



## APPROVED

### Board of Selectmen Town of Gilmanton, New Hampshire

1 Meeting

2  
3 June 15, 2020

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5 **Open Public Meeting**

6 Meeting was also conducted telephonically using FreeConferenceCall.com and live streamed on  
7 the Town Facebook homepage, for people not comfortable attending in person due to COVID-19  
8 pandemic.

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10 **Present:** Chairman Mark Warren, Vice Chair-Selectman Vincent Baiocchetti, Selectman Michael  
11 Wilson and Town Administrator Patrick Boré (Gilmanton Academy building – Auditorium).

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13 *Disclaimer: these minutes represent topics discussed and are not a reflection of verbatim*  
14 *discussion.*

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16 **5:00 pm - Open Public Meeting**

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18 Chairman Mark Warren opened the meeting, took attendance of those present and voting  
19 (Selectman Baiocchetti, and Selectman Wilson) and led the Pledge of Allegiance.

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21 **Chairman Warren indicates that tonight is the first Board meeting welcoming the public**  
22 **back in the auditorium since the issuance of the Governor's Stay-At-Home Order.**  
23 **Attendants are kindly recommended to follow public health guidelines as highlighted on the**  
24 **posted Meeting Agenda.**

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26 **APPROVAL OF MINUTES**

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28 **MOTION:** On a Motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it  
29 was voted unanimously to approve as amended the minutes of 06-04-2020 as amended. (3-0 Voice  
30 Vote – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes).  
31 Amendment on line 150 of 06-04-2020 minutes, replace “living” with “leaving”.

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33 **COVID-19 Update**

- 34
  - Governor's Announcement

35 On 6/11/2020, the Governor announced he is lifting the state's stay-at-home order and allowing  
36 most businesses to reopen with restrictions by the end of the month, while still urging people  
37 to wear masks and maintain social distancing during what he called New Hampshire's new  
38 normal.

39 The governor said Thursday he's implementing a “safer-at-home” advisory in place of the stay-  
40 at-home order.

The lifting of the order, which becomes effective as of midnight on June 15, removes the 10-person limit on social gatherings and ends the distinction between essential and nonessential businesses.

- Academy Building Re-Opening Plan

As a result of the Governor's Announcement, we are proceeding with the re-opening to the Public of Town offices at the Academy Building. T.A. Boré drafted a proposed re-opening plan and is seeking the Board general consensus to apply the plan starting June 17.

The Town Clerk/Tax Collector is keeping her office closed due to current staffing situation. She has conducted phone interviews this week for the Deputy's position in the hope the training capabilities for certification will be available again soon.

Normal counter service will be available on the Selectmen's Office/Land Use Administrator, with public being asked to limit to 5 the maximum number of people in the hallway at one time, and to one (with any family member/acquaintance) per counter window.

Vice-Chairman Baiocchi, although understanding what we are trying to do here, comments on the contradictions surrounding us with rules being different depending where you are and doing. He recommends that the plan be posted on both the Town website and Facebook page, so that people are aware of it, can ask questions/make comments. Maybe even overcommunicate it.

**General consensus from the Board to proceed with the plan as drafted as long as it is communicated on both the Town website and Facebook page.**

- Transfer Station Re-Opening Plan

This plan is essentially about resuming recycling on weekends. T.A. Boré asks that residents strictly adhere to the recycling rules to avoid/limit any need for the Transfer Station staff to sort/manipulate through items being thrown in the recycle. One rule has changed as waxed paper is no longer recyclable and will need to be thrown with regular trash from now on.

**General consensus from the Board to proceed with the plan as drafted as long as it is also communicated on both the Town website and Facebook page.**

As we enter the summer vacation period, T.A. Boré mentions there have been questions from Town employees about taking vacation. His personal take is that we are not going to keep people from taking their vacation. We would hope that they continue to be careful of their own health wherever they decide to go and that they let their respective supervisor know when they are back if there is any reason for them and us to be worried about a potential contamination. Selectmen concur with that approach.

