



Board of Selectmen
Town of Gilmanton, New Hampshire

1 APPROVE AS AMENDED

2 Meeting

3 May 04, 2020

4 Approximately- 5:00pm. – Gilmanton Academy

5
6 **Present:** Chairman Mark Warren, Selectman Michael Wilson, Vice-Chairman Vincent Baiocchetti, Town
7 Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter
8 *The Academy building is closed to the public due to the COVID-19 environment, any public participation*
9 *at tonight's meeting will be done in a virtual setting either through the conference call access provided in*
10 *advance or the Towns Official Facebook live streaming application.*

11
12 **Open Public Meeting**

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

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

18 **Approval of Minutes:**

19 **MOTION:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Wilson it was voted to
20 approve as amended the minutes of 04-27-2020. (3-0)

21 *Line 260: Change the last name Bishop to Warren; copy and paste error.*

22
23 **Covid-19 Update:**

24 The Town Administrator gave the following update on statistical information;

- 25 • The number of positive numbers are going up due to the fact that there is more testing being
- 26 done.
- 27 • The overall percentage is going down in terms of positive cases vs the number of people being
- 28 tested.
- 29 • The Dept. of Health is seeing a positive trend, it looks like to to-date we have avoided a surge in
- 30 hospital needs. Apparently, there is 50% of the 4,000 beds available in NH which are currently
- 31 not used. It shows that "flattening the curve" has been working in NH.

32 Based on those trends Governor Sununu held a press conference on Friday where he made a few
33 announcements in regards to reopening the economy in NH.

34 The opening will be very gradual, a strategy for a staggered re-opening most pertaining to,

- 35 ➤ Hospital capabilities with time sensitive procedures
- 36 ➤ The seacoast remains closed
- 37 ➤ Camp Grounds- Limited to NH residents or private members
- 38 ➤ Golf Courses- Limited to NH residents or private members
- 39 ➤ May 11th – Opening retail with restrictions to 50% approved occupancy/capacity for each
- 40 location
- 41 ➤ May 18th Restaurants- open only to outside dinning with 6ft. social distancing measures in place
- 42 for the table placement, tables limited to 6 members per table.
- 43 ➤ Stay in place orders has been extended until May 31st.

44 The Town Administrator addressed surrounding area municipalities, most are not changing their current
45 practices in terms of opening to the public at this point, re-opening will be considered by most of them
46 by the end of May. The Town of Belmont will be re-assessing in mid-May.

47 Our Health Officer agrees that the building should stay closed to the public until the end of May and we
48 are working together to come up with a plan for re-opening.

Vice Chairman Baiocchi asked if the Town Administrator heard the Governor today about the money for first responders.

The Town Administrator has briefly read the notice but has not read all the details. I just received an email right before coming to the meeting which talks about the thirty-two million dollars the State is going to provide to cover additional expenses related to COVID. It seems that the allocation is purely based on population from the 2018 numbers and for the Town of Gilmanton it is up to \$89,000.00. What I need to read more of is the maximum amount for reimbursement.

Vice Chairman Baiocchi-The stipend is \$300.00 for full-time and \$150.00 for part-time will be paid through the Cares Act, the time frame for payment will be from this week through the end of June.

Chairman Warren- In terms of running a virtual office, which you all have done a great job with, are there any challenges for residents that we have found solutions for or to know process?

Town Administrator- The main issue that we are running into is a lack of patience, particularly with the Town Clerk Tax Collectors office. Unfortunately, she is alone and it is taking a little more time than usual. As far as we know we are providing the typical services that usually provide with the exception of recycling.

Selectman Wilson- With tax season coming up and tax bills coming in, are we taking extra precautions to protect the Tax Collector inside the office with people sending payments in?

TA- When we consider re-opening there will be extra precautions being taken with that office because if she gets sick it will be a big problem. When we get to the cash flow discussion, we have a feel now for the impact on car registrations; to date compared to last year it is 5% less.

The question mark is where we will stand with the first tax bill, so we will have to review after June.

Further discussion on escrowed property taxes, distribution of taxes- is there a large amount paid for by a small percentage of tax payers or is it more evenly spread out.

The Town Administrator will check to see if there is a report for escrowed accounts.

The Chairman asks if there any further updates on COVID-19, the Town Administrator asks if we can have the Transfer Station Manager's experiences in regards to Covid-19.

Transfer Station- Ron Nason

- Employees-Overall, everyone is doing well.
- No public allowed in the office- "do not enter" signs have been posted
- Social distancing is in place
- Recycling- At this point we are still not taking recycling
- Swapping containers has not been a problem this year; we average 460 cars per day when we are open

Transfer Station Discussion:

Station Manager presents the recommendation for the possible change in hours for the department; Saturday and Sunday are the busiest days and the goal is to avoid the issue of the containers filling up and having to close down earlier. The request is to eliminate Sundays because Waste Management can't pick up the containers on the weekend. By Saturday one and a half containers are full. The idea is adding another day in the week in order to make it convenient for the residents and the operation of the facility.

Recommendation:

- Wednesday open from 7a.m-1p.m. because we get the same amount all day on Wednesday that we get a half day on Sunday.
- Thursday- open 8 a.m.- 5 p.m.
- Saturday- open 7 a.m. – 5 p.m.

- A schedule change like this does add hours which adds more cost in staff but there is a need for it.

Further discussion on meeting the needs of the public who are working during the week day schedule, sending out a survey to the public, updating a fee schedule, short- staffing- an additional employee needed , requiring the light commercial haulers to come in before the weekends, holiday schedule, pay options and possible software upgrades, the concern over extending hours to 24 hrs. per week vs the current 21 hr. schedule and the recommendations given by the Fire Chief in regards to the brush fire. The objective for the change in the hours of operation are to mitigate the frustration to the public when the Transfer Station has to close early due to container being at the maximum capacity.

Outcome of discussion: The Town Administrator and the Transfer Station Manager will work together on a survey to send out to the residents, boil down a fee schedule in order to present for discussion at a future meeting.

Consent Agenda:

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

The Chairman asked if there are any questions about the consent agenda.

Selectman Wilson- Q: What was the final price for Huckleberry? ATA: \$1.455, a savings of over \$5,000 from the last year.

Vice Chairman Baiocchetti recommends an increase in the purchase order policy and suggests the following limits;

\$2,000.00- Dept. Head

\$5,000.00- Town Administrator

Anything over \$5,000.00 still falls under bid policy

MOTION: On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to increase the invoice (*purchase order policy*) from \$500.00 to \$2,000.00 for Dept. Heads, from \$1,500.00 to \$5,000.00 for the TA, above \$5,000.00 go to bid and the Board of Selectmen. (3-0)*.

The Board will review the change in six months.

Clarification: The Board will be reviewing the manifests on a weekly basis and the expenditure reports are sent on a monthly basis.

A/C Update-

There has been no change to the original quoted price from Rowell's, the electrician stated that the disconnect has to be installed, the part isn't the expensive part it is the labor. The quote for \$7,800.00 includes the disconnect for the two 12,000 BTU hyper units, the condenser and warranty. The additional monies needed can come from the encumbered monies from the municipal aid check.

Outcome of discussion: The Board consensus is to approve the Rowell's contract in the amount of \$7,800.00 as stated in the quote that was given on March 17,2020.

PO-\$1,665 Telfex Amb. Supplies- Fire Dept

PO- \$4,205 Central Paper Products Fire Dept, plus acceptance/acknowledgement of \$4,000.00 donation from the National Philanthropic Trust on behalf of Mr. & Mrs. Stephen Hopkins

PO- \$1,750.00 Civic Plus- Website annual fee

Contract- Heating Oil contract; Huckleberry Oil- \$13,095.00

143	147	151
144	148	152
145	149	153
146	150	154

155 **Abatements**

156 130-027

157 424-070

158 119-072

159 **Yield Tax**

160 410-014

161

162 **Credits & Exemptions-**

163 127-052

164

165

166

167

168

169 **Application for Current Use-**

170 115-026- Vice Chair would

171 like more information based

172 on acreage listed in the

173 paper work.

174 405-049 & 012

175

176 Appointment Requests for Conservation Commission- Per the recommendation of the Conservation

177 Commission the following residents have been recommend for appointments to the Commission.

178 Ms. Paula Gilman- Full Member

179 Mr. Thomas Dombrowski- Alternate Member

180 MOTION: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Wilson it was voted to

181 appoint Ms. Paula Gilman and Mr. Thomas Dombrowski as members to the Conservation Commission.

182 (3-0)

183

184 Amendment Clarification on Map 115-26; Request clarification from the Assessing Administrator - Item

185 tabled

186

187 MOTION: On a motion by Selectman Wilson and seconded by Vice Chairman Baiocchetti it was voted to

188 allow Chairman Warren to be the sole signature on the Huckleberry Oil Contract for 2020-2021 in the

189 amount of \$13,095.00. (3-0)

190

191 **7:01 p.m.-Opened public input**

192 ○ Facebook Question-Mrs. Amy Brown- Will Maura be getting any help in the office?

193 ○ TA- The issue is, that no training and no certification is available and therefore she cannot hire at
194 this point due to specific training needed. One person is out related to COVID-19 with no date of
195 return. The Selectmen's Office has offered help on clerical items when needed.196 The Chairman asked if there were any other questions, the phone system was checked before closing
197 input. Seeing no other questions, the Board closed public input.198 **7:05 p.m.-Closed Public Input**

199

200 **Old Business:**

201 ○ OIP discussion will take place later in the meeting in a non-public session.

202

203 ○ Cash Flow discussion- *The Board reviews a spreadsheet given by the TA.*

204 ➤ This is the current cash flow as of today, it is a little more than 2.7 million dollars.

205 ➤ The 2.7 is net of what is now going to be appropriated under the newly created Emergency
206 Medical Revolving Fund and the Town Administrator has already removed from the list the
207 monies that are under the authority of the Conservation Fund because they are only for a
208 specific purpose.209 ➤ Out of the 2.7 million we have money that we haven't touched yet that is under the certificate
210 of deposit, this was the first piece of the deposit from the D.O. T. reimbursement on the Stage
211 Rd. Bridges.212 ➤ 1.9 million in Immediate Needs category- These are needs that are considered required before
213 the end of June when the first tax bill is going to be due. The largest amount is 1.7 million under
214 the School Tax payment. The school budget year runs on a July-end of June fiscal year.215 ➤ The Stage Rd. bridges are completed and we are expecting one last invoice from the contractor
216 and one minor one from the engineering service consultant company. That is almost \$125,000
217 but on the other hand, now that the project is completed D.O.T. will be able to proceed with the

218 final reimbursement to the Town once they perform the final inspection and acceptance of the
219 bridges and the way they have been built. That reimbursement will be a little more than
220 \$941,000. Clearly, that will be something we are looking carefully at because that will help us a
221 lot.

- 222 ➤ Looking at all the remaining warrant articles, where the money has been raised and
223 appropriated, voted through by the voters. We have already paid some of those but what
224 remains to be dealt with is \$215,443.00
- 225 ➤ Summary: 1.9 million in immediate needs until the end of June
- 226 ➤ Almost 2.1 million if we were to deal with all the warrant articles
- 227 ➤ Typically, on a weekly basis in addition to the school payments, we basically spent almost
228 \$35,000. That would be for the remaining nine weeks we have until the end of June \$315,000.
229 We are fine from a cash flow perspective until the end of June.
- 230 ➤ The Town Clerk Tax Collector has seen a little bit of a hit on the car registration but it is less than
231 5%, which is equal to \$20,000.00. The big question is the property tax bill, once we are past the
232 due date we should sit down to see where we sit and to see if any measures we should take.

233 TA Comments: The money has been raised and appropriated and voted through, so can only push the
234 payment and most of the warrant are lapsing, the only non-lapsing one is for the Old Town Hall. It is
235 only going to help us in regard to timing and cash flow but not with taxes. It can help us offset the tax
236 rate next year, if we don't spend the money but it is not going to have an impact this year.
237 The other important thing to keep in mind we have almost no debt right now and might be a possible
238 option to consider in the future.

239
240 Chairman Warren- There has been talk with pending lawsuits and understanding cash that may be
241 required for some of those and the possibility of needing to put money aside in preparation for some of
242 those.

243
244 Continuation of TA Comment: The Board had asked me to go back to the Gilmanton Year-Round Library
245 to see if there was an immediate need for their funding request or if they could wait. They have
246 confirmed that they would be willing to wait and are happy to help because we are all in this together.

247 Compensation Committee Discussion-

248 Selectman Wilson believes that there should be someone from the Budget Committee on that. Any
249 impact that it will have on the budget it would be good to have someone from that committee as an
250 asset.

251 Chairman Warren- Anytime you have a group that felt they have had input into a process it goes a lot
252 further.

253 Vice Chairman Baiocchetti is presenting this portion of the committee to cover only full-time
254 employees because he considers it to be the most expensive piece. This does not cover full-time
255 employees with contracts, part-time employees or Dept. Heads.

256
257 Further discussion on the legality of forming a compensation committee under the "no means no rule",
258 looking at the big picture of compensation for all employees, currently all employees fall under the pay
259 scale which would not happen if the employees are broken off into groups and looked at separately.
260 Current culture of the environment within the organization and more money all plays a part to why
261 employees leave.

262
263 **Outcome of the discussion:** The TA will get additional clarification on the subject of the Compensation
264 Committee. The majority of the Board feels that if it can be done after being voted down, it should
265 include all employees so as not to pick and choose. The discussion will be tabled until legal confirmation
266 is given and brought back to be readdressed.

Building Inspector Interview Update- Town Administrator-There have been three interviews so far, the final one is this week. The next time we meet we should have a recommendation for the Board.

Vice Chairman Baiocchi- Who is doing the interviews?

TA- Myself, the Assistant Town Administrator and the Land Use Administrator.

The applications that were received are based on the job advertisement that was posted, candidates' qualification have been reviewed and Board will receive a recommendation out of those candidates.

New Business:

NA

Select Board Items:

March 23, 2020- TA letter to the Board will take place later in a non-public session.

The Chairman closes public session at 7:45 p.m., move into non-public session and a description of why non-public session are needed and required.

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

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 (e). (3-0 Voice Vote – Chairman Warren - yes, and Selectman Wilson-yes and Vice-Chairman Baiocchi-yes).

Ongoing Litigation-PD

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, and Selectman Wilson-yes and Vice- Chairman Baiocchi-yes).

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

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

Reputation-Taxes

This meeting was held to discuss the request to extend current tax agreement with Map/Lot 416-011 for two months. The amount that has been paid is \$3,960.00 out of \$6,779.04.

The Town Administrator recommends the extension based on the payment efforts.

Outcome of discussion:

MOTION: On a motion by Selectman Wilson and seconded by Vice Chairman Baiocchi it was voted to approve a 3-month extension due to the payment efforts. (3-0)

MOTION: On a Motion by Selectman Wilson, and seconded by Chairman Warren 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).

Vice Chairman requested that the Assistant Town Administrator be excused from the next non-public session.

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

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

Personnel- Executive

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

Adjournment: On a Motion by Chairman Warren and seconded by Selectman Wilson it was voted unanimously to adjourn at 10:28p.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. Baiocchetti

**Line 125- change (2-1) to (3-0)*

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

