



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Board of Selectmen Meeting**

**APPROVED** 4/18/2022

**April 4, 2022 - Academy Building – 5:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**Public:** Jay St. Jean, St. Jean Auctioneer, Jim St. Jean Auctioneer, Joe Haas, Chris Booth

**NON-PUBLIC Under RSA 91-A:3, II (a) – Employee**

**Motion:** *On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to go into a Non-Public meeting. (3-0)*

**Motion:** *On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of the Non-Public meeting. (3-0)*

**MEETING MINUTES APPROVAL-Directly following non-public session:**

1. 03-21-2022

2. 03-23-2022

**Motion:** *On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve the minutes of 03-21-2022. (3-0)*

**Motion:** *On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the minutes of 03-23-2022. (2-0) Selectmen Collins, abstained from being absent with notice.*

**CONSENT AGENDA:** Vice Chairman Baiocchetti – recused.

3. **P.O. – Nutter Enterprises – 1,240.91TNS 1 ½ crushed stone - \$18,849.58, discount applied roughly \$340.00.**

4. **P.O. – LRMFA – Dispatch Services – 2022 Invoice #16312 - \$40,094.99.**

5. **Personnel Action for Fire Department –** Call Department – Chief Hempel presents to discuss. Slight adjustments have been made to hourly rates that fit within the parameters of the budget. Per Diem rate is at \$17.50/hr. and has remained lower. The increase is requested to remain competitive and keep personnel. The rates listed are dependent on certifications and rank. Previously, requests were submitted to Finance and were added to the system, he is trying to follow procedure and have Select Board review changes. Wages need to be evaluated. They've been able to maintain staff, but the rates are lower comparatively. Their call personnel is difficult to keep but the Fire Department needs them and he would like to review the rates and compensate them fairly for their certifications and dedication. Chairman Warren questioned if Chief Hempel has thought about the budget and what the increased line items would look like. Chief Hempel responded he had not and their rate is based on usage. He feels it's funded accurately and doesn't foresee an issue.

6. **MS-232 Department of Revenue Form –** Approval and signature required. This is the default budget paperwork that Finance submits to DRA.

7. **Assessing Items:**

**Private Road Agreements**

47

414-039

130-045

48

**LUCT & Warrant**

104-019

49

415-051

131-051

50

**Abatement**

**Timber Tax & Warrant**

51

417-045-Tax

405-002

52

**CAI Technologies tax map maintenance contract**

**Motion:** *On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to approve the consent agenda as stated on the agenda for April 4<sup>th</sup>, 2022. (2-0) Vice Chairman Baiocchetti, recused.*

**COMMITTEE UPDATE**

- 8. Energy Committee:** Nate Abbott- Chairman – Discussion regarding the process of funds from Warrant Article #11. Sarah Thorne has redone the recommendation for projects to be done. Joe Lajewski is a representative of NH Electric Co-op and helps to advise on projects and be sure the appropriate rebates apply. And because there are potential rebates to apply to the lighting project, they are connecting with him, getting an RFP out for the lighting and a second RFP for the weatherization projects. The sum of the projects is \$38,000 and a contingency of 10 percent. Due to inflation, they will not know the actual cost until they get bids. Sarah Thorne stated that Chase Pennoyer from Resilient Building Group could do a site walk-through with the potential bidders so they understood what the job entailed and ask questions. He can also come at the end and do a walkthrough. Sarah also shared that she is moving and will be resigning from the Energy Committee, but will be happy to help during the process. Selectmen Collins suggests putting out bids for lighting first. Vice-Chairman Baiocchetti asked who will be writing the RFP. Sarah Thorne clarified that the Town would write them and Joe Lajewski could review them. They have discussed with Joe, electricians who have done this kind of work and understand the process. TA Carpenter explained the process of publishing an RFP. Sarah Thorne also clarified that Joe Lajewski can advise on the specifications of the job to enable the town to get the rebate because he knows about the technology and installation process. Nate Abbott clarified for Vice-Chairman Baiocchetti that someone would be paid to be a clerk of the works for the project. Requirements for the electrician would be a Master Electrician's license. For the weatherization portion, they would be relying more on reputation and references. TA Carpenter stated she would like the committee to write the RFP, and she will forward it to the Board she requested he come up with the pay structure and scope of the work for the clerk of the works, which we could place on the website.

☐ **Action Item:** TA to find an example of an RFP and email it to Nate Abbott.

**NEW BUSINESS:**

- 9. Land Auction Price Review - \$3,250.00.** St. Jeans present to discuss the auction process. They presented the fee structure and information on what deeded properties have been sold for by the county. They have been in business since 1982. They have previously held auctions at the Academy building under the old administration. They generally do these on Saturday mornings at 10 a.m. to allow for the public to be present. Presented is a budget and fee structure that is based on a buyer's premium with no minimum or reserves. The intention is to get them sold, back taxes paid, and get the parcels on the tax rolls. There is a 10 percent buyer's fee charged. The \$3,250 is what they would spend on marketing, and this is paid out of the proceeds from the sale. The properties were viewed and concerns were addressed with discussion on property clean up and what they are worth cleaned up and sold as they sit. Other properties they have sold have written in that they are required to be cleaned up in a certain amount of time. Properties that have been clean-up recoup the money out of the proceeds and sale, along with back taxes and interest. This is the peak of the market and recommended sooner to hold the auction. The Province Rd property could possibly bring in \$50,000 to \$75,000 range with no cleanup, cleaned up it could be over \$100,000. The property on Allens Mill Rd. could bring in \$25,000 to \$40,000, as is. This property has a 90-day noticing process but could go up to 120 days. The goal is to go to the auction by the end of summer. TA Carpenter suggested September. The cost of cleanup was not budgeted appropriately due to rising costs. St. Jeans will

need a list of abutters, anybody in town that has expressed an interest, and DTC to draft a memorandum of sale and conduct open houses if possible. Vice-Chairman Baiocchi requested clarification on the properties in Sawyer Lake and if they could be offered to the abutters. TA Carpenter clarified they would not be offering specifically, only to the abutter but they are notified. TA Carpenter questioned if they need to know the amount owed from back taxes. Jay St. Jean stated it's not necessary, but a minimum for the bids could be set. TA Carpenter also clarified for the Board that if the properties are sold for higher than the back taxes the remaining amount goes back to the prior property owners, the only amount recouped for the town is back taxes and any fees incurred. The conversation was held on the cleanup of the properties. TA Carpenter explained clean-up for both properties is underfunded due to changing costs. The Allens Mill property has structural damage and there's a concern for someone going inside. One of the additional structures is good, but the other need to be removed. Chairman Warren is inclined to remove anything that is an unknown, such as the barrels, but to leave the properties "as is" and list a stipulation for cleanup. Remove vehicles if the Town is able.

**Motion:** *On a motion by Vice-Chairman Baiocchi and seconded by Selectmen Collins it was voted on signing the contract from St. Jeans Auctioneers. (3-0)*

☐ **Action Item:** TA to see if the Road Agent would be able to do a certain amount of cleanup.

☐ **Action Item:** TA to contact legal on the clean-up of the properties.

- 10. Primex** - Payment for a claim, request to use towards repair - \$1,120.89. This was for damage on the 2019 ambulance from the Deer strike. Notification from Primex stated additional repairs were needed in the amount of \$161.72 so there will be an additional check. Chief Hempel's request is to use the funds from Primex for the repairs so it does not come out of the budget. TA Carpenter agrees with this.

**Motion:** *On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren voted to accept the Primex funds amount of \$1,120.89 and the \$161.72 that has not been received yet, for a total amount of \$1,282.51 and to further use that amount to fund the ambulance repair. (3-0)*

## **OLD BUSINESS**

- 11. Update 2022 Scheduling Notice** – Arrearage, Impending Tax Lien, Impending Tax Deed – No presentation, just updated date from the Town Clerk/Tax Collector for review and understanding. Chairman Warren asked for clarification and there will be no further contracts and only moving forward with the current process of tax deeding. TA Carpenter confirmed.

- 12. Default Budget** - The Board requested TA Carpenter scenarios for a 3 percent for July forward, 3 percent being paid out of ARPA additionally from the 3 percent provided from the budget, and then 3 percent for 52 weeks. The 3 percent proposed one-time stipend/bonus without benefits is \$35,519, with benefits being \$40,715. NH Retirement was contacted, even though it's not a wage, it is reportable.

The positions that the Board upgraded in 2021, on the proposed scale in 2022 are not included, because they have already received their increase in advance. 52 weeks at three (3) percent could be fit within the current budget.

**Board Consensus:** Three (3) percent increase for 52 weeks. ARPA funds will be used for roads.

**Operating Budget-TA Recommendation:** Most departments' budgets can be resolved within the default budget. The concern is General Government Buildings and Transfer Station are underbudgeted. The recommendation is to utilize some of the surplus from the Welfare budget to offset these.

**Motion:** *On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to approve three (3) percent raise across 52 weeks for applicable positions for the year 2022. (3-0)*

☐ **Action Item:** TA Carpenter to get an operating budget as adjusted within each department for the next meeting.

**PUBLIC COMMENT – 7:00 p.m.**

- Joe Haas – In reference to the above discussion he believes one employee should reference RSA 275:43, I (a) and request that a portion of their pay is taken in lawful money which would cover 3 percent. In October the Town should receive the tax rate from DRA, this gives the Town six months to work on it. RSA 32:5 states that when you go to a deliberative session there is supposed to be a disclosure or discussion of other sources of income, then the state allocation comes in, and the remainder is what is taxed. He questioned whether the abatements turned into the town have been viewed, but he will send out an email for everyone to review.
- Chris Booth – 130 Griffin Rd. – He wondered what the description of passable is in reference to the roads. He stated he cannot get his car or motorcycle down the road. Chairman Warren drove down this road today, and there was one spot gravel was added. Chris did state that when they call the road agent, he comes out. Chairman Warren let him know the road agent had advised a couple of roads that will go out to an RFP to begin the process and Griffin Rd. is not one of those roads, but they are aware of the concerns the residents have.

**SELECTBOARD ITEMS, FYI, & OTHER TOPICS**

**13. Board Items**

**RFP Proposal, Chairman Warren:** Two roads have been proposed by the road agent. All work necessary to be done is included, tree removal, stump removal, excavation, underdrains, fill, as well as cut sheets for specifications. The recommendation is when the RFP goes out that those who are interested in bidding meet with the road agent to have a walkthrough on the proposed roads.

Sargent Rd. and Meetinghouse Rd. are the two roads proposed. They are bus routes and through roads. Chairman Warren disclosed he lives on Meetinghouse Rd. and stated he will recuse himself from making any decisions pertaining to this road. RFP will go out, bidders will meet with the road agent, and when the bids come back the Board will determine the cost and decide if both projects can be done, or if they will only be able to do one. Discussion held to determine whether the Road Agent will be inspecting the project as it is being done or whether to hire a contractor. The person working with the Road Agent on this has experience in the field, he is interested, as a taxpayer, and wants to help the town through the process. Chairman Baiocchetti suggested for the clerk of the works. Chairman Warren suggested getting the work that needs to be done on Meadow Pond Rd assessed to get an idea of the cost. Selectmen Collins suggested getting started on the crowning, ditching, and culverts to get us through until the bigger projects can be started. TA Carpenter stated that the RFP can go onto NHMA, in the newspaper, and the town website.

Discussion held on the bonding process for insurance. There are contractors interested in the project and don't believe they'll have a problem getting the work done this year.

**Minimum Road Standard Example document:** TA Carpenter discussed based on previous requests from the public, information has been researched regarding culverts, ditching, and RSA states that replacing culverts, and cleaning culverts are clearly outlined that it is the responsibility of the homeowner. Chairman Warren questioned if initiating a policy like this would have to be initiated through Planning. He suggested having planning look at the document and give feedback. TA Carpenter confirmed that it would be.

**Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to make an RFP for Sargent Rd. towards Guinea Ridge Rd. (3-0)

**Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to make an RFP for Meetinghouse Rd. from the paved portion to the intersection on Meetinghouse Rd. to Stone Rd. (2-0) Chairman Warren, recused.

☐ **Action Item:** Research what sites the bidding for the roadway can go on.

☐ **Action Item:** Research how the bond gets written into the RFP.

- ☐ **Action Item:** Review the Road Assessment to find out the length of the roads of the two roads.
- ☐ **Action Item:** Town of Gilford minimum road standard to be presented to Planning Board for review and comment.

**14. Board Items – Policy – Vice Chairman Baiocchetti – Employee Complaint Policy.** This document will deal with the administration of the policy, investigation of the complaint, disposition of complaints, and investigation, if it goes to a criminal investigation, it details how to deal with that as well. Employee verification form attached and rights which would be read to the employee. Department Head receives a complaint, if it deals with Department Head it would go to the Selectmen would assign a Department Head suitable to investigate against violation of policy to remain unbiased. Discussion held on contents of the policy, investigation, and RTK. TA Carpenter clarified any policies put together by the Board goes through legal counsel.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to take the Town of Gilmanton Complaint Policy and allow the town council to review it. Corrections or suggestions will be brought back to the Board for review. (3-0)

**15. Public Hearing –**The public hearing for the Transfer Station Fees will be held on April 18<sup>th</sup>. The Board would like to discuss the entire fee schedule, one update has been recommended by the Manager.

#### **OUTSTANDING ACTION ITEMS**

- ☐ **Waste Contract for 2023 –** No update. Selectmen Collins checked with Ron on additional numbers and only Waste Management has responded. Waiting on numbers from Casella and Pinard, information from Concord Co-op has also been received.
- ☐ **Auditor RFP –** She had a few edits but hopes to finish this week.
- ☐ **Social Media Policy –** Samples have been reviewed and how they can be tailored for the Town. She would like to complete this in the next month.
- ☐ **Casella –** A meeting has not been organized yet for this.

**Board Consensus:** Vice Chairman Baiocchetti to meet with Department Heads to review job descriptions and updates. Review all of Belknap County as a comparable, requesting an average increase for the last two years, insurance co-pays, and vacations.

**Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve the Non-Public minutes for 02/02/2022, 03/21/2022, and 02/07/2022 are sealed. (3-0)

**Motion:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to adjourn the meeting. (3-0)

**Adjourned 8:21 P.M.**

Respectfully Submitted,

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins

