



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**

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Board of Selectmen Workshop

APPROVED

October 14, 2021 - Academy Building – 4:00 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

2022 Budget-Continuation of budget discussions including, Department Requests, Wages, COLA, Merit discussion. This year's wage scale to be adjusted based on the determination of the Select Board

COLA/Merit Discussion: Previously the Board collectively moved forward with the understanding that the proposed wages would be adjusted by 6%.

Request to move breakdown the 6% into a 4% COLA and a 2% Merit, to give incentive to employees and allows for flexibility to the Dept. Head. The organization is in the process of implementing a new evaluation and human resource tool called Guardian Tracking to be used by the departments, along with new employee evaluation forms that have been given to the departments

Board Consensus: Adjust the wage scale by 4% COLA and 2% Merit.

Highway/Road Betterment: pg. 36

4319-731-Road Improvements- \$120,000.00

4319-730- Highway Block Grant- \$155,415.00

Discussion: The understanding of the Block Grant is to be used for road projects and not to offset the budget. Currently, what we lack is a formalized plan and direction for road improvements within the community. A plan has been requested but the Road Agent has not provided it at this time. In the future, the use of the Block Grant money will need to be approved by the Selectmen before its use and will need to be discussed with the Road Agent as this is a change in the Department's process.

The overall change in the use of this budget will be structured to ensure that the Road Agent will use his budget for standard road maintenance. Any projects that will come out of Road Betterment will need to come in front of the Selectmen and show how it is going to address a project on the required plan with criteria such as; who is doing the work, the specifications of the work, engineering information, etc.

Tree budget- This item should be addressed and increased death of the area ash trees due to the ash bore beetle damage. Tree clean-up in general is a continual issue that needs to be addressed.

€ **Action Item:** Find out what it can be used for per RSA.

€ **Action Item:** Find out if money can be carried over or be placed in a fund for the planned use within the CIP

Fire Dept:

Discussion: The Fire Chief is requesting two new positions allowing the department schedule to cover a 24hr. cover as opposed to the 12hr coverage that is currently offered. The need has been coming for years, the recommendation is trying to address the need. Further discussion to offer it as a warrant article vs placing the increase in the operating budget to give the voters the ability to choose the operational change. There have been some adjustments to this department's wages for the current employees who gained medical certification and you will be receiving a resignation on the 18th.

Board Consensus: The Board will support the Fire Chief's recommendation for the two new positions to be placed in the operating budget with the understanding there will be further discussion and are open to adjustment if needed.

Executive Office:

Discussion: The Town Administrator has recommended a re-structure plan to address staffing needs based on increased workload to the Building, Planning, Zoning, and Conservation over the last few years. The restructure would add one full-time position, increase a current position to a floor supervisor, and adjust the 21-hr. position that is currently vacant to a clerical role only; taking care of minutes, data entry, and file maintenance. This allows the workload to be dispersed evenly, fills the need for a front office supervisor, and allows the part-time role to be purely a support role. Further discussion regarding the quantification of workload based on increase permits, applications, cases, more open hours to the public, the value of full operational service, an increase of new builds from this year to last year; 14 houses vs 5 from the previous year, this is only an indication of new homes not renovations, additions, replacements, demolition, or mechanical permits that the office has taken in. The increase percent to the overall budget will need to be calculated.

Board Consensus: Executive budget will move forward

- € **Action Item:** The overtime line will need to be increased
- € **Action Item:** Items Needed-Revenue for building, increase case comparison for ZBA and Planning, the percentage to the overall budget.

Legal:

Discussion: This budget includes, the cable franchise legal fees \$5,000.00, PSNH settlement- potentially \$25,000 (+), but has not been confirmed, legal counsel retainer- \$50,000.00. An adjustment can be made to the budget and place in the warrant article. The ending balance in the current court case funding is \$53,460.37, the general thinking is the fund should have \$100,000.00 in it.

Board Consensus: Reduce the budget line by \$25,000.00, bringing it to \$60,000.00 with the understanding that the settlement money for PSNH will come from the Court Case fund. A warrant article to add to the fund will be a future discussion.

- € **ACTION ITEM:** Adjust the Fire Dept. error on the summary/budget- \$732,000.00 Request in 2021 vs the \$784,000.00 requested in 2022.
- € **ACTION ITEM:** If the Personnel Policy changes get approved holiday pay will need to be re-addressed through the budget.

Transfer Station:

Discussion: The recommendation from the Dept. Head is increased wages, hours, and additional employees. Timeframe for clean-up, job description, and a department schedule to show how the new employees will be utilized. Further discussion on demo and the fact that the location is a residential transfer station and a system for credit cards/cash intakes like the square, department policy, and the current free room policy.

- € **Action Item-** Is there a fund for retirement, if not there will be a need to start one.

Board Consensus: This discussion is tabled until meeting with the Transfer Station Manager on the 18th.

Police Dept:

Discussion: A change came in this afternoon and the Administrative Asst. the line has been increased, to reflect the need for a new hire due to retirement at the end of 2022/the start of 2023. The increase has the wages of the current employee, the wages to cover four months of training overlap to keep the current employee while hiring a new employee. The Town will also need to payout for the vacation time of the retiring employee. The Chief's wages had been researched as the Board requested, the final adjustment is per the settlement which included an 8 step increase which placed him on the same grade and step as the Fire Chief.

Note: No Board consensus was made but no objections to the budget mentioned.

Board Consensus: The Board is good with the wages as adjusted. Further discussion on the Highway Block grant in the future.

Highway Dept.:

Discussion: Currently there are vacant positions that need to be filled, the promotion discussion will be taking place on 10-18-2021, supervisor training and the Road Scholar program, the wage increase for the department is reflected in the proposed wage update tonight, the Foreman job description was sent out to the Board when it was initially requested.

Energy Committee:

Discussion: The committee has requested \$1,000.00 to be placed in the operating budget for their use as they do not require staff and the \$60,000.00 has been requested to address items that came out of the Energy Audit.

Board Consensus: N/A

Conservation:

Discussion: This year's request is to increase the LUCT Tax to 50%. A future request to set up a fund for forest management.

Computer Line: There will be an increase up to approximately \$12,000.00 due to security package recommendations.

€ **ACTION ITEM:** Add increase to budget lines

Conclusion: Overall budget no adjustments are needed, however, the Transfer Station and Highway budgets will need to be discussed. Warrant Articles will be discussed after the operating budget is determined. Future budget meetings will start at 5:00 p.m.


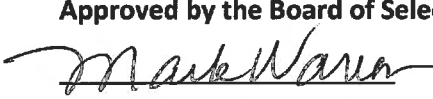
ADJOURNMENT

MOTION: On a Motion by Chairman Warren, and seconded by Vice-Chairman Baiocchetti it was voted unanimously to adjourn the meeting at approximately 5:50 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