



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Approved

Board of Selectmen Meeting

April 17, 2023 - Academy Building – 5:00 P.M.

CALL TO ORDER – ROLL CALL

PLEDGE OF ALLEGIANCE

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

Public: Mike Hanson, Cindy Hanson, Dick de Seve, Sue Hale de Seve, Lisa Fournier, Kim Calder, Brian Vaillancourt, Amy Smagula – DES, Jean Martin, Andre Rainville, Robin Strese, Gustaf Gingras, Wayne Greg

SELECTBOARD ITEMS FYI's AND OTHER TOPICS

10. Election of Chairman and Vice Chairman – Board of Selectmen – Appointment of positions

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to appoint Mark Warren as Chairman. (3-0)

Motion: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to appoint Vincent Baiocchetti as Vice Chairman. (2-0)

PUBLIC HEARING – Acceptance of Unanticipated Funds – Welfare Lien

The Board of Selectmen will hold a Public Hearing in accordance with RSA 31:95-b to accept unanticipated funds from North Atlantic Legal for the total amount received of \$10,077.18.

Motion: On a motion by Vice Chairman Baiocchetti and seconded by Selectman Collins it was voted to accept the funds and deposit into the general fund. (3-0)

MEETING MINUTES APPROVAL

1. 04-04-2023 – Public and non-public minutes

Motion: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to approve the minutes from 04-04-2023. (2-0) *Vice Chairman Baiocchetti, abstained*

CONSENT AGENDA

2. Conservation Commission Appointments – Dick de Seve and Sue Hale de Seve. Dick stated that they were happy to have been reappointed and happy to serve on the commission. The Selectboard thanked them for serving on the Conservation Commission.

3. PO – Brian Forst – Winter Sand - \$14,423.29

4. PO – Lakes Region Mutual Fire - \$42,019.62

5. Fire Department – PAF, per diem

TA Carpenter explained that there is an incorrect effective date listed on this being 6/1/2022, her recommendation is 5/1/2023, not 4/1/2023 which would have to be backdated.

6. Community Development – Timber Tax

- 408-001-001, 408-001-002, 408-001-003

- 405-45, 405-047

- 413-036

Veteran's Credit

- 424-021

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

OLD BUSINESS

- 47 7. **Shellcamp Milfoil** – Brian Vaillancourt from 107 Lakeshore Drive and Amy Smagula, from the
48 Department of Environmental Services. Brian stated he just incorporated a new association.
49 Shellcamp Association, which only covers part of the lake, there is Lake Ridge Manor, and Valley
50 Shore Association. Their goal is to form an association with the residents of the lake and then put in
51 a program implementing the milfoil long term goal, education program, and weed watchers. He is
52 the process of a mailout to be sure that he has the financial support of the residents. So far they
53 have spent \$8,000 between forming the association and the survey, and they still have the state
54 funded milfoil treatment, but also have other treatments to do to clear up the lake by the end of the
55 summer. He understands the Warrant Article they requested didn't move forward and that the
56 Town's goal is to create an enveloped plan to incorporate all the lakes. He is working on a financial
57 commitment from the residents to try and maintain this long term and was hoping to find out what
58 kind of support can be expected from the Town. Their goal is to just put a program in place, educate
59 people, treat the milfoil, and keep the lake usable.
- 60 Vice Chairman Baiocchetti asked if there was still a boat ramp on Beach 3. Brian confirmed there
61 are three, Ridgewood Manor, Lakeshore, and Meadow Pond.
- 62 Amy Smagula – She is a freshwater biologist with the Department of Environmental Services. She
63 works on rivers, ponds, and lakes across the state. She specializes in invasive aquatic species. What
64 was found in Shellcamp Pond was variable milfoil, which is the biggest, most invasive species in New
65 Hampshire. She did not find it in the lake, it was found by contractors that came in to do a survey
66 and reported to her in October. Of all the waterbodies in town, two have milfoil in them, Rocky
67 Pond and Shellcamp. The other water bodies have no record because they have not recently been
68 surveyed by DES and this may be something the Selectboard wants to do in the future. They work
69 with Rocky Pond periodically to do Milfoil management and doing a cost share for a number of
70 years. This year Rocky Pond is slated for an herbicide treatment if needed, and they are receiving a
71 50 percent match from the State. DES will be surveying again in June to see if treatment needs to be
72 done at that time. For Shellcamp Pond, the State generally pays 100 percent of the first
73 management practice if it is a new infestation. DES did find that it was a new infestation and will be
74 covering 100 percent this year. There is no cost for survey work and the costs that are incurred are
75 from Milfoil management. Towns across New Hampshire allocate resources that individual lakes
76 can draw from if they get an invasive species. Sometimes lake associations share the cost. Her
77 recommendation because there are so many lakes in town is prevention activities, inventory of signs
78 for public access sites. She has signs that she can give the at no cost that ask boaters to clean, drain,
79 and dry their gear before they move between water bodies. Lake Hosts are people who volunteer
80 or paid to staff high use public access sites. There are grants for that through the New Hampshire
81 Lakes Association. She teaches through an online training program to train volunteers to look for
82 invasive plants for early detection. Generally, every few years you have to do some type of
83 management so they strive for detection and early prevention. Shellcamp Pond has five areas of
84 proposed treatment. She will evaluate this and it's possible it might go down. Herbicides are always
85 a question due to the toxicity for aquatic system. Procellacore which is a reduced risk herbicide.
86 Public notices will go out prior to treatment and DES will be monitoring afterwards for herbicide
87 residue and typically is non-detect within 24-48 hours. Sawyer Lake, Loon Pond, and Crystal Lake
88 are all in the volunteer lake assessment program with DES. Volunteers monitor the lakes regularly.
89 The other lakes in town are not. The herbicides will not target the native species unless it's used at
90 a different dose.
- 91 Selectman Collins – Is Shellcamp to the point where there will be no eradication, only management?
92 Amy stated she couldn't answer that because she has not been on-site to evaluate that yet. There is
93 a lot of areas of wetland fringe around the lake and it makes it harder to manage because Milfoil can
94 get tucked away on the wetland edge and can be protected. It also produces a succulent type plant

that grows on the edge and sometimes they are not effectively treated. She is hopeful, but it may take a little more conservative management.

Chairman Warren – If the suggestion is to do a survey on the other lakes in town, which ones would you suggest be surveyed or if all of them should be surveyed? Amy would suggest prioritizing ones that have public access and higher usage sites first. Lake Eileen, Lake Gillan, Manning Lake do not receive a lot of attention. Chairman Warren inquired how much a typical survey costs? Amy clarified that this doesn't need to be a paid-for survey, that volunteers can survey and look for invasives and she can train people to do that. Chairman Warren asked if the lake is not attached to an association who will be evaluating it, who would take over the responsibility? Amy stated it could be a Conservation Commission, a Garden Club, Girl Scouts, or a resident in town who might be fishing or shorefront residents.

TA Carpenter let Brian Vaillancourt know that the Town has a community page and if he wanted to his association to go on that the Town can do that for his as well.

Brian Vaillancourt inquired what the Town needed from them and he is already trying to get financial support from the residents. In other Towns, the Town's contributes 25 percent and the association contributes 25 percent, and then the State contributes 50 percent. If that is something obtainable, is another Warrant Article needed, is there something the residents need to do?

Vice Chairman Baiocchetti- Asked what the cost of remediation was per acre. Amy stated it's safe to plan for \$1,500 to \$1,800 per acre assuming that you are not treating the entire body of water. For example, Wakefield has 7 lakes in their town and they put up \$10,000 a year. Wolfeboro does about \$10,000 to \$15,000 a year. Bradford does \$5,000 a year. Moultonborough does \$250,000 per year. These towns set up a non-lapsing trust fund and continually appropriated. \$10,000 is a good benchmark to get to. It is costing \$14,000 or \$15,000 to treat the Shellcamp acreage that they have and in the following years it will cost half of that to treat it. Typically, the first couple years are the most expensive, especially if there is a large infestation.

Chairman Warren stated there are other bodies of water that need to be surveyed and considered, especially where they are public water ways.

Selectman Collins suggested giving the Town information as it gets closer to budget season and meeting with the Budget Committee would be helpful.

Vice Chairman Baiocchetti asked if DES was going to do a study on the lakes in Gilmanton? Amy stated she did not have the staff time this year to be able to do, but if her interns up are up and trained she can send some of them out to do the survey work.

Wayne Greg – Asked if the \$19,500, is that just for the treatment at Shellcamp, lily pads and additional growth or just for the Milfoil. Brian confirmed that this was just for the milfoil.

Jean Martin – She lives on Crystal Lake and they have been monitoring the lake for over 40 years, and she is a volunteer weed watcher. If the town is going to get serious about putting money into treating milfoil she wants to make sure that all the bodies of water that have public access get prevention before they get it tested. And that when any kind of monetary input from the town is considered, the Town realizes that it wouldn't be what it is if it weren't for the lakes that are in town. She believes that the non-residential population is higher than the residential tax base, and the non-residents have been putting in an enormous amount of money. Jean stated there are seven bass tournaments this summer. She stated that marine patrol will come in and they will come from an infested lake to Crystal Lake without washing their boat. She believes that if there were any infestation that it would be at the boat launch and the lake might be safer because the water flows out to the river from the boat launch and not towards the lake. She requested that Amy Smagula bring weed watcher kits for the residents to test.

Vice Chairman Baiocchetti – Informed Brian Vaillancourt that the budget process starts in August and to get figures and information in prior to that process it would be helpful.

Jean Martin – Stated that a fund had been set up by Selectmen a long time ago. Vice Chairman Baiocchetti stated that other lakes didn't have milfoil so they hadn't used the fund and the fund had gone to Rocky Pond primarily because they had been using it. TA Carpenter clarified this was not a fund, but a Warrant Article that the Town put forward money to and who ever came forward and requested it year to year would get it. Rocky Pond was the only one coming forward. Amy Smagula recommended the Selectboard are agents to expend and that the Town has this many lakes, this is the cost if each lake was affected, and then the Town would contribute to it yearly, and a Capital Reserve would be created. Jean believes there are 5 lakes in town that have public access, Sunset does not have access, but there is a ramp at the boy scout camp. Vice Chairman Baiocchetti clarified that there is a Conservation easement there so they have access to those lakes. Jean mentioned the Lake Host information and that boats pay for a \$20 sticker and suggested that out of state trailers pay more, \$50 or \$60 to be able to park at the public launches and be able to put that money into the funding for invasive species. Brain Vaillancourt stated these things are at a state level and get the word out there and put a commitment to it. Vice Chairman Baiocchetti stated that this information came at the end of the budget season last year and there wasn't enough information to be able to move it forward at that time. This is why they are working on this early and preparing for the upcoming budget season.

8. **BlueLion Update:** The Selectboard moved forward with the HR process hiring BlueLion. The initial consult took place and went very well. An email will be set up through CCS for HR and go out to every employee that has an email. Any employee for Gilmanton requires a Town email. This is necessary so that if HR sends out information to all employees that no one is missed. This will also give the employees access to email. The office is working on getting a list for who has an email currently, and those who do not have one. The employees will be sent information on what the scope is that BlueLion will cover for HR. Payroll is still done through the Town and questions pertaining to that will still need to come through the office. But all Part time and Full-time employees should have email, this includes Cemetery Trustees, Parks & Recreation, the 3 part time positions at Transfer Station. The Police Department and Executive office is already set up with individual emails. All Highway employees do not have emails, only the Road Agent and Foreman have them. TA Carpenter stated that all the employees should have them and be able to access that. BlueLion has received a draft version of the Personnel Policy. Our representative Amanda Longo can come in and meet with the Selectboard if they want an introduction. Chairman Warren doesn't believe introduction is needed but would like to have updates. TA Carpenter has updated her on what the expectations are of the Selectboard and needing to be involved in making policies. She was updated that if she is making a recommendation for a policy that a discussion with the Selectboard would be necessary so they understand which direction the policy is going.

□ Action Item: TA Carpenter, check into cost of emails for all employees.

9. **Parks & Recreation** – May 1st opening, Parks & Rec Committee is looking for volunteers. The Park Attendant from last year is interested in being the Park Attendant again this year. Last year there was an issue with scheduling making sure trash was done on time, bathrooms were opened and cleaned. Last season residents had commented and it was noted it was not being done in a timely manner. This is not being placed on the Park Attendant. The position used to be full time. TA Recommendation- There are issues with the trash and dump cans. Last year the bags were placed in the shed and stored and disposed of once a week. The concern is rodents getting in. If this is going to be done weekly, the Town could hire trash pickup, but they can only pick up in one location and all the trash would have to be transported to one location. TA Carpenter recommends carry in/carry out and eliminate usage of the trash cans at the park. The Park Attendant will only be responsible for cleaning the bathhouse, organizing with vendors for repairs. Currently, we will have

sand coming for the beach, pending approval through DES. Stone dust will be delivered and highway will coordinate with the groundskeeping to spread the stone dust and beach sand. Selectman Collins is concerned about the carry in/carry out and that people will just throw or leave their trash. TA Carpenter stated that they could place a bin near the front gate but then there could possibly be an overflow with just one. Chairman Warren stated there should be signs for carry in/carry out and that it's common in most parks and prevents attraction from wildlife. TA Carpenter that they are looking for volunteers for the park and there are currently two members left on the committee. They are trying to recruit volunteers to assist with the committee and clean ups, and park events. They are hopeful to have residents that will want to be involved with that. Vice Chairman Baiocchi discussed a volunteer form and the Town should come up with one for anyone who would like to volunteer. TA Carpenter has reached out to legal counsel, the Town does need a policy and a form. She is working on this for the Cemetery and is aware that the Trails sub-committee would like to get volunteers so she is working with legal to put this in place. Chairman Warren inquired about swimming lessons for the park this year. The Administrative Assistant has reached out to the Red Cross to see if they had anyone graduating from their program that might be interested. An ad should be going out for this, and it's possible that it might be later in the season, but the hope is to be able to provide this again this year. TA stated that if anyone knows anyone interested and has experience, not necessarily the full certification, could send in their letter of interest.

SELECTBOARD ITEMS, FYI's AND OTHER TOPICS

11. Board of Selectmen Operational Guidelines – Discussion and Changes.

- Vice Chairman Baiocchi stated that any reference to Town Administrator should be changed to *"they will, or he/she will"*.
- Change the official name to *The Town Offices at the Gilmanton Academy*.
- Paragraph 5, change to *"Regular Meetings of the Town of Gilmanton Selectboard will usually be held on the first and third Mondays of every month."*
- Page 9, O-3, change Assistant Town Administrator can attend the meeting, to *he/she or they shall appoint a designee to attend the meeting*.
- Page 9, O-4, last sentence, change Town Administrator shall also perform all of the duties and responsibilities as set for in *his* job description to *"their"* job description.

These Board of Selectmen Operational Guidelines will be posted online. TA Carpenter has discussed with BlueLion TA Carpenter's goal this year to produce a Joint Loss and HR piece to the website and everything the Town has will be posted. Vice Chairman Baiocchi believes that most of their policies should be available online. He also suggested a Town property audit per Department for inventory. TA Carpenter is in agreement and CIP has already reached out to Department Heads to start that process. Vice Chairman Baiocchi would like to see a list of equipment and tools for Fire Department, Highway, Police Department, and Executive Office, for anything worth more than \$200 to give them an accounting for what the Town actually has in assets. Chairman Warren stated that a schedule should be set that every 3 years it's done and ensure that the assets are where they are listed they are.

- ##### **12. Determination of Goal for 2023 –** These goals become initiatives from the Board of Selectmen and what they would like to focus their attention on other than just operational items. Vice Chairman Baiocchi stated that working on policies. The Employee Complaint Policy has been worked on, as well as the Travel Policy. What other policies do they need to come up with that would help them move more efficiently? TA Carpenter believes that what is needed is more for Finance. When you read the audit from the '21/'22 perspective in the Capital Asset Policy, there's segregation of duty processes that need to be put into place, internal control processes, and this is in part because we

238 have a small amount of staff. Vice Chairman Baiocchi stated that the Fire Department and Policy
239 Department have their policies and the Executive office is working on their policies. He stated
240 Finance is broad and doesn't believe that it affects all town employees. There is a credit card policy
241 in place, but there should be a time card policy. TA Carpenter stated that every department's
242 everyday process affects the Executive Office. Anytime the office is brought an invoice or a PO, or
243 they can't get it to us, it affects the office and she needs a broad-based policy that everyone needs
244 to follow. There is going to be a transition at the end of April, where the Finance employee is
245 retiring and TA Carpenter has not yet been trained on the Finance processes. There are two
246 Executive Office employees that are training for Payroll, Payables, and Budget Committee. Finance
247 has been asked to create a checklist for daily items, weekly items, monthly, things that are quarterly.
248 There are 4 applicants so far from a varying array of expertise, but not municipal experience. TA
249 Carpenter believes anybody can be trained, but she cannot do this because she does not have the
250 base knowledge. TA Carpenter stated that if the Department Heads need things approved, then
251 they need to get the information to the office Thursday by noon, prior to the Selectboard meeting.
252 Sometimes we do not receive time cards on time, but these need to be in the office by 10:00 a.m.
253 on Monday morning. Chairman Warren that as we are changing the Finance position that a fresh
254 look is taken and everything is set in place.

255 Chairman Warren suggested doing some work on Meadow Pond with some of the preliminary
256 engineering and using some of the infrastructure fund. TA Carpenter stated that they did get
257 preliminary results, which \$14,000 was taken from infrastructure. She stated that they can start
258 looking at the material. She also stated that there is a grant for potential culverts. The work on
259 Meeting House is starting in May, tentatively. The Highway Department has come in to ask about an
260 easement based on a tree, so he is taking a look at the tree work that needs to be done and getting
261 prepped for that.

262 Selectman Collins stated that it's been a relatively easy mud season this year, but he would like
263 figure out how they can move the roads forward and come up with a plan.

264 Chairman Warren stated there is a plan for the culverts. The challenge will be with the change of
265 structure and how does one plan transfer to another plan. TA Carpenter stated that they can look at
266 the culvert assessment and ask the Road Agent where he is starting and what the plan is for the
267 season. Chairman Warren is in agreement with this and that it keeps things moving forward with
268 the roads. He would like a current plan for ditching and culverts, or any road work that is going to
269 be done, and assessing to the plans that have already been done through Lake Region Planning.
270 He'd like to evaluate at the end of the year to see what has been accomplished. TA Carpenter
271 stated that the Road Agent had mentioned that the paving on the half of Allens Mill that wasn't
272 completed last time will need to be done this year.

273 Chairman Warren again stated that the preliminary assessing has been done on Meadow Pond Rd.
274 and he would like to try to secure some grant funding for that project. This will give them an idea if
275 it will need to be matched by any town resources and if the infrastructure funding was not enough
276 for that, then they would need to put a Warrant Article together.

277 Chairman Warren stated another thing they could look at is spending some time seeing what
278 thresholds require bonds versus capital improvement because this falls on the Selectboard to make
279 that determination. TA Carpenter stated if they are looking at a larger scale process for the roads is
280 important, but she didn't know if they wanted to do that prior to the structure change or wait for a
281 year, get the seasonal plan, and then have the structure conversation and the need for an all-
282 inclusive bond to take care of large impact projects. Chairman Warren agreed because the town will
283 need someone to execute some of this, unless it was subcontracted, but then they would need
284 someone who manages that. He stated that they should still some preliminary work, because they
285 will still need to get a policy in place on bonding.

Vice Chairman Warren stated that they need to prioritize which roads are the biggest problems. Allens Mill, Stage Rd, Middle Route, Crystal Lake, Sargent Rd., and Meadow Pond, even though it is not a heavily traveled road, it is deteriorating quickly. Shellcamp Rd, North Rd., Loon Pond Rd. also need to be looked at. TA Carpenter suggested looking at the assessment again, highlight the priority roads and review how it aligns with the review of the through roads.

Goal: Review the roads assessment, determine level of importance of current maintenance, and see what the Road Agent proposes and see how everything lines up. Vice Chairman Baiocchi stated that a Traffic study should be completed as well.

TA Carpenter stated an email came through today from Dave Jeffers on whether the Selectboard wanted to move forward with the Traffic Study. Vice Chairman Baiocchi stated that they should do Allens Mill, Stage Rd., Middle Route, Crystal Lake Rd., Lake Shore Rd., and Hemlock. TA Carpenter suggested the Selectboard take a drive and take look at the quality of the roads.

Board Consensus: Conduct a Traffic Study. Allens Mill, Stage Rd., Middle Route, Crystal Lake Rd., Lakeshore Rd., Hemlock Dr., Allens Mill, Stage Rd., and Middle Route can be done anytime, but Crystal Lake Rd., Lakeshore, and Hemlock Dr. should be done in July or August.

Chairman Warren asked if there was pricing available for the Traffic Study. TA Carpenter stated she didn't know if Dave Jeffers had discussed with the Chief Currier, but wasn't sure Dave Jeffers had enough information regarding the roads to give an estimate.

- ☐ **Action Item:** TA Carpenter, see if there are any grants to help fund the Meadow Pond Project.

- ☐ **Action Item:** TA Carpenter, will give Dave Jeffers the information provided for the roads in order to be able to get an estimate on the cost of the Traffic Study.

Chairman Warren recapped goals, they will work on the roads, conduct the traffic study, work on policies to find where the is gaps in their operational policies.

TA Carpenter stated that her training will be ending in June for the Public Manager's Course. Her concept for her project was the internal template for Standard Operating Guidelines for a Town Hall. These would include the basics, what would get you through a year, and what is supposed to be used for SB2 towns. The hope is to allow NHMA to take the information and create a template that can be shared with other towns for them to use.

Selectman Collins stated he wished the LRPC reports were clearer. TA Carpenter stated all the data was in the spreadsheet. Chairman Warren stated there was a separate culvert study, and Vice Chairman Baiocchi believes that was clearer to understand than the Road Study. TA Carpenter stated that they made very clear recommendations on how to move forward. Selectman Collins stated he was willing to come up with a plan, make suggestions, and work with the Road Agent. Chairman Warren is willing to work on the Traffic Study and Dave Jeffers from Lakes Region Planning and designating a point employee in the office. Vice Chairman Baiocchi will work on policies and wage scale.

TA Carpenter that there was a vote that went through for DPW and wanted to know what the timeframe was that they wanted to begin thinking about the transition. What is the expectation of job description and advertising for the position. Vice Chairman Baiocchi would like TA Carpenter to gather data on DPW Directors and come up with a salary scale. They need to decide what the DPW is going to do and what roles will fall under the DPW. The current position is done in March of 2024. Vice Chairman Baiocchi stated that this should be ready to go with job description, pay range, and be ready to interview by January 1st so they can get an offer and give a date to start the position.

- ☐ **Action Item:** TA Carpenter to gather data on DPW Directors.

- 333 ☐ **Action Item:** Once a month check in on the agenda for Selectboard to review goals and see
334 where they are at.
335 ☐ **Action Item:** Department Heads will meet with Selectboard once a month, with each
336 Department Head coming once quarterly to check in.
337 ☐ **Action Item:** Department Head reviews prior to Selectboard meeting in June to be held at
338 4:00
339

340 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to move into Non-
341 Public 91-A:3 (I). (2-0) *Vice Chairman Baiocchetti, recused.*

342 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of Non-
343 Public 91-A:3 (I). (2-0) *Vice Chairman Baiocchetti, recused.*

344 **Motion:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to adjourn. (2-0)
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346 **Adjourned** 6:58 p.m.
347

348 Respectfully Submitted,
349 _____

350 Amanda Davis, Administrative Assistant
351

352 **Approved by the Board of Selectmen**

353  

354 Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti



Selectmen Evan Collins