



APPROVED-12-21-2020

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 07, 2020

Open Public Meeting

The meeting was open to public attendance in the auditorium of the Academy Building.

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti &
Acting Town Administrator Carpenter (Gilmanton Academy building – Auditorium).

Also Present: Steve Chmielecki, Richard Adams, David Leboeuf- Sawyer Lake Commissioners
*Livestreaming was not available during this meeting, a recording is available through
Soundcloud, link provided on the Town's website.*

Call to Order – 6:04 p.m. Chairman Warren

Chairman Warren opens the meeting and leads the Pledge of Allegiance.

Action Item:

- ☐ See if the Town Facebook account was separated and if it can be accessed.

• PUBLIC MEETING MINUTES APPROVAL

MOTION On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was
unanimously voted to approve the minutes from the B.O.S. meetings of 11-30-2020 (3-0 Voice
Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

• NEW BUSINESS

Sawyer Lake Commissioners-Steve Chmielecki speaks to the Board on behalf of the Sawyer
Lake District about the condition of the 1.6 miles of Town maintained road. The following items
are a summary of the discussion and resolution requested by the Commissioners;

- 2019 letter to the Board of Selectmen, Road Agent, and Administration. The lack of
response to the letter is against the Town's Administrative Code.
- Ongoing issues that the district would like addressed- Lack of ditching, glacier areas/icy
build-up, Culvert back-up/undersized & collapsing, sand buildup, and pavement
crumbling.
- Road area discussed- Hemlock to Beach St, Bear Ave. to Deer Dr., Ash Ave, and half of
Wood Dr. Sawyer Lake and Hemlock is the main drainage issue and one side of Bear Ave.

Pictures have been provided of the issues discussed, see attached.

Chairman Warren offers an apology for the lack of response to the 2019 letter from the District. A
Road assessment is in the process of being done as it relates to culverts, we are awaiting the report
for more information.

The District Commissioners would be interested in the information contained within that report
once the Town has received it.

Side by side discussion- The Chief of Police contacted the Commissioners last year and stated that they would be cracking down on the use of side by side on the main roads. Further discussion on possible rules and regulations established by the District; helpful if the ordinance was enforced. The district uses the same insurance carrier as the Town and the commissioners are unsure if the side-by-side issue would be covered under their policy. It is a concern to have kids driving them, they do not know the road rules and liability is a concern. The area used to be a summer place but there have been ten additional plow accounts added due to the influx of people moving from other states and in the district. There are an added 225 adult taxpayers to the area and 40 people were present at their last election.

Action Item:

- ☐ The Board feels that the road issue needs to be addressed.
- ☐ BOS letter to the Road Agent- The Board will write a letter to the Road Agent to address the concerns that have been verbalized tonight, with a strong recommendation to address the issues- Statutorily it is the Road Agents' responsibility and decision.
 - o **Board Consensus (3-0)**- Letter to be written indicating that the Sawyer Lake District had written a letter in April 2019, no response had been provided by the Road Agent at that time. The Commissioners addressed the road complaint at the 12-07-2020 Board of Selectmen meeting. It would help if he would speak with the Commissioners and provide attention to the matter.
- ☐ Awaiting the outcome of the first portion of the road assessment the Town conducted over the summer and fall. The assessment should provide guidance on the issue of the roads within the town.

• **CONSENT AGENDA**

Chairman Warren opens the Consent Agenda.

Action item:

- ☐ Board packets will include background documentation for consent agenda, emailed out before the meeting and meetings will regularly be held on the 1st and 3rd Monday's of the month.
 - Private Road agreement (120-040)
 - Planning Board Appointment- Gareth "Marty" Martindale
 - Release Deed to First Congregational Society in Gilmanston based on March vote.
 - Timber Bill & Warrant (415-051)
 - CAI Technologies Annual Renewal Agreement- A discrepancy in the budget vs the contract numbers were questioned by the Board.

Q: BOS inquired about a \$75.00 discrepancy in the contract vs the request.

A: The contract is \$75.00 less at the time the budget was presented hard numbers had not been received and it was the best estimate.

- Acceptance of Resignation- Roy Roberts- P.D.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to accept the resignation of Roy Roberts (3-0).

- Approval of Personnel Action Form- Acting TA; this item was added to the consent agenda after the fact and is based on the Board's decision to provide the Acting TA with TA salary while covering the position.

- 90 ➤ ATA Recommendation-In the future if there is a rate change for personnel through grade
91 and step or settlement, a personnel action form is required, it goes in the employee's file,
92 and it is given to finance to process.

93 **MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it
94 was unanimously voted to approve the consent agenda as amended (3-0).
95

96 • **OLD BUSINESS**
97

98 **Academy Paving-** Wolcott gave a final number \$127,750.00, addition \$1927.80. The ATA
99 requested clarifications on the overall price increase which was different than the first set of
100 numbers received, and was there ever a discussion on the placement of the additional six-foot wing
101 as it relates to Primex standards?

102 The Board stated the increase was due to the bid of the project, they had not discussed the six-foot
103 addition as it relates to the playground. The Board had requested that the Road Agent place gravel
104 in the space between the parking pavement and the playground because there is a significant drop
105 next to the paved portion. If the extension is possible the Board is in favor of additional parking
106 space.

107 The board discussed moving forward with the paving project having it done in Spring 2021, if the
108 Board could find the \$30,000+/- for the extra cost

109 **Action Item:**

- 110 ☐ ATA will reach out to Primex for the options, ask if the Road Agent would place a snow
111 fence.
112 ☐ Have Finance look at the encumbered fund and budget to see if the additional funds needed
113 for the paving project are obtainable now or the Board would need to place the additional
114 funds in the request for the 2021 budget.
115

116 **Holiday Schedule-**

117 The schedule and range of holidays were discussed, the Transfer Station open days vs holiday
118 closures.

119 **Action Item:**

- 120 ☐ Easter- Reach out to the Transfer Station Manager to hear what the obstacles would be but
121 relay the Selectboards recommendation as follows; Close for Easter without pay and open
122 on Monday following.
123 ☐ Instead of the Transfer Station following the holiday schedule, they will get a check at the
124 end of the year in Dec equivalent to the three holidays, if the holiday falls on a day when
125 the facility is supposed to be open it will take the holiday but open to residents following
126 day.

127 **MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins
128 it was unanimously voted to table the discussion until we hear from the Transfer Station
129 Manager (3-0).
130

131 **2021 Budget-**

132 Vice-Chairman Baiocchetti- Budget Committee Rep.- The overall process went well; the TA
133 presented the budget and there wasn't much to be said that was concerning. Topics to point out
134 that need to be addressed are as follows;

135 The Budget Committee Chairman needs to come up with a plan for public hearings.

136 Salaries were accepted at face value, but Super Saturday will be another opportunity to discuss.

Draft Warrant Articles- The Contingency Fund, concerns of the article being too vague was the response from the Committee.

The budget that the Selectboard moved forward to the Budget Committee for the presentation was done through Board consensus. Final approval has not taken place for the budget, warrant articles, or encumbrances to date.

Action Items:

- ☐ Make sure Finance goes through the numbers, verify that they are correct and the little items that the Budget Committee brought up are corrected. Info to be ready for the next board meeting.
- ☐ Budget, Warrant Articles & Encumbrances will be finalized at the Board meeting on 12-21-2020. Once solidified the updated information can be forwarded to the Budget Committee and they are prepared for Super Saturday.
- ☐ Tax Bills- Ask Town Clerk/ Tax Collector for a return amount before the next meeting so the Board can get a picture of what has been paid.
- ☐ Petition Warrant Article received from Gilmanton Year-Round Library it has been received and is waiting for signature verification
- ☐ The deadline date for Warrant Articles is 12-21-2020; outside agencies, and Dept. Head quotes still needed;
WA-Highway
WA-Transfer Station
IW Library
4th of July
Snowmobile Association

MOTION: On a motion by Vice-Chairman Baiocchetti, and seconded by Chairman Warren, it was unanimously voted to communicate to those who are still missing requests or information and inform them that the deadline for the request is 12-21-2020. It has not been received, it will not be moving forward in the budget process (3-0).

- Request from Vice-Chairman Baiocchetti- Next year the process needs to start earlier; Example: Outline of Budget Season in August, Requests are submitted to the Board in Sept. and budget preparation and the solid budget approved by October and move the complete package to the Budget Committee.

Contingency Fund Warrant Article- The concern is that it is too vague. It seems like it would be used as a slush fund and the optics on the request would be viewed poorly.

The original intention of the article was to give a planning tool for catastrophic events, large items outside the scope of planning.

- Recommendation for future budgets from Vice-Chairman Baiocchetti- Two lines in the budget, one for unanticipated emergencies and the other salary and benefits for people that retire which includes vacation/sick time buy out.

Further discussion on budget inflation vs capital reserve, the need for a contingency plan, defining the fund, educating the public on the reason for the request, and working on overall planning skills for the organization/town.

Board Consensus-To remove the contingency fund warrant article this year and put a plan together for next year.

Action Item:

- ☐ Find out if we pay out sick time to retirees, do we payout Full-Time Elected Officials like a non-elected position.
- ☐ Board to review Personnel Policy
- ☐ Research RSA for Special Meeting to find out the process and parameters

• SELECTBOARD ITEMS

Vice-Chairman Baiocchi- Update on TA search: The interviews with the Peer Board have been scheduled for tomorrow, packets have been prepared and a lunch menu will be offered. The Peer Board should have recommendations by the end of business tomorrow. There is an item that should be discussed briefly in non-public.

ATA-An employee request for roll-over vacation leave was presented-

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to make a special exception for vacation roll-over for this specific request for the ZBA/HDC employee.

(Chairman Warren-yes, Selectman Collins-yes -Chairman Baiocchi- abstain).

Action Item:

- ☐ Send out a section of the Personnel Policy to the Board that pertains to vacation time accrual

• NON-PUBLIC SESSION RSA 91-A:3, II (b) Hiring

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

Request for potential process change regarding the interviewing method for the Peer Board interview.

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to get out of Non-Public Session RSA 91-A:3, II(b) Hiring. (3-0 Voice Vote, Vice-Chairman Baiocchi-yes, Chairman Warren-yes, Selectman Collins - yes).

Adjourn 8:37 PM

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to adjourn the Public Meeting (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins - yes).

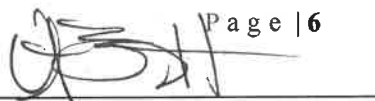
Respectfully Submitted,


Acting Town Administrator,
Heather Carpenter

Approved by the Board of Selectmen

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Chairman Mark E Warren


Vice-Chair Vincent A Baiocchetti


Selectman Evan J Collins