## CONSENT AGENDA

**MOTION:** On a Motion by Selectman Wilson and seconded by Vice-Chairman Baiocchi, it was voted unanimously to open the Consent Agenda. (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Wilson – yes).

- LRPC Roads Condition Assessment - \$7,500 (WA# 25 for \$10,000, diff. is for unpaved roads assessment)

- LRPC Culverts & Streams Condition Assessment – \$14,834 (WA# 26 for \$15,000)

Both agreements were reviewed by Town Counsel and LRPC has accepted the requested changes.

With respect to the Roads Condition Assessment Agreement, the Board would like the Road Agreement to spell out in the scope of work the work to be conducted in terms of traffic count and some statement that indicates that such work will definitely be performed on all major town roads as agreed to with the Town/Road Agent.

They also would like to see and be able to sign at the same time the addendum pertaining to the work that will be conducted on the unpaved roads.

**General consensus of the Board to table execution of both Agreements pending resolution on these 2 points.**

- Acceptance of \$21,957.16 First Responder Stipend reimbursement for Fire Department
- Acceptance of \$9,942.84 First Responder Stipend reimbursement for Police Department

These are the expected reimbursement amounts under the First Responder Stipend Program based on the submissions by Chief Currier and Chief Hempel. As a reminder, T.A. Boré indicates these amounts do not cover applicable social benefits and payroll taxes, for which the Town will seek reimbursement separately under the GOFERR Grant Agreement. Also, the reimbursement for the Police Department does not include reimbursement for stipends that will be due to the newly recruited Officer Akerstrom for which a separate reimbursement check is expected.

**MOTION:** On a Motion by Selectman Wilson and seconded by Vice-Chairman Baiocchi, it was voted unanimously to acknowledge and accept receipt of \$21,957.16 First Responder Stipend reimbursement for Fire Department and \$9,942.84 First Responder Stipend reimbursement for Police Department, and to have these funds offset the corresponding charges to the respective Police and Fire Departments Payroll Accounts. (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Wilson – yes).

Abatements	Assessor's recommendation
113-029	Deny
406-050	Deny
UTIL-PSNH	Deny

**MOTION:** On a Motion by Vice-Chairman Baiocchi and seconded by Chairman Warren, it was voted unanimously to approve the Assessor's recommendation and deny the abatement request for Map 113 – Lot 029 (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Wilson – yes).

**MOTION:** On a Motion by Vice-Chairman Baiocchi and seconded by Chairman Warren, it was voted unanimously to approve the Assessor's recommendation and deny the abatement request for Map 406 – Lot 050 (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Wilson – yes).

**MOTION:** On a Motion by Selectman Wilson and seconded by Vice-Chairman Baiocchi, it was voted unanimously to approve the Assessor's recommendation and deny the abatement

request for UTIL-PSNH (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes).

Private Road Agreement 116-009

Agreement and Release for Building Permit on a property abutting a private Road (River Road) whereby Town gets release for any commitment going forward in terms of road maintenance etc...

Vice-Chairman comments on the fact that it does not like that the Board is signing the Board executes the Agreement before the property owner.

Willowgrass Lane warranty Deed/ final acceptance of Willowgrass Lane as Class V town road, in accordance with Town Meeting vote (WA# 47).

Chairman Warren recuses himself from the discussion and vote.

**MOTION:** On a Motion by Selectman Wilson and seconded by Vice-Chairman Baiocchetti, it was voted to authorize Vice-Chairman Baiocchetti to execute the Warranty Deed and accept Willowgrass Lane as Class V Town. (2-0 Voice Vote – Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes).

- Acknowledgement of Public Safety Building paid-off loan

On May 14, 2010, the Town entered into a General Obligation Bond Agreement with the Laconia Savings Bank on behalf of the State of New Hampshire for a \$500,000 loan in relation to the construction of the Public Safety Building. The Agreement was for a 10-year term. The term has just expired and the loan has been paid off in full as of May 15, 2020.

The only remaining loan that the Town is committed under until next year is a loan entered into with CDFA in 2012 to cover \$56,585 in expenses related to the new windows installed at the Academy Building.

- Event Permit request: BLM vigil on front steps of Academy building, June 20, 2020

Board and T.A. discuss request was submitted late (form to be submitted 30 days in advance), existing parking restrictions (Church parking lot not to be used by Town functions), that event organizer is seeking electricity source, which could not be provided practically at the Academy Building and the organizer has not provided proof of insurance.

Police detail will be required and discussions are ongoing between GPD and organizer to assess how many officers would be required.

General consensus by the Board that Crystal Lake Park would be better fit for the event as access to electricity and parking are available. Organizer could request use of Crystal Lake Park facility subject to appropriate insurance coverage and appropriate police detail paid ahead of the event.

**MOTION:** On a Motion by Vice-Chairman Baiocchetti and seconded by Selectman Wilson, it was voted unanimously to approve the Consent Agenda as amended (3-0 Voice Vote – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Wilson – yes). Amendments: are the tabling of the LRPC Agreements and the event to be moved to Crystal Lake Park based on discussed conditions.



**ENERGY COMMITTEE UPDATE**

T.A. Boré inquires whether Sarah Thorne is on the phone. In the absence of any answer, discussion is being tabled.

T.A. Boré mentions Sarah Thorne was going to provide an update on Committee's work to-date and also ask the board for support on HB1218 to allow municipalities to increase the capacity limit for net metering projects to five megawatts, from one megawatt. The Governor has made it clear that he would veto HB 1218.

Vice-Chairman Baiocchetti asked if anybody knows the reasons why he is vetoing these bills.

Chairman Warren also inquires whether the intent of the support to this bill is for the Town to potentially consider commercial production, which is currently not allowed by the local Ordinance. T.A. Boré confirms that support of the bill would have to be considered by the Board in light of the current ordinance and any intent going forward.

Board members would be interested in learning more about this matter before being able to make a decision.

**OLD BUSINESS**

- Transfer Station Survey Results

Following a previous Board discussion, T.A. Boré was tasked to issue a survey among residents to collect their opinion on the current working days/hours at the Transfer Station.

Results of the survey were posted on the Town website and Facebook page today.

We received 286 responses, 13 of them from seasonal residents.

Key takeaways:

- Current working days (Wednesday, Saturday, Sunday) are evenly visited; there does not appear there is a preferred day, most residents going when they are ready

- Same appears to be the case with current working hours

- recent trash volume increase is more of a temporary thing linked to recycling being halted and recycles thrown in with regular trash as well as residents having more time at home to clean their property

- All other days of the week are evenly considered by residents if the Town wanted to change the current working schedule

- 35% would have a great deal/a lot of an issue if the Town decided to close on Sundays

- Current working hours work well for 54% of respondents. If hours were to be adjusted, the preference is clearly for later in the afternoon (after 6pm)

- 70% of respondents would not prefer more open days with less hours each day

**General Board consensus that, in light of the survey results, there will be no change to the current schedule.**

Question is being asked about commercial hauling, which T.A. Boré states has been a very limited business in town and therefore not a major issue to-date but could be addressed with the overall Fee Schedule.

T.A. Boré states that in the absence of the Transfer Station Manager, who was not available to attend, the Board should table the discussion on the Transfer Station Fee Schedule. The Board was provided with an analysis of current fees, proposed new fees and surrounding towns' comparable schedules.

229 Some adjustments may be necessary and also a simplification of the current Fee Schedule may  
230 be appropriate to facilitate application by both customers and staff.  
231 Board agrees to table discussion

232

### 233 **NEW BUSINESS**

234 Residents Petition to open the Academy Building on Tuesdays (See Attachment)

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236 T.A. Boré states that there are currently only 3 employees at the Academy Building who work on  
237 a 40-hour basis, the rest work anywhere between 15 to 32 hours. To be able to offer 9 to 4:30 PM  
238 every day of the week is not possible under the current employment conditions. This is  
239 something that can be looked at as part of the next Budget cycle, but right now this coverage is  
240 not budgeted for.

241 Most residents come to the Academy Building for a Town Clerk/Tax Collector's visit, even more  
242 so in June when taxpayers bring their property tax bill payments in. That office is closed until  
243 further notice. Tuesday is also a day the Tax Collector uses for addressing all her backend work,  
244 which she cannot do the other days of the week when the counters are open and visited consistently.  
245 In discussing with her, she indicated that even if these 2 positions were staffed, she could not  
246 guarantee presence 5 days a week from 8:30 AM till 4:30 PM because these positions are only  
247 budgeted for a certain number of hours.

248 The next main purpose to visit the office is Land Use Administration for permit applications or  
249 updates. The Land Use Administrator does not work on Tuesdays, we are planning on reducing  
250 her hours, not adding to it and she does not live in Gilmanton, so it would not make sense for her  
251 to spread her hours over the week. A full-time Building Inspector could alleviate this, but we have  
252 been unable to find one.

253 T.A. Boré is concerned that if we open to the public on Tuesdays immediately, we will just  
254 amplify residents' frustration.

255 Vice-Chairman Baiocchetti indicates that he counts 135 signatures on the petition, that being after  
256 only 3 days of collecting signatures. He agrees with the petition and believes it is time to open on  
257 Tuesdays. He suggests August 1st as effective date to do so.

258 Chairman Warren asks T.A. Boré to describe for residents' sake the different services provided on  
259 both sides of the Hall way between the Town Clerk/Tax Collector's Office and the Selectmen's  
260 Office/Assessing/Land Use administration.

261 T.A. Boré would not support any employee going beyond their respective job scope to answer  
262 questions outside their area of responsibility. He mentions that he intends to have discussions  
263 with the TCTX to find ways to align business hours on both sides of the hallway. These  
264 discussions can only occur once the TCTX has resolved its current staffing situation.

265 Discussions about the TCTX no longer open late on Monday night.

266 T.A. Boré suggests that resolution will either be to add working hours under the next budget or  
267 have different hours from day-to-day to facilitate accessibility by the public.

268 T.A. Boré shares the various working schedules of surrounding towns, with few being actually  
269 open every day of the week and at the same time.

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271 At 7:04PM it is decided to halt this discussion to move into the Public Input portion of the meeting.  
272 Joe Downing who had asked to be placed on the Agenda to discuss the Crystal Lake Bridge Project  
273 is on the phone as well as Angela Canezin. Debbie Fitzgerald had just arrived in the auditorium  
274 for this discussion as well.

275 Josif Bicja, Project Engineer with Hoyle Tanner Associates also joined in by phone for this  
276 discussion at the request of T.A. Boré.


277 After several attempts, it becomes clear that there are significant technical issues with the  
278 teleconferencing system and that people on the phone are unable to hear anybody in the auditorium.  
279 T.A. Boré is recommending that the meeting be adjourned due to the inability for the public to  
280 participate in the Public Input session.

281  
282 Vice-Chairman Baiocchetti is recommending that the Town invest in a system that works so that  
283 we do not face the technical issues anymore. And that we seek reimbursement under the GOFERR  
284 Grant Agreement.

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286 **Before the meeting is adjourned, Selectman Wilson announced that this would be his last**  
287 **meeting as Selectman. He is resigning from his current position. He will send his resignation**  
288 **in writing after the meeting.**

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291 **Adjournment:** On a Motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti,  
292 it was voted unanimously to adjourn at 7:34 pm (3-0 Voice Vote – Chairman Warren-yes, Vice-  
293 Chairman Baiocchetti-yes, Selectman Wilson – yes).

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298 Respectfully Submitted,

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Patrick Boré

302 Recording Secretary

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304 **Approved by the Board of Selectmen**

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Chairman Mark E Warren

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310 Vice-Chairman A Baiocchetti

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Selectman Michael J. Wilson