



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVED ON 06-20-2022

Board of Selectmen Meeting

June 6, 2022 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Administrative Assistant Amanda Davis, *Town Administrator Heather Carpenter, absent with notice*

Public: Chase Pennoyer - Resilient Buildings Group, Nate Abbot – Energy Committee, Jim Hurst

SELECTBOARD ITEMS, FYI & OTHER TOPICS

- **Nate Abbott** – Requested to present Clerk of the Works candidate, Chase Pennoyer. He is interested in the Clerk of the Works role and at this time, two bids have been received. Chase does Energy and Conservation and has done General Construction. The Energy Committee needs to publish an RFP, and a Clerk of the Works needs to supervise the RFP, so if it is not posted soon then they will not get a project going quickly enough. Vice-chairman Baiocchetti clarified that the Board is not interviewing anyone tonight, that there were two potential people to present, and that only one being at the meeting was not appropriate. Chairman Warren reiterated there needs to be a level of fairness for all individuals requesting a proposal to bid or submit an application for the role. Chase Pennoyer stated that he submitted his firm's qualifications and within that, the individuals from the firm's qualifications are listed. TA Carpenter has posted the Clerk of the Works position with a deadline of 5:00 today. Chairman Warren asked Vice Chairman Baiocchetti to clarify his understanding of the process, agreeing that it was the right decision to wait until both parties are present. Vice-Chairman stated the posting closed at 5:00 p.m. today. There are two candidates, and they are trying to make the Clerk of the Works a process. If someone is allowed to interview without the Board looking at it and interviewing them, he doesn't believe it to be a fair competition. If they are interviewing for the Clerk of the Works position, he believes it should be done fairly for everybody.

MEETING MINUTES APPROVAL

1. 05-16-2022 – Amendments to line 74 adding Brandon Wood's name for the completion of probation, removing him from probation, and making him a full-time employee. And an amendment to line 145, changes to asking if the sale of the fire engine revenue can be moved to the ambulance account. Selectmen Collins disagrees/is apprehensive with the idea.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the minutes of 05-16-2022 as amended. (3-0)

SELECTBOARD ITEMS, FYI & OTHER TOPICS

13. **Clerk of the Works Discussion** – The proposal went out to address the concern that the Town was having on certain roads, Meeting House Rd. and Sargent Rd., and was submitted at the last Board meeting. Tonight, the Board will accept one of the proposals, either from EARTH or from Busby Construction. From EARTH, Sargent Rd. came in at \$582,325.00 with a bond of \$9,000. Meeting House Rd. came in at \$395,375.00 with a bond of \$6,000.00. From Busby, Sargent Rd. came in at \$461,735.00 with a bond of \$4,600.00, and Meeting House Rd. came in at \$285,375.00 with a bond of \$2,500.00. Busby is State of New Hampshire pre-qualified however, both are reputable companies. Discussion held on cost, and what the Town has to use for this project. The Board had agreed to use the ARPA Funds in the amount of \$400,000.00. A grant has been written through another federal agency that could potentially allow both projects to be completed this year, but this had not been awarded. The Road Agent would like to work on Sargent Rd., so the \$400,000.00 of ARPA Funds could be used, but then

\$61,000.00 would have to come out of his budget or the Board uses some of the infrastructure funds that the town voted in last year. The road project may need to be split between two years, or if the ARPA funds are used as a matching grant, it may be possible to complete the entire project. Selectmen Collins prefers the 25 percent less with Busby's proposal. Chairman Warren asked what was left for Road Betterment, Vice Chairman Baiocchetti stated \$79,000.00, it's under the Highway Block and Road Improvement is \$120,000.00. Total \$199,000.00. Chairman Warren stated if needed, the town has infrastructure funds.

Jim Hurst – A local contractor and resident who worked with the Road Agent to put together the RFP which was written to be a two-year bid.

MOTION: On a motion by Selectmen Collins and seconded by Vice-Chairman Baiocchetti it was voted to accept the bid from Busby Construction for the projects on Meeting House and Sargent Rd based on the information that it is a 2-year contract. (3-0)

Chairman Warren requested a recommendation from Jim Hurst regarding the Clerk of the Works position for the road projects. He does not believe that the work that is going to be done on the roads is not complicated, it's "nuts and bolts". He requested a daily report to be produced by Busby for weekly totals so they know the amount used for the budget. He does not feel a bond is necessary because Busby and EARTH are reputable companies. His recommendation is not to use the bond to save the town money and utilize the money for infrastructure. He does not recommend a Clerk of the Works for the road projects, because if an issue arises, they will call him or the Road Agent first. Vice-Chairman Baiocchetti does not want to waste money, but if something goes wrong with the project, he feels someone should be evaluating the progress. Jim feels if there is an issue, he or the Road Agent can bring it to the Board but he does not foresee any problems. The biggest thing is time and getting it done in a timely manner. A discussion was held on details of what the Clerk of the Works position will manage. Chairman Warren believes that Busby is a reputable company and doesn't believe a Clerk of the Works is necessary for this situation and trusts the recommendation of Jim Hurst. An RFP has not been put out for that position yet, but if the Board is in agreement to hire a Clerk of the Works, they will need to put that together as soon as possible and publish it. Vice-Chairman requested clarification on whether the contract could be altered or changed by the Road Agent. Jim Hurst stated it would have to be agreed upon by both parties, the Board and Busby. He further stated that the state has \$66 million that will be sent out for Road Betterment this year, so it's possible to get a matching Betterment Fund. Vice-Chairman asked how to get this funding and Jim was unsure of the process of securing this, but he was told it was the same process as the normal Betterment Funding. Jim had mentioned this to Paul and requested him to speak to TA Carpenter to see if it would be automatic and if not, it should be applied for.

- ☐ **Action Item:** Find out if the additional funding for the Road Betterment is automatic or if it needs to be applied for.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to not proceed with the Clerk of the Works for this project, Sargent Rd. and Meeting House Rd., but the Board will ask to furnish a bond for the project. (3-0)

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to elect the Chairman to represent the Board of Selectmen on the contract with Busby for the Meeting House Rd and Sargent Rd. project. (3-0)

CONSENT AGENDA

- 2. Raffle Permit – Gilmanton Year-Round Library:** Raffles to be held on June 12th and July 17th.
- 3. Assessing Items – Abatements:** UTIL-PSNG, 415-029, Credits & Exemptions: 131-073 (not included), 410-048, 108-004, LUCT: 410-049002, 410-049003, 415-029, 412-017, Yield Tax & Warrant: 423-054, 413-031.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Evan Collins it was voted to accept the consent agenda as presented. (3-0)

OLD BUSINESS

- 4. Re-approval of Personnel Action Form: Fire Department.** – Reapproval is required due to an error in the Grade and Step on the original documentation.

MOTION: On a motion by Vice-Chairman and seconded by Chairman Warren it was voted to approve the promotion of Fire Fighter/Paramedic Brandon Wood from probationary to full time at the rate of \$21.22 an hour effective May 8th, 2022. He has successfully completed his probationary period and is on the recommendation of Chief Hempel. (3-0)

- 5. Award for Road Improvement Project** – Two sealed bids had been received by the meeting held on May 16th. The Board has reviewed the information submitted by Busby Construction out of Atkinson, NH. Second, EARTH Northeast EARTH Mechanics, out of Pittsfield, NH. The Board has awarded Busby Construction the project.

NEW BUSINESS

- 6. Donation: Parker Hoffacker** – Happy Cow Ice Cream Coupons.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to accept the donation. (3-0)

- ☐ **Action Item:** Send a thank you letter from the Board to Patrick Hoffacker and Happy Cow Ice Cream, in appreciation for their continued donations.

- 7. Pole License Petition** – Consolidated Communications: The request has been reviewed by the Road Agent and legal counsel.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the new pole placement on the corner of Hemlock and Ash Avenue as proposed. (3-0)

- 8. Resignation** – Acceptance of the resignation of Michelle Descoteaux – Supervisor of the Checklist.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to accept the resignation of Michelle Descoteaux, Supervisor of the Checklist. (3-0)

- 9. 2022 Crack Sealing Bid** – One proposal was received by HW DOW in the amount of \$24,000.00.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the proposal of \$24,000.00 for the listed roads as requested in the RFP and awarded to HW DOW. (3-0)

SELECTBOARD ITEMS, FYI & OTHER TOPICS (cont.)

- 10. Recognition:** Selectmen Office Staff – Building/Planning/Permits. Letter read commending staff.

- 11. Building Update:** Quarterly permit report from 01-01-2022 through 06-01-2022.

- ☐ **Action Item:** How many new building permits have been taken out to build SFD in 2022.

- 12. Fire Dept. Update:** Monthly Report.

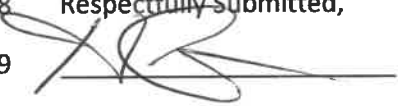
Vice-Chairman Baiocchetti – Project updates – Ordinances and policies, Chief Currier has been working on updating ordinances, many were outdated. He should have these completed prior to the next Selectboard meeting. Their goal is for a Public Hearing in July on the ordinances, provided they have gone through legal before then. Job descriptions, full and part-time should also be in soon. Policies need to be completed because there are some things that need to be voted on for the budget season. Chairman Warren asked how the changes to the ordinances will be identified? Vice-Chairman Baiocchetti stated that the old ordinances are going to be rescinded and replaced by the new ones. All changes to the ordinances will be posted online for the community to review.

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

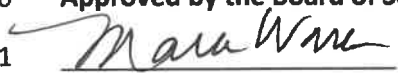
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ADJOURNMENT 6:13 P.M.

Adjourned 6:13 P.M.
Respectfully Submitted,



Approved by the Board of Selectmen



Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectman Evan Collins