



DRAFT

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

October 19, 2020

Open Public Meeting

Meeting was open to public attendance in the auditorium of the Academy Building. Meeting was also live Streamed on the Town Facebook page.

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Collins and Town Administrator Boré (Gilmanton Academy building – Auditorium).

Call to Order – 5:00 p.m. Chairman Warren

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

The meeting starts with budget presentations.

• TCTX Budget 4151 (TCTX Office), 4140 (Elections & Reg.)

Chairman Warren introduces the Town-Clerk/Tax Collector, Maura Thomas.

TCTX Thomas presents her recommendations for Budget 4151. (Attachment 1)

Excluding payroll and benefits related expenses, TCTX Thomas is recommending an overall budget of \$38,622 compared to \$47,828 approved budget for 2020, a decrease of \$9,206 (19%).

TCTX Thomas goes through the main changes in her 2021 recommended budget versus 2020: most of the decrease is related to Line 390- Document Restoration. A lot of the scanning of existing files, which was anticipated to be conducted in 2020 did not occur because of COVID-19 and the money will be encumbered.

T.A. Boré mentions that he will need to have a discussion with TCTX Thomas to better understand the other encumbrances she is mentioning Lines 550 through 810.

TCTX Thomas presents recommendations for Budget 4140 on behalf of the Supervisors of the Checklist. (Attachment 2)

Excluding payroll and benefits related expenses, the recommended budget for 2021 is \$12,613, versus a 2020 approved budget of \$15,346, a decrease of 2,733 (-18%). The decrease is due to only one election + 1 special election budgeted for 2021 versus 4 elections + 1 special election budgeted in 2020.

• Parks & Recreation 4520

Chairman Warren introduces Cathy Lines, Chair of the Parks & Recs Committee.

Mrs. Lines presents her recommendations for budget 4520 (Attachment 3). The recommendation is to maintain the 2021 budget flat versus the adopted 2020, with the following exceptions:

- add \$500 for appreciation for Judy Williams, who was Park attendant for over 20 years (aerial photo of CLP and dedicated bench)

- add \$1000 to cover costs for setting up 2 family movie nights (includes copyright and equipment rental)

Mrs Lines also talks about potential new activities for 2021 (cornhole, horseshoe and rocket-launching competitions), which will not cost anything to the taxpayers, but will be funded through fundraising events.

Chairman Warren asks about swim lessons and remembers discussions with the previous Board about seeking a certified instructor with insurance coverage. T.A. Boré mentions that the concern was not about the capability and skills of the instructor but a matter of risk exposure for the Town. The question is being asked whether PRIMEX would cover the swim instructor if a seasonal employee. T.A. will check with PRIMEX.

T.A. Boré inquires about any repair/maintenance, tree cutting needed that would have to be budgeted. Mrs. Lines mentions the well. T.A. Boré indicates that the well needs to be addressed either through the budget or a separate warrant article. Two quotes were received: one to fix and/or replace the current point well (\$900 for repairing, \$3,900-4,200 for doing a new point well); the other quote is for digging a regular well, with a quote received for \$16,000. A point well, which is a specific technique, is not supposed to be impacted by a drought situation as we currently face and this will probably be the way to go.

T.A. Boré tells the Board they should think about the seasonal attendant position and whether the current compensation is appropriate.

Vice-Chairman Baiocchetti wonders if it is commensurate with potentially adding budget management to the position.

T.A. Boré indicates that Mr. Goodwin has confirmed he maintains ownership of the barrels he has installed at the Park but has no issue if they would be used for a painting activity next year. The barrels will be moved inside the shed for the winter.

• Cemetery 4195

Chairman Warren introduces Candace Daigle, Chair Cemetery Trustee.

Mrs Daigle is recommending an overall budget of \$15,936 versus \$14,069 voted in 2020, an increase of \$1,867 (+13%). (Attachment 4)

The increase consists of \$1,012 due to anticipated additional hours (no pay rate change) required to maintain increasing number of sites and community expectations, and \$855 due to the increase in equipment costs (equipment used belongs to the contracted employees and they get compensated for that use).

Mrs Daigle talks about the chance for the Town to have had two dedicated and seasoned staff that take great care of the cemeteries and that she worries of the time when they will leave and a landscaping company will be replacing them as the loving care will just equate to business.

Mrs Daigle mentions that the growing infestation of ash trees is a serious issue, in particular but not only for Buzzell cemetery as the lead to the site has ash trees all along. Although on the other side of the stonewalls, the Town will most likely end up having to deal with the trees and not the abutters.

T.A. Boré asks if lots available for sale are sufficient to meet the demand and Mrs Daigle confirms it is not an issue. She mentions that when people buy a lot, they are now asked to open a \$300 Care Fund, which helps funding the maintenance over years.

T.A. Boré asks if there is a need to deposit additional money to the Cemetery Trust Fund. Mrs Daigle believes you can only deposit the unspent balance of the budget in the Fund.

AFTER-MEETING NOTE: Mrs Daigle checked and the Fund was established in 2006 as an RSA 31:19-a ETF and other monies can be deposited upon a Town Meeting vote. T.A. Boré is working with Mrs Daigle to assess whether and how much should be recommended to be deposited to potentially cover the ash tree expected maintenance cost.

91 • **Corners Library 4550**

92 Chairman Warren introduces Barbara Swanson, Library Trustee Chair to present her
93 recommendations for budget 4550 for 2021 (Attachment 5)

94 Mrs Swanson is recommending the same budget for 2021 as for 2020, ie \$6,650.

95 Mrs Swanson mentions that although the library remained closed longer into the season and there
96 are still operating on reduced hours because of COVID-19, unanticipated expenses this year have
97 impacted the budget as voted: repair of the plaster ceiling for \$600 and replacement of the library
98 laptop for she believes \$1,300.

99 T.A. Boré asks if there are any foreseen repair/maintenance expenses expected for the outside of
100 the building.

101 Mrs Swanson believes the roof and outside painting were done recently and she does not anticipate
102 any expenses.

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104 • **Insurance 4196**

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106 T.A. Boré presents the 2021 contractual premium just received from PRIMEX for the 3 programs
107 the Town is contracted for:

108 - Line 250 - unemployment compensation: \$2,981 no change compared to 2020

109 - Line 260 – workers' compensation: \$36,499 a decrease of \$ 6,917 compared to 2020

110 - Line 520 – property & liability: \$62,503, no change compared to 2020.

111 (Attachment 6)

112 T.A. Boré reminds the Board the Town has contracted a 3-year CAP Agreement with PRIMEX
113 under which increase to the Town's contribution is capped at 9% every year. Workers' comp and
114 property & liability were at or close to the 9% increase cap last year. So, these 2021 numbers are
115 pretty good.

116
117 T.A. Boré then shares his initial thoughts with respect to special warrant articles for the 2021 Town
118 Warrant (Attachment 7)

119 Vice-Chairman Baiocchi talks about item # 6 on the T.A.'s list (Merit Increase Fund). He wants
120 to recommend increases for employees and would rather spend money on taking care of the
121 Town's employees than funding outside agencies or landscaping in front of the Academy Building.

122 T.A. Boré clarifies that his intention with the warrant article is to provide funding for the Board to
123 allow for future increases (Merit and/or COLA) in the event that, due to the current financial
124 impact due to COVID-19, increases are voted down by the Budget Committee but the financial
125 situation improves next year and increases can again be considered by the Board.

126 T.A. Boré segs ways into the process for addressing budget recommendations with respect to
127 payroll and benefits expenses. He is recommending to initiate this process soon. Historically, the
128 process starts with Department Heads going through performance evaluation review discussions
129 with their employees and, based on these discussions, making recommendations to the Board
130 regarding promotions and compensation adjustments. The Town has been using 2 forms for the
131 purpose of that process: a performance evaluation form, which the Department Head complete
132 with comments, shares with employees, the employee having the right to mark down comments,
133 which systematically triggers the form being escalated to the Board for review; the other form
134 being a Personnel Action Form, which the Department Head completes with his/her
135 recommendations and that is submitted to the Board for their review and approval. T.A. Boré hands
136 over a copy of each template form to the Selectmen.

137 T.A. Boré states that these past 2 years, his role has been to collect all completed forms, ensure
138 consistency across the board and complete the evaluations for Department Heads and present these

with the corresponding Personnel Action Forms to the Board for their review and approval. Based on recent discussions he is seeking confirmation from the Selectmen and, in particular Vice-Chairman Baiocchetti, on how they want to proceed with respect to Department Heads.

Vice-Chairman Baiocchetti asks that T.A. Boré prepares a list of all Town's full-time employees. Chairman Warren states he does not believe he is in a position to evaluate Department Heads and therefore feels comfortable for T.A. Boré to continue conducting these evaluations since he has day-to-day interactions with the Department Heads.

Board discusses setting goals that the Department Heads can align against and set goals accordingly with their employees.

Vice-Chairman Baiocchetti asks why an "exceeds Expectation" ranking does not require documentation as opposed to a "Meets standards". He sees a risk that Department Heads may just give an "exceeds Expectation" so they do not have to justify themselves. He asks T.A. Boré what kind of documentation is required for "Meets Standards". T.A. Boré responds any examples of performance that supports the ranking.

Vice-Chairman Baiocchetti states the form allows for too much subjectivity. He thinks the Guardian Tracking methodology would be better.

Because it would help the Board in figuring out how much involvement T.A. Boré may have with the process this year, Chairman Warren asks T.A. Boré if it is correct that he may be willing to stay a bit longer in his position. T.A. Boré confirms he has a proposal ready for the Board to stay until December 1st with an adjustment to his work schedule. It would allow to carry through most of the budget discussions and allows the Board more time to select his replacement.

General consensus from the Board to accept T.A. Boré's offer.

Chairman Warren goes back to previous discussions this Board had regarding a potential pay scale survey. While the March Town Meeting voted a warrant article to fund such a survey, he wonders if this Board is interested in revisiting this to make sure we are paying our employees adequately. From his standpoint he would like an independent organization to conduct such a survey and submit a report that would be a neutral assessment of the current situation rather than performing the survey internally which could lead to subjectivity or perception of subjectivity.

T.A. Boré indicates \$12,000 was requested for the study, based on an MRI quote, which included a review of all job descriptions and a competitive analysis of salaries. He adds there are other consulting firms that can provide the same survey.

Vice-Chairman Baiocchetti inquires about NHMA. T.A. Boré confirms they have re-activated their salary database, but the issue is whether you are comparing the exact same positions. That is why it is so important to have a such a survey include the review of job descriptions. The easy part is the salary comp, but you need to make sure you are comparing apple to apple.

At 7:17 PM, the Board asks T.A. Boré to check if there any comments on the Facebook page, nobody being in attendance in the auditorium to provide public input.

T.A. Boré notices a comment made by Mr Joseph Haas pertaining to timing of setting of the Tax Rate by DRA and mentions the MS-1 form which was submitted this past Friday and reports to DRA all Town valuation data, confirming typical timing is by end of this month early November. He does expect some delay this year because municipalities, like Gilmanton, may have only recently submitted their adjustments to 2020 appropriations under Emergency Order 56.

AFTER-MEETING NOTE: Mr. Haas comment was actually to ask the Board to be on the lookout for the DRA School Tax Rate and to deal with it within the 10-day deadline of RSA Ch. 21-J:35, VI to contest the School tax rate.

T.A. Boré suggests the Board thinks about the performance evaluation process matter and make a decision at their next Board meeting. Board agrees to next meet on October 26th.

- **Public Meeting Minutes**

MOTION On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins, it was unanimously voted to approve the Board of Selectmen Public Meeting Minutes of 10-13-2020 (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

T.A. Boré states these minutes pertain to the budget workshop conducted this past Tuesday with Department Heads. Typically, the Board would make motions to approve their changes to recommendations made by Department Heads and the resulting bottom-line budget recommended for each Budget. This year, because we have not yet addressed payroll & benefits, we could proceed two-ways:

- wait until payroll & benefits are discussed and approved before making any motions, or
- “motion as we go”

T.A. Boré ‘s recommendation would be the former, so that the Board can see the overall budgets before starting to approve line items. There may be cases where the Board will want to re-assess their initial thoughts on non-payroll & benefits budget line recommendations. “Motioning as we go” would then require motion reconsiderations, which could potentially get “messy”. General Board consensus to wait until payroll & benefits are discussed and approved before making any motions.

- **CONSENT AGENDA**

- **Acceptance/Acknowledgement 3rd GOFERR reimbursement: \$39,348.34 (Attachment 9)**

T.A. Boré states the amount reimbursed is the amount we had requested for reimbursement on 9-15-2020. This is unanticipated revenues.

MOTION On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchi, it was unanimously voted to acknowledge and accept the GOFERR reimbursement in the amount of \$39,348.34 under the Grant Agreement executed on May 28, 2020 to be deposited in the General Fund (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

- **Acceptance/Acknowledgement PRIMEX Workers’ Compensation refund: \$6,485.44 (Attachment 10)**

Based on financial results for 2019, PRIMEX has submitted a “Premium Holiday” refund to Gilmanton in the amount of \$6,485.44 (essentially excess funds received by PRIMEX under the Workers’ Compensation program). This is unanticipated revenues.

