



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Work Shop

April 28, 2021 - Academy Building - 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Warren, Vice- Chairman Vincent Baiocchi, Town Administrator- Heather Carpenter, Chief Hempel/EMD, Chief Currier, and Road Agent- Paul Perkins

Present by phone: Selectman Evan Collins

APPROVED

WORKSHOP:

This workshop was held to discuss the communication during weather events which include poor road conditions that can arise from seasonal events, addressing ordinances, road closures, posting for weight limits, road signage, and if the most recent mud season event rises to the level of the Emergency Operations Plan. The purpose of holding this meeting is to ensure all Dept. Heads are supported by the Board of Selectmen and provide an understanding that the departments are equipped with all the necessary tools to effectively work through the issue while providing the necessary chain of communication to ensure information is passed onto our residents in an efficient and timely manner.

Communication:

Chief Hempel/ Emergency Management Director (EMD); Weather Events fall under the Emergency Operations Plan, and communication is an important piece within the Departments but if we are speaking specifically to the events of this Mud Season, that doesn't rise to the level under the EOP.

Communication through the organization is important and we can always do better; Chief Hempel as the Emergency Management Director will provide the chain of communication as follows; Road Agent will contact EMD with issues that are detected as soon as possible, discussion and determination will take place, once a determination is made the EMD will reach out to the TA to provide information, TA will post pertinent information on the Town website in an alert banner and provide an update to the Board of Selectmen. EMD will additionally reach out to the Chief of Police providing an update of the road issues.

In the event when the TA is unreachable the EMD will have access to the home page of the website to place the alert message.

Dept. Facebook pages may add the information to their pages to get the information out to the public.

- ☐ **Action Item:** Chief Hempel will send out a communication outlining the chain of communication as discussed. This will be sent out to the TA and reviewed by the Board to make amendments if needed. Once reviewed can be emailed to the departments. **See attached draft*

Signage:

Road Agent has seen other communities use signs; "Road ahead/road muddy pass at your own risk."

Chief Currier is an advocate for clearly marked road signage, for posting the information to the best of our ability, and for solid communication practices. The other side of the issue is the responsibility of the driver. Communication in the last six months has gotten better by his understanding.

Further discussion regarding the threshold of road closure and examples of road closers, the importance of communication in a road closer event, making sure everyone is on the same page, and speed limits.

Chief Hempel as the EMD will be the point of contact for the Road Agent, conditions of the roads seasonally can be continually assessed, communicated, and disseminated to get the word out quickly and ease the communication thread for the Road Agent. Conditions of the roads can be posted on the website in the future. Items that occur in the off hours can be communicated via text message.

Residents have the opportunity through the website to sign up for notifications about issues that they are interested in, such as, urgent alerts. This provides updates to the individual as items are placed on the website. Providing consistent website updates will allow the residents to see that the website is a reliable resource for updated information.

Future potential items to add to the website; department-specific items for plow routes, road maintenance, road conditions on problematic roads during weather events/ mud season.

- ☐ **Action Item:** Road Agent will order signs, look at how many barricades are needed, and review ordinances;
- ☐ **Action Item:** Review ordinances, policy- TA will scan and email the book of policies on record to all departments to review the information that pertains to their department to make sure it is up to date as possible. The Board of Selectmen will review the items that pertain to their office and work towards updating the contents. Once a full update has been completed the intention is to place the policies & ordinances on the website for public availability.

Conclusion: The meeting was re-capped all participants understand the direction and action items will be completed as stated.


ADJOURNMENT at approximately 6:00 p.m.

Respectfully Submitted,



Heather Carpenter
Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins



TOWN OF GILMANTON

Emergency Management

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Chief Paul J Hempel III

Deputy Chief Dennis Comeau

04/29/21

To: Heather Carpenter, Gilmanton BOS

From: Chief Joe Hempel

Re: Road Hazard communication

As a result of our Department head workshop on April 28th 2021, we will implement the following steps to communicate the incidence of poor road conditions that may arise from seasonal, storm or man-made events to our department heads and town administration in effort to ensure that information is passed onto our residents in an efficient and timely manner.

Seasonal issues that arise, may include mud season, flooding, icing etc. Issues that are detected by our Road agent will be communicated to the EMD as soon as possible. The location of the problem areas and the severity of the issues will be discussed. The need for closure, detour or other actions will be discussed and the Road Agent will make a mitigation plan and a determination of road status.

Following a consult with the Road Agent, the EMD will reach out to the Town Administrator to provide a brief of the information received. The Town Administrator will post pertinent information on the Town wide website in a banner update to communicate areas of concern to community members. The EMD will also inform and update the Chief of Police of these road issues.

Police and Fire Departments that have social media connections may post information on their pages in an effort to get the message out.

During the time that the Town is experiencing any road issues the Road Agent and EMD will remain in contact on a regular basis to ensure that the road statuses are updated regularly. This information will be passed on to all agencies as it is received. It will be updated accordingly through the town website.

These steps as outline above should help to eliminate many phone calls and frustrations that our residents may endure during these short-term inconveniences.

Yours in Public Safety

Chief J Hempel



THE
OFFICE OF THE
ATTORNEY GENERAL
STATE OF NEW YORK
ALBANY



IN SENATE

JANUARY 18, 1906

REPORT OF THE

COMMISSIONER OF THE LAND OFFICE

FOR THE YEAR 1905

ALBANY: PUBLISHED BY THE STATE OF NEW YORK, 1906.

PRINTED BY THE STATE OF NEW YORK, 1906.

THE OFFICE OF THE ATTORNEY GENERAL, ALBANY.

THE OFFICE OF THE COMMISSIONER OF THE LAND OFFICE, ALBANY.

THE OFFICE OF THE ATTORNEY GENERAL, ALBANY.

ALBANY: 1906.