



SELECTMEN'S OFFICE
TOWN OF GILMANTON

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Board of Selectmen Meeting

July 19, 2021 - Academy Building - 6:00 P.M.

APPROVED

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

Members of the Public Present: Maura Thomas- Town Clerk/ Tax Collector, Chief of Police Matthew Currier, Paul Perkins- Road Agent, Rick, and Ruth Puleo, and Joe Haas

PUBLIC MEETING MINUTES APPROVAL

- 06-21-2021
- 07-14-2021

The Chairman notes that Vice Chairman Baiocchetti has asked the amendments to be made to three typos on the first page of the 06-21-2021 minutes regarding his name.

MOTION: On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchetti it was voted to approve the 06-21-2021 minutes as amended. (3-0)

MOTION: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to approve the 07-14-2021 minutes as written. (2-1 Abstain; Vice-Chairman abstains as he was not present at this meeting)

OLD BUSINESS Part I-

1. **Town Clerk/ Tax Collector-** Maura Thomas- Follow-up regarding the current deeding process & amount of taxes left to collect. Detailed information regarding tax contracts will be done in a non-public session.

The Chairman requests that the Board move to the Old Business portion of the agenda for the consideration of time for the Town Clerk/ Tax Collector.

Maura Thomas- Town Clerk/ Tax Collector- This presentation is a brief update to relay the amount of taxes left unpaid on the first issue bill to date and the amount compared to last year at this time, discuss the policy and template for the tax contract that will be sent out to property owners, and the reminder of the deed date.

- o Current taxes: 1st Issue taxes left unpaid- \$328,033.81, the warrant was over six million, the bills went out in May and the due date was July 01st, 2021. The Town Clerk/ Tax Collector states that we are on schedule.
- o Comparison: Last year's Warrant was 6.1 million and at the end of July the amount owed was \$294,000
- o Legal contract and Policy- Overall the layout is good, the policy is good just a bit lengthy
- o Deed date: Monday, August 02nd, 2021. The signed contract will be received by this date, any contract that is not received will be presented for deeding at the night's Board of Selectmen meeting.

Further discussion on the interest accrual, the continual accrual during the life of the contract, the terms are for 12-month and payment will be the 2nd week of every month with interest accrual if the property owners fail to make one payment the property will be taken by deed without further notice.

- ☐ **Action Item:** The deed date is August 02nd and is the day the Board of Selectmen signs waivers, contracts, and deeds. Each contract will be in individual files, even if the deeds are not signed they should be placed in the file so if it is needed in the future it is in one location.

- ☐ **Action Item:** Tax contract policy will need to be adopted

PUBLIC INPUT- Public Input moved for the consideration of time to the individuals present.

Richard and Ruth Puleo- The Puleo's came to the Board to discuss the status of the restoration of involuntarily merged lots. Richard and Ruth applied for the restoration of involuntarily merged lots to have their property restored to its pre-merger status. The property owners have two lots of record but feel that there should be three. Upon research of historic tax maps and deeds, Assessing could not find any indication the property consisted of three separate lots of record.

Assessing recommendation: Property owners should obtain a survey of the property.

Board Consensus: The Board agrees with the recommendation as the property has not been surveyed in the past, a survey would be the best approach for the owners.

The Chairman requests that the Board move back to Old Business for the consideration of time.

OLD BUSINESS Part II-

2. Allen's Mill Road discussion- Chief Currier & Road Agent Paul Perkins

The Chief and the Road Agent are here based on the request of the Board to discuss a complaint regarding the speeding issue on Allen's Mill Rd received at the 06-21-2021 Board of Selectmen meeting. See reference below.

"Minutes from 06-21-2021: Darleen Breton- Mrs. Breton came to speak with the Board regarding the speeding issues on Allen's Mill Rd, the concern that people can no longer walk the road safely due to speeding cars. The recommendation is to install crosswalks between Beechwood and GYO, and Oakcrest across Allen's Mill, painting a line down the road so people are not passing at dangerous points of the road and placing a speed monitor sign on the road. The additional speeding issue from the Corners intersection up the road between the morning and evening commuting hrs.; 5:00 a.m. – 7:00 p.m. & 4:00 a.m.- 6:00 p.m.

Board Consensus: Based on the discussion regarding Allen's Mill the Board is requesting that the Road Agent and the Chief of Police be present at their next meeting to discuss the issue and possible solutions based on their recommendations. The next Board meeting will be held on July 19th."

Discussion regarding the 30 mph speed limit signs, crosswalks, painted yellow lines, lighted signs, radar signs, traffic control, upkeep for crosswalks and lines, the future potential to place them in more locations, the budgetary impact of those future projects, and the potential for private funding raising through community involvement.

Recommendation from Chief Currier: Painted lines are a good idea, due to the length of the road it would be costly. The Road Agent agrees to reach out for quotes for the lines on Allen's Mill, Stage Rd, and Middle Route. Radar signs and lighted signs are ineffective, it may help initially, however, people become immune to it, the cruiser is the most beneficial for the issue. The commute times are the busiest, weekends are generally not the issue. Grants have been looked into and at this point, Gilmanton does not meet the criteria for it.

Road Agent: We will look into pricing for the road lines and place additional speed limit signs.

After the further conversation, the Road Agent will reach out to other towns to see if there is an opportunity to see if they have traffic counters we could use for a week.

- ☐ **Action Item:** Line pricing will be obtained for Allen's Mill, Middle Rte. & Stage Rd., consideration for future budget and signage can be addressed now.
- ☐ **Action Item:** Communicate with Darleen Breton regarding fundraising for the radar signs.
- ☐ **Action Item:** The Police Department will continue to stop people, and educate people.

3. Road Assessment Report- Review and discussion- Road Agent Paul Perkins

The report has been reviewed, some roads that are listed are private roads not maintained by the Town. The Highway Departments' process of dealing with the roads and the project that is needed is to deal with the worse areas first. Sawyer Lake Rd. has been done, part of Middle Rte., and part of Stage Rd.

Meadow Pond Road does need to be addressed but was not specified in the RSMS as it is a dirt road. This road requires engineering to make the necessary changes.

Further discussion on the need for a larger budget, the approximate amount received from the highway block grant of \$157,000, the current budget to match the grant, the need for the Roads to be placed on the Capital Improvement Program with the understanding that the cost of material can change rapidly. The planning tool that the RSMS provides the Town to help forecast future projects. The projects that need to be contracted out such as culvert replacement, wide-scale ditching projects, and paving.

- ☐ **Action Item:** The Board requested that the Road Agent go through the whole report for accuracy and let them know. This will provide a baseline moving forward.
- ☐ **Action Item:** Request for LRPC to come and explain the report.
- ☐ **Action Item:** The Town's objective is to come up with a 10-year plan for the road system to be able to allocate funds through the budget and through the Capital Improvement Plan.
- ☐ **Action Item:** The areas of concern need to be placed out to bid, which won't happen this year but the process can start.

- ❑ **Action Item:** Road Agent will work with the Town Administrator to go over the report and give a baseline assessment to the Selectmen based on his knowledge of the road system.

Main Objective: To have a strategy in place for road betterment and forecasting for budgetary purposes as the current budget is not enough to propel the town roads to a higher standard. The larger project will be contracted out paving.

2020-2021 Road Assessment- Overall points

Miles:

41 Paved

23 Unpaved

Total miles- 64

Sections of Roads: LRPC broke the network of roads into sections, there are a total of 168 sections.

The sections are shown in the level of importance based on relative volume of traffic- Appendix B

Distress- Appendix C: Pavement Condition Index = PCI: Gilmanton's overall PCI 74.2

The range for our roads is between 19-100, a good place to be is 80

Pavement Preservation: We currently do not have a formalized plan for pavement preservation. Our network of roads should be placed on CIP (Capital Improvement Plan). To be able to forecast our needs regarding repairs and budget.

Budget: Current Budget is \$150,000.00 but expenditures are closer to \$160,000.00. Based on our budget over a 10-year period our PCI would be at 74.1. This only allows us to sustain our current road conditions instead of providing an overall improvement. In short, the annual budget should be increased, our whole network of roads should be placed on a pavement preservation plan and included on our CIP. If the budget is upped to \$200,000 per year over 10 years our PCI would move up to 77.1, which is a small improvement.

Maintenance & Repair Categories:

Differed Maintenance- In good shape currently

Preservation Maintenance- Highway Crew can do most of the work, routine maintenance. Culverts and crack sealing are contracted out.

Repair and Overlay- Contracted Service

Rehabilitation and Reconstruction- Contracted Service

Top Priorities Roads: Middle Rte., Shellcamp, and Stage Rd.

PUBLIC INPUT (at approx. 7:08 PM), Part II -The Chairman recognizes the time for the record and opens public comment.

Joe Haas- The items discussed are the following.

Overall discussion stating that the State is violating the constitutional mandate to adequately fund education, resulting in an increased tax burden on municipalities and in his understanding the need for the Board of Selectmen to change the process at the local level.

References: The Con Val Case Sept. 08th, 2006, the Constitution Article 5, Part 2

Quote used- "Small potatoes don't amount to a hill of beans."

The Chairman sees no other public present in the room or virtually and closes public comment.

For the consideration of the Road Agent, the Chairman requests that the Board go into a non-public session with the Road Agent to discuss his request.

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

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

This meeting is being held to discuss the PAF's dated 07-15-2021, the retroactive pay request within the Highway Dept., and the prior Board determination based on the CDL requirement and timeframe for training.

Board Consensus: To move forward with the retroactive pay for both requests, effective 01-01-2021. Reconsideration based on the certification received.

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to come out of non-public session RSA 91-A:3, II (a)- (3-0 Voice Vote & Roll Call – Chairman Warren, Vice-Chairman Baiocchi, and Selectman Collins -yes).

CONSENT AGENDA

- P.O. Lakes Region Fire Apparatus Inc.- F.D.- Emergency repairs 9E3 Radiator replacement budget to come from the FD Vehicle Repair - \$8,293.26
- P.O. Wolcott Construction- H.D.- 253.88 tons Paving/Entrance on Tibbets Rd., Sawtooth Rd., & Halmar Rd.- \$18,538.32
- P.O. Wolcott Construction-H. D. -972.21 tons Paving Sawyer Lake Rd- \$73,696.61
- P.O. CCI/ Consolidated Communications of NNE- FairPoint settlement- \$92,619.00 per settlement agreement – 06-28-21, paid in one lump sum, recommendations of the budget line the money will come from are; Legal Budget for \$25,000.00, Encumbered money for \$50,000.00, and the non-capital Court Cases for \$17,619.00.

MOTION: On a motion by Vice-Chairman Baiocchi and seconded by Selectman Collins it was voted to approve the consent agenda. (3-0)

OLD BUSINESS Continued, Part III

4. LRPC- TAC Representative- Travis Mitchell appointment, the Board approves the document by signature
5. FY20 Audit Engagement Letter-

MOTION: On a motion by Selectman Collins and seconded by Vice-Chairman Baiocchi it was voted to allow the Chairman to be the sole signature on the FY20 audit engagement letter. (3-0)

NEW BUSINESS

6. **Timberman Triathlon-** Event 08-22-2021 from 7 a.m.- 3 p.m.-The board approved through signatures, this event was approved by Police Chief.

Discussion: Triathlons using state highways vs local roads, number of participants, and the difference.

MOTION: On a motion by Selectman Collins and seconded by Chairman Warren it was voted to allow the Chairman to be the sole signature on the Timberman Triathlon on 08-22-2021. (3-0)

7. **Crystal Lake Bridge Reimbursement-**The check was received for \$583,589.98- Acknowledgement received (3-0)
8. **Resignation-** Esther Townsend- Assistant in the Town Clerks office-

MOTION: On a motion by Chairman Warren and seconded by Selectman Collins it was voted to accept the resignation of Esther Townsend, assistant in the Town Clerks' office. (3-0)

The Town Clerk/ Tax Collector has posted the vacancy.

COMMITTEE UPDATE

9. **Conservation Commission-** There have been two recent resignations in the Conservation Commission the commission is coming to the Board with the following recommendations; Soren Denlinger as an alternate member, Sue Hale de Seve as a full member, and Barry Christenson as a full member. Both Mrs. Hale- de Seve and Mr. Christenson are currently alternate members of the Commission.

Ron O'Connor will be placing a letter of interest, a letter of support by the Commission has not been received at this time but the expectation is that it will be coming shortly.

10. **Joint Loss-** The Committee will be holding a meeting on September 21st- These meetings will be held quarterly and will be a shared responsibility between the Department Heads on a rotating cycle so that it doesn't fall on one individual.

Policy Meeting Date- Request for July 26th meeting between 5-7 p.m. to discuss the personnel policy with the Dept. Heads.

Request for the Town Administrator to meet with Vice Chairman Baiocchi to finish the changes to the policy before the meeting. The TA will look at the schedule and contact the Vice-Chairman shortly.

SELECTBOARD ITEMS & FYI 's

11. **Chairman Warren-** Requesting follow-up regarding the road signs discussed at the workshop on 04-28-21
12. **Fire Dept.-**Monthly Report: June
13. **Police Dept.** Monthly Report- June-FYI
14. **Transfer Station-** Monthly Report for June & Cost comparison information for 2019, 2020, and 2021 to date.
15. **ARPA/LFRF-** Notice of 1st payment amount: \$197,497.03, second will arrive next summer for a total amount of approximately \$394,994.06; ***Once received this will need to be accepted by the Board.*** The money will need to be allocated for specific projects, in prior meetings the Board has discussed using the funds for stormwater management such as ditching and culverts. October 31st is the deadline for reporting.

The Chairman would like to know what scope can we use the funds on within stormwater management. A couple of ideas were discussed, dealing with one road that has a large problem or fixing as many ditches and culverts with the money received to alleviate a wide-scale issue.

Potential Efforts: Scope can be created from a local contracted source, and to additionally have the company manage long-term road projects to include the federal money, utilizing the plan for LRPC and potentially increasing the budget to progress the road system.

- ☐ **Action Item:** Reach out to the local contractor to see if there is interest.

16. **Obnoxious Use complaint on going-** Map/Lot- 422-011- FYI; there is another letter going out for noncompliance. This is not the only property currently in non-compliance if this theme continues there will be notified to the Board regarding further action.

Additional discussion regarding support of the Selectmen if the property does not comply, the potential for legal action on cases similar to this.

Contractor signs complaints have been submitted Code Enforcement has been made aware of the issue and is working on those items. For signs that cannot be reached, the Fire Dept ladder can be used.

Selectman Collins- HDC sign removal request- all non-permitted signs within the 10ft right of way, this was the understanding at the last HDC meeting.

Town Ordinance timeline- Vice-Chairman Baiocchi asked when those ordinances are going to be completed?

TA: The timeline on those items will not be within this year. I am not able to say that these can be accomplished because we are currently working on the personnel policy

Vice-Chairman Baiocchi- Have the Dept. Heads got back to you on those.

TA: No

Clarification on formal requests by other Boards: If there is a formal request that is coming from another Board that Selectmen are representatives on, the request should come down formally from that Board with clear understanding so as not to leave the Town Administrator searching for information.

17. **FYI'S & Action Item follow-up:** The next consortium meeting is the 07-28-2021, Joint Board meeting with School Board, Budget Committee and Board of Selectmen is 07-20-2021 at the school at 6:00 p.m., Workshop for Personnel Policy date needs to be scheduled recommendation is the week of August 9th.

- ☐ **Action Item:** Send out Budget Committee Wrap-up minutes to the Board of Selectmen

Chairman Warren's Select Board Items:

A resident who is willing to tidy up the Town parking lot at the old salt shed, is the Board in agreement that he can proceed?

The Board discussed the understanding of the location of the lot and what it could be used for if cleaned up.

TA: The area is not a large parking lot, is the volunteer aware of the wetlands located on the property, the wetlands run next to and behind.

Chairman: The person is on the Planning Board and very aware of wetlands but the caution is to be aware of the location of the wetlands.

Further discussion regarding the Highway Dept. and their current workload.

Board Consensus: The volunteer can proceed in helping to clean up the brush.

No other Selectmen's items were presented.

Board discussion regarding the interest rate accrual for the tax contract.

Chairman Warren- Regarding the Joint Meeting tomorrow- What is that we want to accomplish, goals, objectives, is there anything specific that we want to address?

Potential budget increase for the Highway Dept., potentially incrementally budget increase for the roads, and an additional \$50,000 per year for CIP.

The terms effective and efficient are going to be used a lot this year. The Town has run very leanly, we are reactive instead of proactive. Further discussion on each department that runs lean, the problems that are presenting when those departments run lean and why we aren't progressing due to lack of funding.

Town Administrator- What is being heard from the public is a call for greater service in each department, even though the budget could increase the idea is not solely a budget increase but a service increase. Residents don't always see Fire, Police, Transfer, Highway, and Town Hall as service-oriented but they are all completely service-oriented as they are driven by complaints, recommendations, and requests from the public. If the Town does not have the budget to go along with that, how do we meet the demands from the public? You can't.

Although it will reflect as a budget increase, it is a service requirement increase based on need not want.

The Board is grateful for the discussion with the School, and although we want a great education for the kids, we also have to be aware of the needs of the overall town.

NON-PUBLIC Pursuant to RSA 91-A:3, II (c)

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to go into non-public Pursuant to RSA 91-A:3, II (c)- (3-0 Voice Vote & Roll Call – Chairman Warren, Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

Tax contract discussion and determination: This meeting is being held to discuss the monthly amounts for each property owner under the terms of a tax contract. The property owners will not be present for discussion, contract will be prepared based on the information reviewed, sent out to property owners for signature.

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to come out of non-public session. (3-0 Voice Vote & Roll Call – Chairman Warren, Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

The Board is moving forward with a policy to not offer tax contracts to property owners in the future years as the process has been deemed ineffective., however, this is the last year for offering the tax contract.

ADJOURNMENT

MOTION: On a motion by Chairman Warren and seconded by Vice-Chairman Baiocchetti it was voted to adjourn the meeting at 9:13 p.m. (3-0 Voice Vote – Chairman Warren, Vice-Chairman Baiocchetti-yes, and Selectman Collins -yes).

Respectfully Submitted,

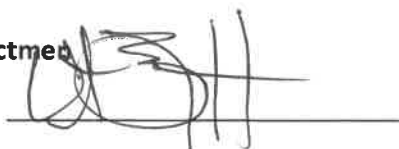


Heather Carpenter
Town Administrator

Approved by the Board of Selectmen



Chairman Mark E. Warren



Vice-Chair Vincent A. Baiocchetti



Selectman Evan Collins