



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

APPROVED ON 03-01-2021

February 01, 2021 - Academy Building - 6:00 P.M.

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

Accessible meetings via zoom

PUBLIC MEETING MINUTES APPROVAL

01-18-2021

MOTION: On a motion, by Chairman Mark Warren and seconded by Selectman Collins it was unanimously voted to approve the 01-18-2021 minutes. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-yes).

Vice-Chair Baiocchetti- Stated that the 1st page, on the second paragraph of these minutes “-Page 4” – is not an error in the minutes but part of the text submitted by the moderator.

CONSENT AGENDA

- P.O.- Brian Forst Transport- HWY Dept- \$35,000.00 @ \$10.50 per ton with background documentation
- P.O.- Morton Salt- State Bid- HWY Dept- \$38,000.00 @ \$56.25 per ton with background documentation

Background information- The Board consensus on the meeting of 01-18-2021 was to make sure purchase orders are being submitted with documentation, the Board postponed approval of the sand and salt due to the amount of the purchase order, lack of documentation, and the concern over cash flow.

The Road Agent has provided the background documentation for the State Bid through Morton Salt and the 2020-2021 bid documentation for winter sand through Brian Forst Transport. The Road Agent understands the Board's concern regarding cash flow and has adjusted the purchase order to reflect half of the original request. Once salt and sand are ordered, invoices will come in through the Finance Dept. and the invoices will be reflected in the manifest that the Board approves weekly.

- CAI Technologies- Annual Tax Map Contract \$2,800.00 and \$15.00 for any additional buildings added or changed, the Assessing Administrator has budgeted for 20 additions this year.- Assessing Dept.
- GIS Internet Services Agreement- \$800.00 This is a one-time fee to link the property cards to the online tax maps.-Assessing Dept.

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

OLD BUSINESS

Legal-Review-

- **In Case No. 2020-0325-** The Acting Town Administrator gave a reminder of the upcoming deadline of March 29th at this time there is no action needed by the Board.
- **Varney Road Matter-**The Board will review and discuss in non-public session the options that legal counsel has provided on the matter.
- **Petition Warrant Article-** New Hampshire Resolution for Fair Nonpartisan Redistricting-

The Board members have been informed that no action is needed at this time regarding the petition warrant article. This petition warrant article will be placed on the ballot for the March election.

Old Town Hall Heating System quote

It's 1 zone, 1st-floor heat only which is the same as the existing unit. It has been noted the tank would be off to the back right corner if you went with propane.

It would most likely be a 500 Gallon propane tank, or the other option is a 1000-gallon tank.

Attached is a sketch of the location that is being referenced on the tank.

When the Acting Town Administrator spoke with Mr. Bedard, he was pleased with the turnaround time response from Huckleberry and felt that it is a good price. It is the understanding that propane is a more efficient way to go which is listed under option 1.

Option 1-Propane Huckleberry Propane and Oil, LLC will deliver and install a York high-efficiency propane fired furnace for \$15,000.00. This price includes removing the old furnace and ductwork, setting furnace in the basement (near the outside wall), venting unit to the outside with PVC piping, connecting new furnace to the power supply, running necessary ductwork throughout the hall for 1 zone of heating, cutting any holes needed, insulating all ductwork, sealing up all ductwork with sealant, installing floor grates, setting a propane tank that Huckleberry Propane & Oil will retain ownership of, running 1st stage underground line from tank to house, connecting furnace to the gas supply, performing the gas check, performing leak check, labor, and all materials to finish the quoted installation. Add \$750 to install A-coil for future air conditioning.

Option 2-Oil- Huckleberry Propane and Oil, LLC will deliver and install a Thermopride for \$15,000.00. This price includes removing the old furnace and ductwork, setting furnace in the basement (near the outside wall), venting unit to the outside through existing chimney, running necessary ductwork throughout the hall for 1 zone of heating, cutting any holes needed, insulating all ductwork, sealing up all ductwork with sealant, installing floor grates, installing a new oil line, performing the gas check, performing leak check, labor, and all materials to finish the quoted installation. Add \$750 to install A-coil for future air conditioning.

Board Consensus- It was decided to move forward with the Huckleberry quote, install the A-coil, and sign off on the approval after the March election.

€ The TA will find out the process for oil tank removal if a propane option is chosen. The Board stated that they will leave the option choice up to Mr. Bedard.

After the fact information: The propane tanks are owned by Huckleberry with no additional charge.

Vice-Chair Baiocchetti - Apologizes for misspeaking on Saturday at Deliberative Session regarding the Old Town Hall; I said the money went back to the general fund and it did not, the money wasn't appropriated because LCHIP fell through and we will be re-applying this year. I want to say sorry if I confused anyone.

Chairman Warren- Thank you for that clarification.

Update-Road Assessment Draft Map of the PCI of the Class V Roads

Jessica Bighinatti from Lakes Region Planning Commission is in the process of starting the forecasting for the RSMS report. She has forward three documents that need to be filled out by the Road Agent regarding questions of road maintenance budgets, future projects, and repair. Another is a list of paved and unpaved roads data that was collected, this is a double-check to make sure they have collected all the town-maintained roads. Lastly is the PCI-Pavement Condition Index Map that was sent back in November, please note if there are any sections that you would like changed if you feel as though they are overscored or underscored.

The draft map has been provided within your packet, the three documents above have been emailed to the Road-Agent and will be reviewed shortly and information provided so LRPC can continue with the assessment.

€ **Action-** The Acting Town Administrator will email out the large map to each of the members.

NEW BUSINESS

Letter of Interest for Re-Appointment to the Zoning Board of Adjustments: It is a unanimous consensus from the ZBA that the members be appointed once more by the Board of Selectman to the Zoning Board of Adjustment.

Mr. Michael Teunessen & Mrs. Elizabeth Hackett has requested a re-appointment to the ZBA. Mrs. Hackett has been with the Board since 1995.

These are the only two terms that are up for re-appointment at this time.

MOTION: On a motion by Vice Chair Baiocchi and seconded by Selectman Collins it was unanimously voted to re-appoint Mrs. Elizabeth Hackett and Mr. Michael Teunessen as a member of the Zoning Board of Adjustments for the length of a three-year term. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins-yes)

Letter of Interest-HDC-Request for appointment Robert Umanita- Alternate Member: The Historic District Commission is in need of Alternate members Mr. Robert Umanita is requesting an appointment to the HDC as an Alternate Member.

MOTION: On a motion by Selectman Collins and seconded by Vice Chair Baiocchi it was unanimously voted to appoint Mr. Robert Umanita as a member to the Historic District Commission as an Alternate Member for the length of a three-year term. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins-yes).

Transfer Station Update- Monthly Report and future request for maintenance, repairs Compensation Request

- € **Action Item:** Due to the Significant Request invite the manager to the next board to the following meeting.
Due to the holiday that falls on February 15th, the next Board meeting will take place on Monday, March 01st.

Based on the requesting presented the following items need to be looked into; surrounding towns with comparable weekly schedules, their wages, how much of an increase would that be to the transfer station overall budget, and how much is in the capital account for the equipment and facility and if the Board are agents to expend.

Fire Dept. Update-

Thank you to the Fire Dept. from Mr. Graham Wilson: Vice Chairman Baiocchi noted to Chief Hempel that it is nice to get the thank you's.

Resignation- Dylan Raymond:

Dylan Raymond has submitted his resignation; he has accepted a Firefighter position with the City Exeter. His last day as a full-time FF will be February 4th 2021. Dylan will remain on the call roster for the immediate future. While the Fire Chief is sad to see him go, he is very happy for him and his family in their new adventure. Dylan has been an exemplary employee; he will be missed by all. We have begun to seek his replacement and our goal is to have a candidate to present to the board shortly. While our search is underway, we will be filling Dylan's slot with per diem employees.

MOTION: On a motion by Vice Chair Baiocchi and seconded by Selectman Collins it was unanimously voted to accept the resignation of Dylan Raymond. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins-yes).

Chairman Warren- Thank you Dylan for your service to the Town of Gilmanton.

Recommendation for Per Diem Member:

Chief Hempel has presented a recommendation for employment, Mr. Brandon Wood. He meets all of the requirements of employment and the Fire Chief is looking forward to having Brandon on the team.

MOTION: On a motion by Vice Chair Baiocchi and seconded by Selectman Collins it was voted to hire Mr. Brandon Wood as a per diem/ call member of the Fire Dept. and to have the new per diem rate applied. (3-0)
The personal action form will be completed and provided to the Board for signature.

COVID-19- workplace exposure- Board members were updated on the information, Chief Hempel came into discussion the item in a non-public session.

2021 BUDGET DISCUSSION

Timeline discussion for the next budget cycle-

- € **Action Item:** TA will confirm with the Dept. Heads a scheduled time at the end of August/ 1st Sept to meet with the Board to discuss their 2022 budget requests. This will help with the broader picture, understand where each department is at. At the end of September, departments will present their budgets. In October the Board will provide the budget approvals and the full budget will be brought forward in November to the Budget Committee for presentation.

The tentative 2022 budget meeting schedule based on the 1st and 3rd Monday of every month;

- August 16th, 2021- Meet with Dept. Head; Initial concept and discussion
- September 20th, 2021- Budget presentation by Department
- October 18th, 2021 – Board of Selectmen budget approvals and move it forward to the Budget Committee

Health and Dental numbers amount for the upcoming year come out by October. Encumbrance request timeline will need to be scheduled.

SELECTBOARD ITEMS

Parks and Recreation- Search for a Seasonal Parks & Rec employee and Swim Instructor for the 2021 Season discussion:

- € **Action Item:** Publish for the park attendant vacancy; confirm that the attendant from last season is not available for the 2021 season and post the vacancy. Once the Board has a conversation with the Park and Rec committee about their ideas and the upcoming season they will have a better idea of how to move forward for the swim instructor.

Chief Hempel: Determination on the opening of the park will have to be re-addressed towards the end of March.

- € **Action Items-** Future discussion; Will the park be opening if so, are swim lessons moving forward, will events be allowed, the size of events, and will the bathhouse be open to the public or will portable toilets be used for the season?

March determination for opening the park and swim lessons. Place the vacancy for posting. The Vice-Chairman stated that the Parks and Recreation Committee should be involved in the hiring. The Board would like to meet with the full Committee at the next meeting.

Chairman Warren would like to bring back the discussion of the Town Moderator salary, it is my understanding that the position only gets paid 75 dollars per year.

ATA Carpenter- The position of the Town Moderator is paid \$75.00 per session.

- € **Action Item:** TA will obtain clarification and send it out to the Board.

PUBLIC INPUT- No public present

NON-PUBLIC Pursuant to RSA 91-A:3, II(c) -Reputation- This non-public was held to present a Covid request; Chief Hempel present for the discussion.

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

Board Consensus: To allow Sick Time donation of 60 hrs. to be used to cover the affected employees' time by other employees who wish to donate their allotted time sick time.

The TA will relay the specifics to Finance.

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

NON-PUBLIC Pursuant to RSA 91-A:3, II(l) – Legal- This non-public was held to discuss a road matter.

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

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

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was unanimously voted to seal the non-public session minutes until resolved. (3-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes, Selectman Collins-yes).

SELECTBOARD ITEMS CONTINUED

Delegation Functions

Vice-Chairman Baiocchi- While speaking with staff downstairs about the functions of the office, I learned about the delegation function by the Treasurer and when the document was approved. The delegation was approved by the Board at the time and signed by the Town Administrator, the Finance Director, and the Treasurer.

The document states that it can only be rescinded by written notice of the Treasurer, I don't know if that is legal or allowed. I don't want there to be a time that there could be a perception or an accusation of the Selectmen's staff that could trigger an investigation. I don't want staff to be subject to the possibility of being in the crosshairs of a situation.

41:9 SECTION 8- Is read aloud, further discussion regarding the Treasurer's job function, providing reports and salary.

- € **Action Item:** Reach out to legal counsel for the opinion of the document-Delegation of Duties. Further discussion will take place once a legal opinion is received.

ADJOURNMENT: Time 7:52 pm

MOTION: On a Motion by Chairman Warren, and seconded by Selectman Collins it was voted unanimously to adjourn the meeting at 7:52 P.M.

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

Respectfully Submitted,



Heather Carpenter

Acting Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchi



Selectman Evan Collins

