



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

August 2, 2021 - Academy Building – 5:58 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Vice-Chairman Vincent Baiocchetti, Selectman Evan Collins, Town Administrator- Heather Carpenter

Excused Absence: Chairman Mark Warren

Members of the Public Present: Maura Thomas -TC/TX, Chief Hempel-Fire Dept., Lori Baldwin, Paula Gilman, Thomas Dombrowski, and Rich Maher

PUBLIC MEETING MINUTES APPROVAL

- 07-19-2021

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Collins it was voted to approve the minutes of 07-19-2021(2-yes-0-no). *Selectman Warren absent with notice.*

CONSENT AGENDA

1. Assessing Items – Yield Tax Map 405-13 & 11, 418-125
2. Amendment to the Consent Agenda: Event Permit - Camp Fatima Road relay, Police approval received.

All items in the assessing category have been approved as recommended.

MOTION: On a motion by Chairman Collins to approve for Chairman to sign for the Board for the Camp Fatima Road Race approval as amended (2-0)

COMMITTEE UPDATE

3. Appointment of Ron O'Connor to Alternative Member of Conservation Commission.
4. Request from Lori Baldwin to form a Trails Subcommittee: There is a core group of volunteers interested in maintaining trails that are strictly under the purview of the Gilmanton Conservation, respecting easements that are not open to the public. There is an interest to work with all the groups that are using the trails, like the Gilmanton Snowmobile Club. There are over 30 properties that have trails on the Conservation land that would be utilized and maintained for the public. The Subcommittee will have members that will require appointment and approval. Explanation of subcommittee requirements including minutes and public notice. Lori requested guidelines to avoid "missteps". The Conservation Commission has a Facebook page where the Subcommittee is requesting volunteers and information about the trails. It was recommended to us caution as comments cannot be deleted once they are posted. Discussion on fund raising and whether or not there was a need for 501(c)(3) or if there could be a fund for the Subcommittee under the Conservation Commission. TA used the Fire Department as an example to explain how donations work for them and the need to specify what the monetary donations should be used for.

TA Recommendation: The group was informed of the guidelines, expectations, legalities of being a Subcommittee, with an overview of how meetings are conducted and website is updated. TA offered Lori a walkthrough of RSA 91-A transparency.

Board Consensus: To appoint Lori Baldwin, Soren Denlinger, Thomas Dombrowski and Rich Maher for the Gilmanton Conservation Trail Subcommittee.

- ☐ **Action Item:** Find out from legal counsel the logistics of a fund for the Subcommittee under the Conservation Commission or if a 501(c)(3) is required. Inquire how funds are set up to accept donations.

MOTION: On a motion by Chairman Baiocchetti and Chairman Collins it was voted to approve the appointment of Ron O'Connor to Alternative Member of Conservation Commission and appoint Lori Baldwin, Soren Denlinger, Thomas Dombrowski, and Richard Maher as the Trail Subcommittee for the Gilmanton Conversation Commission.

The amount of sub-committee members is to be determined in the near future.

OLD BUSINESS

5. Town Clerk/ Tax Collector- Follow-up regarding Tax contracts, waivers, and deeding: Any request for tax contracts, determination of those request will need to take place in non-public session under (c)- Reputation

Update on collections – 1st issue tax bill was at \$370,000.00 last time and the current unpaid property balance is at \$278,000.

All Tax Deeds have been drafted and signed; further discussion will take place in non-pubic session to review.

All Waivers have been drafted and signed; further discussion will take place in non-public session to review.

Tax Deed Process – Deeds will be filed with the Registry by the end of the week or early next week. Tax Clerk/Tax Collector a 10-day window once Deeds are recorded to notify the Selectmen that a refund any balance on a property that has been paid. Tax Clerk/Tax Collector expects to notify the Selectmen by August 16th Board Meeting, at which time, there will be a 30-day window to process refunds.

Next Tax Bills are to be issued in November. Tax Clerk/Tax Collector will continue to update Selectmen.

August 2nd is Deeding day for all Tax Contracts that have been signed and first payment will be due the second week of September to give a grace period. Tax Clerk/Tax Collectors Office will be closed for the Labor Day Holiday on September 6th, open on September 7th, but closed from September 8th through 10th for a Conference, but Tax Clerk/Tax Collector's Office will honor anything dropped off in the drop box or mailed in for that date. All payments thereafter will still be due the second week of the month and falls on Selectmen meetings dates, which will allow the Tax Clerk/Tax Collector to update Selectmen on any defaults. Next BOS meeting for updating Tax Deed information will be September 20th at 6:00 p.m.

Deeds for every parcel waived or not waived were signed off on and given to the Selectmen, so that per contract, should there be a default, the Deed can be recorded at the registry.

Request from Selectmen for the start of budget to have last year's figures versus this year's figures at next meeting. Tax Clerk/Tax collector will bring monthly comparison report with monthly balancing to budget meeting.

☐ **Action Item:** Tax Clerk/Tax Collector to run a historic report on tax figures for comparison.

NEW BUSINESS

6. APRA/LFRF-Payment received, \$197,497.02

MOTION: On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchetti it was voted to accept the amount of \$197,497.02 for the American Rescue Plan Act first payment to be deposited into the General Fund, future use to be determined. (2-0)

A public hearing will be held in the near future.

7. Fire Department-Proposal for an adoption of special detail rate by Chief Hempel. Special detail rates were precipitated because they were asked to participate in detail for the Loudon Race Track with engine and manpower to assist with the race exiting. Several of the crew participated, assisting in the event. Chief Hempel conferred with the Loudon Fire Department on what they charge and they charge the Loudon Race Track \$30.00 an hour and pay the personnel \$24.00 for their detail. There is disparity between other agencies, Police, County level, State level are all billing at different rates and Loudon would like to address and set rates differently. With another event coming up for the Timberman detail, it was timely to discuss Gilmanton Fire Department detail rates. He did some research on detail rates in the surrounding areas, discussed with Gilmanton Police Department and came up with a rate sheet that details hourly rate for employees, department officers, and apparatus. Each would be billed at a different rate and in the billing is included for personnel a (inaudible) for the Town for their costs if there is retirement for them. Rate proposal for Firefighter/EMT's will be billed out at \$65.00 per hour, personnel would receive \$40.00 per hour, and \$35.00 per hour would go to the Town, \$50.00 per hour for the fire engine and tanker, ambulance will be billed out at \$50.00 per hour, emergency management trailer will be billed out at \$40.00 per hour, utility will be billed out at \$40.00 per hour. This encompasses all assets, sets a rate for them, and explains the direction they want to take. Finance provided Chief Hempel with a calculation table, revenues, which provides advantage for both parties with the expectancy of maybe one to two details yearly. Fire Department bills the Town of Loudon \$30.00, personnel are being paid \$25.00, \$5.00 is used to cover the other expenses. Town of Loudon was billed last week and they will be reimbursed a total of \$810.00. Chief Hempel will forward that information to Town

Administrator. Chief reiterated there are not many details done but expressed there needs to be a mechanism and availability to bill.

August 22nd, the Timberman bicycling portion of the event is coming through Middle Route in Town, he will be requiring there be a separate ambulance on hand for that, day crew will not be on for this event. Finalization for this is in progress.

Chief Hempel was informed he needed to apply for a grant of \$46,000.00 for an emissions exhaust system. The grant was approved/received and he will follow-up with additional information on this as it has not been officially announced yet.

A public hearing for the grant will be held in the near future.

Follow-up on the Staffing Grant will begin to be awarded within the next two weeks. He is hoping to hear more information on this.

MOTION: On a motion by Chairman Baiocchetti and Chairman Evans to accept the Fire Department detail, \$50.00 per hour for an engine or tanker, \$50.00 per hour for ambulance, (inaudible) management trailer, (inaudible), or utility truck, or ATV (all terrain vehicle) are each at \$40.00 per hour, manpower will be \$65.00 per hour, and \$40.00 per hour for the employee.

☐ **Action Item:** TA will discuss with Finance the semantics of revenue as it comes in and call DRA for line specific information regarding the funds and budgeting.

8. Retaining Wall – Academy Building – The retaining wall at the back of the Academy Building is rapidly deteriorating and needs to be addressed. Due to drainage, there a possibility of erosion to the concrete backing and brick fascia. There has been significant movement to the wall and it is separating. The present problem is finding contractors to do the work for the retaining wall, the drainage and coordinating the schedule. The preference is to find a contractor who can do the site work, excavation, retaining wall, and possibly brick. Fascia will possibly have to be done next year to match what is currently there. The retaining wall and drainage should be addressed this year. The Building Inspector assessed the project and does not think it will last through the winter given how quickly it has progressed. Given what has been stated about the drainage and how it could affect the parking lot in the future, underdrainage should have been budgeted for before the parking lot was redone, unfortunately the extent of the drainage issue was unknown.

There are a few different concepts and this is dependent on the contractor. One thinks a cistern would be good and another said that it would fail the parking lot in the future and suggested cutting into the parking lot and drain out to the water way, another believes that going along the exterior of the building so drainage gets dropped in, tear up the walkway which will be included in this project, and drainage can go through the backside of the property to the waterway that way. Draining this way would move water towards generator and propane tanks so this does not seem the most feasible. A French drain is also a possibility, but there still could be a logistics problem with this portion. The easiest route would be to cut into the pavement, but TA does not want to take that route due to the pavement just being redone. There is over \$16,000.00 in the building budget and there is potential to take it out from other areas if needed, but currently we do not have a quote. The brick work was potentially \$16,500.00. We are unaware of how much drainage will be needed but if the concrete retaining wall needs to be done, brick work can be done at a later date. Building a concrete retaining wall is the least expensive way to proceed currently if the current wall has failed. There is an issue getting contractors to come out, one did not want to touch the project as it was not beyond his scope of work, another could quote us and put the project on for 2022. Another contractor is coming out this week and could potentially fit the project in, but needs to assess first. The amount drainage needed is unknown at this point. The contractor coming out this week does excavation, drainage, and retaining walls. He would be the preference for the project if it can fit in his schedule.

9. Unpaved Road Report- The unpaved portion was not part of the modulation so it will not be comparable to what they received for the paved roads. LRPC stated he could not do the modulation for dirt roads but was able to give a general report. The TA requested updated maps because we received large maps for the secondary item received, but not for the culverts. TA reminded the Road Agent that Dave Jeffers will be coming on the August 16th meeting and would like Paul Perkins to be present to go through it and get the full understanding of the report.

PUBLIC INPUT (at approx. 6:53 PM) -N/A

SELECTBOARD ITEMS & FYI 's

10. Discussion of personnel policy workshop- Scheduled for the last week in August – clean copy to be sent out by the next meeting. Meeting to discuss personnel policy is scheduled for 4:30 p.m.-6:30 p.m. on August 30th.
11. LRPC- The next meeting on August 16th will start at 5:00 p.m. instead of 6:00 p.m. to meet with Dave Jeffers from LRPC to discuss the final Road Assessment.
12. Request for ARPA funds to be used for NHEC and funding for Essential Worker Premium Pay – Not recommended by the TA and agreed by the Selectmen to use money in the budget to work on the roads as intended.

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

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Collins it was voted to enter into non-public session RSA 91-A:3, 11 (C) (2-0).

This meeting was held to discuss the signed deeds and tax contracts for the individual property owners.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve the tax contract for the following map and lots; 108-027, 108-00200, 417-032, 416-011, 122-105, 113-020, 412-01000, 421-001000, and 412-029000,

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to approve the tax deeds for the following map and lots; 420-136, 130-062, 409-079, 118-027001. 131-087, 122-048, 130-042, and 131-083.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II (C). (2-0).

NON-PUBLIC Pursuant to RSA 91-A:3, II (c)-Reputation - Transfer

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to enter into non-public session RSA 91-A:3, 11(C) (2-0).

Action Item: Set up a meeting for August 23rd or August 30th and draft an itemized letter.

MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II. (2-0).

ADJOURNMENT

MOTION: On a Motion by Vice-Chairman Baiocchetti, and seconded by Selectman Collins it was voted unanimously to adjourn the meeting at approximately 8:29 P.M.

(2-0 Voice Vote – Vice-Chairman Baiocchetti, Chairman Collins-yes).

Respectfully Submitted,

Amanda Davis
Recording Clerk

Approved by the Board of Selectmen

Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins