



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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DRAFT

Board of Selectmen Meeting

June 20, 2022 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

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

Public: John Dickey, Steve Bedard, Joe Haas, Wayne & Marjorie Lovering

PRESENTATION & DISCUSSION

1. **Old Town Hall Project 2022/23 Update:** Presented by Steve Bedard and John Dickey. Steve requested verification on the check received for \$70,000 from LCHIP and town funds are set aside for the project, confirmed by TA Carpenter. John stated monies received were 50 percent of the grant that was requested. Steve updated that it has been difficult to get anyone to come out and give quotes. They are seeing 15 to 25 percent increases in materials. 2x4 were at \$3.00, and are now \$9.54. Electrical outlets for floor outlets were \$45 and are now at \$95.00. Plywood is \$100.00 a sheet, it was \$35.00 a sheet. It's been hard to keep anyone on track when it comes to a contract. The exterior painting and window repair costs were all locked in previously. Currently, some of the windows have storm windows, but they do have a quote for additional storm windows. Most of the work to be done on the building is specialty work and only someone qualified or experienced can do the work. RFPs may be available to rebuild the frame, basic improvements, finish the auditorium floor, and carpentry on some minor miscellaneous areas. They are meeting with Jim Laclair on 6/21 to review the electrical scope of work and are currently waiting on a call from the plumber that the town has used. Not a lot needs to be done with the plumbing, point of use water heaters at the sink in the kitchen, and bathrooms and removing old water heater. The Grant allows the town until the end of 2023 to complete all the work. A 10 percent contingency was carried over in the budget for oversight of the project and review. Steve and John will take care of this so this money will not be spent. Selectmen Collins asked if there was anything that was needed that they are unable to get right now; they responded that the ramps, electrical, and copper piping. John gave appreciation as the President of the Historical Society that the Selectboard is allowing them to use the building for their meetings. There is only one meeting not taking place at the OTH, but will be at the Tom Howe Barn, on Saturday, July 23rd for the grand opening of the Historical Society Art Museum housed in the barn, and the Flax Festival from 10:00 to 2:00.

☐ **Action Item:** Find out how much the check is for the OTH from LCHIP.

MEETING MINUTES APPROVAL

2. 05-25-2022 Public & Non-Public RSA 91-A:3, II (a) Employee

3. 06-06-2022 Public Minutes

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Non-public minutes from 05-25-2022. (3-0).

Motion: On a motion by Chairman Warren and second by Selectmen Collins it was voted to approve the public minutes from 06-06-2022. (3-0)

CONSENT AGENDA

4. **Acknowledgement:** Second payment for the Locality Equipment Grant Payment of \$7,220.70. The Locality Grant was approved for up to \$50,000.00.

5. **Assessing Items:** Timber Yield & Warrant, 404-014, 413-017 & 018, 103-003; Private Road Agreement, 405-084.

Wayne & Marjorie Lovering – Vice Chairman Baiocchi questioned whether a fire truck could go down the road and get around, Wayne confirmed, yes. Wayne stated that there was a lot of logging done on the property so there is plenty of room. Chairman Warren stated that the Planning Board did make a recommendation for the upgrade of the road and asked if they were in agreement to that. The roadway would be 16 ft. wide, crowned, ditching being 2 ft. on each side of the road, and emergency turnaround with size specifications from the Fire Chief, which he has made, and then 18 in. of bank run gravel, or 6 in. minus the 6 in. bank run top on it. Which is road construction minimum standards. This is the recommendation that has been brought to the Selectboard and Wayne & Marjorie are willing to meet those standards.

- ☐ **Action Item:** Approved Private Road Agreement, send Lovering's the memo for the Private Road Agreement so they have the road standards they need to follow.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the consent agenda as presented. (3-0)

OLD BUSINESS

6. **Energy Conservation Project** – The Clerk of the Works Applicant Review with a written recommendation from the Energy Committee. The Board discussed the two qualified candidates, the process of the RFP and the review of the candidates, and the recommendation submitted by the Energy Committee.

- ☐ **Action Item:** Reach out to Nate to let him know Chase Pennoyer was hired and reach out to the other candidate and thank him for his submission.
- ☐ **Action Item:** Hold \$70,000.00 from Road Improvement until we have the assurance that both projects are fully funded.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to accept the recommendation from the Energy Committee and hire Chase Pennoyer from Resilient Buildings Group. (2-1)

NEW BUSINESS

7. **Primex** – Contribution Assurance Program (CAP) for CY 2023 -CY 2025: Property and Liability.

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and condition of Primex risk management poll membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.

This is a three-year contract and would not go up more than 9 percent per year.

Motion: On a motion by Selectmen Collins and seconded by Vice Chairman Baiocchi it was voted for the Chairman of the board to sign the Primex contract for the years January 21st, 2023 through December 2025. (3-0)

- ☐ **Action Item:** Sign the Primex form as TA

SELECTBOARD ITEMS, FYI & OTHER TOPICS

8. **2022 Roads Update** – Chairman Warren – Proposal from Hoyle and Tanner with assessments for Meadow Pond Rd, the culvert that needs to be rebuilt, and the widening of the road. Hoyle and Tanner provided options and pricing, for the Town's budgeting purposes. There was discussion on the dry hydrant that has been giving problems since the bridge was reconstructed. When the water drops between the end of July and September, EARTH is supposed to come out and assess the hydrant. Fire Chief has been in communication and continues to monitor the situation, and he will follow up with EARTH. Chairman Warren stated they cannot move forward with the road project until EARTH rectifies the problem. Chairman Warren also addressed using some of the infrastructure funds for the Sargent

Road project. The work needs to be done so they will need to have a conversation with the Road Agent on using some of the Road Betterment funds as well to complete the Sargent Rd. project. TA Carpenter clarified that the Board wanted to use the money from ARPA to move forward on Sargent Rd. That leaves roughly \$65,000 that needs to be pulled from somewhere, so the Road Betterment money is potentially available. This money is able to be utilized instead of the infrastructure funds because this will have to be utilized for other projects and additional funds will need to be added. A discussion was held on where funding should come from. The Board would like to see the majority of the funding come from Road Betterment. TA Carpenter stated that he is currently working on the ditching project in Lakeshore Dr. and the Road Agent had stated that paving was imperative this season. TA Carpenter was also able to confirm additional funds from the Highway Block Grant but was unable to confirm when they would be received. July is the release of funds from the DOT, between \$260,000 and \$309,000 of additional funding, but TA Carpenter was unable to confirm the amount. The Selectboard asked if Highway Department had given a list of projects and TA Carpenter confirmed yes, but that he had not given a timeframe, an update has not been received yet. Currently, there is \$120,000 in Road Improvement fund. Block Grant has \$79,000. TA Carpenter stated a minimum of \$65,000 needs to be left in that account. TA Carpenter discussed the changes over time with the Highway Block Grant and the specifications of using it.

Chairman Warren would like to hold on the Hoyle and Tanner proposal and address at next meeting because the hydrant will need to be addressed prior to moving forward with the proposal. The plan is to have numbers in place so the Board can make a decision whether to write grants for the project. A discussion was held on the dry hydrant and whether it worked before road work was completed. Vice Chairman confirmed it worked, and then it stopped, but people living in the area do not have water, and this included Camp Fatima, as well as lower Gilmanton. Selectmen Collins asked if someone could fix it. TA Carpenter stated that they cannot figure out why it is happening and they have to wait for the water to drop. The Meadow Pond project will have to come out of the infrastructure fund.

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectmen Collins it was voted to hold \$70,000 in the Road Improvement Fund, 4319-731, to cover existing road projects. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the proposal of Hoyle and Tanner to address Meadow Pond as proposed in their proposal which gave a recommendation of the work that needs to be done and a budget that goes along with it, \$14,220 taken out of the infrastructure fund. (3-0)

☐ **Action Item:** Communicate to the Road Agent that \$70,000 from the Road Improvement line needs to be held until the Board has the assurance that both road projects on Sargent Rd and Meeting House are fully funded.

☐ **Action Item:** Reach out to Josif at Hoyle and Tanner regarding the proposal for Meadow Pond Rd.

☐ **Action Item:** Reach out to Jimmy from EARTH to discuss the dry hydrant.

9. 2022 Policy Review – Vice-Chairman Baiocchetti – The ordinances are the boat access area, the dog ordinance, hawkers and peddlers. These match the statutes now. Loon Pond Parking, a discussion was held on the language in the ordinance. Loon Pond boat launch is Town-owned, Selectmen Collins suggested closing the boat launch if it is owned by the Town and there is no parking. TA Carpenter stated there are no signs currently posted and Vice Chairman Baiocchetti stated that signage will have to be put up and post no parking. Chairman Warren asked who came up with the value of the penalties? Vice Chairman Baiocchetti stated it was Chief Currier. Chairman Warren questioned the load limit, and Vice-Chairman Baiocchetti stated that the current one is not legal and deals with bridges, not roads. TA Carpenter suggested road closures deemed by appropriate officials be noted because these are required for Grant applications and the background documentation is required. A discussion was held on the fine amounts pertaining to oversized trucks, snow obstruction, and removal. Ordinances need to go to legal for approval and a public hearing will be scheduled in July. Chairman Warren asked if at the Public

Hearing the changes that were made to the ordinances will be outlined? Vice Chairman stated that Chief Currier will be at the public hearing and can speak to the changes. TA Carpenter suggested a voter's guide and Chairman Warren agreed a short narrative would be helpful to ask informed questions. Further discussion was held on oversized vehicles and fine allocation.

- ☐ **Action Item:** Weight limit posted for commercial vehicles– up to \$1,000 fine
- ☐ **Action Item:** Traffic- Specify the parking area of the Town Offices
- ☐ **Action Item:** Send ordinances over to legal
- ☐ **Action Item:** Schedule a Public Hearing for ordinances in July
- ☐ **Action Item:** Chief Currier to write a brief narrative of the changes made to each ordinance
- ☐ **Action Item:** Road use form during seasonal restrictions needed, to be placed on the website

10. Internal Control Survey – TA Carpenter – These fit in with ordinances, policies, and job descriptions and are for how much is understood about the organization and where potential flaws could be. This will be given to Selectboard and Department Heads and the survey should give an idea of where weaknesses are. This was part of TA Carpenter's class on Internal Controls for the financial certificate.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to go into Non-Public RSA 91-A:3, II (c). (3-0)

NON-PUBLIC Pursuant to RSA 91-A:3, II (c) – Update remaining tax contract. This meeting was held to discuss the current contracts and the adherence to the payment schedule.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to come out of Non-Public RSA 91-A:3, II (c). (3-0)

Board Consensus: All contracts that have not been completed will be deeded during the next deed schedule.

PUBLIC COMMENT-7:05 p.m.

- Joe Haas – Discussion held on gates and bars restrictions, and ordinances. Further discussion was held on District Representatives for the Town of Gilmanton, and he is requesting them to be invited to discuss state funding.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to go into Non-Public RSA 91-A:3, II (I)

NON-PUBLIC pursuant to RSA 91-A:3, II (I) – Legal review of Employee Complaint Policy.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of Non-Public RSA 91-A:3, II (I). (3-0)

Board Consensus: Vice Chairman Baiocchetti will take the original document that had been sent to legal and make minor adjustments for clarity. Once the policy is approved, the Vice Chairman will go to the Department Head Meeting to discuss implementation.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to go into Non-Public RSA 91:1-3, II (e). (3-0)

NON-PUBLIC pursuant to RSA 91-A:3, II (e) – This meeting was held to review the finalization of the Varney Rd. matter.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of Non-Public RSA 91-A:3, II (e). (3-0)

Adjourned 8:11 P.M.

Respectfully Submitted,

190 **Approved by the Board of Selectmen**

191 _____

192 Chairman Mark E. Warren Vice-Chair Vincent A. Baiocchetti Selectman Evan Collins