DRAFT NOTES

Meeting
February 24, 2020
Approximately 5:35pm. – Gilmanton Academy

Present: Chairman Marshall Bishop, Selectman Mark Warren,
Town Administrator- Patrick Bore* and Assistant Town Administrator-Heather Carpenter
Also, present please see attached sign-in sheet.
Absent with notice: Vice-Chairman Michael Wilson,

Open Public Meeting
Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop & Selectman Warren)

Disclaimer: The views and opinions expressed in a stated or attached statement read during public comment are those of the speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent topics discussed and not a reflection of verbatim discussion.

Consent Agenda:
MOTION: On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to open the consent agenda. (2-0)

• P.O.- $4,046- Door Control, Inc.-Backdoor replacement/Academy Building
Discussion about the replacement of the door, the issues have been present since 2017, the need to be ADA compliant, safety issue with the lack of visibility, and the door frame catching on the old door that needs replacement causing the operator to work overtime. This doorway is the only accessible way into the building for those that cannot take the front stairs.
Additional discussion about the parking area in front of the Academy building, the fire lane capability and the possibility of creating a wider area in the front of the building, the issues with the current layout for parking in the front, and coming up with a plan prior to the paving project.

MOTION: On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to allow the Chairman to be the sole signature on the contract with Door Control in the amount of $4,046.00 with the monies being taken from the Municipal Aid account. (2-0)

• Melanson and Heath Contract- This is a one-year extension with our current auditors in the amount of $12,500.00 and the option for a second single audit in the amount of $2,000.00.

MOTION: On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to allow the Chairman to be the sole signature on the one-year extension with Melanson and Heath in the amount of $12,500.00 and $2,000.00 for the additional services based on the election results for the Town Clerk/Tax Collector position. (2-0)
The Town Administrator updated the Board on the items we receive when an audit is performed; certifying the account and a management letter. Usually, both those items come at or around the same time. In the last audit, they came separately and six months apart. We have requested that the auditors change the date that is listed on the letter to reflect when the Town received it but they would not change it but they will keep it in mind on the next audit process.
The office will keep the conversation via emails for documentation.
TA Update on the County Penalty Fee- The county has agreed to waive the penalty fee invoice in the amount of $2,345.19.

MOTION: On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to come out and approve the consent agenda as amended. (2-0)

Select Board Items:

Selectman Warren- The following items are questions or concerns that residents have brought to Selectmen Warren;

Election Process-
There was a resident who had an issue with the election process and those handing out ballots celebrating one party over another.

The Assistant Town Administrator-This concern had been brought forward directly after the election, the Town Clerk/ Tax Collector did not see any of the behavior, nor did any once else report that concern. The Town Clerk/ Tax Collector will reiterate the proper process to everyone working the next election prior to the day of the event.

Mixed Paper recycling at the Transfer Station-
Selectman Warren- A resident is concerned that we are not accepting mixed paper, is it because the company isn't taking it anymore or we just aren't getting as much money for it? The thought process is that if we are getting something, something is better than nothing.

The additional concern is if we are throwing it away is it costing us additional monies.

Selectman Warren understands that China is not buying our waste like they use to but doesn't know how that affects us locally.

TA-Since the Christmas weekend the Transfer Station has stopped recycling mixed paper because of the change in the economics of the market.

It would have been nice to have a discussion about that before the decision was made but we are past that at this point.

The facility manager has been discussing with regional and local mills for another solution to get back to recycling mixed paper. He has been waiting on the proposal for a week and he has been encouraged to move on it, he also understands that we have to provide consistency and not accept it one day and not allow it on other days.

We understand the public is eager to start recycling again, we are actively working on it and the hope is to get back to it soon.

The outcome of discussion- Administration is not sure if the market is going to go back up but if it improves, we will go back to recycling.

Update on 91-A request from a resident-
Chairman Bishop would like an update on the large 91- A request that the office has been processing.

TA- Everything is almost ready, Town Counsel packet was received today, a couple of items still need to be gathered but it should be ready by tomorrow.

Chairman Bishop- How much has that cost us?
TA: The fee from Town Counsel has not been received yet.
ATA: Town Counsel did mention that there was a large amount of redaction time.
At this time the Town, by law, cannot charge for time spent on the 91-A request, we can only charge for photocopies. He can come in and look at the information, take as many pictures as he wants and if he would like photocopies he will get charged the usual fee.
We did reach an agreement with him with one bucket of documents that he was requesting, which was about legal fees and services rendered that has significantly reduced the number of pages, we are now down to approximately 410 pages. The process is we take copies, then we send to the lawyers for review, they redact and send back, that doesn’t include documents that have been requested that are already publicly available such as unsealed non-public minutes that are located downstairs, some policies and other available on the Town website. It is disruptive but it is the law so we have to do it.
ATA: Large requests like this are time-intensive, I believe it’s not the intention of the law and you will see an impact on our legal line. 91-A requests are public information, the public can come in, review those requests and the material provided. Once the Town Administrator has created the packet for Mr. Biaocetti, anybody from the public can view the information.

(1) Non-Public Session per RSA 91-A:3, II (l)
MOTION: On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (l). (2-0 Voice Vote – Chairman Bishop -yes, and Vice-Chairman Wilson-absent and Selectman Warren-yes).
Legal
MOTION: On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -yes, and Vice-Chairman Wilson-absent and Selectman Warren-yes).

MOTION: On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman Bishop-yes, Vice-Chairman Wilson-absent, Selectman Warren-yes).

The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

Selectboard items continued:
Letter from the Town when people leave the service Town; culture of honor and appreciation.

Adjournment: On a Motion by Chairman Bishop and seconded by Selectman Warren it was voted unanimously to adjourn at 6:28 p.m. (2-0).

Respectfully Submitted,

Heather Carpenter
Assistant Town Administrator
Approved by the Board of Selectmen
Chairman Marshall E. Bishop

Absent

Selectman Michael J. Wilson

Selectman Mark E. Warren

{Audio recordings are available at the Selectmen’s Office and for free as a link on the Town website through SoundCloud}