



Board of Selectmen Meeting-

January 18, 2021 - Academy Building - 6:03 P.M.

Present: Chairman Warren, Vice-Chair- Baiocchetti, Selectman Collins & Acting Town Administrator- Heather Carpenter

Also Present- Jeff Fillion, and Mitchell Fillion

Present Via Zoom- Joe Haas

Zoom-For remote access options, see the Board of Selectmen page, under News and Announcements on the Town's website at www.gilmantonnh.org, or contact the Acting Town Administrator at 603-267-6700 ext. 110.

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- **Town Clerk Tax Collector -Maura Thomas** – The request is being brought forward to change the date of the Election on behalf of the Moderator- Mark Sisti who could not be here tonight; the following text is provided by the moderator.

States RSA per email; II. RSA 659:55-a relative to partial processing of absentee ballots before the election.

10 Annual Meetings; Postponement Allowed for 2021.

I. Notwithstanding any law to the contrary, for the calendar year 2021, where concern exists for conducting the annual meeting and election during the COVID-19 health emergency, the governing body of a town, school district, or village district, in consultation with the moderator and the clerk, may postpone the official ballot voting day to the second Tuesday of April, May, June, or July. The

SB 2 - AS INTRODUCED

- Page 4 -

governing body may also postpone the business or deliberative session of the annual meeting to one or more dates later in 2021. The prohibition in RSA 40:4, II(c) on delaying the deliberative session more than 72 hours and the requirement in RSA 669:1-a that the election be rescheduled to the Tuesday 2 weeks following the original date shall not apply.

II. The governing body shall provide notice to voters

Per Moderator Sisti- "I would prefer that we move the process to May. I believe we will have a better handle on the situation by then. Additionally, utilizing the School gym for meeting and voting would enable us to spread out to a greater degree and improve our ability to distance.... Virtual meetings sound nice but having dealt with hearings in all types of forums over the past year I can attest that they are awkward and at times end up suffering from some type of interference or difficulty. I prefer in-person meetings and think that if given the option to move the sessions to May we will be better off. Also, we have the option to move it further down the road if need be."

Further discussion on how many registered voters are there in the Town and the fact that the elections we have held during this time have gone smoothly.

Vice-Chairman Baiocchetti -It is the Governing Body's choice to move the election.

Chairman Warren- Is there anything different with this election that we know of, we have had multiple elections that have gone smoothly with the elections that we have had so far in 2020.

TC/TX- The number of people that came out for the elections and the absentee ballots were increased; the March election generally has a low turnout. Giving more time might be beneficial to residents.

Vice-Chairman Baiocchetti - How many voters, what was the number in the last election- Presidential is always more but March is low and absentee voting is allowed in March.

Selectman Collins to Vice Chairman Baiocchetti – Are there any budget implications to pushing the election out?

Vice-Chairman Baiocchetti - Essentially, we would be without a budget longer and it is my understanding that the school is not in favor of pushing the election out?

TC/TX - There is the potential to have two separate elections but it is not recommended or budgeted for.

Due to time and members of the public that are here to present the Board will take this up as a continued discussion later in the meeting.

- **Private Road Agreement 409-0032-001-Hill Top Farm Rd:**

Mitchell Fillion & Jeff Fillion- 336 Middle Rt. presented the private road agreement to the Board with the understanding that it comes with a Planning Board recommendation.

Further discussion on the process of obtaining a building permit and setbacks requirements.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to approve the private road agreement for Map/ Lot- 409- 32.1 for Mitchell Fillion and acknowledge the agreement with the Dockham' s. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

PUBLIC MEETING MINUTES APPROVAL

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to approve the 01-04-2021 minutes (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

Chairman Warren- In past conversations with other Boards in regards to large scale purchase orders as it relates to cash flow management if we are signing off on a purchase order that covers the order that covers the purchase for the entire year it doesn't give the ability for the TA and the Selectboard to have a handle on cash flow. I don't know how the Board feels about that or approving a lump sum/ which is essentially his budget?

TA- Historically, this is how he has submitted his request, Finance keeps a running tally on the P. O, against each order he places.

Further Board discussion on approving large scale purchases orders when a budget hasn't been approved. The Chairman pauses the consent agenda to discuss the schedule of the Town meeting and election timeframe.

Vice-Chairman Baiocchetti- The Town Clerk has sent us information; we have 3042 total registered to vote today: Town and School 2020: 825 voters, State Primary 2020: 920 voters, General 2020: 2506 voters. I understand and care about the concerns about the election, however, if we push the election off until May or June, we wouldn't have a budget until that point. Pushing the election off is only for this year, we have been this for almost a year now, we have had three elections. At the March meeting, we had 825 voters, in the General election we had three times that amount. I think the Town Clerk, the Moderator did an outstanding job and everything went smoothly. I think if we offer Covid protocol and absentee options, I think it is appropriate that we continue to have a town meeting and we still need a budget.

Selectman Collins- I don't like pushing the budget off, although I understand the request due to concerns.

Chairman Warren- Agrees with both Selectmen, there was a great effort on all three of the elections in 2020, there are options for residents for full participation. In favor of keeping the election on the same schedule.

Vice-Chairman Baiocchetti- We have the Deliberative Session coming up in two weeks on January 30th with a snow date on Feb. 3rd. We have a dry run with a public hearing at the school, there are overflow rooms if need be and the school has already taken care of that. If we move the election to the school, they will have to cancel the school for that day because the school can't be in session during voting.

Board Consensus- To keep the election date and location as is, the date is March 9th, 2021.

Chairman Warren- In light of that conversation let's move back to the consent agenda.

CONSENT AGENDA

- P.O.- Brian Forst Transport- HWY Dept- \$70,000.00- Purchase Order was omitted from the consent agenda
- P.O.- Morton Salt- State Bid- HWY Dept- \$75,000.00- Purchase Order was omitted from the consent agenda

Discussion on the process of how the salt and sand purchase order have been brought forward in the past, how the invoices are received and paid out through finance.

Board consensus -Purchase orders should follow the policy which should be submitted with an invoice/information, State bid is great but invoices are required. TA will clarify with the Road Agent for the purchase orders for salt and sand.

- P.O.-Tri-Tech Software Systems-Yearly maintenance fee- PD- \$5,553.00- IMC-Reports/Calls for service- Approved
- P.O.- Ossipee Mountain Electronics- Outfit Cruiser-PD-\$12,411.62- 4th item 2020 budget 12-15 invoice- Approved
- Avitar Agreement & Invoice- This contract has been budgeted for, is cheaper than the current option we use, and provides more public access to information.

The Board asked if there was a purchase order for the contract; there is no purchase order, the amount should be present in the contract and the Board would provide signatures on the contract.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve the Avitar Contract; "Export Cards to PDF" Add-on Functionality in the amount of \$1,330.00. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes)

- Land Use Change Tax & Warrant- Board signatures provided
420-116001 123-010001 101-007
- Credits & Exemptions-127-010- Board signatures provided

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to approve the consent agenda as amended, omitting the purchase orders from the Highway Dept. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

OLD BUSINESS

- **Annual Town Report- Cover Picture-** Mr. George Roberts has submitted his photo for Smith Meeting House and Cody Lewis submitted his pictures of Crystal Lake.
Picture selection- Town Report picture selection- George Roberts has submitted pictures of the Smith Meeting House to be selected for the Town Report cover for 2020's book.

Board Consensus: The Board has chosen the Smith Meeting House, the old schoolhouse for the annual report. Thank you to those who submitted their pictures, place other pictures throughout the report.

- **Emergency Policy-COVID-19- Policy Update-** This Policy has been updated at the request of the Board, Vice Chairman Baiocchetti and TA Carpenter discussed the changes, the revised version has been provided for Board review.

Vice-Chairman Baiocchetti- The policy has been pared down to three pages, clear copy the policy outlines employee, leave and FLMA, workmen's comp, the first report of injury, no out-state travel for Dept/ regards to business; it has to be approved by the Board. The original policy was effective on April 01st, 2020, the current policy is effective until April 1st 2021, or the Board can extend or rescind at any time.

€ **Future Action Item:** The next vote on the policy would need to be on the March 15th meeting.

Board signatures provided to the revised Emergency Policy-COVID-19

- **Crystal Lake Bridge- Bid Phase Update-** “There has been a lot of interest in this project. So far it has only been less than a week that this project was advertised and we have 8 well-qualified contractors that got the contract documents (see attached for plan holders list). I have worked with 7 of them in the past. I have talked to others as well and I expect this number to grow to at least 10. This is great to get this kind of competition. Just wanted to keep you posted so you know.

Josif Bicja, PE- Hoyle & Tanner”

Additionally, in a few weeks, we will be starting the reimbursement submission process for the first round of NHDOT reimbursements on the Crystal Lake Bridge project for portions of the project that have previously been approved.

It is important that Warrant Article for- Construction/ Replacement of Crystal Lake Rd. Bridge over Nelson Brook is approved in March because it is the last opportunity for Gilmanton to reap the benefits of 80% reimbursement of the project from NH DOT which helps us limit the amount for taxation. If the project is not approved at this time the cost will be higher and the tax impact greater in the future. The estimated tax impact for this warrant article is \$0.509.

- **Board Letter Review and Approval- Town Report-** Written by Vice-Chairman Baiocchetti and will require board consensus to use in the Town Report, a place for signatures has been provided.

Chairman Warren- Thank you Selectman Baiocchetti for putting the letter together.

Board consensus: Approved to move forward the letter to be used in the annual report.

Open Public Input- 7:03 p.m.- No public comment was made in the meeting or via Zoom Meeting

Close Public Input- 7:06 p.m.

NEW BUSINESS

- **Letter of Interest Alternate Trustee Corner Library-** Deborah Fifield- Recommend by the Library Trustees; “The Library Trustees definitely support Deb becoming an alternate Trustee. - Barbara Swanson via email”

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to appoint Debra Fifield as an alternate member to Library Trustees. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

- **Letter of Interest to the Energy Committee-**

Discussion on the number of members the Energy Committee intends to have on the Board.

Selectman Collins - I would like to hear from the Energy Committee on the number of members they want on the committee.

- € **Action Item:** The Board would like to hear from Sarah Thorne the Chairman regarding the size of the committee, next time they address the Board.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins, it was unanimously voted to appoint Elise Smith to the Energy Committee as a Full Member. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

- **Salary Adjustment Per Diem-Personnel Action Form-FD-** See attachment-“Request to increase the Per Diem salary line from 16.00 to 17.50. This request is to bring this pay rate to a more competitive and reasonable level for our new per diem shifts. Our current 16.00 rate is not adequate to attract folks for per diem shifts. The change will bring our rate to a level that is more acceptable in the marketplace. There will be no change in our requested budget and funding will be covered by our current budget.” Chief Hempel

Chairman Warren- Overall budget currently paying and what is the overall financial impact and does it increase the budget?

Discussion on the difference between the current budget and the increase being requested- 1800 less than the budget - **Vice-Chairman Baiocchetti**, 1800 less than the budget.

Selectman Collins- It falls within budget and it makes it more attractive for people in the area to want to serve in our department.

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to move the per demi pay for the Fire Dept. from \$16.00 per hour to \$17.50, effective 24th of January, 2021. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

- **Letter to the Selectman-** Regarding Gilmanton Representative – Raymond Howard Jr. and a request for a special election.

Legal Recommendation; The Town respectfully responds to the Petition, acknowledge that it was received, inform the Petitioners that, in the Town's opinion, there has been no formal resignation as recognized by law, and the decision to remove a Representative from office lies with the New Hampshire House of Representative and not with the Town of Gilmanton.

€ **Action Item:** The TA will send out a letter to the resident per legal opinion.

- **Budget Discussion- 2021-**

Super Saturday has just completed the Budget Committee felt that it was a responsible budget the only changes they made were an addition to the General Assistance/Welfare line for \$36, 879 which increases that budget to \$100,000.00.

The final operating budget comes to \$4,266,616.00 which is less than last year's budget.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to match the Budget Committee's recommendation for line 01-4441 adding \$36879 to the General Assistance line and changing the operating budget to reflect \$4,266,616.00. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

The Academy landscape warrant article did not receive a recommendation from the Budget Committee. There is potential to look into a few different avenues for moving forward with the project through a potential "Adopt a Spot", potential donations/ volunteering, or working within the budget.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins is was voted to remove the warrant article for Academy Building Landscaping and Town Office Sign Repair-To see if the Town will vote to raise and appropriate the sum of Thirteen Thousand, Six Hundred Dollars (\$13,600) to complete landscaping in front of the Academy Building. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

Reminder Date: Deliberative Session- January 30th 9: 00 a.m. alternate 3rd Feb 6:00 p.m., location at the school. Posting in the paper by Thursday and posted in two places as usual.

Selectboard Items

Chairman Warren- Selecting the top three goals for the Selectmen that we want to accomplish this year.

Selectman Collins- Would like to set a goal for training to be done per year, setting a goal of a certain number of training for Boards and employees.

Vice-Chairman Baiocchetti-Communication to include meeting with Boards that BOS is not members, April meeting at the first meeting of the month to discuss goals and objectives that they will be evaluated on.

Public video, personnel policy update, evaluations, pay, and benefits.

€ **Action Item:** Look into setting up YouTube for streaming of public meetings and schedule a meeting for the first meeting in April with all the Dept. Heads and the Boards that the BOS does not hold representation on, to discuss goals and objectives and hear their ideas for the upcoming year.

Chairman Warren - The Road Assessment report should be coming in shortly, once we have a new TA working with the HWY Dept to come up with a plan, if there is significant improvement needed, and start working on a plan.

The other item is the Capital Improvement Plan "CIP"- Planning is working on that this year building on that, it was due last year, there is no date set for completion but they are tasked with finishing that this year. BOS will need to stay on top of these items throughout the year to keep on track.

€ **Goals & Action Items 2021;** Training, Communication Public video, personnel policy update, evaluations, pay/benefits, Road Assessment outcome, and CIP.

NON-PUBLIC Pursuant to RSA 91-A:3, II (b)-Hiring

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

This meeting was held for negotiations with the Town Administrator candidate.

MOTION: On a Motion by Chairman Warren, and seconded by Selectman Collins it was voted unanimously 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 Chairman Warren, and seconded by Selectman Collins it was voted unanimously to seal the minutes of the Non-Public Session until April 01st, 2021. (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and Vice-Chairman Baiocchetti-yes).

MOTION: On a Motion by Chairman Warren and seconded by Selectman Collins it was voted to offer a conditional letter of employment to the TA candidate contingent upon;

1. Legal review of the contract
2. Successful background check

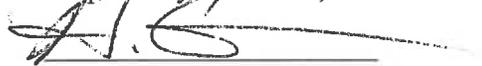
The Chairman will sign a conditional offer of employment on behalf of the Board. (3-0 Voice Vote – Chairman Warren -yes, and Selectman Wilson-yes and Vice-Chairman Baiocchetti-yes).

ADJOURNMENT AT 8:44 P.M.

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at 8:44 P.M.

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

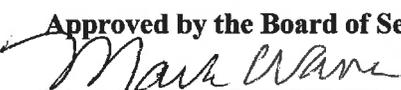
Respectfully Submitted,



Heather Carpenter

Acting Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins