



**Board of Selectmen Meeting**

**APPROVED 04-19-2021**

**April 05, 2021 - Academy Building - 6:00 P.M.**

**Present:** Chairman Mark Warren, Vice Chairman Vincent Baiocchetti, Selectman Evan Collins & Town Administrator- Heather Carpenter

**Public present:** Joe Haas, Fire Dept.-Chief Hempel, Police Dept.-Chief Currier, Town Clerk/ Tax Collector- Maura Thomas, Transfer Station Manager- Ron Nason  
**Public present via Zoom-** N/A

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**2021 Board Membership Vote:**

- **Chairman Seat:** MOTION: On a motion by Vice-Chairman Baiocchetti and seconded by Selectman Collins it was voted to appoint Selectman Warren as the Chairman. (3-0)
- **Vice-Chairman Seat-** MOTION: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to re-appoint Selectman Baiocchetti as the Vice-Chairman. *This motion took place at the bottom half of the meeting before adjournment.*
- **Planning Board-** No vote was taken; Chairman Warren will remain the representative to the Planning Board.
- **Budget Committee-** No vote was taken, Vice Chairman Baiocchetti will remain the representative to the Budget Committee.
- **Historic District Commission-** No vote was taken; Selectman Collins will remain the representative to the Historic District Commission.

**NEW BUSINESS**

**Goals, Objectives, Expectation Meeting with Department Heads**

The Board of Selectmen invited all Department Heads to the meeting to discuss their 2021 Goals, Objectives, and Expectations- *Information that has been provided by Dept. Heads have been attached to these minutes.*

**Fire Department presentation Chief Hempel- See attachment**

**Question and Answer period:**

Vice-Chairman Baiocchetti -How many calls go unanswered?

Chief Hempel- I don't have the exact number, they get answered by mutual aid, maybe 10% no response.

Vice-Chairman Baiocchetti - Recruiting- How long does training take for a typical fire certification?

Chief Hempel- Skill level 200 hrs. class and practical state level 1, medical side additional 200 hrs. training and clinical time, our staff is mainly cross-trained, additional certification 100hrs for emergency medical certification.

Minimum-EMT training is 200 hrs. and it would take 18-20 months if someone came in with no certifications/qualifications. Additional Training and experience are needed, like the 70-hour pump course and CDL certification. As a Dept. head I am guarded about the process of recruitment, we often don't solicit, but our staff knows, a lot of word of mouth to attract the right folks. We currently are going through the process for a vacancy.

**Final Question- Chairman; Shared Services- Can you bring me up to speed as to why it works vs is why it doesn't etc.**

Chief Hempel- There are a lot of moving parts to regionalization, we work closely with the surrounding towns now as regional support for each other through Lakes Regional Mutual Fire Aid-. It is a balance and I don't want to take more than we are giving but it does occur, all local areas are struggling for staff and attracting candidates.

**Police Department presentation- Chief Currier- See Attachment**

Question and Answerer:

Vice-Chairman Baiocchi- FBI Training- Is Sgt. Brennan going to be signed up for the training?

Chief Currier- Yes

**Town Clerk/ Tax Collector presentation- No attachment provided**

The TC/TX presented the following information to the Board for their understanding of the developments occurring in the office.

- The new hire part-time position packet has been put together for the Board's consideration tonight, if the Board moves forward with the recommendation signatures on the conditional offer will be needed. This position will only be in office M-T, will be trained in Vital Records, DMV which includes a 30-day shadowing period before she can be certified, Elections, Fish and Game training will take place in-house, in-house tax training and future Tax Collector Association training which are helpful for support and networking purposes. The Deputy will be also be participating in the training of the new hire and will be supervised by the Town Clerk/ Tax Collector.
- The Deputy has participated in multiple pieces of training, most recently through Primex she has completed; Social Media Ethics, Cyber Security Basics, and Handling Conflict: An Employee Guide. These trainings are above and beyond her required trainings.
- Trainings for myself this year will include; Manager mitigation, 91 A refresher, and looking to participating in the Joint Loss Management process for the Town.
- Software- Currently the tax software has an upgrade available which the office will be utilizing, however, through the budget process for 2022, we are looking to obtain software that will match the Assessing Office through Avitar which will provide information consistency.

- Impending tax lien and tax deeding process approximate timeline-

The Selectmen should start thinking about the process of deeding contracts. The Town Administrator and I will be reviewing the information to see the cases that are relevant to the process. The list of potential properties will change due to payments made.

May 17<sup>th</sup>- Touch base with the Selectmen regarding the potential deed parcels with totals due, this is when the Board has the choice to decide if they are moving forward with contracts. They should begin to research each parcel to determine if deeding that parcel will be a liability to the Town. Reminder deed notices are being sent Friday 05-21-2021.

May 21<sup>st</sup> notice- This total that is listed will change based on payments received at this point.

June 07<sup>th</sup>- Selectmen could potentially still have tax contract meetings at this point if they chose to go in that direction. The reminder will be given at that point that deeding will take place on Monday, June 21<sup>st</sup>.

June 21<sup>st</sup>- Deeding will take place at this meeting. The Board will sign any waivers to contract or liability, as they so determine.

Before making any determination, the recommendation is to review with legal counsel.

Historically tax contracts are brought forward to the Board, if the Board wishes to move forward with contracts amounts will be provided via TC/TX office.

**Questions & Answer period:**

How long does it take for an employee to become workable/comfortable in the position?

Training takes 5hrs each for taxes, dogs, fish, and game

State training requires a month minimum of shadowing. In 2020 training moved to a two-day virtual class setting.

It takes 3-5 years to be comfortable and well versed in the various roles in the office. It takes 1-3 months to be workable

Immersion training is how the office works, you become trained while on the job, starting with filing getting to understand the feel of the office, and working through different aspects of the job right away.

Chairman- How many years does the Town hold a property before going to auction?

TC/TX- 3 years one day.

The lien has to be perfected to be able to deed the property.

Lien timeframe- two years from the time of lien until time of deed, once deeded three years and one day for the owner to reclaim that parcel. There are parcels on here that go back until 2012 because the Town has chosen not to deed because of liability or contract.

Town Clerk/Tax Collector recommendation for deeding- For this cycle that we move forward with a deed for each one of these listed. This allows the Selectmen the ability to say that these owners have been given the appropriate amount of time and unless legal counsel recommends that we waive that deed, other than that move forward with it. This allows the Board to clean up the liens that have been continually kept on the system.

Vice-Chairman- When you say liabilities, what do you mean by that?

Properties can have contamination that if the Town took over the property it would be the Town's risk or responsibility to mitigate and incurred cost for cleanup.

#### **Transfer Station- Ron Nason**

- Goals- Future training- First Aid/CPR, Fire remediation for small fires with a fire extinguisher. On our own time, we are going to be taking a field trip to another facility to see how they are set up.
- New vendor- Looking into a new vendor for electronics (TVs, computers, etc.) that allows for more convenience and cheaper options than the current vendor.
- Fence repair- The priority is to get a barrier installed on the fencing to make it look better, more fencing on the side of the wood is needed. I will be looking into fencing options but I haven't found a local option at this point.
- Baler-Work on the baler will be starting, we are waiting on the parts currently.
- Clean-up- The material down at the back of the property- Three big truck loads have been taken already, and is getting cleaned up.
- Solar panels are something I would like to look into for the facility.
- Old Compactor- Once they work on the baler, I am going to get pricing on the compactor.
- Additional employee request- A part-time seasonal employee would be helpful from Memorial Day through Labor Day. This employee has not been budgeted for in 2021.
- Pay Scale- The request for a pay increase comes from wages in comparable towns in the same dept.
- Construction projects need to be done but contractors are in short supply
- The change in holiday hours resulted in fewer cars than on an average Sunday, approximately 50 cars came through on Monday.
- **Action Item:** Board members request a written proposal for the wage increase to be submitted in the future for their review. Asked the manager to reach out to Chief Hempel regarding the CPR training and reaching out for help to obtain a fencing quote.

**Public Input:** 7:08 pm Chairman open public input, one member of the public is present, no presence on zoom.

Joe Haas- 7:10 pm -67 Mountain Rd. Parsonage Hill Rd-

Topics brought up by Mr. Haas- Three items and comments about people who spoke; Transfer Station wages, lawful money, a job fair for the Fire Dept.

The most important point from Mr. Haas's point of view- Rescind the tax warrant to TC/TX for the warrant for the school and read the court case and come to your own conclusion.

**Town Administrator- Goals and Objectives-** See attachment

**Highway Department-** Road Agent unable to attend the meeting, Chairman reads aloud the submission. See attachment Discussion with the Department Heads concluded and the Board stated that it was informative and the effort put into it is appreciated.

**Appointment Request to Boards, Committee's, and/or Commissions:**

**Conservation Commission-** A letter of interest from Mr. Christensen was received, along with a Commission recommendation.

**MOTION:** On a motion by Selectman Collins and seconded by Vice Chair Baiocchetti it was voted to appoint Barry Christensen as an alternate member of the Gilmanton Conservation Commission. (3-0) *Term three years*

**Historic District Commission-** The Selectmen's Rep. was present at the meeting that Mr. Buttrick was recommended. A letter of interest was received and presented but a formal recommendation from the Commission was not presented.

**MOTION:** On a motion by Selectman Collins and seconded by Mark Warren it was voted to re-appoint Roy Buttrick to the Historic District Commission contingent on receipt of the HDC recommendation. (3-0)

☐ **Action Item:** Request a Commission Recommendation letter

- **Request for reimbursement – Invoice Submission Discussion-** This bill was submitted via a resident who has requested that the Town reimburse him for needing to be towed due to the road conditions he experienced on Meeting House Rd last Saturday.

Chairman- I have two concerns a road is a road and any time there are challenges on the road and we make the decision to pay, are we setting precedent? I want to disclose I was there for the event; the resident was upset by the event. In my estimation, there should have been signage, and stated to the resident that they could present the bill to the Town for consideration. Do we have a responsibility in an extreme circumstance like this one? Pictures were presented to the other Board members. The question is could there have been a better way to serve our residents?

Vice-Chairman- If we do this, most of our roads are dirt, what happens when there is a pothole? A woman called for help when a woman was brought down a class VI road by GPS and completely empathize with the circumstance but what precedent are we setting? Given that it is mud season, was the town working on the road before it happened?

Chairman- Yes, the Town did try to address the road, and the road became impassable. My question is when roads become impassable should we be putting up signage?

Vice-Chairman- That is a whole different discussion that should include Fire, Police, Highway, and the Town Administrator and Board of Selectmen to determine a road closure plan during weather events. Depending on if all roads are posted, the need to look at ordinances to help the Highway Department.

Selectmen Collins- What are your thoughts?

Chairman- Two thoughts;

- In some cases, the resident feels we bear responsibilities to pay, I have spoken to a road engineer that works for a city who feels that a special exception could be warranted but if the Board does decide to pay, we need to be clear that it is an exception.
- I think the road and communication were enough to determine the road needed to be closed and nothing was done and our Town trucks got stuck twice on the road.

Vice Chairman-This is when the Emergency Operations Plan- "EOP" planning comes into use and why we need to have a plan. Meeting House Rd. is a main road and I have never seen a car stuck like that. We need to have a soon than later meeting to discuss the plan for the future.

Chairman Recommendation- To reimburse the resident for the tow.

Vice-Chairman- People do need to understand that there is mud season but I have never seen a truck stuck like that.

Selectman Collins-A question for the Town Administrator, do people come frequently to ask the BOS to pay?

TA Carpenter- People request the Town to pay for various items, it is not unusual for people in today's world to want to deflect the issue and I am not saying it is the intent of this individual. I think we need to do a better job communicating what is mud season and have discussed it with the Road Agent. We have had a 36% increase in NH of people moving into the state that is from outside of the New England area. Not everyone is well-versed with mud season, I think we can do a better job of communicating and coming up with a plan on how to proceed with road closures so it doesn't just fall on the Road Agent and we can get that communication out as fast as possible.

Vice-Chairman- Does he have enough barricades, signage, cones, etc. to close multiple roads.

Chief Currier- The concern is exactly what you're saying, if we accept responsibility are you then accepting the responsibility for the damage incurred and where does that put us in a snowstorm? Does that put us in a position of being collectively responsible because they are our roads? Drivers have a responsibility to determine the road condition and how to proceed.

☐ **Action Item:** Find out which roads are posted, when does it start and when does it end.

☐ **Action Item:** TA will reach out to the resident who made the request and relay the Board's determination

**Board Consensus-** No reimbursement

**Credit Card Policy Discussion-** Policy, Limits, and Uses- Per Board request credit cards have been set up through Meredith Village Saving Bank. Town Administrator Recommendation- A policy, procedures, and limits be formalized before handing them out.

Framework for credit card policy-

- Credit Card is in possession of the Dept. Head, can be used by subordinates with permission from the Dept. Head, a standard of tracking use form will be provided with the policy
- Limit- Adjusted to 5,000.00 monthly paid off every month paid off monthly and call finance company to establish a monthly cutoff date to inform finance.
- The purchase order is still required per the PO policy followed and needs to be submitted before the purchase is made.
- All receipts should be coded and submitted for every purchase and submitted weekly.
- Form- What the purchase is, a signature from Dept. Head, and employee signature. Lending to employees based on approval. Copy submitted before the monthly bill is made.
- Employees can use the cards upon the signed authorization of the Dept. Head.
- No alcohol, no entertainment, no personal use
- ☐ **Action Item:** Policy will be formulated for Board approval before credit cards are given out, call the billing department to determine the cut-off date of the bill.

**Wage and Scale Approval-** The Board had been presented at their last meeting with a spreadsheet for wages and an upgraded wage scale that reflects the 4% increase that has been approved via the March election.

TA Carpenter- The spreadsheet and wages have been reviewed, adjusted, and need approval. Chief Currier has stayed with us throughout this meeting to present his recommendation for two of his office regarding probation periods.

Chief Currier- In the past, a 12-month probation period was standard and could be adjusted for cause. Recently, it was changed and extending six months past their licensing and or certification.

Police Standard and Training only allow the training on their timeline, recommendation of policy change to a 12-month probation period and not certification dates. If there is an anomaly and an employee has not received certification the recommendation would need to extend the probationary period at that time through Board approval.

These two cases would be off probation- as of Jan 01<sup>st</sup>. Chief recommends prorating the pay as of Jan 01<sup>st</sup> to include the 4% step increase.

The training includes four-month of Academy training, three months of field training, totaling seven months of training, and five months left for a time.

Vice-Chairman recommends a language change in the policy. Adjustment needed for line in personnel policy- pg. 14 last sentences of the first paragraph.

Vice-Chairman recommendation: Remove the two officers from the probation at the 12 months

**MOTION:** On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to remove Officer Dahmke and Officer White from the probation, and their 4% increase will be retroactive as of 01-01-2021(3-0).

#### **PUBLIC MEETING MINUTE APPROVAL**

**3-15-2021**

**MOTION:** On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to approve the minutes of 03-15-2021 as written. (3-0)

Board Consensus-Draft minutes will be placed on the website in 5 business days.

#### **CONSENT AGENDA**

- P.O.-Green Insurance Assoc.- Accident & Health Policy- GFD- \$5,709.00-Board signature provided
- P.O.- Lakes Region Mutual Fire-2021 Communication Fee (Annual)- \$40,138.82- Board signature provided
- Corner Library- Release of Funds Request- 2021 Appropriation- \$6,500.00- Board signature provided

The Board requires the release of funds to be signed through Board approval for cash flow management.

- Granite State Kayak Anglers- Request for parking/event approval- This request is to utilize the parking area at Crystal Lake Park for approximately 25 participants. Their Fish and Game approval is pending the parking approval. - Board signature provided

- Assessing Items- Land Use Change Tax- Map/Lot-415-47001, and 415-069

Land Use Change Tax-415-47001- Board signature provided

Land Use Change Tax-415-069

**MOTION:** On a motion by Vice-Chairman Baiocchi and seconded by Chairman Warren it was voted to move forward with the recommendation of option 2 regarding the land-use change tax for Map/Lot 415-069.

- Timber Yield Bill & Warrant- Map/Lot- 413-003 & 406-048- Board signatures provided

- Request for interest waived on delinquent taxes- Map/ Lot -109-004

**MOTION:** On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to deny the request for the abatement of interest for Map-109-004. (3-0)

#### **SELECTBOARD ITEMS- N/A**

Brief Recess taken-No time captured

#### **1.NON-PUBLIC Pursuant to RSA 91-A:3, II (I)-Legal Review-**

**MOTION:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to enter into NON-PUBLIC Pursuant to RSA 91-A:3, II (I). (3-0)

This meeting is being held to provide and discuss a determination on the legal opinion for the sign issue that has been brought up by the ACLU in response to code enforcement letters and to review legal opinion regarding the probationary status and conditional offer item.

**MOTION:** On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchi it was voted to determine that Article 3, Section F, of the Town's Zoning Ordinance, voted on in 2014 by a vote of, 668- yes to 232-no has been deemed unconstitutional, in part, based on content. Article 3, Section F #16 states; Political Signs- A sign that supports a candidate, party, or political ideal. A political sign shall be exempt for a period of ninety days prior and seven days subsequent to any Town, State, or Federal election. Unless the election is a primary and the advertising concerns a candidate, who is a winner in the primary. The term "election" shall include any town or school district annual or special

meeting. In light of that determination, the Board of Selectmen considers the recent request sent out via a letter dated March 18, 2021, by Code Enforcement, rescinded. (3-0)

The matter will be moved to the Planning Board to address the ordinance for recommended amendments to be brought forward to the public for a vote in 2022.

**MOTION:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of NON-PUBLIC Pursuant to RSA 91-A:3, II (I). (3-0)

**2. NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee**

**MOTION:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to go into NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee. (3-0)

**MOTION:** On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of NON-PUBLIC Pursuant to RSA 91-A:3, II (a)-Employee. (3-0)

**MOTION:** On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to seal the minutes of PUBLIC Pursuant to RSA 91-A:3, II (a) for the purpose of reputation (3-0).

**Public Session:**

**MOTION:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to approve the pay scale as proposed. (3-0)

**MOTION:** On a motion by Vice-Chairman Baiocchetti and seconded by Chairman Warren it was voted to adopt the 7 (k) election under the Fair Labor Standards Act for any non-certified officer which allows the municipalities to increase the threshold at which overtime will accrue from 40 hours in a week to 171 hours over a 28-day period. (3-0)

**ADJOURNMENT**

**MOTION:** On a Motion by Chairman Warren, and seconded by Selectman Collins it was voted unanimously to adjourn the meeting at 11:03 P.M.


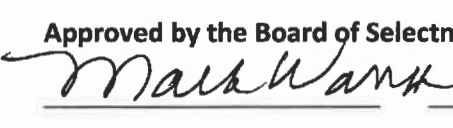
(3-0 Voice Vote – Chairman Warren -yes, and Selectman Collins-yes and Vice-Chairman Baiocchetti-yes).

Respectfully Submitted,



Heather Carpenter  
Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins





# TOWN OF GILMANTON

*FIRE DEPARTMENT*  
1824 NH Route 140  
Gilmanton IW, NH 03837  
Tel: (603) 364-2500  
Fax: (603) 364-2501



Fire Chief Paul J Hempel III    Deputy Chief Dennis Comeau

04/05/21

Dear Board,

As we proceed into 2021, the mission of the Gilmanton Fire Department remains the same, providing our citizens with prompt, professional and compassionate care. We strive to maintain this mission even in light of the need of additional staffing. I have submitted to you my recommendations for moving ahead in the near future with the addition of 2 new staff positions. While we are working towards that primary goal, we will continue to focus on areas that can improve the efficiency and quality of the service at the level we currently provide. This includes focused and individual training for full time staff that develops and enhances their individual skill sets and responsibilities.

At this time, we are down one fulltime position and we are actively recruiting for replacement. We have a candidate in place and we are waiting for the results of a Candidate Physical Ability test before offering a conditional offer of employment to that candidate. Once a probationary candidate is hired staff members will spend time working with our candidate during his probationary period.

Additional Goals and Objectives for our agency this year include:

During 2021 we will be implementing Guardian tracking. This software will assist with employee management and development. The addition of this software will be a great help here and assist with the management of all of our staff.

Lt. Cunningham will be participating in several Primex supervisory webinars to enhance his management skills. Seminars that he will be participating in include:

Interpersonal Communication skills, Managing Conflicts and Handling internal conflicts. In Lt. Cunningham's position he is responsible for the day-to-day operation of the station, these seminars will assist in the development of his leadership skills.

Lt Cunningham will be working on a CPR instructor certification this year. This will allow him to facilitate CPR training to our staff and to other agencies in town.

Lt. Cunningham has also taken the lead of our medical supply procurement. In this position he manages and maintains inventory related to our EMS service. Ensuring adequate stock. He also performs pricing comparisons to be certain we are maximizing our buying power.



Firefighter Ryan McQuade has now been assigned and will coordinate the Fire prevention and Fire alarm drill schedule at the Gilmanton School. Ryan has an interest in fire prevention and he looks forward to undertaking this responsibility.

Firefighter McQuade is also responsible for Quality Assurance of our medical call reporting. His goal in this endeavor is to ensure that employees are documenting skills and protocols rendered during all EMS calls. His attention to detail in this function ensures that all documentation coming from our department is clear and concise.

Firefighter McQuade will undertake the coordination and testing of department fire hose. All sections of hose will be tested and results entered into department data base.

Firefighter McQuade will be participating in a SCOTT air pack service technician class this year. This will allow him to provide routine in house service to our Air packs

Along with our staffing proposal and hiring initiative that I will be working on this year; I will also be looking to bolster our call ranks with a community outreach soliciting candidates for our call department.

We have additional important projects at hand that I intend to focus on during the 2021 calendar year.

I have begun an online training program through CFI training, courses including Principles of Fire investigation. This is a 20-class module that will enhance my training and provide tools to assist me in the investigation of fires with in the community.

We will be developing specifications for our Engine 3 replacement. A committee will collect information and provide guidance on the required replacement for our engine 3. I will be working closely with this truck committee in developing this spec. along with lease and financing option. This specification will be presented to vendors for a competitive bid. Information gathered over the year will be presented to the voters in 2022 for a projected 2023 delivery date.

We will begin the process of developing a specification and bid package for the replacement of our Ambulance 2 this replacement is scheduled for the 2023/24 budget year.

I will be working with staff on developing a restoration plan with budget on building improvement needs. We will develop a working list on an improvement plan that can be implemented over the course of several years, we will be focusing on building issues that need addressing. These include kitchen and bathroom renovations in the living quarters. Needs assessment, budgeting and scope of work will be outlined in this plan. We will submit this plan to the BOS to plan for funding through the budget process.

As enter the second quarter of 2021 we look forward to providing the very best in emergency services to our citizens. Our goal is continued improvements that will pay back dividends to the community we serve.

Yours in Public Safety,

  
Chief J Hempel

# Gilmanton Fire Department

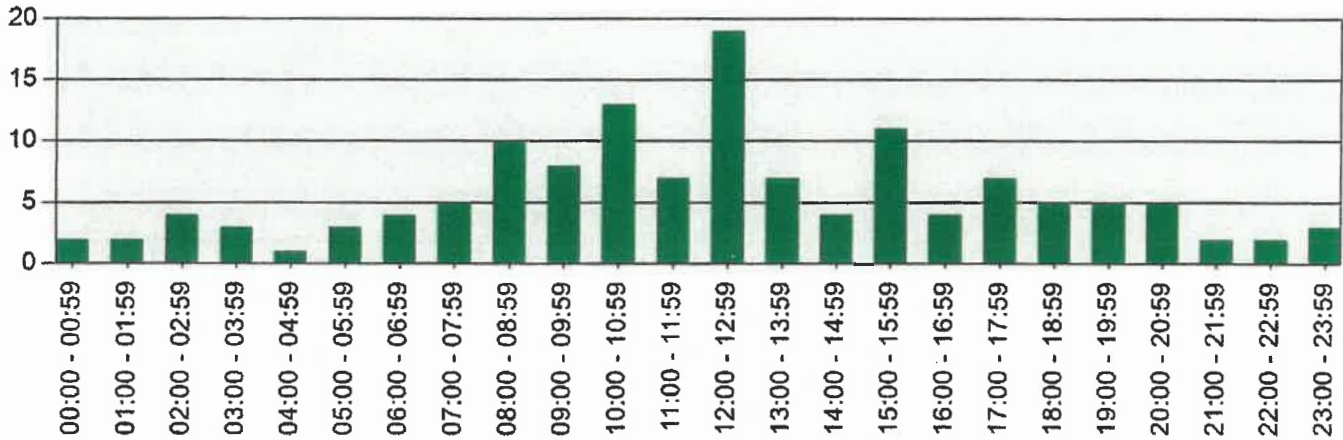
Gilmanton IW, NH

This report was generated on 4/2/2021 10:19:12 AM



## Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 01/01/2021 | End Date: 04/01/2021



| NOT STAFFED | HOUR          | # of CALLS | 19 CALLS |
|-------------|---------------|------------|----------|
|             | 00:00 - 00:59 | 2          |          |
|             | 01:00 - 01:59 | 2          |          |
|             | 02:00 - 02:59 | 4          |          |
|             | 03:00 - 03:59 | 3          |          |
|             | 04:00 - 04:59 | 1          |          |
|             | 05:00 - 05:59 | 3          |          |
|             | 06:00 - 06:59 | 4          |          |
|             | 07:00 - 07:59 | 5          |          |
|             | 08:00 - 08:59 | 10         |          |
|             | 09:00 - 09:59 | 8          |          |
|             | 10:00 - 10:59 | 13         |          |
|             | 11:00 - 11:59 | 7          |          |
|             | 12:00 - 12:59 | 19         |          |
|             | 13:00 - 13:59 | 7          |          |
|             | 14:00 - 14:59 | 4          |          |
|             | 15:00 - 15:59 | 11         |          |
|             | 16:00 - 16:59 | 4          |          |
|             | 17:00 - 17:59 | 7          |          |
|             | 18:00 - 18:59 | 5          |          |
|             | 19:00 - 19:59 | 5          |          |
|             | 20:00 - 20:59 | 5          |          |
|             | 21:00 - 21:59 | 2          |          |
|             | 22:00 - 22:59 | 2          |          |
|             | 23:00 - 23:59 | 3          |          |
|             | TOTAL:        | 136        |          |

STAFFED 14 HOURS

17 CALLS

APPROX. 25% OF YTD CALLS OCCUR UNSTAFFED

Only REVIEWED incidents included.



emergencyreporting.com  
Doc Id: 898  
Page # 1 of 1



# GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401

Fax: (603) 267-7403

Matthew Currier  
*Chief of Police*

Casey Brennan  
*Sergeant*

**Dear Board of Selectmen,**

The Gilmanton Police Department is excited about what 2021 may have to offer us. 2020 was a difficult year for many people, a lot has changed in the world, in this county, and in our community. GPD made the best of it as a team and continued to provide the highest level of services possible to the residents and visitors of Gilmanton.

I set some goals for the Department for Officers and myself early in the year. Some of those goals have already been met through training, some goals will take the entire year, and some will take several years.

As the Town continues to grow, and the world becomes increasingly more dangerous, I'd like to begin conversations with the board about adding more full-time police officers to our Department in the near future. Gilmanton Police has been staffed with 5 full time officers since 2005. I think its time to start thinking about adding a 6<sup>th</sup> and possibly a 7<sup>th</sup> fulltime position this will work towards having more than one officer on each shift.

**The 2021 goals and trainings set for individual officers/staff members are as follows:**

Officer Dahmke has been working more and more with the Child Advocacy Center while investigating Juvenile cases. He will be taking part in a Child Abuse and Neglect training in 2021. As juvenile issues continue to grow Officer Dahmke will continue trainings in this area as they become available.

Officer Dahmke has already completed a Taser instructor course in February 2021, and is now certified.

Officer Dahmke will be taking a Drug Awareness, Identification and Safety for First Responders in 2021.

Officer Dahmke has already completed a CPR and AED certification in 2021 as a way to help citizens and FD members while on shift. Each cruiser is equipped with an AED and basic CPR items.

Officer Dahmke is signed up for a Physical Fitness Testing Instructor course in 2021. This will allow him to conduct PT tests for new police candidates and also for current police officers who are required to pass the 3-year PT testing for PSTC.

PO Box 190 – 297 NH Route 140  
Gilmanton, NH 03237



# GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401

Fax: (603) 267-7403

Matthew Currier  
*Chief of Police*

Casey Brennan  
*Sergeant*

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Officer White has been assigned as the primary evidence technician for the Police Department. He has worked many hours to get the evidence room better organized. Every item is properly cataloged, and stored. Officer White has completed two Evidence Room Management trainings in 2021.

Officer White has already completed an Opioid Emergency course which allows him to carry "Narcan" in the event he is accidentally exposed while working with drug evidence.

Officer White will be attending a Glock Armorer course in 2021 to become a certified armorer to maintain our department pistols. This will also allow him to make recommendations to when we will need to replace our current weapon systems.

Officer White is signed up for a Physical Fitness Testing Instructor course in 2021. This will allow him to conduct PT tests for new police candidates and also for current police officers who are required to pass the 3-year PT testing for PSTC.

Officer White will be taking a Drug Awareness, Identification and Safety for First Responders in 2021.

Officer White has already completed a CPR and AED certification in 2021 as a way to help citizens and FD members while on shift.

Officer Akerstrom (Acting Sergeant) will be taking a Drug Awareness, Identification and Safety for First Responders in 2021.

Officer Akerstrom (Acting Sergeant) has already completed a CPR and AED certification in 2021 as a way to help citizens and FD members while on shift.

Officer Akerstrom (Acting Sergeant) has been assigned the task of completing a Department inventory, and proper tracking within our records management system during the 2021 year. This includes issued equipment, and cruiser maintenance.





# GILMANTON POLICE DEPARTMENT

Police Services: (603) 267-7401

Fax: (603) 267-7403

Matthew Currier  
*Chief of Police*

Casey Brennan  
*Sergeant*

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Officer Akerstrom (Acting Sergeant) is signed up for the first class of the FBI LEEDA (Law Enforcement Executive Development Association) Trilogy. The Trilogy is a 3-part training which he will continue over the next year or two to complete. This will assist in moving him to a permanent leadership role in the department.

Officer Akerstrom (Acting Sergeant) will be researching the pros and cons of adding a pick-up truck to the Gilmanton Police Department vehicle fleet. This may or may not be a good option with roads, terrain, and landscape of our rural community.

Sergeant Brennan is currently still on military orders. We are hoping he will be back as scheduled to start the summer with the department. At this time, I will sit down with him, get him reacquainted to the department and changes that have taken place. I will also and discuss some goals for him to accomplish in the remaining months of 2021.

Administrative Assistant Bonan has already completed a 91-a course in 2021. She also completed a course on ergonomics to help limit any workers compensation issues for her position. This course teaches employees how to improve their interaction with their work environment and reduce the risk of common work-related musculoskeletal disorders.

Administrative Assistant Bonan will continue to meet with her NH LEAP (NH Law Enforcement Administrative Professionals) Association members each quarter, and updates for her position as they happen.

Administrative Assistant Bonan is signed up for a training to deal with Workplace Intruder: Smart Preparation for Personal Safety. Even though we are the Police Department we are not immune to workplace violence.

Administrative Assistant Bonan will be taking part in a training for Interpersonal Communication Skills.

As for myself I have signed up for FBI LEEDA courses to complete my Trilogy training as well. This will include 3 weeks of Supervisor Leadership, Executive Leadership, and Command Leadership. My goal is to be an even better leader, and better manager.

I will also be taking a Drug Awareness, Identification and Safety for First Responders in 2021.

PO Box 190 – 297 NH Route 140  
Gilmanton, NH 03237



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I have also already completed a CPR and AED certification in 2021 as a way to help citizens and FD members while on shift.

I will be taking part in a Domestic Violence and Lethality Assessment Protocol training in 2021.

My goal is to return to full staffing, and remain fully staffed. I'm a believer that we would train people well enough that they can go anywhere, and treat them well enough that they never want to leave us. As we progress into 2021, I'm looking forward to what we have planned to better our staff, and help our community.

As always, our goals include getting everyone home safely to their family each day.

Respectfully,

Chief Matthew B. Currier



# Goals & Objectives-2021

Overall Status: First Phase

Project Name: 2021 Goals and Objectives- Town Administrator & Town Hall Staff

## **Personal Goal:**

The goal for me is strength through planning and policy, a collaboration between departments, other entities in town, and the community.

Mission: Service, Respect, and Partnership

Strength through dependable actions, a community mindset, growth through mindfulness, connection, and participation.

## **Ideas:**

- Organization- Strength through planning, communication, training, and collaboration in the best interest of the community and the organization:

*This will be an ongoing effort that will take time to cultivate but actively working on it. In my first official month as TA, it seems to be going well, communication seems to be active and I have received zero negative feedback at this point.*

- Guardian Tracking-HR and Review tool:

*I believe it would be a positive tool for each department, future time-saving opportunities, transparency for the employees, positive recognition organization-wide, positive peer-to-peer interaction, and provides a greater opportunity to be a cohesive group.*

*I do have concerns about the time it will take to tailor to the needs of the department/organization but once it is in place, I can see the time-saving benefit of the system. The fact that we do not have an established hierarchy/ organization chart that the system needs to work off of. I would like a clear definition of who will be doing department head reviews. The price breakdown is approximately \$412.33 per department, which I feel is minimal if department heads are willing to utilize the system and actively engage in the process. The Police Dept. is already on the older version and Fire Dept. is ready and willing.*

- **CPM I training for all Dept. Heads and their seconds:**

*This training will be offered in a different approach than the program I am currently in, the CPM1 will be offered in a short window and with less intensity, the second part of the program will be longer and will complete the CPM2 portion.*

*More information has not been given but I did let them know we are interested in the information once it became available. This training is offered through the Dept. of Administrative Services.*

- Dept. Head meeting regularly- An annual meeting schedule has been agreed to and has been disseminated, subject to change based on illness or emergency.

**Tuesday, April 20, 2021**

**Tuesday, September 21, 2021**

**Tuesday, May 18, 2021**

**Tuesday, October 19, 2021**

**Tuesday, June 15, 2021**

**Tuesday, November 16, 2021**

**Tuesday, July 20, 2021**

**Tuesday, December 21, 2021**

**Tuesday, August 17, 2021**

- **Joint Loss Committee:**

*Re-start and build a joint loss page on the website such as the Town of Milford's, See attached.*

- **Records retention to be an active entity:**

*This is the last on the list but should at least be started by the end of the year after the historical room has been cleaned out and organized.*

- **Staffing-** Secure more diverse staffing within the executive office to ensure the ability for delegation:

*Steer away from overburdened staff to provide coverage for the counter, phones, filing, research projects, ordering supplies, tracking inventory, minutes for trustees, budget committee, conservation, Board of Selectmen, website management, deposits/cash management, and organization of the office.*

- Admin Asst. position- Board/Committee support; minutes, website, research, large scale scanning project for files:

*As long as we receive a solid pool of applicants and there is a good fit for the office, hiring should be accomplished by May.*

- Clerk Position- Counter, phones, filing, supplies, tracking inventory-

*The hope is to have the position filled by July.*

- Training for new staff members and ongoing training for current staff;

*In-house training, webinars, and outside training will be a focus. We have committed to having each employee participate in three trainings this year with one being in communication.*

- Staff Meeting

*The goal is to have a monthly staff meeting to fortify internal communication, teamwork, and understanding. Meetings have been scheduled for the second Monday of every month at 8:30 a.m. This should help new and current staff to work towards an easier transition.*

**Shortfalls within Executive Office:**

- |                             |   |
|-----------------------------|---|
| ○ Space                     | ○ Welfare secondary                         |
| ○ Filing                    | ○ Finance second- payroll, and payables     |
| ○ Organization              | ○ Human Resources                           |
| ○ Minutes                   | ○ Coverage- lunches, sick and vacation time |
| ○ Counter help              |   |
| ○ Intake for Building Dept. |   |

**2021 Goals for staff in the Executive Office:**

Welfare, ZBA/Historic, Assessing/Planning/Conservation, Finance

- Written procedures for each position. Each Board is dictated by rules, regulations, and laws but the position that each administrator runs lack written procedures and how-to guides. The goal would be to have each administrator write the procedure for their position as a guide, understanding, and process of how the position runs. This is important especially if we were to lose the historic knowledge of a long-standing employee. Well-versed municipal employees are getting harder to find and processes can look different from town to town.
- Administrative staff will help establish the scanning process for active records to free up space within the office, help facilitate ease and accessibility of public files. The clerk's role is to physically maintain records and scan once the digital files are established.

## **Highway Department**

### **Goals- 2021**

1. Concentrate on ditching and culvert work, along with fixing some of the bad mud spots.
2. Respond to last years complaints, Sawyer Lake etc.

### **Objectives**

Within the next three years up grade Meadow Pond Rd by putting it out to bid.

Keeping a full crew by incentives such as; the amount of vacation time accrued per month, more training with UNH T2 programs and certifications.