



Board of Selectmen  
Town of Gilmanton, New Hampshire

6 Meeting

7 August 26, 2019

8 Approximately- 6:00pm. – Gilmanton Academy

9 Present: Chairman Marshall Bishop, Selectman Mark Warren, Town Administrator- Patrick Bore` and  
10 Assistant Town Administrator-Heather Carpenter

11 Selectman Michael Wilson arrived at approximately 6:06 p.m.

12 Debra Cornett- Town Clerk/ Tax Collector

13 Also present please see attached sign in sheet.

14

15 Approximately-6:00 p.m. Chairman Bishop opened the meeting, took attendance of those present and  
16 voting (Chairman Bishop, and Selectman Warren) and led the Pledge of Allegiance. \*Roll

17 **call/Attendance and pledge of Allegiance not captured by audio**

18 *Disclaimer: The views and opinions expressed in stated or attached statement read during public comment are those of the*  
19 *speaker/authors and do not reflect the opinion of the Town of Gilmanton. These minutes represent topics discussed and not a*  
20 *reflection of verbatim discussion.*

21 **Farewell Celebration for Debra Cornett- Town Clerk/ Tax Collector**

22 Selectman Warren read a statement- "Deb Cornett joined the Town in June 1997, as Deputy Town  
23 Clerk/Tax Collector. She was appointed Town Clerk/ Tax Collector. She was appointed Town Clerk/Tax  
24 Collector in 1999 after Mrs. Betty Smithers in 1999, elected for the first time in 2000 and has won all  
25 elections since then on a 3-year term.

26 She is leaving the Town of Gilmanton after over 22 years of service to pursue an opportunity at the State  
27 level."

28 The Board opens the floor to the public for a time of gratitude for Debra Cornett.

29 The following member of the public shared their appreciation for the Town Clerk/ Tax Collector 22 years  
30 of service.

31 Mrs. Betty-Ann Abbott, Mr. Nate Abbott, Ms. Paula Gilman, Mr. Tom Howe, Chairman Bishop &  
32 Mrs. Heather Carpenter

33

34 **New Business:**

35 **Energy Committee**

36 Sarah Thorne to discuss re-activation of the Energy Committee.

37 One point we need to ascertain is whether the Committee was ever dissolved or just became "inactive"  
38 and what would be the consequent path forward if the Board agreed to re-establish or re-activate.

39 Another question would be around the reporting of such a committee: the BOS, Planning Board,  
40 Conservation Commission (where I believe it used to report to).

41 A final question would be about the appropriate rules of procedure (posting of meetings and agendas,  
42 meeting minutes etc....).

43 Suggestion from the Town Administrator-A similar presentation to the School Board however seems  
44 necessary.

45 Vice Chairman Wilson- Q: Will you be needing money for next year?

46 Sarah Thorne A: Possibly, depending on what we hear from Town Officials, what the research turns up. It  
47 could be the kind of thing that is rolled into capital improvements, we might need to work with the  
48 Planning Board for the items needed within the Capital Improvement Plan for example.

49 In the past the Energy Committee worked with the Budget Committee through the process like every  
50 other Board, there had been grants available and initial budgets were needed but those were usually

covered within the energy savings based on the project. The budget in the past for the Energy Committee was comparable to the Conservation Commissions.

Outcome of the discussion: The Board consensus is that it is a good idea. Additional questions that the Board and Administration needs answered are as follows;

- The presentation includes the school, which makes sense but the group would need to make a similar presentation to the school as the Town doesn't make decisions for them.
- Administration will have to research if the first Energy Committee was ever officially dissolved or just became inactive.
- Town Administrator wants them to understand that if there was a committee that was put in place, they would have to follow the same laws as all the other committees, such as, rules and procedure, public meetings, agendas posted, minutes etc.
- Would there be a Selectmen's Rep. on the Board?
- Q: Would the Board be appointed by the Selectboard or would it fall under another based on a sub-category?
- A: If the Selectmen agree to the idea of re-establishing the Energy Committee, the Board appointments would fall under the purview of the Selectmen

Outcome of discussion: The Board is in favor of the concept of the Energy Committee but would like to answer some of the questions and the details that were presented tonight in order to be able to logistically move forward and make sure things are being done properly. The Town Administrator will be in touch with Mrs. Thorne.

#### **NH Route 140/NH Route 107 Intersection**

Mr. Alan Hanscom presented to the Board and the public with the current issues that he has observed while present at the intersection today. The public driving behaviors cannot be changed, a roundabout might be difficult to implement due to the different grade variations present at the intersection, and a four-way stop could be a possibility.

On the State side of the issue there are 3-4 entities that would need to be involved in even small changes to the roadway.

*\*See Attached pictures for suggestions of changes.*

Discussion of possible changes that could be done in the corner area of Currier Hill which connects to RTE. 107, like, making a 60- or 90-degree turn, changing the current 200 ft opening and downsizing it to a 50 ft. opening which will affect the Town's right of way and include the State portion of the right of way as well. Essentially, the examples of possible changes discussed could affect a portion of the land in front of the Temperance Tavern, where it comes to a point towards the intersection.

**Selectmen Wilson-** I have traveled around the country over the summer and there were areas that you would drive over a pad, and it would send up flashing lights, stating oncoming cars, or flashing stop signs. Placing dangerous intersection that are LED on either side of 107, would those help?

**Alan Hanscom-** There are those type of things used, New Hampshire tends not to, we stick pretty closely to the HDEC. Once the newness of those signs wears off the behavior tends to continue.

**Vice Chairman Wilson-** Are we allowed to put up dangerous intersection signs or is that something you would do?

**Alan Hanscom-** That is something Traffic would have to do and that wouldn't be something that they would do.

Continued discussion on the State's jurisdiction of signage placed on those roadways of the intersection, and the fact that the Town does not have the jurisdiction to place permanent signage on the State roadways.

The public's understanding as to why no minor changes have been implemented, like signage vs jumping in to discussion about major conceptual changes. Signage the Town can implement in those areas are the "your speed is signs", which directs drivers to pay attention to their speed.

Public discussion on the use of rumble strips vs flashing lights, noise pollution that the rumble strips would create, the look of flashing lights in the historic district and the overall understanding there needs to be something done due to an increase of accidents.

**Outcome of discussion:** The Town is aware of the issue of the intersection and wants something done and we are ready to help whatever way we can when the State is ready to move on the issue.

**Old Business:**

**2020 Budget and CIP discussion**

Brian Forst has come to discuss the 2020 Budget and Capital Improvement Plan.

The CIP process has fallen through the cracks in past recent years and we need to re-activate. Discussion on Budget Committee, the upcoming 2020 process and the differences between a Capital Reserve and a Non-Cap. Reserve, Target price and year for accounts held within the CIP.

**Non- Cap Accounts vs Capital Reserve Account:**

The Budget Committee tends to operate on concrete ideas, we want to see facts and figures to support what the request is. We are not asking for bid price, we are looking for we have done the homework, and this is what it is going to cost.

A Non-Capital Account is a contingency fund for the Selectmen to have access to, that allows them money to expend at their digression for unforeseen circumstances.

It has been recommended that Town Buildings have a Non-Cap set up for unforeseen issues, having a fund like this would be very useful in an instance where you have budgeted for a project, an issue arises within the project that was unforeseen, a fund like this would be very useful.

Capital Reserves have a targeted amount and a target date and requires a vote of the Town to be utilized for that purpose, Selectmen are not agents to expend.

The idea behind a Capital Improvement Plan is to help keep the tax rate level. In order for the CIP to be ratified, it is the job of the Planning Board, not the Budget Committee's.

Town Administrator- I think we are in a difficult situation, one because we have to catch up putting the money on the side and it hasn't been done in a few years so it more money that has to be put aside.

Second, there are actual projects that haven't been funded at all through the Capital Reserve Fund. The problem that I saw last year was, we go to the Budget Committee and they say well if it is going to be spent this year it should be in your budget and not in a Capital Reserve Fund. The issue is not in equipment and vehicles, the problems come in with buildings and building maintenance.

**Parks and Rec Session- Richard Kordas**

Mr. Kordas discussed the short- and long-term plans for dealing with the geese population at Crystal Lake Beach to avoid/alleviate the issues faced this season into next year.

The geese have shut down the park, the swim lessons had to be stopped a week early, the beach never recovered. Additional monies had to be spent this year due to the bacterial level, the geese have gotten aggressive. We have called Fish and Game for some solutions; they have recommended to come in and trap the geese and euthanize the geese. The park doesn't necessarily want to go in that direction but we have exhausted every effort. The plan next year is to do our best to prevent the geese coming up on the beach, Fish and Game has given a recommendation to utilize a paintball gun, not to shoot the geese but to scare them off, stay on them early before they have their goslings, trying to deter them early and frequently. The budget will come forward with a price for trapping in case our efforts fail earlier in the season.

The park department is in the process now gathering numbers for a swim instructor in order to book early. If all the corrective plans do not work and we have booked a swim instructor, it is too late at that point to cancel because we are already committed.

**Outcome of discussion:** The Board would like to see a contingency plan for a change of venue for the swim lessons.

**Griffin Road**

Mr. Bill Smith has come to discuss the condition of Griffin Road and recommendations for improvements due to Safety concerns for the children and residence living on the road.

The condition of the culverts, lack of ditching, width of the road, two dangerous blind corners, and an embankment that needs to be cut back.

*\*See attached letters of concern from residence.*

Further discussion on the information that the Town Administrator has requested from the Road Agent and the need to get a cost for a future road assessment through LRPC.

Mr. Smith thanked the Asst. Town Administrator for the quick response in dealing with the concerns.

The Road Agent is working on a Road Maintenance plan and once it has been completed the Selectmen will review to see if further information is needed that would warrant a road assessment through LRPC.

Mr. Smith believes that if you address the maintenance issues that have never been done that's where you will gain the material to fix the larger issues.

Further discussion of the possibility of looking at the Highway Dept. to see where the gaps are with the understanding that they are currently insufficiently staffed, the volume of use on the roads is increasing and a large percentage of the roads in town are dirt which does require more maintenance. It may be that the amount of work that is present is too much for the small crew in the Highway Dept. to maintain and that can cause roads to revert into disrepair instead of processing.

**Outcome of discussion:** The Chairman will meet with Mr. Smith tomorrow at 3:00 p.m. to look over the issues on the roads.

The Road Agent is unable to attend the meeting, but is aware of the situation, the complaint and is already pursuing some corrective actions.

The Board is interested in getting the road information from the Road Agent in order to move forward on a road assessment in the future, the information gained from a road's assessment can be added to the CIP in order to progress and budget out for the future needs of the 70 miles of roads in the Town.

**In-Town festivities and PD/FD details**

At the August 05, 2019 BOS meeting, there was a discussion about the 4<sup>th</sup> of July festivities and agreed that since none of these functions are Town functions, any required Police and/or Fire details should be charged to the organization sponsoring or in charge of these festivities (in that case 4<sup>th</sup> of July Association). The case of the Old Home Day festivities at Smith Meeting House on 8/17. Two PD staffs were present and charged the Town for details.

This is a Community event that benefits the residence of the Town but it is not a Town event in the sense that the Town is not sponsoring or involved in these festivities and my recommendation would again be that any required detail would be the responsibility of the organization in charge of Old Home Day, not the Town.

The same should apply to any detail required for the upcoming Labor Day celebration at Crystal Lake Ball Park.

The other part of the discussion on this is about the details themselves.

Both the Chiefs for the PD and FD, have the authority to decide whether a detail is required. It is to their discretion to assess the need for one or not. It typically resides around size of participants, whether alcohol is provided and any other risk factor (Fireworks etc....)

The questions from Administration are as follows:

- Should these in-town events, which typically occur during normal coverage hours, result in any compensation in addition to the normal pay for the hours worked?

97 - Should there be consideration given, as part of the decision to have or not a detail, to the impact on  
98 coverage provided by the Department?

199 - Should the Town Administration, at a minimum, be informed prior to the event that a detail is required,  
200 will be provided, who will conduct and what coverage measure is in place for the normal police and fire  
201 functions?

202  
203 Further discussion of allocation of budgets for each event so as not to reflect in the Departments budget  
204 and the requirement of either making an acceptance to these three events or clearly defining all outside  
205 events and charges so it is the same for all events and doesn't give the appearance of picking and  
206 choosing.

207 The difference of a community event vs a municipal event and how that gets paid and/or budgeted for.  
208 **Outcome of discussion:** No formal decision was made, the recommendation from the Town  
209 Administrator is not to proceed with the current situation and doesn't recommend paying for the event  
210 of the Department budgets. The possibility of having the three major community events (4<sup>TH</sup> of July, Old  
211 Home Day and Labor Day Fair) run by outside agencies, come in and request budgets in order to  
212 appropriately allocate funds for the billed details or the Board can decide that these events are the  
213 exception to a normal outside agency because of the community value that they add and the Town will  
214 continue allocating resources within the departments budgets.

215 Table event discussion

216 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to  
217 table the event detail discussion until the Board has received the list of events that the Chief of Police  
218 currently budgets for in order to properly appropriate that through the budget process so we are  
219 allocating properly. (3-0)

221 5-minute Recess- 8:42 p.m.

222 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to  
223 take a five-minute recess. (3-0)

224 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to come  
225 back into session. (3-0)

226  
227 New Pay scale policy- Tabled as recommended by the Town Administrator, he is awaiting legal opinion  
228 at this point and has distributed it among the Department Heads and have not received any comments,  
229 so once legal opinion has been received it should be ready to move on.

230  
231 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted to  
232 open the consent agenda. (3-0)

233 **Consent Agenda**

234 P.O.: \$2,000 (Henry Dow crack seal TS parking lot)

235 P.O.: \$3,750 (Henry Dow crack seal Meadow pond Rd)

236 P.O.: \$3,750 (Henry Dow crack seal Stage Rd)

237 P.O.: \$3,750 (Henry Dow crack seal Canney Hill Rd)

238  
239 P.Os for 2019 Outside Agencies Appropriations:

240 \$500 (CASA) \$1,000 (Rocky Pond Association)

241 \$2,000 (American Red Cross) \$2,500 (Gilmanton Snowmobile Association)

242 \$7,600 (Central NH VNA & Hospices) \$5,000 (Community Action Program)

243 Event - Contra Dance schedule for the year; Amended the calendar schedule to only allow the events to  
244 take place until Dec. dance due to the concerns over the condition of the Old Town Hall.

There has been movement forward, our request through the NH Preservation Alliance has been approved in the amount of \$3,000.00 to go towards the conditional assessment of the Old Town Hall. The conditional assessment will hopefully start in September.  
Board Consensus: The Board will accept the contra dance event until Dec. 14<sup>TH</sup> date, the Board will be looking at the fee structure in the future and cost may rise for ongoing monthly events.

CAI Technologies, Annual Maintenance Agreement for online mapping services.

Yield Tax BillYield Tax AbatementIntent to Cut

410-096 (re-issue)

410-096

410-014

413-095

413-096

MOTION: On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to approve and close the consent agenda. (3-0)  
Minutes of August 05, 2019 minutes have been tabled.

PRIMEX CAP Agreements

PRIMEX has submitted their offer for the renewal of the Contribution Assurance Program ("CAP") for the 2020-2022 period for the Property & Liability Program and the Workers' Compensation Program.

As a reminder, the Town has been under CAP agreements with PRIMEX since 2017.

The PRIMEX CAP offer for the next 3 years is identical to the 2017-2019 CAP agreements, i.e. a 9% annual maximum increase for the Property & Liability Program and a 10% annual maximum increase for the Workers' Compensation Program.

The % listed are a maximum increase that PRIMEX would be able to charge the Town each year. Actual increase may be lower based on each member's performance.

Historically, under the CAP agreements, the Town incurred the following increases

Program	2016-2017	2017-2018	2018-2019
Property & Liability	+ 3.4%	+3.2%	+9%
Workers' Compensation	+8.1%	-1.2%	+10%

The Town Administrator recommends the Board of Selectmen accepts Primex offer.

**Outcome of discussion:**

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to accept the Primex CAP Agreement and allow Chairman Bishop to be the sole signature on the document. (3-0)

The Resolutions provided in writing by PRIMEX for each agreement are read to the public by Selectman Warren.

\*See attachment.

1<sup>st</sup> Resolution read by Selectman Warren and seconded by Vice Chairman Wilson; document signed by the Chairman of the Board as the sole signature. (3-0)

2<sup>nd</sup> Resolution read by Selectman Warren and seconded by Vice Chairman Wilson; document signed by the Chairman of the Board as the sole signature. (3-0)

Gilmanton Updated HMP 2019

The description below is of the Hazardous Mitigation process and not an exact representation of what was stated at the meeting but more for public information.

The Gilmanton Hazard Mitigation Plan Committee completed its process of updating its 2012 Hazard Mitigation Plan. The committee is represented by a variety of local interests including the Fire, Police,

Highway, Town Administration. The group focus is on natural hazards that put Gilmanton at risk as well as the development of recommendations to protect the safety and well-being of town residents.

Hazard Mitigation Planning is as important to reducing disaster losses as are appropriate regulations and land use ordinances. The most significant areas of concern for Gilmanton are being reviewed and evaluated through this process; in the 2012 Plan these included winter storms and flooding. They remain the same in the 2019 updated Plan.

The Hazard Mitigation Plan is a tool for town leaders to evaluate the status of current plans, policies, and actions then develop and prioritize actions to reduce the impacts of these and other hazards. Community leaders want the town to be a disaster resistant community and believe that updating the Hazard Mitigation Plan will bring Gilmanton one step closer to that goal.

The Department of Safety, Division of Homeland Security & Emergency Management (HSEM) has completed its review of the Gilmanton, NH Hazard Mitigation Plan and found it approvable pending adoption. With this approval, the jurisdiction meets the local mitigation planning requirements under 44 CFR 201 pending HSEM's receipt of electronic copies of the adoption documentation and the final plan. Upon HSEM's receipt of these documents, notification of formal approval will be issued, along with the final Checklist and Assessment.

The approved plan will be submitted to FEMA on the same day the community receives the formal approval notification from HSEM. FEMA will then issue a Letter of Formal Approval to HSEM for dissemination that will confirm the jurisdiction's eligibility to apply for mitigation grants administered by FEMA and identify related issues affecting eligibility, if any. If the plan is not adopted within one calendar year of HSEM's Approval Pending Adoption, the jurisdiction must update the entire plan and resubmit it for HSEM review.

**Outcome of discussion:** The Board provided their signatures to the approved document.

#### **TAC Appointment:**

The recommendation from the Town Administrator to re-appoint Mr. Jim Goodwin-Foreman of the Highway Dept to the LRPC TAC for another 2yr. term.

**MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to appoint Jim Goodwin to the LRPC TAC. (3-0)

#### **RFP for IT Managed Services**

Town Administrator- The Town has been in business with C.C.S. since at least 2000, based on annual agreement offers approved every year. To my knowledge, we have never bid the business out and, although we are satisfied with the services provided, I believe it is time to check how competitive from a cost and quality standpoint the services we receive from C.C.S. are. At a minimum, going out to bid will keep C.C.S. "honest" with us.

There are 2 additional factors why now is the right time to do so:

- while a few years back, C.C.S. were the only "kids in town", there are now other potential vendors in business,

- next year, the 3 servers for Town Hall, Police and Fire Departments are due for replacement which would come at a significant cost (>\$25,000).

If the Board approves, I will seek to issue a formal RFP by end of August.

**Outcome of discussion:** The Town Administrator will issue the RFP this week.

#### **Oil Pricing**

**MOTION:** On a motion by Selectman Warren and seconded by Vice Chairman Wilson it was voted to allow the Assistant Town Administrator to negotiate best price for the Towns fuel usage. (3-0)

**Willowgrass Ln. request**

Selectman Warren recuses himself as a sitting member of the Board to speak as a member of the public to request the acceptance of Willowgrass Ln.

*\*See attached*

Mr. Warren addresses the Board with a request to accept Willowgrass Ln. as a Class V road. He has been speaking with the Assessing/ Planning Administrator to understand the options of how to go about it. He has written a letter and is a petition to the Board of Selectmen to reclassify the road from a Class VI to a Class V road per RSA 231: 8

Town Administrators recommendation is to take this request under advisement, he will then have the Assessing/ Planning Administrator come up with some language.

Vice Chairman Wilson- Would there be any additional cost for the Town to do this?

ATA Carpenter- Yes, it would be accepted as a Town maintained road.

Chairman Bishop- Do you have a letter of agreement stating if these steps were followed it would be accepted as a town road?

Town Administrator- There is another way to deal with this, which is to put it on the ballot next year.

The Board should think about what is the best way from a public perspective to deal with this.

Further discussion on the signed plans from the Planning Board of the past, the option of the Board of Selectmen being the approval authority of a road acceptance or the approval by Town vote via the ballot.

Outcome of discussion: All agree that it would be a good idea to have it go to vote via the ballot.

Selectman Warren joins the meeting as a sitting member of the board at approximately 10:22 p.m.

**SELECTBOARD ITEMS**

- o Selectman Wilson's donation

Town Administrator- Selectman Wilson has indicated he would like to donate the paychecks for the period he was traveling across the country.

These would be considered donations, would need to be accepted by the Board and would require additional reporting to DRA.

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to accept the donation in the amount of \$527.36, the funds will be allocated to the General Fund and is received with gratitude.

- o LCHIP Grant support letter Old Smith Meeting House

Mr. George Roberts stated he spoke to Selectman Warren and would like to Board to issue a support letter to an LCHIP grant requested by the First Congregational Society in Gilmanton to repair the roof of the Old Smith Meeting House.

**Outcome of discussion:** The Town Administrator will reach out to get more information, if there is no concern the TA will draft a letter for the Board to sign.

**(1) Non-Public Session per RSA 91-A:3, II (b)**

**MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Chairman Bishop it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (b). (3-0 Voice Vote – Chairman Bishop - yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Selectman Warren it was voted to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).



The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

**(2) Non-Public Session per RSA 91-A:3, II (b)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (b). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**(3) Non-Public Session per RSA 91-A:3, II (c)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Selectman Warren it was voted to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).

**(4) Non-Public Session per RSA 91-A:3, II (c)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (c). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Vice Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**(5) Non-Public Session per RSA 91-A:3, II (I)**

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted unanimously to go into Non-Public Session per RSA 91-A:3, II (I). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted to come out of Non-Public Session. (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to seal the minutes of Non-Public Session. (3-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes, Selectman Warren-yes).

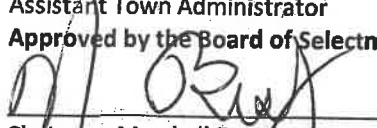
The meeting room was opened to the public. The Board noted the Non-Public Session minutes were sealed.

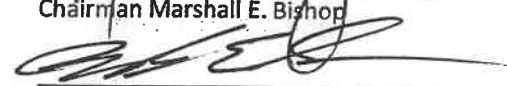
**Adjournment:** On a Motion by Vice Chairman Wilson and seconded by Selectman Warren it was voted unanimously to adjourn at 11:21p.m. (3-0).

Respectfully Submitted,

  
Heather Carpenter

438 Assistant Town Administrator  
439 Approved by the Board of Selectmen

440  
441   
442 Chairman Marshall E. Bishop

443  
444   
445 Selectman Michael J. Wilson

446  
447   
448 Selectman Mark E. Warren

449 {Audio recordings are available at the Selectmen's Office and for free as a link on the Town website through  
450 SoundCloud}



**SELECTMEN'S OFFICE  
TOWN OF GILMANTON**

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700 Fax: (603) 267-6701 Website: [www.gilmantonnh.org](http://www.gilmantonnh.org)

**ATTENDANCE SIGN-IN**

**PRINT NAME**

**SIGNATURE & DATE**

Jane Sisti

*J Sisti*

08-26-19

Bob Burdett

*B Burdett*

8/26/19

Mike & Rachel Hatch

*M Hatch*

8/26/19

Zannah Richards

*Z Richards*

8/26/19

Bill F. Fitch

*B Fitch*

8/26/19

Dodie Smithers

*D Smithers*

8/26/19

BRIAN FORST

*B Forst*

8/26/19

Janet G. Gurnea

*J Gurnea*

8/26/19



August 21, 2019

James and Carol Beck

2 Griffin Road

Gilmanton, NH 03237

Board of Selectmen

Town of Gilmanton, NH

Dear Selectmen,

We are writing to inform you of the deteriorating condition of Griffin Road in the area where our driveway enters said road at the corner of Griffin Road and Loon Pond Road. We are the first property on Griffin Road on the right hand side traveling east. To enter Griffin Road we must ford two or more large holes which are full of water when it rains. Our vehicles have no choice but to enter one or more of these large holes in order to travel from our property to the tarred Loon Pond Road. In the case of our all-wheel drive Rav4 there is the constant threat of scraping the bottom of the car. The portion of Griffin Road at the end of our driveway has not been maintained by the town in any way since the snow melted this spring.

Briefly, a short history of our corner: When Loon Pond was improved, tarred, from Griffin Road to Gilmanton Road leading to Loudon Ridge, it was planned to replace our driveway culvert with a substantially larger culvert pipe to handle the runoff water entering the improved ditching constructed to protect the newly tarred Loon Pond Road, from Griffin Road. This new larger culvert pipe sat beside our stone wall for over one year waiting to be installed. However, when the crew working on the road project arrived to install the larger pipe under our driveway, the Town Road Agent took the larger pipe away and traded a small pipe in its place.

That small pipe, now installed under the end of our driveway, is not up to the task of moving the large volumes of water and ice pouring down the south side of Griffin Road in spring melt and during heavy rains. It is iced and frozen throughout the winter and blocked with mud and silt the rest of the year. The shallow ditching leading to the culvert pipe is filled with road material moved there from the road by truck tires trying to navigate the corner in the mud caused by the lack of ditching and the blocked culvert at the end of our driveway. Last summer, in order to compensate for the already failing pipe, the town grader carved into the road at the end of our driveway to create an alternate path for the water coming down Griffin Road unable to pass through the small culvert pipe that had been substituted for the project designated larger pipe by the Town Road Agent. This diversion cut sent the water out into the road at the end of our driveway creating the deteriorating conditions that exist today.

Sincerely,

*James N. Beck*  
James and Carol Beck

*Carol N. Beck*

8/25/19

Dear Board of Selectmen,

I am sorry I cannot be there in person to voice my concerns about Griffin road as I am working until 8:30pm. This has been an ongoing battle for years. There are two corners that are not wide enough for two vehicles to safely pass and they are also blind. Never mind the fact that when we are trying to get crops in and moving tractors, hay wagons and other equipment around there is no room for another vehicle. There are 7 kids that live at the end of this road that must travel it daily to the end to get to the bus stop. Bikers and walkers are at a very unsafe disadvantage as well as people riding horses. We understand that this is a dirt road and there will be potholes and at times it will be muddy and dusty. All of those factors we can live with but the insufficient width of the road, blind corners and no adequate ditching is intolerable. Please put our children's safety as the top priority for getting this project to move forward.

Thank you for your time,

Sincerely,

Ryan, Alicia, Colton, Chloe and Cody

180 Griffin Rd.

August 14, 2019

Dear Selectmen,

As residents interested in the use of energy in our community, we have been meeting informally this spring and summer to explore the possibility of forming/ reviving a **Gilmanton Energy Committee**. We request an opportunity to meet with you at your August 19 Selectmen's Meeting to discuss this proposal.

We understand that Gilmanton recently had an energy committee that spearheaded the energy improvements for the Academy building. Here are some preliminary ideas about our proposal to revive this committee:

**Draft Mission Statement:** The mission of the committee would be to consider how energy is used in Gilmanton, particularly by municipal services and facilities, and to advise the selectmen and school board about opportunities to achieve a higher level of energy efficiency, education, savings, and renewable energy use to support a more sustainable future for Gilmanton.

**Budget:** We don't anticipate having any expenses this fiscal year. We can take our own notes and generate our own agendas, if that is acceptable. We can submit copies of these for the public record in the selectmen's office.

**Membership:** We anticipate that members would be appointed by the selectmen, to serve terms similar to those of other appointed committee members like the Conservation Commission. We would function as an advisory committee and provider of information to the selectmen and town administrator. We would welcome members from other related town committees, if available, particularly the school board, conservation commission, planning board, budget committee, or board of selectmen.

**Meetings:** Our meetings would likely be once a month on a predictable basis. We would appoint one of our members as a secretary to take and post minutes. We would welcome the opportunity to work collaboratively with other town departments and officials, whom we would invite to our meetings as topics of mutual interest arise. Members of the public would be welcome at our meetings.

**Priorities/Projects:** There are many possible projects, depending on community interest and feasibility. The committee can learn from organizations including other town energy committees, the NH Electric Cooperative, NH Saves, NH Office of Strategic Initiatives, and Clean Energy New Hampshire's Local Energy Solutions program. Activities could include:

- Communicate with other town committees and officials about their energy needs and ideas
- Research municipal energy use and needs
- Investigate sources of assistance
- Energy audits of municipal buildings and conservation/renewable energy recommendations
- Public education workshops such as NH Saves Button Up-workshop, Drive Electric, Solarize.

Thank you for your interest.

Sincerely,

Sarah Thorne, Aimee Ruiter, Vincenzo Sisti, Betty Ann Abbott, Nate Abbott

**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Property & Liability Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Gilmanton adopted on Aug 26, 2019

Board: Select

Signature: Marshall Bishop

Title of Board

Name: MARSHALL E. BISHOP

Title: Chairman duly authorized

Date: 8 / 26 / 2019



**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Workers' Compensation Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the Town of Gilmanton adopted on Aug 26, 2019

Board: Select  
Signature: Marshall E. Bishop Title of Board  
Name: MARSHALL E. BISHOP  
Title: Chairman duly authorized  
Date: 8 / 26 / 2019

Mark E. Warren  
273 Meeting House Rd.  
Gilmanton, NH 03237

August 26, 2019

**Re: Change of Classification of Willowgrass Lane to a Class V Rd.**

To the Gilmanton Board of Selectmen,

This letter is to petition the BOS to reclassify Willowgrass Lane from a class VI road to a class V road, as per RSA 231:8

**231:8 Petition.** – Selectmen of a town, upon petition, may lay out any new class IV highway not financed in whole or in part with federal aid highway funds, and class V or VI highway or alter any such existing highway within their town for which there shall be occasion.

The following steps have been taken in preparation and for this petition:

1. The road and subdivision was reviewed, approved, and signed by the Gilmanton Planning Board on December, 12, 2003.
2. The road was bonded and built to town standards and inspected accordingly.
3. The final top coat was installed on May, 6, 2019 as per town standards, and was inspected and approved by the Gilmanton Road Agent.

Accepting this petition is in the town's best interest for the following reasons:

1. This project was approved with the intent that the town would make Willowgrass a Class V road upon completion.
2. Willowgrass Lane gives access to the adjoining conservation land. Changing the classification to a class V road will allow the town and its residence to access this land.

Thank you for your consideration,

  
Mark Warren