



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700

Fax: (603) 267-6701

Website: [www.gilmantonnh.org](http://www.gilmantonnh.org)

**Approved**

**Board of Selectmen Meeting**

**February 06, 2023 - Academy Building – 5:01 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, Transfer Station Manager Ron Nason, Community Development Director Bre Daigneault, Town Clerk/Tax Collector Maura Thomas  
**Public:** Joe Haas, Zannah Richards, Alan Bankus

**MEETING MINUTES APPROVAL**

1. 01-03-2023

**Motion:** On a motion by Selectmen Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the minutes from 01-03-2023. (3-0)

**CONSENT AGENDA**

2. Trustee of the Trust Fund – Request to accept donations of \$845.00 into the McIntyre General Care Fund donation in memory of Carl E. Moorehead.
3. Community Development – Abatements for 121-005, \$60.00; 119-075, \$122.00.
4. CAI Technologies – Contract.
5. Private Road Agreement – Map/Lot 134-014.
6. Conservation – Land donation to Town – Map/Lot 420-059.
7. Fire Department – Deputy Fire Warden Appointment Form – The Fire Chief does this for the State Forester for the Deputy Wardens.

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

**Motion:** On a motion by Vice Chairman Baiocchetti and seconded by it was voted to accept the amount of \$845.00 from the donors identified on the attached form to be deposited into the existing 2019 McIntyre General Care Fund and directed checks to be forwarded to the Trustees of the Trust Funds for that purpose. (3-0)

**OLD BUSINESS**

8. **Glass Discussion** – Transfer Station: Ron Nason, Currently the Transfer Station is not taking glass due to costs. He did meet with NRRA and they did a review, and they will be sending Ron a report of what they found. He stated the Transfer Station has never made any money from glass and it used to be \$100 to rent the container and now it's \$170. Transportation of glass is now at \$400. It's cheaper and more cost effective to just throw it in the trash rather than try to recycle it. He is working with the NRRA to come up with a plan to get rid of it at a cheaper rate. The cost for the Town was \$1,672.45 to recycle glass last year and the Town receives no revenue for that. In 2022 there was approximately 61 tons shipped and Ron stated he had \$6,500 in his budget for the year. If the Town stopped recycling glass, it would save the Town \$1,600. NRRA suggested the Town purchase our own container and that would reduce the cost by a \$170 rental fee, but the cost of the container is about \$6,000. The Town would still be responsible for the paying for the weight and the hauling. Ron will send the Selectboard the report for the NRRA when he receives it.  
Zannah Richards – She was stunned that the Transfer Station is no longer recycling glass because it seems like something that can be recycled 100 percent if they can get it to them. She asked if they were able to get with another Town to make the numbers feasible to work for Gilmanton. Ron stated that it

is a cost per facility so that isn't something they can do according to NRRRA. She is surprised by the amount of recycling that doesn't happen and believes that it's at a point where it shouldn't be an option not to recycle.

Unknown Resident – Made the suggestion that the Highway Department could haul the recycled glass from the Transfer Station and asked if would be cheaper to pay on the Highway Department employees. Selectmen Warren suggested that we may not have the correct equipment to do this.

9. **Fees – Building Permit Fees – Community Development & Transfer Station Sticker Fees, Tracking Software per Town Clerk/Tax Collector.**

Bre Daigneault – The Town has a new Building Inspector who has made some recommendations to change some of the fee structures on the building permit. Currently, there is no differentiation between Commercial, electrical, plumbing, and mechanical. They are all currently residential and getting a flat \$50 fee. The Building Inspector stated that typically Commercial is more involved in inspections and recommended increasing the fee for Commercial Construction projects. They do not currently have a proposed fee schedule yet, but wanted to let the Selectboard know this is something they are looking at presenting and holding public hearing on. Also discussed were impact fees. And what that is, is when there is construction, whether it's an addition, a new house, that the Town could implement impact fees for every square foot of property that is added to town and help use those funds towards infrastructure. Currently, there is a larger subdivision and there will be five more homes on that road. They could utilize the impact fees from the construction of the homes to be able to help repair roads. This would have to be put in as a Zoning Ordinance. This is something that she would like to pursue with the Planning Board to look at next year possibly. This also goes hand in hand with CIP and you can make a fee schedule and divide the fee up by percentage and determine what portion will go to Transfer Station, to roads, or to the school for example. There has been discussion around setting up the Selectmen's office to accept cards. This would allow the residents to do their building permits online and give them added convenience. There are no fees for the Town, and this would get passed on to the residents. The only expense incurred to the Town is the purchase of the machine and range between \$325-\$550.

TX/TC – Maura suggested adding it to the desktop and stated the program is very user friendly. Transaction codes can be added for permit types. Presented was an easy way to track how many stickers are given out. The program that Bre has looked into can go to the Transfer Station as well for better tracking in a point of sale through Clerk Works. Every transaction gets a receipt as they're taking in items there. She suggested charging a fee for every Transfer Station sticker and this might be able to offset costs for recycling as an example. The suggestion is \$20/sticker and was felt to be reasonable.

Bre Daigneault – Clarified that the fees brought in for building permits go to the general fund. Prior to the new Building Inspector, the previous Building Inspector had discussed increasing fees.

TA Carpenter clarified that raising fees is in comparison to what other towns charge. Most of the pricing has been undercharged in the past.

The Selectboard's feeling is that nobody like fees. Chairman Warren doesn't mind seeing the balancing of Commercial and Residential permit fees and that would be fair based on the amount of time that it takes for inspection of a Commercial property versus a Residential. The Town used to implement impact fees for large structures. Vice Chairman Baiocchetti asked about specific roads and where pavement ends and begins, and why some were not brought up to Town standard. TA Carpenter stated that would have to be a research project. Vice Chairman Baiocchetti is not an advocate to raise fees and inquired how much the cost of inspections was. The Community Development Director, Bre Daigneault clarified that it was built into the permit and is \$50 currently, also charge is the cost per mile that the Building Inspector travels. TA Carpenter reminded him that the Building Inspector is inspecting all aspects of the job and there are multiple things he's looking at when it comes to new construction. Chairman Warren is interested in what the residents will say during Public Hearing and believes that

95 taking credit cards will make things easier for the residents. TA Carpenter inquired from the Town  
96 Clerk/Tax Collector if there was something easier to be able to use at the Transfer station due to the  
97 tracking issues. Utilizing this software would be the easiest way and there would be a balancing and  
98 reporting process that the employees are going to have to go through. Chairman Warren stated to sum  
99 up what the Selectboard's thoughts are that they want to adequately charge for the cost that it's taking,  
100 but not make money off of the process. Selectmen Collins confirmed that the Commercial Permits in  
101 other towns typically are higher than the Residential Permits. TA Carpenter asked if the Selectboard  
102 would like comparisons from other towns, and they confirmed, yes. Bre Daigneault reiterated that with  
103 a new construction building permit, the inspections are built into the cost, electrical is separate,  
104 plumbing, and gas are typically separate, and the State does septic, but sometimes there are multiple  
105 return visits for inspections because things are not done when he goes out. Bre also discussed the  
106 equalization ratio and that it is at 61.6 percent for Gilmanton and it is 40 percent below what houses are  
107 selling for in surrounding areas. The next assessment update is scheduled for 2024 and she's hopeful  
108 after the assessment they'll be closer to 100 percent of the values. The valuations are not currently  
109 matched up to the tax rates and if the valuations are closer to 100 percent then the tax rates will go  
110 down. The residents can view "frequently asked questions" about your tax rate listed on the Assessing  
111 Page of the Town's website.

- 112 10. **Human Resource/Payroll Vendor** – Blue Lion & Checkmate – The Finance Director is retiring. Currently,  
113 the position is Human Resources, payroll, payables, tracking, and overall budgeting. Blue Lion offers a  
114 package that is the HR Process. Checkmate is a payroll service. They work with the Finance software,  
115 and it's \$10 per employee, there is time tracking, and payroll. Her recommendation is to do both time  
116 tracking and payroll and it comes to approximately \$20 per employee per pay period, and this differs  
117 with call personnel. Blue Lion would come in a look at the policies, give recommendations, as well as  
118 administer the HR process for onboarding, termination, and worker's compensation. TA Carpenter  
119 would like to tailor what the Finance position changes will entail based upon the adoption of the payroll  
120 or HR Service, and if the new Finance position can be a 4-day position, instead of a 5-day position and  
121 meet the needs of the office. She would like to hire someone who understands municipal budgeting.  
122 The Selectboard would like to see the cost comparison. Chairman Warren noted that HR Laws change  
123 and they are trying to protect the liability of how the Town does things, he believes this would serve the  
124 interest of the Town. TA Carpenter also noted that outsourcing payroll gives employees the ability to  
125 have more control over what information they need instead of relying on one individual to get it for  
126 them.

- 127 ☐ **Action Item:** TA Carpenter to obtain a cost comparison for Checkmate and Blue Lion for  
128 outsourcing.

## 129 **NEW BUSINESS**

- 131 11. **Tricentennial Committee** – Vice Chairman Baiocchetti – The committee looked at funding, public and  
132 private, or develop a 501c 3. They decided to go with a 501c3 to raise money. Committee members include  
133 himself as the Chairman, Greg Downing as Vice Chairman, Adam Mini as Secretary/Treasurer, and Paula  
134 Gilman and John Dickey are the Board of Directors. The name of the event is called Gilmanton 300. They  
135 have a URL of Gilmanton300.com. Their admission statement of the Tricentennial Committee is to honor  
136 our past, educate our public, and our rich history, and celebrate the present, and inspire our future. The  
137 charter was May 20, 1727. They will have a bunch of events throughout 2027 and hopefully host a large  
138 event on that day. They are trying to do things to help fundraise. One of those things is a license plate, and  
139 is requesting the Selectboard to approve the Tricentennial Committee to start a process to get Tricentennial  
140 plates and to sell them as a fundraiser. These can be used officially and approved by DMV for the year.  
141 They also thought of hosting a competition for a flag design for the Selectboard to approve. The committee

is requesting approval for a competition for the Tricentennial Plates and flag. The events will have educational and civic components.

**Board Consensus:** Agree that the Tricentennial Committee can design a flag and license plate for the Town.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was approved for the design and production of front license plates, to be sold to the residents of the Town, for the Tricentennial, and for a flag to be created to use on Town property during the Tricentennial celebrations. (2-0)

**12. Request to Remove the Raze and Remove Order with plans to repair - 323 NH RTE 140 – Alan Bankus –**

There is a current Raze and Remove Order that the Selectboard approved through the Building Inspection and the Health Inspection in May of 2022. Alan Bankus is coming forward and would like to repair 323 NH RTE 140 and would like to request to have the Raze and Remove Order removed. The Selectboard are the only ones who can do that because it was done through legal counsel. Alan Bankus is submitting a plan to the Selectboard of what he would like to do. TA Carpenter has also submitted suggestions based on what are known issues with the property that she would like the Selectboard to consider before making any determinations.

Alan Bankus – He would like to be allowed to purchase the property and make it a viable property for someone to buy and live in. He is currently waiting for closing.

TA Carpenter explained the Raze and Remove Order cited septic failure, refuse which caused a rat infestation, there was a squatter issue and the Building Inspector could not get into the house, public safety dealt with the individuals in the house, and the property was not inhabitable because the well issue, the lack of electricity, and the septic issue, and was deemed inhabitable. She is requesting the Selectboard put a contingency is to have the current Building Inspector evaluate because the past Building Inspector was unable to evaluate. Alan is opposed to having a structural engineer evaluation. TA Carpenter couldn't confirm there weren't structural issues, and a Raze and Remove is serious. They don't want an LLC to come in and fix up the house with known structural issues and not have an identifying factor in that. The contingency she is suggesting is that if Scott, the current Building Inspector feels that there are structural issues by sight, he can deem that a Structural Engineer be brought in. This would be an additional cost to the contractor. And depending on how much is being rehabbed, if you're changing walls, changing supports, you wouldn't want to hamper the building inspector's ability to get another determination that is beyond his scope. Chairman Warren asked Alan if the contingencies seemed fair. Alan agreed, and that he was going to need to get a building permit, and the Building Inspector is going to be there, and he will have to appease him regardless. TA Carpenter worded the contingency is such a way that it's not required, it's if he feels that it's needed that he can offer that as a recommendation and requirement. Alan's understanding is that the Town needs to provide the release for the Raze and Remove Order and not put it upon him to determine the order. TA Carpenter reiterated the Raze and Remove is because the property was inhabitable. He agreed, but that it wasn't structural. TA Carpenter stated she had no idea what his plans are. If he said he was going to do a replace in kind to everything, all the structure, all the walls, and sill plates and footings were not going to be touched, the theory is the house would remain and you're just fixing the esthetics. Based on that she cannot recommend to this Board that they agree and then you start changing things and structurally things are not sound in the house or it's made to not be structurally sound. Alan stated that if that is required before working on it, he is happy to let him in there. TA Carpenter suggested having him at the beginning so the Building Inspector knows what the plans are from the start. Alan agreed that was fine. Chairman Warren reminded Alan that this is there to protect him as well and he will have the Building Inspector signing off along the way. Alan would like to make it a building that someone would be happy and he would prefer to make less money and ensure the new owner's happy and they're not going to come back complaining. Vice Chairman Baiocchetti asked if Alan agreed to conditions 1-6 and Alan asked if the Town was certain that the septic had failed. TA Carpenter stated that DES had come out for this and viewed is from afar. The neighbors were stating that "matter"

was flowing onto their property. And this is something that generally doesn't happen with an unpumped tank. DES's determination from a visual perspective was that it had failed. The system has not been tested because it is a bank owned property. He asked if he could have it changed to repair or replace based upon inspection. He agreed it's likely it failed, as it is original to the house. The Selectboard would be in agreement to that. TA Carpenter would like to ask what type of inspection he is getting, who he is getting it from, and she would request those stipulations be in there. TA Carpenter explained that the neighbors have had a difficult time in the course of the last three years with the rodent infestation, trash, the individuals present, and she just wants to be sure they're being conscientious of them and also for him to be able to do what he needs to do as well. Chairman Warren stated based on the six items, the only one that is being modified is #5, septic system replacement – Required replacement per state standard, change suggested is "replaced or repaired and inspected by licensed septic inspector". The Town must receive a copy of the approved design, approval for construction, and approval for operation. TA Carpenter stated that the bank is going to be paying the welfare lien, so he should be receiving that in the HUD statement.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve that the Board of Selectmen remove the Raze and Remove Order from property 323 NH RTE 140, based on the six items that was presented by the Town Administrator as amended, and also contingent upon the closing of the property to Alan Bankus. (3-0)

- ☐ **Action Item** – TA Carpenter will give information with stipulations to Building Inspector, email Scott LaCroix Alan's phone number and contact information so he can set up to do review and inspections.

**13. Discussion on Recommendations for Warrant Articles from Deliberative Session** – A motion was made by GYO at Deliberative Session to reduce their request from \$10,000 to \$5,500 and request the Selectboard to change their decision based on the new information of the reduction.

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted for the Selectboard to change their position on Warrant Article 21 to come in alignment with the Deliberative Session recommendation that puts the GYO recommendation to \$5,500 and the Selectboard is in agreement to that. (3-0)

There was also a request for milfoil that was not processed by the budget committee. TA Carpenter clarified that the Budget Committee understood there was a Petition Warrant Article coming, but the monetary amount was only discussed the previous evening. Vice Chairman Baiocchetti mentioned figuring out what it would cost to do the 10 lakes and ponds in Town as opposed to a fee or pot of money and do they stop at one body of water or look at all of them. Chairman Warren stated that according to Chairman Forst, Budget Committee, this request used to be for all lakes and ponds in Gilmanton, but has now morphed into a request for just Rocky Pond due to the need. It is too late to change this for this year. He would like to make a clarification for next year and make sure that all of the Lakes and Ponds are being addressed next year. Vice Chairman Baiocchetti suggested getting an RFP and evaluate how much it's going to cost because it doesn't do any good to request a small amount if it's going to cost more and is it the Town's responsibility to ensure the waterways are clean or is it only if it has public access. TA Carpenter clarified that the Associations are only able to request funding from the Town if the waterways have public access. For example, Rocky Pond has public access, but it's located in a different town. Sawyer Lake is for the usage of residents around the lake and do not allow other residents of Gilmanton to utilize it. TA Carpenter stated that it would have to be added to the Operating Budget or a fund would need to be created, because there is not currently one and add it to long term CIP and detail the average remediation numbers. Vice Chairman Baiocchetti would not recommend the request for Shellcamp this year. Chairman Collins would be in support it because they did present the study they did for the treatment and presented that it was going to cost \$20,000. TA Carpenter stated that they can also apply for DES Grants to help offset the costs. Chairman Warren would be in favor of the petition warrant article.

**Motion:** On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to recommend Petition Warrant Article 19 for the amount of \$7,500. (3-0)

**PUBLIC COMMENT-7:00 p.m.**

- Zannah Richards – She questioned whether the Selectboard has ever considered canceling the Deliberative Session on Saturday? Chairman Warren stated they had not considered it. Zannah believes there was so much happening in Town at that time and with the cold weather and power outages, she felt disappointed that with such an important meeting, she wished there was a “plan B”. Chairman Warren clarified that there is a “plan B” for snow, but not for cold and her point is well taken. Zannah stated that Deliberative Session doesn’t seem to attract a large number of residents anyway, but that it has a such a huge impact as to what the budget is and that it should be given more consideration. Zannah also asked when the minutes from Deliberative Session get posted for the public? TA Carpenter stated that those are done through the Town Clerk/Tax Collector and it generally only takes her a two day turn around. This does go online, and the Voter’s Guide is adjusted based on the changes made. Zannah went to the Public Session and felt that there were a lot of presentations made where the residents were not getting the full information that was needed. She believed the schools budget was voted down last year, but wanted to know if either the Town or Schools budget was voted down this year, if it reverts to the approved operating budget the previous year? TA Carpenter stated that the Deliberative Session when they Warrant the Operating Budget and the Default budget, that is the budget that’s set. The Town received a Default Budget last year. After that the Selectboard can choose to have a special meeting or take the budget that was received and make alterations within the bottom line. When the Default Budget is created for the following year, adjustments can be made based on obligations and contracts, and so the number, as was seen with the school’s which was higher, which the Default Budget can be higher than in the previous year based on obligation and contracts. Zannah wanted to know what percentage of fund surplus is being targeted to keeping the Unassigned Fund Balance? Zannah would like to know how much they could offset taxes with? TA Carpenter stated that the Fund Balance Policy states it should be 10-17 % and the Town Unassigned Fund balance needs to cover the school’s payment, because it comes through the Town. The Selectboard does not want to go any lower then \$2 million in the Unassigned Fund, and they are currently slightly over. Zannah also wanted to know what the Town was doing with the Old Town Hall? Chairman Warren stated there was some ideas for the usage of the building, but they had not decided anything yet, because it is still being worked on. TA Carpenter stated that it was presented to LCHIP that it would be a more community-oriented building. Zannah also wanted to know if the Town received much Grant money with all the “Covid funding” available and how could the Town get some of it? TA Carpenter stated that the Town received ARPA Funding, just under \$400,000 and that was used on two road projects. Grant funding was received for the Fire Department for equipment.
- Joe Haas – He stated previously that he would check out the milfoil. He stated because it’s involving a dam where the milfoil is, that perhaps there can be a collaboration between Mass and NH, since they are supposed to be paying NH to prevent flooding and maybe that could help with the funding to prevent the milfoil. He will contact them again and let the Selectboard know what he finds out. He went to the LBA and the State of NH has a “rainy day fund” and surplus of a half a billion dollars and suggested maybe there’s some federal funding that could be tapped into. Chairman Warren stated the federal funding does come through at a state level and then the state disburses it to the Towns.

**SELECTBOARD ITEMS, FYI, & OTHER TOPICS**

14. **Volunteer process discussion** – Request for Policy/Process – TA Carpenter made the Selectboard aware that Conservation was looking for a volunteer process, mainly with the volunteers’ using chainsaws. She diverted them aware from that. She didn’t mind the clean-up piece, but didn’t want volunteers involved

with equipment unless they are knowledgeable in it. But the Town doesn't have a policy for volunteers and cemeteries is asking for one. She would like to reach out to Legal and see if she can get information. Vice Chairman Baiocchietti send TA Carpenter information on a volunteer policy.

- ☐ **Action Item:** TA Carpenter to reach out to legal regarding a volunteer policy and also look at the volunteer policy information that was sent to her from Vice Chairman Baiocchietti.

15. Monthly Report- Reviewed by the Selectboard

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchietti it was voted to move into a Non-Public pursuant to RSA 91-A:3, II (a) (3-0)

16. Non-Public Pursuant to RSA 91-A:3, II (a) – Personnel, Finance, and Facility Coordinator

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

This Non-Public was to discuss various issues within the different departments and the Facility Coordinator.

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchietti it was voted to adjourn.

**Adjourned** 7:41 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Amanda Davis, Administrative Assistant

**Approved by the Board of Selectmen**



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchietti



Selectmen Evan Collins

