



Board of Selectmen
Town of Gilman, New Hampshire

APPROVED AS AMENDED ON 05-04-2020

Meeting

April 27, 2020

Approximately- 5:08pm. – Gilman Academy

Present: Chairman Mark Warren, Selectman Michael Wilson, Vice-Chairman Vincent Baiocchi, Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter
The Academy building is closed to the public due to the COVID-19 environment, any public participation at tonight's meeting will be done in a virtual setting either through the conference call access provided in advance or the Towns Official Facebook live streaming application.

Open Public Meeting

Chairman Warren opened the meeting, took attendance of those present and voting (Chairman Warren, Selectman Wilson & Vice-Chairman Baiocchi) and led the Pledge of Allegiance.

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 Gilman. These minutes represent topics discussed and not a reflection of verbatim discussion.

Approval of Minutes:

MOTION: On a motion by Vice Chairman Baiocchi and seconded by Selectman Wilson it was voted to approve the minutes of 04-06-2020. (3-0)

Mr. Joe Haas has requested via email that an amendment be made to the minutes of 11-18-2019. The amendment will be reflected in line 129 and written as follows; RSA 21-J:35, VI

MOTION: On a motion by Selectman Wilson and seconded by Chairman Warren it was voted to amend the minutes of 11-18-19. (2-1-Abstain; Baiocchi)

COVID-19 Update:

The Town Administrator gave the following update on statistical information;

- NH-There have been 60 deaths associated to the virus, population over 60 years of age with other health factors.
- NH-1,864- Overall confirmed cases
- Belknap County- 31 Confirmed cases
- The number of cases increased over this past weekend based on the average of the previous five-day period.
- The Governor has put together a team to plan a path forward to re-open the state, however nothing has been confirmed at this point. Currently, the stay order is still in place until May 4th but may be extended.
- There are conflicting pressures that are being felt by the state; public pressure to open up vs the public pressure to remain closed.
- Gilman Town Office-There have been four employees out of the office and we have all but one back to work.

Consent Agenda:

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

- PO- \$7,500.00 Loudon Snow Plowing Upper City Rd. Highway Dept.
- PO- \$57,385.00 Sugarloaf Ambulance- Fire Dept.

- PO-\$5,000.00 Establish Non-capital Reserve Fund for PD vehicle repair-Warrant Article #30
- PO- \$5,663.00- Green Insurance Association-Fire Dept.
- PO-\$1.697- Fire Tech Safety-Fire Dept.
- PO- \$46,700.00 GYRL 2020 funding request- Warrant Article #35- **Tabled**
- Request for the use of Old Town Hall- Historical Society Summer Series
- Yield Tax bills and Warrant for Map/ Lot:
410/-049
424-066.1

GYRL discussion:

Vice Chairman Baiocchetti brought up concern over a potential cash flow issue given the current State of Emergency environment and would like the board members to consider holding off certain monetary obligations that could be slightly delayed to get a better sense of the potential pitfalls that may be experienced from this year.

Further discussion about the possibility of staggering payments, the fact that there is not a cash flow issue being experienced by the Town currently, the first reimbursement from the bridge project in the amount of one million dollars has not been touched, and the second reimbursement still requires only a couple more steps to be taken in order to receive the \$800,000.00 reimbursement from the State.

Summary: The Board has directed the Town Administrator to reach out to the Gilmanton Year-Round Library to see if the approved warrant article payment can be delayed. The Board will make a decision at the following meeting.

Old Town Hall/ Historical Society event request discussion:

Selectman Wilson has concerns over the use of the building before mitigating the issues that are present.

Outcome of discussion: The Board consensus the event request has been approved subject to the COVID -19 public gathering ban being lifted by the Governor, the boards that are outside of the building that could be trip hazards should be fixed and the other safety issues addressed prior to the events. (2-1 No; Wilson)

Other safety items that had been present in the building last year was exit lighting and the push bar, the exit lighting has been done and the Administration will follow-up on the push bar item.

Chairman Warren calls for a motion to be taken and provides clarification to the motion process.

MOTION: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Wilson it was voted to approve the consent agenda as amended; tabling the payment of \$46,700.00 for GYRL until next week's meeting for further discussion. (3-0)

Old Business:

- Parks & Rec.

TA- The Town has received a written letter of resignation from the Park Attendant, for medical reasons. She is willing to talk to her replacement and show them around the park.

Chairman Warren goes through items that need to be addressed before filling the position;

- Timeline for re-opening the park
- Addressing the initial plan to have the Highway Dept. help with some of the maintenance. Anything that is done with the item, I would like the Road Agent to be present for the discussion.

Selectman Wilson- Do you have a sense that he is interested in taking on those responsibilities.

TA- No he doesn't, as it doesn't fall under his current role of Road Agent.

Selectman Wilson- So, before when we talked with him and he was interested but now he doesn't want to do it?

TA- Right.

Chairman Warren-

The items of responsibilities that need to be addressed are, the maintenance of the buildings, grounds, beach and events.

Discussion on the park opening after public restrictions have been lifted, the responsibility of scheduling the maintenance and events of the park, septic pumping and water service, and sanitation needs of the bathhouse. The current budget for an attendant is based on 14 weeks/40 hrs. per week

Outcome of discussion: The Board consensus; the position to be advertised for a replacement attendant for ground maintenance, trash pick-up can remain with Goodwin's, currently events are not being approved, 4th of July is pending based on the emergency order on public gatherings, septic will be pumped, water will need to be turned on, and requests the Health Officer give a recommendation on sanitation of public restrooms once they are open to the public.

○ Town Clerk/ Tax Collector A/C units-

The Board reviewed three quotes from American Air Systems, CRS, and Rowell's, to replace the units in the office before the summer. The Board consensus was to request the price difference on the Rowell's quote if the 220 volts disconnect wasn't needed and if the unit is hyper for the use of heat during the winter. The Assistant Town Administrator will reach out and it will be brought forward at the following meeting.

○ 2020 Projects- *The following projects need to be addressed in the future and have been recognized through the budgetary process;*

- Academy Building auditorium ceiling
- Academy brickwork
- Paving-RFP to be written, placed in the papers, NHMA, Town website, Bluebook and Blue Beam
- Academy Roof replacement and cupola repairs- RFP will be required for this project

Outcome of the discussion: Board consensus; TA can move forward on the required RFP's for the larger projects.

○ 2020 Heating Contract-

ATA asked the Board if they wanted the 2020-2021 fuel contract placed out to bid or continue on with the current company.

Outcome of the discussion: The Board consensus is to stay with our current supplier, Huckleberry Heating and give the authority to the Assistant Town Administrator to purchase the fuel for the 2020-2021 heating season.

New Business:

Sale of the 2005 Ford Expedition through the auction process- Highway Dept. The Town Administrator requests the approval for the ability to bring the 2005 Ford Expedition to auction.

Outcome of discussion: The Board Consensus is to allow the 2005 Ford Expedition go to auction and the funds to be deposited in the General Fund. (3-0)

Donation –

Mr. and Mrs. Hopkins would like the opportunity to donate funds to the Town in order to help the community during this COVID-19 issue. The Fire Dept. is in need of a disinfecting system, the price of the system is \$3,995.00. The funds will come through a Trust, the National Philanthropic Trust and the

donation will be applied the Fire Dept. to cover the cost of the purchase. The extra supply cost for the system will be an additional \$210.00.

MOTION: On a motion by Chairman Warren and seconded by Selectman Wilson it was voted to accept the donation of \$3,995.00 to purchase a disinfecting unit, the funds to be transferred to the Fire Dept. to be expensed for that purpose. (3-0)

The Board would like to thank Mr. and Mrs. Hopkins for the generous donation.

Transfer Station-

There was a brush fire at the Transfer Station over the weekend. The Gilmanton, Belmont and Barnstead Fire Depts. were at the scene. Chief Hempel is investigating the cause of the fire and Mr. Mickey Daigle came out at 10:00 p.m. with his excavator to help with the situation.

The Board would like to thank all the Fire Depts. involved and Mr. Daigle for his help with the situation and keeping our Transfer Station safe.

Select Board Items:

Pay Study-

Selectman Baiocchetti acknowledges that the pay study was voted down recently but he would like to move forward with putting a committee together to move forward on that process. He feels like he can put a packet together and bring the information forward at the next meeting.

TA- We do have salary studies that have been conducted by other towns that essential give you a range for the positions. What we were trying to do with the survey was beyond that, it was an assessment of the overall job descriptions.

Summary: Vice Chairman Baiocchetti will bring a packet together for the next meeting.

Strategy Plan for the Town-

Chairman Warren- The TA has drafted a proposal to help us begin to start a strategy map for our town, in conjunction with our master plan. This will help us cultivate a clear way for people to get involved and engaged in the town.

This is a way to align the Town government with the goals and interest of the community. Setting up short term and long-term goals, establishing a goal and our mission and fostering a culture of respect, action and accountability. Goals for growth of our employees, growth patterns for the community, goals for a safe community and how to bring everyone together working for a common goal, being proactive instead of reactive.

Corners intersection-

Selectman Wilson- There was an accident recently at the corners, the State said we could put the "dangerous intersection signs" up but they weren't going to pay for them.

TA- In the fall we had a meeting with a representative from DOT, the outcome of the discussion was to try to find immediate measures that could be implemented and not wait for the ten (10) year plan. The intersection is in the DOT ten-year plan and it is priority number three.

Further discussion on type of sign that could possibly be placed, Selectman Wilson would like to revisit pricing for the signs.

Chairman Warren acknowledges the time for public input and asks the Town Administrator to explain the process.

TA- The process of public input was explained, the members on the phone will need to unmute themselves, speaking one at a time and stating your name before asking your questions.

7:06 p.m. Opened public input

197 *No questions asked*

198 **7:08 p.m. Closed Public Input**

199
200 The Chairman explains to the public that the Board will be moving into non-public session, will be
201 leaving the room, the live stream will continue and the Board will come back into session to return to
202 public session.
203

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

205 **MOTION:** On a Motion by Vice Chairman Baiocchi, and seconded by Selectman Wilson it was voted
206 unanimously to go into Non-Public Session per RSA 91-A:3, II (e). (3-0 Voice Vote – Chairman Warren -
207 yes, and Selectman Wilson-yes and Vice-Chairman Baiocchi-yes).
208

209 Pending Litigation- The Board approved the required memorandum on the Stephanie Fogg case, the
210 final installment of the settlement, damages against lost wages and the reimbursement that will be
211 received by PLT. Documents #1 and #2 reviewed and approved.
212

213 **MOTION:** On a motion by Selectman Wilson and seconded by Vice Chairman Baiocchi it was voted to
214 authorize the Chairman to be the sole signature on the settlement document. (3-0)

215 The statement of thanks will be read by the Chairman following this non-public.
216

217 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice Chairman Baiocchi it was voted to
218 come out of Non-Public Session. (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and
219 Vice-Chairman Baiocchi-yes).
220

221 **Statement of thanks-**

222 Chairman Warren-

223 The Board is going into further non-public discussions, the live stream will be stopped at this time, we
224 would like to thank the public for joining us this evening.
225

226 **(2) Non-Public Session per RSA 91-A:3, II (e)**

227 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice Chairman Baiocchi it was voted
228 unanimously to go into Non-Public Session per RSA 91-A:3, II (e). (3-0 Voice Vote – Chairman Warren -
229 yes, and Selectman Wilson-yes and Vice-Chairman Baiocchi-yes).
230

231 Pending Litigation Update- This meeting was held to discuss the pending litigation for the federal lawsuit
232 against the Town. The motion to dismiss was rejected by the judge, we are moving forward with the
233 process, the auditors will want the potential damages recognized. Recommendation given by the TA.
234 No decisions were made in this meeting.
235

236 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice Chairman Baiocchi it was voted to
237 come out of Non-Public Session. (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and
238 Vice-Chairman Baiocchi-yes).
239

240 **Minutes 3 and 4 sealed at the end of the meeting. Place these in sealed minutes and remove from**
241 **draft.**

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

243 **MOTION:** On a Motion by Selectman Wilson, and seconded by Vice Chairman Baiocchi it was voted
244 unanimously to go into Non-Public Session per RSA 91-A:3, II (a). (3-0 Voice Vote – Chairman Warren -
245 yes, and Selectman Wilson-yes and Vice-Chairman Baiocchi-yes).
246

Personnel- Chief Currier present for the meeting

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

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

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

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

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

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

Selectman Wilson asked if the personnel related minutes are going to be sealed or at minimum redacted.

MOTION: On a motion Selectman Wilson and seconded by Chairman Warren it was voted to seal the minutes of non-public #3 that related to a personnel issue until September. (3-0)

The Chairman asked the members if there are any other items to be discussed, Vice Chairman Baiocchi wants to address a letter at the following meeting.

Adjournment: On a Motion by Selectman Wilson and seconded by Chairman Warren it was voted unanimously to adjourn at approximately 8:52 p.m. (3-0).

Respectfully Submitted,



Heather Carpenter
Assistant Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren

Vice-Chairman Michael J. Wilson



Selectman Vincent A. Baiocchi

{Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through SoundCloud, live stream is also available on the official Town Facebook page}

*Line 260 amended to change the last name from Bishop to Warren