON-PUBLIC Under RSA 91-A:3, II (a)- Employee-Department Head Complaint

Motion: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to go into non-public (3-0).

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of non-public (3-0).

This non-public was to discuss how complaints against Department Heads are to be processed. The outcome is Vice Chairman Baiocchetti will write up a draft proposed policy that will be shared with the Department Heads and with the Board to create a policy to know how to handle complaints in the future against Department Heads. (3-0)

Motion: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to adjourn the meeting. (3-0)

Adjourned 9:16 P.M.

Respectfully Submitted,

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins

