



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVE

Board of Selectmen Meeting

November 7, 2022 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchetti, Town Administrator Heather Carpenter, Selectmen Colling (*absent with notice*)

Public: Roy Buttrick, Planning Board Chairman

MEETING MINUTES APPROVAL

1. 10-17-2022 Public & Non-public Meeting Minutes

2. 10-31-2022 Non-Public Minutes

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the Public & Non-public Meeting Minutes from 10-17-2022. (2-0)

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the Non-public minutes from 10-31-2022. (2-0)

CONSENT AGENDA

3. **Ballot Clerk Appointments** – Terri Carr, Darlene Brenton, Margot & Richard Lucas

4. **Deed Property Repurchase** – Map/Lot 424-037 – This was from the Deeding process that just took place. The main purchase of \$7,457.24. The remaining fees are for legal counsel, paid through the town by the prior property owner and the Belknap Registry for \$7,973.26.

5. **Community Development Items:**

- Trails Subcommittee Appointment – Chris Schlegel

- Land Use Change Tax – 405-060; \$5,370. 408-001-002; \$10.00. 416-060; \$10,040.

6. **PO TimberHawk** – Old Town Hall \$6,939.18

7. **PO Lakes Region Fire Apparatus** – Fire Department, \$11,300.

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the consent agenda presented as amended. (2-0)

BOARD & COMMITTEE UPDATE – Planning Board Chairman Roy Buttrick & Vice Chairman Vincenzo Sisti (*absent*)

NEW BUSINESS

9.Waste Management Contract – Comparable contract was given from 2017.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the Waste Management Contract as presented. (2-0)

BOARD & COMMITTEE UPDATE – Planning Board Chairman Roy Buttrick – Chairman Warren presented the RSA for the Capital Improvement Plan and the responsibility of the Planning Board to keep it current. Currently, roads are not on CIP, and they have not discussed a plan on how to keep it up to date on a regular basis. The road survey has been completed, but they have not been putting funding away to address the issues with culverts, repaving, and ditching. The Selectboard wanted to bring this to Planning Board's attention to see if the Planning Board members can do a workshop because it is by RSA a requirement of the Planning Board. The main roads are Middle Route, Stage Rd, and Allens Mill. Roy Buttrick stated the ditching is not being done correctly, stones are not put in the right area, and asphalt is deteriorating off the road. He feels ticker tapes should be put out to find out what the traffic flow is and formulate a number on maintenance. Vice Chairman Baiocchetti stated Planning needs to meet with the Department Heads, and get a list from them to forecast and

plan for things that are needed for Capital improvements. CIP has not been done since 2015 and this needs to be done yearly so the Selectboard can start to plan for things. 68 percent of culverts are in fair or poor condition, but there is no schedule for when to replace them and there is no financial schedule for replacing them and there is just under 70 road miles in Gilmanton. TA Carpenter explained to Planning Chairman Buttrick, he is being requested to bring to Planning a request for forecasting. The Department Heads will supply Planning with the numbers, and the Selectboard will need the Planning Board to prepare and amend, and recommend a program of municipal capital improvement projects projected over a period of at least 6 years, per RSA 674:5. Planning Chairman Buttrick does not recall doing anything with CIP the entire time he has been on Planning Board. Vice Chairman Baiocchi recalled that the previous CIP was done with Nancy Girard, John Funk, Rachel Hatch, Dan Hudson, Marty Martindale, Dave Roselin, and John Westland. The last Master Plan was done in 2018. Planning Chairman Buttrick noted that the only two people who did any training for planning were Bre Daigneault and himself. TA Carpenter suggested the next time that Planning Board meets if there were no cases, that the video recording of the training should be viewed and used for training purposes, the board would have the training, a discussion, the CIP discussion, and this is how they will move forward. The Selectboard stated that Planning Chairman Buttrick will need to start preparing the Planning Board, give them the RSA they are held accountable to and that the Selectboard requires this information to do better forecasting for the town. Planning Chairman Buttrick believes that a CIP committee should be appointed, but the Selectboard believes the Planning Board can handle this. TA Carpenter stated that Bre Daigneault and Lauraine Paquin would be able to assist the Planning Board and support them in their planning. Chairman Warren suggested steps for Planning Chairman Buttrick to follow to get the process started.

NEW BUSINESS (cont.)

8. **Town Counsel Retainer Proposal/Renewal** – This has increased. Chairman Warren questioned whether we have always done a retainer or if there was an option to pay as you go. TA Carpenter stated there is an option to pay as you go, but it is not effective for the town. Community Development, Building, and Town Clerk are currently able to ask Town Counsel questions, but sometimes the Building/Code Enforcement issues run outside the parameters of the retainer, especially if it requires legal action. 2018 was the last time that Town Counsel was put out to bid. TA Carpenter stated that the town has a very good working relationship with DTC and they also do the Cable Franchise. Vice Chairman Baiocchi stated that the fees have gone down, and TA Carpenter stated that the retainer was a big part of that. Vice Chairman Baiocchi asked how much of the retainer is usually spent and TA Carpenter clarified that the \$80,000 that is in that line is spent which includes the retainer. Chairman Warren questioned when would be a good time to reach out to another agency for pricing and TA Carpenter clarified that this could be done at any time and that this could be a policy that gets put in place to put out of RFP every five years as long as they are not in litigation.

Motion: On a motion by Vice Chairman Baiocchi and seconded by Chairman Warren it was voted to approve that the Chairman sign the contract for DTC. (2-0)

10. **New Hire Packet** – Scott LaCroix – PT Building Inspector. The hiring packet is complete.

Motion: On a motion by Vice Chairman Baiocchi and seconded by Chairman Warren it was voted to hire Scott LaCroix as a part-time Building Inspector/Code Enforcement Officer for the Town of Gilmanton. The hourly rate of \$30.30 an hour for a 20-hour work week. He is not eligible for NH Retirement, is on a 6-month probationary period, and receives the benefits as they are outlayed in the personnel policy. (2-0)

Vice Chairman Baiocchi noted that TA Carpenter signed him up for the NHMA Conference on November 16th and noted that there is a conference on the Fire Department and another on Roads. Chairman Warren noted that he is enjoying his Governance Class and feels that it is creating a broader foundation.

95 **NEW BUSINESS (cont.)**

96 **11. Job Description Draft** – This is the Facility Coordinator position. The Selectboard wanted to see a draft
97 description on what the position would entail. The buildings that the Town currently deals with are
98 Town Hall – Academy, Safety Complex, Iron Works Fire Department, and Old Town Hall. The only
99 buildings not listed in Highway which can be added as well as Transfer Station. Currently, each
100 Department Head focuses on their building, anything such as heat, cooling, annual inspections are
101 generally done through Town Hall and we coordinate for the Department Heads that reach out to us.
102 Town Hall takes care of Crystal Lake Park, Old Town Hall, and the Academy Building, and others call as
103 needed. What has been noticed is that there is not focused attention on the infrastructure. Chairman
104 Warren agrees this is needed. TA Carpenter stated there is a vacant position that can be used to fund
105 this role. A Board discussion is needed to go over budget and items that we currently do versus what
106 this position will cover. Vice Chairman Baiocchetti believes the buildings in town are our greatest assets
107 and would be very costly to replace. He feels that if there is someone that can let the Department
108 Heads know all the things that need to be done for their buildings and will coordinate and oversee the
109 work. The work can be put on a schedule to ensure nothing is missed. Currently, the TA is the facility
110 coordinator and not everyone has the same input for their building. This position is part-time at 30
111 hours. Chairman Warren questioned if we expect them to work 30 hours or the time is based on what's
112 needed. TA Carpenter believes this position needs to be full-time, but after discussion it was thought
113 that it could be handled in 30 hours. Vice Chairman Baiocchetti thought maybe this position could be
114 utilized as well for a clerk of the works for building projects. TA Carpenter would like to have light
115 maintenance projects handled by this position and not contracted out. If the Town had a DPW this
116 position would fall under that. Chairman Warren would prefer to have Selectmen Collins present to go
117 over the position because it is a new concept and new position for the Town. He is not opposed to the
118 position but would like him to be present before moving forward.

119 ☐ **Action Item** – TA Carpenter check for inspection report on the Transfer Station stairs.

120 ☐ **Action Item** – TA Carpenter to make adjustments to the Facility Coordinator position and the
121 Board will review at the 11/21 Board of Selectmen meeting.
122

123 Vice Chairman Baiocchetti discussed the name of the Academy building. He would like to formally pick out the
124 name for the building. He stated this building is not the Town Hall, the Town Hall is in the Iron Works. He
125 suggested the Town Offices at the Gilmanton Academy or the Gilmanton Academy. Chairman Warren agrees
126 that if there is a point of confusion that it would need to be rectified. Historically this building has always been
127 called the Academy and Chairman Baiocchetti believes the name should be kept.

