



APPROVED AS AMENDED

## Board of Selectmen Town of Gilmanton, New Hampshire

Meeting

December 27, 2017

6:07pm. – Gilmanton Academy

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

**Absent with notice:** Selectman Michael Jean

Also present please see attached sign in sheet.

No public present

**6:07 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: Budget**

- **Draft Warrant Articles**

The Town Administrator speaks to the updated warrant articles-

- **Self- Contained Breathing Apparatus-** Waiting for DRA to respond with the request for specific language for this warrant article. The updated figure from Chief Hempel for the total amount that will need to be stated in the warrant article is \$126,178, to meet that full requirement he needs \$11,723.00. Currently he has \$114,455.00. It is the Town Administrators understanding, after speaking with Chief Hempel, he would like to word the article so that if the additional funding is not approved (\$11,723.00), he would still be able to purchase as much as he does have funding for. Chief Hempel feels this equipment is imperative and needed.

Consensus of the Board is to move the warrant article forward with the update monetary changes and pending language changes.

- **P.D. Cruiser-** The consensus of the Board is to go with the lowest bid which is from Grappone's in the amount of \$43,500.00 and move it forward.
- **Skid Steer for the Transfer Station-** The Town Administrator has re-worded the language within the warrant article and believes she has followed the intension of the Board, this combines \$25,400 from the existing capital reserve, plus taxation of \$21,600.00, leaving approximately \$8,000 in the account.

The consensus of the Board is move the skid steer article forward.

- **Academy Building-**

- The Town Administrator has provided new language for the warrant article to establish a Capital Reserve Fund for the purpose of the Academy Building Mechanical Upgrade and Professional Engineering and to raise and appropriate the sum of \$110,000.00 to be placed in the fund. The language that has been put forward to address the needs as they exist now and provides establishment of capital reserve for the buildings future needs.

The Board feels comfortable with the language and the consensus is to move it forward.

The Board has requested the estimated time frame that the Budget Committee will receive the Warrant Articles

The Town Administrator can send out the draft form of the Warrant Articles with firm numbers and pending language changes to the Budget Committee tomorrow.

- **Default Budget-** Finance and Administration are still working on the Default Budget but they would like to review encumbrances tonight.

- **Anticipated Revenues-**

Finance has provided a summary page for the revenues which includes data from 2016 and 2017, there is a space for 2015 which will be added when time allows but it will be just the 2015 actual which is not necessary for the discussion tonight.

The budgeted columns and the estimated MS4 budgeted columns for 2017 are being presented and the numbers have been revised according to DRA and the tax rate, it is the revision prior to setting the tax rate. The Admin. Proposed column is what the Finance Director has estimated, these numbers will go into place until the Fall 2018 when DRA reviews/revises them. These numbers are always an estimate until it is time to set the tax rate and by that time we know for sure what we are going to get from the Highway Block Grant, shared revenues for Room and Meals and estimate for motor vehicles and miscellaneous fees.

Right now, we are not at end of year and the 2017 actual numbers are still changing daily as revenue comes in. The Rooms and Meals check was just received and that number will need to be updated to approximately 197,000. The Rooms and Meals check is given by the state and is configured by a formula that includes population.

The Town Administrator recommends that if the Board approve this, to approve it with the revised number from Rooms and Meals, approximately \$197,000.00.

The Board consensus is to send the figures of the Estimated MS4 to the Budget Committee with the revisions to line 01-3352-001- from \$192,323 to approximately \$197,000.00.

Finance would like the Board to look at page 6, and take note, this is income from Department Revenues and part of the miscellaneous income. The majority of these numbers are going to be used to offset tax rate, there are items in here that will not offset.

- **Trust Fund-**

The last page- The Trustees of the Trust Fund indicates where the money comes from and the first line (WA) are from the Warrant Articles that are in front of the Board, anything that we have asked to withdraw from the Capital Reserve Fund, which totals \$244,308. The number below, which is \$3,000 from the Cemetery Trustees, that money will be used to offset the Cemetery Budget. We will receive more money throughout the year from the Cemetery Trustees as we have for this year but those monies will come from their expendable trust fund for payments of other work that they will hire that is not budgeted for.

- **Twigg Property-**

The Twigg property in the amount of \$800.00. It acts like payment in lieu of tax but that isn't what it is. The \$800.00 is what finance bills them for the taxation which was formulated within the agreement when they developed the Twigg Conservation Fund, which includes five parcels. They added the fifth parcel this year. Finance believes that the Town will be receiving more than the \$800, she is waiting on the figures from the Assessor. In 2016 the Town received approximately \$855 from the properties. The properties are exempt from tax now because they are Town owned property.

- **Building Permits-** page 3-Finance would like to combine some of these lines into one because they fall under permits.
- **Franchise Fees Collected-**

Finance believes this line is from TDS which is placed under payment in lieu of tax on page 2., which is why under Franchise Fees it has been zeroed out. Line 01-3186-10 is going to be increased from \$500.00 to \$1,000.00.

Consensus of the Board is to move item discussed forward to the Budget Committee.

Summary Totals have been updated for the Budget binders, Transfer Station and Planning Board have been updated based on Board approval at the last meeting. Transfer Station has been upgraded to a default budget based on the full time hire of the manager and Planning Board has been changed to reflect the three lines; training, contract for the Master Plan and Planning Commission increase.

Finance has requested that the board review the default budget, to see if any more revisions need to be made.

- **Encumbrances-**

Encumbrances are done at the end of each year we look at the budget to see what is still coming in, what we still have contracts for, what monies we have to reserve to carry into 2018 because we won't be billed in 2018. The line items in parenthesis that indicates that the line is over budget but the entire department line isn't over, it just indicates that the line is over spent.

- **Line 01-4130-270-** Exe Training in the amount 603.00 to be encumbered
- **Line 01-4130-429-** Exe Town Website in the amount of \$550.00; the bill has not come in yet.
- **Line 01-4130-750-** Exe Office Equipment in the amount of \$1,000.00; expecting a few more bills to come in which is more of an accounts payable matter than an encumbrance but Finance wanted the Board to recognize it.
- **Line 01-4152-312-** \$4,255.00 which is for the December bill
- **Line 01-4191-390-** \$1,900.00 Planning Board Professional Services Consultant- these monies will be put towards their Master Plan.
- **Line 01-4319-731-** Road Improvements- Currently there is \$35,514.00 in there; the money has been used for the Bridges because there wasn't a Warrant Article placed last year for this item. This money is the amount we budget to match the Highway Block Grant. There are bills from Hoyle and Tanner that haven't come in and will need to be paid out; the suggestion is to use this money for that purpose.
- **Line 01-4324-390-** Transfer Station Professional Monitoring in the amount of \$1,368.00. DES as informed the Town of additional monitoring that will be required due to high levels of methane, this money will be used for the monitoring.
- **Total suggested amount to encumber - \$42,190.00**
- Legal line is over spent by 71% and is the reason, \$30,000 has been requested from the Trustees from the Non-Capital Reserve account in order to offset the expense. Due to the significant overage, the Administration is carefully watching the bottom line. Additional there was \$13,000 from previous year that was carried over and utilized for these expenses.

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to encumber the \$42,190.00. (2-0 Chairman McWhinnie-yes and Selectman Bishop-yes) Finance indicated that the Board needs to review and approve the Default budget but it doesn't need to go before the Budget Committee due to the fact that they can not change it, but it is nice if it does go before them.

**Consent Agenda/Signature File**

Move to open the consent agenda for discussion

- *Malouin Land Donation Deed: Map 418, Lot 01as submitted by the GCC and previously approved by the Board of Selectmen.*
- *Purchase Order: Morton Salt, 2018 Annual Budget-\$60,000.00 Line 01-4312-695.*
- *Purchase Order: Greenland Power Equipment-Sander motor for \$1,557.50, Line- 01-4311-665*

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

**Old Business-**

- **Wetlands Permit-** Stage Road Bridge over Unnamed Brook (Beauty Hill)- One of the conditions from DES is there would be no instream work after Oct. 1<sup>st</sup> but at the last meeting the Board indicated work later in the season, in doing so more fee would occur through additional permitting that would be needed. It is the Consensus of the Board to go with the original suggestion and have the work completed by October 1<sup>st</sup> which will move the start date up.
- **Snow Shoveling and Light Maintenance-** postponed the conversation until after the Non-public meeting.
- **Request from the Corners Library for a sand barrel-** The Board has requested that the Town Administrator reach out to the Highway Department to fill the request of the sand barrel for the Corners Library.

**Select Board Items-**

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to appoint Zannah Richards as a Full Member to the Planning Board and maintain her alternate position on the ZBA and she be the bridge gap between the two. (2-0 Chairman McWhinnie- yes and Selectman Bishop-yes)

Public Hearing Budget: January 10,2018 at 6 p.m.

**Approval of Minutes –**

**MOTION:** On a Motion by Chairman McWhinnie, and seconded by Selectman Bishop it was voted unanimously to approve the minutes of 12-08-17 and 12-18-17.  
(2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Minutes from 12-04-17 and 12-21-17 tabled until the next meeting.

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

**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 (c). (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 come out of Non-Public Session. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Reputation

**MOTION:** On a motion by Chairman McWhinnie and seconded by Selectman Bishop it was voted to take a recess. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

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

**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 (a). (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 come out of Non-Public Session **RSA 91-A:3, II (c)**. (2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Bishop – yes).

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

**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 (a). (2-0 Voice Vote – Chairman McWhinnie– yes, and Selectman Bishop– yes).

Employee

**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 to move to pay the existing compensatory time to Police Department employees as presented by the department on 12/14/17 And further I move to clarify the Town's current overtime policy to expressly state that, effective January 1, 2018, the Town shall not agree to provide employee's comp. time in lieu of overtime pay (except as may be expressly agreed in writing between an employee and the Town) and that overtime work must be approved by the Department Head in advance, and direct the Town Administrator to work with Town Counsel to draft language to implement these clarifications.(2-0 Voice Vote – Chairman McWhinnie -yes, and Selectman Bishop – yes).

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

**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 (c). (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Reputation

**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).

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

**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 (c). (2-0 Voice Vote – Chairman McWhinnie– yes, and Selectman Bishop– yes).  
Reputation

**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).

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

**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 (a). (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Employee

**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).

**(7) Non-Public Session per RSA 91-A:3, II (l)-**

**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 (l). (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Legal Advice

**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).

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

**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. (2-0 Voice Vote – Chairman McWhinnie-yes, and Selectman Bishop – yes).

Review of Non-public minutes

**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).

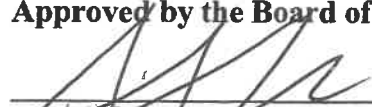
**Adjournment:** On a Motion by Selectman Bishop and seconded by Chairman McWhinnie it was voted unanimously to adjourn at 9:43 p.m. (2-0).

Respectfully Submitted,



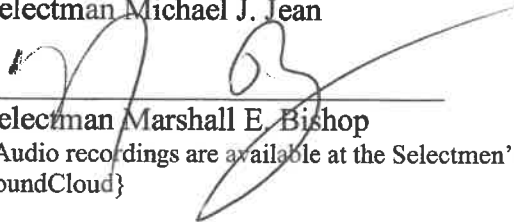
Heather Carpenter  
Assistant Town Administrator

**Approved by the Board of Selectmen**



Chairman Stephen P. McWhinnie

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Selectman Michael J. Jean



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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}

