



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**DRAFT**

**Board of Selectmen Meeting**

**August 1, 2022 - Academy Building – 5:03 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**Public:**

**MEETING MINUTES APPROVAL**

**1. 07-18-2022 Public Minutes**

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the minutes of 07-18-2022. (3-0)

**CONSENT AGENDA**

**2. Relay Race:** Camp Fatima Torn Relay Race – Date of Event – 08-03-2022, Time: 3:00 p.m. to 4:00 p.m.

This item has been approved by Chief Currier; one officer will be assigned at a \$70.00 rate with a 4-hour minimum/\$280.00.

**3. IPS:** PO 000900 - \$7,685.00: CET 23 hp Portable Pump-Hydrant Non-Cap 01-0124-0036.

**4. Primex:** Acknowledgement of 2022 Premium Holiday for the CY2022 Property Liability & Worker's Compensation Program: Amount received \$4,534.39 & \$2,352.46.

**5. Primex:** Contribution Assurance Program for CY2023-2025-Worker's Compensation Program. This is the same type of agreement that was on the agenda on 06-20-2022 for Property & Liability.

**6. Resilient Buildings** – Contract Clerk of the Works – Energy Conservation Project.

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

**Motion:** On a motion by Selectmen Collins and seconded by Vice Chairman Baiocchetti it was voted to assign the Chairman as the sole signature on the Primex contribution Assurance program for 2023 to 2025. (3-0)

**OLD BUSINESS**

**7. Auction Property Clean-up** – Update 326 Allens Mill & estimate for 805 Province Rd.

- The cost for 326 Allens Mill was \$5,000, funds left over from the Warrant Article are approximately \$2,000. – TA Carpenter updated the Selectboard that the property has been cleaned up, but the trailer needs to be removed. The steel shed on the property was completely disposed of, the garage is still on the property and this could be fixed up. However, the trailer was completely full of debris and the quote came in too high to have it removed.
- Estimate for 805 Province Rd - \$8,200. – TA Carpenter updated the Selectboard that the quote for this clean-up is the bare minimum. There is not enough in the Warrant Article to clean up this property and the auctioneers said that they might be able to get more money for a cleaned-up property. The Winnebago has to be broken and disposed of; we cannot get it moved. We are trying to move the box truck, because there is a salvage yard that can take it as well as the car that is on the property. The trailer on this property will also be a demo. Highway is picking up the tires. The groundskeeper is mowing the lawn there to assist with clean-up.

TA Carpenter is requesting recommendations for the \$8,200 clean-up for the 805 Province Road property. Currently, the heating system is good in the Academy Building, but the water softener system is an older system and could use replacement because it is insufficient for the building. There are water pressure issues and sediment issues, so she would prefer to reserve additional funds available in case it needs to be repaired or

replaced. Selectmen Collins believes it's still a good market to sell the properties as is and Chairman Warren is in agreement.

**Board Consensus:** The Board has agreed not to move forward on the quote from NH Junk Removal for the 805 Province Rd property clean-up.

TA Carpenter stated that the property clean-up will be written into the purchase and sales agreement at the auction and also as a part of the marketing material.

**8. Building Inspection Report of the Transfer Station** – Follow up from the November 12, 2021 report. This is a base report from the Building Inspector. Electrical has been updated and finished. Transfer Station Manager is aware this is ongoing and he did have contractors coming out for the stairs and trying to schedule that.

**9. Fuel Rate** – For the period of 09-01-2022 to 05-31-2022 #2 Heating Oil \$3.996 per gal., Propane \$2.13 gal. This rate has been locked in.

#### **New Business**

**10. ARPA Funds** – Municipality: Gilmanton, 2<sup>nd</sup> LFRF Payment Amount: \$197,497.02. Most recent budget as of January 27, 2020: \$4,118,181.00. Acknowledged.

#### **Selectboard Items, FYI & Other Topics**

**11. 2023 Wages Research, Policy, and Ordinance Discussion** – Vice Chairman Baiocchetti

- **Wage Research and Discussion**—Chairman Warren questioned if there were particular positions that were not where they need to be. He felt the Fire Chief's wages may be off slightly, as well as the call firemen. Vice Chairman Baiocchetti stated the Administrative Assistant is also below the average for both starting and ending. He noted the Building Inspector is also low, and is part time. The Community Development Director is actually doing Assessing, Planning, HDC, Zoning and the position falls to the lowest paid in the area, as well as the Community Development Assistant. Finance/HR is okay, is a part-time position. These numbers were gathered from all the towns in Belknap County, as well as Loudon, Canterbury, and Pittsfield, and also looked at the last five places our town employees went. All positions in town, full and part-time were evaluated with the exception of parks and rec, cemetery, and groundskeeping. Other towns have a variety of positions so a fair number comparison was not obtained. Chairman Warren added that the reason behind the comparison is to see if we are in a competitive labor market, and knowing it costs the town more money when employees leave. Vice Chairman stated the municipal employees need to be paid just like the private sector. They work hard, they do a lot for the town, and need to be compensated fairly. He further discussed the wage scale and recommendations of adjustment to be determined. Vice Chairman Baiocchetti stated the Fire Chief is also acting as the Emergency Management Director, if this was done for a short period of time, that could be stipend. He suggests taking the stipends and rolling it into his pay and make the Emergency Management Director and Health Officer his duties as Fire Chief. These stipends are already budgeted for, in his budget, and part of his pay. This is a cleaner process for finance. TA Carpenter clarified that a PAF would have to be done for this, and an update to the job description including Emergency Management Director and Health Officer duties, but budgetarily this will be the same. If the Building Inspector was a full-time position her recommendation would be for the Health Officer role to be under his position because he is already the health officer in Barnstead.

**Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to move the Emergency Management Director role and the Health Officer role, along with the stipend into Fire Chief's pay and job description. (3-0)

Chairman Warren noted the recommendation of the Town Administrator at the previous meeting the 7 percent COLA increase for the town employees. TA Carpenter recommended the Board not make a decision and wants everyone on the same page, but wants to adjust the scale first. A full budget with

warrant articles, COLA increase, and department requests will be presented for the preliminary discussion. Vice Chairman Baiocchi stated the increase is still below the CPI for the region. TA Carpenter further discussed the presentation of the full preliminary budget to give the Board time to make adjustments and changes prior to September. Chairman Warren stated if an increase was not done this year, then the employees are going to be making less than they were last year, but in reality, after reviewing the budget it's possible that a 7 percent COLA would not be feasible. Selectmen Collins does not want to face what they went through last year. Vice Chairman Baiocchi stated that if that happened again then services would need to be cut, and they will have to cut personnel. TA Carpenter elaborated that the surrounding town received significant increases and was not working with a default budget. If adjustments are not made to the scale, then the town will continue to fall behind and employees can easily go to another town, and many other towns are doing sign-on bonuses.

- **Ordinance** – The ordinances were updated based on current RSA state laws and in keeping with changes that have taken place within the town. Selectmen Collins questioned the Supreme Court ruling on the Loon Pond Ordinance that was discussed previously, and after looking it up couldn't find where it matched up to our ordinance. He feels this is unnecessary because we have a parking ordinance and feels that it's setting precedence over other boat launches in town. Vice Chairman Baiocchi discussed other boat launches not being a problem for parking. Chairman Warren suggested the conservation land on Loon Pond, there are no residents there, and asked if they could change it to a mile marker instead of a resident's mailbox. The ordinance allows for the enforcement of parking violations, and signs will be added along Loon Pond Road that state No Parking. TA Carpenter stated there are already No Parking signs and just the speed limit signs need to be updated. Further discussed was parking near the boat ramp, narrowness and blocking of the road, and designating a possible parking area within the conservation area. Selectmen Collins finds the ordinance unnecessary and signs can be replaced if there is a dangerous area and there are already laws about parking on the road. Discussion held on the timeline and inability to park on the road as well as a lack of complaints for ticketing due to parking where it was not allowed. TA Carpenter agrees there should be no parking on it, because it's too tight, and is in agreement with Chairman Warren that there is potential to park on the conservation land. TA Carpenter questioned the weight limit ordinance and wanted to know why a weight limit wasn't set. The Road Agent has to list a weight limit every year and it's required to go before the Selectboard for approval and are those signs readily available to the Road Agent. TA Carpenter suggested requesting the Road Agent have a timeframe to meeting with the Selectboard to go over these yearly because they need to know the roads to be posted. Chairman Warren suggested during budget season and they could discuss what roads he would recommend posting then. TA Carpenter would like to have enough time to get the information out to the public and post signs.

