



Board of Selectmen  
Town of Gilmanton, New Hampshire

APPROVED ON 01-20-2020

Meeting

December 23, 2019

**Approximately- 4:45pm.** – Gilmanton Academy

**Present:** Chairman Marshall Bishop, Selectman Mark Warren, Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter  
Also, present please see attached sign-in sheet.

**Absent:** Vice Chairman Michael Wilson with notice

**Open Public Meeting**

Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop & Selectman Warren)

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

**Approval of Minutes: NA**

**Consent Agenda:**

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

- PO: HP Fairfield; amount \$5,550.90- Plow blades
- PO: Staples; Standing desks for medical accommodations, amount of \$703.78
- PO: NBF, *Staples, or WB Mason*- Exec. Chair replacements approximately \$300.00 per chair x 6; total amount \$1,800.00 (+/-)
- PO: Mango Security Systems Inc.- Replacement of the existing fire alarm control panel- \$3,910.00 & annual monitoring in the amount \$354.00; total amount of \$4,264.00 (-/+)
- PO: CCS- \$1,875.00 and Adobe- in the amount of \$375.00 (-/+)
- PO: American Air Systems Inc.- Replacement of old mini-splits in two offices w/ new Mitsubishi System; total amount \$5,593.00 (+/-) *Electrical work will be separate.*
- Bureau of Education-\$490.00 Government Accounting Certificate Program
- PO: Wolcott- \$24,847.34 paving of Middle Route
- PO: Two purchase orders for Neptune- \$1,500.00 each; uniforms for the two new Police Officers
- Energy Committee: Board to officially appoint members of the newly formed Energy Committee;

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to appoint the following members to the newly formed Energy Committee, for a one-year term as full members; Nate Abbott, Sarah Thorne, Vincenzo Sisti, Aimee Ruiter, Cyndi Paulin, Richard de-Seve, and Susan Hale- de Seve

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to approve/accept the consent agenda with the following amendments *listed above.* (2-0)

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren it was voted to close the consent agenda. (2-0)

***There is no public input per the agenda.***

**Old Business:**

**2020 Budget/ Warrant Discussion**

**Budget for 4151- TC/TX**

- Line 370 (Computer expenses); reduce number by \$2045 Computer replacement to be done this year instead of 2020.
- Line 620 Office Supplies; Add \$2410.00 for annual cost of new copier in TC/TX office, 5-year lease with escape clause.

**Budget for 4210- Police Dept.**

- Line 140- Overtime; In light of new officers not accepted at the Police Academy class in January, Chief is requesting \$10,000.00 more to match this year's actual. The new recruits unable to patrol alone until certified. Will attend the late Spring class. The Board consensus is to prorate the additional overtime request for nine months out of the year. The budget will be changed to reflect the addition of \$15,000. (2-0)
- The new numbers for health/dental for the new recruits based on their plan selections;  
Line 01-4210-190- Health Insurance- \$30,846  
Line 01-4210-210- Dental Insurance- \$5,745  
The line numbers for Medicare and Retirement will need to be recalculated based on these changes.

**Budget for 4312- Highway & Streets**

- Line 393 Upper City Road plowing via Loudon Highway Dept. Confirmation being requested; the Board of Selectmen recommendation for Loudon plowing contract for Upper city Road use to cost \$2,750.00. They have asked for \$7,500.00 for 2020. The Highway Department is estimating that it would cost them \$9,600.00. Board consensus is to leave the line amount in the budget at \$2,750.00 and have the department absorb the additional amount, having our Highway Department plow, not Loudon.

**Budget for 4324- Transfer Station**

- Line 391- Mowing grounds; add \$600.00. Initially, the amount was transferred under the new Highway position. We learned that this is for mowing the landfill, which requires special equipment and won't be done by the zero-turn mower that the Highway will equip the new position with.

**Budget for 4550- Iron Works Library**

Line 690- Received the request for \$1,000.00 same as last years; *this budget should be moved to outside agencies as a Warrant Article.*

*Once the recommendations have been received on the items motion will need to be made for the Total Operating budget and the Default Budget.*

TA- I wanted to have two things, one a motion from the Board to confirm the total default budget, which is \$4,011,115.00, which is approximately a difference of \$290,000.00 less from the recommended operating budget.

If you look at the first two pages, as it was approved last year at \$4,119,181.00 in the second column and now, we are talking about a default budget of \$4,011,115.00, so it would be approximately \$108,000.00 less than this year's budget.

What I can't give you is the total recommended operating budget now because of the change in the Police Dept. Medicare and retirement line linked to the \$15,000.00 that the Board is recommending for overtime. The number will come in the near future.

Selectman Warren- What makes up the majority of the difference from last year to this year?

TA- Mainly, it's the two new positions in the Highway Dept., it's going from a 15-hour Building Inspector to a full-time position.

Additionally, the raises that the Board is recommending and it is a 53-week year that is being budgeted for.

Between Highway Administration, Highway and Streets, Street Lighting & Road Betterment, there is an additional \$168,000 compared to last year.

The Town Clerk Tax Collector, Election, and Registration is an additional \$42,000, approx. half of that is due to the fact that we have so many elections this year.

Building Inspector/Code Enforcement is an additional \$41,000.00

Police Department is \$30,000.00 more but we just significantly reduced health insurance, so that may be less.

Once these numbers are solidified, Administration will be able to perform an analysis to show where the differences are.

What is going to help as far as tax impact is assessed value of the town has gone up significantly, so it will reduce the impact of the extra money we are recommending to spend. There is a 6% increase between what we are recommending and what was approved for 2019. Last years approved budget was approximately a 10% increase.

**Outcome of discussion:**

The worksheets will be finalized, the total numbers will be finalized, the Town Administrator will have the analysis and in early January it will be shared with the Board at the next meeting.

**Warrant Articles-**

*Introduction by the Town Administrator*

The warrant article numbering has changed due to the fact that we have received eight additional warrant articles recommended by Planning Board.

We have 44 different articles, and that is before receiving any petition articles. That is a lot of articles and some of the zoning articles are a page long.

It is a heavy town warrant and therefore long discussions. We received input from town counsel, not much has changed aside from the following; There was a recommendation to discontinue five to six non-capital reserve funds that we don't use and don't need anymore.

Town counsel has informed the Town Administration that you can not group when you establish or discontinue funds. This would bring us back to six additional warrant articles, it is the recommendation not do add them on this year and bring them forward next year because it is essentially a housekeeping measure.

Article 12 has been created where I have combined all the previous articles that we had, that are requesting to deposit money in existing funds. The risk here is that it is a \$285,000.00 number now, the article lists every single deposit.

The next change is article 16. In Article #15, is to repave the Academy Building and we are recommending to partially fund this with State Aid money. This money will be received next year in the amount of \$43,197.00 but if this article fails the money will go directly into the General Fund, which is why it is being recommended to the Board to create article 16.

The next change is article #22, it was changed from the requesting one blade to two blades.

WA #30- Old Town Hall has language changes.

WA #35- Iron Works library has submitted their request of \$1,000.00. This line was in the operating budget and has been moved out into the warrant articles because it is an outside agency. We are still waiting for confirmation of there charitable status.

WA #37- GYO Funding; The number was changed from \$4,000.00 to \$5,500.00 GYO has obtained insurance for all the improvements existing on Town-owned land at GYO Park, including the playground. This is to address the previously discussed Town inability to provide coverage under Primex Insurance program.

WA #11- Replace, remount ambulance A-1, 429,000, we would fund 329,000 and 110,000 coming from replace ambulance vehicle capital reserve fund. We are seeking confirmation through DTC from DRA that the purpose replace ambulance vehicles actually allows us to refurbish and remount the ambulance.

Further historical information about the fund was discussed, the alternate direction we may have to take if this current article is not allowed and the regular replacement cycle.

Selectman Warren- Is this a new concept, moving items that we have normally budgeted for and placing them in warrant articles for outside agencies, is that correct?

TA- Yes, the rationale is you shouldn't have funding to third parties in the Town's operating budget. Some towns have them as petition warrant articles and that could be discussed in the future. There is a heightened risk that the town says no but the plus is that it isn't blended into the operating budget.

The outside agencies will be informed to come to deliberative session to promote their budgets due to the change of moving their requests from the operating budget to warrant articles.

A voter's guide will be helpful providing basic information on what is being presented to the voters.

#### Bridge Project Update

TA- As you know there were two projects on Stage Road, one on Nighthawk Hollow and the other one at Beauty Hill.

Nighthawk Hollow- This project had a final completion date of May 31<sup>st</sup>, 2020 with final paving in the Spring and cleaning up the site.

Beauty Hill- Initially the completion date was slated for the end of Nov. 2019. There have been technical issues that they have come across, which made them slip on the schedule. The bridge was open to the public on Nov. 28<sup>th</sup> but the weather became bad and they could not perform the final paving.

They have assured that our project will become first in line but we will not receive the final 40% reimbursement until the project is completed.

We raised and appropriated 2.3 million for this project, we will be \$128,000.00 less at the end of this project. The contractor believes they will be able to finish both projects in the beginning of May.

Further discussion about the contract clause for liquidated damages if utilized could cause delay in the reimbursement process. The Town has not touched the CD that had over 1 million deposited in the Spring from the funds received from DOT, & there is no anticipation of a cash flow issue.

#### **New Business:**

##### **○ Encumbrances**

Encumbrances are basically to account for amounts of money we are committed to but time-wise we are not going to physically spend it by the end of the year but we make sure it hits the 2019 budget. The amount we are encumbering is \$248,361.00 over half of that is for the bridge project. The is another \$80,000.00 on the legal budget to cover legal invoices and possible judgment with PSNH and FairPoint.

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren to approve the total encumbrance amount of \$248,361.00. (2-0)

##### **○ Operating budget as recommended by the Selectmen is \$4,283,200.00**

**MOTION:** On a motion by Selectman Warren and seconded by Chairman Bishop it was voted to accept the total operating budget of \$4,238,200.00. (2-0)

##### **○ 2020 Holiday Schedule**

**MOTION:** On a motion by Chairman Bishop and seconded by Selectman Warren to approve the 2020 Holiday Schedule as written. (2-0)

Discussion on the observance of 7-03-19 or 01-20-19 Martin Luther King Day; pick which day to observe for the holiday.

<i>New Year's Day – Wednesday, January 1st, 2020</i>	<i>219 Labor Day – Monday, September 7th, 2020</i>
<i>*Transfer Station closed</i>	<i>220</i>
<i>206</i>	<i>221 Columbus Day – Monday, October 12th, 2020</i>
<i>207 President's Day – Monday, February 17th, 2020</i>	<i>222</i>
<i>208</i>	<i>223 Veterans Day Observed – Wednesday,</i>
<i>209 *Easter Sunday – Transfer Station Only Sunday,</i>	<i>224 November 11th, 2020</i>
<i>210 April 12, 2020</i>	<i>225 *Transfer Station closed</i>
<i>211</i>	<i>226</i>
<i>212 Memorial Day – Monday, May 25th, 2020</i>	<i>227 Thanksgiving Day – Thursday, November 26th,</i>
<i>213</i>	<i>228 2020</i>
<i>214 Independence Day - Friday, July 3rd, 2020-</i>	<i>229 Thanksgiving Friday - Friday, November 27,</i>
<i>215 observed</i>	<i>230 2020</i>
<i>216 *Transfer Station closed on Saturday, July 4th,</i>	<i>231 Christmas Eve – Thursday, December 24, 2020</i>
<i>217 2020</i>	<i>232 Christmas Day- Friday, December 25, 2020</i>
<i>218</i>	

**Deliberative Session Date-**

The deliberative session time frame is between February 1<sup>st</sup> through February 8<sup>th</sup>.

The Town Administrators recommendation is to have the deliberative on February 1<sup>st</sup>, with a start time of 1 p.m. with the School being scheduled for the morning slot. The snow dates could be set for Monday, February 3<sup>rd</sup> and Tuesday, Feb. 4<sup>th</sup>, 2020.

**These dates have changed due to scheduling issues.**

*Brief Recess at approximately 7:10 p.m.- time not captured*

*Back from Recess at approximately 7:13 p.m.- time captured*

**(1) 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). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

Reputation

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -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. (2-0 Voice Vote – Chairman Bishop-yes, and Selectman Warren-yes).

This non-public is sealed until after the public distribution of the annual town report.

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

**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 (I). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

Legal

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -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. (2-0 Voice Vote – Chairman Bishop-yes, and Selectman Warren-yes).

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

**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 (b). (3-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes and Selectman Warren-yes).

Hire-PD

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -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. (2-0 Voice Vote – Chairman Bishop-yes, and 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). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

Reputation-Taxes

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -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. (2-0 Voice Vote – Chairman Bishop-yes, and Selectman Warren-yes).

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

**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 (a). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

Personnel-PD

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

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

**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 (a). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Warren-yes).

Personnel-PD

**MOTION:** On a Motion by Chairman Bishop, and seconded by Selectman Warren it was voted to come out of Non-Public Session. (2-0 Voice Vote – Chairman Bishop -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. (2-0 Voice Vote – Chairman Bishop-yes, and Selectman Warren-yes).

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

**Conclusion:** The next Board of Selectmen meeting will be held on Monday, January 06, 2020. Reminder- Selectman Warren is not available on the second Monday of the month.

**Adjournment:** On a Motion by Chairman Bishop and seconded by Selectman Warren it was voted unanimously to adjourn at 8:41 p.m. (2-0).

325 Respectfully Submitted,

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328  Heather Carpenter

329 Assistant Town Administrator

330 **Approved by the Board of Selectmen**

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333  Chairman Marshall E. Bishop

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335 Absent

336 Selectman Michael J. Wilson

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339  Selectman Mark E. Warren

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