128 ☐ **Action Item** – TA Carpenter to add the discussion to formally rename the academy building on
129 the agenda for the next meeting on 11/21.
130

131 **OLD BUSINESS**

132 **12. Auction Property Update** – Map/Lot 122-122 Dock Rd – This was the only property that did not move
133 forward. The amount was retained for the deposit, split between the Town and St. Jean's Auction. TA
134 Carpenter asked whether the Board wanted to move forward with a bid process or retain the property.
135 Chairman Warren would prefer to move forward with a sealed bid process. TA Carpenter clarified the
136 process, putting the notice in the paper, notifying abutters, and then she will have a submission date, and
137 then they can choose the highest bidder.

138 **13. Budget Discussion & Warrant Article Review** – Warrant Articles are not up for review at this meeting due
139 to information received from Legal Counsel and TA Carpenter would like to review and rewrite some of
140 the warrant articles so the public is not confused by them. The Budget Committee is aware these will be
141 brought forward in December and not on 11/9 as planned. Included in the Budget Binder provided is a
142 summary and full budget with a few changes per department, and HealthTrust, Dental, and Primex. TA

Carpenter will present this to the Budget Committee with the understanding that the Board of Selectmen has reviewed it and moved it forward for the Budget Committee to review. The Default Budget will be brought up with encumbrances and revenues as normally done. Chairman Warren questioned when they would receive their close revenue numbers. TA Carpenter clarified that they are waiting on DRA and they have already submitted their 535. The reason it has not been received yet is that the 7.5 percent reimbursement for NH Retirement for Fire, Police, and Teachers has not been received yet. The overall operating budget without Warrant Articles is \$5,250,645.

- ☐ **Action Item** – TA Carpenter email Vice Chairman Baiocchetti the budget in Excel spreadsheet.

SELECTBOARD ITEMS, FYO, & OTHER TOPICS

- 14. Travel Policy** – This discussion was tabled at the last meeting. The Administrative Assistant updated the recommendations from the last Board of Selectmen meeting and made the changes within the policy. Selectmen Collins had some concerns about some of the travel policy. He wants to ensure that policy is not in contradiction with any policies that are being created and it works in conjunction with them. This will be reviewed at the next Board of Selectmen meeting on 11/21. Chairman Warren, wanted to know if everyone felt the travel policy addressed when a package deal includes an overnight stay because when he reread the policy it felt unclear to him still. TA Carpenter reiterated that this was a portion of the travel Policy Selectmen Collins also felt needed clarifying. It can be clarified that the Department Heads have approval based on, for example, the package is \$1,500 and includes an overnight stay, this will be approved because it's within their budget. If this goes over the Department Head's \$2,500 then it should be brought to the TA and if it's over the TA's threshold for approval then it will go to the Board.

- ☐ **Action Item** – TA Carpenter to add the review of the Travel Policy on the agenda for the next Board of Selectmen meeting on 11/21.

- 15. Contrivance** – FYI – The Energy Committee is moving forward with the recommendation for the \$40,000.

- 16. Fire Department** – Monthly Update

The Selectboard discussed Department Heads having their monthly updates at the first Board of Selectmen meeting of the month. Some of these have not yet been received. Chairman Warren requested TA Carpenter to reiterate when the report is due at the next Department Head meeting.

Board Consensus: All Department Heads should have a monthly update report available for the first Board of Selectmen meeting each month.

- ☐ **Action Item:** TA Carpenter to remind Department Heads to have their reports by Thursday, prior to the first Board of Selectmen meeting of the month.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to move into Non-public RSA 91-A:3, II (a) – Personnel – All Departments. (2-0)

Non-public RSA 91-A:3, II (I) – Personnel Policy Review – Tabled TBD

Non-public RSA 91-A:3, II (I) – Legal determination for pending settlement

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to come out of Non-public. (2-0)

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Chairman Warren it was voted to adjourn. (2-0)

Adjourned 9:03 P.M.

Respectfully Submitted,

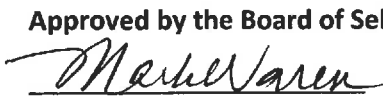



190 Amanda Davis, Administrative Assistant

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192 **Approved by the Board of Selectmen**

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Handwritten signature of Vincent A. Baiocchetti in cursive script, positioned above a horizontal line.

Handwritten signature of Evan Collins in cursive script, positioned above a horizontal line.

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Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectmen Evan Collins