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchi it was voted to approve the ordinances as listed and will supersede prior ordinances, the Ordinance per Maximum Weight Limits, the Ordinance in Regulating Traffic, Ordinance for Loon Pond Rd Parking, Ordinance Regulating Snow Obstruction and Removal, Ordinance on Boat Access Areas, Ordinance Regulating Dogs, and Ordinance Regulating Hawkers & Peddlers. (2-1) Selectmen Collins opposes the Loon Pond Ordinance but agrees with the other Ordinances.

**12. Budget Update** – Preliminary Budget discussion to be held on August 15<sup>th</sup>.

**13. Gilmanton Snapshot Draft Concept** – A glance of the total town of just the municipal side – Statistics have not been reviewed at this point this is a discussion on the idea of the concept, the document shown is not the official result at this time. This includes school and the town portion. The statistics depicted are not accurately listed but TA Carpenter would like to do something like this for the town's budget. This is a combination of census and budget information. They would like to begin getting budget information out to the public as soon as possible. Discussion held on the statistics listed and not lining up to current numbers. If snapshot is purchased you are able to get up to date information and a portfolio is created. Chairman Warren likes the depiction and believes it can give a really clear picture

and can be educational to the taxpayers. TA Carpenter stated Clear.gov offers packages but currently she and the Community Development Director are working on information that is more extensive than last year's information in the voter's guide. Selectmen Collins would like to voters to see both school and town. Vice Chairman Warren believes it's important to show the town side, but does like both town and school are shown and that this information is distributed ahead of time. TA Carpenter explained that she cannot give the pie chart until the whole budget is formulated and the voter's guide is written. TA Carpenter requested a theme for the Town Report and suggested a service focused report. What you get from each department and what they have done.

**Board Consensus** – Get a quote for the cost of Clear.gov.

Vice Chairman Baiocchi requested if the board had a consensus for him to be on the SRO feasibility committee. Chairman Warren believes that Vice Chairman Baiocchi will be able to represent them because he's had experience.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to put Vice Chairman Baiocchi on the committee that is responsible for selecting residents to be on the committee that discusses the school resource officer potential and feasibility study. (3-0)

Chairman Warren – Numbers were received for the municipal bridge, Road Betterment Funds. The state has issued resources to all towns based on a surplus of funding. There are two proposals pending funding, Sargent Rd will be underway soon, and the other approved was Meetinghouse Rd. There will not be enough funding to complete both projects but there are resources that could be utilized from the infrastructure fund, some existing road betterment funds, and an additional \$131,000 and \$87,000 from the State of New Hampshire up for distribution in August. The Board may need to look at encumbering funds and do the project next year. The contract with Busby was secured for two years. TA Carpenter requested the Board's intention because the funding can also be used on the roads. \$212,000 is available and it's just slightly less than what is needed to complete Meetinghouse Rd. There is an additional \$85,000 left in the infrastructure fund that could be used and also what was left over from the Welfare budget. The funds could be transferred to a different line and encumbered. TA Carpenter calculated the exact numbers from the surplus at \$218,591. Chairman Warren stated that they might need to push the Meeting House Rd project until next year and encumber some of the funding. TA Carpenter suggested creating a warrant article for the remainder as a backup for the preliminary budget.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to come out of Public and go into Non-Public RSA 91-A:3, II (I) to discuss the legal recommendations for the personnel policy. (3-0)

**NON-PUBLIC Pursuant to RSA 91-A:3, II (I) – Legal review of the Employee Complaint Policy and Personnel Policy-Legal**

- Travel Policy
- Employee Complaint Policy
- Personnel Policy

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

**Motion:** On a motion by Vice Chairman Baiocchi and seconded by Chairman Warren it was voted to accept the complaint policy as written to include the amendment which is to institute a four-part form so one copy will go to the employee, the other to the department head, the complainant, and one for the administrative file. (3-0)

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to adjourn. Vice Chairman Baiocchi, abstained. (3-0)

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192 **Adjourned 9:37 P.M.**

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194 Respectfully Submitted,

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Amanda Davis, Administrative Assistant

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**Approved by the Board of Selectmen**

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Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins