



APPROVED AS SUBMITTED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 21, 2017

6:07pm. – Gilmanton Academy

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

Also present please see attached sign in sheet.

6:07pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, Selectman Jean and Selectman Bishop) and led the Pledge of Allegiance.

Consent Agenda/Signature File

MOTION: On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to move and open the consent agenda for discussion. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

○ **Memo to Treasurer**

Per research & request of Finance Officer, close TD Bank account. - referencing “Subdivision Consulting Account” (balance approximately \$615.68 from last statement) and TD Bank account- referencing “Town Building Fund Phase II” (balance approximately \$24.22 from last statement) and deposit these funds into General Operating acct Meredith Village Savings, as these accounts have had no activity in several years (Planning Board escrow account date back between year 2002-2005).

○ **CAI Technologies GIS Internet Services Annual Contract thru 01/27/2019**

\$2,400.00 for annual web GIS software & maintenance agreement, this is split evenly between Assessing, Building and Planning Departments for mapping.

○ **Purchase Order- Fore Co.**-This purchase order in the amount of \$1,941.25 will be coming out of Conservation for forestry stewardship.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to approve the consent agenda. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

➤ **Work Session: Budget Updates**

- **Outside Agencies:** The office recently received request from Mountain Village Charter School for \$450 (\$150 per child for the 3 Gilmanton students enrolled)

The consensus of the Board is that this request should have been given to the School Board.

○ Planning Board:

- The Master Plan will not be completed this year, the amount left for completion is \$11,450.00, making line 01-4191-390 \$16,450.00

The master plan was not completed this year, it was the Planning Boards thought that the funds could be encumbered but they cannot due to the fact that the funds had already been encumbered once last year and the additional amount will need to be added to this budget. It is the feeling of the Finance Director that this should have been placed as a non-lapsing warrant article but because they are close to completion it should be left in the budget. It is a contract, so if the budget defaults they will still get that.

- Training was not updated, line # 01-4191-270 should be \$1,200.00. The training will include an excel training for spreadsheets which will provide additional information for the Planning Administrator to work on the CIP and learn complex formulas.
- The Lakes Region Planning Commission Annual membership for 2018 line 01-4191-391 has increased to \$3,498.00

MOTION: On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to approve the Planning Board Budget to increase line 01-4191-391 to \$3,498.00, 01-4191-390 \$16,450.00, and 01-4191-270 to \$1,200.00 for excel training. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

○ Draft Warrant Articles-

The following topics were a discussed between the Board, Administration and Finance.

➤ **Self-Contained Breathing Apparatus-**

Discussion on the language change for the Self-Contained Breathing Apparatus warrant article. The concern of the Board members is with the language within this article states to “raise and appropriate”, the Chairman believes that stating that it needs to be “raised” is misleading because the funds have been being saved since 2011 and the monies are already there.

Finance stated that the intent of this warrant article is to purchase and the tax impact will be listed next to the article as \$0.00 which will give the voters the first indication.

The Chairman stated that it would be a shame if this article was voted down because people think that they are asking for \$125,000.

Finance stated that DRA has strict principles of wording. We are raising and appropriating but when we withdraw it is offsetting it, it is the withdrawal that makes it the \$0.00 tax impact.

The Board would like this warrant article to be clarified through the voters ‘guide.

The voters’ guide can clearly state this warrant article is to make a purchase and to withdraw for that purchase.

➤ **Fire Radio Capital Reserve Fund-** this warrant article can move forward with no change

➤ **Cardiac Monitors-**

Discussion brought up by Selectman Bishop, to possibly buy the cardiac monitors in alternating years. Selectman Jean stated that when you buy them in alternating years the software and models/style change which causes issues. Chairman McWhinnie has the understanding that the current cardiac monitors are 11 years old. Selectman Jean would like to know what is made from revenue on those (*ambulance calls*) per year through billing.

➤ **Police Cruiser-**

Discussion on the price within the warrant article for the Police Cruiser, the Board would like to go with the cheapest price. The Town Administrator will adjust the article to reflect the numbers that she received, the reduction should be roughly \$300.00, which is the price given through Grappone in Concord.

➤ **Highway Equipment- *This article was accepted and then discussed later in the meeting with changes made.***

➤ **CIP-**

The following are items that have been taken from 2016 CIP suggestions per CIP Chair, Wayne Ognì.

