



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

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**Board of Selectmen**

**November 01, 2021 - Academy Building - 5:00 P.M.**

**APPROVED ON 11-15-2021**

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

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

**PUBLIC MEETING MINUTES APPROVAL**

- 10-14-2021
- 10-18-2021

**MOTION:** On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchetti to approve the minutes of 10-14 & approve as amended minutes from 10-18-2021. (3-0)

There was one typo on the 10-18-2021 set where I referenced Selectman Collins as the Chairman. The approved minutes will be adjusted to reflect the change.

**CONSENT AGENDA**

**1. Settlement Statement and PA-34- Signatures Required: Map/Lot 409-079**

This is the legal paperwork for the map and lots 409-079. This property had been taken through deed on August 02<sup>nd</sup>, 2021. This paperwork represents the final stage of re-purchase by the prior property owner.

**2. Land Use Change Tax: Map/Lot- 423-42001, 416-014, and 421-1003**

The Board provided signatures on the above-referenced map and lots.

**3. Light Commercial Haulers: Request- Andrew Morin**

This is a request by Mr. Andrew Morin to become a light commercial hauler and to utilize the Transfer Station.

There is no fee for light commercial haulers. There is a contradiction in the transfer station ordinance currently that will need to be fixed. There are only two on record, there is no identifying marker that the Town utilizes for the hauler, once they expire it is the responsibility of the hauler to renew the permit. The TA is unclear how these haulers are tracked through the facility.

€ **Action Item:** In 2022 the Board will look into the policy/ ordinance

€ **Action Item:** The next time the Board meets with the Transfer Station Manager the Board will seek clarification on how many light commercial haulers are coming into the facility, how are they identified. The TA currently only has two on record.

**4. Agreement & Authorization: Health Trust Insurance Rates for 2022**

**MOTION:** On a motion by Selectmen Collins and seconded by Vice-Chairman Baiocchetti it was voted to authorize the Chairman to be the sole signature and accept the rates as presented for the Health Trust for 2022. (3-0)

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to approve the consent agenda as presented. (3-0)

**COMMITTEE UPDATES**

**5. Budget Committee Schedule- Starting date Wednesday, Nov. 10<sup>th</sup>**

This schedule has been provided by the Chairman of the Budget Committee.

€ **Wednesday, November 10<sup>th</sup>**- Police Dept. & Fire Dept.

€ **Wednesday, November 17<sup>th</sup>**- Hwy Dept. & Transfer Station

***No meetings the week of Thanksgiving- 11-22-2021- 11-26-2021***

- € Wednesday, December 01<sup>st</sup>- Exec./Town/General Gov.& Warrant Articles
- € Wednesday, December 08<sup>th</sup>- TC/TX, Library, Outside Agencies, Sawyer Lake District, & other items
- € Wednesday, December 15<sup>th</sup>- School

***No meetings the week of Christmas- 12-20-2021- 12-26-2021***

- € Wednesday, December 29<sup>th</sup>- Open to review/Misc.
- € Wednesday, January 05<sup>th</sup>- Public Hearing
- Thursday, January 06<sup>th</sup>- Rain/Snow date for Public Hearing***
- € Saturday, January 08<sup>th</sup>- Super Saturday-Town\*\*
- € Saturday, January 15<sup>th</sup> – Super Saturday- School\*\*
- € Deliberative Session- To be determined by the Board of Selectmen\*\*\*

*The standard Budget Committee meetings will be held at the Academy Building, 503 Province Rd, Gilmanton NH 03237 on Wednesdays at 6:00 p.m.*

***\*\*Super Saturday's will be held in the morning starting at 8:30 a.m. at the Academy Building, 503 Province Rd, Gilmanton NH 03237***

Vice-Chairman Baiocchetti is the Budget Committee Representative and has made the Board aware of a conflict in his schedule, he will be unable to attend the Wednesday, Nov. 10<sup>th</sup> meeting and Wednesday, December 08<sup>th</sup> meeting.

**Deliberative Session Determination-** Deliberative Session must be held the week of Saturday, Feb. 05<sup>th</sup> – Saturday, Feb 12<sup>th</sup>.

**MOTION:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to schedule the Deliberative Session for Saturday, February 05<sup>th</sup> and to hold the snow date of Saturday, February 12<sup>th</sup>. (3-0)

*Last year's session was held at the School at 9:00 a.m.*

6. **Energy Committee-** Budget Request-Municipal Membership request- Clean Energy NH- \$250.00.

The TA is unclear if this request was within the 2022 budget request or the 2021 budget and will be reaching out for clarification.

**Board Consensus:** If this is the request for the 2022 budget the Board has determined that it would need to wait until the budget passes.

**OLD BUSINESS**

7. **Auditor-** Governance Letter for review.

The governance letter is information to finalize the audit.

The journal entries are referencing the information that the auditors have performed and have recognized, based on the information from the audit. We have been informed that Melanson is unable to provide auditing services for next year and we will need to put out an RFP for new auditors.

€ **Action Item:** Go through the journal entries and request further explanation

8. **Warrant Article-**Request for an increase to the tax credit for Service-Connected Total Disability from \$1600.00 to \$4,000.00

As was the discussion at the last meeting there are different qualifications for the disability exemption and the service-connected, an individual may not be able to receive both.

The recommendation is to leave the Service-Connected Total Disability at \$1,600.00 and place a warrant article for the All Veteran's Credit as it allows all veterans the opportunity for the credit. A veteran would be

able to receive the All Veteran's Credit and the tax credit for the Service-Connected Total Disability but only veterans that served in a qualifying time frame can receive the Veteran's credit that we currently offer.

**Board Consensus:** The Board is comfortable with leaving the current amount of \$1,600.00 for the Service-Connected Total Disability and will not be moving forward with a warrant article to increase the amount. They will consider an article to offer the All Veteran's tax credit as it is not currently offered to the community.

Further discussion and questions on what is available to veterans with disabilities through the VA.

9. **2022 Budget discussions-** Requested update information: *The following information are items that have been discussed and requested;*

- **Land Use Revenue Reports-** To include information regarding; Revenue for Building Permits for the last five years- ZBA- caseload comparison, Planning-case load comparison, updated budget information and non-capital update, cruiser mileage
- **Revenue Reporting for Building, Planning, Zoning, and HDC 2017- 2021:**  
2017- \$37,877, 2018- \$38,931, 2019-\$44,642, 2020- \$46,487, & 2021 to date- \$42,473 this number will continue to grow over the next two months.
- **2021 Demo Cost-** \$26,994.06
- **2021 Demo Hauling-** \$12,960.00

**Total Cost-** The 2021 total cost for Demo without Nov. and Dec. is \$39,954.06.

Further discussion regarding the 2020 Fee schedule approved by the Board, allocation of fees based on codes and the process within the office, and the communication needed to the Selectmen's Office from the Transfer Station Facility when codes are updated so payments are properly recorded and allocated.

€ **Action Item:** Find out what is the revenue from fees relating to Demo.

- **ZBA Cases Comparison from 2020 and 2021:**  
2020- 24 Cases  
2021 to date- 35 Cases
- **Census Growth/Gilmanton - 4.4%**
- **Personnel Action Form-**A re-structure within the Executive Office has been recommended and has been approved by the Board. The job description for the Community Development Director is being presented along with a PAF.

It is a good time for the restructure as we currently have a vacant role and having a supervisor in place before a new individual is hired would be important. The re-structure is essential to the workflow from the increased workload over the last two. Even though this restructure is a change the workload is present and we are just positioning the office to be able to handle the amount of work that is present with appropriate staffing levels.

**Board Consensus:** The TA will place the position as an internal posting per policy and will revisit the Personnel Action form at their meeting on the 15<sup>th</sup> for approval.

Further discussion on the schedule of the office and the need for an overtime line, the overall increase to the budget, the roles and responsibilities of the Community Development Director, the Community Development Assistant, and the part-time clerk. The clerk will be strictly clerical, typing minutes, filing, and scanning.

**MOTION:** On a motion by Vice-Chairman Vincent Baiocchi and seconded by Chairman Warren it was voted to approve the job description for the Community Development Director role with a labor Grade 15. (3-0)

- **Cruiser Mileage-** Approx.: 2013 – 120,000, 2014 – 91,000, 2015 – 65,000, 2018 – 30,000, 2020 – 16,000 & 2020 R - 3,500

**Statement from Chief:** *Having the "spare" cruiser has been crucial. Not only do we use it for details, but we also use it when we put others through the garage. It's been unbelievably beneficial. We take care of the cruisers and*

*make them last, (we got 2013 in 2012, and if that tells you something). When I come forward and ask for a new cruiser, it's a need, not a want.*

Further discussion on the need for a cruiser this year or could we get by one more year with the 2013-year cruiser based on mileage, wear and tear, and the time frame to receive a new cruiser once it is ordered.

**Board Consensus:** The Board will consider moving the article forward.

**Road Line Striping Quote-** The quote is for three roads to include Allens Mill, Stage, and Middle Rte.; 12 miles- One mile is equal to 5,280 ft. at .16 cents afoot, for a total of \$10,137.60. This will become a separate line within the Highway budget.

€ **Action Item:** Confirm that the quote includes all three roads and includes areas for double lines.

#### **NEW BUSINESS**

10. **Annual Report Theme- 2021:** Discussion for Dedication and In Memoriam will be held in a non-public session. The TA will need a determination this evening as we need to start putting together the annual report and it will take longer this year as I am training the new employee to take over the task of the report.

11. **Bid Policy-** Discussion regarding the threshold amount of \$5,000.00 and request for adjustment. – There has been updated language provided to in current policy and I am requesting a change in the threshold requirement, it is currently at \$5,000.00. The TA is recommending a higher threshold of \$15,000.00.

Further discussion regarding the sealed bid process, upholding the integrity of the process, the threshold on the total project, and not allowing the project to be broken down into several projects to fall under the threshold amount.

**Board Consensus:** The bid policy discussion was tabled. The overall concept being discussed by the Board is a threshold price for three prices, a threshold for bids, and a threshold for sealed bids, such as 10,000.00 requires three prices, \$15,000.00 requires bids, and \$25,000.00 requires a sealed bid process. The Board will review the whole process of department head approval amounts, the Town Administrator approval amounts, and the sealed bid process in the future.

€ **Action Item:** The TA will request other bid policies from other Towns for comparison.

12. **Warrant Article Request-** Mid-State Health Center- \$270.00- This is a new request from an outside agency for mental health who has provided services for our town this year and is requesting a warrant article for \$270.00. This item will come forward during the Boards warrant article session.

€ **Action Item:** The TA will look into the organization's status as a 501 c3

#### **SELECTBOARD ITEMS & FYI**

13. **Schedule Personnel Policy Follow-up Meeting-** Date range of availability, Monday, November 08<sup>th</sup>- Thursday, November 11<sup>th</sup>.

**Board Consensus:** Meeting scheduled for Tuesday, Nov. 09<sup>th</sup> at 3:00 p.m.

14. **Schedule a Meeting with the Road Agent-** Schedule date and time needed.

**Board Consensus:** The TA will schedule the meeting with the Road Agent for 5:00 p.m. on Nov. 15<sup>th</sup> before the Public Hearing.

**Budget Process-**The TA asks the Board how are they feeling about the current budget process.

Overall the budget has had a preliminary presentation, the final presentation, Transfer Station and Highway Depts. have not been approved to date, the rest of the operating budget has been verbally approved by the Board, and warrant articles still need to be formulated and presented.

Tax Rate Information should be presented to the Board in the next two weeks.

**Staff Provision Policy-** This policy was presented and will be discussed at the following meeting.

**Holiday Schedule and Meeting Schedule-** Draft was presented. The Board of Selectmen Meetings will make a change by starting their meetings at 5:00 p.m. instead of 6:00 p.m.

The Transfer Station will be open Christmas Eve, Dec. 24<sup>th</sup>, the facility will be closed Sunday, Dec. 25<sup>th</sup>, and will be open Monday, December 27<sup>th</sup>. The facility will be closed on New Year's Eve Saturday, January 01<sup>st</sup>, 2022 but will be open Monday, Jan. 03<sup>rd</sup> and for Easter Sunday, April 17<sup>th</sup>, 2022 will be closed but open Monday, April 18<sup>th</sup>.

**15. NON-PUBLIC Pursuant to RSA 91-A:3, II (c)- Reputation: Transfer**

**NON-PUBLIC Pursuant to RSA 91-A:3, II (c)- Transfer Station**

**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, II (3-0).

This meeting was held to discuss an employee issue and to receive an update regarding the Board of Selectmen required timeframe.

**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).

**16. NON-PUBLIC Pursuant to RSA 91-A:3, II (c)- Reputation: Annual Report Dedication and In Memoriam**

**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, II (3-0).

This meeting is being held to discuss the options for the annual report dedication and the In Memoriam. The options were chosen by the Board and the TA will reach out for more information.

**ADJOURNMENT**

**MOTION:** On a Motion by Chairman Warren and seconded by Selectman Collins it was voted unanimously to adjourn the meeting at approximately 8:30 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