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to acknowledge and accept the PRIMEX “Premium Holiday” refund to

Gilmanton under the Workers' Compensation program in the amount of \$6,485.44 to be deposited in the General Fund (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

- **Acceptance/Acknowledgement PRIMEX reimbursement for FD Command vehicle accident claim: \$3,268.00 (Attachment 11)**

This is PRIMEX reimbursement, less \$1,000 deductible for damages incurred by the Fire Chief Ford Explorer Command Vehicle. As the driver of the truck that backed into the Chief's vehicle was at fault and did not have a valid license, we are also seeking reimbursement for the \$1,000 deductible. There is also additional costs for the repair that we will try to get reimbursement from PRIMEX for. This is unanticipated revenues.

MOTION On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchetti, it was unanimously voted to acknowledge and accept the PRIMEX reimbursement for damages to the Fire Chief Command Vehicle in the amount of \$3,268.00 and to apply these funds to offset the corresponding expenses in the Fire Department budget #4220. (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

- **PSNH BTLA Appeal FY2014-2017 - Abatement payment: \$25,096.34**

At their 10 05 2020 meeting, the Board voted unanimously to not proceed with appealing the September 18, 2020 BTLA decision denying the Motion for Partial Reconsideration Gilmanton had joined in an attempt to rectifying BTLA erroneous calculations.

Since PSNH has not appealed the June 23, 2020 BTLA order finding that the Municipalities' expert, George E. Sansoucy, PE, LLC, provided a more credible opinion of value than that submitted by PSNH's expert, we should now proceed with the tax abatement due to PSNH for FY 2014 through FY 2017 to stop interest charges (6% annually).

The amount due as of 10/29/2020 which is when the check would be issued has been calculated by the Assessing Department at \$25,096.34. These funds have been encumbered at the end of 2019.

MOTION On a motion by Chairman Warren and seconded by Selectman Collins, it was unanimously voted to approve payment to PSNH in the amount of \$25,096.34 to refund PSNH for FY 2014-2017 under the PSNH BTLA decision rendered June 23, 2020, this amount to come from 2019 encumbrance (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

• **OLD BUSINESS**

- **Transfer Station New Fee Schedule, Rules & Regulations**

Based on the 10 05 2020 Public Hearing and ensuing discussion, T.A. Boré presents the final Transfer Station Rules & Regulations and New Fee Schedule for execution by the Board.

MOTION On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren, it was voted to approve and execute the Transfer Station Rules & Regulations and New Fee Schedule effective November 2, 2020 (2-1 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes, Selectman Collins-no).

• **Old Town Hall Update**

T.A. Boré states that the Town has not yet heard about our LCHIP Grant application, but expect to hear by end of week. After discussing with Stephen Bedard and Joh Dickey, who have led the efforts towards the Grant application, it has been decided to postpone the repair/replacement of the furnace at the Old Town Hall to ensure the related expense can be covered under the expected approval of the Grant. We have therefore scheduled a plumber for winterizing the building in the meantime.

Consequently, the request from the local Girl Scouts organization to rent the building for several meetings to be held in November has been denied and future rental requests should also be rejected until further notice. Once we have more details about the schedule of repair work to be conducted at the Old Town Hall under the restoration project, the Board may re-assess the feasibility to re-offer the building for rental purpose.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get into a NON-PUBLIC Pursuant to RSA 91-A:3, II (a) Personnel matters (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

This session was for the Board to discuss and execute T.A. Boré's proposal to extend his employment by the Town until December 1st, 2020.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to gout of NON-PUBLIC Pursuant to RSA 91-A:3, II (a) Personnel matters (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get into a NON-PUBLIC Pursuant to RSA 91-A:3, II (e) Ongoing Litigation (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

8:22 PM: T.A. Boré leaves the auditorium. Chief Currier comes in the auditorium.

This session is to discuss the ongoing litigation between Chief Currier and the Town.

MOTION On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was voted unanimously to get out of NON-PUBLIC Pursuant to RSA 91-A:3, II (e) Ongoing Litigation (3-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

Adjourn 10:36 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, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

Respectfully Submitted,

Town Administrator, Patrick Boré

333 Recording Secretary

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336 **Approved by the Board of Selectmen**

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Chairman Mark E Warren

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Vice-Chairman Vincent A Baiocchetti

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Selectman Evan J Collins

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