



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

APPROVED

December 19, 2022 - Academy Building – 5:02 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, Finance Brenda Paquette, Administrative Assistant Amanda Davis, Police Chief Currier, Town Clerk/Tax Collector Maura Thomas

Public: Dick DeSeve, Sue Hale DeSeve, Patrick Hackley, Paula Gilman, Thom Dombrowski

PUBLIC HEARING – Appropriation of Unanticipated Funds in accordance with 31:95-b.

- Highway Block Grant in the amount of \$131,523.00 will be utilized for the purpose of the road improvement project on Meeting House Rd in 2023.
- Bridge Aid Funds in the amount of \$87,068.00 will be utilized for future use on the Meadow Pond Rd./Bridge project, the date is to be determined.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to accept the unanticipated funds. (3-0)

MEETING MINUTES

1. **12-05-2022** – Public and Non-public minutes

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the minutes from 12-05-2022. (3-0)

CONSENT AGENDA

2. **Certificate of Permit Light Commercial Hauler** – Andrew Morin
3. **Lakes Region Fire Apparatus PO:** \$20,344.00, against Warrant Article #4 approved March 2022
4. **Alexis Fire Equipment:** \$394,714, Spartan Gladiator Chassis, New Engine 3
5. **LaChance PO:** \$7,000, this is a replacement for the water filtration system to accommodate Town Hall Academy Building and the Community Church, and a UV Light System for bacteria elimination.
6. **Holiday Schedule Amendment** – Veteran's Day interferes with the Transfer Station Schedule
7. **Community Development** – Administrative Abatement
 - UTIL-PSNH
 - 419-037-ANNEX

- ☐ **Action Item** – Post Holiday Schedule when amendments are finalized

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)

OLD BUSINESS

9. **Conservation Warrant Articles** – Dick DeSeve, Sue Hale DeSeve, Patrick Hackley, Paula Gilman, and Thom Dombrowski from the Conservation Commission were present for discussion.
 - Establish a Town Forest Fund – This is a Maintenance Fund required by RSA. Dick DeSeve stated that if they had a cut of a Town Forest, the funds from the cut is supposed to go into a Forest Maintenance Fund for further maintenance of that Town Forest or any other Town-owned Forest. Previously, when they had a Town Forest cut, this account was not set up and the funds from that went to the Conservation Fund. They are proposing this warrant article to correct the situation and have future funds go to a Forest Fund to stay within the statute. Dick further clarified that they can go to the Town and request an appropriation through a warrant article

47 and the other way is to take the funds from a Town Forest cut. He also stated that if they come
48 to the Town and request an appropriation that doing so would have an impact on the Tax Rate.
49 TA Carpenter stated that it does eventually affect the tax rate because there is less revenue to
50 work with. Dick DeSeve stated that if they were going to use any funds from a cut that it has to
51 be placed into a Town Forest Maintenance Fund. Brenda Paquette reiterated they have the
52 Conservation Fund and that has been maintaining the Town Forests. Patrick Hackley stated they
53 had a cut done on the Thompson Town Forest about 12 years ago and all the funds from that
54 cut when to the General Fund. He believes the proceeds could be split 50/50 between the
55 General Fund and Forest Maintenance Fund. He further elaborated that the Town Forest Fund
56 would allow them to hire a consulting forester to do a written management plan, allows to write
57 grant funding to build trails, to pay for trail maintenance, to pay for safety training, to put up
58 trail signs, to create maps, and is a housekeeping fund for Town Forests. They have acquired
59 another Town Forest with mature timber and with the proper management plan could harvest
60 some of it, and he would like to see some of the proceeds from the timber be utilized for future
61 that can go back into the maintenance and management of the Town Forests Chairman Warren
62 inquired about the proceeds from the last cut, 12 years ago and wanted to know about the costs
63 to maintain and do a forestry management plan, and what is reasonable to keep in a fund.
64 Patrick Hackley stated he believed the last cut to be around \$20,000 to \$30,000 and that a
65 management plan on a couple hundred acres could be around \$10,000. Vice Chairman
66 Baiocchetti asked of the warrant article should contain a monetary cap and Patrick agreed that
67 could be an option or word it as a 50/50 option up to a certain amount to be maintained in the
68 Forest Fund. Patrick noted that they are not actively writing forest management plans and
69 cutting timber, and he would be hesitant to propose a cap until he knew how active the forest
70 management would be, but agrees if they were to gain proceeds that they should be adding
71 some to the General Fund to keep the tax rate down. In trying to finalize the warrant articles,
72 he offered 60 percent to the Conservation Fund and 40 percent to the General Fund, but this
73 would just be a fund to allow them to keep some of the revenue. The Board requested
74 additional details and information on how they would want to structure the warrant article. The
75 Board is not opposed to establishing a fund, but are looking for how much are expenses, how
76 many acres, how much budget, and this is how much it's going to cost to manage the Town
77 forests so they can be prepared with information to present a warrant article to the residents.
78 Additionally discussed was what the Conservation Fund is currently used for.

