



Board of Selectmen
Town of Gilmanton, New Hampshire

APPROVED ON 01-20-2020

Meeting

January 10, 2020

Approximately- 3:35pm. – Gilmanton Academy

Present: Chairman Marshall Bishop, Selectman Michael Wilson, Town Administrator- Patrick Bore` and
Assistant Town Administrator-Heather Carpenter
Absent with notice: Selectman Mark Warren

Also, present please see attached sign-in sheet- No public present

Open Public Meeting

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

*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

New Business:

The Chairman gave the floor over to the Town Administrator for an update.

Town Administrator-This meeting was to review latest changes in the warrant articles and updates for
important dates and timeframes for the following meetings and events;

- January. 14th-Deadline date for Petition Warrant Articles, the Jan. 10th date is the deadline for
petition warrant articles that included a bond.
- January 15th at 6:00 p.m.- Public Hearing with the snow date is on Friday, January 17th.
- January 18th- Budget Committee Meeting -Super Saturday work session; *arrival time at 8:00 a.m.
with an 8:30 a.m. start time.*
- Wednesday, January 21st- Budget Committee Meeting- Super Saturday work session at 6:00 p.m.
- January 23 is the last date for the Budget Committee to submit their final recommendation.
- February 05, 2020- Deliberative Session

Petition Warrant Articles:

Two petition warrant articles have been received and have been verified by the Supervisors of the
Checklist.

Gilmanton Year-Round Library petition warrant article and the elderly exemption has been received at
this time.

First Congressional Church:

Town Administrator- We thought that the Town had adopted the RSA that gives the Board the authority
to proceed with the sale and accusation of land. When it was passed in 2002, it was passed with an
amendment, an amendment presented by George Roberts, that limited the purpose of the application
of that RSA specifically to the that only pertains to the Public Safety Building. Right now, it is the
understanding that we couldn't apply that process for the societies request. Legal counsel has been
made aware but no response has been received, if we don't receive confirmation by today, then it will
proceed as a petition warrant article to be placed. The minimum due diligence that DTC is
recommending would need to be done before deliberative session. We could also, place an article for
the Town to adopt 41: 14a.

Further discussion how the effects of the limitation of the RSA that was passed by the town in 2002 effect the current warrant article for the Old Town Hall.

Ambulance Fund: Pertaining to warrant article 11 and 12

The current capital reserve fund that is called "Replace ambulance vehicles" doesn't include in the purpose what we are trying to do with the A-1 ambulance, which is refurbishing and remounting on the new chassis. First, we have to change the purpose of that fund and if it is voted than we can pull the money from that fund to partially fund the appropriation, we can pull \$100,000.00 for the 129,000.00 that we need.

If it is not voted yes, then we would have to fund through taxation the whole amount of \$129,000.00.

Old Town Hall- WA #30

The RSA41:14a doesn't apply to this article anymore, further discussion on the building the process, possible options for the warrant article.

Board consensus: To was to place the warrant article back the way it was, with the option of the sale of the building.

Road Agent vs Public Works Director

WA#33- The Town Administrator initially wrote the warrant article to the effect of we are adding additional responsibilities to the Road Agent, he is more than a Road Agent at that point, more like a public works director, within that change the position would become an appointed position and not elected. Moving from the elected to appointed is an outcome of the change to the position.

DTC, the Town legal counsel has recommended language per the two RSA'S that define what the Road Agent duties are, and what additional duties a Public Works director could be. That information will be included in the voters' guide.

Selectman Wilson- If this article is to fail, then we have no one to take care of the park and the beach because he isn't required to take care of them. He could say, I am a Road Agent and I am only doing this.

ATA Carpenter- That is a risk but the Road Agent has participated on numerous projects and that is why this is moving forward *in this direction*. We have a subcontractor issue, a park issue, an attendant issue, we have a highway department acting as a public works department right now but he has participated willing so far.

TA- I think the risk is on the beach because we can always revert to having a maintenance guy and having him mow the lawn there, and he also does some facility maintenance at the park but that is a fair point.

Selectman Wilson- The Budget Committee wanted me to bring up to the Board some concerns that they have on the Highway Equipment Warrant Articles. We have three trucks that we sand and plow with, the warrant article for the new plows and sanders is for the subcontractors' trucks. So, they want to know why we are buying equipment for subcontractors, they should have their own.

TA's recommendation: Keep them for now, go through the Public Hearing and Super Saturday & once the budget committee gives the recommendation then the Board can adjust.

Selectman Wilson- I would like to change my vote for the article because at the time of approval I wasn't aware that it was for the sub-contractors. I don't think we should be supplying subcontractors with equipment to do the job we are hiring them to do.

Further discussion on the State's current practice for hiring sub-contractors, how they have very specific criteria for the truck condition in order for the State to hire, and the added concern of cost and liability issues and how that could affect the Town.

Outcome of discussion: The Board can make changes after the 18th with the warrant article, and discuss it with the Road Agent.

WA #46- Willowgrass Lane

Update: The language needs to be updated to say "now accepting the private road in its class V condition".

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to accept the warrant articles including the changes to the Old Town Hall, pending legal verbiage and review. (2-0)

Contract Amendment- Stage Rd. Bridge Project:

The amendment amount is for \$1,832.60 for additional testing at the Beauty Hill site due to ledge. We raised 2.3 million for the Stage Rd. bridge project and we are currently under budget by \$128,000.00.

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to allow the Chairman to be the sole signature on the change order *contract amendment* on the Beauty Hill Bridge Project. (2-0)

The Town Administrator updated the Board on the following item;

At the previous meeting, the Road Agent submitted a purchase order for the amount of \$70,000.00. His total budget line for sand is \$65,000.00. He usually submits the P.O. at this time of year and uses it throughout the year.

He has submitted a few quotes for your review upon the Select boards request and he will go through the bid process in July/Aug. Right now is not the best time of year for the bidding process because everyone is buying.

Selectman Wilson- Do we get slips /load tickets when the sand is delivered?

Further discussion on deliveries, contracts, policy, and process for these items and this department.

TA will find out the information and try to clarify all the details.

MOTION: On a motion by Vice Chairman Wilson and seconded by Chairman Bishop it was voted to approve the purchase order in the amount of \$35,000.00 for Brian Forst.

Important date:

January 22 is the day people can submit their name to run for office.

Selectboard Items:

Chairman Bishop would like an update on the large Right to Know request that was received, he was not present at the last meeting.

At this time the office is working through the fulfillment process on the items that qualify under the right to know law. Any additional specifics can be relayed between the Town Administrator and Chairman Bishop at another time.

The Town Administrator requests a non-public in regards to legal.

(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 Advice

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, and Selectman Wilson -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 Chairman Bishop it was voted unanimously to adjourn at 4:54 p.m. (2-0).

Respectfully Submitted,



Heather Carpenter

Assistant Town Administrator

Approved by the Board of Selectmen



Chairman Marshall E. Bishop



Selectman Michael J. Wilson

ABSENT

Selectman Mark E. Warren

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