



SELECTMEN'S OFFICE
TOWN OF GILMANTON

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Board of Selectmen Meeting Minutes

DRAFT

January 21, 2022 - Academy Building - 4:03 P.M.

The agenda was amended from the original posting due to time-sensitive information

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Evan Collins, Town Administrator- Heather Carpenter, Chief Hempel, and Adam Rague

Members of the Public Present: Kurt and Tracy Rague and other supporting friends and call students.

SWEARING-IN -Fire Department: Mr. Adam Rague

Chief Hempel- Adam is graduating from a call member student, showed an aptitude and a desire to continue to serve, he is a good fit and is joining us this officially and is starting his career as a full-time firefighter/AEMT. We look forward to him starting his career and serving the community.

Chairman Warren officiated the swearing-in and pinning ceremony, Firefighter Rague was pinned by his father.

☐ **Action Item-** The oath will be sealed sent to Firefighter Rague, a copy given to Chief, and one placed in his file.

PUBLIC MEETING MINUTES APPROVAL

1. 12-20-2021- Tabled until the following meeting due to technical difficulties

CONSENT AGENDA

2. **PO: #01200-** Brian Forst- Winter Sand approximately 3,200 TNS, PRICE 11.25- \$35,000.00- HWY
3. **PO: #01201-** Morton Salt-Road Salt-PRICE 74.47- \$35,000.00-HWY

The submissions of the purchase orders do not match the cost per ton. The recommendation is to approve the amount that is on the purchase order and reach out to the Road Agent to make him aware of the issue. The concern is that the budget would be overspent if you calculate the tonnage amount listed.

4. LCHIP- Old Town Hall project agreement

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to allow the Town Administrator to sign the project agreement for the LCHIP Old Town Hall Grant. (3-0).

Chairman Warren- Have we heard of any delays in salt this year?

TA- I have heard nothing specifically, there may be product delays, but I don't believe in hauling.

5. **Moose Plate Grant-** 50% of the grant was received- The Board acknowledges the amount of \$5,000.00 for the Old Town Hall project.
6. **Energy Committee-** Request to re-appointment Nate Abbott for a three-year term
MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to appoint Nate Abbott to the Energy Committee, the appointment is good for three years from today. (3-0)

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the consent agenda as amended. (3-0)

COMMITTEE UPDATES

7. **Conservation Commission-** Land Acquisition Recommendation- Map/Lot 410-043 & Map/Lot 418-021- If the recommendation is accepted the Selectmen are required to hold a public hearing.

Description of lots:

❖ 410-043- Owner-John and Ursula

The lot is located on Allen Middle Rte. Acres- 189.036- Vacant land with viable recreational land with ponds and wetlands; abuts Betty Smithers Town Forest and would be additional access to existing town forest.

❖ 418-021 Linda Bolton

The lot is located on Gilman Rd. Acres- 2.3- Vacant landlocked parcel; abuts Ayers Town Forest parcel III & land owned by the Society for the Protection of NH Forests.

Both parcels came back with a clean title and the GCC would also be paying for the insurance to guarantee the title search.

Process of Public Hearing to Accept the Donations: For the land to be accepted the Conservation Commission must hold a public hearing (*This public hearing was held on 01-12-2022*). It would then go to the Selectmen for a public hearing. The Board of Selectmen would need to vote to accept the donations. Both parcels came back with a clean title and the GCC would also be paying for the insurance to guarantee the title search.

Side Note- *Provide maps of lots in the future for the packet.*

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to accept the recommendation of lots 410-043 & 418-021 for conservation land and to be brought to a public hearing for the potential to be moved into conservation land. (3-0)

☐ **Action Item: Post for the Board of Selectmen public hearing**

OLD BUSINESS

8. **2022-Budget-** Final draft Warrant review and approval before Deliberative Session, background documentation for all warrant articles given in preparation for Deliberative session.

- Typo present on page 11 of 15, the area's acreage needs to be pushed over a little
- Finance made me aware of a possible typo in the Transfer Station budget- *The budget line has not been confirmed but is written as \$300.00 but should be \$3,000.00. The budget is tight already, if a change needs to be made it can only be done at deliberative.*

- WA # 03-Operating Budget- THE Selectmen's operating budget to match the recommendation by the Budget Committee decision on Super Saturday. The reduction was \$2,000.00.

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to Reduce Selectmen's recommendation to the operating budget by \$2,000.00 to be in line with the Budget Committee's recommendation given on Super Saturday, reducing the operating budget to \$4,673,342. (3-0)

- WA# 10- Public Safety Security System- Add language to the Voter's Guide explanation to include alarm, so that it describes there is a security system that includes an alarm, along with the video cameras for the interior and exterior of the building.
- DRA-Approved
- Budget Discussion, Warrant approval and Voters Guide- 01-21-2021 BOS Meeting
- DRA Warrant- There are minor changes and small formatting changes when printed for the public.
- Legal Review of the Voter's Guide:
- WA- Fire Dept. Salary/ Wages: Chairman Warren- The preference was to provide clarity within the warrant article for the Fire Dept Salary/Wages for the two new positions and state that this monetary amount being requested only covers 6 months of the salary and benefits, not the cost of a full 12 months of pay.
TA- The specific language of the 6 months vs the 12 months could not be added cleanly to the warrant article and therefore was clearly explained in the voter's guide.

- WA# 10- Public Safety Security System- Add language to the Voter's Guide explanation to include alarm, so that it describes there is a security system that includes an alarm, along with the video cameras for the interior and exterior of the building.

Board Consensus- The Board approves the 2022 Voter's Guide with the amendment to article #10 and adjusts a typo.

☐ **Action Item:** Warrant- Board Consensus approved as presented. Finance will work on removing the warrant out of the Draft form and it will be ready for the Board to sign when the manifests are ready.

☐ The warrant will need to be posted by mid-week per RSA

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the DRA warrant as amended to reflect the recommendations by the Budget Committee, to reduce the operating budget- Warrant Article #3, in the amount of \$2,000.00 and to align the recommendation by the Board of Selectmen and the Budget Committee.

OLD BUSINESS

9. **Preliminary & Unofficial results of DRA 2021 Equalization Survey-**Board of Selectmen reviewed the information. The equalization has not been set at this point.

☐ **Action Item:** Once the final results come out invite the Assessor to come to a meeting to discuss with the Board.

10. **323 NH RTE 140-** Update on property status & ownership –The change of ownership to this property has not been recorded at this point from the auction in the Fall. The Town Administrator is continually searching for a viable contact to the bank for confirmation of the ownership as the bank has not recorded it to the Town's knowledge. The property is vacated and will be continuing to work towards a solution for cleaning it up.

11. **Follow-up on Prescott Road Accident Request-** Police Report Review based on the previous request. There was a prior request to pay for the damages from the resident, the report mentions road conditions as slippery, and #18- code 13 is skidding as contributing factor. Roads are maintained throughout the season regularly based on priority.

Board Consensus- No action and no damages will be paid due to the review of the report and the everyday risk assessment during driving on public roads.

NEW BUSINESS

12. **Trash Disposal-** Request for payment for 2020 & 2021- \$4,486.00- Board of Selectmen review & discussion. The last time this vendor submitted an invoice was in 2019 and was paid for their services. An invoice for 2020 and 2021 was received recently and the vendor expects that they are both paid. Due to the late submission of the 2020 invoice, there is no budget left from that budget. If the Board agrees to pay the 2020 invoice it will need to come from the current budget.

Board Consensus: A scenario like the late submission of the 2020 invoice will be paid but this won't happen again.

- 2020- Provided service but submitted late invoice- Pay 2020 invoice in full.
- 2021- Barrels had been placed but trash pick up was not done by him. Grounds and Park Attendant had been removing the trash because we could not get a hold of the owner who provides the service. The barrels had been placed out for both seasons but not tended to in 2021.
- Reduce the invoice for 2021 by \$750, the final amount would be amount-\$1,438.00.
- Talk to Dept Heads with communicating that it gets shared in the budget.
- Bill due by no later than Columbus Day
- See if Ralph wants to do the bridge, dam, and boat ramp
- We will hire a different vendor for trash pickup for the park;

- ☐ **Action Item**-Double-check the active quote and the name of the vendor and schedule.
- ☐ **Action Item:** Confirm what line this is linked to in the budget

13. Petition Warrant Article through electronic submission-Return to hand count ballots: Submission came after the 5:00 p.m. deadline- Discussion & Decision required.

Board Consensus- Acknowledgement of the interest in the petition warrant article but the deadline was not met and will not be moving forward. In the future, if the deadline is met, the Board would need to confer with legal counsel regarding the possible adoption of adopting a policy to accept electronic signature, guided by RSA 294-E.

SELECTBOARD ITEMS & FYI

14. Police Dept. Letter – Letter from the School Board Chairman regarding the work done through the Police Dept. The information will be placed in each of the files, Chief Currier, Officer White, and Officer Dahmke.

- ☐ **Action Item:** Attach the letter to the minutes.

15. Police Dept. – Right to Know request regarding records from the Police Dept-The information has been gathered, is being reviewed by legal and a time will be set up for the information to be reviewed by the requestor.

16. Police Dept.- Employee requests to take older monitors that are being replaced based on the yearly schedule as they will be thrown out.

Board Consensus: There needs to be a process and policy written.

Process: Written receipt given, a copy to the employee and the Town, stating a specific item was received and is no longer town property, approved by signature from the Dept. Head and Town Administrator and removed from inventory, placed in GT as a scan to the employee's file. If the Board moves forward with a Facebook page, then offerings can be posted to the community and employees.

- ☐ **Action Item:** Check into when the last Inventory was done and see what value range is present.

17. Transfer Station-Public Statement Letter – The Board of Selectmen statement review & discussion- There has been misinformation coming out of the Transfer Station blaming the Selectmen for things that they have no responsibility or authority for. This type of email and discussion is becoming more and more of a problem. This letter is to the residents for communication purposes on the current situation. Clarification was made to past and current policy, when it comes to building closer the Chairman has the delegated authority to make the decision, there is no Board meeting required. Other Board members will be informed.

Recommendation by the Vice-Chairman to post the condition reports for the Transfer Station on the website for public information.

- ☐ **Action Item:**

Board Consensus: The letter is good an original will be placed on the website, along with the reports regarding the Transfer Station facility and the recent electrical quote

- ☐ **Action Item:** Letter will be placed on the website after the original letter is signed by the Board, place in the signature file.

Recommendation to suggested- to have another dumpster provided so there doesn't need to be closers.

Space and obtaining additional contains have been an ongoing issue.

Dept. Heads can communicate with the public and manage their department's website page with updated information to communicate information to the public. Although social media plays an important role, your official information should be regularly updated on the website.

18. Selectmen's message for the annual report- Review & Discussion- Topics of promotions, training, future training for Dept. Heads

- ☐ **Action Item-** Adjust letter per recommendations; The last paragraph, place a period after the word arise and remove the remainder of that paragraph. Leave in the ending sentence for the letter.

Facebook: Recommendation- The Deputy Town Clerk/Tax Collector is very excited about the opportunity for creating a Facebook page, she has a PowerPoint that she would like to share with the Board.

The following list are Board requirements for the page;

- Providing only output of information, minutes, messages, etc.
- Having two administrators- recommendations- The Deputy and the Admin Asst.
- Linking the Nixle page and website.
- Providing FB live.
- The Town will have a password and user name.
- Powerpoint presentation created and will be presented at the next meeting

19. Planning Board Update by Rep- Chairman recommended their involvement and taking the initiative of the planning projects, project/forecast for future infrastructure projects. Planning is on Board with the recommendation; The Community Development Director is going to obtain the Road Assessment, forecast and planning will help the Board make decisions.

Further discussion regarding the planning process for the scope and use of the ARPA funds, the bidding process, Hoyle and Tanner will be giving a brief understanding of what will be needed based on the information the Road Agent discussed regarding the needs of Meadow Pond Rd.

Something to consider based on a comment made by a Planning Board member suggested a 5-million-dollar bond to get the project done at once.

No determination was made, only discussion.

Goals and Objectives 2022:

Selectmen Goals and Objectives for 2022- Personnel policy, pay scale, roads, meeting with Committees and Joint Loss Committee. Roads will be an extended project- who is involved, how will it be funded, what is the plan for the road system, etc.

Future Goal- Town Wide Inventory

Dept Head- Request Dept. Head goals and objectives that have been met. – Give the direction of three goals for the year. Categories of goals: Efficiency, Training and Community Engagement

Examples of Categories for discussion with Dept. Heads

- Efficiencies can equate to cost savings
- Services- what are people looking for and is it a direction that we need to move
- Deferred maintenance projects

☐ **Action Item for Select board Members:** Come up with three categories

☐ **Action Item for Select board Members:** Build out an annual calendar

Dept of Labor- Reporting, based on reports done by the committee

☐ **Action Item:** Look into requirements of reporting or recordkeeping for Joint Loss

Baler Update- Is this equipment the one that was refurbished last year through a warrant article.

☐ **Action Item:** Reach out to Ron place on web site based on the baler issues.

☐ **Action Item:** Place a public comment on the agenda with time- 1 hour into your meeting at 6 p.m.

Discussion of electrical estimate for \$ 17,000.00 for the deficiencies found at the Transfer Station.

- ☐ **Action Item:** Selectman Collins will review further, what are the most important needs to address first.

Discussion surrounding budget for this infrastructure needs that have come about over the last two weeks.

Primex update- Primex will not be covering the placement of antifreeze in the pipes for the Academy but will pay for the damages that have been caused by the burst pipes at the Academy building that took place during the cold snap.

Huckleberry, unfortunately, could not address the heating system issue due to lack of material, however, Rowell's responded quickly to our need for system repair and All bright in Gilford was out the same day for clean-up.

The current issues are the electrical system at the Transfer Station, the system upgrades at the Academy, the baler which might be covered but further investigation is needed.

- ☐ **Action Item:** Place Public Input on the Agenda

20. NON-PUBLIC Pursuant to RSA 91-A:3, II (a)- Employee-/Transfer Station-

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to go into non-public session NON-PUBLIC Pursuant to RSA 91-A:3, II (a)- Employee (3-0)

This meeting was held to confirm a meeting date for an employee issue. Meeting set for Jan. 31st -Monday at 4 p.m.

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to come out of non-public session NON-PUBLIC Pursuant to RSA 91-A:3, II (a) (3-0)

21. NON-PUBLIC Pursuant to RSA 91-A:3, II (c)- Tax/ Reputation

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to go into non-public session NON-PUBLIC Pursuant to RSA 91-A:3, II (c)

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept the 6-month extension for the tax contract.

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

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to adjourn the meeting at 6:59 p.m. (3-0)

ADJOURNMENT