- 79 • Also discussed was establishing a Town Forest on 189.036 acres of land off Middle Route. This
80 was a donation to the Town from the John Allen family. This area is forest, wetlands, and is a
81 beautiful piece of land. This was just recently accepted by the Board of Selectmen recently. This
82 piece of land will need some work. The Allen's requested that this land be used by the public for
83 recreation and education.

84 Chairman Warren explained that they may need warrant article that is going to raise and
85 appropriate to begin funding this fund and create a management plan. But if a fund is going to
86 be created that some of the proceeds are going to go into, they will need a potential of income,
87 potential of expenses, what is the annual budget that will be used, and those types of things.

88 ☐ **Action Item:** Find samples of warrant articles used from other towns for Town Forest Maintenance
89 Funds and to help give a base of what budget requirements may be, and potential revenues.

- 90 • Donation of \$5,000 to the Conservation Fund from the Maher Charitable Fund – The Gilmanton
91 Conservation Commission is being presented with this donation. This donation will be
92 deposited into the Conservation Fund to be utilized for trails maintenance and development,
93 including professional land clearing for views, bridge, and boardwalk construction, repairs, signs,
94 paint, map markings, printer, lumber, bolts, construction fees, and other items specific in the

letter to the Selectboard on 11/23/2021 from Richard G. Maher, for the construction and maintenance and the trails, pursuant RSA 36-A:4 where the conservation is allowed to received monies in the form of a gift, grant, request for device and it can be placed in the conservation fund subject to approval from the local governing body.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to accept this donation. (3-0)

8. **Police Department** – Detail rates and review and discussion. Chief Currier stated details rates have remained the same for a long time where surrounding towns rates have gone up. He is requesting rates to go up for a fully outfitted office and detail cruiser to go up to \$90/hour. The officer would be paid \$60. The town will profit between \$7 and \$26. There is \$16.75 left over after the cost of doing the detail. He included other contractors and what they charge. He also stated this request is due to inflation rates and retaining employees. There were just under 900 details done this year and the officers will not go over 80 hours a week, not including call hours. Chairman Warren stated he would like to see the town get more money out of the police details because of the wear and tear on the vehicles. Chief Currier stated that with costs rising, he is trying to keep the rates reasonable, and that this does give money back to the town for the revolving account. TA Carpenter stated there was \$23,000 currently in the revolving account and \$20,000 will be going towards the new cruiser. This will leave roughly \$3,000 in the account. Vice Chairman Baiocchetti requested the rates for Meadowbrook. Chief Currier stated that it's \$85 that gets billed out to Meadow Brook and they are not a detail that requires a cruiser. In previous years it was \$70, but if they did get tasked with utilizing the cruiser then they would bill out for \$95. Chairman Warren asked if there were anytime where two cruisers were out on a detail at the same time and Chief Currier confirmed yes, it's possible. Selectmen Collins and Vice Chairman Baiocchetti are in agreement with the \$90 as presented.

Motion: On a motion by Selectmen Collins and seconded by Vice Chairman Baiocchetti it was voted to approve the police detail rate at \$90 an hour with an exception of \$85 an hour at Meadow Brook, and \$95 if the cruiser is required. The wages authorized at \$60 an hour going to the officer. Approved January 1st, 2023. (3-0)

Discussed with Chief Currier was the Selectboard's expectation to have the monthly reporting, which would be the previous months' report, at the first Board of Selectmen meeting the following month. This would be the first Monday of every month. Chief Currier explained that sometimes the reporting is late is that they do their computers on the same day or the following day. The computers are turned in with payroll, and are downloaded into the main computer, and then Chief Currier gets his monthly numbers. The monthly report is produced at that point. Chairman Warren requested that Chief Currier work with TA Carpenter and find out when she needs to reports by to be able to add them in for the first meeting of every month. TA Carpenter requested a standard PAF for the increase to the detail rates.

- ☐ **Action Item:** PAF's to be given to HR from Chief Currier with the updated detail rates.

Chief Currier updated that the Police Department has advertised for the open position. They did not have the success they were hoping for so they are going to do another round of advertising on Indeed. They are looking for a qualified candidate and there is a limited number of options currently.

There are no retirements occurring this year so there will not be a large impact to the Police Departments budget. There will be a retirement happening in the future that needs to be planned for and trained for in the next calendar year. Chief Currier would still like to hire for the part time clerk position and it was explained that he needed to create the position for this first, have it approved by the Board of Selectmen, and then it can be budgeted for. Further discussed was how to allocate for the part-time position without adding the additional position. There will not be two individuals in the same position, it will be two individuals being paid out of the

same line until one retires, then the part time position will take over the full-time position. The part time budget will be reduced and \$14,000 added to the full-time line.

- **Action Item:** Chief Currier will meet with TA Carpenter and Finance on 12/20 to input the numbers for the position in the budget.

NEW BUSINESS

10. **TX/TC – Budget Presentation –** Maura Thomas, Town Clerk/Tax Collector met with the Budget Committee. She took their suggestions and made changes reflected on the current budget presented. She did not initially remove CCS from the Computer Expenses, 370. This has now been moved to the Executive line. She also received invoices for her two software programs, which total \$7,876. She discussed the positions in her office and she removed the range of hours listed for them which initially was 15-20 hours. Her part-time 1 position is listed at 20 hours, and the part-time 2 is listed at 10 hours per week. If the two positions were combined, they would still be part-time at a total of 30 hours per week. She did not hire for these positions last year when default budget came in and the funding for those positions were reallocated. She would like to fill this position to have more assistance at the counter and to lend assistance when she or the Deputy are at trainings. And in the event that there is an illness in the office there would be an extra person there to help. Chairman Warren asked if she thought they may open on Fridays again with the hiring of the extra positions. She does not plan to open on Fridays, this is the day they use to send out mailings, catch up on back-end things, and take care of weddings that may need to be officiated. She has considered opening the Town Clerks office a little earlier and if the positions are filled this is something she would like to start doing. She has prepared charts and graphs which will be going into the Town Report, these show their busiest times and most used hours. She is satisfied with the current schedule and the only thing she would consider is potentially opening earlier. She would like to see the hours match the Selectmen's Office just due to the confusion with the residence in the discrepancy in days. If the Selectmen's Office moved to a four-day work week and opened earlier or stayed open later, she would consider matching the schedule. She does not like to leave one person alone in the building due to safety concerns. The new positions would be motor vehicle agent, certified agent, and able to process vehicle registrations, they would be fully trained in NH Fish and Game, OHRV's, all tax intake and they would be considered an Assistant Deputy Tax Collector. Currently, there is about \$3,000 left in the budget for the scanning project for this year. The scanning project is still underway and we are only about 10 percent done, but the adjustment that constantly needs to be made and new files are being creating with new buildings and new applications. The monthly storage fee is just under \$400 per month, but the more that is stored the lower the monthly storage fee is. Eventually she would like everything that can be digitized to be. It's beneficial to the residents to be able to easily access and research the documents and is the easiest way to preserve the historical documentation.
11. **Conservation Easement –** Request for easement change Map 412, Lot 009. The recommendation is clear and the original deed is clear and needs to stay in perpetuity. It states there is nothing that can be changed. 2A under Section 1, purpose and restrictions. The property shall be maintained in perpetuity as an open space without there being conducted there upon any industrial or commercial activities.

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectmen Collins it was voted not to approve the request for an amendment due to the stipulation for the Conservation Easement. (3-0)

BUDGET – Discussion

13. Executive – Update.

- Updated operating budget approval - When the budget was originally brought to the Budget Committee it was an 18.22 percent increase. It is now down to 15.67 percent. If the additional

\$114,000 out for the Fire Department, and you go towards what is requested and the default budget, it is under \$200,000. The changes in the budget have been highlighted and noted.

- Encumbrances - The Road Betterment Fund – Line 4319-731. This was originally listed as double. There is money that can be utilized through encumbrances to go towards that project. There is about \$187,272 that is going to be used from this year's fund to go toward the road project. By using the encumbered funds, it can reduce the request and have the funds that are needed for that project. \$30,000 will be used from General Assistance. There is \$11,000 left remaining in the General Assistance Fund which is double the budget that has been used all year. After discussion with Chief Hempel, the \$2,500 for his emergency management, lines 01-4311-665 Repair and Maintenance of the Sander, the Repair and Maintenance of the Plows, the Repair and Maintenance of the Vehicles, Roadside Mowing, Paving Materials, Highway Block Grant, Road Improvements, and General Assistance will be encumbered and will lower the Road Betterment by half. The road project will cost \$286,000 in total for the contract and all funds will be available for the Smith Meeting House Rd. project.
- Police Department – There was an increase to the Retirement Line in the amount of \$1,932. The total budget request is \$787,212.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the 2023 Operating Budget in the amount of \$5,135,200. (3-0)

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the Default Budget for 2023 in the amount of \$4,894,138. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Warrant Articles and tax impact of \$871,363. (3-0)

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to encumber funds from 2022 to 2023 from the General Operating Budget which has been discussed with all Department Heads and they are agreeable to encumber funds to meet the obligation for the Meeting House Road project. Some of the funds will be used for the road project, but not all. Line 01-4151-390 \$2,677; Line 01-4290-800 \$2,500; Line 01-4311-665 \$4,281; Line 01-4311-666 \$2,949; Line 01-4311-667 \$1,729; 01-4312-650 \$18,830; Line 01-4312-696 \$50,400; Line 01-4414-800 \$1,280; Line 01-4319-070 \$34,458; Line 01-4319-131 \$42,125; Line 01-4903-509 \$23,901; Line 01-4520-430 \$5,700; Line 01-4441-800 \$30,000. Total \$220,830. (3-0)

- Revenues – The recommendation is \$1,896,110. This is lower than previous years due to the bridge projects that have been completed.

☐ **Action Item:** TA Carpenter to supply Selectboard with a percentage of the amount of taxes paid.

Motion: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Town of Gilmanton's 2023 recommended revenues in the amount of \$1,896,110. (3-0)

Finance reminded the Selectboard that these are estimated revenues and that they have the opportunity in September of 2023 when they have to enter to DRA their actual revenues, that they can be revised moving forward for the tax rate. These numbers can increase or decrease depending on what happens between now and September of 2023.

TA Carpenter discussed the Warrant Articles and updates that needed to be made regarding the Operating Budget amount and Default Budget amount. Additionally, another petition warrant article that has not been approved by the Supervisor's of the Checklist, but as soon as that is done it will be moving forward. It is to take a property out of the Historic District.

Chairman Warren is not in favor of Warrant Article #14 as it is written currently and would like additional information in regards to how much is needed to maintain a fund.

Vice Chairman Baiocchetti, GYO requested an almost 100 percent increase. He noted that they received a \$5,000 grant from the Lakes Region Children's Auction. They also didn't state they had any plans for the money.

They had mentioned drainage but had no estimates. TA Carpenter stated that the Budget Committee had an issue with GYO having no concrete plan or estimates. GYO also stated that the \$4,500 increase is a one-time increase and they will not be making the \$10,000 request next year.

Recommendation: The Selectboard is requesting more information, estimates, or invoices for projects they plan to complete. Vice Chairman Baiocchetti would suggest not funding the full \$10,000.

TA Carpenter discussed the Warrant Article for the ambulance because she expects there will be questions at Deliberative Session. There is no tax impact because we do not pull the funding until 2025 and per DRA standards, there cannot be a tax impact listed. The whole amount of \$419,766 including interest.

Article #10 – Accrued Liability Trust Fund, currently employees that are eligible for retirement is approximately \$610,000. This article would allow for any eligible employee to be put in at separation. This number will adjust yearly based on accrual.

Article #11 – This will be a \$49,000 tax impact.

Vice Chairman Baiocchetti would like to Road Agent to be sent a memo as a reminder for the Academy building, the Fire Station, the Police Station to be plowed and sanded prior to opening for emergency management and for the general public needing access to the building.

- ☐ **Action Item:** Memo to be sent to Road Agent as a reminder to ensure proper clearing of the Academy Building, Safety Complex, and Fire Station for employees and public access.

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to go into Non-Public 91-A:3 (c). (3-0)

NON-PUBLIC 91-A:3 (c) – Town Report, in Memorium and dedication

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

Motion: On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to adjourn. (3-0)

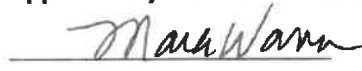
Adjourned 8:08 p.m.

Respectfully Submitted,

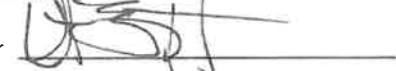


Amanda Davis, Administrative Assistant

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectmen Evan Collins