



APPROVED AS SUBMITTED

Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

January 08, 2018

6:00pm. – Gilmanton Academy

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

Also present please see attached sign in sheet.

Absent with notice-Selectman Marshall Bishop

6:00pm Chairman McWhinnie opened the meeting, took attendance of those present and voting (Chairman McWhinnie, and Selectman Jean) and led the Pledge of Allegiance.

Grants-

DWI/Distracted Driver grants for the upcoming year have just been brought to the Board and have not been budgeted for at this point. The grants will need to be specifically paid out at an overtime rate, per the language in the grant itself. The Police Department will only get the grant if the work is performed and paid out quarterly.

This will need to be added to the overtime line in the budget and needs to be gross appropriated.

Amendment to line 01-4210-140- approximately \$12,562.00 will needed to be added and an increase to retirement and Medicare lines. Finance recommends to increase the overtime line and to include retirement and Medicare.

The Town Administrator will check to see if this grant is 100% reimbursable.

Finance stated that the revenue that comes in from this is called Grant Revenue, so we know the revenue offsets, just like we know that revenue offsets three quarters of our entire budget.

The Board consensus is to table the discussion and to have a meeting at 5:30 p.m. on Wednesday in order to have solid numbers in order to make a decision.

Police Department request to encumber funds in 2017 budget to cover compensatory time that was the first payroll in 2018. It is the Town Administrator's understanding that payroll was proceed as received, it may be changed by the Auditor but that is something we would let them dictate, and it isn't clean reporting to change...

Selectman Jean would like to know which line was he (*Chief of Police*) thinking about?

Town Administrator stated that he did not indicate a line and that is why I have given you a copy of the most recent expenditure report.

The Board feels that encumbrances have already been done, no motion followed.

Warrant Articles-

- Budget Committee requests the Board reconsider using more of the existing reserve fund to pay for the Transfer Station skid steer to reduce the tax impact.

The amount in the fund now is \$33,000 (+/-), the math that had been done was based on the conversation where the Board wanted to leave \$8,000.00 in the fund. The Budget Committee is asking

the Board to consider changing the amount to \$32,000.00. The language for the current language in the warrant article allows the tax impact to be 0.05 cents per thousand. Selectmen are not agents to expend on this fund.

MOTION: On a motion by Selectman Jean and seconded by Chairman McWhinnie it was voted on the article for the skid steer to use \$30,000.00 of the Recycling Equipment Fund and remaining come from taxation; leaving \$3,000.00 remaining in capital reserve. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

Additionally, the Budget Committee requested, based on your actual expenses out of the Recycling/Transfer Facility Improvement Fund, if the Board would consider altering that amount. The Warrant Article is \$40,000.00 and the expense was \$38,000 and change. Those were the general figures that the Board of Selectmen had been working on when the determination was made, the Town Administrator doesn't know if the Board needs to alter that at all. The Board feels comfortable leaving the Recycling/Transfer Facility Improvement fund at \$40,000. The amount spent out this year from that fund was \$38,382.34. There are no new figures from the Trustees to indicate the balance remaining.

▪ Police Outside Detail Warrant Article

The Town Administrator has been back a forth with DRA to modify the language on the existing Police Outside Details Revolving Fund to fulfill the intent of the original article, as we have now been told the original article was illegal. Friday morning the Department of Revenue called and said upon further review and consideration they suggested that we instead do two articles, one article to discontinue the existing fund and with the discontinuation, those funds would be transferred to the General Fund and then draft a new article for a new revolving fund that is accurate and legal.

Selectman Jean questioned the portion of the discontinuation would it need a majority vote.

The Town Administrator stated that these are simple majorities. If you do the modification that is a super majority and a 3/5ths requirement.

Selectman Jean would like to know what happens if they vote to discontinue and the second article failed or vice versa.

Discussion between Finance, the Board and the Town Administrator requesting that the language of the term "if it should fail", the ability to hold a special election, and the contingency for the articles. The Town Administrator will speak more with DRA on the specifics of language.

The Town Administrator has spoken with DRA on the percentages specifically, and she is not sure what the Boards intent was but we can not take a percentage of the "surplus" because that is the language that wasn't legal to begin with. So, we are talking about the Gross monies received. Based on the figures that have been presented to the Board and what is actually happening, 20% into the General Fund seems adequate and responsible, with the existing rates it falls right around 20% to be proper with what is being billed. A 50/50 ratio wouldn't cover and would have to be budgeted which is believed to be contrary to a revolving fund and not sustainable with what is coming in. The Town Administrator believes the 80/20 is what is sustainable.

Further discussion between Finance, Town Administrator and the Select Board on the varied ratios that would work for this article, the sustainability of the fund, the point of a revolving fund compared to budgeting and the need for the possibility of a rate increase.

MOTION: On a motion by Selectman Jean and seconded by Chairman McWhinnie it was voted to leave 70% to remain in the fund and 30% to offset the taxes. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

The Board has concerns about the language of the two separate articles and the failure of either. Finance feels that DRA is inexperienced with the language for revolving funds and believes the Board should follow the prescribed language so that the Town doesn't find itself in the same situation a few years down the road.

Default Budget

Finance presents the Board with her recommendation for the default budget which she has gone over profusely. It has been requested that Department Heads look at it to see if they feel it is too high or too low, she has asked the Select Board to review it and do their homework. She has spoken with the Town Administrator today and even with an increase in the Police Departments overtime budget, she doesn't believe there is justification in increasing the Default in that budget, because it's not a contract or guarantee. Ideally Finance would like the numbers to be closer to the request by the Board but we also don't have the numbers from the Budget Committee yet.

MOTION: On a motion by Selectman Jean and seconded by Chairman McWhinnie it was voted to recommend the default Budget presented in the amount of three million, seven hundred and ten thousand, two hundred eighty-five dollars (\$3,710,285.00). (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

New Business

o "Stale Dated" and Bad Check Policies:

Finance and the Town Administrator recommends the Board consider creation of these policies and provide guidance for administration to draft potential policies.

Currently there is not a policy in place, the Town does charges \$25 plus the postage. The consensus of the Board is that a policy should be set in place and to have Administration draft up a policy for review.

Approval of Minutes –

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to approve the minutes of 12-04-17 as amended. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie is was voted to approve the minutes of 12-21-17 as submitted. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

12-27-17 Minutes will be reviewed at the following meeting due to the fact the Selectman Jean was not present for that meeting.

Consent Agenda/Signature File

MOTION: Chairman McWhinnie moves to open the consent agenda, seconded by Selectman Jean. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

MOTION: On a Motion by Selectman Jean, and seconded by Chairman McWhinnie it was voted to approve the consent agenda. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -yes).

- **2018 Tax Map Maintenance Contract and Purchase Order:** 2018/2019 (4/1/18-3/31/19) Annual Contract with CAI Technologies for Tax Map Maintenance, \$2,675.00 + \$15.00 per building added, 01-4152-390
- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$512.29 Map 406 Lot 54001
- **Yield Tax Warrant:** Issue Yield Tax Warrant of \$3,795.40 Map 419 Lots 87 & 88
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 416 Lot 26
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 419 Lot 96
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 403 Lot 07
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 127 Lot 52
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 419 Lot 43
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 119 Lot 206
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 406 Lot 10
- **Veteran's Tax Credit:** Approve credit \$500.00 for Map 126 Lot 04-5007
- **Solar Energy Systems Exemption:** Approve exemption \$43,750 Map 101 Lot 03
- **Solar Energy Systems Exemption:** Approve exemption \$25,000 Map 423 Lot 66
- **Elderly Exemption:** Approve exemption \$120,000 for Map 413 lot 29
- **Time Off Request:** Employee Time Off Request

Old Business

- **Website Redesign Proposals:** Proposals are opened and reviewed (sealed bid) at this Board of Selectmen meeting, no bid to be awarded until town budget approved at March election.

Bids opened and read aloud as follows;

- **Revise -Thomas J. Jean (no relation)-**
Base Template-\$2,800.00 for the initial build and annual software is \$1,800.00. Total for the first year is \$4,600.00.
Custom design- \$8,700.00
- **Gov. Office-**
Initial price-\$12,525.00 or a multi-year rate of \$5,105.00, we will have to determine how many years the multi-year rate is.
Annual hosting, maintenance and customer service -\$1,450 with potential add on's
- **AD- Accurate Digital**
Plan A- Total estimated cost of \$33,133.00
Plan B- \$51,425.00
Look to see if annual is included or not, they are out of New York

- **Virtual Towns & Schools**
Initial services and design- \$2,250.00
Set up- \$1,800.00
Content creation- \$1,500.00
On-site training-\$1,000.00
Separate training for page administrators
Total cost \$6,600
Annual cost-\$1,750

SelectBoard Items

Public Hearing is Wednesday, January 10, 2018 at 5:30 p.m.

Super Saturday is Saturday, January 13, 2018 at 8:30 a.m.

Public Comment open at 7:23p.m.

No public present

Public Comment closed at 7:23p.m.

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

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

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

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to seal the minutes of Non-Public Session. . (3-0 Voice Vote – Chairman McWhinnie-yes, Selectman Jean -yes, Selectman Bishop – yes).

(2) Non-Public Session per RSA 91-A:3, II (I)

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

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

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

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

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

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

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

(4) Non-Public Session per RSA 91-A:3, II (c)

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

Assistant Town Administrator was asked to leave after the call into non-public

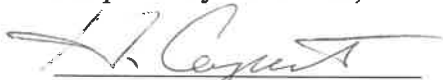
MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Jean-yes).

MOTION: On a Motion by Chairman McWhinnie, and seconded by Selectman Jean it was voted unanimously to seal the minutes of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Jean -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 Jean it was voted unanimously to adjourn at 8:39 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

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