• **Salt and Sand Shed Cover Capital Reserve- \$1,000.00-**

The Select Board would like clarification on the numbers in order to make sure it will be the amount needed for replacement. The Board members feel if they up the amount to \$2,500.00 this year and the following years it should meet the estimated amount needed for replacement. Board of Selectmen are not agents to expend on the account, there will be a warrant article placed in order to address the accounts that the Board are not agents to expend.

Consensus of the Board to change the amount to \$2,500.00 and move it to the Budget Committee.

• **Refurbished and/or Replace Fire Trucks Capital Reserve Fund- \$80,000.00**

Discussion of last year's repairs, BOS are not agents to expend from this fund. This account is just for refurbish and or replace. These monies are not intended to purchase a vehicle in full but to provide monies to offset the purchase, currently there is \$9,251.93 in the fund. The Chairman's concern is that something will breakdown and putting monies in an account the can't be touched. A warrant article would have to be placed the following year to be able to purchase out of this account.

Currently there is a vehicle repair line in the Fire Department budget listed at \$25,000 and two more years-2019 until the current lease in up. The intension of the Board is to place \$50,000 this year and the following year in order to have over \$100,000 in 2019 towards a purchase.

Consensus of the Board to change the amount to \$50,000.00 and move it to the Budget Committee.

• **Replace Ambulance Vehicles Capital Reserve Fund-\$40,000.00**

Discussion of the replacement dates, 2020 and 2023, the cost of replacement vs re-chassis.

The consensus of the Board to leave the amount at \$40,000.00 and move it to the Budget Committee.

• **Skid Steer-to raise and appropriate \$45,000 for the purchase of a skid steer for the Transfer and Recycling Facility**

Discussion on the vendors, and the use of the equipment. Selectman Jean feels that there should be an article placed before this warrant article putting enough money in the fund. There is currently \$33,000.00 in the fund than you put an additional \$15,000. Use this article to expend what is in the fund, like with the breathing apparatus, place money- \$15,000 in to that account and then spend the \$47,000 out of it, which would leave you with \$8,000 in the account.

Recess at approximately 7p.m. for Conservation Public Hearing to be held in the meeting space. Board of Selectmen meeting will reconvene down stairs.

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted to go into recess, meeting will reconvene downstairs. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

MOTION: On a Motion by Chairman McWhinnie and seconded by Selectman Jean it was voted to come out of recess. (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

- **Recycling and Transfer Facility Improvements Fund-**

Discussion of monies spent in the amount of \$38,382. On the November spreadsheet from the Treasurer of the Trustee of Trust Funds there is \$31,000 listed, there is roughly \$11,000 that may be utilized. Monies remaining will be in the amount of \$3,000.00. Building materials have been purchased to be used for the roof covering over the compactor. A building permit with a design should be submitted by the Department Head to the Building Inspector for review prior to building the roof.

The Board would like to request \$40,000.00 in this article.

- **Bridges-**

This warrant article as it is written is with the knowledge of solid number, the consensus of the Board is to move it forward.

- **Fire Pump-**

Discussion on the set up, space needed, cost of the fire pump itself, the cost to items that have not been included, condition of the suction pipe, electrical draw, specifications, the comparison between an electrical fire pump vs the diesel fire pump, the cost range of the generator for an electrical fire pump, and the compressor. The Board feels that an electrical fire pump, a whole building generator and a new air compressor will cost around \$120,000.00 which should be a good solution.

-Finance suggested that the Board seeks out a Clerk of the Works consultant and an engineer in order to see exactly what is needed for the long-term needs.

-The consensus of the Board is to establish a capital reserve account for \$110,000.00 with the Board of Selectmen as agents to expend for the purpose of a generator and fire pump for the Town Hall.

Discussion about a possible bond, a grant for either the pump or the generator. The Chairman believes it needs to be clear in the voter's guide.

-Chairman McWhinnie will contact Mickey Daigle about the pipe, Chief Hempel, and a consultant for the project.

- **Highway Equipment Capital Reserve-** (BOS not agents to expend) discussion to keep the current capital reserve but change the intent.

Selectman Jean would like to go backwards and take the \$60,000 to the Highway Equipment Capital Reserve Fund with the right to expend by the Board of Selectmen (original article is named Highway Equipment-page 3 on the draft warrant article) and change the name on the capital reserve to read "Highway Equipment and Repair Capital Reserve". Discussion on the current CIP and the projected cost, balance needed and foreseen need, the sander issues, seasonal

contracts with the hourly rate, and the expense that is included with the contractors using the equipment.

The Boards decision is to change the intension of the current warrant article to add repairs and include Board of Selectmen as agents to expend.

The Town Administrator will check to see if we are able to place an additional warrant article after the Highway Equipment Capital Reserve and will bring it before the Board for discussion at the following meeting.

- **Police Detail**

There needs to be a warrant article to correct the current warrant article for Police Detail. DRA noticed the current language is not legal because you have to give an exact dollar amount or a percentage with in the article. The current police outside detail revolving fund, the way it is written, all of the profit is supposed to go into the General Fund, it's not legal and DRA won't let us touch the money.

Finance stated the way the warrant article was originally written, the intent of the voters was to offset the expense and the profit from the detail that we would receive would go into the General Fund, but DRA says we cannot take a penny of the profit because of the way the warrant article was written. It said "surplus" and DRA said that you have to have a certain percentage or dollar figure.

The cost of using a vested officer for a detail is about 75%, non-vested officer is approximately 58%. The re-written article can state a percentage based on what is collected. The Town collects \$70 per hour and it cost the Town, for a vested officer \$52.35, your profit for a vested officer is \$17.65.

Selectman Jean stated that the Town is not making money off the details, it was told the details make bank and the only one making money off the details is the officer. The Chairman stated that you have to remember that when the officers are out of town on a detail the Town is paying for retirement. We figured for gas, wear and tear on the car but not the retirement etc.

Generally, any officer that became an officer after 2011 is not considered vested for this, it is a time frame through NH Retirement. Officers that are NON- VESTED get paid retirement on a regular basis but the Town does not have to pay to retirement for a detail of a NON-VESTED OFFICER. Which means, that an officer doing a detail is paying into the retirement but the Town is not paying into NH Retirement for that detail, so they are not getting that percentage of that detail when they retire. An officer is vested with NH Retirement after 10 years of service but this is different, this is for Special Detail. This was a lawsuit and was changed between 5-8 years ago, the Town currently has a half and half ratio of Vested and Non-Vested officers.

Finance believes that the intent of the tax payer was to cover all details by the billing fees, the profit is to go to offset tax but that is not what DRA is allowing the Town to do. We have lost all revenue from that for this year.

The discussion about the percentage vs the dollar amount, the percent amount of 50/50 and the possibility of a change in what the Town charges for the detail. The profit currently for a vested officer is \$17.65. The Board stated that when they originally changed the fee it was supposed to cover the cruiser in the amount of \$20.00 and it's not covering even that amount.

Currently on a non-vested officer the profit is \$29.42. The breakdown for the current detail rate is as follows;

\$40.00 for the officer

\$20.00 for the administration, the cost of retirement, Medicare and the P.D.-Administrative Assistant to bill.

\$10.00 for the cruiser

Discussion for budgeting for detail vs the current fund, and the possibility of over budgeting or over expending a line if it was a line within the budget.

The consensus of the Board is to correct the current warrant article and change it to the percentage to 50/50 in the warrant article and if it passes to change the rates of the detail.

The warrant article must pass by 3/5th majority in order to pass.

If you want to expend from that account, a different warrant article will have to be proposed for Board of Selectmen as agents to expend and buy a cruiser with it.

Selectman Jean would like to place within the cruiser article and take the funds out of that account, the \$43,000. Finance stated that you can ask that it be funded out of the revolving account. **The consensus of the Board is to modify the language of the Police Cruiser warrant article and to withdraw out of the revolving account.**

Finance will check with the auditors to confirm that there is enough money in the fund to cover the cruiser.

Year-round Library- The Town Administrator has not received the petition warrant article.

The next Board of Selectmen meeting will be held on Wednesday, December 27th, 2017 at 6 p.m.

The Town Administrator asked the Board that if one of the non-public meetings that was scheduled for tonight is going to be tabled that she be given the understanding and tone of the meeting. The Board agrees that the Chairman has the authority to discuss the information with the Town Administrator in a one on one conversation.

Adjournment: On a Motion by Selectman Jean and seconded by Chairman McWhinnie it was voted unanimously to adjourn at 8:53 p.m. (3-0).

Respectfully Submitted,



Heather Carpenter

Assistant Town Administrator

Approved by the Board of Selectmen



Chairman Stephen P. McWhinnie



Selectman Michael J. Jean

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}