



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Approved**

**Board of Selectmen Meeting**

**December 18, 2023 - Academy Building – 5:00 P.M.**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**Public:** Breyer Hall, Shelby Hall, Allyson Hall, Charlene Houle

**MEETING MINUTES APPROVAL**

1. 12-04-2023 Public and Non-Public Minutes

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the Public and Non-Public minutes from 12-04-2023. (3-0)

**CONSENT AGENDA**

2. Conservation Commission Donation - \$5,000 from the Maher Charitable Fund
3. DOT - \$24,581.79 bridge payment. Acknowledgement and set public hearing
4. PO - \$13,228 Rifle packages
5. Blue Knight's Law Enforcement Motorcycle Club – Permit for raffle to be held February 14, 2024
6. PD – Grant agreement, body worn cameras

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchetti it was voted to approve the consent agenda 2, 3, and 6. (3-0)

Open for discussion.

Chairman Warren address #4 and asked if it was part of the budget. TA Carpenter clarified that it is not a part of the budget, but that it is part of encumbrances. It is in the budget, and TA Carpenter would like this to be approved, but does require discussion.

Selectman Collins stated to Chairman Warren he needed to sign for Consent Agenda #6 for the grant agreement for the body worn cameras. The motion was made previously for the Chairman to sign for the Selectboard.

*Information for the FY2024 Body Worn and Dashboard Camera Grant was received and understood by the Selectboard that the award of \$33,800.00 was given on September 6, 2023 with Governor and Council approval and will be matched by the Town of Gilmanton.*

Chairman Warren stated the Gilmanton Conservation Commission was presented with a donation from the Maher Charitable Fund in the amount of \$5,000. This donation would be deposited in the fund to be utilized for the construction and maintenance of hiking trails and conserved parcels in Gilmanton as further specified in the letter to the Selectboard dated 11/29/23 from Rich Maher.

Chairman Warren would like to discuss Consent Agenda item #4 the PO for \$14,228 for a rifle package. TA Carpenter stated that Chief Currier has the funds to purchase and not encumber funds. Across all Departments, there is money to be encumbered for projects that did not get completed in 2023.

Vice Chairman Baiocchetti stated there was no information on the PO. He wants to know why Chief Currier needs them, what he wants, what he's getting.

TA Carpenter stated if they were not comfortable with what they received in the consent agenda that it can be put back for encumbrances and if Chief Currier doesn't provide the information that he's looking for they can be pulled out of the encumbrance.

Chairman Warren stated some background information is probably important, at least what he is looking for and why.

Vice Chairman Baiocchetti stated he should come in front of the Selectboard with the request and background documentation.

TA Carpenter asked for clarification for end of year purchases and what kind of information the Selectboard is requiring. She stated that the Selectboard will be presented with the breakdown for all Department projects. Chairman Warren stated that #4 was removed from the consent agenda.

Discussion on #5, Blue Knight's Law Enforcement Motorcycle Club, permit for raffle to be held February 14<sup>th</sup>, Chairman Warren asked if this met the raffle ordinance.

**Board Consensus:** The Selectboard would like more background information regarding Police Chief Currier's rifle package request.

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to accept the Blue Knight's Law Enforcement Motorcycle Club permit to raffle. (2-0) *Vice Chairman Baiocchetti, abstained*

- ☐ **Action Item:** Obtain background information pertaining to Chief Currier's rifle package request.

## **NEW BUSINESS**

10. **NH Division of Historical Resources Application** – Susan Roberts, Treasurer from the Gilmanton Corner Library. Also present are Deb Fifield and Sue Christie. Late last year they learned that when the Academy yard in 1985 and 1986 was converted to the Gilmanton Historic District along with these buildings being historically recognized that the Gilmanton Corner Library was not. She spoke to a committee member from during 1985 and 1986 and he said that the Town didn't do it, that it was Lakes Region Planning. He also did not know why the building wasn't included. She stated when the Selectboard reviews the application she is submitting to the State they will see the historic significance of the building and the people in the building long before it was a library. The library is going on its 112<sup>th</sup> year. Mr. Pennock who worked there was the cobbler. They have worked for 8 months to determine their resources and wouldn't have been able to do it without people involved with the library through the years who kept scraps of paper and new paper articles. They even have one from Hattie Kelley in 1902. Residents have also shared additional information that has also been added to the application. While there are many significant people associated with the library, the application needs to focus on the building itself. The building has been there earlier than 1845 before it became the cobbler shop, but the best documentation that they have been able to verify is from 1845. Susan Roberts further discussed the significance of Mr. Pennock to the Town of Gilmanton and his history. They knew the importance of the building because of its age, but they needed to incorporate the significance to the Gilmanton Academy/Seminary because the Seminary was a division of the Gilmanton Academy. The next step is to file with the State Department of Historic Resources. It is an 18-page application and very specific with what they had to do. They will be filing once the Selectboard approves it because it's a Town building. If they are approved, they will be eligible for LCHIP if they need anything done to the library. Currently, they do not need any work done, because the library patrons have kept it up and it is considered in good shape. Their biggest controversy is what they will officially name the library. The library has had four names in the last 112 years. It's been named the Gilmanton Public Library, Gilmanton Corner Public Library, The Gilmanton Corner Public Library at Pennock's Shop, and Gilmanton Public Library at Pennock's Shop. The Academy boys made the library their clubhouse, they redid the floors, and extensions in the early 1900's and the last Academy class was 1910. As a Board they have not discussed the name, but they will make a recommendation to what they believe would be the appropriate name, and the Selectboard can delineate on it. Vice Chairman Baiocchetti asked if it should be the Gilmanton Public Library since it's Town owned. Susan Roberts stated she's seen it on old photos as the Gilmanton Corner Library, Gilmanton Public Library in the 1920's, and it's currently on the sign as Gilmanton Public Library. The naming is something she would turn over to the Selectboard for a final decision. Susan Roberts is not sure what the next steps are, but she will file the application, and the committee meets monthly and will determine if the building meets the classifications for eligibility. She feels confident it will be classified as a historical building and is what they would call a bungalow craftsman. They can also do a national certification at

the same time and she has asked for consideration for both. Susan further discussed additional history she learned about Mr. Pennock.

Susan Roberts further discussed that once this phase was done, they intended to build a booklet with all this information so none of it is ever lost and she would like to give a copy to the Historical Society.

**Motion:** On a motion by Vice Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the application and support the The Gilmanton Corner Public Library in writing or with a letter. (3-0)

## **BUDGET**

7. **Operational and Default Budget** – TA Carpenter noticed the last time this was presented that the only thing that was off was the Highway Block Grant amount in the Operating Budget. This was short approximately \$2,000. This was adjusted but it did not change the percentage because this was a nominal amount and she will go through the highlights of what was changed there. She has not heard back from legal counsel regarding the DPW Director amount, but the Selectboard still needs to make a determination regarding this because they need to know where the bottom line sits. Vice Chairman Baiocchi asked if this included Chief Hempel's request under Article #09. TA Carpenter clarified that this was under Article #09. Warrant Articles have not been updated yet, because the Selectboard has not made a determination yet. TA Carpenter stated the Default Budget reads \$5,426,078 versus the Selectboard's requested Operating Budget of \$5,768,329. The only caveat she had discussed with the Budget Committee was the DPW position was brought forward in a petition warrant article last year, but had not monetary amount attached to it. If the Town voted it in, she didn't think it was going to be an unfunded mandate. The Selectboard can add what they believe it appropriate to the budget and have that combined to line 01-4311-110 in Highway Administration. But with regards to the Default Budget, nothing additional can be added. This is fine for the prorated year, but will not be for the following year's Default Budget because the budget will be short. The option is to vote to change the DPW Director's position to the full amount or leave it prorated.

Chairman Warren stated if they vote to put the full amount and not the prorated, the downside is if they don't need it then they have had to raise the resources, but it is to protect the Default scenario.

TA Carpenter stated this only protects the Default budget next year. If it passes, then the Default budget next year is fine.

Chairman Warren asked what the difference was on the prorated amount.

TA Carpenter stated the amount they have is \$69,280 and then the difference is \$92,328.

Chairman Warren stated this discussion is not just about next year, it's also about the following year because if they only put a partial position in and default the following year there will not be enough resources to fund that position.

TA Carpenter stated the difference is \$23,048. TA Carpenter stated if the budget fails, then they do not have a funded DPW. If the \$23,048 is added, it will increase the overall percentage for the bottom line.

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted on increase the budget by \$23,048 to increase the DPW Director's salary to the full amount. The full amount is \$92,328. (3-0)

Chairman Warren addressed the Default Budget.

TA Carpenter stated they have not discussed this, but there are minor changes that reflect plan changes in the insurance portion in every department's budget. Open enrollment began in November so that's when they received all the updates. The Default budget was adjusted to cover the additional plans that has been requested.

Chairman Warren stated that he understood there was plenty of sand, but the budget is showing an increase in the budget for sand.

TA Carpenter stated that it is going to be more expensive for cost per ton. There is a mountain of sand in the Iron Works, but there is not enough sand behind GYO. The Road Agent believes there should be more sand. She would like to see the line adjusted in the future whether it is out of the stone and gravel or in the sand area because they're going to be moving towards the 3/8 stone rather than just straight sand.

TA Carpenter discussed the Default Budget further and noted that the big items were the insurance, she made sure the withholdings were all matching, Town Clerk/Tax Collector budget was all State mandated. She addressed with legal the Welfare default budget which was to match it instead of staying at the \$25,000 because it is State mandated. They also felt comfortable for the audit to also be brought up to the Default Budget as well, because it is also now a state mandate.

Chairman Warren asked where the reassessment falls into the default. TA Carpenter stated that was taken care of with a Warrant Article the previous year and the Town will be proceeding with this in 2024.

Vice Chairman Baiocchi asked if this was the last full year with CCS. TA Carpenter stated yes and the contract ends January 1<sup>st</sup> of 2025. She intends to put out an RFP in 2024.

TA Carpenter noted that there was a typo in the audit line, 01-4150-301. The Default Budget is for \$25,500.

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchi it was voted to increase the Default line 01-4150-301 to read \$25,500 to match the Selectmen recommendation. (3-0)

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the Default Budget of \$5,428,078. (3-0)

**Motion:** On a motion by Chairman Warren and seconded by Vice Chairman Baiocchi it was voted to approve the Operating Budget of \$5,791,377. (3-0)

TA Carpenter reminded the Selectboard that they would have the opportunity after Super Saturday to match the consideration of the Budget Committee or not and the changes can be made.

## OLD BUSINESS

9. Fire Department – Warrant Article #09 – Chief Hempel stated based on the initial estimates the Selectboard wanted to split the project cost which estimated to be around \$140,000. He worked on this and getting municipal bids and determined they could do the project for \$115,000. He would like the Selectboard to reconsider that decision. He asked that instead of delaying for two years that the Town would fund \$115,000 through taxation, with the majority vote required. He was concerned with delaying it over the course of two years with the increase of project costs and that it could put them back to square one. He was also considering and discussing the possibility that they are receiving funding from the sale of Engine #3 for \$75,000. He knows this goes into the general fund and typically they do not use it, but if there was a means to allocate funding through a Warrant Article, whether it comes from that sale, and then they would raise \$40,000 from taxation, and it could be done in one year. He does not know the language on appropriating the proceeds from Engine #3 but also, the undesignated fund balance. They're adding \$75,000 from their agency into it but this may be a way to take care of a project and have it not be a burden on the tax base and use the funds they would get from Engine #3 and we should be in receipt of the check for that soon.

Selectman Collins stated this is moving forward as a Warrant Article so it will be voted on and the residents have an option to say no.

Chairman Warren prefers to see the project split between two years, and the downside is the taxpayers may be more inclined to turn it down because of the larger number.

Vice Chairman Baiocchi asked what the maintenance was costing on Forestry 1 currently. Chief Hempel stated it's hasn't been bad this year and there hasn't been any significant repairs on it. It is a 206 unit that gets a fair amount of work.

TA Carpenter stated when this project was brought forward initially, the rolloff truck was also being considered and the Selectboard decided against that at the last meeting.

Selectman Collins asked if they were to do this in two Warrant Articles would they lock the price in or would they have to wait and see what it would be the following year. Chief Hempel stated they would have to wait and see what it would be the following year. Chief Hempel stated that doing it over two years will definitely add some cost to it because there are a lot of different parts that go into it.

Vice Chairman Baiocchi asked if the Chief was having issues with the skid tank as well and how much it would be to replace the skid tank. Chief Hempel stated it would be about \$25,000.

Chairman Warren stated if the residents voted the Warrant Article down and the Chief had to replace the tank – Chief Hempel stated if they voted it down, they would repurpose and come back next year and continue to ask for that project.

**Motion:** On a motion by Vice Chairman Baiocchi and seconded by Selectman Collins it was voted to support Chief Hempel's request to change the Warrant Article to raise and appropriate the sum of \$115,000 to come from taxation for the purchase of the equipment for a new forestry 1 unit. (3-0)

Discussion: Vice Chairman Baiocchi asked about the \$75,000. If the Selectboard takes the \$75,000, and it would have to be listed in the Warrant Article, and then there would only be \$40,000 that would have to be raised and appropriated from the tax payers.

Chief Hempel stated that the \$75,000 would be reinvested back into the agency for the replacement of the forestry truck.

TA Carpenter stated that if they had known the amount that they were going to sell for, it could have been written into the Warrant Article.

Chairman Warren stated they would move it forward for the \$115,000 on the Warrant Article.

#### **SELECTBOARD ITEMS, FYIs, AND OTHER TOPICS**

11. **Department Head Updates** – Fire Department

12. **Hours Discussion** – This is PD Hours and since Police Chief Currier is not present, TA Carpenter offered to table the discussion until a later date.

Chairman Warren asked the Selectboard members if they wished to move forward with the discussion or if they would prefer the Chief to be present.

Vice Chairman Baiocchi stated he believes this discussion would end up moving into Non-Public.

Chairman Warren stated that they would table this in Public.

13. **BOS Schedule Review** – Chairman Warren stated on Wednesdays he is not free to have the Selectmen Workshops. He stated he could do the July workshop on Wednesday, but could not do the January 17<sup>th</sup> and April 17<sup>th</sup> meetings.

Vice Chairman Baiocchi stated he would not be present for the January 15<sup>th</sup> Selectboard meeting or the January 17<sup>th</sup> Workshop.

Board Consensus – Remove the workshop on January 17<sup>th</sup>. Add Thursday, April 18<sup>th</sup>. They will keep the Wednesday, July 17<sup>th</sup> and October 16<sup>th</sup>.

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the Selectboard schedule for 2024 as amended, removing January 17<sup>th</sup> workshop, changing the April 17<sup>th</sup> workshop to April 18<sup>th</sup> workshop. (3-0)

14. **Zoom Meeting Scheduled with Strategic Solutions – DPW** – TA Carpenter had originally had this scheduled this week, but it has been rescheduled and she will be meeting with her and her partner next week. If the meeting goes well and it looks like something that can work for the Town she will try and have them here for a meeting in February. TA Carpenter will check to see if she can meet in January, but she currently has a full schedule.

#### **BUDGET (Cont.)**

238 8. **Encumbrances/Revenues** – The Selectboard was presented with two sheets. One has outstanding  
239 projects for 2023 for encumbered funds and the other is the 2023 encumbered funds and where they  
240 can be pulled from. She is presenting many lines in categories by Department. The overall funds  
241 available are \$281,300, because the focus was on the Transfer Station. The projects listed were planned  
242 projects. The IT Budget 01-4131, \$6,000. Finance Budget 01-4150, \$30,000. Legal Budget 01-4153,  
243 \$15,000. Planning Board Budget 01-4191, \$5,000. Government Buildings Budget 01-4194, \$40,000.  
244 Police Department Budget 01-4210, \$91,800. Building 01-4240, \$5,500. Highway Admin Budget 01-  
245 4311, \$35,000. Highway and Streets Budget 01-4312, \$15,000. Transfer Station Budget 01-4324,  
246 \$30,000. Parks and Recreation Budget 01-4520, \$8,000. This is a total of \$281,300.  
247 Chairman Warren stated that the projects will be matched with the lines to address the projects that  
248 have not yet been completed.  
249 TA Carpenter stated that everything under the Executive budget has been discussed and budgeted for,  
250 but the office has not been able to get to any projects yet. She addressed funding that Transfer Station  
251 had for \$14, 850. The Foreman has requested a snowblower attachment for the skid steer. He does  
252 have a smaller snowblower but it doesn't get near the fencing. And then also the compactor wiring, but  
253 the Selectboard has not made a determination on compactors, and this would be the third compactor,  
254 but the electrical quote was received if the Selectboard wanted to move forward with that.  
255 Vice Chairman Baiocchi asked why these items were not being budgeted for and why are these things  
256 being asked for because there is funding left over.  
257 TA Carpenter stated the focus was certain aspects of every department. Her focus in Executive was  
258 Transfer Station. The items listed were not necessarily not budgeted for, but the projects were not  
259 obtainable in 2023. This is not the cost amount that is left over, there have been a lot of vacancies.  
260 These funds can be used for projects that the Town has or the funds can go to the unassigned fund  
261 balance. The unassigned fund balance is good currently and this was just determined based on the tax  
262 rate, and the Town was able to adjust it. She would prefer these monies not go to the unassigned fund  
263 balance because there are many projects to be completed.  
264 Chairman Warren addressed the Police Chief's rifle package that was presented, and it has been put in  
265 as an encumbrance for these and wondered if they would be committing to the project.  
266 TA Carpenter stated the Selectboard could sign the PO if they wanted to approve it and they would be  
267 committing to the project. If they wanted to hold it in the encumbrances and where the money could  
268 potentially go.  
269 Chairman Warren stated on encumbrances, these are potential projects, but not committed projects.  
270 TA Carpenter clarified every cost presented has a quote, an estimate, or an invoice. For example, the  
271 Grant match for the body worn cameras for \$33,800, when this is moved forward to the State, she  
272 believes they will invoice the Town. She is not aware if this is going to come as the total cost, or be done  
273 year by year. This was discussed with the auditors and they felt comfortable with the Town  
274 encumbering the funds. She would like to pay the full amount of the match.  
275 The amount remaining for the Transfer Station is \$43,199 and it was discussed with the Budget  
276 Committee putting in lockers, a possible changing room, the bathroom needs to be updated, and she  
277 has a heat pump and an A/C quote, a quote for a water softener. For the A/C and heat those quotes  
278 total over \$12,000, the water softener is over \$6,000. And to redo the bathroom, she could get a quote  
279 by the end of the year, but that would be no less than \$20,000. TA Carpenter stated that if they look at  
280 the overall need for 2023 projects that's \$238,101. The current funds available is \$281,300. The funds  
281 remaining is \$43,199. This could be utilized for the bathroom project at the Transfer Station because  
282 they do have an idea of the cost, but have requested an updated quote. Another project could be done  
283 at the Transfer Station or the funds could go to the unassigned fund balance.  
284 Vice Chairman Baiocchi stated that he could see the Transfer Station projects, because they are still  
285 within that emergency mode.

TA Carpenter stated that the bonuses with the Police Department, the \$10,000, there is the current understanding that they owe one employee, and then there is the vacancy.

Chairman Warren clarified this was the sign on bonus. TA Carpenter confirmed.

Vice Chairman Baiocchi stated this is due the year after they start. TA Carpenter confirmed.

TA Carpenter stated the two, first years which is the \$5,000 each.

Vice Chairman Baiocchi asked if it's not paid out until the following year, why is it being encumbered this year. TA Carpenter clarified it was because she was hired this year.

Selectman Collins asked about the quote for the Old Town Hall generator and if there was not one on site currently.

TA Carpenter stated there is not one on site currently and there was \$10,000 she was planning on using. There was an issue with the side roof of the museum entrance that cost just under \$4,000 that they had to move forward with instead. So, there was not additional funds to move forward with this. They do not need to do a generator at the Old Town Hall, however, what happens during long term outages is the plaster can crack and mold.

TA Carpenter stated the Academy basketball hoop has needed replacement for two years. The A/C addition and the mini split replacement for \$41,950, this is for the auditorium A/C units and the possible mini splits for downstairs. The units in the office cannot be refortified and will need replacement.

TA Carpenter stated that carpet replacement was planned for this year, but was unable to be done because of the moving aspect of the furniture. There is an active quote for carpeting, but she can put it out for RFP. This is for the offices downstairs and they desperately need to be done.

TA Carpenter stated the Crystal Lake Park Pole Barn inspection and to replace one pole is \$7,800. We were unable to coordinate with the individual to come out and inspect this year. The Park lights that were discussed with the Selectboard have been cracked, whether from pickle ball or general use, but the amount to replace the lighting is \$8,635 and that is from the Town electrician.

Image Silo is the \$15,000 budget line that we always have. \$5,000 of the \$15,000 is for the co-file for the Town Clerk/Tax Collector and the remaining \$10,000 is for us to do our scanning. There's roughly \$9,000, Town Clerk/Tax Collector is going to take the majority of it, and the remaining \$3,600 will be used for additional scanning to be done.

TA Carpenter stated the basement paint and first floor for \$32,000 and remove that from the \$150,000 that is being requested in the Warrant Article and drop this down to \$118,000.

Chairman Warren asked what the amount was the Department Heads could spend, \$2,000. TA Carpenter confirmed.

Chairman Warren stated it would be good for them to see any quotes that are significant.

Vice Chairman Baiocchi stated TA Carpenter could authorize \$5,000.

TA Carpenter stated she had all the quotes if the Selectboard wanted to take the time to look through them towards the end of the meeting.

TA Carpenter stated that she doesn't mind putting out an RFP for the carpeting, but doesn't want to wait too long on waiting for quotes. However, she would like to move forward with the interior painting with the contractor that the Old Town Hall utilized, because he's excellent and does try to provide the best pricing.

Chairman Warren asked what that leaves for the exterior painting and if the painting quote included interior and exterior.

TA Carpenter stated that the quote included the exterior, the basement, and main level, and included rot repair for \$150,000.

Selectman Collins stated that he is fine with moving forward with projects that have been planned. But questioned the basketball hoop repair. TA Carpenter stated that the basketball hoop is the Town's to repair and the cost is just under \$1,000 for the hoop and backboard to be replaced.

Vice Chairman Baiocchi stated he agreed with some of the projects, that they have been planned and discussed and some Town projects were shifted due to the Transfer Station projects.

Chairman Warren stated he would like to look at some of the background information later in the meeting.

TA Carpenter stated that a decision will need to be made on these tonight. Usually, the encumbrances and revenues are done of the last meeting and the office tries to get the actuals the last two weeks of the year. The budget was reviewed as an overall and they looked at vacancies and anything that was available to take was looked at.

Chairman Warren stated that they run a very tight budget, but then there was additional at the end, but this is because of the vacancies.

TA Carpenter confirmed that a lot of what the Selectboard is seeing is vacancies. If you look at the government buildings line and the expense report, she was unable to get any projects done because the focus was the Transfer Station.

TA Carpenter addressed the Revenues. The Town goes through the process of MS-434, this is done generally in the spring and then the Selectboard receives a revised version in September with a 2024 projection. The admin recommended is \$2,476,504 as opposed to the MS-434 revised which is after the audit is \$2,510,013. The background documentation for this is on the back pages provided.

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the estimated revenue for 2024 in the amount of \$2,476,504. (3-0)

**PUBLIC COMMENT – 7:00 p.m.**

- Charlene Houle – 112 Deer Dr. – There are two lots, one below and one above and her and her neighbor are abutters. They just recently found out someone purchased one of the lots that is 60 feet wide by 100 feet long. She was told if she wanted a driveway on the back side of her lot that she would have to have enough room for two cars to pull in and turn around. Now there is a lot someone is going to build a house on and her well is down below and her septic is on the other side. Her concern is the gentleman that is going to be building there is not concerned about the neighbor's property. It was explained to her, in between the properties, that no one was able to build on either side because when it rains there is a natural run off. She doesn't want to have her property damaged and where is this person going to put their septic, is it going to be near her well, because there is only so much room. She has six abutting lots altogether and she doesn't understand how this person is going to build, and she is worried about her property.

Chairman Warren stated that DES will have to approve a septic system that would take those things into consideration.

She stated that the owner decided to do what he wanted with 38 Fox Dr. and put the new house in there, and their septic tank is 50 yards from the house behind them, so the woman can't open her windows because she's got a septic in her back yard. She thought there had to be a certain distance for something like that.

Vice Chairman Baiocchi asked if this had gone to the Zoning Board.

TA Carpenter clarified that yes, it did go to the Zoning Board and they are continuing to address this.

There were abutters concerns. There is no active permit submitted, so whatever has been done, they have not proceeded further.

Chairman Warren addressed the Hall's and let them know they received a letter from DES and they are proposing to pull the septic permit and that would have a chain of effects on the building permit issued. As of today, the Selectboard was in receipt of the letter from DES to pull the septic permit.

- Shelby Hall – Asked in what way would this affect the building permit issued.



Chairman Warren stated that once DES pull the septic permit, it shows that there is not an approved septic plan at this point in time, which means they would not be able to build on that property. DES is currently involved and revoking the septic permit.

- Breyer Hall – He wanted to inform the Selectboard that after tonight’s storm, the erosion barrier they placed on the property has been overrun. It has now destroyed the road on Tamarack Trail. It is impassible by anything less then 4-wheel drive. The abutter across the street will be unable to access his property because of the erosion. He noted all of these concerns were brought up multiple time. In his opinion, this is a dereliction of duty by the Town. This is unacceptable and residents do not have access to their property. The Building Inspector himself requested that contractors be removed because they were violating the stop work order. They were not removed and the Police Department did not take action to remove them either when they were with the Building Inspector onsite. He believes a serious self-reflection needs to be brought on the individuals involved in this Town. The Hall’s as well as other abutters to the property, and their surveyor told the Town that the lot lines were not in the correct location, and it has now taken DES stepping in and doing the job that should have been handled by the Town.

Public session is closed.

#### **BUDGET (cont.)**

8. **Encumbrances** – Further discussed were encumbrances. TA Carpenter stated she looked over the budget and took significance. For example, the Town Clerk/Tax Collector, because she had a vacancy so long there’s roughly \$50,000 in that budget that could be used towards a project. If the Selectboard reviews the Transfer Station, Pete’s box could be replaced. There are plenty of projects to be done if they wanted to move forward with them, but she does not have quotes for those yet.

TA Carpenter stated that the only quote that is not there for the Selectmen’s office is for ImageSilo, but a quote was just received for 4 boxes at \$1,000. So, \$3,600 that’s going to be out of the \$9,000 line is approximately 6-8 boxes depending on the type of files in them.

Chairman Warren asked if the paving for the police station was in the Warrant Articles.

TA Carpenter stated it is not, and that would cost over \$200,000 and they did not move forward with that.

Chairman Warren stated they had to be able to justify the cost to encumber the funds, but can still go out to bid after the fact.

TA Carpenter confirmed. Previously it was hard to find contractors, but they are now starting to become available, but price points have not come down yet for materials. For example, the carpeting is expensive, but she would agree to go out to RFP because she has a solid quote. She had an additional quote that was approximately \$2,000 different, but that quote didn’t include moving furniture and also couldn’t give a timeframe of how long the project would take. An additional quote for professional movers was also received. The additional piece to the carpeting is adding carpeting to the Town Clerk/Tax Collector’s Office. One side has carpeting, but the other side does not.

Chairman Warren asked about the third compactor quote.

TA Carpenter stated that a compactor lease quote was received. This was to keep the contents of the single stream smaller. She recommends going with the lease option, because to purchase was over \$30,000.

Chairman Warren asked if these were the correct allocations for what the Town needs. He is considering the compactor and the OTH generator, while necessary, is this the year to proceed with these. He did speak with the Transfer Station foreman, and understands why the purchase of the snowblower is important.

Chairman Warren addressed the Police Department rifle package and noted that they have a PO, but they do not have any information for the need.

Chairman Warren addressed the sound issue in the meeting space.

TA Carpenter stated there is another budget they can pull from, but they have not been able to get the quotes. These quotes are being brought forward because they were unable to complete them. Next year's budget will not contain them and will leave her able to reach out and get quotes for the sound. She has found acoustic tiling that is similar to what is at OTH. That project could not be moved forward until the ceiling issues are addressed.

Selectman Collins stated the pole barn at Crystal Lake Park needs to be repaired in his opinion. Chairman Warren agreed.

TA Carpenter stated that it's not all the poles, and the reason for getting them inspected to be sure to address any rot that isn't being seen.

Chairman Warren requested information regarding the Body Cam matching grant.

TA Carpenter stated if State invoices the Town for the total amount, which she believes they will, and then it has to be approved by Governor and Council. After discussing with the auditors, as long as it's in process it should be good to go, unless they only invoice for one year.

Chairman Warren asked if there were other departments requesting project funding.

TA Carpenter stated she discussed the Kofile with Elise and she wanted to be sure she was able to have all the funding for that. Only 4 boxes were completed this year due to focus being on the Transfer Station.

Fire Department does not have any excess funding this year.

Highway utilized most of their budget, but this was not taken from, because she was unsure where they were at for the next two weeks with the roads.

Funding was taken from Highway Admin, Highway and Streets, Transfer Station, Park & Rec, and Police Department due to vacancies.

Chairman Warren addressed the Board and asked if there were any items they would prefer not to push forward.

Vice Chairman Baiocchetti asked about the quote for the Police Department water heater.

TA Carpenter stated they have not had hot water for a few months. The Police Chief has been working on getting quotes for the right product.

Chief Hempel stated they were looking for parts, because a repair could be made timely and inexpensively but this was not the case after looking into it further.

Chairman Warren stated that the rifle package request should be removed, because there is not additional information, he is okay with moving forward with the water heater, and he is okay with Transfer Station requests. He would have liked to see the compactor completed, because he believes this would save on hauling fees. He is questioning OTH generator because the building is not fully functional yet.

TA Carpenter had intended to put a generator there with this year's budget, because they are almost finished with the project. The project was extended to next December because they were unable to get the contractor out for the basement. Eventually it will be used for community functions and LCHIP requires that it gets maintained like it is regularly being used.

Chairman Warren believes the priority is Transfer Station. The additional funds that could be used for Heat/A/C for the office, bathroom, locker room, and the water has not been good up there. If they can push funding to those projects and finish it up, he would be comfortable with that.

TA Carpenter stated what is listed there is \$43,199 and she can get a quote for Pete's box for a preconstructed shed with insulation, which could fall \$15,000-\$20,000 because the size that is there would have to be the same. She would like to get this project completed if there is funding left.

TA Carpenter stated that if anything happens over the next two weeks even if the Selectboard approves the encumbrances, they would pull the money back to ensure the operating budget was covered. She

found the opportunity to get a lot of projects completed and make a significant impact for multiple departments.

Chairman Warrens' recommendation is to remove the Police Department's rifle package and the OTH generator.

Selectman Collins was also questioning the OTH generator and whether the Police Department would be coming back to request the rifle package next year.

TA Carpenter stated that she doesn't believe he'll ever say he doesn't need equipment. She also stated that the generator for the OTH would prevent her and Fire Chief from going out and checking on the building every time there is an outage to check if pipes are freezing.

Chairman Warren would revoke his previous recommendation and would recommend moving forward with the OTH generator to prevent future damage.

Further discussed were additional projects in regards to the Transfer Station upgrades.

**Motion:** On a motion by Chairman Warren and seconded by Selectman Colling it was voted to approve the 2023 outstanding projects for encumbrances fund date 12/18/2023 with the amendment to remove the rifles of \$13,200 to be reallocated to be encumbered to additional funds for the Transfer Station, to include \$50,000 from the Town Clerk/Tax Collector's remaining balance to also be put to the Transfer Station renovation. Also, with the remaining funds of \$43,199 as presented to the Selectboard to go into the Transfer Station project to finish bringing that up to standard. (3-0)

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

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

**Motion:** On a motion by Selectman Collins and seconded by Chairman Warren it was voted to hire Samantha Munroe contingent on completion of a favorable State background check. Her start date is contingent upon completion of her background check. She will be hired at a pay rate of Grade 8, Step 2. (2-0) *Vice Chairman Baiocchetti, abstained.*

**Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted not to hire employees until a complete background check is done and the entire packet is complete. (2-0) *Chairman Warren, abstained.*

Chairman Warren stated there has to be room for them to make decisions along the way. Consistency and policy are important.

TA Carpenter stated these are 2024 HR initiatives, and she is looking for a written process.

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

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

**Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-Public 91-A:3(c). (3-0)

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

**Motion:** On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to adjourn.

**Adjourned 8:56 P.M.**

523 Respectfully Submitted,

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525 Amanda Davis, Administrative Assistant

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527 **Approved by the Board of Selectmen**

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529 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

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Selectmen Evan Collins