



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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APPROVED

Board of Selectmen Meeting

December 5, 2022 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

Present: Chairman Mark Warren (*late with notice*), Vice-Chairman Vincent Baiocchetti, Selectmen Evan Collins, Town Administrator Heather Carpenter

Public: Jonathan McPhee

MOTION: On a motion by Vice Chairman Baiocchetti and seconded by Selectmen Collins it was voted to move into Non-Public RSA 91-A:3, II (c). (2-0) *Chairman Warren arrived at 5:04 p.m. during Non-Public*

1. NON-PUBLIC Pursuant to RSA 91-A:3, II (c) – Welfare

The purpose of this meeting was to discuss the potential payoff for five liens from 2008-2012 on map/lot 119-006. The Board's determination is stated through the following motion;

MOTION: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to agree to the principal payment of \$ 10,077.18 and to have Mr. Georges clear the outside code violation by 06-01-2023. (3-0). Payment is to be received upon closing.

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

MEETING MINUTES APPROVAL

2. 11-21-2022 – Public and Non-Public Minutes

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Public and Non-Public Minutes from 11-21-22. (3-0)

3. 11-29-2022 – Public Tax Rate Setting Minutes

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the minutes from 11-29-2022. (3-0)

CONSENT AGENDA

4. Community Development

Current Use – Map /Lot 421-003

2022 Equalization Certification

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

OLD BUSINESS

5. Budget Process Discussion – TA Carpenter requested from the Selectboard any information they would like to be present in the Voter's Guide. She gets examples from the Budget Committee on things they would like added. She noted that Vice Chairman Baiocchetti will update the tax ranking based on DRA information. Demographics will be coming from Assessing, and a synopsis will be created for voters regarding the tax rate. A complete Voter's Guide will be completed after the next meeting based on the Warrant Articles. Budget Committee has requested minor changes for the Budget Presentations. They have requested a fact sheet for the new Computer Tech Line. Chairman Warren has had some questions from residents regarding increases in the budget. He would like to see more information for the resident's understanding but stated this will be in the Voter's Guide. He suggested a Selectmen's letter that outlines some of the things they're working on and keeping properties cleaned up. TA Carpenter would like to focus on what has been done in the year, such as the Selectmen have changed the process

of tax contracts and are no longer entering into them, and properties are being cleaned up through Code Enforcement efforts. Vice Chairman Baiocchi would like the information that is on the Budget Resource page to be linked on Facebook. Vice Chairman Baiocchi also noted that the Transfer Station is burning again. Chairman Warren and Selectmen Collins would like to see the increases and what areas in the budget are increasing. TA Carpenter is working on a document that breaks down each Department with their request, difference, and then the percent increase. A full budget will be presented to the Selectboard at their next meeting because there have been changes due to open enrollment insurance changes which have increased the budget.

- ☐ **Action Item:** Link Budget Resource information to Facebook for the residents to view.
- ☐ **Action Item:** Administrative Assistant will add Facebook Link to the Budget Resource tab.
- ☐ **Action Item:** Transfer Station has a post that he is burning again, this needs to be linked to Facebook.
- ☐ **Action Item:** Vice Chairman Baiocchi will get the 2022 DRA information to TA Carpenter so both 2021 and 2022 can be placed on the website and Facebook as well.

NEW BUSINESS

6. **2023 Meeting & Holiday Schedule** – Due to where the Christmas holiday lands, the option to have Civil Rights Day or Juneteenth was given. Utilizing Civil Rights day offers a no-meeting schedule for the Selectboard in January. They could add meetings on the 2nd and 4th Monday in January or Juneteenth can be used instead of Civil Rights Day. Vice Chairman Baiocchi suggested meeting on January 9th, 2023, or meeting in the afternoon on January 3rd, at 4:00 p.m. Discussion was held regarding the Transfer Station holiday schedule. TA Carpenter suggested having them reopen on the Wednesday after the holidays so it doesn't confuse the residents.

Board Consensus: The Board will meet on January 3rd at 4:00 p.m. for their Board of Selectmen meeting.

Board Consensus: The Board agrees that the Transfer Station schedule will have them reopen the Wednesday after the weekend holiday to avoid confusion.

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

SELECTBOARD ITEMS, FYI & OTHER TOPICS

7. **Tax Billing update** – Tax bills are being mailed currently; bills are due by January 05th.
8. **Town Report** – The submission deadline is the last week of December – Vice Chairman Baiocchi will work on the Selectboard's Town Report Submission.
9. **Travel Policy** – Chairman Warren questioned if it was a general understanding that the Board of Selectmen was the Department Head of the Department Heads. TA Carpenter confirmed that is the Board's understanding. For clarity, Chairman Warren would like to add "Or Board of Selectmen for Department Heads" under C-1, TA Carpenter stated that if the Department Head was going to need Board of Selectmen approval if it is anything over their purchasing power of \$2,000. Vice Chairman Baiocchi stated that the \$2,000 includes lodging, food, travel, transportation, and parking. TA Carpenter stated that information should be included in the policy. Vice Chairman Baiocchi stated that was the GSA was for because the amounts per day are listed.

Board Consensus: All out-of-state travel must be approved by the Department Head for the employee or approved by the Board of Selectmen for Department Heads for travel that will include food, lodging, transportation, and parking if the amount is over \$2,000.

- ☐ **Action Item** – TA Carpenter to research if a form was given with the Travel Policy.

MOTION: On a motion by Chairman Warren and seconded by Selectmen Collins it was voted to approve the Travel Policy as presented with the modification of C-1 as discussed. (2-0)

94 **10. Ambulance** – Lease breakdown per the discussion on 11-21-2022. TA Carpenter presented a locked-in
95 interest rate detailed. The only portion left to adjust is where the funds are coming from and how much
96 will be taken because it's a proration of 50 percent. She is currently discussing with Finance what is
97 currently in the funds then she can adjust the language. What is seen is the four annual payments,
98 breaking down to \$54,053.32 which includes interest. The \$200,921.50 does not include interest. The
99 options are a 5-year and a 4-year lease which is a difference of .1 percent. So, a difference of 3 percent
100 to 3.1 percent, and approximately \$4,000. The difference between the payments is a little over
101 \$10,055.85 and would save the taxpayers \$3,774.08 in interest. TA Carpenter has this currently set up
102 as a 4-year lease. The four-year lease will cost \$216,213.28. The five-year lease will cost \$219,987.35.

103 **Board Consensus** – Rewrite the Warrant Article to purchase the Ambulance with a 4-year lease.

104 **11. Meeting Date Reminder** – December 15th, Workshop for Board to discuss and write Department Head
105 Reviews between 3:00 and 5:30 p.m.
106

107 Chairman Warren noted that they had Department Head Reports, with the exception of the Police Department.
108 Vice Chairman Baiocchi stated the Department Head Reports need to be received prior to the first Board of
109 Selectmen meeting every month. TA Carpenter explained that he doesn't report until the full numbers have
110 come out for the month. He could formulate the report as Fire Department does and give calculations for the
111 previous month but he doesn't want to give incorrect information. Chief Currier will be at the December 19th
112 Board of Selectmen meeting to go over budgetary change and discuss the detail rates. The Selectboard will
113 clarify the receipt of the reports at that time.
114

115 Selectmen Collins updated the Board on HDC. They had a round table discussion in October. There are still only
116 three members including himself. They have reached out to see what the residents want from the board and
117 what they would like to see happen with the Historical District. There was a discussion with the Community
118 Development Director and they were considering another round table event with the hopes individuals with
119 knowledge of the Historic District will share. They will try for this in December or January. There have not been
120 many cases since the summer.
121

122 **MOTION:** On a motion by Vice Chairman Baiocchi and seconded by Chairman Warren it was voted to adjourn
123 the meeting.
124

125 **Adjourned** 6:15 p.m. (*This is an approximate time, time was not captured on audio*)
126
127

128 Respectfully Submitted,
129 
130

131 Amanda Davis, Administrative Assistant
132

133 **Approved by the Board of Selectmen**

134 

135 Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchi



Selectmen Evan Collins

