



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Meeting

October 4, 2021 - Academy Building – 4:57 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren, Vice-Chairman Vincent Baiocchi, Selectman Evan Collins, Town Administrator-Heather Carpenter, Energy Committee - Nate Abbott, Chase Pennoyer *via Zoom*, Andy Gray *via Zoom*, Sarah Thorne *via Zoom*, Energy Committee - Elise Smith, Meagan Maloney – Sawyer Lake District Resident, Janice Thacik – Sawyer Lake District Resident, Tom LeMein-Sawyer Lake District Commissioner

APPROVED

Energy Audit Presentation -- Nate Abbott, Chase Pennoyer *via Zoom*, Andy Grey *via Zoom*, and Sarah Thorne *via Zoom*, Elise Smith

Buildings included in the Energy Audit are; Public Safety Building, Old Town Hall, Fire Department, DPW, and Transfer Station. The Energy Committee is working as an advisory board. Resilient Buildings Group has been commissioned to complete the audit of the Town Buildings.

Spreadsheet explanation - Energy use analysis benchmarking, in which the information is compiled from the amount of energy used per square foot, per year organized by highest users to least highest users. CUI is cost use intensity and this is dollars per square foot, per year. The buildings are rated from best to worst in this category, in which the Gilmanton Iron Works Fire Department has the highest cost use intensity. Public Works rates the lowest because of their heating patterns, and their CUI is almost nothing because of the free waste oil heat. In the most energy efficient building, the CUI is depending on the building's usage category. For example, the Fire Station average is site E.Y. of 63.5, which is not a very high efficiency, but this is standard. Under the Recommended Energy Efficiency Measures, this lists the proposed measures, the cost, and projected annual savings with payback. The process of analysis includes an onsite building walk through, taking notes, a blower door test, typically to measure the air leakage through the shell, and try to find points of weakness in the building. Once the points of weakness are identified, then they are able to compile the data and the cost of fixing the issues. The energy model calculates the energy saved per measure for each of the measures. This is where the financial analysis is derived from. Construction is broken down into different categories by tasks that are frequently done by different sub-contractors or specialists. The tables listed are weatherization projects, lighting projects, mechanical projects, and solar projects. Within the groups are differentiated tasks. For example, under weatherization is air sealing projects (caulking, stripping, fitting, and sealing) and insulated projects (putting in insulation). A 14-year payback or less was predicted to reflect how well the investment does with the remediation.

Recommendation from the Resilient Building Group

Old Town Hall — (Odd Fellows Building) Recommendations were not made for this building because it is so rarely used and only the first two floors are conditioned. It didn't make sense to invest in weatherization of this building. If the building does change occupancy patterns and the plan is to open it up, more than the economics of the building will change. This has the most opportunity would be to add insulation throughout the building.

Gilmanton Iron Works Fire Station – It is valuable to invest in this building because there is a heavy usage pattern. It is one of the most densely occupied buildings. Improving this should provide occupancy comfort and environmental improvements.

Public Safety Building – When the blower door test was conducted there was really only one point of weakness within the attic space. Overall, the building was well built.

Transfer Station and DPW – Both similarly have an office space, and the recommendation for the Transfer Station is to build up around the office space and put in a ductless heat pump to serve the office space's cooling and heating needs. The goal is to treat it like its own building within the bigger building. The DPW Building has the free waste oil heat which makes it a hard case to invest in its "envelope" or mechanical system because you're getting free oil. If that ever changed, the recommendation would be investing in infrared heaters for that space.

Nate Abbott – Recommended Investment – The Energy Committee is revising their recommendations because they had some miscalculations based on the preliminary audits. In September, they received the final audits and reviewed the numbers. They recommend taking all the numbers that had a pay out within 14 years, setting aside solar because

they're major investments, and major changes in policy, and it is felt that it would be better to work on things that were easily obtainable and wait on the larger investments. In calculating everything that was identified in 15 years or less, the total is \$57,370.00. The Energy Committee agrees with Resilient Buildings Group that it needs to proceed in an orderly and predictable fashion, and it needs to be managed by someone knowledgeable in these tasks. The management portion can be put out for bidding, but Resilient Building was recommended on the basis of their expertise and experience in this area. They have provided a budgetary figure of \$8,737.00; it could be slightly less, or slightly more. This is based on the percentages that they were able to provide. In addition, recommended contingencies on each of these projects is 10% and this is because they are construction projects and this should help protect the Town from something unforeseen. Total budgetary recommendation, \$71,844.00, rounded up to \$72,000.00. This is for budget discussion 2022. He believes this to be a good start, with good pay back, and believes it represents the interests of the Town. There are potential rebates and audit reports have been sent to Joe Lajewski of New Hampshire Electric Co-op, and he has sent the Town a list of rebates available for each of the listed classes of work. When projects are ready to be worked on, a letter can be submitted and NHEC will issue a letter of commitment for the rebate. For example, if \$57,000.00 worth of work was done, there is a \$19,000.00 potential rebate, which would be a 30% savings. The rebates have to be applied for and approved, falling into an exact category, so there is a potential for fluctuation in the rebate returned. For example, there are percentages based on if you put in a heat pump, and it's based on a ton metric. So, based on how many tons the heat system is you get \$250.00 to \$750.00 rebate. There are two categories of incentives. Prescriptive, for example, a light bulb that you get an amount of dollars for and a heat pump is very similar. So, if you have a heat pump that meets the efficiency requirement, you get \$400.00 to \$500.00 per ton of capacity. These are clearly marked standards so you know what amount you will get. Weatherization projects and air sealing work is harder to calculate a performance-based metric. When a weatherization project is decided on, get a quote from the professional who will install it, let NHEC know the project and cost, and they will give a pre-approval letter which guarantees they will help provide the funding if you do the project. As far as solar opportunities, the Energy Committee is not concentrating on those for next year. They would like to concentrate on projects that will reduce energy consumption first and then add solar over time. One approach for this is setting up a Capital Reserve Fund for Solar PB Projects and that could be added to yearly. There are good paybacks on the solar PB Projects. Sarah's recommendation to the Select board is setting up a Capital Reserve Fund this year and putting \$25,000.00 into it, which would be half of what is needed for some of these systems. Then add to it over time so there is not a huge hit to the Town in one year. Nate Abbott questioned whether the Energy Committee had already requested the Capital Reserve for projects, he believes the Energy Committee had submitted something to the Select board and this was confirmed.

PUBLIC MEETING MINUTES APPROVAL

- 09-20-2021
- 09-20-2021 Non-Public (c)-Tax

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Chairman Collins it was voted to clarify and fix a number that was made on the motion for the AFG Grant. It was \$41,761.80 and it should be \$44,761.90 and was voted unanimously for the AFG system for the Iron Works Fire Station. (3-yes-0-no).

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Chairman Collins to approve the minutes of 09-20-2021 with the change (3-yes-0-no). *Approved as amended.*

NON-PUBLIC Pursuant to RSA 91-A:3, II (c) – Tax- *The Nonpublic minutes were approved through signature.*

CONSENT AGENDA – N/A

OLD BUSINESS

2022 Budget-Continuation of budget discussions including, Department Requests, Wages, COLA, Merit discussion. This year's wage scale to be adjusted based on determination of the Select Board. *Items not included; Warrant Articles, Insurance rates, estimate from Highway Block Grant, and final estimates for CCS. These numbers will be received in October 2021.*

1. **2020/2021 Encumbered Funds** -- The \$17,000.00 is the leftover encumbered funds from 2020 into 2021. There is an amount for 4194-430 which is General Government Buildings Repair and Maintenance. There is a

\$10,313.93. This amount has been allocated for the retaining wall project. The culverts and streams assessment, there is \$1,000.00 left on that.

Loon Pond Dam Repair -- This amount was encumbered in hopes that the Town could move forward on that project. There has been difficulty getting an easement, and it has not been obtained yet. The TA is going to request that we encumber the funds. There is a contract on the books, but it's based on whether or not the Town can obtain the easement or not.

Local Fiscal Recovery Funds -- ARPA Funds, these funds will remain there until that project begins.

Primex -- Water damage, the Town has not moved forward with this due to the air conditioning, with the expectation that if it is installed that it will be vented in the auditorium. This project has been set aside for now with the hope that we can obtain a grant for the air conditioning as a secondary cooling station, but this has not happened yet. The expectation is to move forward with the water damage project in 2022. It is primarily sheet rock and insulation replacement and the quote were between \$14,000.00 and \$17,000.00.

Wage Scale -- Represents every position with grade and step is affected by a 6% COLA increase.

Executive Office Restructure -- Wages and budget with the 6% increase and three options, listed A, B, and C and discussed. Currently, there are a lot of part-time roles that don't lend to coverage of the office which is inefficient for the workload.

Recommendation: TA is recommending option A and the total impact to the budget is \$51,000.00-\$54,000.00 if you off set the numbers with items that are not returning to the budget in Welfare.

Welfare- There is roughly \$23,000.00 in the reserve account. The TA is requests putting an additional \$20,000.00 to \$25,000.00 in the Capital Reserve. The wages for the director and contracted services have been deleted.

€ **Action Item:** Ask Finance about the \$1,000.00 from the culverts and streams assessment to verify if pricing came in lower.

(Paused to discuss Sawyer Lake Request)

2. Sawyer Lake -- Golf Cart request -- Maegan Maloney and Tom LeMein

She is proposing on behalf of the Sawyer Lake Community with the support of the Commissioners that they are able to use their golf carts and ATVs on the paved Town owned portion of the district (Wood Drive and Hemlock Drive) to be able to access their mailboxes, beaches, bus stops, and neighbors. These would be used safely and abiding by all rules on the road.

She has spoken with Chief Currier and understands his concerns about driving too fast, too many passengers, not using headlights, and they have the same concerns. They are open to additional rules that the Select board may want to implement.

In addition, the roadway expectations for UTVs and ATVs, golf carts were discussed; Unposted roads or Class V roads are 35 mph unless there has been a speed survey done and the Select board has approved it. There is concern of where the liability falls if a young driver is driving an OHV on the specified roadway.

Chief Currier -- He is against this for safety reasons. Fish and Game suggested the same regarding the liability issue. They are not for maintained roads; they are designed to be driven out in the woods. They can ride certain places but have to follow certain State laws, and they do have problems in that area currently with speeding and riding 4-wheelers on the beach. The golf carts cannot be registered in the State of NH; they are not considered an ATV. Chief Currier has spoken to Fire Chief, who also agrees that this would be a liability issue. He would caution the Select board, he does not believe it's a good idea, and while he does understand the districts wants, he believes the bad will outweigh the good.

Other towns have ordinances that allow them use of OHRVs on the roads and implement the use of rules like not going above the speed limit, limited passengers, lights etc. The Chief believes this still to be a safety hazard for unlicensed drivers and doesn't feel any different if the request is changed to licensed drivers 16 and older. On certain roads the town does allow for snowmobiles, OHRVs, but it's not permissible in the Sawyer Lake District. She believes that safety is an issue with the kids no matter what they are doing. They wear ear buds walking etc. and she believes the smaller vehicles on the road is less of a safety hazard then a full-size vehicle. The Select Board understands the request from Sawyer Lake District and would like to honor it, but also respect the opinion of the Chief and address safety concerns and liabilities. They understand all the risks with children, biking, walking, or in a small vehicle. The Chief expressed if it was a gated community, he would have a different

opinion and there would be less of a safety concern. His concern about signage being posted is that most people do not pay attention to it, they are on devices and would still request the Select Board be cautious in the decision. Local Fish and Game was contacted and disagreed with the usage of ATVs and golf carts on the roadway due to safety concerns as well as Town liability and you need to be a licensed driver to be on a public roadway and have an OHRV license to cross the road.

Select Board Discussion: Chairman Warren reviewed Berlin ordinance and stated a valid driver's license was required and only allowed on certain, approved roadways. Selectman Baiocchetti expressed that the roadways are narrow and stated it was hard for safety vehicles to navigate down them. Chairman Warren believes they have a valid point and would like to see what can be done to help. He would like to have a vote from the residents to see how many are in favor.

TA stated that the participation rate is low for their meetings and suggested that the Select Board can ask for them to get an official survey and residents' opinion because it will affect the community.

Selectman Baiocchetti questioned what stops other areas, Shellcamp for example, from requesting the same thing, and Chairman Warren believes that would require a broader conversation.

Selectman Collins is concerned about the liability issue for the Town and suggests checking with Legal first and would not be opposed to it as long as it didn't open the Town to liabilities.

Consensus: The Select Board will have Chief Currier do research regarding the Town of Berlin and check ordinances, laws, and discuss more at the next meeting.

- ☐ **Action Item:** Chief Currier to research information on the ordinances regarding driving OHVRs on Town roads in Berlin and give information to Select Board, verbal or written for next meeting
- ☐ **Action Item:** Sawyer Lake District minutes from Thursday, September 16th regarding the request to be able to drive golf carts and ATVs on Wood and Hemlock
- ☐ **Action Item:** Check with legal and Primex on laws and liabilities, after receiving the information from Chief Currier
- ☐ **Action Item:** Get a number from Maura on how many residents are in Sawyer Lake District

(Continuation of 2022 Budget)

Municipal Wage Information – Spreadsheet presented lists town roles, wages, pay grades, and open hours for Belknap County and abutting towns gathered from NHMA, researching Town Reports, and calling the towns requesting wage scales. Many municipalities have not had the ability to adjust to the current economy and based on the information gathered, Gilmanton falls mid-range. TA explained that Town Administrator wages may not be listed on the spreadsheet because they are Town Manager roles and are contracted positions. Select board discussed the wages of the Fire Chief and Police Chief and they should not be the same, because the Fire Chief has been employed with Gilmanton longer. This should be the same pay scale but different steps. Other towns have requested the information researched when it is complete. Some of the wage information will have double and triple roles listed with the same amount, this is the same person making the same amount, they are just acting in multiple roles.

Continuation of Budget Discussions – The Select Board has received all Department budget presentations. Retirement numbers have been updated to reflect the increase. The Dental and Health percentage has not been received at this point but expect it soon. The final budgetary numbers won't be ready until all the information is in. Transfer Station is meeting with the Board on by October 18th.

Chairman Warren had some questions regarding staffing and restructuring questions regarding the Selectmen's Office and whether a decision was expected to be made this year. TA clarified she prefers 2021, as there is availability to make changes currently. If the Select board was uncomfortable making the decision, she suggests waiting until budget, and if budget is not passed, there will be no additional staff. TA is currently working on a job description for this change.

Clarification requested on the Building Inspector Budget, and TA explained that 5 additional hours were added. When the Building Inspector was hired it was for a range of 15 to 20 hours per week. The Building Inspector is going over hours this year due to increase workload. The Research and Information Clerk will also go over in hours due to the office being short staffed and 5 additional hours being added to that schedule. Roughly, \$3,000.00 will be needed to cover the overages in both positions.

Chairman Warren offers direction of the Select board regarding the new proposed position and suggested creating a job description based on this concept. TA can post the position as it currently rests at 21 hours, part-time, see if there is interest or the Select board can go with the potential job description with the restructured addition. Specifically, a 40-hour position and continue to work on the current position for the restructured supervisor role and present that to the Select board.

Currently, the Town Clerk/Tax Collector's office is having difficulty filling part-time roles. Select board believes it's the right decision to make the position full time and have the TA to work on the job description based on the recommended structure for what that role will look like. This would be Option A, as discussed previously in the meeting at the TA's advisement.

€ **Action Item:** Job description to be presented at the next Selectmen's meeting.

The Select board discussed how they wanted to present the information to the Budget Committee and felt it should be taken Department by Department since there were significant requests. They need to figure out what the Town needs and what will be proposed to the Budget Committee. It is proposed that they look at the needs and demands of the town. TA believes that working through the budget Department by Department is popular, but would prefer the Select board looks at timelines more than specifics. The Budget Committee generally starts meeting the first week in November, however, there has not been a confirmed schedule.

Board Consensus: A working meeting is scheduled for October 13th at 3:30 p.m. to enable Finance to produce new budget sheets.

☐ **Action Item:** Send out the wage and data research Excel Spreadsheet via email for their review.

☐ **Action Item:** Request Town Administrator wages from Alton.

☐ **Action Item:** Share wage and pay scale information with towns researched.

☐ **Action Item:** Clarify what Highway Foreman *L1 FF means on Gilmanton's wage sheet.

☐ **Action Item:** Complete job description for new 40 hours role to be presented at next Selectmen's meeting.

PUBLIC INPUT (at approx. 7:00 PM)

Joe Haas- Items of concern;

He was unable to connect to the Zoom link and was not able to navigate the page successfully. There are two things he is requesting of the Select board; Under RSA 21-J:35, VI & RSA 21-J:3, XIII.

Chairman Warren discussed the consequences of this avenue and the process – the children would suffer if the school was shut down. Joe believes that the schools would not be shut down and the insurance companies would pay for everything necessary. He referenced suing the Town of Boscawen and SAU 46. The Selectmen believe they are following the law and they are unable to change the law. This gets changed legislatively. The Select board suggested he go to the Legislature instead of trying to fix it on the Town level because the Town is following the law.

SELECTBOARD ITEMS & FYI 's

1. **Road Complaint Review** – Lakeshore, Canaan Rd, and Currier Hill -- Canaan Rd is being dealt with and the Road Agent went back to it after the second round of pictures came in. The Road Agent has stated he is addressing these issues. He has the list and the pictures. On Currier Hill Rd. he was responsive and did take a look. He does have a plan to address it at some point, but he unable to address it currently.

€ **Action Item:** Chairman Warren is happy to meet the residents along with the Road Agent on Canaan Rd and report the information back to the Select board.

Discussion regarding the deadline for warrant articles from the departments, and outside agencies questioned if every Department has their deadline for their warrant articles. TA clarified that most Departments have generally given their general scope of their warrant articles within their presentation.

The 4th of July Association is the only outside agency that did not send in their request, but had reached out to Chairman Warren and will be requesting an increase because they cannot find a vendor to supply fireworks for \$4,500.00 as they had been able to do in the past. The number that was requested was \$5,000.00 and he expects to put in a formal request for this. The Select board discussed the way the 4th of July Association is run and that it is not like other outside agencies that cover their own insurance. The Town currently insures the events. Chairman Warren believes this was previously pushed outside the budget because they had agreed they were not going to insure the event. The Town provides the area in the Town Hall Common and police detail is provided for the parade. The funding is paid to the 4th of July Association as an outside agency. The association

connects with Fire Chief to ensure that the set up for fireworks is appropriate, but there is a concern about who is liable if something goes wrong.

Further discussion regarding budgeting for the event, is \$5,000.00 enough to ensure this, do they have insurance, do they have the proper permits etc. and make sure they have everything they need to ensure that the event is efficiently and safely conducted following the proper steps. The snowmobile club falls into the outside agencies, but they do not host events, only use trails. Discussion led to Parks and Rec position that was previously mentioned in prior meetings that would help organize and conduct events. It was questioned whether the funding should come from a warrant article for the 4th of July Association or whether the Town should fund it since the Town is assuming liability for the event and providing space and details to assist.

TA requested clarification and noted a service-related issue in the Town due to staffing. There is only one individual that conducts the 4th of July Association currently, and there is a need to have additional people on the committee because this will add additional work to the current staff.

TA requested clarification from a previous meeting on a policy for capping staff at meetings. Two-hours was suggested. Discussion held on capping the meetings, ending no later than 10:00 p.m. but most staff has also worked a full day. This pertains to larger committees that require staff to be present. There are requirements that need to be followed pertaining to laws and statutes that may not always get done if it is conducted on a volunteer basis. If there was to be a cap on the meetings, it would need to be ensured that there was a Chair, Vice-Chair, and Secretary; smaller boards can handle additional tasks and don't require additional staff to be present. Suggestion for policy, staff present for up to 3 hours for each regularly scheduled meeting. With the current change in staffing within the Selectmen's Office, coverage will be tight. Boards have the ability to continue meetings, but some have run until 12:30 a.m. For example, Budget Committee has a very large board as well. They have the potential to do their minutes, but their chairman feels it take away from their ability to focus. They could have a recorder and transcribe the minutes after the meeting.

Energy Committee, Sawyer Lake District, Cemetery Trustees, Library Trustees, Trustees of the Trust Fund, and the Trails Committee are all doing their own minutes. The Selectmen's Office is just unable to provide that service for every committee and board.

- ☐ **Action Item:** By October 13th, find out the cost of striping, how much per mile.
- ☐ **Action Item:** Send out the past minutes from the 4th of July Committee.
- ☐ **Action Item:** Request the additional information from the 4th of July Association on requested funding, committee members.
- ☐ **Action Item:** Reach out to Primex for updated information regarding insurance regarding the 4th of July event. Reach out to legal to see if there is liability to a function that we fund vs an outside agency.
- ☐ **Action Item:** TA to research other towns to see if they have a policy on time limits for staffing of board meetings, and check with legal.

NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Reputation- Evaluation

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to enter into non-public session RSA 91-A:3, 11(C) (3-0).

This meeting was held to discuss the TA's first six-month evaluation.

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II. (3-0).

NON-PUBLIC Pursuant to RSA 91-A:3, II (I)-Legal

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to enter into non-public session RSA 91-A:3, 11(b) (3-0).

This meeting was held to discuss the legal opinion regarding the position of Road Agent and the Selectmen. No decisions where made, further discussion required.

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II. (3-0).

ADJOURNMENT

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at approximately 9:15 P.M.

(3-0 Voice Vote – Chairman Warren, Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

Respectfully Submitted

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins

