



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVED

Board of Selectmen Meeting

April 18, 2022 - Academy Building – 5:01 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Warren, Vice-Chairman Vincent Baiocchi, Selectmen Evan Collins, Town Administrator Heather Carpenter, Ron Nason

Public: Joe Haas, Dave Strang, Laura Robertson, Susan Kelley LeClerc, Paula Gilman

PUBLIC HEARING – Transfer Station Fees – Background information provided. Ron expressed that pricing has been a struggle and recouping the money for various items. They are charged to dispose of certain items. Upon researching other towns and their fees it was discovered the fees were varied. He feels the fees requested are fair. He would like to add fluorescent light bulbs to the list but does not feel additional items need to be added to the list at this time. A discussion was held involving Light Commercial Haulers and whether they were keeping up with their permits and if they are beneficial. Ron stated there haven't been too many commercial electricians that have been dropping off bulbs, and he wants to discourage the contractors from doing that. Selectmen Collins suggested adding 2-foot bulbs to the list as well.

Public Input –

Laura Roberts – Questioned where the fee schedule was listed. Ron Nason clarified these fees are listed on the Transfer station page on the website.

Dave Strang – Will pricing, regardless of what it is, allow for burning brush at the landfill? Ron stated not at this time. The back area needs to be cleaned up and there is no safe place at this time to burn. Once everything is cleaned up, he stated he would open it back up for residents, but not commercial haulers.

Chairman Warren wanted to clarify that the brush burning was open for conversation about whether he would be bringing the brush burning back. Ron stated he didn't see any reason why the residents couldn't bring their brush to the transfer station once everything is cleaned up and there is a safe place to burn.

Joseph Haas – Wanted to know how many items have freon. Ron stated freon was scheduled for pick up next week, but there are 35-40 air conditioners and 25-30 refrigerators and once pumped they will be scrapped. Joe suggested something listed that states prosecution for illegal dumping of any of these items containing freon.

Dave Strang – Are the materials removed to allow for burning, is this considered clean fill, and if yes, can it be advertised. Ron confirmed yes, it is a clean fill per DES. Mark Warren confirmed the clean fill has been advertised on social media.

Motion: *On a motion by Chairman Warren and seconded by Selectmen Collins, it was voted to approve the Transfer Station price list from 2020 with the added items of the 2/4-foot bulbs at \$.50, the 5/6-foot bulbs at \$.75, and the addition of the 8-foot at \$1.00 and the price list will remain the same as it currently is published.*
The public hearing closed at 5:21

MEETING MINUTES APPROVAL

1. 04-04-2022

Motion: On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren, it was voted to approve the minutes of 04-04-2022. (3-0)

CONSENT AGENDA:

- 2. P.O. – Bergeron Protective Clothing –** Protective clothing funded by FEMA Grant - \$8,537.09. This is for the Fire Department.

3. P.O. – LaClair Electric – Repair and upgrade electrical – Transfer Station - \$17,000.00. This will be utilized from the Transfer Station Capital Account for Building Repair and Maintenance. The balance on this account is \$20,082.25.

4. Assessing Items: Credits & Exemptions – These are veteran credits, reason to deny or grant these credits are listed, 109-019, 418-031, 128-021, 108-009, 418-072, 133-054, 113-021, 419-038, 423-044, 126-012, 110-035, 424-044, 104-019, 116-016, 418-085. Yield Tax & Warrant – 423-009, 405-066 & 067, 425-010, 405-013.

Motion: On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to accept the consent agenda as presented and recommended by Department Heads. (3-0)

COMMITTEE UPDATE

7. **Conservation Commission Appointments** – All appointment requests are Commission recommended

- Patrick Hackley – Request for reappointment to a 3-year term
- Paula Gilman – Request for reappointment to a 3-year term
- Thomas Dombrowski – Request to appoint as a full member to a 3-year term
- Ron O'Connor – Request to appoint as a full member to a 2-year term

Energy Commission Appointments

- Nate Abbott – Request for a 2-year term, oath verbiage change, expiration April 2024
- Dick de Seve – Request for reappointment, Expiration April 2023
- Sue Hale-de Seve – Request for reappointment, Expiration April 2023
- Cynthia Paulin – Request for reappointment, Expiration April 2025
- Aimee Ruiter – Request for reappointment, Expiration April 2024
- Vincenzo Sisti – Request for reappointment, Expiration April 2025
- Elise Smith – Request for reappointment, Expiration April 2024

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Commission and Committee Appointments as read by the Town Administrator. (3-0)

NEW BUSINESS:

8. **2004 Fire Truck** – Request to move forward with the sealed bid posting. The Select board is able to get rid of equipment through a sealed bid or by auction. A sealed bid posting was presented for the Board to approve. The fire truck cannot be picked up until after the new truck has been received.

Motion: *On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to go forward with the process of a sealed bid for the 2004 tandem axel fire truck that is currently in service. (3-0)*

9. **Signing Authority Discussion** – Process for items approved via warrant articles and prior grant approved by the Board. TA Carpenter questioned whether she has the signing authority or whether the Board would like to sign these. A discussion was held on concerns for larger requests, and cash flow, the Board believes they should be responsible for it but further discussed their concern for timelines.

Board Consensus: If it is a preapproved purchase or warrant, TA Carpenter will have a handle on the cash flow.

Motion: *On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to authorize the Town Administrator to take in grants and warrants that have been preapproved by the Board of Selectmen and/or the town vote for her to sign off on those release of funds. (3-0)*

COMMITTEE UPDATE (cont.)

5. **Conservation Committee** – Paula Gilman and Susan Kelley Leclerc– Grant request for the Tom Howe Barn restoration and update on the Kelley Corner School House. Updated was presented by Susan

Kelley LeClerc on the Kelley Corner School House on the outside restoration and bringing the electricity up to code, new chimney liner, and painting. They received an additional grant for the interior to repair holes, repaint, have new countertops installed, and the floors will be redone this spring/summer. They would like to apply for the Moose Plate Grant to assist them with redoing the roof as they are concerned with damage to the interior due to the heavy snow load in the winter. A letter is requested prior to June from the Board to apply for the grant to enable them to meet the mid-June deadline.

Paula Gilman – There was a dedication to Tom Howe for the Meetinghouse Barn last August, renamed the Tom Howe Barn. The barn requires significant restoration. They are working with the Gilmanton Historical Society to use it as a museum and have presentations there. In order to apply for a grant to restore the barn, it needed to be a state-registered historic building. They are eligible but not on the registry yet because they needed to know historical owners, historical agricultural products, and historical founders. She has a few other items to research, but being eligible she requires the Board's approval and a letter of support to apply for the Moose Plate Grant to preserve the barn.

Motion: *On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to support and write a letter for the grant on the Kelley Corner School House. (3-0)*

Motion: *On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to support a Moose Plate Grant and write a letter of support for the Tom Howe Barn, 245 Meeting House Road. (3-0)*

6. **4th of July Committee** – Adam Mini- Request for park usage. In the past Crystal Lake Park was used for the fireworks display. He requested information on how the process of use is different this year. Vice-Chairman Baiocchi clarified the 4th of July event and the Labor Day event where the two community events would be allowed usage of Crystal Lake Park. Stipulations included the park being cleaned, trash taken out, bathrooms cleaned, and kitchen cleaned up to the original condition. TA Carpenter clarified events not able to be conducted are parties, weddings, etc., with the exception of two events approved in 2021, because there are not enough staff hours. Discussion held on whether Fire Department and Police will be present for events, insurance liability coverage, and concern for public safety, as well as permits, required. Coordination for the event needs to go through TA Carpenter.

PUBLIC COMMENT – 7:00 p.m.

- **Barbara Gault Gantz – 181 Joe Jones Rd.** – Comes before the Board to address her frustration with how the road is taken care of. She has had issues with snow blowing and grading. She has addressed the issues with the Road Agent, Town Administrator, and Selectmen's Office. There is a turn-around spot across from her house, the plow turns around there, but does not do the rest of the road. Her propane delivery company has difficulty delivering to her house, the road gets washed out, it is not graded, or raked. She stated she spoke with TA Carpenter and Road Agent two weeks prior and he was supposed to come out because her road had been missed, but that had not happened yet. TA Carpenter clarified a previous conversation where a highway department employee did not bring the grader down to the end of the road because the grader didn't go down that far due to it turning into a non-maintained portion of the road and the employee was going to talk with the Road Agent about this. She also clarified that the road was still soft so the grader did not go down because they didn't want to sink and create a larger problem. She spoke with the Road Agent and he stated between Wednesday and Thursday that he would be out. TA Carpenter expressed that she was going to talk to the Road Agent about the washouts, reiterate the issue, see what he believes the issues are compared to the statements made by Mrs. Gault Gantz and get the process of solving the issues moving forward. She would like to get a grading schedule to be put together and put this information online so the community knows about a general timeline, weather permitting.

NEW BUSINESS (cont.)

- 10. Auditor RFP** – Review, discussion, and approval. This RFP is larger due to the GASB rules and changes. The MS-535 used to be completed by the Finance Department but is now done by the auditors. TA Carpenter expects by 2024 there will be more rules and regulations, Finance will no longer be able to be a part-time role, and it will need to be well versed in these updated rules and regulations. The RFP presented would be for a 3-year contract. This year the audit is being done by Plodzik & Sanderson. It is not recommended to have a new auditor every year. This RFP will be published and it will be sent to the ones who are interested in receiving it.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the RFP for municipal auditing service as presented in draft form. (3-0)

OLD BUSINESS

- 12. Plumbing Quote Comparison** – Academy Building – A quote from Rowell's for Glycol and updates that are required were received. Additionally, a quote was received from Constant Comfort. The quote of \$10,000 was submitted for the glycol in comparison with Rowell's for \$16,000. There was a discussion with Constant Comfort about not adding glycol because it will cause problems in the future because of the age of the pipes in the building, however, it is the recommended way to proceed. Maintenance for the piping and updates will need to be added to the budget in the future to keep up with any problems with pipe corrosion that may arise. Constant Comfort was interested in being the main contact for the Town for service and it is understood if we are to move forward with that their availability would be required.

- ☐ **Action Item:** TA Carpenter to follow up with Constant Comfort on the Wi-Fi Thermostats and check pricing for this as well as the riser to combustion makes up air to prevent cold drafting and freezing.

SELECTBOARD ITEMS, FYI, & OTHER TOPICS

- 13. Board Items** – RFP update – Chairman Warren presented the RFP for the roads. If the Board decides this RFP is acceptable, it would be released tomorrow 4/19. The proposals are due May 16th. Anyone interested in the project would meet with the Road Agent on April 29th, the Road Agent would mark the trees that need to be removed and go over specifications. The Board will familiarize themselves with the contractors and decide on Monday, June 6th. Notice to proceed will be issued on June 7th and require the work to be completed before freezing happens or before November 15th. Due to funding, it may only be a single road project for Sargent Rd. or Meetinghouse Rd. but bidding is requested on both. Inspections are to be done by a Clerk of the Works; this position will need to be hired and payment will come from a portion of ARPA funding. Schedule: May 4th, 9:00 a.m. Pre-bid meeting. May 16th, proposals are due. June 6th, the contract will be awarded.

Motion: On a motion by Vice-Chairman Baiocchi and seconded by Selectmen Collins it was voted to accept the RFP as presented and post it starting tomorrow. (3-0)

Motion: On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to post-hiring a clerk of the works for this project for Sargent Rd. or Meetinghouse Rd. (3-0)

- ☐ **Action Item:** TA Carpenter to research the Clerk of the Works positions in surrounding towns to get an idea of job details, and general payment for the project and will send the information to the Chairman for review. The position for the Clerk Of The Works is to be posted in the Laconia Daily Sun, Town website, NHMA, as well as physical postings.

- 14. DRA 2019 Update** – Review completed.

Board Consensus: The 2019 DRA can be posted on the website.

- 15. Schedule Update** – The Casella representative will be meeting with the Board at the May 2nd meeting to discuss landfill space issues. There is opposition from Save the forest, lakes, and trees group.

188 **OLD BUSINESS**

189 **11. Academy Building Closure – ½ day Friday and Wage**

- 190 • TA Carpenter discussed wages approved, Parks and Recreation and Cemetery were not on the list of
191 employees. Clarification was requested because they are seasonal employees whether the Board wants
192 to approve the 52 weeks giving them retro pay from this point forward.

193 **TA Recommendation:** Pay seasonal employees from this point forward, this includes Park Attendant,
194 Sexton/Grounds Keeping, and additional groundskeeper. This would be the three (3) percent COLA for
195 these individuals.

196 **Board Consensus:** Board agrees that seasonal employees shall begin their COLA in a seasonal fashion.

- 197 • Deputy Treasurer appointment runs out in April. The TA is currently the Deputy and has been for many
198 years. It was discussed with Treasurer if he wanted to do something different or have someone else in the
199 office be Deputy Treasurer. Both prefer it to be in-house to avoid signing issues. The Treasurer provided
200 a letter to the Board stating he would like TA Carpenter to remain Deputy Treasurer per Board approval.
201 A discussion was held on the appointment and what makes sense for the office and employees, as well as
202 the delegation of duties. The Treasurer recommends the current process because it is efficient and works.
203 The select board would like to have the Town Treasurer attend the next board meeting to gain some
204 clarification on expectations.

205 ☐ **Action Item:** TA Carpenter to notify Town Treasurer to attend next Board of Selectmen meeting.

- 206 • TA Carpenter addressed the work schedule as has been discussed previously. It has been requested that
207 the Board considers half-day Fridays. This alteration was discussed in the budget discussion and is needed
208 to the workload that has been present for the last two years, the fact the staffing levels are still not at the
209 level where production can run smoothly. The following factors are the reasons for the need to be
210 granted; There is no over-time budget due to the default budget, when issues arise that leave the office
211 without staff and the other full-time staff are maxed out on their hours the burden falls on one individual,
212 and the part-time staff hours cannot be changed due to prior agreements. One staff member has been
213 left alone in the building to prepare for meetings, assist the counter, and answer phones, and it is not
214 recommended. It has been understood that one staff member will not be allowed to be left alone in the
215 building during open business hours. Further discussion was held regarding positions, coverage,
216 workload, and hours. The previous Boards believed that an employee alone was not appropriate during
217 open hours for safety reasons. Additional information was given regarding new hires, hours, and staffing
218 of the office once she is trained. One month of solid training to get an employee within the Executive
219 office to be trained on the basics, one-year for the employee to be completely trained and three years for
220 an employee to feel completely comfortable in the role even with prior municipal experience.

221 TA Carpenter expressed concern about the completion of the workload and requirements. This year the
222 Admin. Assistant needs to be trained on what she was hired for and the CDD will be training the CDD
223 Assistant, there will be less time for TA Carpenter and the CDD to do their own work while they are
224 training. TA Carpenter expressed that the staff is not being given adequate time to be able to complete
225 the workload appropriately and the expectation is high. The increase to the open hours of the Town Hall
226 was approved by the Board, Tuesday being closed to the public was the practical way to offset hours in
227 the budget. The offset is no longer present.

- 228 • Review of PAFs for the cemetery and Parks and Recreation. Grounds will increase to \$15.54, the
229 Sexton/Groundskeeping will increase to \$18.57, and the Crystal Lake Park Attendant will increase to
230 \$16.74.
231 • Chairman Warren wanted to update on the roadways. A conversation was held with Hoyle and Tanner
232 who will be putting together a proposal for the Board for options on Meadow Pond Road.
233
234
235

236 **SELECTBOARD ITEMS, FYI & OTHER TOPICS (cont.)**
237 **16. NON-PUBLIC pursuant to RSA 91-A:3, II (a)**
238 **Motion:** On a motion by Chairman Warren, and seconded by Selectmen Collins it was voted to enter into non-
239 public. (3-0)
240 **Motion:** On a motion by Chairman Warren, and seconded by Selectmen Baiocchetti it was voted to come out of
241 91-A:3, II (a). (3-0)
242 The statement that the minutes need to be sealed was made.
243 **Motion:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to seal the
244 non-public minutes. (3-0)
245
246 **Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to adjourn the
247 meeting. (3-0)
248
249 **Adjourned 8:07 P.M.**
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251

252 Respectfully Submitted,
253 _____
254
255 **Approved by the Board of Selectmen**
256 _____
257 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectman Evan Collins