



Board of Selectmen  
Town of Gilmanton, New Hampshire

1 APPROVED

2 Meeting

3 05-13-2020

4 Approximately- 6:00pm. – Gilmanton Academy

5  
6 **Present:** Chairman Mark Warren, Selectman Michael Wilson, Vice-Chairman Vincent Baiocchi, Town  
7 Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter  
8 Also, present- Chief Hempel

9  
10 **Open Public Meeting**

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

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

16 **Approval of Minutes:**

17 **MOTION:** On a motion by Chairman Warren and seconded by Selectman Wilson it was voted to approve as  
18 amended the minutes of 05-04-2020. (3-0)

19 Amendment on line 125 change vote from 2-1 to 3-0, the Assistant Town Administrator asked in the future if  
20 Board members could make their votes clear.

21  
22 **COVID-19 Update:**

23 Re-open plan- Chief Hempel, Chief Currier, and Town Administration have met to discuss a path forward to re-  
24 open Town Facilities, we should have a plan by the end of the month.

25 Chief Hempel-The Iron Works Fire Station will be opening the lobby on May 18<sup>th</sup> but the service window will  
26 remain glassed in at this point. Residents are encouraged to use the online fire permits but they will also be  
27 available through the department, seasonal inspections will be done on an as-needed basis, the notice has been  
28 issued on the website.

29  
30 TA- The current environment within the State, most Towns/Cities are operating on a virtual level, with no big  
31 changes before the end of the month. The idea is to see how the other industries are handling the re-opening  
32 environment. Some towns have made decisions on summer events such as fireworks events & Old Home Day's,  
33 opting to cancel the gatherings. We are not there yet and we are hoping to avoid that outcome.

34  
35 **Stipend Program for First Responders:**

36 On May 4<sup>th</sup> Governor Sununu announced the implementation of an eight-week hazard pay stipend for first  
37 responders.

38 The stipend amounts are based on certifications; full-time- \$300 per week, part-time-\$150.00 per week; and call  
39 personnel- \$50.00 per week.

40 Payments are calculated beginning May 4<sup>th</sup> – June 30<sup>th</sup>, this works out to eight weeks and two days.

41 In an effort to assist the Town's cash flow, the State after the submission of our rosters is going to expedite the  
42 processing of the check for the entire amount.

43 Police and Fire submit their rosters to the State, there is \$33,676 allocated for the stipend. The program was  
44 designed to be a weekly stipend to provide relief.

45 Further discussion on the payment process for the relief payments, amount of eligible personnel, the  
46 Selectmen's ability to endorse the program, or reject it, stipend allocation covers the pay but the taxes will be  
47 paid out by the Town and then reimbursed at a later time. This program only covers first responders as it relates

to Police and Fire. There is an ongoing discussion at the State level if that definition will be expanded but no decisions have been made at this time.

**The outcome of discussion:**

**MOTION:** On a motion by Selectman Wilson and seconded by Chairman Warren it was voted to give the stipend program for first responders the same pay schedule as the employees would typically get their check; if they would get them weekly they get them weekly and if it is monthly they will get paid monthly. (2-0 Baiocchetti-abstain)

**Consent Agenda:**

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

- Funding request for the Iron Works Library- \$1,000.00

Discussion on waiting to fund the warrant articles as was done for the Year-Round Library.

Summary of that discussion; the Town Administrator will find out if the funding can wait.

- Acknowledge and accept the reimbursement from PLT, reimbursement to offset the charge for the liability account.

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti voted to accept \$18,558.42 for the reimbursement from PLT. (3-0)

- LRPC- Hazardous Waste Collection Day- \$3,583.00; if the event is canceled the Town will be reimbursed. The collection dates are scheduled for July 25<sup>th</sup> and August 01<sup>st</sup>, the information should be posted on the website.
- Pole License *NEC#3731*- The Road Agent has approved the placement of the pole replacement, legal counsel has reviewed and provided an agreement with language that is approved. The area for the pole replacement is on Canney Hill & Mountain Rd.  
The outcome of the discussion: *Board Signatures provided for the approval.*

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

**Old Business:**

- False Alarm Ordinance- The Town Administrator spoke with both Chief's; false alarms do not seem to be a major issue for the town and they would approve the measure to re-draft the ordinance to allow the Chief to have the decision-making authority to impose a fee.

Summary: The Town Administrator will re-draft the ordinance and present it for signature.

- Compensation Committee- Towns Legal counsel does think it goes against the "no mean no rule" as it relates to the recent results of the voting in March. The Town Administrator has received an opposing opinion to Town Counsel's viewpoint through NHMA and feels that the committee does not fall under the rule. Further discussion on the scope, methodology, and potential ramifications.

Chairman Warren's Public Address- "Public you have just heard a long debate over this topic and hopefully this sheds some greater understanding of why a pay study is important for this town. It does cost a little bit of money but it is short money in comparison to losing good employees and so if you have been watching or hearing this conversation please remember that you will probably see it again as a recommendation. It is an important topic and it will save us money in the long run if we can pay employees fairly, not saying that we are not but paying them in a way that we won't lose them to other Towns. We would want to keep good employees."

**The outcome of discussion:** The Board consensus is to move forward with a concept of a committee but will need to flush that out a little bit more and see if we can't use the resources in Town to get the same type of information if we can and if we can't, we can do something in the future to get that information.

The Board requests the following items to be more clearly defined for the Compensation Committee;

- Scope- Which talks about who is included in the study.
- Methodology- How are we going to do that; comparing to town size, tax base, whatever that methodology is.
- Process- How is the information going to be found and by who? How is it going to be vetted and presented?

Chairman Warren would like to apologize to the public for allowing the discussion to run over the scheduled time frame for public comment.

**Opened public input at 7:30 p.m., instructions were given to the public on how to virtually participate.**

**Q:** Comments have been made on Facebook stating that proper social distancing was not being maintained and Board members are sitting too close together.

**A:** The Board is trying to be accommodating to being viewed by the camera but will try and be more mindful in the future.

The Chairman sees comments about car registration, which is not the scope of the Selectmen to respond to. If you have any questions that pertain to any of the topics that we have talked about tonight or anything else in the Town that you would like us to be aware of or how we can support you the residents?

TA- One thing we can touch on is the Town Clerk/ Tax Collector and the decision to remain closed. We have received an email and see comments on social media about this topic. For the people who missed the initial discussion, when the Fire Chief was with us. We are working on a plan-measures through a gradual process of re-opening. We discussed with both the Fire and Police Chief and Town Administration earlier this week and we should have something out, hopefully, next week.

With respect to the Town Clerk/ Tax Collectors office, the issue is that she is alone at this point. The reason she cannot hire anybody right now is, there is no available training to be able to get somebody certified and qualified into the positions. She is stuck in this situation, as soon as training is available again, she will proceed with the hiring process. In the meantime we are in a little bit of a pickle because we can't have that one person left, risk getting sick because we would have no one left to perform the services that she continues to perform for the Town. We are hoping that this resolves soon and we ask for your patience.

The Chairman states last call for public input.

**Closed Public Input at 7:36 p.m.**

○ Process of issuing minutes-

1. The Town has specific deadlines per RSA to post minutes, the current environment is not helping but if the Board feels comfortable, posting the draft minutes on the website before approval is an option.
2. Non-public unsealed in the past have been done separately and posted at the Selectmen's office. We rarely get a request to view unsealed non-public minutes but the last two meetings, those minutes have been placed within the draft public minutes and posted.

**Board Consensus:** The draft minutes will be placed online; the non-public unsealed sessions will be added to the public minutes for easy viewing.

**Select Board Items:**

Chairman Warren asks for the procedure when a decision is made to change a policy, where does it go from there to become known and in effect?

The Town Administrator asks for clarification, are we discussing the Purchase Order policy? A memo has been written, I believe the day after the meeting and issued to all department heads to inform them of the Board's decision. There is an official document that is now in the manual to address that.

Transfer Station Survey- The survey has been posted to the public, information is coming in and so far we have received 222 responses. A Transfer Station employee has shared the survey on Facebook and a sign could be placed at the Transfer Station to get the word out to those who do not have computer access but has not been at this point.

Seeing no other Select Board items, the Chairman calls to move into a non-public session.

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

**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 (b). (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and Vice-Chairman Baiocchetti-yes).

Hire- PD; Chief Currier present

**MOTION:** On a Motion by Selectman Wilson, and seconded by Vice-Chairman Baiocchetti 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 until there is a resolution. (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and Vice-Chairman Baiocchetti-yes).

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

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

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

Hire- Exec. Office/Building Inspector

This non-public was held to discuss the candidates for the position of Building Inspector.

**The outcome of discussion:** The Town Administrator will conduct further reference checks and bring the top two candidates to meet with the Board.

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

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

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

Reputation-Welfare

This non-public session was held to discuss a Welfare matter, recommendations were reviewed by the Board and the decision for this case will be processed through the Assistant Town Administrator/ Human Assistance Officer.

**MOTION:** On a Motion by Selectman Wilson, and seconded by Vice-Chairman Baiocchetti 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).

**Adjournment:** On a Motion by Selectman Wilson and seconded by Chairman Warren it was voted unanimously to adjourn at 9:45 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 *MTW*

  
Selectman Vincent A. Baiocchetti

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

