**SELECTBOARD MEETING MINUTES**

**REV. 2**

**Date: Nov 10, 2020 Time: 6:00 PM Place: Municipal Building and YouTube**

Select Board Members Present: Jan Gaudio, Walter Reitz and John Spear

Others: Town Administrator Casas, Library Director Pennie Alley, Code Officer Mo Fortin, Jeff Northgraves,

Note: A listing as present does not denote attendance for the entire meeting.

1. **Call to Order**

Reitz called the meeting to order at 6:01 pm.

1. **Adjustments to the Agenda-**

It was suggested to add Pennie Alley under Department Heads, add an Executive Session before adjournment, and to move discussion about Planning Board to following Department Heads. There were no objections.

1. **Public Comment for Items Not on the Agenda**- None
2. **Review and Approval of Prior Meeting Minutes-** *Spear moved and Gaudio seconded a motion to table the minutes of October 27th.* ***Motion passed 3-0.***
3. **Treasurers Report-** The Treasurer gave report and financials were reviewed later in the meeting: Directly following after New Business.
4. **Department Heads/ Committee Members**

* Library Director and Cemetery Overseer Pennie Alley updated the Board that the screen door at the Library was fixed for under $300. Much of the cost savings were due to the generous volunteer assistance of Arthur Alley, to which all greatly appreciate. Pennie brought up that she wanted to re-shingle portions of the Library. There was the possibility of volunteers to help minimize the cost of this but it was recommended we reach out to our insurance providers on this, as portions of the work would involve working at heights. She requested that some limited number of craft fair vendors be allowed to display information and samples of their goods in conjunction with the book fair at the Gilford Butler School, noting the vendors would not be present.
  + *Spear moved and Gaudio seconded a motion to approve up to five Town residents to display samples of their goods and information, under the supervision of the Library Director.* ***Motion passed 3-0.***
* Jeff Northgraves, Ordinance Review Committee Chair, gave an update on the ongoing work of the Committee. Draft changes to the Land Use Ordinance and Road Naming Ordinance were provided to the Board. The proposed amendments to the Road Naming Ordinance were reviewed.
* Mo Fortin, Code Enforcement Officer, discussed the revised workplace accommodation. All agreed to include a copy of the doctor’s letter with the accommodation and that every 90 days the accommodation would be reviewed.
  + Mo gave CEO update.
  + In her role as Local Health Officer, Mo discussed ongoing monitoring of COVID-19 and suggested that the Town draft a protocol for office health and wellness for operations as to minimize potential exposure to the virus.
* There was discussion between the Board, Code Officer, Jeff Northgraves and Town Admin about the Planning Board.
  + *Spear moved and Gaudio seconded a motion to refer the Planning Board Ordinance and other related documents to the Ordinance Review Committee for review and potential subsequent changes.* ***Motion passed 3-0.***

1. **New Business-**
2. **Appointment of Robert Baines to Budget Committee-** *Spear moved and Gaudio seconded a motion to appoint Robert Baines to the Budget Committee for a term expiring at the first Select Board meeting following Town Meeting 2021.* ***Motion passed 3-0.***
3. **Request to Approve Hiring of new Administrative Office staff-** There was discussion about the request for approval on Administrators Casas’s choice of replacement for Chelsea Summers in the Admin Office. Casas offered employment to Anna Geneseo, pending approval of the Select Board. *Spear moved and Gaudio seconded a motion to approve the hiring of Anna Geneseo effective Dec 1, 2020, pending reference checks.* ***Motion passed 3-0.***
4. **Discussion and approval of Corrective Municipal Quitclaim Deed Without Covenants for Snow property Map 9, Lot 26**.**-** *Spear moved and Gaudio seconded a motion to approve the Corrective Municipal Quitclaim Deed Without Covenants for Snow property Map 9, Lot 26.* ***Motion passed 3-0.***
5. **Board discussion on budget prep guidance for Dept Heads-** The Board discussed the potential changes to the budget process this year and what guidance will be given to Department Heads. The Board will communicate their intent to the Department Heads.
6. **Review and approval of informational and signature sheet for new Demo Debris stickers-** The Board reviewed the provided document, which included both an informational section and a signing section on the same page, signing page proposed to be kept by the Office. The Board liked the informational section but was questionable about the signing portion. The indicated they would check in with the Demo Debris Facility Director for additional guidance.
7. **Recommitment of taxes to new Tax Collector, Owen Casas-** *Spear moved and Gaudio seconded a motion to table this item until next meeting.* ***Motion passed 3-0.***
8. **Debrief of November 3rd Election-** Administrator gave an update that the election went well.
9. **Consideration of Assessing services-** The Administrator gave an update and overview of assessing services and there was discussion about the proposed agreement for these services through 2021. Additional information was needed.

\*\*Treasurer Gave Report\*\*

1. **Old Business-**
2. **Performance Awards- consider Dept Head requests for awards**

* The request for an Award for Carrie Adam of the Ambulance Service was consider upon submission of a letter of recommendation and request provided by the Ambulance Director. *Gaudio moved and Reitz seconded a motion to approve the request for a $500 Performance Award for Carrie Adams.* ***Motion passed 2-0-1 (Spear Abstained).***
* The request for Awards for Phil Verrill and Chelsea Summers of the Administrative Office was consider upon submission of a letter of recommendation and request provided by the Town Administrator. *Gaudio moved and Reitz seconded a motion to approve both requests for $500 Performance Awards for Phil Verrill and Chelsea Summers.* ***Motion passed 2-0-1 (Spear Abstained).***

1. **Planning Board- review of related documents and guidance-** This item was taken up earlier in the meeting.
2. **Fiscal Year and Other Special Town Meeting Items-**

* The Board discussed aspects around holding a Special Town Meeting in light of the uptick in local COVID infections. The Board was undetermined on canceling the proposed Special Town Meeting for December but they did feel removing Article 6, asking for a different style of electing Select Board, School Board and other items would be prudent. *Spear moved and Gaudio seconded a motion to drop Article 6 from the proposed Special Town Meeting warrant, to be considered at a later date.* ***Motion passed 3-0.***

1. **Review and update of Maintenance Priorities-** *Gaudio moved and Spear seconded a motion to table this item.* ***Motion passed 3-0.***
2. **Streetlight project-**The Administrator gave an update on the project.
3. **Warrants Review and Approval-** There was no action taken as this was a remote meeting.
4. **Schedule Future Meetings-** A meeting to discuss the Island Rd project was proposed for either Nov 23rd or 30th, to start at 6:00pm, depending on engineers availability.
5. **Executive Session-** The Executive Session proposed under agenda changes was tabled.
6. **Adjournment**

***Spear moved and Gaudio seconded a motion to adjourn at 9:30 pm.***

***Motion passed 3-0.***