



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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**Board of Selectmen Department Head Workshop
February 16, 2022 - Academy Building - 5:00 P.M.
CALL TO ORDER – ROLL CALL**

DRAFT

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Evan Collins, Town Administrator-Heather Carpenter, Fire Chief Joe Hempel, and Transfer Station Manager Ron Nason

Absent: Excused notice for the Police Chief Matt Currier, and Highway Department Paul Perkins

Fire Department – Chief Hempel – In **2021**, 650 calls were answered. There were resignations of two full-time staff. These positions were filled by Brandon Wood and Adam Ragu. There is continued navigation of Covid operational procedures. Purchase and training completed on water and ice rescue sled. Guardian Tracking has been implemented. Chief Hempel participated in the supervisory training program, completing several modules. The portable radios have been reprogrammed through the State of New Hampshire radio grant. There was a purchase of a new forestry fire pump and skid unit through community donations. Additional grants were used to purchase new medical equipment. **2022** – To date, they are 25 calls over where they were in 2021. Upon successful adoption of the budget, additional staffing will be added and they will begin a 24-hour operational period. A committee will be formed to explore options for the replacement of 9 A2. There will be a licensed paramedic unit running out of the Corners. Chief Hempel intends to continue classes from the Supervisor Academy.

The question was asked how much money was written in grants, Chief estimated approximately \$350,000 or more, and an estimated over \$100,000 in donations was given.

An additional question on ambulance funding, will this be over a few years or one? The unit will cost about \$250,000 to \$275,000, reviewing what is in the ambulance replacement account, and determining how much will be raised is a factor, but this is undetermined at this time. Chief Hempel is working with his employees on their individual goals and helping them accomplish them. He is working on building pathways of development to assist with future succession planning.

Transfer Station – Ron Nason – In 2022, the burn pile will be cleaned up, the compost area will be offered to the residents via social media, the glass pile will be picked up by Waste Management for a fee. The hazard pile has begun to be taken care of. They have refrained from taking in collections and have begun work on the offices to make them cleaner, more organized. There are three projects he plans to work on over the summer: The roof over the compactor, the siding on the hut, and replacing the rotted doors. He has begun working on the budget for 2023. He plans to organize the yard and label areas to make it easier for the residents to know what and where things should be dumped. He is interested in taking a supervisory training class.

2021 – They did well with recycling revenues.

Question and discussion regarding wood chipper and whether it would be useful to Transfer Station to eliminate burn pile. Fire Chief suggests burning what is there but eliminating the option in the future for residents to bring a brush. Ron agrees and would like to eliminate the option to take brush at the Transfer Station. Question what is available in the budget for a snowblower and lawnmower, no budget is available due to going over budget with the baler, but he would like to purchase to make clean-up management easier.

Question and discussion on whether there is time to complete the project goals for 2022, a suggestion to get quotes on some of the projects and work them into the budget for 2023, and also to work on getting a card payment option for residents. Selectman Collins will assist and support Transfer Station Manager to achieve 2022 goals. Update price listing on website, review, and update every two years with approval. Any updates should be brought to Selectboard for the next meeting, March 7th, 2022. If there are any changes to be made, a public hearing will be scheduled for the following meeting, March 21st, 2022.

Executive Office – Heather Carpenter – In 2021, most of the goals and objectives are ongoing. Cleaning, organizing, and restructuring the office and Historical room have been underway. The Transfer Station employee, Matt has been assisting with the additional removal of items, junk removal company will be assisting with the large, heavy metal items. The scanning projects will eliminate the use of cabinets in the office, but the 2023 budget will have to reflect appropriately to cover the cost of storage and scanning of any future projects. Community Development Director position was created from the position that already existed through Assessing, Planning, Conservation, and we added Zoning and HDC and building review to it, the additional Community Development Assistant position will be hired to assist this position. In October 2021, recertification as a Notary was completed. Building projects completed: Retaining wall, roof, parking lot, and plumbing.

2022 – TA has completed training, CPM I course, the goal is complete it in 2022-2023, starting in June. The New Hampshire Government Accounting Certificate should be completed in July of 2022. Personal goals, transferring Finance and HR position to full time towards the end of the year. TA will be training for payroll as a backup. Various training was offered to staff through Primex. Goals for staff training, Welfare, CDD will be training new staff members, Finance training will need to be done to assist and have a smooth transition for a full-time role coming in 2023. Finishing the revision on the Personnel Policy along with Selectboard. The TA would like to create an HR page and have information accessible for Department Heads as an easy access point of information. The goal is to utilize Guardian Tracking regularly in 2022. The planning for the 2023 budget cycle has been started. The Finance policy has been completed. Building projects to be completed: Antifreeze in the heating system, kitchen heating unit under the sink, the Academy building zones for heating needed to be appropriately tagged, fixing the ceiling in the auditorium, plumbing repairs, annual cleaning of A/C units, painting basement level stairway and minor touch-ups throughout the building, drainage for the Northside of the building, window and foyer cleaning, sign landscape, brickwork and inspection of chimneys, evaluation of sidewalk issue on the east side of the building, quote for acoustic panels for meeting space, and sound dampening for Executive office. The Bridge project is mostly complete, with final steps happening in the Spring, as well as road repair leading to the bridge. The ARPA funds will be used on roads and the planning stage will be taking place in 2022, the first report is due April. The LCHIP grant was awarded for the Old Town Hall, a follow-up report needs to be written and approved before the start of any work being done, this is a collaborative effort between staff and volunteers. The main focus is supporting staff and Select board, equalizing and normalizing the office. Question on whether there was a written manual and training book with goals and steps to complete, TA clarified there is not. The goal is to establish a written process for every position in the Town Hall and be able to complete a manual.

Police Department – Matt Currier – Report submitted for Selectboard review. Board Noted, 2022 training goals but would like to see what they will do for the Department and Town initiatives as well.

Highway – Paul Perkins/Travis Mitchell – Report submitted for Selectboard review.

- ☐ **ACTION ITEM:** Discussed review process and meeting with Department Heads individually. Date to be chosen for Department Head reviews at next Board of Selectmen meeting on March 7th, 2022.

ADJOURNMENT

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at approximately 6:52 P.M.

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

Respectfully Submitted,

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins



Executive Office
TOWN OF GILMANTON
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Goals and Objectives- 2021-2022

02-14-2022

- **Cleaning Office:**

The initial process took place in 2021, the continuation of the reorganization is still ongoing as we finalized a restructure of key positions in the office. We are currently in the final stage of reorganization as of 02-14-2022.

Goal: Regular upkeep

Established the scan process for the office to move to a digital platform:

This is a very large project and will continue to be an ongoing effort in the office to reduce the amount of physical space used for documents we are required to maintain by law. The Admin. Assistant has completed all of the building files, archived files are not included, and worked with the vendor to get those in order and ready for public use. The storage cost has increased due to the amount of GB being used. The next set of files to be transferred is the ZBA.

One of the questions a budget committee member had this year was, when will this cost reduce and the answer to that question is once all of the files have been transferred over to this platform then we will have the ability to maintain and scan as we go and pay for storage cost. The cost for storage goes up, however, the more GB we use. In short there will always be a cost to this project but it gives us ease of use for searching records which saves staff time, provides efficiency to day to day process and for those files that will be open to the public via the public computer it will reduce the day to day right to know requests.

Goal: Continue the scanning for ZBA and to see how far the budget will take us.

Need Identified: Depending on the size of these files a larger budget may be required in 2023.

- **Restructure Executive office:** The planning of a restructure within the Executive office is in response to the increased workload over the last two years from the changes caused by; increase in open hours, Covid, the strong housing market, increase in building, zoning, planning, assessing, conservation, and other community initiatives, the change to the local population and community requirements. The last five years have had a customer service-based initiative, which includes a faster pace for response and information turnaround. All these changes come at a cost due to need, state statute deadlines, cost of living increase, the cost of benefits to allow the organization to keep solid employees, retain the historical knowledge of long-term employees, and the wage growth necessary to stay remotely competitive in the everchanging job market.

The idea for the restructure is to provide the front office with a direct supervisor for Planning, Conservation, Zoning, HDC, building application intake, and Assessing under the title of Community Development Director. The current Assessing, Planning, and Conservation Administrator has transitioned into the front office supervisor for the part-time Land Use position, and the requested new full-time role of Community Development Assistant. This will provide the Town Administrator with eyes and ears to the front office work environment, help to alleviate direct supervision for the TA position to focus on organizational needs, provide growth for the Assessing Administrator in a supervisor role, fill the gap of losing a floor supervisor for the front office, prioritize work more efficiently that is already being done by the Assessing, Planning and Conservation Administrator, regulating consistent information going out from land use, and provide additional full-time staff to an overburdened office. This plan is not made lightly as we would all like to try and keep budgets lower but due to the increased workload, and the needs of the community we can no longer stay stagnant on our growth.

Need Identified in 2021 #1: More staff, we added one new position to the budget for 2022, all other positions have existed previously.

The Board moved forward with the recommendation of the Community Development Director in the late Fall of 2021. We reviewed the needs of the office again before formulating the ad for the Community Development

Assistant, the interviewing process will take place on 02-17-2022. Through that process, if we do not find a suitable fit for the office we will re-open the vacancy again but we are hopeful.

- **Hiring:** Coordination of the hiring process of new staff within the Community Development Director- Interviews for the Community Development Assistant will start on 02-17-2022. If a suitable candidate is found the individual will be recommended to the Board for hire.
Goal: To hire an employee who will fit seamlessly into the office.

Need Identified in 2021 #2: One of the main reasons community development initiatives are so important for the town is to focus on areas of past weakness such as planning, the capital improvement plan, and the master plan. By focusing on these needs, continuing to develop strategic planning for the direction of the Town will only enhance our process in the office but also allow the community to understand and participate in the direction we are going. The added staff and the participation of our volunteer boards will allow us to make progress in areas that have fallen by the wayside and communicate the importance to the public. Community Development includes departments in the Executive office that have been present such as Assessing, Planning, Conservation, Zoning, and the Historic District, and working heavily with the Building Department. By bringing them together it allows for a cohesive, forward-thinking approach that has not been obtained at this point. It is a much-needed and exciting development for our town. The department strives to be comprehensive in its approach while promoting public participation, collaboration, and informed decision-making through great customer service.

- **Historical Room:** This is a work in progress. In the process of coordinating junk removal for approximately 13 mid-size to large metal items which include an old metal desk, old storage cabinets, and unusable/broken file cabinets. This clean-out has been a slow process but we are finally seeing the light at the end of the tunnel. We have organized, tagged, and sectioned off areas which has been a group effort between the Executive and the Town Clerk's Office.

Goal: Hire subcontractor for junk removal before Spring.

Extra help from other Departments: Matt from the Transfer Station has been helping us every week taking items, making the most out of his weekly trips to the Town Hall, which is greatly appreciated and needed.

Need Identified: Projects that relate to maintenance, cleaning, storing, moving are always difficult for our office as we are running out of space and we do not have a dedicated staff member for anything facility-related. This is either done on staff time, which can take away from the public, or done on weekends.

- **TA Training:**
 - ❖ Completed 1st phase of the Certified Public Manager course and have started the second. Classroom hours are approximately 300 hrs. not including the homework and research portion of the course. The second portion will start in June 2022. A Certified Public Manager® program is a nationally accredited comprehensive management development program specifically for managers in federal, state, and local government. The program's primary goal is to improve the performance of public sector managers and the organizational performance of state, local, and federal governments. It is a comprehensive course of study by which public managers can acquire and apply the best practices and theory to their management behaviors and strategies using prescribed sets of professional competencies. The curriculum uses theory as the foundation and applies it to practical problems facing the participants, their agencies/departments, and the citizens. Those who complete the program are awarded the Certified Public Manager® (CPM) designation which is a registered service mark of the National Certified Public Manager Consortium.
 - Some of the many benefits to CPM participants include the following: The enhancement of personal leadership strengths; An increase in intergovernmental networks and communication; An increase in personal effectiveness; Innovative solutions; The promotion of quality in public service. Successful graduates are eligible for membership in the American Academy of Certified Public Managers. In addition, in New Hampshire, participants can earn undergraduate and graduate credit upon completion

of the program with several colleges including New England College, Franklin Pierce University, Springfield College, University of New Hampshire, and Granite State College.

Goal: To complete by 2023

- ❖ NH Government Accounting Certificate program – Ongoing; many delays in training due to COVID but still on the path to completion.
Goal: The completion of this course was extended due to rescheduled curriculum into July 2022.
- ❖ Payroll-
Goal: Learning payroll as a backup, to make sure when the Finance position transitions the process will be as smooth as possible
- ❖ Recertified as a notary in October of 2021.- Completed

Staff Training-2021:

2021 Budget and Finance Workshop- This is an annual, two-day session that should be attended by the TA and Finance Officer and highlights changes to the process and updates at the State and Federal levels. Although the information is very dry, it gives a great insight into the municipal budget process.

- ❖ **Administrative Assistant-** The Art of Welfare, the Right to Know Law through NHMA, Valuing Diversity, Preventing Workplace Violence, Religious Discrimination, and Accommodations, Ladder Safety, Employee Privacy, Disability Discrimination and Accommodation (ADA), Cyber Security Basics, Resolving Ethical Issues, Interpersonal Communication Skills and various other Primex training.
- ❖ **Community Development Director-** Training in Interpersonal Communication Skills through Primex.
- ❖ **Research and Information Clerk-** Training in Interpersonal Communication Skills, the Importance of Performance Feedback, Managing Conflict: A Collaborative Approach through Primex, trained in the process of data entry and payments of vendors, and enters, records the revenue for the Town Clerk/Tax Collector reports, confirm the deposit so that the revenue is on the bank statements.
- ❖ **Deputy Town Clerk Tax Collector-** Cybersecurity Risk, Ergo Net- A training guide for healthy office workers, JLMC Primer, Preventing Workplace Harassment for employees, Meeting the delegation challenge.

Goal: Staff training for 2022 has not been identified but will be established through the review process.

- **Forms:** Revised employee evaluation form and created a department head evaluation form- Completed to fillable form.
Goal: One of the goals for 2022 is to convert other forms to fillable for easy use. Currently, there are a total of 26 forms that have been converted, not all are in public use at this time but will be reviewed.
- **Town Policy Book/ Website:** Prepared pdf version of town policy book to start updating in 2022 and sent out to all Dept. Heads. One of the main goals for the Board of Selectmen is to revise the policy book, updating policies and ordinances. The first portion of scanning the current binder and sending it out to Board members and Dept. Heads have been completed.
Goal: The HR forms will be the next on the list to revamp as it is a goal in 2022 to get a Joint Loss and HR page up and running on the website. This will help alleviate questions from other departments, make it easy to use for everyone and it will also help the transition next year as we move to a full-time HR/ Finance role.
- **New Employees:** Training new employees in the municipal process, welfare, and workflow in the office currently.
This is a work in progress and will continue throughout 2022. It takes up to two to three years for an employee to become fully integrated into the Executive office processes.

Goal: Train staff for a more productive office, better workflow, strengthen the pace of work and alleviate the current load on employees.

- **Implementation of HR tool – GT;** It has been a slow start, as only a couple of departments are using it actively.
Goal: I have not focused on this software but after writing the 2021 reviews between now and March it is my objective to integrate its weekly/monthly processes. It is easy to use, it just has to become a habit now.
- **Personnel policy/ Wage Scale:** Review and coordination of the policy, completion of the policy after an additional meeting, and official Board of Selectmen approvals still pending. The collaboration has come to an end. The physical process of typing it up, review, and approval by the Selectmen are the three steps left in revamping the personnel policy. The other item that goes hand in hand with the policy is the wage scale which will be worked on in 2022.
- **Staff management:** Staff management and interpersonal facilitation between departments and staff include coordination, communication, and mediation.
Goal: This is an ongoing objective and goal. Upkeep on the interpersonal workings of an office/organization is important, especially with adding new employees.
- **Deputy treasurer-** No change
- **Deeding:** Coordinate tax contracts, calls, and legal matters- Successful deed process this year and one repurchase.
- **Legal:** Legal coordinator and liaison for the Board of Selectmen- **Goal:** Ongoing, weekly basis
- **Communication- Part 1-**Heavy communication to all department heads- **Goal:** Ongoing and weekly basis
- **Communication Part 2 -** Weekly communication with the Board- **Goal:** Ongoing and weekly basis
- **Complaints:** Processing, communicating, and follow-up to ensure resolution when one can be found-
Goal: Ongoing task
- **Meetings:** Meetings with Cable Consortium, Dept Heads and staff, Joint Loss, BOS, Budget Committee, ZBA for staff relations, contact for the Energy Committee, Cemetery Trustees, Trustees of the Trust Fund, and other community-based groups.
Goal: Regular communication. Continue to facilitate good working relationships with Boards, volunteers, Dept. Heads and others to provide a cohesive atmosphere with those in the community.
Goal: For the Cable meetings, this process will continue over the next couple of years, it is ongoing. Matters that need approval are presented to the Board.
- **Meeting Prep:** Meeting preparation, coordination, development, and processing, along with providing full support to the Board of Selectmen on all Board made initiatives.
Goal: Even though this is an ongoing, annual task for a minimum of 24 Board of Selectmen meetings, 9 Budget Committee Meetings, 12 Dept. Head Meetings, 12 staff meetings, quarterly Joint Loss Meetings, and every other month Cable Meetings, the constant effort with delivering informative material for good decision-making process is very important, necessary, and non-stop. I am always planning for meetings. These listed here scratch the surface of meetings that I do attend and do not include the meetings I could attend. This is not all-inclusive of what this office manages for all other Boards.

Budget: Budget development, planning, and coordination & Board and committee coordination

Goal: Produce an annual calendar/ outline to include the budget process on the State level, Town level, Dept./ Staff level, Boards/Committee level, and Outside Organizations level. This will help everyone with the big picture approach for processes, gain perspective of the whole process and what that means for others, and allow for a smoother process during an extremely busy time of year that lasts six months.

- **Update finance policy-** This has been completed, implemented, and shared. Future items can be developed and included.
- **Introduced credit card program-** This has been completed and implemented. Depts. are doing well submitting their receipts.

Need Identified: Billing is slow, statement tracking in the future will be needed

- **Maintenance project management:**
 - **Academy Building and Old Town Hall**
 - Retaining wall- Completed
 - Heating – OTH- Completed
 - Roof- Completed
 - Parking Lot- Completed and striped
 - Plumbing- Completed;

Needs identified for 2023- Antifreeze to the heating system, kitchen heating needs to be fixed, system/zone tagged and charted for easy identification for vendors and staff.

- Electrical- Ongoing items but items done in 2021, light to emergency door, outside outlet repair, and flag pole lighting repaired
- Flag Pole fixed- Completed
- **Bridge projects:** Approximately 95% Completed waiting for topcoat and road repair to the portion of the road above the bridge.
- **ARPA funds:** Providing research, coordination, training as information is released since it is being run as reversed grant funding program.

Need Identified- Roads, large-scale project, Meadow Pond, Sergeant Rd, and Meeting House.

Goal: Place plan in action, ARPA reporting in April, move forward with the process, may take two years.

- **Old Town Hall/ LCHIP:** Submission of the plan before work in the Spring is being done currently. Hopeful to have help with the Stewardship Plan from volunteer John Dickey, Steve Bedard will be acting as the GC on the project.

Goal: Timely submission and regular updates to the Board

Academy Building Needs for 2022: This list is not an inclusive list of all projects for the season

- | | |
|---|--|
| 1. Ceiling Repair in the auditorium | 9. Sign landscape |
| 2. Structural Engineer | 10. Brickwork inspection on chimneys |
| 3. Plumbing- Repairs | 11. Look into the issue with the sidewalk in the back lot on the east side of the building |
| 4. Annual cleaning of AC units | 12. Look into acoustic panels and reach out to the audio company |
| 5. Painting basement level stairway | 13. Sound dampening for Executive office through wall hangings. |
| 6. Drainage for Northside of the building | |
| 7. Window & outside foyer cleaning | |
| 8. Junk removal | |

Main Focus: The main objective for the office in 2022 is to concentrate on written processes and workflow, getting the Executive Office settled and working cohesively. This process is time-intensive due to the many changes this office has experienced over the last 6 years. The written process currently doesn't exist for this department. It will involve everyone's participation and efforts on top of our regular daily work.

Most of our training will be job-specific this year as we have added new employees and learning to use current software to its full capacity.

There is much work that still needs to be done, prioritizing time and efforts for those needs are imperative to workflow and future accomplishments. When the foundation is strong, future success will come with much greater ease. I am looking forward to 2022 and having the time needed to accomplish these goals.

Respectfully,

Heather Carpenter- Town Administrator



TOWN OF GILMANTON

FIRE DEPARTMENT
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Chief Paul J Hempel III Deputy Chief Dennis Comeau

02/10/22

To: Gilmanton BOS

From: Chief J. Hempel

2021 Goals and Objectives recap. 2022 vision.

2021 was a busy year for Gilmanton Fire. We have worked diligently on efficiencies in our day-to-day operation. The department answered 650 calls for the year.

During the year we saw the resignation of two of our full-time staff members, as they moved on to busier departments. The department advertised for the vacancies and we were happy to add both Paramedic Brandon Wood and Adam Rague.

The department navigated the COVID pandemic. Many calls were answered and the department managed many Covid related calls. This called for staff to practice additional safety measures through out the year. The staff handled all calls with professionalism and caring.

A new water/ Ice rescue sled was purchased and training was completed. This unit will assist with both water and ice rescue incidents.

Guardian tracking employee management tool was implemented and training was attended by Chief Hempel.

Our 2020 AFG grant for the IW Station Plymovent system was brought to closure with the system installation.

Chief Hempel completed an 8-week Supervisory training program hosted by the State of NH. Classes and assignments were completed in the following modules. Leadership Foundations, Creating a Positive work environment, Effective Communication, Conflict Competence, Performance Management, Work Management.

All portable and mobile radios of the department were reprogrammed through the State of NH radio grant.

The department acquired a forestry fire pump and skid tank unit for the off-road utility vehicle. This will allow units to access off road fires and mitigate incidents efficiently.

Chief Hempel wrote several grants to access both State and Federal funding. These grants funded a Power load system for our A1, 2 Medivaults to secure Narcotics, an additional Nitronox Nitrous system, Protective clothing, Equipment to bring A2 in Paramedic capability.

A truck committee was formed and met through out the year. This group was charged with developing the specifications of our replacement engine for engine 3. The committee worked diligently and gathered information from a number of manufactures. The committee determined that Lakes Region Fire Apparatus and Alexis manufacturing provided the best Engine to meet the needs of our department.

It appears that 2022 will shape up to be a busy year. With the successful adoption of the proposed budget and warrant articles requesting additional staffing and a replacement engine we will be engaging in a change of our current response model. With the addition of two fulltime Firefighters, Gilmanton Fire will embark on 24-hour coverage for the first time in its history. This is an exciting prospect that will ensure our level of service stays consistent through out the day.

The hiring process for these positions will occur mid-March. A targeted start date of July is anticipated. Our current staff will be working aside probationary members to get them prepared for their service to the community. The implementation of a new model will keep staff busy as we adapt to a new way of delivering services.

A successful vote on our Engine will see a delivery in approximately 10 months from order date. The truck will be manufactured in Alexis III.

During 2022 an Ambulance replacement committee will begin to explore options for the replacement of 9A2.

2022 will see the addition of 9A2 to a licensed Paramedic unit. Currently 9A1 is licensed at the Paramedic unit. Through grant funding we have acquired the necessary equipment to get this unit licensed at the medic level. We have also added a Paramedic to the call staff that will be responding from the Corners district.

Chief Hempel will participate in a number of supervisory classes offered through the State, building on the knowledge base received from the Supervisory Academy.

2022 looks to be an exciting and progressive year for our personnel and our agency.

Yours in public safety

Chief J Hempel



Goals and Objectives for 2022

Transfer Station

1- Goal-Take care of the discrepancies that the fire and building inspector found.

Brush burn area: I need to have the soil tested before I can have it removed, and Eastern analytical needs to be able to test all around the pile. And until I get rid of this pile and rebuild area, we will not be able to except any brush.

2- Compost area needs to be cleaned up. I would like to advertise and let the town residents have it first.

3- the pile of glass that is crushed, again let the residents have as much as they want. I am working with the NRRRA to find someone to take the glass, at this point I am waiting to hear back from them. I am also looking to redo the area down back. Maybe moving the burn pile to where the metal pile is and put the metal pile were the burn and glass area is and have the freon items on one side of the metal.

4- We are working on, and have some of the hazard's area taking care of. The exit doors are free of debris all paints and flammable liquids items are put in fire proof cabinet; we have refrained from collecting stuff. The office area has been cleaned up the work bench area has been picked up, I am working on painting the bathroom and finishing the office. Some of the exterior items will be addressed when the ground thaws, like trash witch we do every spring anyway as well as any debris that has been blownen or buried from plowing.

5- I have 3 projects that I will be working on this summer. The roof over the compacter 1, also the siding on the hut and replace the exit doors that are rotted. I have all the material for these projects. I am looking for help to do the roof, and time. I don't mind doing the work but I need the hours.

6- I am working on my budget for next year 2023. I want in my budget a line for tools and equipment. We need a new grapple bucket to move metal, demo, baling and brush. We need a snow blower and a lawn mower,

7- we are thinking about how to keep the front of building neater and eliminate trip hazards and to help with the flow of people. One thing we are thinking is

paint lines for where things go and where people are not to go and more signs, I will look into signs though NH the beautiful.

8- I am looking into more training for my staff and myself. Training for me. management, computer training and DES training for us.

9- I will try and figure out what I need to do to get 3 more people to work here, with vacations and sick it is very difficult to be down even one staff person.



GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401
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Matthew Currier
Chief of Police

Casey Brennan
Sergeant

Administrative Assistant Bonan continued to meet with her NH LEAP (NH Law Enforcement Administrative Professionals) **COMPLETED**

Administrative Assistant Bonan completed a training to deal with Workplace Intruder: Smart Preparation for Personal Safety. **COMPLETED**

Administrative Assistant Bonan took part in a training for Interpersonal Communication Skills. **COMPLETED**

As for myself I signed up for FBI LEEDA courses to complete my Trilogy training. This was 3 weeks of Supervisor Leadership, Executive Leadership, and Command Leadership. I received my Trilogy Award. **COMPLETED**

I took a Drug Awareness, Identification and Safety for First Responders in 2021. **COMPLETED**

I completed a CPR and AED certification in 2021 as a way to help citizens and FD members while on shift. **COMPLETED**

I took part in a Domestic Violence and Lethality Assessment Protocol training in 2021. **COMPLETED**

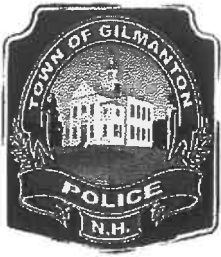
My goal was and still is to return to full staffing, and remain fully staffed. **COMPLETED**

As always, our goals include getting everyone home safely to their family each day. **COMPLETED**

Respectfully,

Chief Matthew B. Currier

PO Box 190 – 297 NH Route 140
Gilmanton, NH 03237



GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401
Fax: (603) 267-7403

Matthew Currier
Chief of Police

Casey Brennan
Sergeant

Dear Board of Selectmen,

REF: PD GOALS 2022

I have met briefly with my staff and we have talked about some goals for the Department for 2022.

As the Town continues to grow, and the world becomes increasingly more dangerous we continue to train and do what it takes to keep this town safe. Last year I mentioned that I'd like to begin conversations with the board about adding more full-time police officers to our department in the near future. Gilmanton Police has been staffed with 5 full time officers since 2005. I think it's time to add a 6th fulltime position. This will work towards having more than one officer on most shifts.

The 2022 goals and trainings set for individual officers/staff members are as follows:

Officer Dahmke will be taking part in a multiday training in Stowe Vermont for a Trauma Informed Sexual Assault Training.

Officer Dahmke continues to work more and more with the Child Advocacy Center while investigating Juvenile cases. As juvenile issues continue to grow Officer Dahmke will continue trainings in this area as they become available.

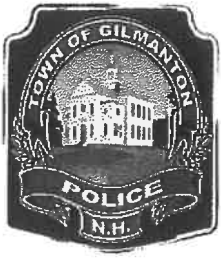
Officer Dahmke will use our newly acquired accounts with PoliceOne, and will complete online courses throughout the year.

Officer Dahmke will be looking to take part in an ARIDE (Advanced Roadside Impaired Driver Enforcement) school when it becomes available.

Officer White was assigned as the primary evidence technician for the Police Department. He continues to work many hours and has gotten the evidence room better organized. Every item is properly cataloged, and stored. Officer White is now in the process of obtaining Court Orders for destruction of older items.

Officer White will be signing up for Accident Reconstruction classes in order to be added to the BRAIT (Belknap Regional Accident Investigation Team)

PO Box 190 – 297 NH Route 140
Gilmanton, NH 03237



GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401
Fax: (603) 267-7403

Matthew Currier
Chief of Police

Casey Brennan
Sergeant

Officer White will use our newly acquired accounts with PoliceOne, and will complete online courses throughout the year.

Officer White may take part in an ARIDE (Advanced Roadside Impaired Driver Enforcement) school when it becomes available depending of scheduling.

Officer Akerstrom is signed up for the 2nd and 3rd week long classes of the FBI LEEDA (Law Enforcement Executive Development Association) Trilogy. The Trilogy is a 3-part training which he will complete in 2022. This will assist in moving him to a permanent leadership role in the department.

Officer Akerstrom will use our newly acquired accounts with PoliceOne, and will complete online courses throughout the year.

Sergeant Brennan is working with the state J1 program for grants on electronic submission equipment, to see if these items can be acquired, if there is a benefit to the Department.

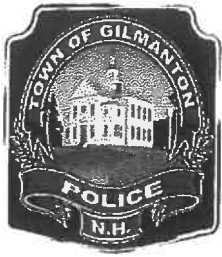
Sergeant Brennan will be taking part in a multiday training in Stowe Vermont for a Trauma Informed Sexual Assault Training.

Sergeant Brennan and I will be working on a "spoke and hub" project of IMC (our records management system. The project would link GPD with other agencies, and our dispatch center.

Administrative Assistant Bonan will be working towards making a process manual for her position throughout the year.

Administrative Assistant Bonan will continue to meet with her NH LEAP (NH Law Enforcement Administrative Professionals) Association members each quarter, and updates for her position as they happen.

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I will be working with Sgt. Brennan on a "spoke and hub" project of IMC (our records management system. The project would link GPD with other agencies, and our dispatch center. After the first year our cost should drop, and it would save about an hour per shift, per staff member, by not having to re-input data into our system that dispatch has already entered on their end.

I am also seeking to attend a FBI LEEDS or FBI LEEDA Conference. These are multi-day events, to meet with, and learn with Police Chiefs from all over the country. Sometimes these fill up, and if that is the case, I will be seeking to attend another police leadership course.

With Robin talking about retirement I will be seeking to fill her position as I am made aware of specific dates, and plans going forward.

Another goal of mine is to remain fully staffed. I believe that a fully staffed department offers a better relationship to our towns people. Seeking the 6th position will only increase our presence, and will help response times be faster than when there is only 1 officer on duty.

As always, our goals include getting everyone home safely to their family each day.

Respectfully,

A handwritten signature in black ink, appearing to read "M Currier #601".

Chief Matthew B. Currier

PO Box 190 – 297 NH Route 140
Gilmanton, NH 03237

Town of Gilmanton Highway Dept

Town of Gilmanton

The Town of Gilmanton is situated in Belknap county, and is approximately 60 square miles in size. 3,945 people reside in Gilmanton as of the 2020 US census. Surrounded on all sides by the towns of Alton, Barnstead, Belmont, Canterbury, Gilford, Pittsfield, and Loudon. With such a large area covered there are many different types of terrain situated throughout town. The town is separated into 3 Different sections: Lower Gilmanton which is the located by the intersection of NH Route 129, and NH Route 107. The Iron Works Which is located off of NH Route 140 in the area of Crystal lake. Finally, the 4-corners which is in the area surrounding the intersection of NH Route 107, and NH Route 140. Connecting the town is Approximately 70 miles of road. Both gravel, and paved with about 25 of which being paved, and 45 being gravel.

Department Over View

The Highway Dept. is responsible for Maintaining, and plowing Approximately 70 Miles of both paved and dirt roads throughout town. To achieve this the town currently has 3 hired full time employees, as well as 1 road agent which is elected. Most day to day operation are completed by the full time employees. With some work being completed by sub-contractors. As well as the use of sub-contractor to help with plowing in the winter months. Work is completed out of the highway dept. shed located at 770 stage road. With an additional sand/ salt shed located off Allen's Mill Rd. on the other side of town. The town Operates, and maintains a small fleet of equipment. This includes 2 john Deere loaders, 2 6-wheeled dump trucks, 1 Ford F-550, 1 John Deere backhoe, and 1 Caterpillar Road grader. With most light Maintenance, such as brakes, oil changes, small electrical problems, body repair, etc. being done in house.

Department objectives

First and for most the most important objective is to provide the best possible service to all residents, and non. that travel on town-maintained roads throughout town to ensure safe travel. With this the development of a plan to maintain roadways, and drainage throughout town in the best, most efficient way possible is key to achieve this. As well help preserving a positive, and organized working environment that could help maintain staff, and possible attract more. All well continuing to maintain, and develop a strong working relationship with other town departments. As well as the residents that we all serve.

Department Goals

Provide and Maintain service to all town-maintained roads. In both winter, and summer months to allow for safe travel by all vehicles, pedestrians, and all other users. As well as staying well educated in the best practices to achieve this in a safe, efficient, and time effective manner.

Summer/ Fall Operations

- Grade gravel roads
- Dig existing, and establish ditches
- Clean, and replace culverts
- Help with paving projects
- Clear brush, and trees from road right ways
- Taking train classes to stay educated with current practices
- Removing leaves from sides of road to promote good drainage
- Maintaining Fleet
- Road sign replacement, and repair

Spring Operations

- Put up weight limit signs
- Attend to any mud that develops on road
- Open culverts, and drainage points to help with snow melt run-off as well as rain
- Raking road to help smooth pot holes on dirt roads
- Cold patching pot holes that develop on pavement
- Removal of sand from paved roadways, parking lots and some side walks
- Removal of weight limit signs

Town Equipment

Equipment

- 2019 John Deere 544H Front-end Loader
 - Turbine blower for leaves
- 2004 John Deere 544H Front-end Loader
 - Broom attachment for sand
- 2004 John Deere 410G Backhoe
- 2003 Cat 143H road grader
- 2017 International 6-wheeler
- 2022 Ford F-550
- 2004 Freightliner 6-wheeler

