



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVED

Board of Selectmen Meeting

October 3, 2022 - Academy Building – 5:00 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: Parker Hoffacker, Lauren Mathieu

MEETING MINUTES APPROVAL

- 1. 09-19-2022 – Public & Non-Public Meeting Minutes**

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve the Public & Non-Public Meeting Minutes from 09-19-2022. (3-0)

CONSENT AGENDA

- 2. PO-01314: Hoyle Tanner and Associates, Inc. – Meadow Pond Professional Service Proposal for Culvert over Academy Brook & Meadow Pond Rd. widening - \$14,220.00**
3. Plodzick & Sanderson – Chairman signature required
4. Community Development Items: MS-1 & Timber Tax Abatement 114-016

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectmen Collins it was voted to approve the Consent Agenda as presented. (3-0)

NEW BUSINESS

5. Cemetery Trustees

- Guinea Ridge Right in Inter-Kore Coleman (Partridge)
- Merrill Cemetery Donation – Stephen Morrison

Motion: On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to accept the amount of \$100.00 from Deborah Coleman for a fee due for subsequent interment, Kore Coleman, Partridge Lot #3-2 Guinea Ridge. The fee is to be deposited to the Guinea Ridge Cemetery general care fund and to direct the check to be reported to the Trustees of the Trust Fund for the deposit for that purpose. (3-0)

Motion: On a motion by Selectmen Collins and seconded by Chairman Warren it was voted to accept the amount of \$250.00 to establish a care fund for the Merrill Cemetery and direct the check to be forwarded to the Trustees of the Trust Fund for the deposit for the purpose. (3-0)

OLD BUSINESS

- 6. Budget Discussion & Review –** This is a continuation of the meeting on 08-05-2022 & 09-19-2022, with brief discussions regarding changes to the summary page, Finance, Fire, Highway & Streets, Transfer Station & Warrant Articles.
The total additional increase on the budget is \$101,852.00 based on the last discussion. \$74,000.00 for Highway & Streets. The total difference between the actual budget of 2021 and the request currently is approximately \$181,196.00. It was \$79,344.00 at the previous budget discussion. Transfer Station's request for \$30,000.00 to be placed in a Warrant Article was in his narrative but had not been added to the Warrant Article line. And the Red Cross's request was reduced to \$1,000.00. You will see an increase in Warrant Article requests for \$29,000.00. TA Carpenter's calculation from 2021 was approximately a 3.2 percent increase. The budget for 2021 was \$5.6 million and \$5.8 million (\$5,832,522) is what is currently requested, a comparison has been presented. Included in the 3.2 percent increase, the firetruck was included and what was tax impact versus gross appropriation is

different. After a review of numerical calculations, the increase is \$178,196.00 at a 3.2 percent increase. Further calculations were made on the appropriations for the Fire Truck, approximately \$800,000.00, with \$416,470.00 from the Warrant Article last year. Total Warrant Articles this year are \$674,000.00. Vice Chairman stated that GYO had an increase from \$5,500.00 to \$10,000.00, and he would like more information on whether they are working with grants and bonds, how are they running it, and why is the Town subsidizing so much of the park. TA Carpenter clarified that if the charge and the understanding are that the school is using it, then why wouldn't the question be posed to the school under the fee schedule of GYO, perhaps they do not have a fee schedule and this is why they requested the Warrant Article. If the school is utilizing the fields, they should be charged. Vice Chairman stated it is still coming out of the taxpayer's pocket. It was \$4,500 this year, but what will it be in the following years? Further discussion was held on the process for moving the budget forward to the Budget Committee.

Last year the Warrant Articles went through as drafts with the understanding that they were being moved forward and approved by the Selectboard. The Selectboard then had the opportunity to evaluate. This year a full budget will be presented with a complete understanding of the amount for the Warrant Articles with the determinations and approvals from the Selectboard.

TA Carpenter suggested that the Selectboard could leave the Warrant Articles flexible to get input from the Budget Committee but advised the Selectboard to give them recommendations because the Budget Committee's budget is what is presented to the voter.

Chairman Warren feels the budget is complete. TA Carpenter stated that revenues, encumbered funds, and numbers that have not been received yet from Health Trust will come back for review. The Health Trust numbers will not be received until November. The full budget of \$5,832,522 will move forward to the Budget Committee, current numbers for the Warrant Articles will move forward, TA Carpenter will have the Warrant Article language together for the first Budget Committee meeting, and then the numbers that she is waiting on should be in by then as well.

Chairman Warren stated that the operational budget without Warrant Articles made the percentage appear higher. TA Carpenter clarified that there have been a lot of requests for road repairs and stated the Selectboard has done a good job using the Highway Block Grant and Road Betterment to the best of its ability and additional maintenance funds have been added for that purpose, \$74,000.00 was a large impact. Further discussion regarding the presentation of the budget regarding the separation of the Highway Administration budget and the Highway and Streets budget. TA Carpenter clarified that Highway & Streets is a different chart of accounts number and it cannot be merged per DRA The Highway Block Grant and Road Betterment will be utilized solely for the Board of Selectmen-approved Road projects.

TA Carpenter discussed the Default Budget. The contracted road project for Sargent Road that is currently ongoing will be unable not be recognized in the Default Budget. If the Budget went to Default, there is roughly \$33,000.00 that the Town would have to come up with because it is a contract. The additional funds could come out of the infrastructure funds.

TA Carpenter distributed a combined calendar that includes dates for Board of Selectmen meetings, Budget Committee Meetings, Planning, Zoning Board deadlines, and other state requirements, etc. This has been posted on the Town Website under the Budget Resources tab.

Road Discussion – This is an ongoing review and discussion. There was an updated report from Hoyle and Tanner for the potential road project Meadow Pond. For Meadow Pond, the estimate needed to be in place in order to potentially apply for grants. The cost of the proposal in the amount of \$14,220.00, was taken from the Infrastructure Fund. TA Carpenter questioned if a Planning Board Member was looking into grants. Parker Hoffacker, Planning Board Member stated that Vincenzo Sisti, Planning Board Vice Chairman was looking into it, as well as Roy Buttrick, Planning Board Chairman. TA Carpenter clarified that grants do require a significant amount of background documentation and any identifying factors that the road has been in distress, so road documentation is important moving forward.

Update on Sergeant Rd: There has been tree work being done before the road project can be started. The Sargent Road project needs to be completed by November 15th. No further update has been received at this time.

□ **Action Item:** TA Carpenter - look into road grants.

The Selectboard further discussed Road Grants. TA Carpenter stated some grant listings are readily available on List Serve, but others require additional research. Selectmen Collins doesn't believe the Meadow Pond Road project will be able to be completed without a Road Grant. TA Carpenter agreed and stated anything to do with a waterway is extensive. There is \$87,000.00 set aside to start the project but it will not be enough to complete it.

PUBLIC COMMENT 7:00 p.m.

- Parker Hoffacker – Suggested a Town Facebook page to post Road Closures where residents could inform one another of road issues, they could post photos, and this would timestamp issues. Chairman Warren questioned if this would be a separate Facebook page dedicated just to roads, and Parker confirmed yes, and that residents could stop, photograph, and warn other residents of road issues. This would give a date and time of issues as they are occurring.

SELECTBOARD ITEMS, FYO & OTHER TOPICS

- 7. Travel Policy** – Concerns Police Chief Currier had at the previous meeting, parking at airports was not included, and the ability to stay overnight with instate travel. The ability to stay overnight with instate travel is a concern for TA Carpenter and Fire Chief Hempel is concerned about the parking at airports. **Airport Parking** – Chairman Warren believes that a Town employee traveling for training should be reimbursed for airport parking. Selectmen Collins agrees. Vice Chairman Baiocchetti, abstained.

Board Consensus – Change to, will be reimbursed for airport parking.

Instate Travel and Overnight Lodging – Discussion regarding hotel rates and what general services administration determines the rate will be and whether to reimburse if the hotel doesn't fall into that determination. Chairman Warren suggested using the GSA rate and if the hotel stay was determined to cost more, then it can be presented to the Selectboard for pre-approval. Vice Chairman Baiocchetti stated there is a difference between that and if the room is included in the package. TA Carpenter suggested using the standard GSA rates and anything more would require pre-approval. Vice Chairman Baiocchetti noted that the GSA rates are determined by the area.

Board Consensus – Use GSA standard rates, anything over listed rates requires Selectboard pre-approval. (2.1A, 1)

Out of State Travel – Selectmen Collins would like that to be Department Head, not Board of Selectmen, listed on C, 1. Chairman Warren clarified that the Department Heads are under the Board of Selectmen, so if a Department Head is requesting out-of-state approval would come from the Board of Selectmen. Further clarified that the Department Head can grant approval for their employees to go out of state for travel, but the Department Heads would need Board of Selectmen approval to go out of state. Selectmen Collins doesn't feel like the Department Head doesn't need approval. Vice Chairman Baiocchetti stated the importance of knowing how the training is going to benefit the Town and how it will benefit the employee and noted the policy states that all out-of-state travel must be preapproved. Further discussed, are approval for out-of-state travel, what falls under the approval process, and preapprovals. Vice Chairman Baiocchetti reminded everyone that this was not a travel policy, that this was an expense voucher policy. He suggested giving a \$2,000.00 spending limit in their budget and get approval to go over the \$2,000.00. Chairman Warren suggested all out-of-state expenses over \$500.00 need to be approved because you're talking about expenses and limits. He is in agreement that all out of state travel must be approved by Board of Selectmen prior to trip.

143 ☐ **Action Item:** Review of this policy will be done at a future meeting.

144 ☐ **Action Item:** Transfer Station Inspection by the Building Inspector.

145
146 **Outstanding Action Items** - The Waste contract for 2023 has not been received yet, but the number have been
147 presented. Roy Boyer will get the contract out prior to the 10/17 meeting. Chief Currier discussed the police
148 detail rate increase numbers and he was requested to breakdown the numbers he was requesting. TA
149 Carpenter stated the number increases will have to be a public hearing to approve them. Lauraine is completing
150 the adjustment to the Personnel Policy and this will be brought forward at the next Board of Selectmen meeting.
151 The only action item not brought back or discussed further is the OHRV. This was not recommended by Chief
152 Currier or Fish and Game. Vice Chairman Baiocchi stated that the Town attorney did not recommend it due
153 to the liability.

154 **Board Consensus** – They will not be moving forward with OHRV's in the Sawyer Lake District.

155
156 TA Carpenter addressed the next election. If Tom comes in the night before it is on a Board Meeting night.
157 After discussion with Chairman Warren, it was agreed that the Board of Selectmen meeting would work around
158 the set up so the meeting would not have to be postponed or start earlier.

159
160 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchi it was voted to go into
161 Non-Public RSA 91-A:3, II (a). (3-0)

162 **NON-PUBLIC Pursuant to RSA 91-A:3, II (a)** – Discussion Fire Dept.- This meeting was held to discuss a
163 promotion. Further information is required from Chief Hempel, he will present the information at the following
164 meeting on Oct. 17th. No determination was made

165 **NON-PUBLIC Pursuant to RSA 91-A:3, II (a)** – Building Inspector- This meeting was held to update the Board
166 regarding the hire of a new building inspector, and keeping the current building inspector on as deputy.
167 Determination: While background checks are being completed, the candidate will work for the next two weeks
168 as a sub-contract and the background documentation should be completed in time for the following meeting.

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

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

173 **NON-PUBLIC Pursuant to RSA 91-A:3, II (c)** – Reputation – Tax Deeding: This meeting was held to discuss a deed
174 waiver that required approval per legal counsel. The Board approved the waiver for map/lot 133-03, signatures
175 were provided.

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

178
179 **Acknowledgment** – Adam Mini has resigned from the School Board and the Board thanks him for his service. He
180 will still be serving on the 4th of July Association and the Tricentennial Committee.

181
182 **Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchi it was voted to adjourn.
183 (3-0)

184
185 **Adjourned** 8:03 P.M.

186
187 Respectfully Submitted,


188 _____

189 Amanda Davis, Administrative Assistant

190

191 **Approved by the Board of Selectmen**

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192 

193 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti



Selectmen Evan Collins

