



Approved on
03.6.2020

DRAFT NOTES

Meeting

February 18, 2020

Approximately- 6:00pm. – Gilmanton Academy

Present: Chairman Marshall Bishop, Selectman Michael Wilson, Selectman Mark Warren,
Town Administrator- Patrick Bore and Assistant Town Administrator-Heather Carpenter
Also, present please see attached sign-in sheet.

Open Public Meeting

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, Vice Chairman Wilson & Selectman Warren)

Disclaimer: The views and opinions expressed in a stated or attached statement read during public comment are those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent topics discussed and not a reflection of verbatim discussion.

Chairman Bishop address the Board members with a motion to make Selectman Warren the Chairman, Vice Chairman Wilson seconds the motion, Selectman Warren requests a discussion before decisions are made.

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to elect Selectman Warren to the Chairman position for the Board of Selectmen. The all-in favor vote was not taken due to the fact the Selectmen Warren requested a discussion prior to any decisions made.

Discussion:

- Items discussed are the Chairman's decision to run in the election and by stepping down allows for a more neutral position.
- The next Board meeting potential could be held on March 02, 2020, or March 09th.
- Selectman Warrens concern is that the best interest of the Town is held in account and it is his preference that the Board reconsider the motion just made and we can elect the Chairman after the election process.

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to rescind the motion for the Chairman's position. (3-0)

The Town Administrator requests the floor in order to give kudos to two departments in the organization; The Transfer Station staff get hammered and vilified when they have to close the Transfer Station before it is time because they are full and they cannot accept any more garbage. I want to give a kudos to them for working in -9-degree temperature on Saturday morning, they deserve the accolades on those items.

The other kudos is for the person sitting next to me for something we never talk about much because we can't because it is very confidential, it is all the General Assistance and all the work she does for that.

I can see these people coming in the Town Hall, with their head down, very concerned but I see them leaving with their heads up because someone has listened to them, someone has explained what the rules are and what the Town can or cannot do.

Thank you, Assistant Town Administrator.

Approval of Minutes:

The meeting minutes of 01-20-2020, both public and non-public review and approvals are presented.

- **MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to approve the minutes of 01-20-2020. (3-0)

Jan.06,2020- The Board had given prior approval to the 01-06-2020 minutes with an amendment on line 111. There was another adjustment that was found on line 116, the amount that needed correction was \$2,859,822 and it needed to

read \$2,085,922. A note was left for the Board referencing the change needed with the understanding that the amendment would be noted at the next meeting.

- **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to amend the minutes of 01-06-2020, Line 116 to read as \$2,085,922. (3-0)
- **Non-public minutes of 01-20-2020;** 1 of 2 and 2 of 2 are reviewed and approved. Vice-Chairman noted an item of change by provided a circle around it. *The amendment will be made by the ATA. The non-public minutes of 01-20-2020 are approved by the Board via their signatures.*

The Town Administrator address the comments that have been made in reference to the minutes not posted for the Budget Committee since mid-Nov., for the Planning Board and the ZBA for 2020. Even though it is not under the Town Administrators authority, I have approached the Clerk and asked her to post everything by the end of the business day today, even if it is in draft form. It is a fair statement from residents to be able to see those minutes as we get close to the elections. I won't comment on the other two Boards because that is under their prerogative.

Vice-Chairman Wilson- Where do we stand on the idea of having a Facebook page for the Town where we can post this stuff, where people cannot comment? I think it could be another way to getting the information out there, so people don't have to go to the website, and where we are having problems with the website, we would have a backup forum for getting it out there.

TA- I want to make sure that we are not duplicating efforts, we have a Town website right now and we are having technical issues with it. I have spoken to Civic Plus and they think they have found the source of the issue. Further discussion was had based on website issues, other ways of navigating social media as an information source for the residents, the redundancy of duplication of efforts by employees, the process of Board approval of minutes being presented to the public in draft form and how that could be changed by each individual Board, the advantages and pitfalls of social media. The possibility of additional trainings for the website for Department Heads and a public session for the public to show how to utilize the website functions such as signing for e-news notifications.

Outcome of the discussion: Take the time to figure out the issues occurring on the Town website, and address the social media request in the future, after the election. Social Media procedures from other towns will be researched prior to the next discussion.

Chief Hempel has joined the meeting and the Town Administrator has requested that the Board go into a non-public.

(1) Non-Public Session per RSA 91-A:3, II (a)

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

Personnel-FD

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

Time-6:53 p.m.- No public present

Consent Agenda:

MOTION: On a motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted to open the consent agenda. (3-0)

- ❖ Chief Hempel addressed the Board with a grant request that requires Board approval. The addition to the school, the new entryway, the addition of the generator; the School acts as the Emergency Management Shelter. We have secured a grant for a mobile radio to be placed in the office area for the Fire Department use:

A) In the event that we use the building as an emergency shelter.

B) In the event that we have an emergency incident there and we need to set up a command post.

The EMPG Grant, that we are award frequently, allows us to purchase a radio. The grant itself is for \$8,400.00, the purchase price of the radio is \$4,200.00, the grant is a 50% soft match. We have already met our match because we have made some infrastructure improvements with some radios, our portion of the grant has been met. With the Board's signature and approval, we will purchase a mobile radio that will be installed at the school, be available for our use at no additional cost to the Town and we will be reimbursed for the cost of the radio, which is approximately \$4,200.00. The radio will be able to be used for our Department, along with the Police Department and will be able to operate in an emergency capacity.

MOTION: On a motion by Selectman Warren and seconded by Vice-Chairman Wilson it was voted to accept the terms of the Emergency Management Performance Grant as presented, in the amount of \$4,240.00 to purchase and install the base radio at Gilmanton Elementary School, SAU #79. Furthermore, the Board acknowledges that the total cost of this project will be \$8,480.00 in which the Town is responsible for 50% match, with the understanding that there will be no additional resources needed from the Town. (3-0)

Point of Clarification: The match has been made, last year and the year before we purchased some radios, the amount that we have spent meets that match. It is a 50% grant, the grants come out 50% higher, you meet your match, which we did, you end up with a balance of \$4,200.00 and it pays for the entire radio. Life of the radio is longer due to the minimal use projection, any cost for repairs or programming needed for the future will be absorbed by the Fire Department.

- P.O.: \$7,736.60 (Pike Industries) – Highway Dept

Selectman Warren- Q: What is our price limit for requiring a bid?

TA- A: \$5,000.00

Discussion about existing policy, and three questions that need to be answered;

- There is a contract already signed on behalf of the Town, does he have the authority to do that?
- There is an amount that normally requires a bid. What he has stated to the TA is that this is the only company that provides the right material in terms of specs, which is the determining factor as to why he is going with this company.
- The Town has a written policy that any written contract be reviewed by legal.

TA- This is the whole discussion that needs to happen post-election.

Further discussion on process, the written policies that currently stand, how to adjust the policy in the future if the Board so chooses and how to address the ongoing issue of the policies be circumvented due to timing and/or time management issue.

Outcome of discussion:

The Board reiterates that policies must be followed, that they do not want to see P.O.'s right at the \$5,000.00 cap not going out to bid, the preparation for the bid process should have the total amount needed for the year, the annual estimated amount of product needed and then the bid process can be written in tonnage that way the Board has an actual cost to equate the tonnage to.

The Board's expectation is that the Department Head be given a copy of the policy, and the Board's understanding is that the Road agent has been frequently told and is responsible for following these policies. The Board's expectation is a partnership in following policy and providing the Department what is needed through understanding, conversation, and approval through proper process.

In the future a timeline of best practice for the bid process which would help keep track of when the bid should go out on an annual basis, Administration can help with the language of the bid as long as the Department Head shares the specs required for the material.

Future needs to be addressed that relate to the purchasing policy;

- Thresholds or different level of authority dependent on the department.
- Solidify the draft purchasing policy that has been available since the Spring.
- The authorities should be addressed differently but it will depend on if the budget is passed or we are presented managing a default budget. Once we know what we are dealing with in regards to budget, that forum will be a good jumping-off point to start having these discussions with all the Department Heads.

Action Item: The Town Administrator will reach out to the Road Agent to discuss what the Board has reiterated at tonight's meeting.

- P.O.: \$5,297.50 (Tri-Tech Software) – Police Dept
- CAI Technologies- Maintenance Agreement – Assessing Dept - \$2,400- *Online mapping fee*
- Acceptance PRIMEX reimbursement for damages to 19' Silverado 2500: \$2,317.50

MOTION: On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to accept the estimated work and check in the amount of \$2,317.50 to be used on the Highway Departments 19' Silverado 2500 and to pay for part of the \$2740.50 repairs. (3-0)

Side note-The check is \$1,000.00 net of the deductible.

- Event Permit: 6/20/2020 Crystal Lake Park-The request is denied due to the current circumstances of the unknown budget and the park.

Board consensus is to deny use of the event portion of the park until the budget is solidified.

- OTH Request for use 4/5/2020 (Gardner Cove Conservation Association)-The request has been denied due to the current condition of the Old Town Hall.
- Re-Appointment to ZBA: Nate Abbott- **Item tabled by the Board until after the appointment expires.**
- Re-Appointment to HDC: Clifton "Roy" Buttrick- **Item tabled by the Board until after the appointment expires.**

TA Update- *There was a request by a resident to remove the no recommendation on the ZBA petition warrant article with the rationale that it was illegal. It has been verified by Town counsel and it is completely legal for the Board to provide a recommendation. The recommendation will remain.*

- Applications for ballot clerk position: Carrie and Edward Kirk, David Ferber, Heather Malynn and Grace Sisti.

Board consensus- Approve the appointments for each of the ballot clerks mentioned.

ATA Update- Census Bureau is coming to the Town Hall the third week in February, to offer the ability for census taker sign-ups, \$17.00 per hour. *Anyone in the community 18 or older can sign up, more information is located in the lobby of the Town Hall.*

- Martha Levesque's decision not to run for new term as, Trustee Chair, Corner Public Library

The Board acknowledges Martha Levesque's- Library Trustee of the Corner Library decision not to run for a new term and thanks her for her service to the Town.

- Allison Hooker-Board Member on HDC- *Historic District Commission-* Ms. Hookers term has expired and needs to be addressed by the Board.

The Board provides signatures of approval for the appointment of Allison Hooker as a Full Member of the HDC for a three (3) year term, expiring in 2023.

- Pole License- NH Electric Co-op; Pole #311/55 Work Order: 22862920.
The pole is placed on Town property, not private property.

- Belknap County Payment- The Town Administrator updates the Board on the Town's payment process to the County for the Town's taxes.

Background Information: The check wasn't received by the County but we were in contact with them to state that it hasn't been cashed by anyone else and it should be coming if it doesn't please let us know and we will issue another check and they agreed to that.

The letter presented to the Board at tonight's meeting is newly received from the County Treasurer stating the interest for the 14-day delay in the amount of \$2,345.19.

We have delivered another check at this point but now they are charging us for the 14-day delay. A letter has been sent back to request the penalty fee be reconsidered and the check will be hand-delivered from this point on.

The Board has requested that the Town Administrator request a reconsideration of interest, P.O. has been tabled until we receive an answer from the County.

MOTION: On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to come out and approve the consent agenda as amended. (3-0)

Select Board Items:

Selectman Warren- Items for update and discussion;

- Request Administration to update the Board on the Hiring process for the vacant position in Town Clerk/Tax Collectors Office.
A: The job posting is being crafted, the hiring process won't start until after the election.
- Website- Q: When is the URL going to be switched over to the original gilmantonnh.org listing?
A: The change happened two weeks ago, which is the same time the issues started to happen, there may be a connection but we are waiting to confirm the problem. The temporary URL is no longer available or being used.
- Chairman position on the Board of Selectmen- Further discussion on the continuity of the leadership on the Board, the possibility of the resignation of a Board member and the process of Board member appointments on subsequent Boards/Committees.
Point of Clarification: Vice Chairman Wilson did not sign a resignation and the resignation can be rescinded in the future if he would like to stay on for his full term, if he doesn't in will be the Board that fills the position.
- Chairman Bishop-Request ed an update on the current Cell Tower projects.
A: The two along RTE.140 are moving along, the pole is up across from the Price Farm, the other one is not as advanced but it is moving forward.
Selectman Warren-Planning Board Selectmen's Rep- I can speak to the newest one being presented at the Planning Board. Planning did approve the third site, I had some concerns about the future implementation of 5G networks but there is a Board member that was able to speak to those concerns and stated it isn't a concern so the Board members moved forward with it.
There is a fourth site, it's moving rapidly but I did caution the Board to look into the possible health implications of 5G.
Vice-Chairman Wilson- Is that a radiation concern?

Selectman Warren implied the following; *Allegedly-5G compared to 4G may create adverse health risks. Some research articles indicate 5G could affect DNA.*

- Town Report Review-Final review and explanation of the process, the process has moved much smoother and hopefully moving forward we will have a strong process.

Chairman Bishop- I really think that the public and the taxpayer are seeing the difference that is happening and I think that is a good thing.

Selectmen Warren- I am always just amazed at the volume of work that this office puts out. When residents talk to me from my perspective of what is going on, I speak so highly of the office because, again, you are looking at putting an annual report together, looking at minutes, serving customers, the public and our residents. I am always amazed at the volume of good work that's being produced.

TA- A lot of the process is about the coordination and the gathering of the information from many different sources and you always have to remind people of when information is due but it has been handled well this year.

ATA- This is my third town report. The big difference is the platform, I used a different platform this year which was much easier, it helps so much when people are helping you edit the information, it shouldn't fall on one person, this year was a big difference in participation of the editing process. Hopefully, in the end, you will see a better-quality product because of those efforts.

Once the printer confirms the product, the pdf will be shared on the website prior to printing, there have been less ordered but we have the ability to print additional if needed.

Time approximately 8:19 p.m.

(2) Non-Public Session per RSA 91-A:3, II (I)

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (I). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

8 Legal

9 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public
0 Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

1 **MOTION:** On a Motion by Vice-Chairman Wilson, and seconded by Chairman Bishop it was voted to seal the minutes of
2 Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).

3 *The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.*

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5 **(3) Non-Public Session per RSA 91-A:3, II (a)**

6 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted unanimously to go into
7 Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and
8 Selectman Warren-yes).

9 Personnel-HWY

0 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-
1 Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

2 **MOTION:** On a Motion by Vice-Chairman Wilson, and seconded by Chairman Bishop it was voted to seal the minutes of
3 Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).

4 *The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.*

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6 Selectman Warren- I would like to accepted the resignation of Mr. Jim Goodwin-Foreman for the Highway Department
7 dated February 14th, 2020 and his last day will be February 28th. We want to thank Jim Goodwin for his excellent service
8 but it's hard to see another good employee resign from that position. **MOTION:** 1ST- Selectman Warren, and seconded by
9 Vice-Chairman Wilson (3-0)

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1 **(4) Non-Public Session per RSA 91-A:3, II (a)**

2 **MOTION:** On a Motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted unanimously to go into
3 Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and
4 Selectman Warren-yes).

5 Personnel- HWY

6 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public
7 Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

8
9 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to seal the minutes of
0 Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).
1 *The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.*

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3 **(5) Non-Public Session per RSA 91-A:3, II (a)**

4 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted unanimously to go into
5 Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and
6 Selectman Warren-yes).

7 Personnel- Exec. Office

8 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-
9 Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

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1 **(6) Non-Public Session per RSA 91-A:3, II (c)**

2 **MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted unanimously to go into
3 Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and
4 Selectman Warren-yes).

5 Reputation- Tax

6 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-
7 Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

(7) Non-Public Session per RSA 91-A:3, II (c)

MOTION: On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

Reputation-Tax

MOTION: On a Motion by Chairman Bishop, and seconded by Vice-Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

The Town Administrator addressed the Board members with a posting that he will be posting on the website in regards to comments that were made on Facebook, the purpose of the response is to restore the facts.

Further discussion about the information coming out from the community about the Town Manager vs the Town Administrator position. The Town Administrator feels that this town will never be ready for a Town Manager structure.

Selectman Warren disagrees with the statement, as trust continues to be built, he believes it is a better structure, it is a change that may feel like bigger government but he would disagree with that.

It has the potential for a more efficient government and he would also agree that it works when you have the right person and he thinks that's why we are considering it because we feel like we have the right person with skill and competency. In the day and age where we rely on the Town office to run the day to day operations, we want that level of oversight, efficiency, and authority that a Town Manager can bring. The Selectboard can continue to set direction, policy, and budget to be supportive of the Town Manager and staff. So, he would like the Board to continue to keep that as a point of consideration and it might take time for the people to understand really what it is to really understand what a benefit it would be for the town. Currently, it does seem a concern for some but anytime I have a chance to speak to people I would let them know why I'm in favor.

The Chairman of the Board asked if the ATA is all set

Assistant Town Administrator – I would like to make a public comment that if my name is continually used in a fashion on social media, I will be look into other avenues of protection for myself. I feel like it is an unfortunate thing that employees can't participate in the public conversation especially when they are taxpayers and voters themselves. It puts a bad president in place, especially when we are protected under RSA.

Further conversation about situations that employees are placed in, their freedom of speech seemingly not protected by the organization, the fact that all of our Dept. Heads and a large percent of our staff are taxpayers/voters/residents here and have just as much say in the public conversation.

Joint discussion with the Board and Administration:

The delicate balance of employees who have more information than the average resident and being a steward of that position. The obligation the Town has to stand against slander and rhetoric that employees are subject to from a group of residents, the slander in regards to employees' reputation and how it affects the employees personally. The damage that these type of actions from people who want to stir the pot do to hurt the town, hurt employee's reputation both professionally and personally. What needs to happen is people need to come face to face, have a respectful conversation and ask the important questions and do it in a forum that moves us forward as a town. It is discouraging when people are really working hard to support this town, it takes the joy of serving, it takes the joy of working hard, it takes away from the belief that we can be better, and it continues to squash it in a way that begins to spirals us back down to negativity and then our entire town suffers. Good people start questioning why they live in this town. The hope is to move forward in 2020 in the right direction and bring positive solutions forward.

Adjournment: On a Motion by Chairman Bishop and seconded by Vice-Chairman Wilson it was voted unanimously to adjourn at 10:15 p.m. (3-0).

Respectfully Submitted,

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1 Heather Carpenter

2 Assistant Town Administrator

3 **Approved by the Board of Selectmen**

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6 Chairman Marshall E. Bishop

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9 Vice Chairman Michael J. Wilson

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2 Selectman Mark E. Warren

3 {Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through
4 SoundCloud}

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6 *Changes made to draft notes*

- 7 - line 61: replace residence with residents
8 - line 73: replace residences with residents
9 - line 190: amount should read \$2,345.19
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**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

02-18-2020

Paul Hemper

JS

