



Board of Selectmen
Town of Gilmanton, New Hampshire

1 APPROVED ON 01-20-2020

2 Meeting

3 December 09, 2019

4 Approximately- 5:03pm. – Gilmanton Academy

6 **Present:** Chairman Marshall Bishop, Selectman Michael Wilson, Town Administrator- Patrick Bore` and Assistant Town Administrator-Heather Carpenter

8 Also present please see attached sign in sheet.

9 **Absent with notice:** Selectman Mark Warren

10 Chairman Bishop opened the meeting, took attendance of those present and voting (Chairman Bishop, & Vice Chairman Wilson)

12 *Disclaimer: The views and opinions expressed in 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.*

15 **Approval of Minutes:**

16 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve of 11-13-19 and 11-18-19. (2-0)

18 Vice Chairman Wilson asked for more information to be added to the Old Town Hall discussion on 11-13-19 minutes, which is present in the draft that is being presented. *The breakdown of pricing for the Phase I and Phase II will be added to tonight's minutes for public viewing and has been added to the website.*

23 **Consent Agenda:**

24 **MOTION:** On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to open the consent agenda. (2-0)

26 TA- There have been two additions to the consent agenda;
27 CCS contract- IT/Tech:

28 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the CCS 5-year agreement with an escape clause for non-appropriation for the amount of \$42,144.00, paid quarterly and for Chairman Bishop to be the sole signature on behalf of the Board of Selectmen. (2-0)

33 Melanson Heath Contract- Auditors:

34 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to accept the Melanson Heath Audit contract for the amount of \$12,500.00 and \$2,000.00 for a potential audit after the election for a total of \$14,500.00 and for Chairman Bishop to be sole signature on behalf of the Board of Selectmen. (2-0)

39 Northpoint Engineers- Gilmanton Landfill Agreement, testing and monitoring:

40 **MOTION:** On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the Northpoint Engineers contract and for the Chairman Bishop to be the sole signature on behalf of the Board of Selectmen. (2-0)

44 Winnie Truck Service- Lease Agreement

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the lease agreement in the amount of \$3,157.39. (2-0)

Certain Disabled Veterans Exemption for Map/Lot 419-017; approved

Letter of Interest for the newly established Energy Committee- Mr. and Mrs. de Seve have submitted letters of interest to become members. The letters have been sent to the Energy Committee for recommendation and have been tabled until the Board of Selectmen receive the recommendation at a future meeting.

MOTION: On a motion by Chairman Bishop and seconded by Vice Chairman Wilson it was voted to approve the consent agenda as amended with the exception of the letters of interest for the Energy Committee until recommendation is received. (2-0)

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

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

Legal-Court Updates

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

MOTION: On a Motion by Vice Chairman Wilson, and seconded by Chairman Bishop it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes).

Old Business:

Operational Budget Discussion-

\$4,322,529.00, less than a 6% increase

Outside Agencies have been moved out of the operating budget and placed in the Warrant Article per the recommendation of NHMA. Once the deliberative session date has been set an email will be sent to outside agencies for notification.

Default Budget \$4,012,115.00, the difference between the recommended budget and the default is \$310,000.00.

Further discussion about how the Default budget is being reflected by the new mandated rules; TA Bore` - Example- if you have a contract, if it hasn't been brought to the town meeting for specific approval of that contract you cannot apply an increase that is included in the contract even though it's contracted. The increase due to the addition of new positions being requested to cover Parks and Rec./Highway and the fact that the budget is based on a 53-week year instead of a 52-week year.

Once the budget is brought forward at deliberative session, if there is a concern the public will vote for the default budget, they will need to realize the service that they get with a

recommended budget vs a default budget and the services that they will not be getting with a default budget.

The issue with the default budget is that there are still a number of items that even though we won't have the funding we are committed to pay for; Example: The Audit is \$2,000.00 more than last year and the \$2,000.00 will need to be found. The Town Administrator is working on those scenarios and a plan will be brought to the Board in the future.

Building Department Discussion

VC-Wilson-How many Building Permit did we have last year and how much of that offset the Building Inspector position?

Administration will see how much revenue has been brought in from Building Permits. Finance should have rough numbers based on broad categorize.

A future discussion at the first of year has been requested by the Board to re-address the fee schedule under Building and Transfer Station.

Line 4150-301; FA Annual Audit page 6- \$12,500 update on the audit

Line 4150-391; TCX Professional Services page 9- \$2,000.00 budget increase to for an extra audit.

Line 4150-560 TCX Dues pg. 09- Dues and subscriptions \$170.00 added for a total request of \$570.00.

Line 4311-140- HA Wages Overtime pg. 30 Dept. request \$25,000.00, the \$20,000.00 was a mistake.

Line 4312-393 HS Prof Serv Loudon Plowing pg. 34 – Upper City Road plowing cost through the Town of Loudon will be \$7,500.00. The cost has not been changed in ten years which is why the increase is so high compared to last year's number of \$2,750.00.

The Town Administrator will find out from the Road Agent what the cost would be if we plowed the road. Further discussion will be brought up when Selectman Warren returns.

Line 4324-660- TS Skid Steer Rep & Maint. pg. 39- \$2,100.00. Decreased the line because the tires could be purchased in this year's budget.

Outside Agencies removed from operating budget and will be placed in Warrant Articles as recommend by NHMA.

Line 4583-610 page 45-Patriotic Purpose- Requested amount \$1,200.00

Line 4583-615 page 45- July Fourth Expenses- Requested amount \$4500.00 This budget has been moved to Warrant Articles.

Warrant Articles

#3- Purchase of new baler- This article is being removed, it can last another year and will be brought forward next year.

#4-Add to Recycling Equipment CRF; This article will remain with \$10,000.00 being requested.

#5- Purchase of new PD Cruiser; \$21,387.00 to come from the revolving fund, \$23,635.00 estimated tax impact. The total cost of a new cruiser is \$48,022.00.

#7- Re-paving of the Academy Building Paving Lot- \$18,955 to come from Town Driveways CRF, \$43,197 from 2021 State Aid, estimated tax impact is \$36,198.00.

#14- Purchase of two plows, amount requested \$10,000.00

#19- Add to Court Cases Non-Cap; amount requested \$70,000.00

Time: 6:36 p.m.

TA-Something that is not on this list is because I thought we were not going to need it, is to add money back into the Bridge Fund for the Crystal Lake Bridge Project which we intend to address in 2021. Right now in the Bridge Fund there is balance of \$214,000.00, we raised and appropriated 2.3 million for the Stage Road Bridge project this year, which we were going to fund with the DOT reimbursement for most of that but also \$251,000 that we pulled from the Unassigned Fund Balance and \$209,000 from the Bridge Fund. I thought the portion of that we were not going to need to use this year because we are going to be below the \$2.3 million, we could leave there to reuse for the next project but I have been told that is not how it works. Whatever we don't use will go to offset taxation. So, we need to add money back for the Crystal Lake Project as a down payment because that project is estimated to be around & 1.7 million and we will have to find some financing.

TA will into both pieces, possibility of pulling less and the unassigned fund balance.

Recommendation: The recommendation is to request \$50,000.00 to be deposited in the Bridge Fund.

Christmas break for the Board of Selectmen-

There will be an extended time frame between meetings in the month of December due to the holiday, the Administration recommends that extended authority to the Town Administration to keep regular business going; Purchase Order's, Payroll, Payables, and Encumbrances or there could have a Board of Selectmen meeting on 12-23-19 for approvals.

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to give authority to the Town Administrator to sign up to \$10,000.00 for Purchase Orders and to sign for payroll, until Jan. 01st, 2020. (2-0)

Old Town Hall Conditional Assessment 7:00 p.m.

TA Bore`-Intro- A year ago, almost to the day we started this process with a meeting at the Old Town Hall to discuss its present condition and the future. What we had realized is the building needs work and we didn't have updated numbers, the only numbers we had at the time were almost ten years old. We went to the voters and asked to see if they would agree to put money on the table to be able to conduct a conditional assessment of the building. The conditional assessment is what we will be discussing today, so you can see what work has been done and what the recommendations are going forward. There are two people that have been extremely instrumental in this process, Mr. John Dickey and Mr. Steve Bedard. Mr. Dickey could not be with us tonight but Mr. Bedard will be presenting.

Presentation-

Mr. Steve Bedard has been hired by the Town through the NH Preservation Alliance for the purpose of the Old Town Hall conditional assessment, all his profits will be donated back to the Old Town Hall project.

- Total cost for Phase I is \$194,000.00 & is eligible for grants to with up to 50% match. The Town of Gilmanton has received LCHIP grants for past projects for the Academy Building cupola and the windows.

- Phase II total cost is \$828,000.00 this portion of the project is not necessary at this time but has the potential to be eligible for grants for up to 75% match.

***See attached assessment for the specific cost breakdown for both Phase I and II.**

Opened public input-

The following members of the public were in support of the Old Town Hall as useable space for the community and believe it is a valuable landmark of the Town and more specifically to the Iron Works portion of Gilmanton. Grants and community efforts can help to offset cost.

Mr. Bill Foster

Mr. Paul Hempel

Mr. Joe Hempel

Ms. Betty Mitchell

Mr. Matt Hogan

Mrs. Joanne Melle

Mr. Nate Pickowicz

Mr. Terry Melle

Mrs. Lori Baldwin

Mrs. Nancy Mitchell

Ms. Paula Gilman

Mrs. Rachel Hatch

Mrs. Dodie Smither

Mrs. Susan Kelley LeCleric

Mr. Jack Schaffnit

Mr. Bill Donahue

Mr. Thomas Dombrowski

Mrs. Sarah Welcome-Baldwin

Mrs. Sarah Hogan

Mr. Andrew Crowell

Mr. Rob Baldwin

Letters read and provided by the following residents; Mrs. Ann Bartlett, Mr. and Mrs. Richard Barr. These letters are provided as attachments to these minutes.

Closed Public Input at 8:30 p.m.

A Recess was taken for approximately 10-12 minutes

Public Session resumed at approximately 8:44 p.m.

Further budget discussion Old Town Hall in regards to how to present the Warrant Articles:

(2) 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). (2-0 Voice Vote – Chairman Bishop -yes, and Selectman Wilson-yes).

Legal

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

MOTION: On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman Bishop-yes, Selectman Wilson -yes).

233 9:10 p.m.

234

235

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

237 **MOTION:** On a Motion by Chairman Bishop, and seconded by Vice Chairman Wilson it was
238 voted unanimously to go into Non-Public Session per RSA 91-A:3, II (b). (2-0 Voice Vote –
239 Chairman Bishop -yes, and Selectman Wilson-yes).

240 Hire

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

244 **MOTION:** On a Motion by Vice Chairman Wilson, and seconded by Chairman Bishop it was
245 voted to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman Bishop-yes,
246 Selectman Wilson -yes).

247

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

250

251 **Adjournment:** On a Motion by Vice Chairman Wilson and seconded by Chairman Bishop it was
252 voted unanimously to adjourn at 9:26 p.m. (2-0).

253

254 Respectfully Submitted,

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256

257 Heather Carpenter

258 Assistant Town Administrator

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260 **Approved by the Board of Selectmen**

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262

263 Chairman Marshall E. Bishop

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265

266 Selectman Michael J. Wilson

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268 Absent

269 Selectman Mark E. Warren

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

OLD TOWN HALL CONDITION ASSESSMENT & RECOMMENDATIONS

SUMMARY

FIRST PHASE

Exterior

| | |
|---|----------|
| 1. Paint entire building exterior | \$35,000 |
| 2. Restore windows, all levels | 38,000 |
| 3. Install storm windows, 2nd and 3rd levels | 15,000 |
| 4. Replace missing roof shingles (same time as painting) | 1,000 |
| 5. Repair deck of main entry porch | 1,500 |
| 6. Replace deck on handicap ramp, widen | 4,500 |
| 7. Replace deck on ramp at museum entrance | 1,500 |
| 8. Adjust grade on north and east sides for positive drainage | 2,000 |

Interior

| | |
|--|---------------|
| 9. Install dehumidifier in vault | 300 |
| 10. Install sand, vapor barrier, crushed stone on basement floor | 8,000 |
| 11. Replace deteriorated basement lally columns | 3,500 |
| 12. Refinish/repair auditorium floor | 6,000 |
| 13. Handicap hardware entrance doors | 1,500 |
| 14. Fire-rated wall and door at stairs to 2nd floor | 2,500 |
| 15. Seal gap bathroom floor | 200 |
| 16. Add diffuser in bathroom at landing, clean walls | 500 |
| 21. Replace main furnace & all ductwork, insulate and seal | 25,000 |
| 22. Install point of use water heaters at sinks | 2,000 |
| 23. Update all electrical wiring, basement and 1st floors | <u>13,500</u> |

| | |
|--------------------------|------------------|
| subtotal | 161,500 |
| 10% contingency | 16,150 |
| 10% supervision | <u>16,150</u> |
| total first phase | \$193,800 |

round to \$194,000

FUTURE PHASE - SECOND FLOOR

Other than cleaning and removal of stored items and debris, recommendations listed below should be deferred until a demonstrated need and use for the additional space have been determined. Rehabilitating the exterior of the building described in the first phase will preserve and 'mothball' the 2nd floor space until such time as retrofits can be justified.

| | |
|--|------------------|
| 17. Clean out & remove debris 2nd floor | 0 |
| 18. Structural upgrade 2nd floor | 40,000 |
| 19. Construct addition with elevator, entry stairs & bathrooms | 450,000 |
| 20. Repair/refinish all interior surfaces, 2nd floor | <u>200,000</u> |
| subtotal | 690,000 |
| 10% contingency | 69,000 |
| 10% supervision | <u>69,000</u> |
| total future phase | \$828,000 |



SELECTMEN'S OFFICE TOWN OF GILMANTON

PO Box 550, Gilmanton, NH 03237

Ph: (603) 267-6700 Fax: (603) 267-6701 Website: www.gilmantonnh.org

ATTENDANCE SIGN-IN

PRINT NAME

SIGNATURE & DATE

Matt B Sarah Hogue

12-09-19

[Signature] 12/9/19

Terry & Joanne Melle

[Signature] 12-9-19

Stephen P. Bodard

[Signature] 12/9/19

[Signature]

[Signature] 12/9/19

Joe Hemppel SR

[Signature] 12/9/19

Susan Kelley Lecker

[Signature] 12/9/19

Carolyn J. Dickey

[Signature]

Bette Mitchell

[Signature]

Beet Foster

[Signature]

NATE PICKOWICZ

[Signature]

Rachel Hatch

[Signature]

