



March 15, 2021 - Academy Building - 6:00 P.M.

Zoom-For remote access options look under Upcoming Events on the Town’s website at www.gilmantonnh.org

AGENDA

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

April 05th Meeting- The Board will vote on positions for each member at their meeting on April 05th, after Selectmen Collins is voted in.

PUBLIC MEETING MINUTES APPROVAL

- 03-01-2021

Minutes- 03-01-2021- Chairman Warren stated that the LUCT tax description in the minutes under the conservation discussion pg. 2, is concerned that it reads read that there would be an increase from 10- 50% in the Current Use Change Tax penalty, which would increase the amount someone would pay for taking their land out of current use.

Chairman Warren would like clarification on the statement-The increase is not to the penalty that a property owner pays but is an increase of the percentage that the Conservation Commission receives from the land taken out of current use. No amendment for clarification is needed for these minutes but in future votes, the Board will want to make that clear.

MOTION: On a motion by Chairman Warren and seconded by Vice Baiocchetti it was voted to approve the minutes of 03-01-2021 meeting minutes (3-0).

CONSENT AGENDA

- o PO- Hoyle & Tanner Associates, Inc.- Final Invoice for Bid Phase Crystal Lake Bridge Project-\$6,670.00
- o PO- Huckleberry Propane & Oil, LLC- Item had been pre-approved by the Board on 02-01-2021- \$15,750.00
- o Letter for Resolution for Fair, Nonpartisan Redistricting- Signature required per vote on 03-09-2021
- o Letter for Resolution to Take Action on Climate Pollution- Signature required per vote on 03-09-2021
- o Assessing Items- Land Use Change Tax for the following properties;415-027, 416-022, & 403-027

MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectmen Collins it was voted to approve the consent agenda as amended (3-0)

Huckleberry Contract:

MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectmen Collins it was voted to allow the Chairman to be the sole signature on the Huckleberry contract for the Old Town Hall heating unit. (3-0)

Hoyle, Tanner and Associates, Inc: P.O.- Final Invoice for Bid Phase from 01-10-2021-02-25-2021, Project #909205-\$6,670.00.

Item Added to the Consent Agenda:

Transfer Station P.O._ Atlantic Recycling Equipment Rebuild Baler- \$12,087.00, approved per Warrant Article #13 at the March 09th election.

MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectmen Collins it was voted to accept the consent agenda as amended. (3-0)

OLD BUSINESS

- Energy Committee- Size of the committee, email update received

Nate Abbott's email response- "We did discuss the matter on Sunday, (Agenda posted Saturday morning), and the committee voted to adopt nine as the final size of the committee, which is our current roster size with Graham Wilson. We feel that we would like to add as many as three alternates if interest leads people to want to be involved in the committee in the future, and we would adopt a natural process of migrating alternates onto the committee temporarily to fill temporary vacancies, and then permanently when members leave for whatever reason.

We all agreed that this is a manageable number and spreads the volunteer work of the committee around enough so that burdens do not fall too heavily on one person, or create any jeopardy of an inappropriate, or unattainable quorum. "

Based on the recommendation from the Energy Committee the Board will amend the original size of the committee through a motion.

MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectmen Collins it was voted to adjust the Energy Committee size to the following staggered terms: 3- members for three years, 2- members for two years, 4-members for one year, and three alternates at one year each. (3-0)

- Swim Instructor- Advertisement review- This ad has been reviewed by the Chairman of the Park and Rec. Committee. Chairman Warren has noticed there is no pay range advertised.

TA Carpenter stated that this position has been paid as a contractor, not an employee, the Committee would like to see the position set up as an employed position and would agree with that change, however, the hourly range would seem inordinate to all other positions on the scale because it is only a two-week program.

The advertisement does say excellent pay.

The Town of Barnstead has reached out to see if a shared individual for the swim programs would work, the TA has not received any forward movement but the idea is if either community has an interested candidate then the candidate would be offered a contact number of the community to see if that position would work for their schedule.

- Administrative Assistant- Advertisement and job description review- This is a new job description that needs to be reviewed by the Board. Vice-Chairman Baiocchetti has come up with changes for review.

TA Carpenter has asked for clarification on the hiring process based on the changes that have occurred in the last year. In the past the interview process has been done through the department, a secondary interview has been done with the Selectmen, the Dept. Head and the candidate.

The recommendation is to allow department heads to interview candidates, come to the Board with a recommendation, and completed background checks and all necessary information. Based on the recommendation from the Dept. Head, the Board will hire the recommended candidate and have a meet and greet with the new employee.

Board Consensus: Allow the Dept. Heads the full process of interviewing, recommending a candidate for hire, and the Board will approve the recommendation and meet the new employee.

New Job descriptions will still need to come to the Board for approval to allow for a full understanding of the role.

Under essential duties in the Administrative Assistant role, it may attend Board meetings in case the Town Administrator is unavailable, the individual will be responsible for the recorder, information transfer, and minute taking.

The welfare position will be added to the Administrative Assistant role, considered a part of the position with the TA being the back up to the position, the TA will supervise the role as she is familiar with the process.

The labor grade 8 is in line with pay discussed and the other clerical roles and directly reports to the Town Administrator, not the Board.

Overall, the changes made to the job description presented were agreed upon by all Board members.

- € **Action Item:** A completed copy will be placed in the yellow folder.

- Crystal Lake Bridge Project- Notice of Award- Formal motion and signature required- The Board was notified of the bid; the State has approved it and a formal motion and signature are required. Once a signature is provided, the TA will send it to Hoyle, Tanner, and Associates.

Further Board discussion based on the range of bids presented for the project and the estimate of \$1,350,705.00 given through Hoyle, Tanner, and Assoc. R.S. Audley came in with the lowest bid.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to accept the bid from R.S. Audley Inc. for \$999, 654.00 for the Crystal Lake Bridge Project, there were eight bids and the low bid goes to R.S. Audley Inc.

Vice-Chairman Baiocchetti has requested that the two-page letter from Hoyle, Tanner, and Associates is placed on the website.

Board Consensus is to post the two-page letter from Hole, Tanner, and Associates to show the range of bids presented on the project.

The start date for the project will start with a drawdown date of October on or around Columbus Day, and the project should be completed no later than December 11, 2021, there are penalties involved if R.S. Audley cannot finish on time.

€ **Action Item:** The TA will double-check the scheduled timeframes on the project.

NEW BUSINESS

- Notice of Code Enforcement- Information and Process: The Board was given copies of letters that will be going out to property owners through Code Enforcement, this process has not been done in the past but is a welcomed addition to the process. The Board agrees that this is a good addition and allows the knowledge of the information and adds a layer of understanding when a property owner comes to them with a complaint.
- Complaint Process- The TA has requested clear direction on the general complaint process and the timeline the Board wants to see it addressed.

Vice-Chairman Baiocchetti – The complaint should be addressed as soon as possible, the complainant should be notified regularly on the matter, so they are not left hanging. As the complaint progress to unfounded or founded, meaning it was a complaint substantiated with information or it wasn't. A final letter to the complainant saying whether it was founded or unfounded within our policies/rules.

Breakdown of Complaint Process that the Board wants to see:

- Initial contact from staff once a complete is received
- The communication provided throughout the process to the complainant
- Resolution Letter to complainant either addressing the issue within the Towns purview or an explanation as to why the Town cannot address the item. One letter will be placed in the building file, one copy will be sent to the individual who submitted the complaint.
- The timeframe on the complaint- In general, a 30-day timeframe is a responsible timeframe but the Board does not wish to set a hard deadline because depending on the situation it could take longer.

Overall, the communication in response to complaints should be addressed this way by individual departments. Police and Fire have their process in place but the Board members would like the process of communication discussed at this meeting done through the Transfer Station, Code, and Selectmen's office. It would be good for Highway to address complaints in this manner but it is the Road Agent who handles road complaints.

Complaints can come in through the Town Administrator who directly responds to the individual to let them know which department will be handling the issue, which helps to understand the initial concern. However, residents generally reach out directly to Police and Fire on matters that pertain to that department.

The Board would like to be contacted if there is a major issue, a large-scale police operation, or a large fire that is going on or could end up on the news or in the paper. The TA is contacted with basic information that can be relayed to the Board via a call or text for a general understanding. The Board does not like surprises and believes this is a fair approach and is the Dept. Heads responsibility to communicate.

- Park Event Timeframe- Tentative April 01st gate opening per the Chairman Lines of Parks and Rec. As the park attendant position is vacant, the TA will reach out to the Maintenance and Grounds contractor to see if he would be willing to open up the Park and maintain the lawn and weed whacking until the position is filled.

The other item to be considered is without an attendant then there is no one to clean the bathrooms.

Board Consensus: To place porta-potties until the position can be filled, April 01st is a good timeframe for the park to be opened.

- € **Action Item:** TA will reach out to the company that gave the original quote on the well-point service to see when that can be scheduled this season.

PUBLIC INPUT -7:00 PM: No public input was provided as there was no one in attendance

- Legal Review- Update on information received regarding Sawyer Lake District draft rules and regulations- The Commissioners felt that rules and regulations for the district are necessary and communicated that interest to the Town Administrator. The draft was provided to the Town Administrator and forwarded to legal counsel to mitigate issues that might overlap or encroach on the Board of Selectmen's purview.

Board Consensus: Based on legal opinion presented to the Board, they have requested that the information be shared with the Commissioners and with their legal counsel as the Town's counsel does not represent the District.

Once the Commissioners receive a legal opinion and come up with how they want to move forward the Board would like to meet with them to work it out.

- € **Action Item-** Sawyer Lake District Damn, researcher the item of ownership as it has been private.

- Emergency Policy-COVID-19-Policy-Language update- Recommended language to be added to the policy under the Travel portion on page 3 as follows;

Vice-Chairman Baiocchetti has brought forward the recommended changes based on the updated information coming from the State level.

- *The following people do NOT need to quarantine after unprotected exposure to a person with COVID-19, or after travel outside of New England:*
- *A person who is 14 days beyond the second dose of their COVID-19 vaccine (i.e., 14 days after full vaccination).*
- *A person who is within 90 days of a prior SARS-CoV-2 infection diagnosed by PCR or antigen testing.*

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve the additions to the policy as recommended and extend the expiration date review until June 05th. (3-0)

- Park Event Timeframe- Tentative April 01st gate opening- We have had several calls about events; only one family reunion had been approved before covid and she is looking for approval to hold the event this year, details listed.

Further discussion on events, the park remaining open and accessible to all members of the public, and to reach out to the Park and Rec Committee to see if a couple of members would be willing to be paid back up while the park attendant role is vacant to be able to schedule the events.

- € **Action Item:** Reach out to Parks and Rec to see if they would be interested in being backup attendants for scheduled weekend events while the park attendant role is vacant.

Further discussion on the role of the park attendant, the 16-week period of time the seasonal role fills, generally maintaining a 40 hour per week schedule which included the weekend events and opening the bathhouse. There is flexibility to the position an individual is unable to work the entire 16-week period, a possible hybrid solution could be viable.

Wage's update- Finance was able to provide an updated spreadsheet to the Board this evening indicating the positions reflective of the 4% increase that had been approved through the operating budget.

The Board members and the TA have not had a chance to review the information at this point.

The Board will review the spreadsheet before the next meeting and take it up at the April 05th meeting for further discussion.

The concept of probation and conditional offers that Vice Chairman Baiocchetti has concerns with will be discussed with the TA and looked into.

SELECTBOARD ITEMS

- Trustees of Trust Fund- Administrative Staff discussion this topic brought forward by Chairman Warren

The Board of Selectmen decided at their last meeting after the TA brought it to their attention that there isn't a staff member available to work the meetings for the Trustee of the Trust Funds and minutes would need to be done by their Board. The TA sent out a letter regarding the changing adding that the Trustees would need to post agendas, minutes and have access to the website to manage the information. The Boards understanding that the office was only not providing their minutes but office support was still going to take place.

The TA explained currently for all non-staffed Boards and Committees they manage all aspects of their meetings which includes, minutes, agenda's, and zoom information and connection. Examples of other Boards that the Town does not provide staff for are as follows; Cemetery Trustees, Library Trustees, Energy Committee, and Parks and Rec.

€ **Action Item:** The TA will reach out to the Chairman of the Trustees to work out a solution for hybrid support.

NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee- Highway Dept.

MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectman Collins it was voted to go into NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee (3-0)

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee (3-0)

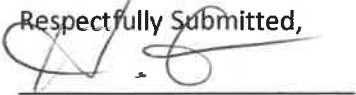
MOTION: On a motion by Vice Chair Baiocchetti and seconded by Selectman Collins it was voted to seal the NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee (3-0)

ADJOURNMENT

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at 8:30 P.M.

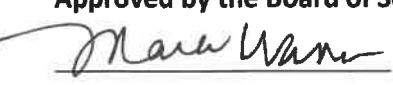
(3-0 Voice Vote – Chairman Warren -yes, and Selectman Collins-yes and Vice-Chairman Baiocchetti-yes).

Respectfully Submitted,



Heather Carpenter
Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins

