



## DRAFT

# Board of Selectmen Town of Gilmanton, New Hampshire

Meeting  
October 26, 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 Baiocchetti and Town Administrator Boré (Gilmanton Academy building – Auditorium).  
Selectman Collins absent with notice.

### **Call to Order – 6:00 p.m. Chairman Warren**

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

#### **• PUBLIC MEETING MINUTES APPROVAL**

**MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren, it was unanimously voted to approve the minutes from the B.O.S. meetings of 10-19-2020 and 10-22-2020 (2-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

#### **• NON-PUBLIC SESSION 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 get into a Non-Public Session RSA 91-A:3, II(b) Hiring. (2-0 Voice Vote, Vice-Chairman Baiocchetti-yes, Chairman Warren-yes).

T.A. Boré and Chief Currier are also present for this session.

The purpose of this session was to discuss the hiring of a part-time patrol officer.

**MOTION** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti, it was unanimously voted to get out of Non-Public Session RSA 91-A:3, II(b) Hiring. (2-0 Voice Vote, Vice-Chairman Baiocchetti-yes, Chairman Warren-yes).

**MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren, it was unanimously voted to seal the minutes of the Non-Public Session RSA 91-A:3, II(b) Hiring until successful completion of the candidate patrol officer background check (2-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchetti-yes).

43       • **ENERGY COMMITTEE**  
44

45 Chairman Warren introduces Sarah Thorne, energy Committee Chair, on the teleconferencing call.  
46 Sarah Thorne presents the Energy Committee's recommendations for a comprehensive energy  
47 audit of the Town's buildings.

48 The Committee received three proposals (See Attachment 1). The Committee recommends that  
49 the proposal from RBG be brought to the voters at the March 2021 Town Meeting. Rationale for  
50 the recommendation:

51 - the RBG audit is expected to deliver more detailed information to the Committee

52 - RBG is a local group

53 - the Committee has experienced first-hand RBG's responsiveness to the Committee's RFQ and  
54 demands

55 - the Committee has obtained positive RBG references.

56 Discussion ensues about the scope of the audit from a Town's building perspective and there is  
57 general consensus that the Iron Works Fire Station, although not owned by the Town, should be  
58 part of the audit, either in addition or as a replacement to the Old Town Hall (see discussion later).  
59 Vice-Chairman Baiocchetti recommends that the Energy Committee presents and advocates for  
60 the warrant article recommending to raise & appropriate funds to pay for the energy audit since  
61 the Energy Committee have more knowledge of the matter than the Board.

62 It is agreed that T.A. Boré will draft the warrant article without a specific organization mentioned  
63 to raise and appropriate \$15,000 based on the quotes received.

64 Mrs Thorne then talks about her recommendation to include in the budget for 2021 \$250 for a  
65 municipal membership in Clean Energy NH. This will enable to have two members attend their  
66 annual conference for free and benefit from their program for municipal assistance called Local  
67 Energy Solutions, which puts on the conference and is helpful to towns in other ways, for example  
68 sample ordinances.

69 T.A. Boré recommends that, rather than creating a separate budget account just for this expense,  
70 the funding for the membership be added to the Selectman's Office budget 4130.

71 Finally, there is a discussion about pursuing funding for metering the Town's fuel pumps. This  
72 was tried in 2014 and voted down. At that time, it was asked to raise and appropriate \$32,000.  
73 There is a general consensus that further investigation is required on this specific matter before  
74 being in a position to submit a warrant article.  
75

76       • **7:00 PM -PUBLIC INPUT**  
77

78 Chairman Warren opens the Public Input Session.

79 In the absence of anybody in the auditorium, Chairman Warren checks if anybody on the  
80 teleconferencing service or the Town's Facebook page have any public input. Hearing/seeing no  
81 comment, the Public Input session is closed.  
82

83       • **CONSENT AGENDA**  
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85 Chairman Warren opens the Consent Agenda

- 86  
87       ○ **Quadient leasing: \$9,470.40 (Selectmen's Office)**  
88

This is the renewal of our lease Agreement for the postage machine at the Academy Building. It comes with a new postage machine. It is a 5-year lease with the standard escape clause if the Town fails to get proper funding at Town Meeting every year.

The pricing (\$157.84/month, ie \$1,894.08/year and \$9,470.40 total cost for the 5-year term) is covered under the NH State contract. Our current lease is \$159.09/month, so this new lease is a \$75 saving over the 5-year term. We have used Quadient for many years now and have been very happy with the equipment/service.

**MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren, it was unanimously voted to approve the 5-year Quadient leasing agreement for a total \$9,470.40 cost over the lease term and to authorize Chairman Warren to execute the Lease Agreement on behalf of the Board of Selectmen (2-0 Voice Vote, Vice-Chairman Baiocchetti-yes, Chairman Warren-yes).

• **GOFERR Reimbursement Request #4: \$26,788.10**

This is the 4<sup>th</sup> and final Reimbursement Request under the GOFERR Grant and is due by October 30<sup>th</sup>, 2020.

We have a remaining balance of \$26,788.10 under the maximum eligible reimbursement amount set for Gilmanton (\$89,634). Only expenses incurred between September 1-October 15, 2020, may be included in this final 4<sup>th</sup> Round reimbursement period. This applies as well to payroll and benefits expenses related to Public Safety Personnel (Police and Fire). The approach for this reimbursement request has been to seek reimbursement for any eligible COVID-19 related expenses we have incurred and complement those with the payroll/benefits for the period so that we reach the maximum amount reimbursable. \$4,145.37 of payroll and benefits expenses related to Public Safety Personnel (Police and Fire) incurred during the period 9/1/2020 – 10/15/2020 is being include in the 4<sup>th</sup> Reimbursement Request to reach the \$26,788.10 remaining balance.

As part of this final request, the Town is also asked to submit a Close-Out Report, which includes the amount of allowable expenses the Town has not sought reimbursement for during the period 3/1/2020 – 10/15/2020 and the total projected allowable expenses for the remainder of the year, ie during the period 10/16/2020 – 12/31/2020.

T.A. Boré explains that the \$434,303.09 amount of allowable expenses the Town has not sought reimbursement for during the period 3/1/2020 – 10/15/2020 pertains to the Public Safety entire payroll & benefits expenses for the period over than the \$4,145.37 included in Reimbursement Request # 4. These were not claimed for reimbursement because of the US Treasury changing the requirement rules as well as being well above the maximum eligible amount anyway.

T.A. Boré further explains that the \$ 182,973.65 total projected allowable expenses for the remainder of the year includes the Public Safety payroll & benefits for the remainder of the year, estimated general assistance, cleaning/disinfecting services post-election and fees for software remote access/virtual meetings.

**MOTION** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren, it was unanimously voted to approve the final 4<sup>th</sup> Round reimbursement request in the amount of \$26,788.10 and Close-Out Report under the GOFERR Grant Agreement and to authorize Chairman warrant to execute the documents on behalf of the Board. (2-0 Voice Vote, Vice-Chairman Baiocchetti-yes, Chairman Warren-yes).

Chairman Warren closes the Consent Agenda.

137       • **OLD BUSINESS**

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139           ○ **Old Town Hall Restoration (WA#31) Update**

140       On 10/21, the Town was informed that the LCHIP Board decided to award no money to our Old  
141       Town Restoration project. This year, the Board's strategy was to fully award some projects rather  
142       than partially fund all of them. LCHIP will send a confirmation letter and offer an opportunity for  
143       a discussion to understand the decision.

144       The Board has two options:

145       - Null and void WA#31 and have the \$97,000 appropriation from taxation be deducted in the 2020  
146       tax calculation. A new warrant article would then need to be listed in the 2021 Town Warrant if  
147       the Town wanted to pursue the restoration project.

148       - because WA #31 is a non-lapsing article until 12 31 2022, the Town could raise and appropriate  
149       the \$97,000 this year and try to apply for an LCHIP again in 2021(potentially in 2022 as well) for  
150       work to be performed in 2022. In this scenario, if the Town was again unsuccessful in being  
151       awarded 50% funding through an LCHIP Grant, the \$97,000 raised and appropriated in 2020  
152       would be deposited in the Town's General Fund.

153       General Board consensus to wait for the follow-up discussion with LCHIP to better understand  
154       their decision and gauge the Town's chance of re-applying for a grant next year.

155       In the meantime, it is agreed that any work/repairs at OTH, including replacing the furnace should  
156       be put on hold.

157       The Board will also need to figure out a position on WA # 32 which grants the Board authority to  
158       pursue other options for the building, such as donating/selling.

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160       • **Update on Fire Chief Command vehicle**

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162       PRIMEX just received the police report from the Gilford Police Department, confirming the driver  
163       did not have a valid license. They will be seeking reimbursement for the amount that Primex has  
164       paid out on the claim plus the town's \$1,000.00 deductible. They will also cover the additional  
165       cost for the repair in the amount of \$392.27.

166       Once received, T.A. Boré will present the funds to the board for acceptance and deposit in the Fire  
167       Department budget.

168  
169       • **2021 BUDGET DISCUSSION**

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171           ○ **TCTX recommendations for Budget 4140 (Elections & Reg.), 4151 (TCTX**  
172           **Office)**

173       T.A. Boré is providing new spreadsheets after discussion with TCTX re encumbrances (See  
174       Attachment 2).

175       TCTX budget recommendations remain unchanged with a total of \$38,622 excluding payroll &  
176       benefits. Elections and registrations (4140): overall recommended budget down to \$12,251 from  
177       \$12,613 presented on 10/19:

178       - line 343: down by \$300

179       - Line 431: down by \$62

180  
181           ○ **Warrant articles discussion**

T.A. Boré informs the Board he has received GYO funding request for 2021. It is the same amount as in 2020, \$5,500 which basically covers their gap between anticipated operational costs and projected revenues out of registration fees, volunteerism and fundraising.

Chairman Warren asks Vice-Chairman Baiocchi his thoughts about a potential warrant article to adopt a 5-member Board of Selectmen.

Vice-Chairman Baiocchi states that it has been tried 2 or 3 times in the past and has always been voted down. Alton and Barnstead have a 5-member Board and is not sure it would be beneficial for Gilmanton. He also thinks it would add complexity to the Town Administration.

T.A. Boré suggests the discussion be continued when Selectman Collins is present.

#### • SELECTMEN ITEMS

T.A. Boré discusses the process for his replacement. He recommends the Board has a discussion at their next meeting to ensure all steps are agreed to in details and a timeline defined.

Vice-Chairman Baiocchi confirms he has the PRIMEX forms for interviewing and evaluating the candidates. He also confirms he has a list of T.A.s from other Towns who would be willing to assist in the process.

Applicants currently have until November 13 to submit their interest. Other Town Administrators, who are asked to provide initial input on candidates, should be informed that they will receive candidacies as early as November 16 for a first selection to be confirmed before the Thanksgiving break.

T.A. Boré mentions he has heard that several candidates are out of State which will add to timeline and further potential complexities in light of COVID-19. Expectations as to travel expenses should also be set clearly.

T.A. Boré recommends that based on candidacies received by November 13, the Board should decide whether they need to actively pursue an interim T.A. option. If the pool of candidates, on the other hand, has potential, the Board then would be able to opt for A.T.A. Carpenter to cover the interim period.

Brief discussion about the next Board Meeting. Currently, it is scheduled for November 16. T.A. Boré thinks the Board may have to meet before that date because of the Budget process.

#### • SEALED NON- PUBLIC MINUTES APPROVAL

**MOTION** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi, it was unanimously voted to get into Non-Public Session RSA 91-A:3, II(e) Ongoing Litigation. (2-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

This session was for the Board to review and approve the sealed minutes from 10-19-2020 NON-PUBLIC Pursuant to RSA 91-A:3, II (e) Ongoing Litigation. The Board voted to seal those minutes on 10-22-2020.

**MOTION** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchi, it was unanimously voted to get out of Non-Public Session RSA 91-A:3, II(e) Ongoing Litigation. (2-0 Voice Vote, Selectman Collins-yes – Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

**Adjourn 8:05 PM**

**MOTION** On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren, it was unanimously voted to adjourn the Public Meeting (2-0 Voice Vote, Chairman Warren-yes, Vice-Chairman Baiocchi-yes).

Respectfully Submitted,

\_\_\_\_\_  
Town Administrator, Patrick Boré  
Recording Secretary

**Approved by the Board of Selectmen**

\_\_\_\_\_  
Chairman Mark E Warren

\_\_\_\_\_  
Vice-Chairman Vincent A Baiocchi

\_\_\_\_\_  
Selectman Evan J Collins