



APPROVED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

November 01, 2017

5:44 pm. – Gilmanton Academy

Present: Chairman Stephen McWhinnie, Selectman Marshall Bishop, Town Administrator Heidi Duval, Administrative Assistant Heather Carpenter and Finance- Brenda Paquette.

Absent with notice: Selectman Michael Jean

Also present please see attached sign in sheet.

5:30 pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, and Selectman Bishop) and led the Pledge of Allegiance.

Work Session:

Tax Rate Setting

MOTION: On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to approve the tax rate breakdown, using \$171,300.00, maintaining a 13.78% balance in the Undesignated Fund Balance. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

The Tax Rate is set at \$24.80, which is an increase of .89 cents from last year.

Budget-

- **HDC-** Chairman-Mr. Ernie Hudziec

01-4193-115- HDC Wages- Error on this line, the committee voted the line for the amount of \$3,500, not \$4,744.

The Town Administrator discussed that the figures are based on the information that she received, and the rate of pay for the employee.

Mr. Hudziec would also like a breakdown of the hours for the HDC-Administrative Assistant. He will be emailing Finance with the request to be included on the email list for the monthly expense report in order to see the breakdown of hours spent.

- **Hazardous Waste-**

01-4323-800- There is a 3.51% increase on this line due to a prior year's overpayment. The credit was exhausted last year and now the line is appropriately budgeted for.

- **Transfer Station-** Facility Manager Ron Nason

01-4324-390- TS Professional Monitoring-

This line is a contracted service, testing requirements have been changed through Department of Environmental Services, an additional test will be required which is the additional monies needed.

01-4324-391- Mowing

Mowing will be done soon and the total line will be paid out.

01-4324-430- Repairs and Maintenance Building

The repairs have been held off to watch the bottom line of the budget, there has been a big project and the thought was to make sure there was money to cover it. There are projects that need to be done.

01-4324-800- Trash-

Title of the line was changed to accurately reflect what it is.

01-4324-801- Construction, debris, furniture etc.

Title of the line was changed to accurately reflect what it is.

01-4324-802-

This line has been incorporated into line 01-4324-800.

Further discussion on the removal of glass, revenues and Department Head request increase on line 01-4324-110- Salary Wages. Overall budget increase of 10.72%.

- Executive-

01-4130-110- Exec Salary- 1 step increase requested

01-4130-115- Exec Secretary -This line is currently in ongoing conversation; the line is not being filled in until the Board completes that conversation.

01-4130-270- Training- Increase for a two-year course through Bureau of Education

01-4130-370- There will be an additional expense due to the Fire Wall.

Overall budget decrease of 38.64%.

- Financial-

01-4150-110- Salary Finance

1 step increase requested

01-4150-370- Computer; The upgrade for the new computer was received, therefore the budget was decreased.

Overall budget decrease of 5.70%

- Assessing-

01-4152-270- increase due to the training that has been suggested for specific training that is needed.

Overall decrease of 6.29% mainly due to salary change

- Legal-

Department Head recommends -\$50,000.00

Overall increase of 42.86%

- ZBA-

01-4192-115- Wages, requested increase

Overall increase of 2.55%

- General Government Building-

Ongoing discussion budget will be brought back with any changes

- Insurance- Overall increase of 1.3%
- Building Department-

01-4240-270- Computer- new system required this year

01-4240-390- Inspector; this line is being budgeted for a change due to the fact that Administration doesn't know how much longer the current situation will remain the same.

01-4240-637- Mileage- Currently we do not pay mileage but if changes occur mileage cost will occur.

Overall increase 38.88%

- Outside Agencies- This budget will need to be presented at the following meeting.
- General Assistance- No changes
- Wage Scale-On going conversation will be done at the following meeting
- Conservation-

Discussion on the Conservation budget and information that will be needed for the following meeting, the Board would like to have the Chairman present at the next meeting.

- Debt Services
- Tan Notes
- Warrant Articles- Ongoing discussion

01-4901-715 Milfoil- the recommendation is to place this as a line in the budget.

The Town Administrator would like to see a budget pass at the next Monday meeting, in order to present to the Budget Committee on the following Wednesday.

Wage Scale- New format was presented and will be discussed at the following meeting.

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

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

Lawsuits

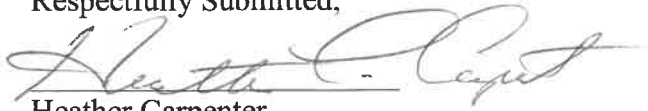
MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to **come out of Non-Public Session**. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

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

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

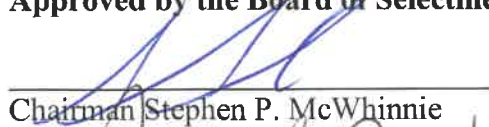
Adjournment: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted unanimously to adjourn at 7:46p.m. (2-0).

Respectfully Submitted,

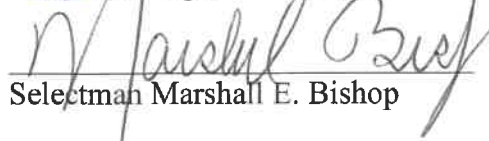


Heather Carpenter
Recording Secretary

Approved by the Board of Selectmen



Chairman Stephen P. McWhinnie



Selectman Marshall E. Bishop

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

11-1-17